Bachelor of Science in Nursing

STUDENT HANDBOOK

School of Nursing

Northern Michigan University
Revised
April 2013
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Getting Information about the University and the Nursing Program

For information regarding applications and admission procedures to the University; transfer credits; or to obtain an UNDERGRADUATE BULLETIN:

ADMISSIONS OFFICE
Room 2212 Hedgcock
(906) 227-2650 or (800) 682-9797
http://www.nmu.edu/admissions/

For information concerning loans, scholarships, and employment:

Financial Aid
Room 2107 Hedgcock
(906) 227-2327 or (800) 682-9797
http://www.nmu.edu/finaid/

For information regarding housing:

Housing office
2101 Hedgcock
(906) 227-2620 or (800) 682-9797
http://www.nmu.edu/housing/

For information regarding student services:

Office of the Dean of Students
2001 Hedgcock
(906) 227-1700 or (800) 682-9797
http://www.nmu.edu/dso/

For specific questions regarding the nursing programs:

<table>
<thead>
<tr>
<th>Program</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>BSN program</td>
<td>(906) 227-2834</td>
</tr>
<tr>
<td>LPN to BSN program</td>
<td>(906) 227-1667</td>
</tr>
<tr>
<td>RN to BSN program</td>
<td>(906) 227-1667</td>
</tr>
<tr>
<td>MSN program</td>
<td>(906) 227-2834</td>
</tr>
</tbody>
</table>
CHAPTER ONE
INTRODUCTION--BACCALAUREATE NURSING PROGRAM

History of the program and the College of Nursing and Allied Health Sciences

In 1966, the Michigan Nurses Association published a document, "Plan for the Future of Nursing Education in Michigan." As a result of the Michigan Nurses Association recommendations, the program in baccalaureate nursing at Northern Michigan University was established. Margaret Rettig, who was later to become Dean, was appointed director in 1968, and two faculty members were hired. Unanimous approval to initiate the nursing curriculum was received in March, 1969 from the NMU Board of Control.

The success of the program must, in part, be attributed to those courageous individuals who first enrolled as students. Students and faculty achieved success despite many challenges. Their dedication to high academic and professional standards set the pattern for the future of the program and the quality performance of graduates.

The BSN program has benefited from the popularity of nursing as a career choice. Enrollment has increased drastically from the original 35 in 1969. The program in baccalaureate nursing became a formal department within the School (subsequently a College, then back to a School in 2000.) of Nursing and Allied Health Sciences in Spring, 1978. The baccalaureate nursing program was fully accredited by the National League for Nursing Accrediting Commission (NLNAC) from 1981 – 2003. The Bachelor of Science in Nursing (BSN) and the Master of Science in Nursing (MSN) programs have been accredited by the Commission on Collegiate Nursing Education (CCNE) since 2003.

The Master of Science in Nursing (MSN) program began in 1985. Currently, there is one specialty track in this NLN accredited program: Family Nurse Practitioner (FNP). A thesis, field research practicum or scholarly project is available as research options. New graduate level nursing programs are being explored.

In 1989, the School of Nursing began the LPN to ADN program. The Associate Degree in Nursing (ADN) was open only to LPN's and it prepared students to function as technical nurses in a structured setting. The last class in this program was completed Winter semester 1995. The LPN to ADN program provided licensed practical nurses the opportunity to advance from one level of nursing practice to another. Graduates of this ADN program were able to expand their scope of practice and move into areas of increased responsibility. With minimal loss of credit, advancement to the next level of nursing was available for graduates of the program who chose to pursue a baccalaureate degree.

The RN to BSN Completion program began in the early 1970's and continues to this day. The department also offers an LPN to BSN Completion program. Both the LPN to BSN and RN to BSN programs build on the student’s previous nursing education and experience and facilitate student mobility towards the BSN degree.

The College of Nursing and Allied Health Sciences combined with another college in the year 2000 to become the new College of Professional Studies and since then, the School of Nursing has been administered by an Associate Dean of Nursing.

The Practical Nursing (PN) program had been a vital part of the School since 1971. Students affiliate in hospitals and nursing homes in the Marquette, Michigan area. There has been a trend for those graduates to enter an associate degree in nursing or baccalaureate program to further their
aspirations. NMU’s School of Nursing has constantly tried to improve the articulation of the PN graduates into the BSN program. A program Coordinator for both the LPN to BSN and RN to BSN tracks has been in place for several years. Due to budget constraints, the PN program was suspended in 2011. However, due to strong community request, the PN program was reactivated in Fall 2012.

The School of Nursing has expanded beyond the brick and mortar parameters of the campus of Northern Michigan University to include the regional health care system. As a student within the school, you serve not only as an emissary to the health profession, but as a representative of the academic community of Northern Michigan University.

**BSN Pin**
The BSN pin, as pictured on the cover, typifies the strength and rugged individualism that has characterized the nursing community throughout its history. Nursing practice that requires limitless innovation and adaptation to change is represented by the free form shape of the BSN pin. Originally designed by a graduate of the program, the pin is struck of the color of steel and encrusted with the stone of hematite to reflect the uniqueness of this region. Tracks run from the stone in diverse directions and different lengths. Graduates will direct their nursing practice in different directions. They will continue to practice nursing in near and far places, wherever there are persons with needs. Their strength of character and individualism will be reflected in the heritage of the pin they wear. The nursing pin is usually granted at the nursing pinning ceremony, a time-honored solemn event for graduating nursing students scheduled prior to graduation.

**Mission Statement**
The primary mission of the School of Nursing is to educate mindful professional nurses who are caring, competent and qualified to practice in constantly changing environments and with diverse populations.

**The Core Curricular Concepts of the BSN Curriculum**

- **H** = health promotion throughout the lifespan
- **O** = optimal evidence-based practice
- **L** = lifelong learning
- **I** = international global community
- **S** = safety and service
- **T** = typify professional nursing standards
- **I** = informatics, interdisciplinary collaboration, and improved quality
- **C** = critical thinking, client-centered care and communication
# BSN Program Level Objectives

**Baccalaureate Outcome Competencies within Curriculum Levels**

<table>
<thead>
<tr>
<th>LEVEL 1 (Semester 1)</th>
<th>LEVEL 2 (Semesters 2 and 3)</th>
<th>LEVEL 3 (Semesters 4 and 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>At the completion of level one the student will:</td>
<td>At the completion of level two the student will:</td>
<td>At the completion of level three the student will:</td>
</tr>
<tr>
<td>Identify theoretical and evidence-based knowledge to provide a foundation for holistic patient centered nursing care that promotes wellness and incorporates the rights, unique abilities, beliefs, and values of patients.</td>
<td>Use theoretical and evidence-based knowledge to plan holistic patient centered nursing care that promotes wellness and incorporates the rights, unique abilities, beliefs, and values of patients.</td>
<td>Integrate theoretical and evidence-based knowledge in planning holistic patient centered nursing care that promotes wellness and incorporates the rights, unique abilities, beliefs, and values of patients.</td>
</tr>
<tr>
<td>Select nursing interventions that provide safe, compassionate care to diverse patients throughout the lifespan.</td>
<td>Demonstrate safe, compassionate and sensitive nursing care to diverse patients throughout the lifespan.</td>
<td>Provide and advocate for safe, compassionate and sensitive nursing care to diverse patients throughout the lifespan.</td>
</tr>
<tr>
<td>Identify quality improvement processes used to promote safe, effective nursing care.</td>
<td>Discuss quality improvement processes and interdisciplinary collaboration designed to provide safe, effective health care.</td>
<td>Engage in strategies to improve quality of care through effective leadership, management, and interdisciplinary collaboration in dynamic health care environments.</td>
</tr>
<tr>
<td>Demonstrate effective basic communication skills to promote therapeutic nurse-patient interactions and productive collegial relationships.</td>
<td>Implement effective communication skills with patients, community partners, and health care professionals across practice settings.</td>
<td>Communicate and collaborate effectively with patients, community partners, and health care professionals across practice settings.</td>
</tr>
<tr>
<td>Select behaviors that adhere to fundamental ethical codes and professional standards of practice.</td>
<td>Demonstrate behaviors that adhere to ethical codes and professional practice standards in specialty areas.</td>
<td>Model behavior that adheres to ethical codes and professional standards of practice.</td>
</tr>
<tr>
<td>Identify professional activities that demonstrate a contribution to the global community, commitment to service, and lifelong learning.</td>
<td>Discuss professional activities that demonstrate a contribution to the global community, a commitment to service, and lifelong learning.</td>
<td>Participate in professional activities that demonstrate a contribution to the global community, a commitment to service, and lifelong learning.</td>
</tr>
</tbody>
</table>

*Note: Level 3 outcome competencies are the baccalaureate program terminal objectives.*
CHAPTER TWO
BACCALAUREATE NURSING PROGRAM

BSN Program Tracks

The Baccalaureate Nursing Degree program (BSN) has different tracks. Not all students are eligible to be in all tracks. It is the student’s responsibility to read the track descriptions and consult with their nursing adviser regarding the requirements for each track. Tracks are offered as department resources permit and are subject to change. The current list of tracks and their scheduled admissions are:

- **Traditional BSN Track**: Admissions occur fall and winter semesters.
- **LPN to BSN**: Admissions occur fall and winter semesters.
- **RN to BSN**: Admission of a cohort depends on a sufficient number of applications.
### Baccalaureate Nursing Program Curriculum Requirements
(for students admitted to the nursing program beginning with the Fall 2009 semester)

<table>
<thead>
<tr>
<th>Credits</th>
<th>Liberal Studies</th>
<th>Division I: Composition</th>
<th>Division II: Humanities</th>
<th>Division III: Natural Science</th>
<th>Division IV: Social Sciences</th>
<th>Division V: Formal Studies</th>
<th>Division VI: Fine/Performing Arts</th>
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<tbody>
<tr>
<td>30-40</td>
<td>6-8</td>
<td>EN 111 College Composition I</td>
<td>Humanities elective</td>
<td>CH 109 Introductory Organic and Biochemistry for the Health Sciences (4 credits). New students who are eligible for CH 109 are those who 1) pass the math test at the MA100 level, and 2) pass the Chemistry proficiency test with 50% correct or demonstrate successful completion of a college chemistry course. If the student does meet the requirements for Chem 109, the student must take CH105, then CH109.</td>
<td>SO 101 - Intro to Sociology</td>
<td>Formal Communications Elective</td>
<td>Visual and Performing Arts Elective</td>
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<tr>
<td>6-8</td>
<td></td>
<td>EN 211 College Composition II</td>
<td>Humanities elective</td>
<td>Elective Division III course</td>
<td>Social Science Elective</td>
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<td>Division IV: Social Sciences</td>
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<td>Division V: Formal Studies</td>
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<td>Division VI: Fine/Performing Arts</td>
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<td>Other Required Courses</td>
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<td>*PY 100 Introduction to Psychology</td>
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<td>BI 201 Human Anatomy</td>
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<td></td>
<td></td>
<td>BI 202 Human Physiology</td>
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<td></td>
<td>BI 203a Medical Microbiology (new course 3 credits)</td>
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<td>HN 301 A &amp; B Nutrition for Health Professions</td>
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<td></td>
<td>*300-400 level course</td>
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<td></td>
<td></td>
<td>*World Culture Course</td>
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<td>HP 200 Physical Well Being</td>
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<td>Nursing Major</td>
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<tr>
<td>66</td>
<td></td>
<td>NU 201 Holistic Health Assessment (T)</td>
<td></td>
<td>NU 201 Holistic Health Assessment (L)</td>
<td></td>
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<tr>
<td></td>
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<td>NU 211 Foundations of Professional Nursing Practice (T)</td>
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<tr>
<td></td>
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<td>NU 212 Foundations of Professional Nursing Practice (C)</td>
<td></td>
<td>NU 221 Pharmacology I (T)</td>
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<td>NU 221 Pharmacology I (T)</td>
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<td>NU 231 Pathophysiology (T)</td>
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<td>NU 301 Nursing Care of Adults I (T)</td>
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<td>NU 301 Nursing Care of Adults I (T)</td>
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<td>NU 302 Nursing Care of Adults I (C)</td>
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<tr>
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*300-400 level course

