FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

SCHOOL OF NURSING

NURSING STUDENT HANDBOOK:
PRE-LICENSURE PROGRAM

**Supplement to the Ferris State University
Code of Student Community Standards**

September 2024

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Clinical and Experiential Learning Policies

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INFORMATION ABOUT THE PROFESSION OF NURSING

AMERICAN NURSES' ASSOCIATION STANDARDS

Ferris State University (FSU) Nursing students are expected to abide by the standards set forth in the American Nurses' Association Code for Nurses and the American Nurses' Association Standards of Nursing Practice.

ANA Standards of Care

Standard 1. Assessment
The registered nurse collects comprehensive data pertinent to the healthcare consumer's health and/or situation.
Standard 2. Diagnosis
The registered nurse analyzes the assessment data to determine the diagnoses or the issues.
Standard 3. Outcome Identification
The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.
Standard 4. Planning
The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.
Standard 5. Implementation
The registered nurse implements the identified plan.
Standard 6. Evaluation
The registered nurse evaluates progress toward attainment of outcomes.

ANA Standards of Professional Performance

Standard 7. Ethics
The registered nurse practices ethically.
Standard 8. Education
The registered nurse attains knowledge and competence that reflects current nursing practice.
Standard 9. Evidence-Based Practice and Research
The registered nurse integrates evidence and research findings into practice.
Standard 10. Quality of Practice
The registered nurse contributes to quality nursing practice.
Standard 11. Communication
The registered nurse communicates effectively in a variety of formats in all areas of practice.
Standard 12. Leadership
The registered nurse demonstrates leadership in the professional practice setting and the profession.
Standard 13. Collaboration
The registered nurse collaborates with healthcare consumer, family, and others in the conduct of nursing practice.
Standard 14. Professional Practice Evaluation
The registered nurse evaluates her or his own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules, and regulations.
Standard 15. Resource Utilization
The registered nurse utilizes appropriate resources to plan and provide nursing services that are safe, effective, and financially responsible.
Standard 16. Environmental Health
The registered nurse practices in an environmentally safe and healthy manner.
Source: American Nurses Association (ANA) Scope and Standards of Nursing Practice, 2010

Technical Standards for Nursing:
Functional Abilities Requirements

The knowledge, skills, and abilities required to safely and effectively practice nursing are varied and complex. The National Council of State Boards of Nursing has defined the following functional abilities that a nurse must possess to practice safely and effectively. To ensure that your decision to pursue a career in nursing is the correct one for you, we ask that you review them. They are the non-academic requirements of the program, and they comprise physical, emotional, and professional demands required of a nurse. Take into consideration whether you can perform the following functions, with or without accommodations. If you determine that you are unable to do any of the skills listed and you have a documented disability, you will then need to determine if a reasonable accommodation can be provided. Throughout your educational program, you will find yourself in a variety of learning experiences. You will need to take into consideration the specifics of each position and the percentage of time the skill will be needed in order to determine if reasonable accommodations can be provided. To request an accommodation, you will need to contact the Disabilities Service Office (231-591-3057) and present documentation of your disability.

Representative Activities/Attributes

Gross Motor Skills
- Move within confined spaces
- Sit and maintain balance
- Stand and maintain balance
- Reach above shoulders (e.g., IV poles)
- Reach below waist (e.g., plug electrical appliance into wall outlets)

Fine Motor Skills
- Pick up objects with hands
- Grasp small objects with hands (e.g., IV tubing, pencil)
- Write with pen or pencil
- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
- Twist (e.g., turn objects/knobs using hands)
- Squeeze with finger (e.g., eye dropper)

Physical Endurance
- Stand (e.g., at client side during surgical or therapeutic procedure)
- Sustain repetitive movements (e.g., CPR)
- Maintain physical tolerance (e.g., work entire shift)

Physical Strength
- Push and pull 25 pounds (e.g., position patients)
- Support 25 pounds of weight (e.g., ambulate patient)
- Lift 25 pounds (e.g., pick up a child, transfer patient)
- Move light objects weighing up to 10 pounds (e.g., IV poles)
- Move heavy objects weighing from 11 to 50 pounds
- Defend self against combative patient
- Carry equipment/supplies
- Use upper body strength (e.g., perform CPR, physically restrain a patient)
- Squeeze with hands (e.g., operate fire extinguisher)

Mobility
• Twist & Bend
• Stoop/squat
• Move quickly (e.g., response to an emergency)
• Climb (e.g., ladders/stools/stairs)
• Walk

Hearing
• Hear normal speaking level sounds (e.g., person-to-person report)
• Hear faint voices
• Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)
• Hear in situations when not able to see lips (e.g., when masks are used)
• Hear auditory alarms (e.g., monitors, fire alarms, call bells)

Visual
• See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)
• See objects up to 20 feet away (e.g., patient in a room)
• See objects up to 20 feet away (e.g., patient at end of hall)
• Use depth perception
• Use peripheral vision
• Distinguish color (e.g., color codes on supplies, charts, bed)
• Distinguish color intensity (e.g., flushed skin, skin paleness)

Tactile
• Feel vibrations (e.g., palpate pulses)
• Detect temperature (e.g., skin, solutions)
• Feel differences in surface characteristics (e.g., skin turgor, rashes)
• Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks)
• Detect environmental temperature (e.g., check for drafts)

Smell
• Detect odors from patient (e.g., foul smelling drainage, alcohol breath, etc.)
• Detect smoke
• Detect gases or noxious smells

Reading
• Read and understand written documents (e.g., policies, protocols)

Arithmetic Competence
• Read and understand columns of writing (flow sheet, charts)
• Read digital displays
• Read graphic printouts (e.g., EKG)
• Calibrate equipment
• Convert numbers to and/or from the Metric System
• Read graphs (e.g., vital sign sheets)
• Tell time
• Measure time (e.g., count duration of contractions, etc.)
• Count rates (e.g., drips/minute, pulse)
• Use measuring tools (e.g., thermometer)
• Read measurement marks (e.g., measurement tapes, scales, etc.)
• Add, subtract, multiply, and/or divide whole numbers
• Compute fractions (e.g., medication dosages)
• Use a calculator
• Write numbers in records

Emotional Stability
• Establish therapeutic boundaries
• Provide client with emotional support
• Adapt to changing environment/stress
• Deal with the unexpected (e.g., patient going bad, crisis)
• Focus attention on task
• Monitor own emotions
• Perform multiple responsibilities concurrently
• Handle strong emotions (e.g., grief)

Analytical Thinking
• Transfer knowledge from one situation to another
• Process information
• Evaluate outcomes
• Problem solve
• Prioritize tasks
• Use long-term memory
• Use short-term memory

Critical Thinking
• Identify cause-effect relationships
• Plan/control activities for others
• Synthesize knowledge and skills
• Sequence information

Interpersonal Skills
• Negotiate interpersonal conflict
• Respect differences in patients
• Establish rapport with patients
• Establish rapport with co-workers

Communication Skills
• Teach (e.g., patient/family about health care)
• Explain procedures
• Give oral reports (e.g., report on patient's condition to others)
• Interact with others (e.g., health care workers)
• Speak on the telephone
• Influence people
• Direct activities of others
• Convey information through writing (e.g., progress notes)

Yocom, J. (1996). Validation study: Functional abilities essential for nursing practice. Chicago, IL: National Council of State Boards of Nursing, Inc.

NATIONAL COUNCIL FOR LICENSURE EXAMINATION (NCLEX)

During the last semester of the nursing program, students will be provided with the materials, directions, and resources needed to begin the process to apply for licensure as a registered nurse in the State of Michigan. Upon successful completion of the pre-licensure BSN program, the School of Nursing will submit the required form for each graduate to the Michigan State Board of Nursing licensing bureau. This form will verify that the applicant is a graduate of an approved school of nursing and is eligible to take the National Council for Licensing Examination for Registered Nurses (NCLEX-RN, https://www.ncsbn.org/nclex.htm). It is the responsibility of the graduate nurse to provide payment and the other required materials to apply for the licensure exam. Upon receipt of all materials, the graduate is notified of authorization to test. The graduate must arrange for an exam date through Pearson Vue (https://home.pearsonvue.com/).

The Michigan Board of Nursing could prevent graduates who have been convicted of a crime or have been under treatment for drug abuse, from taking the Registered Nurse Licensure Exam. Situations are reviewed on a case-by-case basis at the time of application for licensure.

