

# Augustana University Nursing Program

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**Bachelor of Science in Nursing**

**STUDENT HANDBOOK  
2023-2024**

## **FOREWORD**

This handbook is designed to assist you to understand the opportunities, rights and responsibilities which are yours as a nursing major at Augustana University. It contains a compilation of information relating to policies and procedures of the Nursing Program. If you have questions about the major which are not addressed in this handbook, feel free to contact a member of the Nursing Program faculty.

The program reserves the right to make such changes in policies and procedures as it may find necessary and desirable.

Please refer to the Augustana University Student Handbook and University catalog for information about services, policies, and regulations which relate to all students of the Augustana community.

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## **MISSION OF AUGUSTANA UNIVERSITY**

Inspired by Lutheran scholarly tradition and the liberal arts, Augustana provides an education of enduring worth that challenges the intellect, fosters integrity and integrates faith with learning and service in a diverse world. The mission of Augustana is reflected by the following five core values: Christian, Liberal Arts, Excellence, Community, Service.

## **MISSION OF THE SCHOOL OF HEALTH PROFESSIONS**

(Adopted 3/2023)

To promote interprofessional education and develop leaders through collaboration, cultivation of partnerships, and alignment of resources within a culture of innovation and professional excellence.

## **MISSION OF THE NURSING PROGRAM**

(Revised 10/18, Reviewed 2/21, 8/22)

The mission of the Augustana University Nursing Program is to prepare transformational leaders who practice in interprofessional environments. Graduates are poised to collaboratively address complex issues in an evolving healthcare environment through experiences that cultivate their personal, intellectual, and professional growth.

## **PHILOSOPHY OF THE NURSING PROGRAM**

(Revised 10/18, Reviewed 2/21, 8/22)

The philosophy of the Nursing Program is reflective of the values and beliefs of Augustana University. The program is centered around a Christian liberal arts education, which promotes both personal and professional growth. The discipline of nursing, as an art and science, holds timeless historical and theoretical perspectives that respond to the caring and healing needs of humanity. The nursing program's philosophical foundation is based upon blending a Christian liberal arts education with the core values of the nursing discipline.

Teaching-learning is a mutual process, requiring intentionality and shared responsibility, cultivating a spirit of inquiry. The search for truth requires living with ambiguity, as values and beliefs are challenged and scholarly endeavors explored by students and faculty.

The human community and universe are interconnected. Past, present, and future are integral, as we live in relationship with persons and all that surrounds us. Nursing is being, knowing, and acting with compassion and caring in evolving relationships. Nursing fosters the health, wholeness, and human potential of diverse individuals, communities, and/or populations. Living the art and science of nursing involves presence and honoring the perspective of another.

## **VALUES OF THE NURSING PROGRAM**

(Revised 10/18, Reviewed 2/21, 8/22)

The values of Augustana University provide the foundation that guides the Nursing Program. The values of the Nursing Program include the following:

Teaching/learning from a liberal arts perspective:

- Developing ethical competence
- Hearing the voice of others through relationship and presence
- Synthesizing the arts and science in practice
- Becoming a change agent

Living in community:

- Respecting human freedom, diversity, and uniqueness
- Collaborating with others
- Nurturing relationships
- Valuing the voices of community
- Responding to health issues
- Engaging in relationships that sustain all things

Cultivating excellence:

- Coaching creative thinking and innovative practice
- Fostering inquisitive exploration and reflective practice
- Wrestling with the unknown
- Engaging in the learning environment to build expertise
- Committing to lifelong learning

Developing transformational leadership:

- Collaborating interprofessionally to promote health and wellness
- Leading and practicing with integrity
- Engaging in social justice
- Advocating for responsive health policies and systems

Living faith in vocation:

- Respecting all beliefs
- Caring in the human health experience
- Honoring the search for meaning
- Responding with compassion
- Honoring creation

## HISTORY OF THE NURSING PROGRAM AT AUGUSTANA UNIVERSITY

The University has offered a program of study for nursing since 1941. Initially, the program was five years in length, with three years spent in the diploma nursing program at Sioux Valley Hospital. The first and last year of this program were devoted to liberal studies at Augustana College. A degree in education or biology from Augustana was awarded to those who completed the program in addition to a diploma in nursing from Sioux Valley Hospital.

From 1952 until 1968, Augustana College contracted with South Dakota State University for nursing clinical courses. Augustana nursing majors took courses in liberal studies and courses foundational to nursing on the Augustana campus. Under a contractual arrangement with South Dakota State University, nursing students from Augustana took clinical nursing courses through South Dakota State University. A bachelor of science degree in nursing (BSN) was conferred upon completion of this program.

In 1964, at the recommendation of the National League for Nursing, Augustana College began a program of study for nursing in which both the theoretical and clinical components of the program were taught by Augustana College Department of Nursing faculty. The program was approved by the South Dakota Board of Nursing the same year. The first students graduated from this program in May 1968. Following completion of a departmental self-study, the program was initially accredited by the National League for Nursing (NLN) in 1969. The NLN remained the accrediting body until the first accreditation of the undergraduate program by the Commission on Collegiate Nursing Education (CCNE) in 2001.

In 1969, the blocked organization of the curriculum in ten separate courses was changed to an integrated curriculum in which courses were team taught. Beginning in 1971, Augustana College offered a single degree, the Bachelor of Arts and graduates of the nursing program received a Bachelor of Arts Degree with a major in nursing. Curricular revision initiated in 1973 resulted in moving nursing courses from the freshman and sophomore academic years to the summer session following the sophomore year. This was the first step towards an upper division major, which was implemented in the fall of 1977.

The late 1960s and early 1970s was a golden era for nursing, as federal funds were available to assist colleges to develop both curricula and facilities for nursing. The Department of Nursing at Augustana College was the recipient of a number of federal grants during that period of time. Curriculum development was enhanced through several project grants awarded to the Department of Nursing by the Division of Nursing of the U.S. Public Health Service. In 1967, a Public Health Growth Advancement project and a Mental Health Growth Advancement project were implemented to improve the integration of public health and mental health concepts into the nursing curriculum. In 1971-72, a federally-funded study was conducted, and an increased enrollment project, supported by federal capitation grants, was implemented from 1974 to 1981, resulting in an increase in annual graduate numbers from 46 in 1974 to 63 in 1981. From 1972 to 1982 capitation funds provided monies to acquire hard-and software for campus nursing laboratories, and a federally-funded three-year project was implemented from 1978 to 1981 to improve the care of elders.

In the mid-1970s an upward mobility option for registered nurses was implemented. Registered nurses were initially granted advanced placement through departmental challenge exams, and later a four-credit bridge course, Change: A Professional Challenge, was initiated to provide a transition for associate degree and diploma program graduates to baccalaureate nursing. After that, upward mobility students were integrated into the program on an individual basis. In 1985-86, significant curricular revisions were initiated which made it possible for RNs to complete the nursing major while working full- or part-time. The two integrated senior level courses of 10 credits each were restructured into three separate clinical courses and one non-clinical course.

Augustana's chapter of Sigma Theta Tau International (the international nursing honor society), Zeta Zeta, was chartered in 1982. Local nursing alumni have typically provided leadership for the chapter under the guidance of faculty counselors. Each spring Zeta Zeta chapter jointly sponsors a research and scholarship event for students, faculty, and the larger nursing community.

In 1985-86, computer (C) and writing (W) courses were designed and implemented within the nursing major. Related nursing curricular changes were the incorporation of computer-assisted instruction and the development of computer skills, including word processing and database navigation into nursing courses. Computer-based and other technological strategies have since been fully integrated into the curriculum.

In 1989, the nursing departments at Augustana College, The University of South Dakota (USD), and Sioux Valley Hospital formed a partnership called the Healing Web (Larson, 1992; Nelson, Howell, Larson, & Karpiuk, 2001). As a result of this partnership, a pilot project was implemented in which nursing students from the baccalaureate program at Augustana and from the associate degree program at USD had a shared clinical experience at Sioux Valley Hospital, based on differentiation of roles, shared values, and mutual respect. In 1993 the Healing Web project received the Lucile Petry Leone Award from the National League for Nursing in "recognition of a significant contribution to nursing education".

In 1997, a new undergraduate nursing curriculum was implemented with emphases on a nursing theory-based curriculum; community-based nursing practice; and a health-systems perspective focusing on emerging nursing care delivery models.

A 1989 survey of the Sioux Falls community and employers revealed a need for a graduate program in nursing targeted to working nontraditional students. Augustana College incorporated these findings in its strategic planning process (Report of the Academic Strategic Planning Task Force, Augustana College, December 1990) and the Department of Nursing developed a proposal for a Master's program in Nursing which included a core of liberal studies, a core of nursing courses, and a track in Advanced Nursing Practice in Emerging Health Care Systems. The Master's program in Nursing was approved in 1992 and was supported through an Advanced Nurse Education Training from the Bureau of Health Professions, U.S. Department of Health and Human Services, from 1995 until 2000. The program was fully accredited by CCNE (the Commission on Collegiate Nursing Education) in March 2000. A new track was added to the Master's in Nursing program in 2005 to prepare Clinical Nurse Leaders (CNL track). The first graduates completed the CNL program in the summer of 2009 and the final graduations were in 2011.