*World Culture Course

HP Elective
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<th>Course</th>
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<tr>
<td>NU 311 Nursing Research and Evidence Based Practice</td>
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<td>NU 321 Nursing Care of Women and Perinatal Family (T)</td>
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<td>NU 322 Nursing Care of Women and Perinatal Family (C)</td>
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<td>NU 331 Nursing Care of Children/Adolescents (T)</td>
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<td>NU 332 Nursing Care of Children/Adolescents (C)</td>
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<td>NU 341 Pharmacology II (T)</td>
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<td>NU 401 Psychiatric Mental Health (T)</td>
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<td>NU 402 Psychiatric Mental Health C</td>
<td>3</td>
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<td>NU 411 Nursing Care of Populations (T)</td>
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<td>NU 412 Nursing Care of Populations (C)</td>
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<tr>
<td>NU 421 Issues Seminar (T)</td>
<td>2</td>
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<tr>
<td>NU 431 Nursing Care of Adults II (T)</td>
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<td>NU 432 Nursing Care of Adults II (C)</td>
<td>3</td>
</tr>
<tr>
<td>NU 441 Leadership and Management in Nursing (T)</td>
<td>2</td>
</tr>
<tr>
<td>NU 452 Transition into Professional Nursing Practice (C)</td>
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</table>

**Total Credits Required for Degree** ........................................................................ 129

**Key**
- **T**-Theory
- **C**-Clinic
- **L**-Laboratory

* **Liberal Studies Requirements** (Liberal studies courses may be used for General Electives)
  - A minimum of 3 Liberal Studies credits must be 300/400 level
  - A minimum of 3 Liberal Studies credits must meet the World Cultures requirement

**Transferring Credits**
- Other Chemistry courses may be substituted for the NMU chemistry requirements at the discretion of the nursing faculty: Minimum of 4 semester credits of Chemistry
- Other Microbiology courses may be substituted for the NMU microbiology requirements at the discretion of the nursing faculty: Minimum of 2 semester credits of Microbiology
- Nutrition: HN 301 A & B. Nutrition courses transferring in from other colleges may transfer as HN210 which is equivalent to HN301A. In that case, students will need to take HN301B.

*** **Nursing Prerequisites & Liberal Studies Requirements**
  - Enrollment in CH 109 - New students who are eligible for CH 109 are those who 1) pass the math test at the MA100 level, and 2) pass the chemistry proficiency test with 50% correct or demonstrate successful completion of a college chemistry course. If the student does not meet the requirements for Chem 109, the student is to take CH105, then CH109. Ch111/112 may be substituted for CH 109. Each course satisfies 4 credits of the Division III: Natural Science requirement.
  - SO 101 satisfies 4 credits of the Division IV: Social Science requirement.
  - PY100 L,S, or H satisfies 4 credits of Div III, Natural Science; PY 100 G satisfies 4 credits of Div IV Social Science
**Traditional BSN Track**  
For students admitted to nursing major F09 or after

### FIRST YEAR (PRENURSING)

<table>
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<th>Semester I</th>
<th>Credits</th>
<th>Semester II</th>
<th>Credits</th>
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<td>CH 109 Introductory Organic and Biochemistry for the Health Sciences</td>
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<td>BI 202 Human Physiology</td>
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<td>BI 201 Human Anatomy</td>
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<td>EN 111</td>
<td>4</td>
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<td>PY 100 Psychology or SO 101 Sociology</td>
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<td>PY 100 Psychology or SO 101 Sociology</td>
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### SECOND YEAR

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<th>Semester III Apply for entrance to program</th>
<th>Credits</th>
<th>Semester IV Acceptance into program</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BI 203a Medical Microbiology</td>
<td>3</td>
<td>NU 201 Holistic Health Assessment (T)</td>
<td>2</td>
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<td>HN 301A &amp; B Nutrition for Health Professions</td>
<td>4</td>
<td>NU 202 Holistic Health Assessment (L)</td>
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<td>Liberal Studies</td>
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<td>NU 211 Foundations of Professional Nursing Practice(T):</td>
<td>4</td>
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<td>NU 212 Foundations of Professional Nursing Practice (C)</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>NU 221 Pharmacology I (T)</td>
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</tr>
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<td></td>
<td></td>
<td>NU 231 Pathophysiology (T)</td>
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</tr>
<tr>
<td></td>
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<td><strong>Total</strong></td>
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### THIRD YEAR

<table>
<thead>
<tr>
<th>Semester V</th>
<th>Credits</th>
<th>Semester VI</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NU 301 Nursing Care of Adults I (T)</td>
<td>4</td>
<td>NU 321 Nursing Care of Women &amp; the Perinatal Family (T)</td>
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<td>NU 302 Nursing Care of Adults I (C)</td>
<td>6</td>
<td>NU 322 Nursing Care of Women &amp; the Perinatal Family (C)</td>
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<tr>
<td>NU 311 Nursing Research &amp; Evidence Based Practice (T)</td>
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<td>NU 331 Nursing Care of Children/Adolescents (T)</td>
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<td>Liberal Studies</td>
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<td>NU 332 Nursing Care of Children/Adolescents (C)</td>
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<td></td>
<td></td>
<td>NU 341 Pharmacology II (T)</td>
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</tr>
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<td>Liberal Studies</td>
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### FOURTH YEAR

<table>
<thead>
<tr>
<th>Semester VII</th>
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<tr>
<td>NU 401 Psychiatric Mental Health Nursing (T)</td>
<td>4</td>
<td>NU 421 Nursing Issues Seminar (T)</td>
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<td>NU 402 Psychiatric Mental Health Nursing (C)</td>
<td>3</td>
<td>NU 431 Nursing Care of Adults II (T)</td>
<td>2</td>
</tr>
<tr>
<td>NU 411 Nursing Care of Populations (T)</td>
<td>4</td>
<td>NU 432 Nursing Care of Adults II (C)</td>
<td>3</td>
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<tr>
<td>NU 412 Nursing Care of Populations (C)</td>
<td>3</td>
<td>NU 441 Leadership &amp; Management in Nursing (T)</td>
<td>2</td>
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<tr>
<td>HP or HP 200</td>
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<td>NU 452 Transition into Professional Nursing Practice (C)</td>
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</tr>
<tr>
<td>General Elective</td>
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<td>Review Course</td>
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<td>HESI Exit Exam</td>
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<td><strong>Total</strong></td>
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</tbody>
</table>

*Please complete Liberal Studies Courses prior to Semester VIII.*
LPN to BSN students have the same curriculum requirements as the Traditional BSN Track. However students may receive Advanced Placement Credit for 2 nursing courses.

**Advanced Placement Credit for LPN Courses:** NU 211, NU 212
Credit by advanced placement is designed to recognize a person’s previous educational and health experience with appropriate academic credit. Students qualify, *without testing*, for automatic Advanced Placement Credit for NU211 (4 credits), NU212 (3 credits) for a total of seven credits, if they meet either of the following requirements:

- Graduated from an LPN program and licensed within 5 years of admission into the BSN program
- Worked as an LPN within 5 years of admission into the BSN program (documentation must be provided)

Applicants who do not meet either of these requirements will be required to successfully complete the courses.
# RN to BSN Track
## Curriculum Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>Liberal Studies</strong></td>
<td>30 - 40</td>
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<tr>
<td><strong>Division I: Composition</strong></td>
<td>6-8</td>
</tr>
<tr>
<td>EN 111 College Composition I</td>
<td></td>
</tr>
<tr>
<td>EN 211 College Composition II</td>
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</tr>
<tr>
<td><strong>Division II: Humanities</strong></td>
<td>6-8</td>
</tr>
<tr>
<td>Humanities Elective</td>
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<tr>
<td>Humanities Elective</td>
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<tr>
<td><strong>Division III: Natural Science</strong></td>
<td>6-8</td>
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<tr>
<td>CH 109 Intro to Organic &amp; Bio Chemistry for the Health Sciences</td>
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<tr>
<td>Natural Sciences Elective</td>
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<tr>
<td><strong>Division IV: Social Sciences</strong></td>
<td>6-8</td>
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<tr>
<td>SO 101 - Intro to Sociology</td>
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<tr>
<td>Social Sciences Elective</td>
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<td><strong>Division V: Formal Communication Studies</strong></td>
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<tr>
<td>Formal Communications Elective</td>
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<td><strong>Division VI: Visual and Performing Arts</strong></td>
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<td>Visual and Performing Arts Elective</td>
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<td><strong>Health Promotion</strong></td>
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<td><strong>Nursing Major</strong></td>
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<tr>
<td>Previous Nursing Credits (validated when prerequisites are completed)</td>
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<tr>
<td>NU 311 Nursing Research and Evidence Based Practice (T)</td>
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</tr>
<tr>
<td>NU 411 Nursing Care of Populations (T)</td>
<td>4</td>
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<td>NU 412 Nursing Care of Populations (C)</td>
<td>3</td>
</tr>
<tr>
<td>NU 421 Nursing Issues Seminar (T)</td>
<td>2</td>
</tr>
<tr>
<td>NU 441 Leadership &amp; Management (T)</td>
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<tr>
<td>NU 452 Transition into Professional Practice</td>
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<td><strong>Required Courses</strong></td>
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<td>PY 100 General Psychology</td>
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<td>BI 201 Human Anatomy</td>
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<td>BI 202 Human Physiology</td>
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<tr>
<td>BI 203 Medical Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>HN 301 A &amp; B Nutrition for Health Professions</td>
<td>4</td>
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<tr>
<td><strong>General Electives</strong></td>
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</tbody>
</table>

*TBD – to be determined*
Key: T=Theory, C=Clinic, L=Laboratory

Library Studies Requirements (Liberal studies courses may be used for General Electives)

- A minimum of 3 Liberal Studies credits must be 300/400 level
- A minimum of 3 Liberal Studies credits must meet the World Cultures requirement

Nursing Prerequisites & Liberal Studies Requirements

- All prerequisites must be completed before entering the nursing program.
- SO 101 satisfies 4 credits of the Division IV: Social Science requirement.
- BI 104 may be substituted for BI 201 in special circumstances, at the discretion of the nursing faculty.
- Other Chemistry courses may be substituted for the NMU chemistry requirements at the discretion of the nursing faculty: Minimum of 4 semester credits of Chemistry
- Other Microbiology courses may be substituted for the NMU microbiology requirements at the discretion of the nursing faculty: Minimum of 2 semester credits of Microbiology
- Nutrition: HN 301 A&B or evidence of nutrition content in previous coursework

## RN to BSN Track

### Curriculum Plan

Course sequence subject to change

<table>
<thead>
<tr>
<th>SEMESTER I</th>
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</thead>
<tbody>
<tr>
<td>NU 311 Nursing Research &amp; Evidence Based Practice</td>
<td>2</td>
</tr>
<tr>
<td>NU 421 Nursing Issues</td>
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<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>SEMESTER II</th>
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<tbody>
<tr>
<td>NU 411 Nursing Care of Populations (T)</td>
<td>4</td>
</tr>
<tr>
<td>NU 412 Nursing Care of Populations (C)</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
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<th>SEMESTER III</th>
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</thead>
<tbody>
<tr>
<td>NU 441 Leadership &amp; Management in Nursing (T)</td>
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<tr>
<td>NU 452 Transition into Professional Practice (C)</td>
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<tr>
<td><strong>Total</strong></td>
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CHAPTER THREE
ADMISSION POLICIES

Admission to Northern Michigan University

Students must complete an application for admission to the University and submit it to the Admissions office, Room 2212 Hedgcock, Marquette, Michigan.

Students identifying nursing as their academic major will be assigned a faculty adviser in the School of Nursing. Together, the student and adviser will prepare an academic course of study that is based on the student’s desired curriculum track. The plan will be designed to facilitate the student’s completion of the required courses and degree requirements. It is the student's responsibility to be familiar with the curriculum and requirements for graduation as presented in the NMU Undergraduate Bulletin. Any questions regarding the curriculum or the track requirements should first be reviewed with the student’s adviser. Further questions and concerns can be directed to the Associate Dean/Director of the School of Nursing, or to the School of Nursing office.