INFORMATION ABOUT THE SCHOOL OF NURSING

The Programs of Nursing at FSU are housed in the Victor F. Spathelf (VFS) College of Health Professions building. A website for the School of Nursing can be accessed at
http://www.ferris.edu/HTMLS/colleges/alliedhe/Nursing/homepage.htm

The nursing programs at FSU were established within the Department of Nursing in 1969 with the first LPN to RN ladder program in the State of Michigan. This model quickly became established as the standard throughout the State to address the nursing shortage of that time. In 1983, the program was converted to a generic Associate Degree Nursing (ADN) program, when the focus on career laddering was taken to the baccalaureate level. The associate degree program served as the base for the baccalaureate of science in nursing (BSN) ladder program, which was started in 1983 as an upper division program designed to provide career mobility for registered nurses (RN) who were initially prepared at the diploma or associate degree levels. The RN to BSN completion program gained initial accreditation from the National League for Nursing in 1989 and maintained accreditation with the Accreditation Commission for Education in Nursing (ACEN), formerly known as the National League for Nursing Accreditation Commission (NLNAC). In 2020, the BSN programs gained accreditation through the Commission on Collegiate Nursing Education (CCNE).

In the fall semester of 2004, the Ferris nursing programs expanded to include graduate education. The Master of Science in Nursing (MSN) degree is the first graduate program within the College of Health Professions (CHP). The MSN program currently offers specialty concentrations in the areas of nursing education, nursing informatics, and nursing administration. The addition of the first graduate program within the College, the MSN program served as a catalyst to reorganize the departments, resulting in the establishment of the School of Nursing as an academic department within the College in 2005. In the fall of 2017, the graduate program expanded to include an MSN to Doctor of Nursing Practice (DNP) degree.

With the establishment of the graduate nursing program and the School of Nursing at Ferris, the decision was made by the nursing faculty in 2004 to elevate the AAS pre-licensure program to the BSN degree level. This decision was made primarily to address the need for more BSN prepared nurses in the State of Michigan and to serve as the undergraduate base for the new graduate nursing program. The new generic BSN program was launched in the fall 2007 semester with the first cohort of 40 students beginning the six-semester professional sequence of the traditional track. In January 2008, the first cohort of 20-second degree students began the accelerated three-semester professional sequence of the BSN program. The last cohort of ADN students was admitted in fall 2006 and completed the program in May 2008.

The nursing education programs at FSU are considered to be innovative and responsive to the needs of the discipline within the State of Michigan. The career ladder concept from ADN to BSN and now MSN and DNP has provided the mechanism for several hundred nurses within the State to achieve personal career goals and to contribute to the profession as leaders in nursing practice, education, and research. Through these pioneering programs, the nursing unit meets the educational needs of a diverse population of students both on and off the main campus and support the vision of FSU to "foster opportunity, discovery, and professional preparation for a dynamic global society." Nursing education programs today must graduate nurses who are knowledgeable, accountable, and who practice nursing with confidence. The faculty of the School of Nursing at FSU is committed to meeting this challenge. The Mission, Purpose, and Philosophy of the Nursing Programs is outlined below:

MISSION OF THE UNDERGRADUATE NURSING PROGRAM

The mission of the undergraduate program in nursing is to provide innovative and relevant undergraduate and graduate nursing programs that prepare graduates for roles in current professional nursing practice and who can effectively respond and contribute to future changes in the nursing profession and health care delivery system.

VISION OF THE SCHOOL OF NURSING

The FSU School of Nursing is to be recognized as a leader in innovative and scholarly nursing education at the undergraduate and graduate levels with programming that is evidence-based and globally focused in design while remaining responsive to the diverse needs of the student population, the profession of nursing and an evolving health care delivery system.

VALUES OF THE SCHOOL OF NURSING

To fulfill its vision, the School of Nursing embraces the core values of the University which are conceptualized to support professional nursing education and practice:

Collaboration: The School of Nursing values collaboration among educational disciplines to provide relevant nursing education programs. Collaboration among interprofessional health disciplines is valued as a critical component of the delivery of patient care that reflects quality and safety.

Diversity: The School of Nursing is committed to recruit and retain a diverse population of students and faculty prepared to serve a diverse population and to embrace a diversity of ideas, beliefs, and cultures.

Ethical Community: The School of Nursing is committed to the development of a professional nurse who will practice within the Nursing Code of Ethics and whose practice is guided by the values of altruism, autonomy, human dignity, integrity, and social justice.

Excellence: The School of Nursing is committed to provide nursing programs that are built upon and responsive to established standards of practice and professional performance. The cultivation of both scholarship and service among faculty and students that support the advancement of the profession is highly valued.

Learning: The School of Nursing values education that is learner-centered and incorporates current evidence-based practices in nursing and liberal arts education. The School of Nursing embraces the use of technology in the delivery of instruction to support the patient care environment. Finally, the ideal of lifelong learning is valued as an integral component of professionalism.

Opportunity: The School of Nursing is committed to provide opportunity for both career entry and career advancement within the profession of nursing and to deliver nursing programs that prepare professional nurses to practice in a rapidly changing global healthcare environment.

NURSING PROGRAMS OFFERED

Baccalaureate Degree Nursing (BSN): <u>Pre-licensure</u> Track to become a Registered Nurse:
Prepares students to be professional registered nurses who will work to advance the profession of nursing. Upon successful completion, a Bachelor of Science (BS) degree is granted. Graduates may apply to take the National Council Licensure Examination (NCLEX-RN) to earn licensure as registered nurses in Michigan.

The purpose of the BSN program is to prepare a professional nurse capable of providing nursing care to individuals and families with diverse health needs in a variety of settings. The program focuses on the nurse as an active practitioner using well-developed clinical and leadership skills. Graduates are prepared for professional practice in a wide range of healthcare settings such as inpatient services, ambulatory care, and community health agencies. Graduates are also prepared to pursue an advanced degree.

Baccalaureate Degree Nursing (BSN): RN to BSN Completion Track: The Upper-Division Baccalaureate Degree track is open only to registered nurses. This track is designed for nurses who received their basic nursing education in an associate degree or diploma program and who wish to continue their education to earn a Bachelor of Science in Nursing (BSN) degree.

Master of Science in Nursing (MSN) Program: The MSN program provides a curriculum that prepares nurses with the knowledge and skills needed for a variety of advanced specialty roles. The 37-credit degree is comprised of three components: a basic set of Nursing Core courses for 18 credits, a specialized advanced practice specialty role concentration for an additional 9 credits and the final 10 credits which include the practicum and thesis. The three specialty concentration options, one of which is selected depending on the career goal of the graduate student, are Nursing Education, Nursing Administration or Nursing Informatics.

Doctor of Nursing Practice (DNP): The DNP program offers a clinical or practice doctorate degree with a focus on leadership in advanced practice or specialty nursing. It is a 6-8 semester program that is primarily online with three short periods of intensive face-to-face work at the Big Rapids campus. This degree is available to Nurse Practitioners, Nurse Anesthetists, Nurse Midwives, Clinical Nurse Specialists, and MSN nurses with specialties in Informatics, Administration or Education.

COSTS RELATED TO THE NURSING PROGRAM

- Tuition: is determined on an annual basis. Tuition rates for the current academic year can be found at this website: https://www.ferris.edu/htmls/administration/businessoffice/tuition-rates.htm

- Books: Varies by semester but included in the technology fees attached to courses in most semesters.

- Criminal Background Check and Medical Document Manager: $120 (one-time fee and subject to change); Additional costs may be incurred per individual check, depending on the number of previous residences out of State.
    - Drug Testing: Approximately $40 per testing (at start of clinical and then as required)

- Immunizations: $270 is an approximate cost for the first year to include all immunizations and titers; $15 is an approximate cost for each subsequent year for annual TB test update

- CPR Certification and Recertification: $75 initially and every two years thereafter.

- Clinical Attire & Equipment
  - Nursing Skills Kit (Semester 1 of professional sequence): $150
  - Uniform:
    - Scrubs: $170 (approximate cost for one standard scrub set is approximately $85 to be ordered through ScrubIn – 2 sets are recommended)
    - Black long sleeve shirt: $20 (optional and to be worn under scrubs)
    - Black fleece jacket w/SON logo: $45 (optional; can be purchase from FSNA or ScrubIn)
  - Uniform Shoes: Must be black, grey, or white; $70 or more depending on brand and quality.
  - Watch with a second hand: $50
  - Stethoscope: $90 or more depending on quality

- Standardized Testing Costs: $132 per semester (subject to vendor pricing) is designated as a laboratory fee included with the tuition costs of each methods course.