Revision and refinement of the undergraduate nursing curriculum is a continuous process. In 2007, two courses were moved to the sophomore level (NURS 200: Introduction to Professional Nursing and NURS 230: Pharmacotherapeutics). Following receipt of funding to participate in a national project in 2007, *Quality and Safety Education for Nursing (QSEN)*, the six competencies emphasized by QSEN were integrated in the curriculum: Safety, Patient-Centered Care, Evidence-Based Practice, Teamwork and Collaboration, Quality Improvement, and Nursing Informatics. Augustana's nursing department was one of 50 pilot programs in the country to receive QSEN funding. Through that funding and additional generous gifts to the department, a simulation lab was constructed in 2007 and teaching/learning strategies using high fidelity human patient simulation were developed and integrated into the curriculum. The plan of study for the most current undergraduate curriculum is included in the Nursing Student Handbook.

Leaders from Augustana's Nursing Department and Sanford USD Medical Center have been engaged in the creation of a transformational nursing education-practice partnership beginning in 2008. The Culture of Caring model engages students, faculty, staff nurses, and practice leaders in a new paradigm of clinical teaching-learning with joint ownership of the nursing educational enterprise and a shared commitment to excellence in nursing practice. The Culture of Caring Model has been published (Letcher & Nelson, 2014) and presented nationally and continues to inform both nursing education and nursing practice.

Gilbert Science Center, home to the Department of Nursing since 1966 was renovated and expanded from 2013 to 2014 into the Froiland Science Complex. During the construction process, the department was temporarily relocated to the Sioux Falls Seminary. In recognition of the institution's growing emphasis on graduate and international student education, as well as a commitment to greater



community relevance in its offerings, Augustana College was retitled Augustana University on September 1, 2015.

An accelerated pathway toward completion of the baccalaureate program in nursing was also implemented in 2014 for students who have completed an undergraduate degree in a non-nursing major. The core curriculum, previously referred to as “general education” or liberal arts requirements was modified, resulting in a decreased number of credits required for graduation (124) to more efficiently deliver a curriculum congruent with educational outcomes. The liberal arts core was restructured under the label of SOPHIA, the phonetic spelling of ΣΟΦΙΑ, the Greek word for wisdom.

In Spring 2016, Augustana University received approval for the Higher Learning Commission to change the nursing academic degree from a Bachelor of Arts in Nursing to a Bachelor of Science in Nursing.

An intensive curriculum review began in 2017 with review of professional standards and literature and faculty discussions. This resulted in revised mission, philosophy and values which were adopted in 2018 and program outcomes which were implemented in 2019. Departmental committee structures were formulated to align with accreditation requirements and to assess achievement of program outcomes using a program improvement plan. Major curriculum revisions included reviewing all course outcomes for congruence with the mission, philosophy and values and professional standards. The revised curriculum was operationalized beginning in 2020-2021.

In fall 2021 the Augustana Nursing Program was officially endorsed as a Holistic Nursing Program by the American Holistic Nurses Credentialing Corporation, the only college in South Dakota and one of only 17 schools in the nation. In fall 2022, the nursing program was awarded a federal grant funded by the U.S. Economic Development Administration to purchase \$440,000 in equipment and supplies for the nursing laboratories. The equipment was purchased and installed during the spring of 2023.

Viking Bold: The Journey to 2030 is the strategic plan designed to lead Augustana through 2030. In keeping with this plan, the University moved to a provost model of administrative structure in early 2020 and has developed new academic structures to facilitate growth and innovation. These structures include the establishment of a College of Arts and Sciences, and Schools of Education, Music, Business, and Health Professions. A faculty governance taskforce was charged with redesigning the faculty governance structure considering these changes. The Constitution of the Faculty was modified with a new council and committee structure implemented in the Fall of 2022.

Visioning for a Master of Science in Nursing (MSN) program began in 2019 by reviewing data from feasibility studies, alumni and employer surveys, and evaluation of current trends in the nursing profession. A program proposal for the MSN and Post-Graduate Certificate (PGC) programs with specialty tracks in Adult-Gerontology Acute Care Nurse Practitioner and Adult-Gerontology Clinical Nurse Specialist was developed in 2020-2021 with institutional approval in spring 2021. The South Dakota Board of Nursing Interim approval was obtained in August, 2021 followed by an onsite visit by the Higher Learning Commission in January 2022 which resulted in approval in March 2022. The MSN program launched in the fall of 2022 and the PGC program launched in the summer of 2023.

#### References:

Larson (1992). The healing web: A transformative model for nursing. *Nursing & Healthcare*, 13(5), 246-252.

Letcher, D.C., & Nelson, M.L. (2014). Creating a culture of caring. *Journal of Nursing Administration*, 44(3), 175-186.

Nelson, M.L., Howell, J.K., Larson, J.C., & Karpiuk, K.L. (2001). Student outcomes of the Healing Web: Evaluation of a transformative model for nursing education. *Journal of Nursing Education*, 40(9), 404-413.

**AUGUSTANA UNIVERSITY– BACHELORS IN NURSING  
PROGRAM OUTCOMES**

(Revised 3/19; Updated 8/23)

**Utilizing critical thinking and a caring presence, the graduate will:**

- 1. Integrate theories, concepts and research from the sciences, humanities and nursing as the foundation for clinical reasoning, reflective practice, and decision making.** (Essential 1: Knowledge for Nursing Practice)
- 2. Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.** (Essential 5: Quality and Safety)
- 3. Analyze systems within organizations and disseminate recommendations to promote safe quality care that minimizes risk of harm to patients and providers.** (Essential 7: Systems-Based Practice)
- 4. Integrate current best evidence and professional standards into nursing practice with consideration of clinical expertise, patient preferences and values to improve patient outcomes.** (Essential 3: Scholarship for Nursing Practice)
- 5. Incorporate information and technology to provide care, communicate, educate, manage knowledge, prevent error, and make critical decisions that optimize patient outcomes.** (Essential 8: Information and Healthcare Technologies)
- 6. Recognize the individual, family, group, community, and population as the source of control and full partner in providing holistic care based on respect for their preferences, values, and needs.** (Essential 2: Person-Centered Care and Essential 3: Population Health)
- 7. Demonstrate responsiveness to the regulatory, financial, and political factors that influence the quality, cost effectiveness, and value of care within healthcare systems.** (Essential 7: Systems-based practice)
- 8. Interact effectively with patients, families, and colleagues, fostering mutual respect and shared decision making to enhance patient satisfaction and health outcomes.** (Essential 2: Person-Centered Care and Essential 6: Interprofessional Partnerships)
- 9. Collaborate within nursing and interprofessional teams to foster open communication, mutual respect, and shared decision-making that influences the delivery of care in an evolving healthcare environment.** (Essential 6: Interprofessional Partnerships)

10. **Promote individual and population health, wellness, and disease prevention within complex environments.** (Essential 3: Population Health)
11. **Demonstrate integrity and behaviors consistent with legal and ethical accountability, professional codes and standards, and social justice.** (Essential 9: Professionalism)
12. **Apply leadership and advocacy principles to collaboratively address complex issues in a diverse healthcare environment.** (Essential 9: Professionalism and Essential 10: Personal, Professional, and Leadership Development)

## POLICIES AND PROCEDURES

(Updated 8/2019)

### I. REQUIREMENTS FOR COMPLETION OF A BACHELOR OF SCIENCE IN NURSING

#### A. Graduation requirements

1. A total of 124 credits are required for graduation, including 41 credits of general and elective courses, 33 credits of prerequisite courses, and 50 credits in the nursing major.
2. All nursing students are given a plan of study for completion of the Bachelor of Science in Nursing degree. (**Appendix A**).
3. Student Location Policy: In compliance with federal regulations, Augustana University is required to share information with students about licensure prior to admission to programs that lead to certification or licensure. Information is shared according to student location, which the university has determined as the location in which the student is taking a majority of the courses within a program. (For example, for programs primarily delivered on campus, the student location would be Sioux Falls, SD, not the student's state of residency.) A student's location will be determined during the program application process. Students should notify the program of any location changes during the course of study.

#### B. General education requirements

1. The practice of nursing focuses on providing a service to individuals, families, groups and communities based on their health. Thus, each aspect of the person studied in the liberal arts core facilitates the student's understanding of self in relation to specific dimensions of humanity. This helps to increase breadth of understanding of self and clients who are the recipients of nursing care. Students must satisfy the same general education requirements as any other student at Augustana University. (See Augustana University catalog.)

#### C. Prerequisite course requirements for upper division (300 level and higher) nursing major courses

1. Required biological, physical and social science courses have been identified as prerequisite to nursing theory content and are prerequisite to enrollment in upper division nursing courses. Some of these courses also fill general education requirements.
2. A grade of C- or higher is required in all prerequisite courses. These courses include: Biology 150, Biology 225, Biology 250, Chemistry 111 (formerly CHEM 116), Chemistry 145, Math 140 or higher, HLTH 222, HLTH 289, Sociology 110, and Psychology 210. (The Math 140 prerequisite is waived if math ACT score is 30 or higher or SAT score is 650 or higher. See Augustana University Catalog.)
3. A grade of C or higher is required in NURS 200 and NURS 228:
  - a. NURS 200 Foundations of Nursing Practice I is taken prior to or concurrently with the first semester of the 300 level nursing courses
  - b. NURS 228 Pathophysiology is required for progression to the 300 level nursing courses
4. All prerequisite courses must be taken for an A-F grade.

## **D. Transfer of credits from other institutions**

### **PRE-REQUISITE COURSES**

1. All chemistry and biology support courses must be lab courses.
2. Augustana Registrar and Nursing will accept an AP College Algebra course taken in High School as meeting the Sophia Core Curriculum math requirement. The Nursing Program reserves the right to have final say if the math course will count for the program math requirement.
3. Students who transfer at second semester sophomore status or later may be considered for a waiver of the Soc 110 requirement if they have a cultural anthropology, general psychology or other sociology course.