Admission to the University does not guarantee admission to the nursing program.

When making application to the BSN program, please review the Core Performance Standards and other important considerations found in Appendix I. It is the student’s responsibility to review and understand the information found in Appendix I before making application to the BSN program.

Transfer Students

Students transferring to the NMU School of Nursing from another nursing program must provide proof of good standing from their previous program. Proof will be submitted to the Associate Dean/Director of the School of Nursing at the time of application to the NMU Nursing Program before admission to the NMU BSN Program will be considered.

Transfer Credits

- Transfer students should include documentation of transferred courses with a copy of the Transfer Credit Evaluation (TCE) from the Registrar’s office. (Obtaining a TCE from the Registrar’s office requires admission to the university, several weeks for completion and a fee.)

- If the Registrar's office is unable to provide a TCE, it is the student’s responsibility to provide documentation of the equivalencies of all required prerequisite courses and all other required courses.

- Log on to: http://www.nmu.edu/transfer/ equivalencies.shtml to find the lists of Transfer Course Equivalencies. Print off the individual pages that indicate the transfer credit for each of the required prerequisite courses being transferred. Use a highlighter to mark the courses.
• If a college or course is not listed, contact an NMU transfer admissions counselor for assistance. Call 800-682-9797 or send an email to transfer@nmu.edu.

• Note: Because courses change, the information on the web-site is subject to change without notice. It is recommended that students use information less than 2 months old.

• If the TCE is not available prior to the application deadline, the student must submit transfer transcripts, along with a letter explaining when the TCE will be submitted. It is the student’s responsibility to submit the TCE for all pre-requisite courses taken at other institutions.

• Note: post baccalaureate students seeking admission to the BSN Program should submit a TCE or course substitution form for all pre-requisites not taken at NMU.

• Other Chemistry and/or microbiology courses may be substituted for the NMU chemistry and/or microbiology course requirements (Chemistry: 4 semester credits, Microbiology: 3 semester credits, Transfer students who are deficient more than two hours in Biology must make up the deficiency with courses that make up the human biology minor.

• Students must submit evidence of points earned on AP testing for each course transferred as AP credit.

**Reentry Students**

• Previous nursing courses less than 5 years old, taken by re-entry and transfer students may be accepted to meet the degree requirements for the BSN degree. Nursing courses greater than 5 years old will not be considered current and will not be accepted toward the BSN degree requirements. Transfer students who wish to receive credit for nursing courses from other colleges and universities must submit the course syllabus for review. Decisions will be made by the School of Nursing.
Application Process: Admission Packet

Students interested in being considered for admission must file the following admission packet with the School of Nursing office by the designated due date:

- **Appropriate Application Form:**
  Each program track for the nursing program has a different application form. Application forms for each track may be obtained from the School of Nursing office in the New Science Building, Room 2301. Application forms may also be obtained at www.nmu.edu/nursing.

- **Student Application Information Form: Core Performance Standards:**
  See Appendix 1 for Core Performance Standards

- **Transcripts:**
  Current transcripts of all courses taken at any college or university (unofficial transcripts accepted). Transfer students are required to attach a Transfer Credit Evaluation (TCE), which is obtained from the NMU Registrar’s Office. Applicants are asked to highlight all prerequisites on the transcripts and TCE.

**License:**
All LPN to BSN or RN to BSN students must attach a copy of their current license.

Application Process: Deadlines

Applications may be turned into the School of Nursing office beginning with the first day of each semester until the application deadline. Application deadlines, including re-entry applications, are as follows:

- Fall Admission: February 1st
- Winter Admission: October 1st

*Note: If the Application Deadline is a Saturday or Sunday, the Application is due on the following Monday.*

Application Process: Minimum Requirements

The School of Nursing Admission Committee reviews all applications. Applications are considered if the applicant meets the following minimum requirements:

- Student is admitted to Northern Michigan University. Must have a current IN number.

- Nursing admission application form is complete and is received in the School of Nursing by the due date. The correct application form must be used.

- Student has the minimum required GPA:
  - 2.75 for Traditional BSN Track, LPN to RN Track and RN to BSN Track
- Post baccalaureate students: the post baccalaureate GPA will be used if >12 credits have been taken at since graduation. Otherwise, your undergraduate GPA will be used.
- For students with AP credits, the following grading system will be used to determine grades in the prerequisite courses: AP exam score of 5 points = A, 4 points = B, 3 points = C, 2 points = D.

- Student has completed all prerequisite courses or is in the process of completing them the semester they apply. (This must be clearly evident on the transcripts and TCE.)

- All Transcripts and Transfer Credit Evaluation Forms are attached.

- All prerequisite classes will be highlighted on the transcripts and TCE:
  BI 201, BI 203A, BI 202, CH 109, HN 301 A & B, PY 100, SO 101,
  *(This will make it clear to the Admissions subcommittee that all courses are complete.)*

- The Student Application Information Form, included in the application packet, must be completed, signed and attached to your application.

- Copies of current license (if LPN to BSN or RN to BSN applicant)
Application Process: Ranking of Applications
The Admission Criteria Scoring Grid will be used as the admission tool to determine each BSN cohort. (See appendix 3).

Students meeting the minimum requirements are ranked according to the Admission Criteria Scoring Grid score by the Admissions Committee. Students are notified by mail of their admission status.

Admission to Program: Applicants who have met admission criteria and whose ranked Admission Criteria Scoring Grid Score falls within the number of available seats are provisionally admitted to the program until verification of the successful completion of all prerequisite courses and maintenance of the required minimal GPA is received.

In the event that the final score using the Admission Criteria Scoring Grid results in a tie, student ranking will be determined by the students' overall GPA.

Waiting List: Applicants who meet all requirements for admission, but whose Admission Criteria Scoring Grid score is ranked one to ten positions lower than the number of seats available are placed on a waiting list that is ordered according to total score. The waiting list is maintained only until the completion of the first week of the next academic semester. All other applicants are considered not admitted to the Program. Applicants not admitted or wait listed who still desire admission to the program must reapply for the next semester.

Applications from applicants who do not meet minimum admission criteria or whose application is incomplete are not reviewed by the admission committee.

Applicants will lose their provisional acceptance status if they:

• Do not complete all prerequisite course work with satisfactory grades;
• Do not submit final grades from all prerequisite courses from other universities.
• Do not maintain the minimum required cumulative GPA:
  • 2.75 Traditional BSN Track
• Withdraw from the University
• Do not submit notification of receipt of Criminal Background Check (CBC) to Department Head by date specified in the provisional acceptance letter.
• Do not complete immunization/CPR requirements as stated in provisional letter of acceptance
The number of students who can be admitted to the nursing sequence during any semester is based on seat availability. The School of Nursing reserves the right to choose which applicants are admitted to the nursing program.

Applications are not saved after the beginning of a semester. Students must re-apply for every semester they wish to be considered for admission
Traditional BSN Track: Admission requirements
The first three semesters are considered "pre-nursing" while students complete the prerequisite courses necessary for admission to the nursing major. This normally takes three semesters of full-time study. During the third semester, students wishing to enter the Traditional BSN Track must apply by the following application deadlines:

- February 1st for Fall admission
- October 1st for Winter admission

Note: If the application deadline is a Saturday or Sunday, the application is due on the following Monday.

To be eligible to apply for admission to the Traditional BSN Track, applicants must meet the following admission requirements:

- Be admitted to Northern Michigan University and have a current IN number.
- Nursing admission application form is complete and is received in the School of Nursing by the due date. The correct application form must be used.
- Have completed or have a reasonable expectation of completing the prerequisite courses with a minimum of a C-for each course prior to admission.
  - BI 201 Human Anatomy
  - BI 202 Human Physiology
  - BI 203a Medical Microbiology
  - CH 109 Introductory Organic and Biochemistry for the Health Sciences
  - CH 111/112 may be substituted
  - HN 301 A & B Nutrition for Health Professions
  - PY 100 General Psychology
  - SO 101 Introductory Sociology
- Achieve a cumulative NMU grade point average of 2.75 or higher.
- Complete the entire admission packet (described in application process) with:
  - Traditional BSN Track application form
  - Student application information form: Core Performance Standards
  - Current transcript of grades from all universities or colleges attended and Transfer Credit Evaluation (TCE).
LPN to BSN Track: Admission Requirements

An adviser from the School of Nursing will assist the student in developing an academic program plan to complete the required courses. Applicants wishing to enter the LPN to BSN Track must apply by the following:

**Application Deadlines:**

- **February 1st** for Fall admission
- **October 1st** for Winter admission

*Note: If application deadline is a Saturday or Sunday, the application is due on the following Monday.*

To be eligible to apply for admission to the LPN to BSN Track, applicants must meet the following **admission requirements**:

- Be **admitted to Northern Michigan University. Must have a current IN number**
- Nursing admission application form is complete and is received in the School of Nursing by the due date. The correct application form must be used.
- Have completed or have reasonable expectations of completing prior to admission, the **prerequisite courses with a minimum of a C- for each course:**
  - BI 201 Human Anatomy *BI 104 may be substituted*
  - BI 202 Human Physiology
  - BI 203a Med Microbiology
  - CH 109 Introductory Organic and Biochemistry for the Health Sciences
  - HN 301 A & B Nutrition for Health Professions
    - HN 210 is accepted as HN 301A & B if taken at NMU. If taken elsewhere, HN 210 is equivalent to HN 301A. HN 301B must still be taken by the student.
  - PY 100 General Psychology
  - SO 101 Introductory Sociology
  - HN 210 is accepted as HN 301A & B if taken at NMU. If taken elsewhere, HN 210 is equivalent to HN 301A. HN 301B must still be taken by the student.
- Achieve a **cumulative NMU grade point average of 2.75 or higher.**
- Complete the entire **admission packet** (described in application process) with:
  - Complete BSN application form
  - Student application Information Form: Core Performance Standards
  - Current transcript of grades and/or TCE.
- **Attach a copy of their LPN license**
  The license must be unencumbered (have no restriction/sanctions).
- Students wishing to apply for advanced placement credit (NU 211, NU 212) must submit proof of passing the NCLEX-PN within the last 5 years or have worked as an LPN within the last 5 years.
RN to BSN Track: Admission requirements

Some nursing courses are only offered once each academic year and some may be web-based courses. An adviser from the School of Nursing will assist the applicant in developing an academic program plan to complete the required courses. Students wishing to enter the RN to BSN Track must apply by the following application deadlines:

- February 1<sup>st</sup> for Fall admission
- October 1<sup>st</sup> for Winter admission

Note: If application deadline is a Saturday or Sunday, the application is due on the following Monday.

To be eligible to apply for admission to the RN to BSN Track, applicants must meet the following admission requirements:

- Be admitted to Northern Michigan University. Must have a current IN number
- Nursing admission application form is complete and is received in the School of Nursing by the due date. The correct application form must be used.
- Have completed or have reasonable expectations of completing prior to admission, the prerequisite courses with a minimum of a C- for each course:
  - BI 201 Human Anatomy  BI 104 may be substituted
  - BI 202 Human Physiology
    or equivalent of 2 semesters of anatomy & physiology
  - CH 109 Introductory Organic and Biochemistry for the Health Sciences
    - Any chemistry course meets this prerequisite
  - PY 100 General Psychology
  - SO 101 Introductory Sociology
- Have completed or have reasonable expectations of completing prior to admission, the following courses:
  - BI 203a Medical Microbiology or equivalent course
  - HN 301 Nutrition for Health Professions
    - Evidence of nutrition content in previous coursework meets this prerequisite
- Achieve a cumulative NMU GPA of 2.75 or higher.
  Transfer GPA will be used until a student completes 12 credit hours at NMU.
- Complete the entire admission packet (described in application process) with:
  - RN to BSN application form
  - Student Application Information form: Core Performance Standards
  - Current transcript of grades and/or TCE. An unencumbered (unrestricted/no sanctions) RN license is required. Attach a copy of the RN license to the application.
  - Graduation from a state-approved diploma or associate degree program in nursing.
    - Attach a copy of diploma and transcript
CHAPTER FOUR
PROGRESSION AND RETENTION

ADVISING & REGISTRATION

Advisement and Course Enrollment
Applicants applying as new freshmen or who are transferring from other schools should contact the orientation office at NMU for enrollment information, (906-227-2362/1198). Once applicants have declared nursing as a major, they will be assigned an adviser in the School of Nursing.