- Technology/Software Costs: Cost varies by semester. A technology fee is included with the tuition cost of designated courses each semester (see below).
  - Semester 1: NURS 262 - $644
  - Semester 2: NURS 360/361 – $382
  - Semester 3: NURS 370/371 - $470
  - Semester 4: NURS 460/461 - none
  - Semester 5: NURS 470 - $129

- Licensure Requirements and Application: Approximately $400; may vary from State to State and is not a "program" cost but noted for information post-graduation.

Note: Costs listed above are approximate and based on current academic year projections. Costs may increase each year. Also, students may be able to control some costs depending on where they make purchases.

LETTERS OF REFERENCE

During your last semester in the nursing program, the student may attain a form from the School of Nursing secretary called "Letter of Reference request." The student should first get the faculty member(s) verbal consent to write the letter, then request and sign the form from the department secretary. The department secretary will then notify the faculty of your request. Once the faculty has completed the letter, the department secretary will have it available for the student. The request will be maintained in a file with the department secretary for future use if the student has designated on the form that any faculty member can write the letter of reference. Should you desire a copy of the reference, please request it at the time you ask a faculty member to write the reference.

SCHOLARSHIPS FOR NURSING STUDENTS

There are a variety of scholarships that are available to nursing students when they enter the professional sequence of the nursing program. Sources of scholarships may include: the State of Michigan (Michigan Nursing Scholarship and the Professional Nurse Development Fund), endowed or other scholarships established by donors and specified for nursing (see the CHP website) as well as private or agency sponsored scholarships. Students are encouraged to visit the CHP website to see what scholarships are available and what the application requirements are. Many scholarships are not awarded until the student has completed one year of the professional sequence. The School of Nursing will also provide information about scholarships as it is received. Some are available at this

site: http://www.ferris.edu/HTMLS/colleges/alliedhe/Nursing/Links-of-Interest.htm

The FSU website is: https://www.ferris.edu/admissions/financialaid/

STUDENT NURSE ASSOCIATION

Students are urged to seek membership in the Ferris Student Nurses' Association (FSNA). Members participate in recreational activities and in projects which promote health in the community and support a positive image of nursing.
https://www.ferris.edu/health-professions/Nursing/BSN/ferris-student-nurses-association.htm

Students are also urged to seek membership in the National Student Nurses' Association.
http://www.nsna.org/

Students may also join the American Nurse Association in Michigan (ANA-MI) http://www.ana-michigan.org for a special student rate.

FERRIS STATE UNIVERSITY
GENERAL INFORMATION

AFFIRMATIVE ACTION STATEMENT

FSU affirms its steady commitment and dedicated efforts to provide equal employment opportunity as described by federal and State laws, the Affirmative Action Program of the University, and other pronouncements made by its President. FSU is an equal opportunity institution. For information on the University's Policy on Non-Discrimination, visit http://www.ferris.edu/non-discrimination/.

AMERICANS with DISABILITIES ACT

FSU is committed to following the requirements of the Americans with Disabilities Act Amendments Act and Section 504 of the Rehabilitation Act. If you are a student with a disability or think you may have a disability, contact the Disabilities Services office at 231.591.3057 (voice), or email ecds@ferris.edu to discuss your request further. More information can be found on the web at https://www.ferris.edu/RSS/ecds/disabilities-services/homepage.htm. Any student registered with Disabilities Services should contact the instructor as soon as possible for assistance with classroom accommodations.

COMMUNITY EXPECTATIONS FOR FERRIS

As a Ferris Community Member...

I will practice personal and academic integrity.
A commitment to this ideal is inconsistent with cheating in classes, in games, or in sports. Refraining from plagiarizing or offering another's work as your own, lying, practicing deceit, or being disloyal in personal and academic relationships.

I will respect the dignity of all persons.
A commitment to this ideal means not taking part in or condoning behaviors which demean the dignity of individuals or groups, including hazing, intimidating, taunting, baiting, ridiculing, insulting, harassing and discriminating against others.

I will respect the rights and property of others.
A commitment to this ideal means not stealing, vandalizing, committing arson, destroying property, or misappropriating funds. Respect for another's personal rights means refraining from any behaviors which violate persons' rights to move about freely, express themselves appropriately and to enjoy privacy.

I will refrain from all forms of bigotry and will strive to be open and accepting of the differences in people, ideas, and opinions.
A commitment to this ideal pledges affirmative support for equal rights and opportunities for all regardless of their age, sex, race, religion, disability, ethnic heritage, socio-economic status, political, social or other affiliation or disaffiliation, or sexual preference.

I will demonstrate concern for others, their feelings and will work to bring about an environment that promotes intellectual development and a sense of community.
A commitment to this ideal is a pledge to be compassionate and considerate, to avoid behaviors which are insensitive, or inhospitable, or insightful, or which unjustly or arbitrarily inhibit one's ability to feel safe as they pursue their goals in the Ferris community.
Source: Ferris State Catalog

DISMISSAL

I.   Code of Conduct Violation

As a result of misconduct, as outlined in the FSU University Code of Student Community Standards handbook, a student may be dismissed from the University without the opportunity for re-enrollment. This is consistent with the policy of FSU.

In addition, the faculty of the School of Nursing reserves the right to recommend the withdrawal of a student from the nursing program whose personal conduct (see School of Nursing Code of Conduct available at the SON homepage), functional abilities (see Functional Abilities Requirement on p. 6), or scholastic standing (see Progression Policy on p. 26) makes it inadvisable for him/her to remain in the nursing program.

A student dismissed from the School of Nursing for violating the Code of Conduct will be afforded procedural due process. Students are referred to the due process procedure outlined in the Code of Conduct. Appeals to a dismissal decision must be submitted in writing to the Dean of the College of Health Professions within seven (7) calendar days of notification of dismissal.

II.   Academic Dismissal

Failure to meet the Prelicensure Program academic progression policy (p.26) may result in dismissal from the program. A student dismissed from the nursing program will be afforded procedural due process. At the end of each semester, the School of Nursing progression committee determines the students who will be dismissed from the program. Once a decision is made and the student is notified of dismissal, they have the option to appeal the dismissal in writing within seven (7) calendar days to the Dean of the College of Health Professions.

DISRUPTIVE BEHAVIOR POLICY

The CHP strives to maintain a positive learning environment and educational opportunity for all students. Consequently, patterns of behavior which obstruct or disrupt the learning environment of the classroom or other educational facilities will be addressed.

1. The instructor is in charge of the course. This includes assignments, due dates, methods and standards or grading, and policies regarding attendance, tardiness, late assignments, outside conferences, etc.
2. The instructor is in charge of the classroom. This includes the times and extent to which they allow questions or discussion, the level of respect with which they and other students are to be treated, and the specific behaviors they will allow within their classes. Open discussion of an honest opinion about the subject of a course is encouraged, but the manner in which the class is conducted is a decision of the instructor.
3. An instructor is entitled to maintain order in his/her class and has an obligation to other students to do so. Toward that end, an instructor is authorized and expected to inform a student that his/her behavior is disrupting a class and to instruct the student to stop that behavior. If the student persists, the instructor is authorized to direct the student to leave the class. If the student fails to comply with a directive to leave the class, the instructor may call Public Safety to assist with the student's removal.
4. If a student persists in a pattern or recurrent disruptive behavior, then the student may be subject to administrative action up to and including an involuntary withdrawal from the course, following administrative review by the Health Professions Dean's Office and/or University disciplinary proceedings. (University disciplinary procedures are delineated in the "Code of Student Community Standards" available online at http://ferris.edu/HTMLS/administration/studentaffairs/judicial/Student-Code.htm)
5. Disruptive behavior cannot be sanctioned by a lowered course grade (e.g., from a B to a C) except insofar as the quality of classroom participation has been incorporated into the instructor's grading

policy for all students. (Note: Academic misconduct, which is covered by other regulations, can be a legitimate basis for lowering a grade or failing the student.)
6. Students, as well as employees, are bound by the University's policy against harassment, in any form. Harassment, as defined by the University's Non-Discrimination Statement, will not be tolerated. (Policy available at: https://www.ferris.edu/non-discrimination/)
7. The office of the student's dean will be notified of any serious pattern or instance of disruptive behavior.

Guidelines for Instructors and other Personnel in dealing with disruptive behavior can be accessed at http://ferris.edu/HTMLS/colleges/alliedhe/Policy-Attachments/CHP-Disruptive-Student-Policy.pdf

HARASSMENT

Any person who believes he or she has been subjected to harassment of any kind (sexual, racial or otherwise) should approach the individual whom they believe is responsible He or she should identify the specific behavior, explain that he or she considers the behavior to be offensive and/or harassing, and ask the individual to stop the behavior. If assistance is needed to approach the individual, contact the Director/Department Chair, an Academic Dean, the Dean of Students, the Director of Minority Student Affairs, or the Director of Affirmative Action.