### **NURSING COURSES**

1. Nursing credits being considered for transfer into the program, must be taken within five (5) years from the date they are enrolled in their first Nursing course at Augustana.
2. Transfer of nursing courses is based on review of syllabi by nursing faculty for equivalence to Augustana courses.
  - a. A maximum of 6 Nursing credits will be allowed to transfer into the program
  - b. Courses that may be reviewed for transfer: Nurs 228 (3 credits) and Nurs 330 (3 credits)

## **E. Upper division nursing courses**

1. Required upper division nursing courses include: Nursing 324, 326, 330, 340, 352, 410, 420, 430, 441, 450W, 451, 452 and 468.
2. A general orientation to the upper division major courses will be scheduled in the spring of the sophomore year prior to beginning nursing courses in the fall of the junior year.
3. The upper division major is a full-time program of study.
4. Successful completion of nursing major courses in a given term is required for progression into the major courses for the following term.
5. Clinical nursing courses must be taken concurrently according to each semester's schedule.

## **F. Elective Courses in Nursing**

1. Nurs 388 – Epidemiology
2. Nurs 497 – Topics: Nursing Topics in Aging Studies

## **II. ADMISSION OF STUDENTS TO THE TRADITIONAL NURSING MAJOR**

### **A. Nursing application form**

All students desiring to pursue a major in nursing must complete an application for admission to the nursing program (**Appendix C**). The online application can be obtained from the Office of Admission upon the student's initial application to Augustana University. The Nursing Program office has printed copies of the application available upon request. All nursing applications will be reviewed by the Nursing Program Admission/Progression Committee.

## **B. Early admission options**

1. Criteria for early admission – Incoming freshmen
  - a. a high school GPA of 3.2 or above
  - b. a composite ACT score of 22 or above with no subscores less than 20 (ACT optional)
  - c. admission to Augustana University
2. Criteria for early admission – Augustana students who did not initially declare nursing major as an incoming freshman
  - a. a cumulative GPA of 3.0 or above
  - b. three prerequisite science courses successfully completed at Augustana
3. Criteria for early admission – transfer students
  - a. admission to Augustana University
  - b. a cumulative GPA of 3.2 or above
  - c. three (3) prerequisite science courses successfully completed
  - d. a plan of study in the academic file for completing remaining prerequisite courses at Augustana
4. Students must meet the same criteria as listed in C.2 in order to maintain early admission status.

## **C. Admission Criteria to the upper division nursing major**

1. Nursing applications are due no later than February 15 of the calendar year in which the student desires to begin upper division nursing courses.
2. Criteria for admission for all students
  - a. Achieve a cumulative GPA of 2.7 or higher by the end of J-term preceding admission to the upper division Nursing courses.
    - 1) Students failing to meet a cumulative GPA of 2.7 or higher by the end of J-term preceding admission to the upper division Nursing courses, will be considered on a space available basis at the end of the Spring and/or Summer term preceding entry into the upper division Nursing courses if a cumulative GPA of 2.7 has been obtained.
  - b. Successfully complete all required prerequisite courses with a grade of C- or higher
    - 1) Prerequisite courses are: Biology 150, Biology 225, Biology 250, Chemistry 111 (formerly CHEM 116), Chemistry 145, Math 140 or higher, HLTH 222, HLTH 289 Sociology 110 and Psychology 210
    - 2) A student is allowed to repeat a maximum of two required prerequisite courses one time.
  - d. Successfully complete NURS 200 Introduction to Nursing and NURS 228 Pathophysiology with a grade of C or higher.
    - 1) NURS 200 is considered a Nursing major course. Students who fail this course will refer to the progression of all students in the nursing major (pg. 13)
    - 2) NURS 228 is considered a prerequisite course. Students who fail this course will refer to the admission criteria

#### **D. Part-time students who wish to pursue a nursing major**

1. Students are assigned a nursing academic advisor.
2. Students meet with their advisor to develop a proposed plan of study.
3. Students make an application to the nursing program, indicating the planned year of admission into upper division nursing courses.

#### **E. Other considerations**

1. An alternate list for admission to the upper division nursing major will be prioritized by the Nursing Program Admission and Progression Committee.
2. Registered Nurses seeking a Bachelor of Science in Nursing degree will be considered on an individual basis.

#### **F. Essential functional abilities**

1. Certain sensory, psychomotor, cognitive, communication and behavioral/social abilities are essential for generalists to competently and safely practice nursing. For admission to and progression in the nursing program, a student must meet and maintain satisfactory demonstration of standards in these functional areas. (**Appendix D**)
2. Course syllabi include the following statement: *Any students with disabilities who need reasonable accommodation in this course are encouraged to speak with the instructor as soon as possible.* The role of the faculty member will be to refer the student to the Student Success Center.

### **1. POST-BACCALAUREATE ACCELERATED PROGRAM**

#### **A. Completion requirements**

1. Thirty-three (33) credits of prerequisite courses and 50 credits of nursing courses are required for the post-baccalaureate accelerated option.
2. Students enrolled in the accelerated option are assigned an advisor and will be provided a plan of study for completion of the Bachelor of Science in Nursing degree. (**Appendix B**)

#### **B. Prerequisite requirements of the program**

1. Bachelor's Degree from an accredited institution.
2. A grade of C- or higher is required in all prerequisite courses. These courses include: Biology 150, Biology 225, Biology 250, Chemistry 111 (formerly CHEM 116), Chemistry 145, Math 140 or higher, HLTH 222, HLTH 289, Sociology 110, and Psychology 210.
3. A grade of C or higher is required in NURS 200 and NURS 228:
  - a. NURS 200 Foundations of Nursing Practice I is taken prior to or concurrently with the first semester of the 300 level nursing courses
  - b. NURS 228 Pathophysiology is required for progression to the 300 level nursing courses.
4. All prerequisite courses must be taken for an A-F grade.

**C. Transfer of credits from other institutions – see I. D. (page 9)**

**D. Upper division nursing courses – see I. E. (page 9)**

**E. Elective courses in nursing – see I. F. (page 9)**

**F. Admission to the Post-Baccalaureate Accelerated Nursing Option**

**1. Nursing application form**

Students must complete an online application for admission to Augustana University and the post-baccalaureate accelerated option. The nursing application is located on NursingCAS. All nursing applications will be reviewed and acted upon by the Nursing Admission and Progression Committee.

**2. Early admission to the post-baccalaureate accelerated nursing option**

a. Criteria for early admission

- 1) A final cumulative GPA of 3.5 from the applicant's degree institution
- 2) Completion of three (3) prerequisite science courses with at least a grade of B in each of the courses. Prerequisite science courses are Bio 150, Bio 225, Bio 250, Chem 111, and Chem 145.
- 3) An approved plan of study for completion of remaining prerequisite courses in academic file (**Appendix B**).
- 4) Students must maintain a cumulative GPA of 2.7 or higher by the end of J-Term preceding admission to the upper division Nursing courses.
  - a) Students failing to meet a cumulative GPA of 2.7 or higher by the end of the J-Term preceding admission to the upper division Nursing courses, will be considered on a space available basis at the end of the Spring and/or Summer term preceding entry into the upper division Nursing courses if a cumulative GPA of 2.7 has been obtained.
- 5) Early admission placement is dependent on space availability
- 6) Students must meet the same criteria as listed in F. 3. A and B (**page 12**)

**3. Standard admission for post-baccalaureate accelerated nursing option students not previously admitted under early admission criteria**

- a. Nursing applications are due no later than February 15 of the calendar year in which the student desires to being upper division nursing courses.
- b. Criteria for standard admission
  - 1) A final cumulative GPA of at least a 3.0 from the applicant's degree institution.
  - 2) A final GPA of at least a 2.7 in all prerequisite courses.
  - 3) Successful completion of all required prerequisite courses with a grade of C- or above.
  - 4) A student is allowed to repeat a maximum of two required prerequisite courses one time.
  - 5) Successful completion of NURS 228 Pathophysiology with a grade of C or higher.



## G. Other considerations

1. An alternate list for admission to the upper division nursing major will be prioritized by the Nursing Program Admission/Progression Committee
2. Applicants that received their Baccalaureate Degree from Augustana University with an overall GPA of 3.0 or higher will be given preference during the nursing admissions process.

## H. Essential functional abilities (page 11)

### 2. PROGRESSION OF ALL STUDENTS IN THE NURSING MAJOR

- A. Progression into subsequent nursing courses or to graduation is contingent upon attaining a C or better (minimum of 74%) in both the theory and clinical portion of all preceding nursing courses and maintain at least a 2.7 cumulative GPA. A student who is failing a clinical course for unsafe practice may not withdraw from the course. Failure to maintain a cumulative GPA of 2.7 will result in program academic probation with evaluation at the end of the semester. Only one semester of program academic probation is allowed. Failure to increase the cumulative GPA to 2.7 during the probationary semester will result in a referral to the Nursing Admission and Progression Committee for review. This may result in a delay of progression and/or dismissal in the major.
- B. Any student who receives a final grade of less than C or an unsatisfactory in either the theory or clinical portion of a nursing course, will not be allowed to enroll in subsequent required nursing courses unless approval is received from the Nursing Program Admission/Progression Committee. \*If a student wishes to appeal a grade, they may refer to the Academic Grievance Procedure in the Augustana Undergraduate General Catalog.
- C. A student is allowed to repeat a maximum of one required nursing course one time.
- D. Unsatisfactory completion of a nursing course will necessitate the following actions:
  1. The student will meet with his/her advisor to develop a plan of study.
  2. The student will write a letter to the Nursing Program Admission/Progression Committee to request continuance in the major, including a proposed plan of study.
  3. The Nursing Admission/Progression Committee will consult with the course professor and the student's advisor about the student's request. Continuance will be contingent on space availability, recommendations from the student's advisor and course professor of the failed course and professional judgment of the Nursing Admission/Progression Committee.
  4. The Nursing Admission/Progression Committee reserves the right to require a nursing internship in the clinical area of the failed course.
  5. The Nursing Admission/Progression Committee reserves the right to call/convene a Professional Conduct Committee (**Appendix K**).
  6. Students seeking re-entry may be required to update their knowledge and validate their skills. This may result in additional coursework.
  7. The program of study must be completed within four years from the date the student was enrolled in an upper division (300 level) nursing course.