An academic advising period is scheduled near the middle of each semester for students who plan to continue their studies at NMU. Before meeting with your adviser, you should be thoroughly familiar with the curriculum requirements for graduation as outlined in the School of Nursing Information Packet, (http://webb.nmu.edu/Nursing/SiteSections/StudentInformation/InfoPackets.shtml) track requirements. It is the student's responsibility to ensure that academic requirements for the desired degree are met.

Academic Advisement Procedure
It is recommended that you sign up with your adviser for a time to be advised. Sign-up sheets for appointments are posted on the adviser's office door the week before advising sessions. It is suggested that students bring a copy of their transcript and a list of planned courses to their advising meeting. When students receive a degree audit from the Registrar's office (after 87 credits), they should plan to review their audit for accuracy with their adviser.

On-Line Course Registration
After meeting with your adviser, you will need to register for your classes. Each student is assigned a day for enrolling based on the number of NMU credits. A user ID and password are required. Information regarding registration is available at https://mynmu.nmu.edu

Scheduling a Course Following a Clinic
Students need to be careful when scheduling courses immediately after clinical as some clinical sites require greater than 20 minutes travel time to campus. Students may also be delayed in leaving clinic if their assigned patient care is not completed. Additionally, some courses require written assignments to be turned in shortly after a scheduled clinical experience. It is the student's responsibility to plan classes and other responsibilities accordingly. Students should consult their academic adviser for information related to specific clinic courses and locations.
Placement in Clinical Courses
For the most part, students are permitted to self-select and register for the clinical sections they prefer. However, it is recommended by the Board of Nursing that clinical experiences provide all students with fair and equitable learning experiences. As such, every effort is made to design each course with clinical sections that will have equal numbers of student to faculty ratios. However, on occasion, once all student progressions and course registrations are known, it is discovered that student numbers within clinical sections for a given course are unequal and thus may disrupt fair and equitable learning experiences for all students registered for that course. Consequently, the Associate Dean/Director for the School of Nursing reserves the right to adjust the number of students in each clinical section in order to ensure equitable numbers of students in each clinical section. Movement of students to alternate sections of a clinical course is accomplished in careful consultation between the Associate Dean/Director for the School of Nursing, the Registrar, and the executive secretary for the School of Nursing. The students’ entire course schedule is taken in account and the student is notified via email of any clinical section reassignment that has occurred.

Criminal Background Checks (CBC)
Criminal background checks are required of all students admitted to any nursing program. This requirement is a result of state legislation (Michigan Public Acts 26, 27, 28, & 29 of 2006) which mandates that criminal background checks be completed by health care providers working in or for health care institutions. Student placement in a clinical site/agency assumes that the applicant possesses good moral character and the ability to successfully pass the rigors of a background investigation and criminal background check. In addition, the Board of Nursing requires a criminal background check prior to taking the licensure exam. All students, once accepted to the nursing program, must complete a criminal background check prior to enrolling in the first clinical nursing course. Students who do not complete a criminal background check are ineligible for placement in most clinical agencies and therefore, may result in the student being unable to progress in the nursing program. Please refer to www.certifiedbackground.com for information regarding the completion of the background check. A flyer from CertifiedBackground.com with instructions is also available in the School of Nursing office.

It is the student’s responsibility to know whether he or she is eligible for licensure. If you have been convicted of a crime, it is your responsibility to find out if your background will prohibit you from being licensed and to be employed in the health care industry. The School of Nursing faculty and staff are NOT able to provide legal advice. If you have any questions about your existing criminal background you may wish to discuss this with legal counsel before applying to the nursing program.

If you have a felony or misdemeanor record you may wish to go to the following website for additional information:

Specific crimes are listed. Convictions are detailed by clicking on the Legal Guide at:
https://miltcpartnership.org/Documents/LegalGuide.pdf
Students who are pursuing a nursing career must submit to a criminal background check once they receive a letter of provisional acceptance to the nursing major. Failure to submit the criminal background check will delay the student’s admission to the program. The purpose of performing a criminal background check is:

1. To identify students who will not be allowed to practice in a clinical site due to a felony conviction or misdemeanor.
2. To identify students who will not be allowed to handle medications and controlled substances in a clinical site.
3. To identify students who are unable to drive self to field experiences required by the clinical rotations in the nursing program.

The above will prevent a student from remaining in the nursing program since they will not be allowed to progress in the program. In summary, if a student’s criminal background does not permit him/her to have clinical experiences in our clinical agencies then the student will be withdrawn from the nursing program. Again, please seek legal advice for any questions you may have.

Once a letter of provisional acceptance into the nursing program has been received, all students must reveal to the Associate Dean/Director of the School of Nursing any criminal behaviors which have resulted in criminal conviction. The conviction will be evaluated to determine if it will prevent the student from being in a clinical facility. Should that happen it is expected that the student will be expelled from the program.

In addition to criminal background checks, students must remember that while in the clinical settings they must comply with all policies. This may include drug testing, immunization requirements and other required health information as the agency may require. For any questions regarding these requirements please contact the Associate Dean/Director of the School of Nursing.

License Information for RNs and LPNs Applying to Nursing Programs

Applicants and students holding either an LPN or RN license must report any action involving their license to the Associate Dean/Director of the School of Nursing. This includes licenses that are revoked, suspended, or sanctioned in any manner. The applicant or student is required to report all changes in the status of the license to the Associate Dean/Director of the School of Nursing and to their faculty advisor. A licensed that is sanctioned in any way is not considered an active license to practice and therefore does not meet the program requirements for RN to BSN or LPN to BSN programs.

The requisite for the LPN to BSN and the RN to BSN programs is an active current license without restrictions or sanctions. A license that is restricted or sanctioned is not considered an active license to practice and does not meet program requirements for entry or progression. This includes temporarily suspended licenses and revoked licenses and any other restrictions.

Additional information regarding this policy is available through the Associate Dean/Director of the School of Nursing.
SCHOOL OF NURSING GRADING POLICY
The School of Nursing grading scale and grading policy for theory/lecture courses are as follows:

A = 94% - 100%  
A- = 90% - 93%  
B+ = 87% - 89%  
B = 83% - 86%  
B- = 80% - 82%  
C+ = 77% - 79%  
C = 73% - 76%  
C- = 70% - 72%  
D+ = 67% - 69%  
D = 63% - 66%  
D- = 60% - 62%  
F = < 60%

THE STUDENT MUST EARN THE EQUIVALENT OF ≥ 73% TO PASS EACH NURSING COURSE. SCORE PERCENTAGES OF ≥ 0.50 ARE ROUNDED UP. SCORE PERCENTAGES OF ≤ 0.49 ARE ROUNDED DOWN.

Approved FOM 3/30/2012

GRADUATION & PROGRAM REQUIREMENTS: Testing & Review*
*RN to BSN Students are exempt from all Health Education Systems Inc. (HESI) Exams and assignments.

In addition to the courses listed as graduation requirements outlined in the NMU Undergraduate Bulletin, http://webb.nmu.edu/Bulletin/SiteSections/11-12/9/, students must complete each of the following prior to graduation:

- The required semester review testing package Health Education Systems Inc. (HESI) for each major content course.
- A standardized comprehensive nursing Exit Examination
- An NCLEX pre-RN Review course

Semester Review Testing Package (HESI)
All BSN nursing majors are required to take HESI assessment tests related to the content area the student is studying that semester. The assessment tests follow OB, Peds, Pharmacology II, Community, Mental Health, Med/Surg II and Management theory courses. The score on the HESI examination may count toward the final grade for the course.

The student will be charged a fee (fee is the responsibility of the student and is subject to change by the department). The fee will be added to the tuition bill, and will cover the cost of participating in the review testing package.

The purpose of this review-testing package is to assist students in their progression through the BSN nursing program and in successful completion of their RN licensing exam (NCLEX-RN) after graduation. Many nursing programs are using this method to facilitate success of nursing graduates on the NCLEX-RN.
The Exit Exam
Prior to graduation, students will complete the exit examination. The comprehensive exam tests the student's knowledge of psychiatric-mental health, maternal-child, community, management, pharmacology and medical-surgical nursing. The exam is administered during the final semester of the nursing program. All students receiving less than 73% will repeat this test. The benefits of this test are:

- Individual assessment of performance with specific identification of areas of strength and weakness.
- Availability of students to discuss results of the exam and to assist in developing a plan to deal with weaknesses
- RN to BSN students are not required to take HESI tests.

NCLEX Pre-RN Review Course
Students must attend a 3 day NCLEX pre-RN review course that will be scheduled at the end of program. The cost of this review course is included in the HESI fee charged each semester. The NCLEX Pre-RN review course further prepares students to be successful in the RN licensure exam after graduation.

Review Testing Package
All BSN students are required to take selected Health Education Systems, Inc. (HESI) assessment tests. These tests are incorporated into nursing courses and may be part of the earned grade. The HESI Exit Examination is administered during the final semester of the nursing program. Students may take the HESI Exit Examination twice. An NCLEX pre-RN Review course is included in the HESI testing package. There is a service charge each semester for the HESI tests and review package. Please refer to the BSN Student Handbook for further information regarding the HESI review testing package.
RETENTION IN THE NURSING SEQUENCE

Students admitted to the nursing program have a space reserved for them in all nursing courses as long as the student is progressing normally. If a student falls out of the normal sequence of courses, entry into subsequent courses is based on space availability.

- Maintain a 2.25 minimum NMU cumulative GPA.
- Successfully complete all required nursing courses with a minimum grade of 2.30 (C) or a “Satisfactory” (clinic or lab course).
  - One nursing course may be failed and repeated.
  - Upon receiving a passing grade after repeating the course, the student may progress in the nursing program (based upon space availability).
  - If a second failing grade is obtained in a nursing course, a repetition is not allowed, and the student will be dropped from NMU’s nursing program.
- Adhere to the University’s Student Code
- Demonstrate a pattern of safe clinical practice and professional behavior commensurate with his or her educational experience to date.
- Maintain an unencumbered professional license
  - LPN to BSN and RN to BSN only

Retention in the Nursing Sequence (language from NMU Undergraduate Bulletin)
To remain in the program, the student:

1. Must maintain a minimum 2.25 NMU cumulative grade point average. If the cumulative grade point average falls below 2.25 the student is not eligible to progress in the nursing program and will be required to withdraw from nursing courses. Since the student is not enrolled in any nursing classes while the grade point average is less than 2.25, the student must reapply to the nursing major when the student’s grade point average enables the student to again enroll in a nursing class. This will not, however, obligate the nursing school to grant readmission.

2. Must complete all nursing courses with a minimum grade of C, or S when the course is graded S/U. Required nursing courses are identified with the prefix lettering of “NU”.

3. May fail and repeat one required nursing course. Upon receiving a passing grade after repeating the course, the student may progress in the nursing program (based upon space availability). If a second failing grade is obtained in any required nursing course, a repetition is not allowed, and the student will be dropped from NMU’s nursing program.

4. Must adhere to the university Student Code.

5. Must demonstrate a pattern of safe clinical practice and professional behavior commensurate with their educational experiences.

6. Maintain an unencumbered professional license.
   a. LPN to BSN and RN to BSN students only.
Each student is responsible for reading the *Northern Michigan University Undergraduate Bulletin* and the *BSN Student Handbook*, and seeking consultation with their academic advisor, Associate Dean/Director and/or the NMU Dean of Students if questions or concerns arise.