If approaching the individual is not possible, (i.e., you are uncomfortable or uncertain as to how the situation should be handled, or you are concerned the situation may become volatile), or does not resolve the matter, it should then be reported immediately to the Director/Department Chair, an Academic Dean, the Dean of Students, the Director of Minority Student Affairs, the Director of Student Judicial Services, or the Director of Affirmative Action. If, for some reason, you are uncomfortable discussing your situation with any of these individuals, please report your situation to any member of the University administration. The circumstances surrounding the matter will be fully investigated, including the nature of the harassment and the context in which it occurred.

All reports of harassment and subsequent investigations will be kept as confidential as possible. Anyone found to have violated this policy will be subject to discipline up to, and including, discharge or dismissal that may include, but not be limited to, official reprimand, official apology, sensitivity training, and/or other disciplinary action including dismissal. Likewise, because intentionally false accusations of harassment can have serious effects on innocent people, anyone found to have intentionally falsely accused another person of violating this policy would be subject to discipline up to and including discharge or dismissal.

Sexual Harassment – Using the definition contained in the Equal Employment Opportunity Commission guidelines, adapted to include educational environments, sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
2. submission to, or rejection of, such conduct by an individual is used as a factor in employment or academic decisions affecting such individuals;
3. such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive working, living, or academic environment.

While sexual harassment most often takes place in situations of power differential between the persons involved, sexual harassment may also occur between persons of the same status (e.g., student-to-student). The person exhibiting sexually harassing conduct need not realize or intend the conduct to be offensive for the conduct to constitute sexual harassment.

Racial Harassment – includes any conduct, physical or verbal, that victimizes or stigmatizes an individual on the basis of race, ethnicity, ancestry, or national origin. Such behavior could involve any of the following:

1.   The use of physical force or violence to restrict the freedom of action or movement of another person, or to endanger the health or safety of another person;
2.   Physical or verbal conduct intentional or otherwise that has the purpose or effect of (or explicitly or implicitly threatens to) interference with an individual's personal safety, academic efforts, employment, or participation in University-sponsored activities.
3.   The conduct has the effect of unreasonably interfering with an individual's working, learning, or living environment.

The attributes of racial harassment described above are also the attributes of most other types of harassment that can occur. Harassment may be based upon a person's status that is protected by law (i.e., religion, veteran status, handicap, etc.), or may be for some other reason not specifically covered by law. In any event, harassment of any type is not acceptable at FSU.

STUDENT RIGHTS AND RESPONSIBILITIES

As a student at Ferris, you have the right to:
     Be treated as an adult
     Be treated with respect
     Know the instructor's expectations for you in the class
     Know the grading scale
     Obtain a written syllabus
     Know all class policies (attendance, etc.)
     Know the instructor's office hours
     Know all safety procedures (if applicable)

As a student at Ferris, your responsibilities include:
     To read the course syllabus
     To attend class on a regular basis according to the requirements set forth in the instructor's syllabus
     To be on time for class
     To be prepared for class
     To wear appropriate clothing to class
     To use appropriate language in class
     To take responsibility for your own learning
     To adhere to the academic honesty policies
     To respect all points of view, everyone's rights and feelings

If a student fails to fulfill his/her classroom responsibilities, such behavior may reflect negatively on his/her grade in the class, and/or disciplinary action may result.

SUSPENSION

A student may be suspended for a specified period of time for misconduct. The student will need to

reapply for admission, and if readmitted, he/she is placed on disciplinary probation*.

*Code of Student Community Standards: https://www.ferris.edu/student-life/student-conduct/Student-Code.htm

ABOUT THE COLLEGE OF HEALTH PROFESSIONS

The CHP prepares graduates to work with physicians, dentists, and other health professionals in safeguarding the health of the American people. The College offers more programs in health-related areas than any other institution of its kind in the United States.

The College's enrollment also makes it one of the largest of its kind in the nation. Please visit the CHP web page for more information: http://ferris.edu/HTMLS/colleges/alliedhe/

EXCELLENCE IN COMMUNITY SERVICE

The CHP aims to improve faculty-student engagement through shared participation in community service activities. To facilitate this engagement, CHP faculty and students will collaborate in the planning and implementation of two community service events each year, one in Fall semester and one in Spring semester. Students who 1) Participate in the two CHP community service events; 2) Complete at least 10 community service hours each semester (Fall and Spring) and 3) Provide evidence of meeting the first two criteria on the "CHP Community Service Log" form will earn an "Excellence in Community Service" certificate at the end of the academic year.

STUDENT COMPLAINT POLICY

When a student has an issue with another student, staff or faculty, it is the responsibility of the student to use a progressive procedure to resolve the issue. This policy at the link below provides a step-by-step means of resolving student/faculty issues. It is important that you understand and follow this policy should such a situation occur. The policy can be accessed at:
https://ferris.edu/HTMLS/administration/academicaffairs/Forms_Policies/Documents/Policy_Letters/AA-Student-Complaints.pdf.

ACADEMIC POLICIES FOR NURSING

The remainder of this Undergraduate Nursing Student Handbook will address the policies and general information that relate to your experience as an undergraduate Nursing Student at FSU. Please take the time to review this handbook so that you are familiar with the policies that may impact your status as a nursing student within the School of Nursing. Students are also subject to University policies as outlined in the FSU Code of Student Community Standards, which is available at the following website: http://ferris.edu/HTMLS/administration/studentaffairs/judicial/Student-Code.htm.

ACADEMIC ADVISING

A nursing faculty member will be assigned as your advisor once you are fully admitted to the BSN pre-licensure program. On-campus students should make an appointment to see their assigned advisor as needed. MyDegree is a software application that provides you and your advisor with an opportunity to monitor your progress in the nursing program. In MyFSU, click the 'Academic Services' tab, locate the 'Registration' Channel (top middle of page) and click MyDegree. You need to check MyDegree each semester to identify completed and/or unfinished 1) general education requirements, and 2) major specific requirements to meet all graduation requirements.

ACADEMIC INTEGRITY

A goal of the SON faculty is to graduate students who will uphold the FSU Code of Student Community Standards and the American Nurses Association (ANA) Code of Ethics. All members of the SON community are expected to conduct themselves with integrity, which is the quality of honesty and possessing strong moral principles. Academic integrity is characterized by honesty, trust, fairness, respect, responsibility, and courage (International Center for Academic Integrity, 2021). In adherence with these values, students are expected to conduct themselves with personal and academic integrity. Students adhering to this standard do not misrepresent or plagiarize their work. They do not cheat, inappropriately collaborate to complete work, present old work as new work, or fabricate or falsify information. A person committed to academic integrity also does not willfully, knowingly, or intentionally help or attempt to assist another student commit an act of academic misconduct. The aforementioned actions are considered academic misconduct.

The SON faculty adhere to a zero-tolerance policy with regard to academic misconduct. Any incident of academic misconduct will result in receiving a zero for an assignment, quiz, or test. Any academic misconduct could result in failure of a course, being placed on academic probation, and may lead to program dismissal. Additionally, issues of academic misconduct are reportable to the Office of Student Conduct.

ACADEMIC PROBATION

The SON Prelicensure program may impose an *Academic Sanction* on a student for engaging in academic or professional misconduct. An Academic Sanction may include, but is not limited to, requiring the student to re-write an assignment, retake an exam, a grade reduction on an assignment, a failing grade on an assignment or in the course, receiving a zero for an exam, probation, or suspension or dismissal from the program.

Academic Misconduct includes, but is not limited to, cheating, misrepresenting one's work, inappropriate collaboration to complete work, plagiarism, presenting old work as new work, and fabrication or falsification of information. It also includes willfully, knowingly, or intentionally helping

or attempting to assist another student commit an act of academic misconduct. Issues of academic misconduct are reportable to the FSU Office of Student Conduct.

Prelicensure BSN program students may be placed on academic probation for:
1. Academic misconduct (described above)
2. Earning a grade below C+ (79%) in the testing portion of a nursing course.
3. Earning an overall grade below C+ (79%) in a nursing course.
4. Inappropriate or unsafe clinical performance.
5. Excessive clinical absence, as defined by the Clinical Attendance policy.
6. Unprofessional behavior, as defined by the Code of Conduct policy.