## **V. ACADEMIC ADVISING**

Each student enrolled at Augustana is assigned a faculty advisor. Advisors help students with academic and career planning and with other concerns related to students' university experience. Students at Augustana are encouraged to take advantage of the opportunity to develop a relationship with their advisor. A student must make an appointment with his/her academic advisor before registering for each term. Faculty members post hours when they will be available in their offices.

Nursing students may change advisors to another nursing faculty member at any time. If a student wishes to change advisors, he or she should contact the Nursing Program office staff to be reassigned to a new advisor.

## **VI. STUDENT RECORDS**

Student records will be maintained in the for two years post-graduation. Students may inspect and review their educational records as provided by the Family Educational Rights and Privacy Act of 1974 and related amendments.

See Augustana University Student Handbook for additional information regarding student records.

## VII. TESTING AND GRADING

### A. Assessment Technologies Institute (ATI) Standardized Testing

All students are required to take specific standardized tests as a part of the nursing curriculum. Proctored content examinations are required throughout the program and constitute 10% of the final theory grade for the courses in which they are administered. Students are required to take a non-proctored version of an exam by the date established by the course instructor to be eligible to sit for the proctored exam. ATI resources and course materials are used to facilitate student learning and assure success through individualized and systematic feedback of student progress.

In order for the results of the ATI exam to provide useful information to students and faculty, students are expected to study for each exam and strive to do their best. Faculty use exam results to evaluate overall student mastery of content areas and to evaluate the nursing program as a whole, frequently modifying courses based on student performance on the exams.

ATI Proctored Exam	Associated Course
Fundamentals of Nursing	Nurs 326 Foundations of Nursing Practice II
Pharmacology	Nurs 340 Adult Health Nursing I
Nursing Care of Children	Nurs 352 Child Health Nursing
Medical Surgical Nursing	Nurs 441 Adult Health Nursing II
Maternal Newborn	Nurs 410 Maternal Newborn Nursing
Mental Health	Nurs 420 Behavioral Health Nursing
Community Health	Nurs 430 Community Health Nursing
Nursing Leadership	Nurs 452 Transition to Leadership II
Nutrition	Nurs 468 NCLEX Review
Comprehensive Predictor	Nurs 468 NCLEX Review

The total number of points for the ATI exam will vary from course to course based on the total number of theory points in a course; the ATI exam will always be weighted at 10% of total theory points. To determine the total number of points awarded to the ATI exam for a course, the student may use the following formula:

Formula: Total theory points in course x 0.10 = ATI points possible

Example: The course has 450 possible theory points.  
 $450 \times 0.10 = 45$  possible points for ATI exam

The ATI exam results provide students with a Proficiency Level ranking based on national normative data that predicts the student's likelihood of passing the NLCEX exam in the content areas covered by each exam. Proficiency Levels are defined as follows:

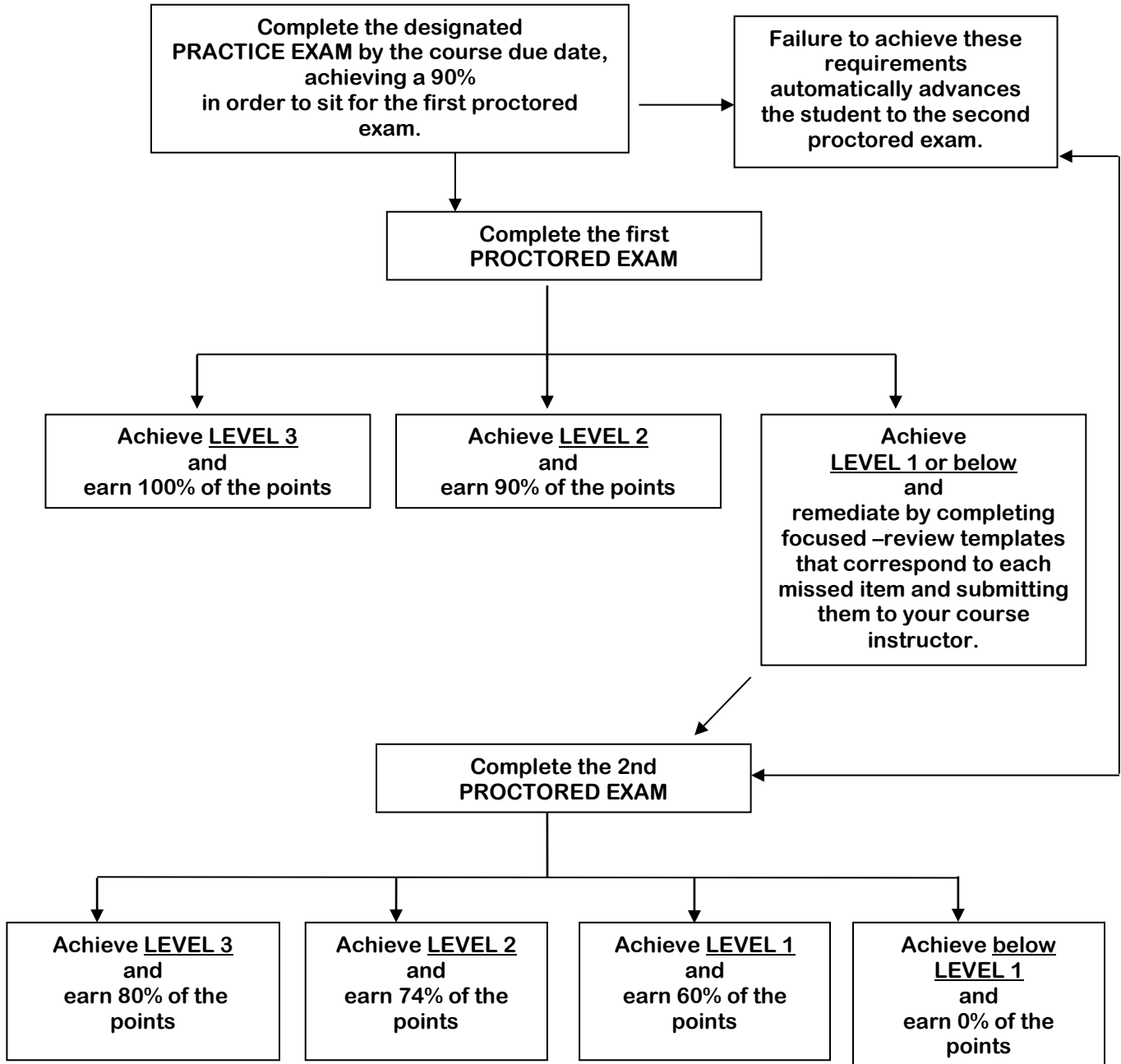
Level 3: Student is very likely to exceed NCLEX standards in this content area

Level 2: Student is fairly certain to meet NCLEX standards in this content area

Level 1: Student is likely to just meet NLCEX standards in this content area

Below Level 1: Student did not meet criterion established for the Proficiency 1 Level cut score