Students in good academic standing who withdraw from the nursing program and wish to re-enter must follow the same application and admission procedure as all pre-nursing students. This will not, however, obligate the nursing school to grant readmission.

**Note:** All School of Nursing student policies are clearly described in the *BSN Student Handbook*, and can be accessed here: [http://webb.nmu.edu/Nursing/SiteSections/StudentInformation/Handbooks.shtml](http://webb.nmu.edu/Nursing/SiteSections/StudentInformation/Handbooks.shtml)

Students are recommended to print a hard copy of the BSN Student Handbook.

**Prioritizing Progression of Students**
If there is a shortage of clinic slots, the School of Nursing prioritizes student placement sites as follows:
1. All students who are in normal progression in the program
   (Traditional BSN Track, LPN to BSN and RN to BSN students)
2. Students returning to the major in good standing
3. Students repeating a course
4. Transfer students

**Withdrawal Policy: Program**
Students who are considering withdrawing from the major must contact their instructor(s), their adviser and the Associate Dean/Director. Students wishing to reenroll in the program must reapply for admission by the identified deadlines and must have a minimum GPA of 2.25. Readmission may be granted if all admission and retention requirements have been met and as space allows.

**Withdrawal Policy: Course**
Students who are withdrawing from a nursing course must contact their instructor(s) and their adviser. Students who plan to resume in the nursing curriculum must send letters to the Associate Dean/Director of the School of Nursing and the Student Affairs Committee (SAC). The letter should include which course(s) has/have been dropped, the reason for the withdrawal and an outline of their plan for continuing in the program. **Because the student will be out of sequence, there is no guarantee that space will be available in any future semesters.** Students who withdraw from all nursing courses in a semester will be designated as withdrawing from the program.
STUDENTS REQUESTS & APPEALS

Students Requesting Exceptions to a School of Nursing Policy
Requests for exception to policy are not grade appeals. For grade appeals students are directed to the NMU Student Handbook [http://webb.nmu.edu/dso/SiteSections/OurServices/Handbook.shtml](http://webb.nmu.edu/dso/SiteSections/OurServices/Handbook.shtml) and are required to use the University process and procedures outlined therein.

For all exceptions to School of Nursing policies other than grade appeals, completion of the Request for Exception to a School of Nursing Policy form (Appendix 4) is required. The completed form will be submitted to the Associate Dean/Director (AD/D) of the School of Nursing. The AD/D will determine if the request will be forwarded to the Student Affairs Committee for further consideration. If it is determined the request for exception to the SON policy should be evaluated by SAC, please submit this completed form and any supporting documentation to the Chair of the Student Affairs Committee two weeks before their next scheduled meeting. Any exceptions to the submission schedule must be approved by the Chair of the Student Affairs Committee.

Grade Appeals
The grade appeal process is delineated in the NMU Student Handbook: Student Rights and Responsibilities, Student Code, and University Policies and Related Documents. The Student Handbook is found on the NMU Dean of Students website. Further information is available from the Dean of Students office: 2001 Hedgcock (906)-227-1700.

PINNING CEREMONY

Graduate nursing candidates receive their nursing pins during the pinning ceremony. Graduates are pinned by an LPN, RN or APN of their choice. The ceremony is traditionally held the Friday prior to commencement, during the late afternoon. Planning for this event begins early in the semester preceding graduation. All graduating seniors are encouraged to participate in the planning.

Information about planning meetings is announced in the senior level nursing courses. Seniors who will be graduating and are not enrolled in senior nursing courses need to contact the nursing office in order to participate in the ceremony.

Graduating seniors are responsible for purchasing their own pin. There are a variety of price ranges available. Ordering information is distributed at the planning meetings. There is a fee assessed.
CHAPTER FIVE
COURSE RELATED POLICIES AND INFORMATION

REQUIREMENTS FOR CLINICAL COURSES

Immunizations, CPR, CBC Requirements/Documentation

Students are to submit copies of the following records to the Nursing Technology Center (NTC) at 1609 West Science prior to the first clinical day. All copies are shredded after recording.

**CPR**

Nursing students must provide evidence of professional/provider level one and two person rescue cardio pulmonary resuscitation (CPR) certification which also includes use of an automated external defibrillator (AED) for adults, children and infants, and choking rescue for adults, children and infants. CPR certification must be kept current throughout the nursing program and it is the student’s responsibility to provide documentation of maintaining this currency. CPR certification is required prior to beginning the nursing program. If your CPR record has an expiration date that includes the month, day and year, your certification expires on that exact date. If your CPR card has only a month and year listed, your certification is valid through that month. Classes are offered at the following locations:

- MGH Education Department, call (906) 225-3470.
- Superior Life Services, call (906) 360-2279
- or [www.SuperiorLifeServices.com](http://www.SuperiorLifeServices.com) (NMU students save 10%)
- NMU HPER Department: 227-2130

**Immunizations/Vaccinations and TB Skin Test**

Immunization for rubella [part of the measles, mumps and rubella (MMR) series]; or proof of a positive RUBELLA (not Rubola) titre is required of all BSN students prior to entering the clinical setting. Other requirements include:

1. Tetanus shot within the last 10 years.
2. It is required that students complete the hepatitis B vaccination series. It is required that a minimum of two of the three be completed prior to the student entering any clinical setting. Because of the timing required between doses, it is strongly recommended that students begin the immunization series immediately upon receiving this letter, if not already begun or completed.
3. Proof of a negative tuberculin skin test within the last year; or for positive results, documented proof of a negative chest x-ray.
4. Annual influenza vaccine. For those who have a contraindication to receiving the flu vaccine, i.e.: allergy to flu vaccine, there is a Declination Form that is available from the Associate Dean/Director of the School of Nursing. However, please be aware that students may not be allowed in the clinical setting without current flu vaccine status and NMU will not offer alternate clinical experiences to those who have
declined the flu vaccine. Consequently, the declination form should only be used if there is a true contraindication to receiving the flu vaccine. Flu vaccines are given on an annual basis.

**Drug Testing**

It is anticipated that mandatory drug testing for all nursing students will begin in 2013. Further information regarding this requirement will be shared with all NMU nursing students once official instructions are received from our clinical placement sites. However, it is anticipated that beginning in Fall 2013, all students entering the BSN program will be required to submit to mandatory drug testing.

**Skills Validation Book**

- Students are required to purchase the Skills Validation Book in the first semester of the BSN program. The book will be utilized throughout all five (5) semesters of the BSN program.
- Students will be responsible for obtaining validation from faculty, GAs and clinical staff as they progress through the nursing major.
- Faculty/GAs/clinical staff can sign books during skill test-outs, in clinical or agency sites, and during clinical evaluation meetings.
- The Skills Validation Book is available for purchase in the NMU Bookstore.

**DRESS CODE & EQUIPMENT**

**Required Clinical Equipment**

1. Scrubs/Uniform/Patch
2. NMU Student ID
3. Name tag attached to ID stating BSN student
4. Stethoscope
5. Watch with a second-hand
6. Bandage scissors
7. Pen light
8. Supply kits, if required for a specific course, can be purchased at NMU Bookstore.

**Uniform**

The color for all NMU student nurse scrubs is hunter green, effective for the beginning of Fall term, 2013. Clinical instructors will provide specific information regarding dress in the course syllabi. For most clinical courses, the student will wear the required hunter green uniform scrub top, scrub pants, in addition to SON patch worn on the right sleeve. For Psych/Mental Health Nursing and some Pediatric Nursing clinics, students will follow the agency’s dress code. For Community Health Nursing, the student will wear navy blue or black pants or skirt with a white blouse/shirt, sweater. Some clinics allow students to wear lab coats over street clothes in selected situations or over uniforms in clinical settings.
How to Order Uniforms
Uniforms are first needed for NU 212. Orders can be placed at Strictly Business, 907 N. Third Street, Marquette. Payment must be made when order is placed. If your order is made as part of a group, the cost is substantially less than if ordered individually.

Guidelines for wearing hunter green scrub uniform
1. Some students may choose to wear a plain white top underneath the scrub top so that modesty and a professional appearance are maintained
2. White sweaters or matching hunter green scrub jackets are acceptable

Dress Code Guidelines
Your standard of personal care and dress are representative of you, the School of Nursing and the profession of nursing. Professional individuals set examples for others and students are expected to be neat, clean, and well-groomed which include the following:

1. Nails will be clean, short, and smooth to ensure client and student safety.
2. Hair color will be one that occurs naturally.
3. Hair will be controlled so that asepsis is maintained for both the student and client.
4. For asepsis and safety, jewelry will be limited to only wedding rings, watches, and one pair of pierced earrings which are small, post-type (no loops) and worn only in the ears.
5. Shoes must provide good support and meet the expectations of each clinical facility. No open toed or high heel shoes are permitted. Shoes and shoelaces must be clean and in good repair.
6. Socks or hose are required. Ankles must be covered.
7. Clothing must be loose enough to provide ease of movement in clinical activities.
8. Clothing must be clean, ironed or wrinkle free.
9. Jeans or sweats may not be worn for clinical experiences including times when obtaining information from an agency for clinical assignment.
10. Underwear should not be visible.
11. Tattoos and other body art will be covered by clothing.
12. Check with clinical instructor regarding use of name tags.
13. Strong odors (perfume, after shave, etc.) should be avoided.

Name Tags
Picture name tags are required in all clinical settings beginning with NU 212. Most clinics use your NMU Wildcat Express Card inserted into a plastic ID holder. The plastic ID holder can be purchased for a nominal fee from the university bookstore. Some clinics may require a different name tag. Specific information for those requirements will be given to the students by the instructor. Name badges from specific healthcare facilities should not be worn outside that facility.
TRANSPORTATION & SAFETY

Transportation
Students must provide their own transportation to and from clinical facilities.

Driving/Transporting Clients
Students are not to transport clients in students' personal motor vehicles, nor are they permitted to be passengers in client’s vehicles. Students must be aware of and adhere to any pertinent clinical agency policies.

Weather Emergencies
In the event of inclement weather, faculty in the School of Nursing follow the University's inclement weather policy. If however, the instructor and students are in the clinical setting before classes are canceled, the instructor shall use reasonable judgment in deciding to give students the option to remain in clinic. If the instructor gives students the option to remain and all students choose to do so, the faculty member will also remain in the clinical setting. Please check NMU email, call 227-2777, or local TV stations for cancellations. (http://publicsafety.nmu.edu/Departments/PublicSafety/SiteSections/PublicSafety/InclementWeather.shtml)

Student Safety
Faculty consider the student's safety when planning clinical experiences. Students are expected to assume responsibility for their own safety by adhering to the guidelines listed below and discussing with the faculty member any situation which the student believes to be unsafe prior to exposing him/herself to risk.

1. Students leaving clinical after dark should travel in groups.
2. Students should carry a minimum amount of money and valuables. Only the amount of money needed during clinical should be carried in pockets. Purses should be left locked in a vehicle or at home when possible.
3. Students should be alert and observant for risks so that suspicious situations can be avoided. If the student observes a suspicious situation to or from clinic, the student should leave immediately and/or contact the appropriate authorities.
4. Students are responsible for keeping faculty apprised of their plans for community visits and any changes that might occur. Someone, such as a roommate, friend, spouse, or parent, should be informed of the student's plans and expected time of return.
5. Students should be prepared for winter emergencies when driving outside the city limits.

ATTENDANCE

Didactic/Lecture Course Attendance
Requirements for class attendance are at the discretion of the faculty. Students are responsible for course material covered and all assignments made during class sessions. The student will assume the responsibility for contacting the faculty to ascertain the nature of any assignments or make-up examinations for an excused absence.
Make-up Examinations
Students are responsible for notifying the faculty member who is administering an examination prior to the time the exam is scheduled if he or she is unable to be present for the exam. If the faculty member cannot be reached, the student **must** leave a message on the faculty member's office telephone and notify him or her via e-mail.

Within two school days following the student's return to school, he/she must contact the faculty member regarding the make-up examination. Scheduling of make-up examinations is at the discretion of the faculty member.