The student placed on *Academic Probation* is required to meet with the Prelicensure Program Coordinator to outline the probation criteria and expectations and develop a plan for success and continued study in the program. Failure of the student to meet with the Prelicensure Program Coordinator will result in automatic Academic Probation.

Failure of the student to follow through with the established plan may result in continued probation status or dismissal from the BSN program. Students placed on academic probation twice may be dismissed from the BSN program.

Students are referred to the Prelicensure Program Coordinator for information on the academic probation procedure.

ACADEMIC SERVICE LEARNING

The faculty defines Academic Service Learning for the professional sequence nursing student as meaningful service (work) provided to a community or a member or a community that meets a need or a goal. Such services provided by the student is integrated into curricular expectations, meets designated objectives, and has required evaluated assignments.

As a form of practical experience, Academic Service Learning activities occur concurrently with other assigned program activities. Academic Service Learning enhances professional development, learning across the curriculum, and the experience of community service reinforces the moral and civic values inherent in serving others. Academic Service Learning activities must be approved, related to health care, and be separate from service required by an employer.

The faculty view Academic Service Learning as an important component of the professional nursing program and, as such, they require that these activities be completed prior to graduation.

The goals of Academic Service Learning for the professional Nursing student are:

1. To develop a plan for community service that will take place while enrolled in the professional sequence program.
2. To provide a health-related service to a community of need.
3. To work closely with a faculty advisor to implement the plan for community service while enrolled in the professional sequence program.
4. To complete a written report and presentation which identifies significant personal and professional insights gained and the learning that resulted from the community service activity.
5. To give clearly described and verifiable examples of such learning experiences.
6. To critically examine how Academic Service-Learning impacted their career process.

The service-learning requirements can be found on the Undergraduate BSN program website: https://ferris.edu/HTMLS/colleges/alliedhe/Nursing/BSN/bsn-student-policies.htm

ACADEMIC TRANSCRIPTS

When transferring credit from another institution, official transcripts must be submitted directly to:

Records Office
Center for Student Services
Ferris State University
1201 S. State Street
Big Rapids, MI 49307-2020
231-591-2792

When requesting an official academic transcript from FSU, contact the same address, or you can request transcripts online at https://www.ferris.edu/admissions/registrar/faq/student-faq.htm

ADMISSION CRITERIA

Admission to the professional sequence requires the completion of designated coursework while maintaining an overall GPA of 2.7 or higher. Students may view the qualification checklist for the pre-licensure program at https://www.ferris.edu/health-professions/pdfs-docs/NURS_Qual_Policy_2425.pdf.

ATTENDANCE

FSU nursing students are expected to attend all classroom and clinical learning experiences. **Absences and/or tardies from either class or clinical** may result in a lowered grade and, thus, may jeopardize one's progression in the program. Attendance requirements will be stated in each nursing course syllabus.

COMMUNICATION WITH STUDENTS

Students will be **required** to use the FSU email system to receive communication from the School of Nursing. Students may have their FSU email forwarded to a personal email account, but all critical programmatic information will be sent via the Ferris email system. Failure to check the FSU email account will not be an acceptable excuse for missing information sent.

CONFIDENTIALITY (STUDENT)

Materials prepared by students relating to clinical/classroom assignments must conform to ethical standards of confidentiality and the client's right to privacy.

In addition, information regarding student records is covered by the Family Educational Rights to Privacy Act (FERPA) of 1974. Therefore, student files are private, and most information may not be released without written consent of the student. The link to this is available at https://www.ferris.edu/admissions/registrar/ferpa.htm

CREDIT HOUR DEFINITION

For each **classroom** credit hour, students will be scheduled for the equivalent of 50 minutes of classroom instruction per week which is consistent throughout the University. For each **clinical** credit hour in the BSN programs, students are scheduled for the equivalent of three hours of clinical instruction per week for a 15 week semester. For each **laboratory** credit hour, students are scheduled for either 2 or 3 hours of laboratory instruction, depending on the course.

CURRICULUM SEQUENCE

The curriculum sequence is mandatory, i.e., many courses have co- or pre-requisites. Therefore, deviation from the identified course sequence may result in difficulty in progressing, meeting graduation requirements, or being certified to the State Board of Nursing. The pre-licensure BSN program reflects a full-time course of study. Please check with your nursing advisor before omitting, substituting, or delaying any course.

Professional Sequence Semester 1	CR	Professional Sequence Semester 2	CR
NURS 260 Nursing Role Development (3+0)	3	NURS 360 Pharmacology in Nursing (3+0)	3
NURS 261 Health-Related Quality of Life (3+0)	3	NURS 361 Psychosocial Nursing (3+0)	3
NURS 262 Nursing Methods 1 (4+0)	4	NURS 362 Nursing Methods 2 (3+0)	3
NURS 264 Pathophysiology Foundations (3+0)	3	NURS 363 Practice Immersion 1 (0+12)	4
	13		13
Professional Sequence Semester 3	**CR**	**Professional Sequence Semester 4**	**CR**
NURS 370 Adult Health (4+0)	4	NURS 460 Adult Health 2 (4+0)	4
NURS 371 Maternal Health & Childbearing (2+0)	2	NURS 461 Pediatric Health (2+0)	2
NURS 372 Nursing Methods 3 (0+3)	3	NURS 462 Nursing Methods 4 (3+0)	3
NURS 373 Practice Immersion 2 (0+12)	4	NURS 463 Practice Immersion 3 (0+12)	4
**NURS Elective (2+0)	0-2	**NURS Elective (2+0)	0-2
	13-15		13-15
Professional Sequence Semester 5	**CR**		
NURS 470 Community Health Leadership (4+0)	4		
NURS 471 Nursing Capstone (3+0)	3		
NURS 472 Nursing Methods 5 (2+0)	2		
NURS 473 Practice Immersion 4 (0+12)	4		
**NURS Elective (2+0)	0-2		
	13-15		

EVALUATION

Nursing students are involved in a variety of evaluations. In an effort to improve and maintain program quality, students are expected to evaluate clinical agencies, faculty, course organization, and the overall program before and following graduation. Faculty evaluate student progress at midterm and the end of each semester in the clinical courses. Students will also be required to engage in self-evaluation activities during the program. If additional feedback, guidance, or help of any kind is desired, students are encouraged to make an appointment with their instructor, faculty advisor, or other appropriate persons.

EXTERNAL CURRICULUM ASSESSMENT: STANDARDIZED NURSING EXAMS

External curriculum evaluation is defined as the evaluation of student's abilities in comparison with the general population of nursing students in the United States. FSU's BSN pre-licensure program uses a standardized testing program (i.e., Kaplan) to accomplish this evaluation. A testing fee for the assessment exams will be automatically applied to the student's semester billing statement.

Assessment occurs at each program level with the final cumulative assessment occurring in the last semester of the program.

Level Assessment by Semester

- Students may be required to complete online practice (un-proctored) assessment exams at designated points in the curriculum for the purpose of student self-assessment and remediation.

- Students will be required to complete online proctored assessment exams at designated points in the curriculum.

- Students who do not earn the minimum acceptable score that is predictive for NCLEX-RN success on the proctored exams may be required to remediate.

<u>Exit Assessment in Final Semester</u>

- Students will be administered a Standardized RN Comprehensive Predictor Exam during the last semester of the program. Students who do not earn the established predictor score will be strongly encouraged to take a remediation course.

Standardized exams are intended to help students develop good testing skills. Therefore, it is in the best interest of students to prepare for standardized exams.

GRADING SCALE

The grading scale for all nursing (NURS) courses is:

Letter Grade	Honor Points per Credit Hour	Numerical Grade
A	4.0	95 - 100
A-	3.7	92 - 94
B+	3.3	89 - 91
B	3.0	85 - 88
B-	2.7	82 - 84
C+	**2.3**	**79 - 81**
C	2.0	75 - 78
C-	1.7	72 - 74
D+	1.3	69 - 71
D	1.0	65 - 68
D-	0.7	62 - 64
F	0.0	61 and below

* Progression in the nursing program is based on a pass rate average of 79% on NURS course exams and maintaining an overall average GPA of 2.7 (includes non-nursing and nursing courses). This means that students will not progress in the program if they do not meet these standards.

GRADE CHANGE APPEAL

If a student earns a grade with which they disagree, it is the right of the student to appeal that grade. The School of Nursing follows the Ferris State University Academic Affairs Grade Change Appeal Procedure. It is the responsibility of the student to understand and follow this policy to appeal a grade.