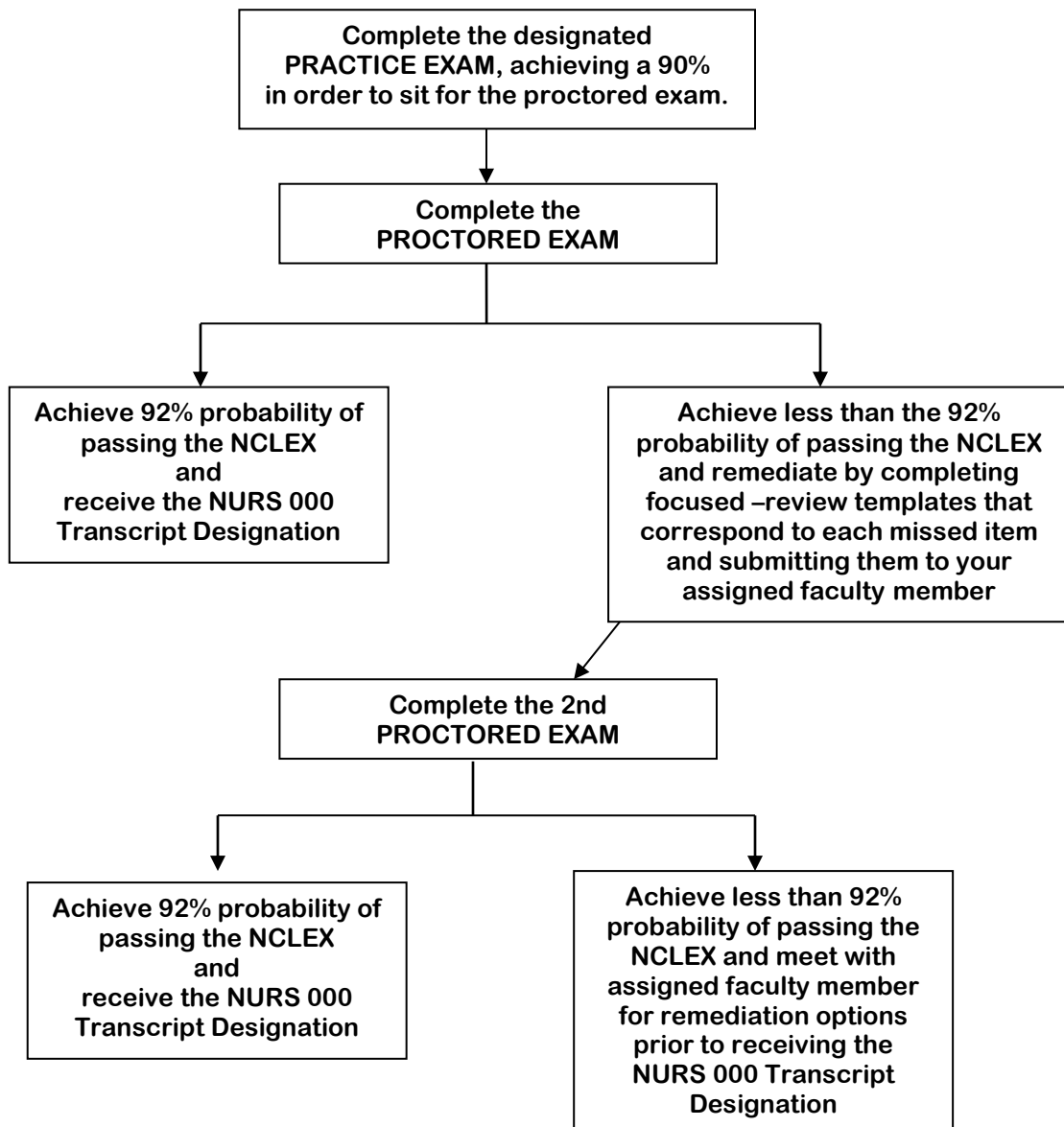
**CONTENT ATI EXAM: Nursing Courses with an ATI Exam Assigned**  
**ATI Exam = 10% of Course Theory Grade**  
 (Reviewed 6/16; Revised 8/23)



Students are required to take the ATI Comprehensive Predictor exam during the final semester of the senior year. They must score a 92% probability of passing to have their degree completion validated on their transcripts. The dates for the non-proctored and proctored versions of the exam are scheduled at the beginning of the final semester. Successful completion of the Comprehensive Predictor exam appears on student transcripts as NURS 000.

If a student does not receive at least a 92% on the ATI Comprehensive Predictor exam, they are required to complete an individualized prescribed remediation plan. Following successful completion of the remediation plan, the student receives the transcript designation (NURS 000).

**COMPREHENSIVE ATI EXAM  
NURS 000 Transcript Designation**



**B. Attendance Policy** (pg. 26-27)

**C. Grading Policy**

Final grades for courses with a clinical component will be 75% theory and 25% clinical. Students must achieve a grade of at least a C (74%) in the theory portion of the course and the clinical portion of the course PRIOR to combining grades. The student must also receive a satisfactory for clinical performance. The following grades are used in the evaluation of academic achievement:

A+	100 - 98%	4.0 grade points		C-	73 – 70%	1.7 grade points
A	97 – 94%	4.0 grade points		D+	69 – 67%	1.3 grade points
A-	93 – 90%	3.7 grade points		D	66 – 64%	1.0 grade points
B+	89 – 87%	3.3 grade points		D-	63 – 60%	0.7 grade points
B	86 – 84%	3.0 grade points		F	60% and Below	0.0 grade points
B-	83 – 80%	2.7 grade points				
C+	79 – 77%	2.3 grade points				
C	76 – 74%	2.0 grade points				

S-U Satisfactory-Unsatisfactory; no grade points (not calculated into the GPA)

I Incomplete

IP Course in progress

V Indicated on the transcript for a successfully completed audit.

NOTE: Grade “I” is converted to “F” if not removed by the middle of the following semester. “IP” grades are given only for courses taken under the Independent Learning Program or special project courses requiring more than one semester to complete.

In calculating grades:

- Individual course exams/assignments will be recorded to two decimal points. These points will not be rounded as course points accumulate over the course of the semester.
- The final composite course grade will be rounded to the nearest whole number. For example, 93.67% will be recorded as a 94%, which is equivalent to a course grade of A. If the tenth place is less than .5, the grade will be recorded to the nearest whole number. For example, a 93.49% will be recorded as a 93%.

**D. Assurance of Confidentiality and/or Anonymity in Papers, Projects and Reports**

1. Augustana nursing students are expected to respect all persons’ rights to privacy, anonymity and confidentiality by:
  - Using only an initial for persons and places in papers and reports.
  - Listing qualifications or credentials to describe professional persons rather than names, unless specific permission has been granted to use the individual’s name or the focus of the report is biographical.
  - Describing community agencies and institutions rather than referring to them by name unless doing a report specifically on the services offered by an institution or an agency.
  - Determining agency/institutional policies related to obtaining information from persons served by the agency/institution or from employees of the

- agency/institution, and following these policies.
- Providing all persons who share information related to a topic of study with verbal (and in some cases written) explanation of the purpose of the project/paper, how information they share will be used, and how confidentiality will be maintained.
2. The student must seek advisement from faculty as to how to report information that is personal or sensitive in nature to preserve anonymity.
  3. Students who fail to adhere to the confidentiality policy will be required to meet with the appropriate course professor, advisor and/or Professional Education for Nursing Committee (**Appendix K**) regarding their progression in the nursing program. A Student Performance Improvement Report (**Appendix H**) may also be required.

#### **E. Academic Dishonesty**

Academic dishonesty is defined as any instance in which a student violates the rules of conduct issued by a nursing faculty member related to the taking of examinations and the submitting of written assignments and oral presentations. Plagiarism is defined as the presentation of someone else's words or ideas without giving credit to the creator. Students should refer to the current Augustana [Undergraduate General Catalog](#) and/or the Honor Code website for detailed information pertaining to the [University Honor Code's](#) rights, responsibilities and procedures. A Nursing Student Performance Improvement Report (**Appendix H**) may also be required.

#### **F. Honor Pledge**

Prior to exams, students are asked to read and sign the Honor Pledge (as follows):

*On my honor, I pledge that I have upheld the Honor Code,  
and that the work I have done on this assignment has been honest,  
and that the work of others in this class has, to the best of my  
knowledge, been honest as well.*

The professor is responsible to have a follow-up discussion with any student who does not sign the Honor Pledge for the exam or who brings forward an academic integrity concern. The professor also acknowledges responsibility to further investigate any academic integrity policy complaint and proceed as deemed appropriate.

### **VIII. STUDENT RIGHTS AND REPRESENTATION**

- A. First person communication is encouraged. All concerns should be brought to the course professor first. If the student feels unable to take the complaint to the course instructor, the concern may be taken to the Program Director. Refer to the [Academic Grievance Procedure](#) for next steps in the chain of communication.
- B. The education records of students are protected under the Family Educational Rights and Privacy Act (FERPA). (See current Augustana [Undergraduate General Catalog](#).) This Federal Act also obliges faculty to protect the confidentiality of student work, grades and evaluations.
- C. A student has the right to be heard by the Professional Conduct Committee (**Appendix K**) and to be represented by his/her academic advisor or appropriate designee in the event that questions or recommendations regarding that student's progression in the major are brought to the committee.

- D. Student representatives shall participate in Nursing Program faculty meetings and junior and senior level planning sessions.
  - 1. Program faculty meetings
    - a. Junior, senior and accelerated classes each elect a representative for attendance at program faculty meetings (one representative and one alternate from each class). These representatives are elected during the first week of the semester.
    - b. Faculty advisors are considered representatives for their assigned freshman and sophomore advisees. Freshman and sophomore students may be invited to attend planning sessions or program faculty meetings when deemed appropriate by faculty and/or students.
    - c. Student representatives participate in decision making concerning program policies and procedures.
    - d. Closed “executive sessions” for the faculty are held when discussions involve specific students or at the discretion of the Program Director.
  - 2. Planning meetings of teaching teams
    - a. One traditional and one accelerated junior level student are elected during the first week of the semester to serve as representatives at junior level planning meetings.
    - b. One traditional and one accelerated senior level student are elected during the first week of the semester to serve as representatives at senior level planning meetings.
    - c. One student from each level is elected as an alternate representative.

## **IX. STUDENT REQUIREMENTS AND POLICIES RELATED TO SAFETY AND HEALTH**

### **A. Criminal Background Checks/Drug Screening**

- 1. South Dakota law provides that any individual who has been convicted of a felony may be denied licensure to practice nursing in the state of South Dakota. A state and federal Criminal Background Check and a Drug Screen is required of every student prior to beginning the upper division nursing courses.
- 2. The purposes of the criminal background clearance and Drug Screen policy are:
  - a. To protect the public/client safety.
  - b. To identify elements in prospective students’ background that could cause them to be ineligible for licensure as a Registered Nurse.
  - c. To meet the requirements of clinical agencies with whom the University contracts for student clinical experiences.
- 3. Policy provisions
  - a. Students beginning the upper division nursing courses at Augustana University are required to complete criminal background check and drug screen clearance prior to their first clinical course.
  - b. Students with a criminal record will be counseled regarding the implications of their records as they relate to clinical experience opportunities, potential barriers to licensure, and the possibility of being unable to continue in the nursing program.
  - c. Students with a criminal record will typically be referred to the State Board of Nursing Disciplinary Representative to validate eligibility for licensure as a Registered Nurse in the state of South Dakota. The ultimate



determination of a student's eligibility to progress in the nursing program at Augustana University will, however, rest with the Program of Nursing.