An alternative test may be given in place of the original test. Any breach of the above or an unexcused absence may result in a reduction of the student's score.

Clinical Course Attendance
Attendance is required for all clinical conferences, seminars, and practice. A minimum number of required attendance days are determined by the faculty member teaching the clinical course. Absences exceeding the allowed number identified by the faculty of record may be reflected in the student’s grade and/or may require repetition of the course. Please review specific course syllabi.

It is the responsibility of faculty to protect clients and students. Therefore, faculty will exclude students from the clinical area due to illness, injury, lack of preparation for practice, inappropriate attire or any situation deemed unsafe. Absences may or may not be made up and are at the discretion of the faculty.

Clinical Absences
Students are responsible for notifying faculty and the clinical agency of absences from required clinical experiences prior to the scheduled time for the experience. Students are expected to follow the guidelines provided in each course. Approval for an absence from the faculty member should be obtained prior to any anticipated absence e.g. illness, crisis in the family or death of a family member. It is within the faculty member's prerogative to determine the acceptability of the student's absence. Please review specific course syllabus.

Absence Authorization
Students representing an official University or College organization, group or athletic team who plan to attend an event which necessitates absence from a required experience must obtain approval from the appropriate faculty member. The approval must be sought a minimum of one week prior to the event. Whenever feasible, faculty will attempt to facilitate the student's participation in the event and will attempt to arrange make-up of the missed experiences or exams.
NURSING TECHNOLOGY CENTER (NTC)
LAB & CLINIC POLICIES
The NTC safety manual is available in the NTC. NMU Safety policies are available on-line (http://publicsafety.nmu.edu/).

Latex Allergy Management
Students who have been identified as having a latex allergy/sensitivity or have been medically advised to avoid latex should coordinate with each clinical instructor and the NTC Director to plan for his/her safety. NMU’s School of Nursing will try to provide a latex free environment, however latex is not always easily identified in an academic environment. It is necessary for the student to monitor their environment for possible risk of exposure. Students may request latex allergy carts at clinical sites.

Invasive Procedure Policy
This policy pertains to student’s practicing invasive skills on one another.
   No student shall perform an invasive procedure on another student or volunteer.
Invasive procedures are any nursing procedures that involve entry into any body cavity and/or invades the integrity of the skin or body cavity, unless identified in the exceptions (noted below) to this policy. Only mannequins or other instructional aids shall be used for such practice.

Exceptions:
- Oral and ear assessments
- Oral and tympanic temperatures
- Oral feeding
- Nasal exams
- Vaginal exams (graduate students)
- TB skin test under faculty supervision
- Blood glucose checks

Guidelines for Student Performance of Invasive Procedures in the Community Setting
DEFINITIONS:
1. Invasive procedure: Any nursing procedure that involves entry into any body cavity and/or invades the integrity of the skin
2. Supervisors: overseeing or participation in the work of another individual in which the following conditions exist:
   a. continuous availability of direct communication in person or by radio, telephone or telecommunication between the supervised individual and the licensed health professional
   b. availability of the licensed health professional on a regularly scheduled basis to review the practice of the supervised individual, to provide consultation to the
supervised individual, to review records, and to further educate the supervised individual in performance of the individual’s functions.
c. provision by the licensed supervising health professional of predetermined procedures and drug protocol


1. The agency preceptors make the ultimate decision about whether the student may or may not complete an invasive procedure in their agency.
2. Faculty supervision is required for invasive procedures unless otherwise specified (see exceptions). The preceptor determines the level of supervision after consultation with the faculty member. The decision needs to take into consideration the State of Michigan Public Health Code, the agency procedures, the preceptor’s comfort level with the procedure being performed in the agency, and the student’s competence.
3. If the agency preceptor or designated agency representative desires faculty presence onsite while the student is performing the procedure, the faculty member should be notified by the student. The faculty member is available by phone or beeper during scheduled clinical hours.
4. Students are required to verify their knowledge surrounding the care provided with the faculty member prior to performing any invasive procedure.
5. Any untoward effects or related incidents must be reported as soon as possible to the faculty member. The agency and University incident report will be completed. OR the university incident policy will be followed. Students must have access to the agency emergency policies and equipment.
6. Course faculty will provide agency preceptors with a list of procedures that the student may/may not do.

**Procedure for Management of Exposure to Blood-Borne Diseases Policy**
The NTC has a safety policy and procedure for management of accidental exposure to blood. The procedure is posted in each lab room and in Appendix 5. The NTC Safety Policy can be viewed at:
http://webb.nmu.edu/Nursing/SiteSections/Resources/Rettig/Resources.shtml

**Health Insurance**
Health insurance is strongly recommended. Northern Michigan University and affiliated health care agencies assume no responsibility for injuries and/or illnesses incurred while performing learning opportunities as a student nurse.
Malpractice Insurance
NMU provides nursing students with malpractice insurance when the student is performing learning opportunities on behalf of, or under the direction of NMU. Students are strongly encouraged to carry their own professional liability insurance. Additional information on the University insurance coverage and independent professional liability coverage is available in the School of Nursing. Specific healthcare facilities may require proof of personal malpractice insurance coverage.

APA FORMAT REQUIREMENTS
The American Psychological Association (APA) format has been selected by the School of Nursing as the guide for written papers. Resources for appropriate use of APA include:
  - www.apa.org
- NMU Olson Library (Reference Formatting)
  - http://library.nmu.edu

Course and Faculty Evaluations
For teaching faculty, the evaluation of the instructor shall include student evaluations from each course, including courses that were taught outside the faculty member’s department. The collection of student evaluations shall be prescribed so that the anonymity, security, completeness, and integrity of the student responses are preserved.

Students will also be requested to complete an evaluation of every nursing course.

Evaluations may be completed in paper/pencil or electronic format at the discretion of the course instructor.

The final student evaluations shall be collected not earlier than the final week of the class nor later than the end of the final exam week.

Faculty access to student evaluation materials will be prevented until after grades for the course have been submitted and the time period for posting grades has concluded.
CHAPTER SIX
SCHOOL OF NURSING RESOURCES & SUPPORT

SCHOOL OF NURSING EDUCATION RESOURCES
Rettig Nursing Technology Center (NTC): 1609 West Science Building, 227-2615.
The NTC is the learning center for nursing students and provides the resources for
students to practice technical skills. The NTC is available to nursing students for individual
and group learning. The NTC has equipment available for skills practice, laptop computer
hook-ups, interactive disk players, TV/VCR units, and video cameras. The NTC has a
registered nurse available during the semester to assist students with skill acquisition. The
NTC hours of operation are posted. The NTC Student Orientation Manual is distributed to
incoming students and outlined specific resources, policies and procedures. The manual is
available online
http://webb.nmu.edu/Nursing/SiteSections/Resources/Rettig/StudentResources.shtml

SCHOOL OF NURSING ORGANIZATIONS
Student Nurses Association (SNA)
The Student Nurses Association (SNA) aids in the preparation of student nurses for the
assumption of professional responsibilities. SNA promotes professional and social unity
among the student nurses and various other organizations, faculty, and community. It also
provides supplemental educational information and stimulates an understanding and
interest in professional organizations such as the American Nurses Association, Michigan
Nurses Association, National League of Nurses, and Michigan League for Nurses. Contact
the School of Nursing Office for information about meetings. Notices of meetings and
activities are usually posted at the Nursing Technology Center (NTC) and sent via e-mail
to all nursing students.

Undergraduate Student Participation on Departmental Committees
The Student Nurses Association selects students to participate on the Undergraduate
Curriculum and Student Affairs Committee. The following guidelines describe students' role on standing committees:
• Student representatives will be expected to actively participate in meetings. They are to
represent their fellow students' opinions on issues that arise.
• Student representatives are expected to share information gained from these meetings
with fellow students in a report during SNA meetings.
• Student representatives will be granted voting privileges on all non-confidential issues.
• Student representatives will receive and be familiar with copies of the minutes and
agenda for each meeting.
• When confidential issues are discussed, i.e. a student's grade, the student
representative will be asked to leave the meeting.
• Attendance should be as regular as possible.
Sigma Theta Tau – Xi Sigma Chapter
The Xi Sigma Chapter of Sigma Theta Tau recognizes academic achievement, leadership qualities, and high professional standards. The organization encourages creative work and a commitment to the ideals and purpose of the profession. Membership is by invitation and is open to Juniors and Seniors who meet the academic criteria. All students are welcome to attend meetings and participate in activities. Scholarships are available to students.

NMU SCHOLARSHIPS
General Information Regarding Scholarships
Availability of departmental scholarships are listed on the NMU Scholarship website. Students who are interested in applying, must complete an application form, which be obtained from the Financial Aid or the NMU Development Fund office and must be returned to the designated office by the posted deadline date. The deadline for scholarship applications may vary, but is usually early in the winter semester. Students are notified by e-mail regarding the registration period and the deadlines for application. Interested students should periodically check the NMU website or contact Financial Aid or the Development Fund Office for specific deadline information. The recipients are notified of awards at the end of the winter semester and receive the award the following fall semester. Students, who have applied for or received scholarships in the past, may reapply. Scholarship applications are reviewed by members of the Student Affairs Committee.

AWARDS
Several awards have been established by the School of Nursing: Clinical Excellence, Outstanding Clinical Practice, Dr. Sharon Janzen Award for Most Improved Student, Merit Awards and the Outstanding Graduate award.

Clinical Excellence Award
Students are eligible to receive a Clinical Excellence Award at the end of each clinical course if they meet the following criteria: The student functions above the level expected and demonstrates outstanding leadership and nursing judgment. The award is determined by clinical course instructors for each clinical course. Students will be notified of the award and receive a certificate identifying them as the recipient of a Clinical Excellence Award in a specific course. A copy of the award will be placed in the student’s file.

Outstanding Clinical Practice Award
The Outstanding Clinical Practice Award will be given at each Pinning Ceremony based on the student(s) who have received the most Clinical Excellence Awards in clinical nursing courses.

Dr. Sharon Janzen Award
The School of Nursing faculty vote to determine the recipient of the Dr. Sharon Janzen award. The award recognizes the student who has shown the most growth during his/her
nursing education. Traditionally, the selected recipient remains anonymous until the presentation at the pinning ceremony.

**Merit Awards (NMU award)**
Merit awards are given to all graduating seniors who have attained an NMU GPA of 3.5 or higher. Each recipient receives a Certificate of Merit.

**Outstanding Graduate Award**
The Outstanding Graduate Award is awarded once each academic year at a University sponsored banquet. The recipient is selected by the faculty from candidates who satisfy the following criteria:
1. GPA of 3.5 or greater,
2. Outstanding potential for practice as a professional nurse,
3. Active participation in both school and community health related organizations and activities.
CHAPTER SEVEN

ACADEMIC & PROFESSIONAL POLICIES AND INFORMATION

ACADEMIC POLICIES

Policy on Making Copies of Student Work
Periodically throughout a student's academic career, a faculty member may request to copy the student's paper or academic product. Faculty must obtain written permission of the student (Appendix 7).

Academic Integrity
The School of Nursing abides by the University Rules as set forth and adheres to the Students Rights and Responsibilities and Student Code. It is the student's responsibility to review these rules. These are included within the NMU Student Handbook: Students Rights and Responsibilities, the Student Code, and University Policies and Related Documents are available on NMU's website and from the Dean of Students Office, 2001 Hedgcock (906-227-1700). http://webb.nmu.edu/dso/

Academic Dishonesty Policy
It is the policy of the School of Nursing that all students be judged as individuals based on the merits of their own work and that the work submitted to the instructor be a true and honest representation of the individual student's productive effort. Therefore, the faculty of the School of Nursing wish to remind students that academic dishonesty will not be tolerated.

No student shall during the course of an exam offer any information of any kind to another student, receive any information of any kind from another student, or copy any information from another student, or have in his/her possession any tool, written material, or device which has not been authorized by the instructor giving the exam.