GRADE OF INCOMPLETE

Within the University the "incomplete" (Grade of "I") is one of the grading options available for student coursework. The intent of the "I" grade is not to avoid student probation, dismissal or unacceptable grades, nor should it be considered as an alternative to withdrawal from a class (W). The following guidelines should be used in determining if assigning this grade is appropriate:

- The "I" should only be considered for extenuating circumstances that have led to the student missing a portion of the course. Extenuating circumstances generally defined as those situations over which the student has little or no control, e.g., illness, birth, jury duty, death of an immediate family member, injury or military service. Instructors may wish to require suitable documentation.

- Students must be making reasonable progress in their coursework as evidenced by completion of

at least 79% of coursework at passing levels.

- Instructors will require students to sign an agreement stipulating assignments and deadlines that must be met in order to complete the course.

- An "I" grade will automatically become an "F" near the conclusion of the following semester (not counting summer) unless the faculty member files another grade or extends the incomplete grade.

GRADUATION

All requirements must be met in accordance with stated criteria in the University Bulletin. To complete the Nursing program, a student must have enrolled and earned at least one-fourth which is a minimum of 30 of the total nursing credits at Ferris. Students should complete the electronic application for graduation up to two semesters prior to your graduating semester at http://ferris.edu/HTMLS/colleges/alliedhe/faq/Application_for_Graduation.htm

INDEPENDENT STUDY

NURS 197, NURS 297, NURS 397, NURS 497 and NURS 597, Independent Study in Nursing, are variable credit courses designed to provide the student with an opportunity to study additional content in the nursing curriculum. The Independent Study is limited to no more than four (4) hours, and enrollment is by permission of the School of Nursing.

PLAGIARISM

According to Merriam-Webster, plagiarism is "to commit literary theft; present as new and original an idea or product derived from an existing source" (2011, para 2). This practice is not acceptable to the University, the College, the Nursing programs, or to the instructors. In an academic setting, this is equivalent to grand larceny. Severe consequences will result if it is determined that a student has committed plagiarism.

PORTFOLIOS

The purpose of the portfolio requirement is to give senior nursing students an opportunity to document their educational growth throughout the nursing program. The portfolio will serve to demonstrate accomplishment in meeting the BSN program outcomes as well as serve as a tool in seeking employment pursuant to graduation.

The Portfolio can be found on the Undergraduate BSN program website: https://ferris.edu/HTMLS/colleges/alliedhe/Nursing/BSN/bsn-student-policies.htm

PROFICIENCY VALIDATION

Proficiency examinations are made available for those students who believe they have previously mastered specific course content.

Proficiency validation for specific courses must be completed at least one semester prior to the desired point of entry (course entry depends upon available spaces). Proficiency validation can include:
- Proficiency demonstration for a Laboratory nursing course
- Proficiency or challenge exam for a theory / didactic nursing course
- Submission of a portfolio to demonstrate learning in a clinical course
- Request for a previously completed course to be re-evaluated for possible substitution for a nursing course

Application procedures must be initiated two semesters before the course is offered to allow for the adequate preparation and scheduling required for the process. Students are to contact the program

coordinator to initiate the process.

More information regarding assessment of prior learning can be found at this website:
http://www.ferris.edu/HTMLS/admision/testing/clep/cbe.htm

PROGRESSION IN THE BSN PRE-LICENSURE PROGRAM

Student progression in the professional sequence of the BSN program without interruption is determined academically by achieving a minimum grade of C+ (79%) in each nursing course and maintaining a minimum grade point average of 2.7 each semester. Progression includes graduation, and a nursing student may not graduate if he/she receives less than the stated academic requirements. The following criteria have been established for progression in the BSN Program:

COURSE	PRE-REQUISITE(S)	Required Grade
NURS 260	Admission to the program	C+ or higher
NURS 261	Admission to the program	C+ or higher
NURS 262	Admission to the program	C+ or higher
NURS 264	Admission to the program	C+ or higher
NURS 360	Admission to the program	C+ or higher
NURS 361	NURS 260, 261, 262	C+ or higher
NURS 362	NURS 260, 261, 262	C+ or higher
NURS 363	NURS 260, 261, 262	C+ or higher
NURS 370	NURS 264, 360, 361, 362, 363	C+ or higher
NURS 371	NURS 264, 360, 361, 362, 363	C+ or higher
NURS 372	NURS 264, 360, 361, 362, 363	C+ or higher
NURS 373	NURS 264, 360, 361, 362, 363	C+ or higher
NURS 460	NURS 370, 372, 373	C+ or higher
NURS 461	NURS 264, 360, 361, 362, 363	C+ or higher
NURS 462	NURS 370, 372, 373	C+ or higher
NURS 463	NURS 370, 372, 373	C+ or higher
NURS 470	NURS 371, 460, 461, 462, 463	C+ or higher
NURS 471	NURS 371, 460, 461, 462, 463	C+ or higher
NURS 472	NURS 371, 460, 461, 462, 463	C+ or higher
NURS 473	NURS 371, 460, 461, 462, 463	C+ or higher
NURS Elective	Department Approval	C+ or higher
GRADUATION	All Required Core Courses, All Required General Education Courses	C+ or higher

Students are referred to the program check sheet that is in effect at the time of program entry to determine specific program requirements. Students who leave the program and are allowed to re-enter at a later date must meet the program requirements that are in place at the time of readmission.

No more than one nursing course may be repeated throughout the nursing curriculum. A second unsuccessful attempt (grade of less than the minimum standard) in the same or a second NURS course, or any other failure to meet the progression policy, results in termination of the student's placement in the curriculum.

Progression in the nursing program is based on the designated minimum passing grade. The **minimum passing grade for all NURS courses is 79% without rounding**. Students must meet this standard to progress in the program.

However, certain courses are designated as a testing course. The minimum passing grade for a testing

course is calculated as the average of NCLEX style questions on NURS course <u>exams</u>. Students must meet the minimum testing grade requirement in the following courses to progress in the program:

Minimum testing grade of 79% without rounding:

- NURS 261, 264, 360, 361, 370, 371, 460, 461, and 470.

This progression policy also applies to students who have applied to the professional sequence and have accepted the offered seat to either the fall or spring cohorts for the following academic year. Student academic performance will be monitored. Failure to meet the minimum GPA requirement of 2.7 will result in termination of the student's placement in the curriculum. The student may re-apply to the professional sequence during the next application cycle. The student must meet the program requirements that are in place at the time of the application cycle.

READMISSION TO THE PRE-LICENSURE NURSING PROGRAM

Students who were previously enrolled in the pre-licensure BSN program are eligible for readmission one time. Readmission to the nursing program is based on **competitive criteria** and **space availability basis only. Readmission is not guaranteed**. Students requesting readmission into the program must meet current academic program admission requirements.

Due to rapid changes in the nursing profession, the faculty reserve the right to assess prior nursing knowledge and skills of readmission applicants who have been out of the program for more than one (1) semester. A written and/or skills proficiency exam may be required. Students requesting readmission must demonstrate the required nursing knowledge and skills to be eligible for readmission consideration.

Students must reapply online to the university if they have not been enrolled for more than two semesters. Application for readmission will be initiated using the following steps:

- ☐ Reapply to FSU if out of the Nursing program for more than two (2) semesters.
- ☐ Submit the Petition and Plan for Success Form to the school of nursing secretary **six (6) weeks** prior to the semester the student is requesting to reenter.
- ☐ The request for readmission will be reviewed by an ad hoc faculty Readmission Committee.
- ☐ The student will be notified by letter of the readmission decision.

REPEATING UNSUCCESSFUL NURSING COURSES

Students who have one unsuccessful attempt in a didactic nursing (NURS) course, reflected as a grade of less than "C+" (2.3 or 79%), may repeat the course the next time it is offered **if there is a seat available in the course.** One unsuccessful attempt of a didactic course (i.e. NURS 264) requires a successful second attempt **prior to consideration for progression to the next semester**. Prior to continuation in the program, students must complete the Petition and Plan for Success Form and Process outlined in the Readmission Policy.

Students who have one unsuccessful attempt in a clinical nursing course may be considered for repeating the course **on a space-available basis only** and must complete the Petition and Plan for Success Form and Process outlined in the Readmission Policy.

<u>No more than one nursing course may be repeated throughout the nursing curriculum.</u> An unsuccessful attempt of a second NURS course, or failure to meet the progression policy, results in termination of the student's placement in the curriculum.

Progression consideration will be based on competitive criteria and space availability.

- The SON secretary will forward the progression request to the BSN Program Coordinator, within 48 hours of receipt.
- The BSN Program Coordinator will convene an ad hoc faculty Committee within two (2) weeks of receiving the request.
- The faculty Committee will consist of an odd number of faculty (i.e. 3,5,7) and the Clinical Coordinator.
- The faculty Committee will review and grade the progression/readmission request using the Progression Petition Rubric.