- d. Any student who has questions or concerns about the law or criminal background check should contact the Program Director and/or the South Dakota Board of Nursing.
4. Students that stop out of the program for at least one semester for any reason are required to complete a Criminal Background Recheck.

## **B. Reporting Pending Criminal Charges Policy (page 25)**

### **C. Liability Insurance**

Liability insurance is a requirement for each student in all clinical practice areas and in all clinical facilities. Liability insurance is covered by the University insurance policy. Augustana insurance does NOT cover student experiences in helicopter transport services.

### **D. Requirements and Policies Related to Nursing Students' Health**

Immunizations must be up to date prior to entrance into clinical courses. Augustana University Nursing and our clinical partners reserve the right to withdraw a student who does not demonstrate compliance with vaccination and other health requirements.

#### 1. Health requirements

##### a. Physical examination

- 1) All students must complete a physical examination prior to the start of upper division clinical courses. This form must be completed, signed and dated by a physician, nurse practitioner or physician's assistant at the time of the physical exam. Physical exams must be completed within one year of starting the program. (**Appendix E**)

##### b. Required Immunizations

- 1) Immunizations must be up to date prior to entrance into the upper division clinical nursing courses (**Appendix E**). These include:

- Measles, Mumps, Rubella (MMR). Two doses or titer.
- Adult TDap
- Varicella (chicken pox). Varicella titer or 2 doses of varicella immunization.
- Hepatitis B (vaccine x 3) and a positive Hepatitis B Titer (If negative, student must receive booster and/or repeat series before another titer is drawn. If the second titer is negative, documentation will be kept on file that the student is not immune).
- Tuberculosis Skin Test (TB). Proof of two TB skin tests within the previous 12 months. If a student has not had two TB skin tests within a 12-month period, a 2-step TB skin test or a QuantiFERON-TB Gold Blood Test is required.
  - Students are required to have an annual TB skin test or QuantiFERON-TB Gold Blood Test.
  - Students with a positive TB skin test need to provide documentation of the results of chest x-ray and treatment

(if necessary). The student will complete a symptom checklist annually.

- COVID Vaccination. Students must be fully vaccinated prior to starting clinical. Students may request an exemption from a clinical agency's COVID-19 vaccination requirement due to a sincerely held religious belief and/or a valid medical/disability reason. Students are responsible for requesting the exemption and providing the appropriate documentation. In the event a student fails to submit proper documentation by the specified date, the student may be withdrawn from the clinical course and not allowed to progress.
  - Annual flu immunization is required and documentation must be provided to the nursing program.
  - Augustana does not have the responsibility or authority to advocate on behalf of a student requesting an exemption. The clinical agency may or may not allow the student to participate in clinical activities. Augustana does not have the authority to override the clinical agency's decisions regarding exemptions.
- c. CPR Certification for Healthcare Providers (adult/child/infant) endorsed by the American Heart Association or The American Red Cross. Students must provide the nursing program with a copy of their current CPR certification and keep this certification current during the duration of the nursing program.
- d. Healthcare workers are at a higher risk for developing latex sensitivity or a latex allergy due to frequent exposure to latex-containing products. There are varying degrees of latex allergies, ranging from skin irritation to life threatening anaphylaxis. Dry, itchy, irritated areas on the hands from wearing latex gloves, or exposure to the powders on the gloves, may be symptoms of a contact dermatitis rather than a latex allergy. The symptoms of latex allergy include skin rash, hives, flushing, itching, and nasal, eye or sinus symptoms and asthma. Individuals with a latex sensitivity or allergy are required to disclose this information to the nursing program, along with the type of reaction latex exposure causes (ex. Contact dermatitis, anaphylaxis, etc). Allergy information should be listed on the physical exam form and will be reviewed by the Admission Progression Committee. Students who have a latex allergy or sensitivity need to be aware that there is an increased risk of exposure to products that contain natural rubber latex in the classroom, laboratory, simulation and clinical setting. If one becomes allergic to latex, special precautions should be taken by the individual affected to prevent further exposure to latex.

Latex free environments are seldom available in either clinical or academic settings. The Augustana University nursing program purchases latex-safe supplies and equipment whenever possible. There is a reasonable possibility that despite the precautions taken by the Augustana nursing faculty to limit the presence of latex in the nursing simulation, laboratory and classroom spaces, there will be some

exposure to latex. Students who are enrolled in the nursing program must be prepared to accept that risk. Therefore, an individual with a latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in supplies, equipment, models and mannequins. Although latex gloves are the most prominent source of latex allergen, many other products contain latex including, but not limited to:

- Blood pressure cuffs, medication vials, syringe connectors and wound drains
- Stethoscopes, catheters, respirators, and goggles
- Oral and nasal airways, surgical masks, and electrode pads
- Endotracheal tubes, syringes, IV tubing, and tourniquets
- Simulation mannequins, task trainers, and models
- Band-aids, tapes, and adhesives
- Donated equipment and supplies

If students develop symptoms of latex allergy, they need to take the following actions:

- Minimize further contact with latex-containing products.
  - Notify faculty and/or skills/simulation lab staff so that reasonable accommodations can be made to minimize risk for exposure.
  - See their health care provider for follow-up testing, care, recommendations to minimize exposure and development of a treatment plan in the case of a reaction. This care will be at the student's expense.
  - A medical clearance letter from the student's health care provider is required for continued participation in the clinical and campus lab experiences.
- e. Nursing students have an obligation to inform nursing faculty of any acute or chronic health conditions experienced by students which may affect clinical assignments.
- f. Students who do not meet all requirements and policies related to safety and health will not be allowed to begin clinical courses. Students are responsible for maintaining currency and providing documentation of requirements in order to progress in clinical courses. Medical or religious exemptions will be considered on an individual basis and are determined by clinical agency guidelines. The Nursing Program is required to maintain compliance of standards set forth by clinical practice partners.
- g. Incidents which may result in the injury of a student while providing client care include, but are not limited to: needle puncture wounds, accidental falls or injuries while assisting a patient with mobility activities, cuts or abrasions from hospital equipment, and exposure to body fluids. The student shall inform the faculty member in the clinical area immediately following such an occurrence and follow established procedures for dealing with such accidents. The student assumes responsibility for expenses resulting from the need for medical care for such incidents.

2. Student exposure to infectious diseases (**Appendix F**) are minimized by using appropriate precautions. Should an exposure occur, the student should report the exposure to faculty and report to the appropriate facility for that clinical agency (i.e. employee health, emergency department, campus clinic, etc.). Treatment for the occurrence will be at the student's expense. The [www.cdc.gov](http://www.cdc.gov) website outlines current treatment recommendations for infectious diseases such as HIV, Hep B, COVID-19, etc.
3. Alcoholic Beverage Policy  
The possession and use of alcoholic beverages on the premises and at university sponsored functions is prohibited. Students should consult the [Augustana University Student Handbook](#) for additional clarification regarding alcohol-related standards and procedures. Behaviors which suggest the use of alcohol may also result in dismissal from clinical laboratory experiences and will more than likely result in further disciplinary action.
4. Drug Policy  
The University prohibits the use, possession and/or distribution of drugs except when prescribed by a physician. Students should consult the [Augustana University Student Handbook](#). For nursing majors, the use of illegal drugs during any off-campus activities related to nursing, such as clinical experiences, is expressly forbidden. Detection of drug possession or behaviors suggesting drug use will likely result in dismissal from the clinical laboratory experience and further disciplinary action.

## **X. STUDENT RESPONSIBILITIES IN NURSING COURSES**

- A. Completion of Agreement to Program Policies (Appendix I) prior to the start of clinical experiences.**
- B. Completion of the Augustana University Nursing Program Simulation & Audiovisual Agreement (Appendix J)**
- C. Reporting Pending Criminal Charges Policy** (page 25)
- D. Attendance Policy** (page 26-27)
- E. Student Performance Improvement Policy** (page 28)
- F. Dress Code Policy** (page 29)
- G. Special Fees for Nursing**
  1. A special fee for nursing students is assessed for both junior and senior level nursing courses. Fees may include the cost of course materials, name badges, standardized tests, clinical lab supplies, and nursing pin.
  2. Fees will be established on a yearly basis by the Program Director and Health Sciences Program Manager of the Nursing Program.
  3. In addition, nursing students will be required to pay for a criminal background check, drug screen and health-related program requirements.

## H. Transportation

1. Each student is responsible for his/her own transportation for clinical laboratory experiences
2. Transporting patients in the student's vehicle is not permitted.

## H. Social Media Policy (Page 30)

**Augustana University**  
**Nursing Program**  
**Reporting Pending Criminal Charges**  
(Adopted Fall 2015)

Each student given final acceptance to the Nursing program at Augustana University has a continual obligation to report any criminal felony or misdemeanor (including drug and/or alcohol) charges pending against him/her.

### Procedure:

- It is required that a written explanation of the pending charges be submitted to the Program Director of the Nursing program within 72 hours of the incident.
- A decision regarding the student's continued participation in clinical or patient experiences while the charges are pending will be made by the Program Director of the nursing program with faculty input. Classroom attendance may also be suspended.
- The student is responsible for keeping the Program Director informed as to the outcome of the charges with court documentation required within 72 hours of the judgment.
- The Nursing Admission and Progression Committee will review the case to determine whether the student will be permitted to continue in the program or be dismissed.
- The Nursing Admission and Progression Committee reserves the right to call/convene a Professional Conduct Committee (**Appendix K**).
- Failure to comply with any aspect of this policy may result in dismissal from the program.