• No student shall submit as his/her own work any work containing ideas or materials from another without full acknowledgment of the author and the source. This shall include materials submitted as scholarly papers, written nursing care plans, logs, case studies, and all other written assignments. Specific citations of references shall follow the guidelines of the APA.

• No student shall upon reviewing his/her test results (during a test review period) attempt to alter them in any manner or copy the questions.

• No student shall sell, give away, or furnish in any form any questions or answers to any exam scheduled to be given to any nursing course.
NURSING STUDENT CLINICAL PRACTICE:

Clinical grades are based on the clinical objectives for each clinical course. Failure to meet clinical objectives means failure in the clinical course.

Evaluation of Unsafe, Unprofessional and Weak Clinical Practice

A nursing student practices within the regulatory boundaries of the Michigan’s Public Health Code follows professional standards of practice, School of Nursing policies, course objectives and College, University and clinical agency policies, procedures, and unit specific protocols.

A nursing student whose clinical practice is judged to be unsafe, and/or unprofessional may be removed from the clinical experience. To resume the clinical experience, the student who has been removed must comply with the stipulations prescribed by the faculty for re-entry to the clinical experience.

The faculty responsible for the clinical experience will also review the clinical practice of a student who exhibits weaknesses that may lead to unsafe and/or unprofessional practice. The faculty will develop a set of expectations for the student to attain to remedy those weaknesses in the current and/or subsequent semester.

Rationale: Faculty of the School of Nursing have a legal and professional responsibility to assure the public, other nursing students, the University and the nursing profession that students can practice safely and professionally in their various clinical practice settings commensurate with their educational experience. The Policy on Student Clinical Practice embodies that accountability by defining unsafe practice and/or unprofessional practice and weak practice by establishing guidelines for faculty to make a judgment of unsafe, unprofessional and/or weak practice, and by providing procedures to be followed when a judgment of unsafe, unprofessional and/or weak clinical practice is made.

Definitions of Unsafe Practice, Unprofessional Practice and Weak Practice with Potential for Unsafe and/or Unprofessional Practice

It is not possible to enumerate all forms of inappropriate behavior which would raise serious questions concerning a nursing student’s status as a health professional in training. The following are examples of behaviors which would constitute a violation of safe practice and professional standards.
• **Unsafe Practice**

Unsafe nursing student behavior fails to achieve standards of care, violates the Michigan’s Public Health Code, violates the ANA Standards of Practice and may call into question the professional accountability of the student. The behavior causes harm or has the potential to cause harm to a client or other person. Depending on the degree of actual or potential harm a client may suffer, a one time deviation from safe practice may be sufficient to judge a student unsafe.

**Examples of unsafe practice include but are not limited to the following:**

1. Practicing in a clinical practicum under the influence of illicit drugs and/or alcohol.

2. Demonstrating behavior that puts a client at risk of harm by violating a standard of care.

3. Acting in a manner that could cause serious harm to self or others, including but not limited to inadequate preparation for a clinical experience.

4. Performing acts of omission or commission that could cause harm to clients including but not limited to physical abuse, placing clients in hazardous positions or circumstances, mental or emotional abuse, medication errors or the inability to provide the ordered treatment or care.

5. Failing to provide accurate, inclusive, written and verbal communication or falsely documenting any clinical record, written assignment or student log.

6. Attempting activities without adequate orientation knowledge, assistance or supervision.

• **Unprofessional Practice**

Unprofessional student practice behavior violates the ANA Code for Nurses, violates the Michigan’s Public Health Code and/or calls into question the professional accountability of the student.

**Examples of unprofessional practice that violates the ANA Code of Conduct for nurses include but are not limited to the following:**

1. Failing to notify the agency and/or clinical instructor of absence or lateness.

2. Practicing in a clinical practicum under the influence of illicit drugs and/or alcohol.

3. Violating client privacy rights through breach of confidentiality of interactions or records or failure to protect the privacy of clients during personal care.

4. Engaging in behavior that is disrespectful or demonstrates incivility.
• **Weak Practice with Potential for Unsafe and/or Unprofessional Practice**

Weak practice with potential for unsafe and/or unprofessional practice in providing nursing care to clients includes behavior that fails to achieve the standards of care, violates the Michigan Public Health Code, violates the ANA Code for nurses and/or ANA standards of Practice or calls into question the professional accountability of the nursing student.

**Examples of Weak Practice with Potential for Unsafe and/or Unprofessional Practice include but are not limited to the following:**

1. Difficulty or inability to apply theoretical knowledge to specific clinical situations.

2. Difficulty or inability to successfully organize care and to document clinic assignment.

3. Difficulty or inability to correctly interpret laboratory and/or diagnostic results.

4. Difficulty or inability to determine priorities in completing clinical assignments.

5. Difficulty or inability to communicate with clients, families, peers or other health care personnel.

6. Difficulty or inability to complete assignments.

7. Requiring frequent guidance and instruction and cannot be left unsupervised.

**Procedures Related to Nursing Student Clinical Practice**

• **Unsafe or Unprofessional Clinical Practice**

*Note: Depending upon the degree of actual or potential harm, a one-time deviation from safe and professional practice maybe sufficient to warrant failure of the course and/or suspension from the program.*

When a professor has reason to conclude that a student has practiced unsafely or unprofessionally, the professor will notify the student in writing of the reasons. A copy of the written notification will be forwarded to the Associate Dean/Director of the School of Nursing. Included in this written notification will be a description of:

1. The description of the unsafe/unprofessional practice in which the student is engaged.

2. Specific actions necessary to demonstrate safe and/or professional practice including any medical/health evaluations in situations where the physical, cognitive and/or emotional behavior of the student placed the client at risk.

3. The time and date by which the corrective actions must be achieved.
4. Modifications of the clinical experience pending completion of specific corrective actions necessary to demonstrate safe and/or professional practice may include but are not limited to restriction of activities and responsibilities, supervision of activities or procedures, removal from clinical experience and/or alteration in clinical agency site.

Students removed from the clinical experience who, in the professor’s judgment, have taken specific corrective actions prescribed to remedy unsafe and/or unprofessional practice will be permitted to resume the clinical experience contingent upon the availability of clinical placements and adequate resources.

Students achieving corrective action will either pass the course or pass the course with identified improvement activities prescribed by the current and subsequent clinical professor.

A copy of the record of the judgment of unsafe and/or unprofessional practice will remain in their student record. If no further instances of unsafe and/or unprofessional practice occur, the record of unsafe and/or unprofessional practice will be removed at the time any potential for litigation expires.

If the specific corrective actions prescribed are not achieved, actions which may be taken include failure of the course and recommendation for discipline under the University Code of Conduct. Students who fail a clinical course due to unsafe and/or unprofessional practice may pursue reentry to the course by notifying the Associate Dean/Director of the School of Nursing within one week for rescheduling the class. This does not preclude an appeal through the University Grievance Procedure. Students who fail a course because of unsafe and/or unprofessional practice and who disagree with the evaluation that their clinical practice is unsafe and/or unprofessional may appeal the professor’s judgment through the University Grievance Procedure.

• **Weak Clinical Practice**

  When a professor has reason to conclude that a student’s clinical practice is weak with potential for unsafe and/or unprofessional practice, the professor will notify the student in writing of the reasons. A copy of the written notification will be forwarded to the Associate Dean/Director. Included in this written notification will be a description of:

1. A description of the weak practice in which the student engaged.

2. Specific actions to be taken to improve the clinical practice and the support provided by faculty to promote improvement.

3. The time during which the specific improvement actions must be completed.

4. Any modifications in the clinical experience to demonstrate safe and/or professional practice including but not limited to restriction of activities and responsibilities, supervision of activities/procedure, removal from clinical experience and/or alteration in clinical agency site.
The actions that may be taken if the specified improvement prescribed is not achieved include:

1. Pass the course because some improvement has been demonstrated but the student needs to continue improvement activities in the subsequent clinical course (see next paragraph).

2. Fail the course because behavior has become unsafe and/or unprofessional.

3. Fail the course and recommend discipline under the University Student Code of Conduct.

If actions for improvement must bridge the current and subsequent semester, the professor of the current semester and the professor responsible for the subsequent clinical course will usually agree upon and provide the student with a written description of expectations. The written description will include specific improvement actions to be taken during the subsequent semester, the time period during which the action must be completed in the subsequent semester and any modifications in the clinical experience that might be necessary to demonstrate safe and/or professional practice.

Preceptors and Clinical Partners
In some clinical situations students function in a preceptored situation. The School of Nursing has the following definitions for preceptored experiences:

**Clinical Partners**: “Staff members from a community agency or hospital unit who work with nursing students for a designated specialty experience rotation.”

- Clinical partners spend limited time with students and may provide feedback to the course instructor but do not participate in evaluation of the student.

**Preceptor**: "An experienced registered nurse or other experienced professional, paired in a one-to-one relationship with a nursing student, who actively participates in the education and mentoring of the nursing student in a clinical setting".

- Preceptors must be trained, evaluated and hold necessary credentials.

Professional Standards and Ethics
Students are expected to adhere to the American Nurses Association's Standards of Practice and Code of Ethics. Content of these documents are covered in the courses, NU 211 and NU 421. If questions arise or students would like more information, they should contact the School of Nursing office (paper copies are available).

CHAPTER EIGHT
NMU POLICIES AND INFORMATION

RIGHTS AND RESPONSIBILITIES

Americans with Disabilities (ADA) Policy

If you have a need for disability-related accommodations or services, please inform the Coordinator of Disability Services in the Disability Services Office at 2001 C. B. Hedgcock (227-1700). Reasonable and effective accommodations and services will be provided to students if requests are made in a timely manner, with appropriate documentation, in accordance with federal, state, and University guidelines.

Disability Services
(located in the Dean of Students Office)
C.B. Hedgcock
Room 2001
Phone: 906-227-1737
E-mail: disserv@nmu.edu
Website: http://dso.nmu.edu/disability

Nondiscrimination Policy

Northern Michigan University does not unlawfully discriminate on the basis of ancestry, race, color, ethnicity, religion or creed, sex or gender, gender identity, gender expression, genetic information, national origin, age, height, weight, marital status, familial status, handicap/disability, sexual orientation, military or veteran status, or any other characteristic protected by federal or state law in employment or the provision of services. NMU provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities.

For more information regarding Rights and Responsibilities, please contact:

Ann Sherman
Director Human Resources/Equal Opportunity Officer
Title IX Coordinator
158 Services Building
Email: asherman@nmu.edu
Office: 906-227-2330 Fax: 906-227-2334

Janet L. Koski
Administrative Assistant
EEO/AA Specialist/Human Resources Generalist
E-mail: jakoski@nmu.edu
Office Phone: 906-227-2420 Fax: 906-227-2334
Research
Studies using students or their School of Nursing records must be approved by the Director and may require Human Subjects approval. Student participation in research studies is voluntary.

Smoking Policy
Smoking or the use of tobacco products is not permitted in any facility or vehicle owned, operated or under the control of Northern Michigan University except in designated areas identified by smoking permitted or tobacco use permitted signs. Additional information regarding the smoking policy is available in the Northern Michigan University Student Handbook.

Student Handbook

STUDENT SERVICES AND ORGANIZATIONS

Northern Michigan University, as a regional institution, serves students with varied educational, professional, and vocation objectives. In order to meet the unique needs of all students and enhance their opportunities for learning, the University provides numerous services outside the classroom. Information regarding student services is available from the office of Dean of Students, 2001 Hedgcock (227-1700). Some of the services most frequently used by students are described below.

Academic Advisement Center: 3302 Hedgcock, 227-2971
This center provides a variety of services that enhance the academic success of students. In addition, the center provides academic counseling to students who are unsure of their academic direction or who wish to change their major field of study.

Child Care Information: Dean of Students office, 227-1700
ASNMU, the student government offers scholarships to assist with childcare costs. Information can be found on the Dean of Students web site, under ASNMU.

Counseling Center: Personal and Career Counseling 3405 Hedgcock, 227-2981
The center offers services that facilitate students' personal development, helping them to better participate in the NMU learning community. The staff of professional psychologists and counselors provides a variety of services, including individual counseling, group
counseling, and skill training in assertiveness, stress management, and test-performance anxiety.