TESTING POLICY

For the following NURS courses, students will be required to earn a passing grade **79% or higher without rounding** in the objective testing category (excluding quizzes) in order to pass the course. This policy will be reflected in each course syllabus for:

- NURS 261, 264, 360, 361, 370, 371, 460, 461, & 470

The testing policy can be found on the Undergraduate BSN program website:
https://www.ferris.edu/health-professions/Nursing/BSN/bsn-student-policies.htm

TECHNOLOGY - PERSONAL ELECTRONIC DEVICES

Personal electronic technology and devices are readily available to students and can enhance their learning. Use of electronic devices in the classroom (face-to-face or online) is at the discretion of instructors. Electronic devices should be used in a way that prevents distraction to self and others. Students will follow the ACCEPTABLE use policy as outlined below:

1. The student is responsible for keeping their device safe, as the SON is not responsible for a lost or stolen device.
2. Cell phones will be put in silent mode and stored away during class, whether face-to-face or online.
3. Students who need to respond to a personal emergency during class should exit quietly and return to class with minimal disruption. If a personal emergency requires leaving class for the day, students should notify the instructor after class.
4. Screen capturing, recording, and/or downloading pictures, videos, discussion, or lectures are prohibited without the consent of the instructor.
5. Students will not have their electronic device (including smart watches) accessible during formal testing in the program.
6. Electronic transmission of student-to-student health information obtained in physical assessment labs with student identifiers is a violation of HIPPA.
7. **Electronic devices (including smart watches) may not be used while attending clinical experiences.**
8. Electronic devices will be turned off and stored away during clinical experiences.
9. Students will not upload or download any patient information or other clinical data to the personal electronic device.
10. **For any violation of the acceptable use policy, the student will be referred to the Office of Student Conduct for review and may be dismissed from the nursing program.**

TRANSFER CREDIT – NURSING COURSES

Students seeking to transfer from another nursing program to the FSU Prelicensure program may be considered for seating if 1) they meet program admission requirements, 2) a seat is available and 3) they have not failed more than one previous nursing course or have not failed/repeated one nursing course twice or earned a grade lower than B- for two or more nursing courses.

All students, including those seeking to transfer from another nursing program to the FSU Prelicensure program, are required to complete the professional sequence application process that occurs February 1-15 each year. At the time of professional sequence application, nursing students seeking to transfer programs must submit a letter of good standing from the dean or director of their previous program. Transfer applicants must provide course syllabi upon request.

Credit for prelicensure nursing courses at FSU may be given for work of equivalent character, level and amount successfully completed at another accredited college or university. However, credit for laboratory and clinical courses may not be granted. When prelicensure nursing credits earned at another college or university are transferred to Ferris, the credit is converted into equivalents of Ferris courses and applied to the program of study. Grades are not transferred; only credit in the courses is recorded.

FSU allows a maximum of 30 transfer credits of lower-division coursework to be applied toward an institutionally granted associate degree and no more than 90 credits of lower division coursework to be applied toward an institutionally-granted bachelor's degree. Programmatic requirements must be met, regardless of the number of credits transferred to FSU.

Students seeking transfer credit for nursing courses taken at another college should contact the Prelicensure Program Coordinator for additional information.

VOLUNTARY WITHDRAWAL FROM NURSING PROGRAM

Students seeking to withdraw from the school of nursing program sequence are strongly encouraged to meet with their advisor or program coordinator. To voluntarily withdraw from the school of nursing, a student must notify in writing, the Program Coordinator for the enrolled program and the School of Nursing secretary prior to withdrawing.

WITHDRAWAL FROM NURSING COURSES

When a course is offered in an abbreviated or extended format, the final date for withdrawal occurs when 2/3 of the course has been offered. These dates are posted each semester or students can contact the Records Office* to find the last date for withdrawal from a course.
* http://www.ferris.edu/admissions/registrar/faq/student-faq.htm

WRITING STYLE REQUIREMENT

Communication is the cornerstone of effective teamwork, political activism, and conflict resolution. The faculty view communication as an important component of the professional nursing program and good written communication skills are essential for graduation.

For professional articles and other documents requiring secondary research, the nursing profession uses American Psychological Association (APA) citation style. Unless specifically outlined, it is expected that all papers written in the nursing program will be using APA writing style and format for student papers.

The current edition of the APA manual is the accepted School of Nursing format for any papers submitted in any nursing course.

CLINICAL & EXPERIENTIAL LEARNING POLICIES

Clinical performance is the application of theoretical information to practice. Clinical experiences are dependent on the clinical site census on any given day and are not always guaranteed. For this reason, the student needs to be present to take advantage of as many experiences as possible.

ATTENDANCE

FSU nursing students are expected to attend **100%** of clinical learning experiences. Any absence from clinical prevents the student from meeting course objectives.

Sanctioned Absence
The following are considered sanctioned reasons for missing a clinical learning experience.

- An FSU sanctioned game in which a student-athlete needs to participate.
- Family emergency (may be defined as [but not limited to] serious traumatic injury, serious acute illness, hospitalization, or death in the family or a close personal relation)
- Personal hospitalization or illness (must see a provider within 24 hours of absence, produce a provider excuse, and release to return to clinical experiences). If testing positive and/or quarantined for COVID, must follow clinical site guidance for returning to clinical.
- Subpoenaed to testify in a court case or jury duty
- Military duty
- Any other situation must be discussed with the clinical nurse faculty and will be sanctioned at the discretion of the clinical nurse faculty and course lead faculty.

In the event that a student must miss a clinical experience for a sanctioned or acceptable reason, the clinical nurse faculty and course lead faculty will work with the student to provide a clinical make-up assignment equivalent to the number of clinical hours missed (i.e. 8 hours of clinical time missed = 8 hours of clinical make-up work) so the student can meet course outcomes. Failure to complete the makeup assignment will result in an unsanctioned absence. Verification by the clinical nurse faculty of all sanctioned absences is necessary. It is the student's responsibility to meet with the Clinical Coordinator prior to registration or as soon as possible if there is a conflict foreseen, i.e., athletics, to determine a schedule that minimizes absences. *No more than 10% of clinical time can be made up by other assignments. **If a student misses more than 10% of clinical time for sanctioned absences**, the student will need to make up equivalent clinical hours in the clinical setting or retake the clinical course.*

Unsanctioned Absence
Any absence from clinical prevents the student from meeting course objectives. One absence will result in a clinical makeup day equivalent to the number of clinical hours missed (i.e. 8 hours of clinical time missed = 8 hours of clinical make-up time). Failure to complete the makeup day will result in failure of the clinical course. Clinical makeup hours at a clinical site will be assigned if available. If no clinical site is available, the makeup assignment will be designed at the discretion of the faculty. Any unsanctioned absence results in being placed on academic probation.

*No more than one clinical absence can be made up by a make up day. **If a student misses more than one clinical day for an unsanctioned absence**, the student will need to retake the clinical course.*

It is the professional responsibility of the student to **personally** notify the clinical instructor of an absence by the scheduled start time. A student who fails to notify the clinical instructor **personally** will receive a grade of "0" for the day and be placed on academic probation.

No Call – No Show
Any failure to report to clinical without communicating with clinical faculty is considered a No Call – No Show and will result in failure of the clinical course.

Tardiness
Tardiness is defined as failure to arrive to the clinical unit at the instructor-designated meeting time. Tardiness to clinical will result in a lowered grade for the clinical day and thus may jeopardize one's progression in the program. Two tardies to clinical are equal to one unsanctioned absence. A student who is more than 30 minutes late will be sent home and will receive an unexcused absence for the day. In the event of unforeseen circumstances (traffic, weather, car problems) resulting in tardiness, failure to **personally** notify the clinical faculty by the scheduled start time will result in an unsanctioned absence for the day.

CLINICAL AGENCY POLICIES

Students are expected to abide by the policies of the agency in which clinical placement occurs. Accidents and incidents occurring in the clinical agency are to be reported immediately to the clinical instructor. Students will sign an agreement outlining their relationship with the clinical agency. Failure to abide by the policies of the clinical agency can result in the student's dismissal from the agency and may, in turn, impact the student's progression in the nursing program.

CLINICAL EXPERIENCE AND STUDENT PLACEMENT

Students enrolled in the pre-licensure program will register for clinical sections and sites in accordance with the University registration process. Student choice of clinical site is based upon these parameters and students must attend the clinical site for which they are registered. Clinical sites are typically within a range of 60 miles from campus, but some specialty experiences may exceed that distance. Students must provide their own transportation to the clinical site.