## **Augustana University Nursing Program Attendance Policy**

(Adopted Fall 2015; Revised Fall 2022)

**It is essential that nursing students experience meaningful learning in the classroom, lab and in the clinical area to meet program outcomes. In each nursing course, all learning activities have been planned to provide each student with optimum exposure to theoretical content and practical experience. To ensure each student has the opportunity to participate in each planned learning activity and demonstrate satisfactory competency, attendance at each course session is therefore essential. Students are expected to be on time for class and clinical activities. Attendance, participation, and professional behavior (face-to-face or online) are required for all class and course activities. Refer to the Student Performance Improvement Report Policy for additional information (pg. 28). Students must comply with the current health and safety policies of Augustana University.**

### **Classroom Attendance:**

- Attendance at all regularly scheduled meetings of a course is expected. Faculty will define classroom attendance expectations.
- Students must communicate with course faculty in advance of an absence in order for it to be authenticated as excused.
- No unexcused absences are permitted during the semester.
- A student shall be permitted to make-up required exercises and examinations missed as a result of absences when these are authenticated as excused.
  - The recognized grounds for excused absences are:
    - Illness or symptoms of communicable illness.
    - Absences due to Augustana sponsored activities (ex: athletics, music, performances, etc.) require notification and approval by the course instructor within a reasonable time prior to the absence.
    - Recognized religious holidays.
    - Severe inclement weather causing dangerous traveling conditions.
    - Circumstances such as serious family emergencies will be considered on an individual basis.
- Student tardiness of more than 10 minutes will be considered an unexcused classroom absence.
- Personal vacations outside of Augustana's scheduled breaks will be considered unexcused.
- A pattern of absences will result in a Student Performance Improvement Report (Appendix H).

### **Exam Attendance**

- **Exam attendance is mandatory.** Absence from a nursing course examination without prior notification to the course instructor will result in a zero for that exam.
- Circumstances such as illness or serious family emergencies will be considered on an individual basis.

**Clinical Attendance (*Clinical includes all skills labs/practice times, simulations, and clinical hours*):**

- Clinical attendance is mandatory.
- Excused and unexcused absences are at faculty discretion.
- If a student is ill on a scheduled clinical day, they are required to alert both the course faculty and clinical adjunct faculty prior to their scheduled arrival time.
- Anticipated absences due to Augustana sponsored activities (ex: athletics, music, performances, etc.) require notification and approval by the individual course instructor within a reasonable time prior to the absence.
- For clinical success, a student is expected to:
  - Complete assigned clinical assignment as directed.
  - Arrive on time to the experience.
  - Notify the course instructor and clinical faculty **prior** to the experience if unable to attend.
- If the student does not meet these expected behaviors, the following will occur:
  - Faculty will complete a Student Performance Improvement Report.
  - The student will complete a self-reflection for the absence and a plan to improve attendance.
  - The student will meet with the course faculty to discuss the violation and review the Student Performance Improvement Report.
  - Failure for the experience and a 20% deduction of the clinical grade.
- The second clinical failure will result in failure of the clinical portion of the course, which will result in course failure.
- Makeup for absences from clinical laboratories is required prior to completion of the course. Make-up clinical experiences will be at the discretion of the course instructor. If a makeup day in the acute setting cannot be arranged, the student will be required to attend an alternate experience to be determined by course faculty.
- Clinical points for an unexcused absence will not be awarded. Students will receive “0” points for that clinical day.

Violation of any of the Testing Guidelines (**Appendix L**) or Attendance Policy (pg. 26-27) raises concerns about accountability and sense of professional responsibility which could affect progression in the program, future evaluations and letters of reference. Failure to comply with these expectations may result in action on the part of the Professional Conduct Committee (**Appendix K**).

**Augustana University Nursing Program**  
**Student Performance Improvement Report Policy**  
(Adopted Fall 2017)

**Policy:**

- The Student Performance Improvement Report (**Appendix H**) will be used to document a violation of the attendance policy and/or Professional Conduct (**Appendix G**).
- The Improvement Report can be initiated by any faculty, adjunct, or staff member within the Augustana Nursing Program.
- Documentation of one or more Student Performance Improvement Reports may be cause for dismissal from the Nursing Program.
- Three Student Performance Improvement Reports will automatically result in a referral to the Nursing Admission and Progression Committee. Improvement records are cumulative throughout the program.

**Procedure**

- The student will be required to meet with the faculty member and/or the Program Director to review the Improvement Report.
- The student will complete a self-reflection to identify reasons for the violation and a plan to improve performance.
- Any Student Performance Improvement Report will be reviewed by the Junior and/or Senior level team.
- Any Student Performance Improvement Report leading to a recommendation of dismissal will be reviewed by the Augustana Nursing Admissions & Progression Committee.
- The Nursing Admission and Progression Committee may move for dismissal followed by a nursing faculty vote and/or call/convene a Professional Conduct Committee meeting (**Appendix K**).
- The student will sign the Student Performance Improvement Report to verify understanding.
- The student will receive a copy of the written Student Performance Improvement Report form and a copy will be retained in the student's file.



**Augustana University Nursing Program**  
**Dress Code Policy**  
(Revised Fall 2023)

**Students must adhere to the Augustana University Dress Code Policy and to the dress code of agencies utilized for clinical. This policy will be strictly enforced and failure to comply will result in dismissal from clinical experience, which leads to a clinical failure.**

**The required nursing uniform should only be worn for nursing-related events on campus and in the community. Neatness, cleanliness and modesty are of prime importance. The Augustana uniform consists of:**

- Licensed lab jacket, scrub pants and scrub top.
- Professional attire will be required for some course activities (refer to course syllabi).
- Augustana name badges must be worn in all clinical settings.
- Acceptable shoes for clinical:
  - Low top athletic shoes (i.e. Nike, Adidas, Asics)
  - Nursing uniform shoes (i.e. Dansko, SAS, Nursemates)
  - Must have closed toes and heels
  - Must be white, black, grey or navy. Small detail colors are okay (i.e. Nike swoosh)
- Unacceptable shoes for clinical:
  - Shoes that have an open-toe or heel (i.e. Flip flops, sandals)
  - All canvas shoes (i.e. Toms, Vans)
  - Shoes with excessive colors
- If a long sleeve shirt is desired to be worn under your scrub top, students must wear a navy, white or grey shirt with no visible markings.
- Students must follow instructions provided by their Course Coordinator for clinical attire.

**Hair, Nails and Accessories**

- Hair must have natural color tones and be kept off the face and above the collar or pulled backed neatly.
- Fingernails should be kept clean and trimmed short. Artificial nails are not allowed for patient/client safety reasons. Clear nail polish only.
- The only acceptable accessories are: one pair of stud earrings per ear lobe, one plain ring on one finger, and a watch with a second hand.
- Tattoos must be covered in the clinical setting.

**Professional Image**

- Moderate use of make-up, with eye make-up kept to a minimum, is permissible.
- Clothing should be neat, clean, and adequately pressed.
- No perfume or cologne is to be worn.
- Gum chewing is not allowed in the clinical area.
- No cell phones or other personal electronic devices (including but not limited to smart watches) allowed in patient rooms or in clinical areas.
- To create and foster an optimal learning environment, only currently enrolled students shall be in attendance in clinical (i.e. no children, pets, or other distractors to the learning environment).

**Augustana University Nursing Program  
Social Media Policy/Electronic Media Policy**  
(Adopted 2/2012; Revised 8/23)

Expectations: Augustana Nursing Program recognizes the NCSBN White Paper for Social Media (National Council of State Boards of Nursing, 2011).

- Nursing students and faculty have an ethical and legal obligation to maintain privacy and confidentiality at all times.
  - Be conscious when mixing personal and professional lives, realizing that privacy does not exist in social media.
  - Keep clinical and didactic information confidential.
  - Nursing students must be aware of and comply with the clinical site's policies regarding social media in addition to the Augustana Policy.
  - Students and faculty must not post any identifiable student, faculty or patient information.
  - Sharing of information (with or without identifiable factors) can be considered a violation of The Family Educational Rights and Privacy Act (FERPA) and/or Health Insurance Portability and Accountability Act (HIPAA) and will have consequences.
  - Professional boundaries must be maintained at all times.
  - Online contact with patients is considered unprofessional in the nursing profession and personal relationships are discouraged.
  
- Consider the professional image you would like to portray.
  - Future employers and educational institutions conduct searches on prospective employees including online information and postings. Your postings may influence hiring decisions or acceptance into academic programs of study.
  - Nursing students must not make disparaging remarks about peers, faculty, clinical agencies, patients, patient's family, or staff of a clinical setting (even if they are not identified).
  - Be cognizant of how posts may be interpreted by others. What may be humorous to some may be offensive to others. It is unprofessional to use ethnic slurs, personal insults, obscenities, pornographic images, and objectionable or inflammatory remarks.
  - Do not interact with the patient, patient's family members, or others involved in patient's decision making on social media.
  - Do not interact with nursing faculty while in the nursing program on social media.
  - If a student is unsure if it is appropriate, do not post it.
  
- Reporting Inappropriate Use of Social Media
  - Report any breach of confidentiality or privacy in social media committed by an Augustana nursing student, nurses, or other health care professionals to the faculty or advisor.
  - Students and faculty who view content that violates ethical/legal standards are obligated to report this violation. These concerns should be brought to the

individual's attention who posted it. This gives the individual the opportunity to take appropriate action.

- Nurses, as a profession, are required to report posts that could threaten patient privacy regarding health information or patient's health or welfare.