Health Center: Gries Hall, Ground Floor, 227-2355
The professional staff consists of physicians, nurse practitioners, registered nurses, a pharmacist, a medical technologist, a dietician, and auxiliary personnel. A complete range of medical and minor surgical services is available.

Career Services: 3302.3 C.B. Hedgcock, 227-2800
This office offers assistance with job placement, coordinates referrals for full-time jobs and internships, provides individual advisement regarding job search strategies, and offers placement workshops. In addition, this office houses a career information library.

Olson Library
Services available from the library include access services to library materials, on-line catalog services, reference, and information services, on-line data base searching, interlibrary loan, and government documents. Specific nursing information can be found on the library web site under “Course Guides.” The library provides an instruction program to develop self-reliant library users. The library is open 7 days a week during the academic year. For information regarding hours contact the library (227-2260) or check the website.
Appendix 1

**NMU School of Nursing**

**Student Application Information Form**

**Core Performance Standards**

Potential BSN Students: Please read the following statements carefully before signing.

Nursing is an occupation which involves daily contact with individuals and requires ability to perform a wide variety of activities. Some individuals might not be suited to perform the activities of a registered nurse. Many hospitals require physical examination, laboratory testing and x-rays prior to hiring an individual to rule out pre-existing conditions which could cause problems in performing the expected duties. If you have any condition which might impair your ability to perform the activities required of a registered nurse, you might wish to reconsider applying for admission to the nursing major. Indicated below are core performance standards for admission and progression in the BSN program.

<table>
<thead>
<tr>
<th>CORE PERFORMANCE</th>
<th>STANDARD</th>
<th>EXAMPLES OF NECESSARY ACTIVITIES (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form.</td>
<td>Explain treatment procedures, initiate health teaching, document and interpret nursing actions and client responses.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room and maneuver in small spaces.</td>
<td>Move around in client rooms, work spaces and treatment areas, administer cardio-pulmonary procedures.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care.</td>
<td>Calibrate and use equipment, position clients, administer medications orally and parenterally</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health needs.</td>
<td>Hears monitor alarms, emergency signals, auscultatory sounds, cries for help.</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient for observation and assessment necessary in nursing care.</td>
<td>Observes client responses; recognizes subtle physical changes.</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment and performance of skilled nursing activities.</td>
<td>Performs palpation, functions of physical examination and/or those activities related to therapeutic nursing interventions, e.g. insertion of a catheter or starting and IV.</td>
</tr>
</tbody>
</table>

Adapted from MAIN Dimensions: February 1993, Vol 4 Issue 2
OTHER CONSIDERATIONS

1. Registered nurses must be licensed by the state(s) in which they plan to work. Persons making application for licensure are subject to criminal background checks inclusive of finger printing. If you have a criminal record (and this may include some misdemeanor crimes), you should consider seeking individual legal counsel as to the possibility of being ineligible for licensure prior to applying for admission to the program.

2. Admission to the BSN program involves a significant time commitment. Students should expect to spend 20-30 hours per week on course related work on campus and in clinical placements. Students are required to be in clinic at 6:30 a.m. for some clinics and on occasion may also be assigned afternoon clinics. Transportation to clinic sites is the responsibility of the student.

3. Registered nurses are exposed to a variety of substances within the work environment and other work sites such as occasional fluctuations in temperature, latex products and electro-magnetic radiations. Exposure to blood and other body tissue and fluids, dust, electrical hazards, loud or unpleasant noises and occasional high humidity or wetness are possible.

The School of Nursing does not review individual cases as to medical and/or legal suitability. However, we do wish to have prospective students informed of performance standards prior to making an investment of time and money in the program.
Appendix 2
SCHOOL OF NURSING
NORTHERN MICHIGAN UNIVERSITY

DOCUMENTATION OF REFUSAL TO ACCEPT REFERRAL

Date:___________________________     Date of Birth:__________________________
Name:__________________________________________________________________
Address:________________________________________________________________
Reason for Referral: ______________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
I have been advised to go to the NMU Health Center or affiliate employee health service immediately for counseling and testing because of the above mentioned reason(s). Even though it has been recommended that I do so, I do not plan to go now for the following reason(s):
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
The following possible risks of not accepting or acting upon the referral have been explained to me:
_______________________________________________________________________
_______________________________________________________________________
I hereby release Northern Michigan University from any and all liability arising out of or connected with my decision not to follow the above medical recommendation.

Signature:_______________________________________________Date:____________

I witness the fact that the individual signed the above and said he/she read and understood the same.

Witness' Signature:__________________________________________Date:__________

cc: NMU Health Center
Appendix 3
Northern Michigan University – School of Nursing
Admission Criteria Scoring Grid

Candidate’s Name_______________________________       ____________
(Printed)                            Last   First                 Middle      NMU IN

Local Address: _____________________________________

Mailing Address: ___________________________________

Phone: ___________________________  Email: ____________________________

Category I – Cumulative GPA (Use Transfer GPA if student has less than 12 NMU credits. If student has accrued ≥ 12 NMU credits use NMU GPA).

<table>
<thead>
<tr>
<th>Grade</th>
<th>4.0-3.75</th>
<th>3.74-3.5</th>
<th>3.49-3.25</th>
<th>3.24-3.0</th>
<th>2.99-2.75</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td>15</td>
<td>12</td>
<td>9</td>
<td>6</td>
<td>3</td>
</tr>
</tbody>
</table>

Category II – Science GPA (Chemistry 109 grade stands alone, even if student has taken lower level Chemistry prior to CH 109. If student has taken two (2) chemistry courses in lieu of CH 109, the two grades will be averaged for a single score, i.e.: CH 107 & 108; or CH 107 & CH 112; or CH 111 & CH 108; or CH 111 & CH 112; or CH 105 & CH 112).

<table>
<thead>
<tr>
<th>Course</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy</td>
<td>10.00</td>
<td>8.75</td>
<td>7.50</td>
<td>6.25</td>
<td>5.00</td>
<td>3.75</td>
<td>2.50</td>
<td>1.25</td>
</tr>
<tr>
<td>Physiology</td>
<td>10.00</td>
<td>8.75</td>
<td>7.50</td>
<td>6.25</td>
<td>5.00</td>
<td>3.75</td>
<td>2.50</td>
<td>1.25</td>
</tr>
<tr>
<td>Chemistry</td>
<td>10.00</td>
<td>8.75</td>
<td>7.50</td>
<td>6.25</td>
<td>5.00</td>
<td>3.75</td>
<td>2.50</td>
<td>1.25</td>
</tr>
</tbody>
</table>

Category III – Previous Degree (maximum of 5 points)

LPN or Baccalaureate/Masters  5

Category IV ≥ 12 credits completed at NMU

Completed at NMU  10

Total Points of Admission Criteria _____/60

Reviewer Initials_____________________      Date___________________
Reviewer Notes:__________________________________________________________________
Appendix 4
Request for Exception to a School of Nursing Policy
BSN Program

Name:__________________________________________

Last                                                                First                                         Middle

NMU IN: ____________________   Date:  ______________________________________

____________________________________, _______________________________________
Street                                                                 City

____________________, _______________, (_____)_________________________________
State                                  Zip Code                    Telephone

Policy for which exception is being requested.  Please include page number from the BSN Handbook.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Please provide rationale for request. Please note that acceptable rationale should include extenuating circumstances. For example, serious illness of yourself, pregnancy issues, major accident, serious illness of a child or spouse, death of an immediate family member, house fire, or some other similar event.

Do not use this form for a grade appeal. Please follow University policy when filing a grade appeal. Consult the Dean of Students office for further direction with grade appeals.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Add additional pages as necessary

Was this issue discussed with your academic adviser?    Yes ___   No ___
Adviser's Name__________________________________________

Please submit this completed form to the Associate Dean/Director (AD/D) of the School of Nursing. The AD/D will determine if your request will be forwarded to the Student Affairs Committee for further consideration. If it is determined your request for exception to the SON policy should be evaluated by SAC, please submit this completed form and any supporting documentation to the Chair of the Student Affairs Committee two weeks before their next scheduled meeting. Any exceptions to the submission schedule must be approved by the Chair of the Student Affairs Committee.

Approved at FOM 4/20/12
Appendix 5
NMU SCHOOL OF NURSING
PROCEDURE FOR MANAGEMENT OF EXPOSURE TO BLOOD-BORNE DISEASES

GENERAL:
1. Significant exposure is defined as percutaneous or permucosal (ocular or mucous-membrane) exposure to blood or other body fluids containing visible blood.

2. If possible, the wound or exposed area shall be immediately and thoroughly washed with soap and water.

3. The Director/Associate Dean and the NMU Health Center shall be notified as soon as possible.

4. A Northern Michigan University Incident Report for Accident/Injury/Illness shall be completed.

5. If the source client is identifiable, they shall be informed of the incident and requested to be tested. After informed consent is obtained, the source client's blood should be tested for the following:
   - Hepatitis B surface antigen
   - HIV antibody

Label specimens: "Rush - Needlestick" and send to Marquette General Hospital or affiliate laboratory.

NOTE: If the source client is a Northern Michigan University student or faculty member, he/she will be requested to report to the NMU Health Center or the affiliate laboratory for testing. These lab fees only (Hepatitis B surface antigen and HIV antibody), will be paid by the Health Center if performed at the Health Center.

6. The exposed student/faculty member will also be referred to the Health Center for counseling and testing or to the employee health service at the affiliate. If the exposed person refuses to accept referral, a Documentation of Refusal to Accept Referral form (Appendix 2) shall be completed. The Health Center and/or the affiliate employee health service shall be notified of the exposed person's refusal to accept a referral.
If the exposed person has completed Hepatitis B vaccination, obtain informed consent and test for:

- HIV antibody
- Hepatitis B surface antibody

Label specimens: "Rush - Needlestick" and send to Marquette General Hospital or the affiliate laboratory.

If the exposed person has not completed Hepatitis B vaccination, obtain informed consent and test for:

- HIV antibody
- Hepatitis B surface antibody (anti-HBs)
- Hepatitis B surface antigen (HBsAg)
- Hepatitis B core antibody (anti-HBc)
- SGOT (AST)

Label specimens: "Rush - Needlestick" and send to Marquette General Hospital or the affiliate laboratory.

7. For greatest effectiveness, Hepatitis B immune globulin (HBIG), when indicated, should be given as soon as possible after exposure, preferably within 24 hours. Its value beyond seven days after exposure is unclear.

The dose is 0.06 ml/kg, to a maximum of 5 ml, IM

8. When indicated, recommend a Hepatitis B vaccine. This is injected in the deltoid muscle, and can be given simultaneously with HBIG, but not at the same site. Primary vaccination comprises three IM doses of vaccine, with the second and third doses given 1 and 6 months after the first.

9. Recommend a Tetanus booster, 0.5 ml IM, if the injury is from a discarded or soiled sharp instrument, and the exposed person has not received a Tetanus booster vaccine in the past five years.
Appendix 6
NMU SCHOOL OF NURSING
Making Copies of Student Work

Permission to Make Copies of Student Papers

The Buckley Amendment (FERPA) requires that students must provide faculty permission to copy student work. Student work is operationally defined as any project of a student (e.g. thesis, practicum, paper, model, slide) related to the discipline and completed for academic credit excluding exams. The Faculty of the School of Nursing are requesting that students provide permission to copy student work for the following purposes:

1. As examples for accreditation and licensing bodies;
2. For the explicit purpose of using the paper/product as a positive example for student learning including placing that paper/product on reserve in the library or the Department;
3. Papers/products completed for research practicum or thesis work will be bound and placed in the Library or Nursing office for the purpose of allowing the general public to have access.

Thank you for your cooperation in this matter.

CC: Student's File

I give the Faculty of the School of Nursing permission to copy course papers/products under the conditions described in the preceding paragraphs.

________________________________________  _________________________________
Signature                                 Witness

___________________  _________________
Date            Date