CONFIDENTIALITY (PATIENT)

Students and faculty may not take any patient records, notes, or any identifying data out of a clinical agency on paper [must be shredded] or electronically. Students will conform to the guidelines of the Health Insurance Portability & Accountability Act (HIPAA). **Failure to comply with HIPAA guidelines may result in program dismissal.**

Additionally, it is the policy of the FSU School of Nursing that students will conduct themselves professionally and will not use any form of photo taking device in the clinical setting. **No** photos will be taken in the clinical setting for any reason. Additionally, students are to refrain from discussing patient/clinical situations in public venues, including Facebook, TikTok, Instagram, or similar online arenas (even if client names are not used). Failure to abide by this policy may result in **dismissal** from the nursing program.

CRIMINAL BACKGROUND CHECKS

All students enrolled in the professional sequence of a nursing program within the School of Nursing will be required to undergo criminal background checks as part of the requirement for clinical placement in any agency. In some instances, additional requirements may be imposed by the clinical agency, to include drug screening and fingerprinting. The timing and frequency of the criminal background check process will be determined by the program of study in accordance with requirements of each individual clinical agency. It is the student's responsibility to complete and assume payment for these background checks as directed by the nursing program.

If a criminal history is identified and determined by the clinical agency to be in violation of the

employment guidelines for that agency, the student may not be allowed to complete the clinical experience in that agency. This may jeopardize the student's ability to progress in the nursing program of study. If a student is convicted of a crime listed in Michigan Case Law 330.1134a while in the nursing program, the student will be immediately dismissed from the program.

DRESS CODE FOR CLINICAL and LABORATORY EXPERIENCES

Baccalaureate Degree Pre-licensure Program

Full uniforms must be worn whenever a student is scheduled for a clinical experience in the clinical setting, skills, or simulation lab (except for mental health simulations since uniforms are not typically worn in that setting). The **designated** uniform is a unisex set of gray scrubs with an approved FSU CHP SON logo and black, grey, or white shoes. Shoes may not have holes (such as crocs) and should only be worn in the clinical setting. Shoes must be kept clean. Uniforms are purchased from an FSU designated uniform company at the beginning of the professional sequence. **No other substitutions are acceptable.**

Student must wear the **designated** FSU identification tag in the clinical setting.

When in uniform, pre-licensure students must have:

Bandage Scissors	Watch with second hand	
Good quality stethoscope	Pocket pen light	Ballpoint pen (black ink)

No gum may be chewed while in the hospital, nursing home, or laboratory area.

The student's hair must be clean, well groomed, under control, and off the collar when in uniform.

Regarding jewelry and makeup: Jewelry should kept to a minimum. Only small stud piercings that are visible may be worn when in uniform. Any jewelry may also need to be removed when necessary for specific patient care. Necklaces are not allowed in clinical or simulation settings. Visible tattoos may not contain words or images that convey violence, profanity, sexually explicit, discriminatory or other offensive content.   Make-up in moderation may be worn. Fingernails should be short and well-manicured for patient safety. No artificial nails, gel or acrylic layovers are allowed in the clinical setting. In all situations, the clinical site policy regarding these issues will be followed.

EQUIPMENT REQUIREMENTS – PRE-LICENSURE PROGRAM

All BSN pre-licensure students are required to purchase a Laboratory Kit. This kit will contain all the lab supplies required for the laboratory experience. The kits are ordered directly from the company prior to the beginning of the first clinical nursing course.

IMMUNIZATIONS AND INFECTIOUS CONDITIONS

All Nursing students are expected to follow Universal Precautions as defined by the Center for Disease Control (CDC).

It is mandatory for all students to comply with designated immunizations required for clinical experience.

Immunizations:
Prior to the beginning of the professional sequence, students must provide evidence of immunity for the following diseases:

- <u>Measles (Rubeola), Mumps & Rubella (MMR)</u>: Two dose series or a titer to reflect immunity is required.
- <u>Chickenpox (varicella)</u>: Two dose series or a titer to reflect immunity is required.
- <u>Tetanus</u>: If it has been 2 or more years since your last Tetanus booster you are required to get the newest immunization, the T-dap (tetanus, diphtheria, and pertussis). This is the recommendation for health care workers in direct patient care roles, and it only needs to be administered one time as opposed to every 10 years.
- <u>Hepatitis B</u>: 3 doses followed by a titer (both are required). Students may be able to start their clinical experience if the series has been initiated, but may not progress if the series and titer are not completed within the standard timeframe of 6-8 months.
- <u>Tuberculosis</u>: Step 2 TB Program is required, which entails the following:
  - 2 Tests, 3 weeks apart for initial testing documentation (if you have documentation of this kind of testing, then you only need an annual update) OR IGRA – Quantiferon Blood Test
  - Annual testing for the duration of the program
  - Chest X-Ray is required for students who have a positive Tb test.

Documentation of immunizations must reflect the date of the immunization or test on an official medical or immunization record, with a signature or other identification of a health care provider. If you cannot provide childhood immunizations for MMR or Varicella, you must have a titer drawn to reflect immunity or be re-immunized.

INJURY

Students injured during clinical experience may receive treatment according to the agency policy. The cost of the treatment is the responsibility of the student. An incident report for the agency and one for the University must be completed.

PASS/FAIL CLINICAL

All clinical nursing courses in the pre-licensure program are graded as Pass/Fail. Students must demonstrate a minimum level of competency in specified areas of safe patient care to earn a passing grade in a clinical course. Grades are posted as "credit" (Pass) or "no credit" (Fail).

POST-EXPOSURE STATEMENT

Students exposed to blood-borne/body fluid pathogens during clinical experience will follow the agency's policy. The cost of treatment is the responsibility of the student

PROGRAM REQUIREMENTS TO ENROLL IN CLINICAL NURSING COURSES

Before enrolling in the first clinical nursing course of the pre-licensure BSN program, each nursing student must show evidence of having met the following program requirements:

Criminal Background Check Requirement
All nursing students are required to complete an initial criminal background check (CBC) in order to be authorized to go to a clinical site to fulfill clinical course objectives. This is a requirement of the clinical agency and is intended to protect patients as a vulnerable population from convicted felons. Upon acceptance into the clinical sequence of the nursing program and then again if required by the clinical agency. Prior to admission to the beginning of the program, students will be directed to a website where they will complete the required information for a background check. It is important to know that if you have a criminal history, you may be restricted from a clinical setting, which could jeopardize your ability to progress in the nursing program. Additional CBCs may be required by some clinical agencies or by the School of Nursing if indicated.

In addition to the criminal background check, some agencies may also require drug screening and fingerprinting to be a student in their institution. The cost of all CBC screening is the responsibility of the student. (See Program Costs Sheet)

Cardiopulmonary Resuscitation (CPR) Certification
Prior to the beginning of clinical experiences in the professional sequence, students are required to provide a Cardiopulmonary Resuscitation Health Care Provider Course Card from the American Heart Association (certification is for 2 years) or the CPR/AED Professional Rescuer from the American Red Cross (certification is for 1 year). Students must recertify when their original certification expires. CPR certification must be maintained while enrolled in the program.

Drug Screening
Prior to the beginning of clinical experiences in the professional sequence, students are required to complete a urine drug screen.

Health Insurance
Students are strongly encouraged to carry health insurance while enrolled in the nursing program to provide coverage for any medical care required during the clinical experience. **This cost is not assumed by FSU**. If the student does not carry health insurance, they are still responsible for any medical care costs incurred that would result from injury while in the clinical setting.

Transportation
Transportation to clinical sites is the responsibility of the nursing student. Affiliations exist with a variety of agencies throughout Michigan. The agency and hours of clinical assignment will change from semester to semester.

Student-operated vehicles on campus must abide by the regulations presented in the FSU Code of Student Community Standards. Exceptions to parking permits may be made for nursing students because of their need to travel to clinical facilities.

FERRIS STATE UNIVERSITY SCHOOL OF NURSING
BACCALAUREATE NURSING PROGRAM

UNDERGRADUATE NURSING STUDENT HANDBOOK

This acknowledges receipt of information on where to locate information contained in the <u>Ferris Handbook for Undergraduate Student Nurses</u>. I understand that it is my responsibility to read and understand the content herein, and any additional supplements which I may receive while enrolled in the Nursing program. I assume responsibility for abiding by the policies and statements in the Handbook.

_____
Signature

_____
Date

_____
Name Printed