#### References

*A Nurse's Guide to the Use of Social Media White Paper* as published by the National Council State Boards of Nursing (2011) may be viewed at [https://www.ncsbn.org/public-files/Social\\_Media.pdf](https://www.ncsbn.org/public-files/Social_Media.pdf)

## **XI. STUDENT ORGANIZATIONS WHICH RELATE TO NURSING**

Nursing majors are encouraged to become involved in pre-professional organizations. Such involvement fosters the development of leadership abilities in the individual and strengthens commitment to ideals consistent with the philosophy and mission of Augustana University. Students can find information on Viking Central regarding the following organizations:

- A. Augustana Nursing Students' Association (ANSA)  
Membership is comprised of students who have chosen nursing as a major. It serves as a chapter of the state (NSASD) and national (NSNA) organizations. The mission is to provide nursing majors the opportunity to network with others who are preparing for a career in nursing.
- B. Zeta Zeta Chapter of Sigma Theta Tau  
Zeta Zeta is the local chapter of Sigma Theta Tau, international honor society for nursing. Seniors that have a cumulative GPA in the top 35% of their graduating class are eligible for induction. The purposes of the honor society are to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work and strengthen commitment to the ideals and purposes of the profession.

# **APPENDICES**



## Nursing Program – Sample Plan of Study (Fall 2023)

FRESHMAN			SOPHOMORE			JUNIOR			SENIOR		
Fall		Cr	Fall		Cr	Fall		Cr	Fall		Cr
FYS 110	First-Year Seminar	4	BIO 225*	Human Physiology	4	NURS 324*	Health Assessment	3	NURS 420*	Behavioral Health or	4
BIO 110*	Biology (110 or 120)	4	NURS 200	Foundations of Nursing Practice I	3	NURS 326*	Foundations of Nursing Practice II	5	or N430*	Community and Population Health	
CHEM 111*	Survey of General Chemistry	4				NURS 330*	Pharmacology	3	NURS 441*	Adult Health II	4
	Core or Electives			Core or Electives		NURS 200*	Foundations of Nursing Practice I (only if needed)	3	NURS 450W*	Research and EBP	3
<b>TOTAL</b>			<b>TOTAL</b>			<b>TOTAL</b>			<b>TOTAL</b>		
Interim		Cr	Interim		Cr	Interim		Cr	Interim		Cr
			NURS 200	Foundations of Nursing Practice I	3				NURS 451*	Transition to Leadership I	3
<b>TOTAL</b>			<b>TOTAL</b>			<b>TOTAL</b>			<b>TOTAL</b>		
Spring		Cr	Spring		Cr	Spring		Cr	Spring		Cr
BIO 150*	Human Anatomy	4	BIO 250*	Intro to Microbiology	4	NURS 340*	Adult Health I	4	NURS 420*	Behavioral Health or	4
CHEM 145*	Bio/Organic Chem	4	NURS 228*	Pathophysiology	3	NURS 352*	Pediatric Nursing	3	or N430*	Community and Population Health	
FYS 112	First-Year Seminar	1							NURS 410*	Maternal Newborn Nursing	3
	Core or Electives			Core or Electives			Core or Electives		NURS 452*	Transition to Leadership II	4
									NURS 468*	NCLEX Review	1
<b>TOTAL</b>			<b>TOTAL</b>			<b>TOTAL</b>			<b>TOTAL</b>		
Summer		Cr	Summer		Cr	Prerequisites with Flexible Scheduling		SUMMARY OF CREDITS			
						<input type="checkbox"/> HLTH 289 – Medical Terminology <input type="checkbox"/> HLTH 222 – Nutrition <input type="checkbox"/> MATH 140 – Quantitative Reasoning <input type="checkbox"/> PSYCH 210 – Life Span Development <input type="checkbox"/> SOC 110 – Contemporary Society		Core & Electives = 41 cr. Support Courses = 33 cr. Nursing Major = 50 cr. Total Credits to Graduate = 124 cr.			
<b>TOTAL</b>			<b>TOTAL</b>			<b>TOTAL</b>					

(\*) Courses must be taken in designated semester in order to complete the program in 4 years.

## Core Requirements

**Science of the Natural World (1):** BIO 110 or 120+

**Social Science (2):** SOCI 110 and \_\_\_\_\_

**First Year Experience (2):** FYS 110 and FYS 112

**Math & Quant. Reasoning (1):** MATH 140

**Languages (2 sequential courses):**

\_\_\_\_\_ and \_\_\_\_\_

**Christian Tradition (1):** \_\_\_\_\_

**Writing Component "W" (2 courses):**

N450W and \_\_\_\_\_

**Communication Component "C" (1 course):** \_\_\_\_\_

**Ethics Component "E" (1 course):** \_\_\_\_\_

### Six of the Eight Following Requirements:

**The U.S. Experience (1):** \_\_\_\_\_

**Literature (1):** \_\_\_\_\_

**Western Tradition (1):** \_\_\_\_\_

**Religious Trad. & Theol. Conver. (1):** \_\_\_\_\_

**Well-Being (1):** PSYC 210

**Scientific Intersections & Impacts (1):** N450W

**Arts (1):** \_\_\_\_\_

**Non-western Societies (1):** \_\_\_\_\_

+ Prerequisite for Bio 150 and Bio 225

## Required Support Courses

### Sequential Courses

BIO 150—Human Anatomy

BIO 225—Human Physiology

BIO 250—Intro to Microbiology

CHEM 111—Survey of General Chemistry

CHEM 145—Intro to Organic/Biochemistry

### Flexible Scheduling Options

HLTH 289 – Medical Terminology

HLTH 222 – Nutrition

MATH 140 – Quantitative Reasoning

PSYC 210 – Life Span Development

SOC 110 – Contemporary Society

*Psyc/Econ 270—Statistics (Recommended)*

All required support courses must be completed prior to beginning upper division clinical courses.

## Nursing Major

N200	Foundations of Nursing Practice I	3
N228	Pathophysiology	3
N324	Health Assessment	3
N326	Foundations of Nursing Practice II	5
N330	Pharmacology	3
N340	Adult Health Nursing I	4
N352	Pediatric Nursing	3
N410	Maternal Newborn Nursing	3
N420	Behavioral Health Nursing	4
N430	Community and Population Health Nursing	4
N441	Adult Health Nursing II	4
N450W	Research and EBP in Nursing	3
N451	Transition to Leadership and Professional Practice I	3
N452	Transition to Leadership and Professional Practice II	4
N468	NCLEX Review	1



**AUGUSTANA UNIVERSITY NURSING PROGRAM  
ACCELERATED PROGRAM – SAMPLE PLAN OF STUDY  
FALL 1**

NURS 200	Introduction to Professional Nursing	3 credits
NURS 324	Health Assessment	3 credits
NURS 326	Foundations of Nursing Practice II	5 credits
NURS 330	Pharmacology	3 credits
TOTAL CREDITS		14 credits

**INTERIM**

NURS 352	Pediatric Nursing	3 credits
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**SPRING**

NURS 340	Adult Health Nursing I	4 credits
NURS 420	Behavioral Health Nursing	4 credits
NURS 450	Research and EBP in Nursing	3 credits
TOTAL CREDITS		11 credits

**SUMMER**

NURS 410	Maternal Newborn Nursing	3 credits
NURS 451	Transition to Leadership and Professional Practice I	3 credits
TOTAL CREDITS		6 credits

**FALL 2**

NURS 430	Community and Population Health Nursing	4 credits
NURS 441	Adult Health Nursing II	4 credits
NURS 452	Transition to Leadership and Professional Practice II	4 credits
NURS 468	NCLEX Review	1 credit
TOTAL CREDITS		13 credits

**TOTAL REQUIRED CREDITS TO COMPLETE ACCELERATED NURSING PROGRAM**  
47 nursing credits

The following pre-requisite courses must be completed prior to beginning upper division clinical courses:

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
Bio 150	Human Anatomy with lab	4
Bio 225	Human Physiology with lab	4
Bio 250	Introductory Microbiology with lab	4
Chem 111	Survey of General Chemistry	4
Chem 145	Survey of Organic and Biochemistry with lab	4
HLTH 289	Medical Terminology	1
HLTH 222	Nutrition	3
Soc 110	Contemporary Society	3
Math 140	Quantitative Reasoning	3
Psyc 210	Life-Span Human Development	3
Nurs 228	Pathophysiology (Offered at Augustana face to face every Spring semester and online in the Summer semester)	3

Pre-requisite courses taken at another institution will require a transcript analysis to determine course equivalencies.

Nursing courses must be taken in the designated term in order to complete the program in 16 months.





**APPLICATION FOR ADMISSION TO THE AUGUSTANA UNIVERSITY  
TRADITIONAL NURSING PROGRAM**

Please complete the information below, print and return this form to:

\* Augustana University Nursing Program \* 2001 S. Summit Ave. \* Sioux Falls, SD 57197

Name \_\_\_\_\_ Date \_\_\_\_\_

Address, City, St, Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Year of High School Graduation \_\_\_\_\_ Expected year of graduation from Augustana \_\_\_\_\_

If you have ever been enrolled in another Nursing program, Augustana Nursing will require a reference from that program. Augustana will send them a reference form to complete. Please provide the contact information for your Nursing Advisor or the Program Director. Please list previously attended program here and provide name, phone and e-mail address for the contact:

\_\_\_\_\_ Please mark an x in the blank if you waive your right to review this reference.

Transfer Students: Institution(s): \_\_\_\_\_

The following pre-requisite courses must be successfully completed prior to beginning upper division nursing clinical courses. Please indicate courses (if any) you have completed.

- \_\_\_\_\_ HLTH 289 Medical Terminology – 1 credit
- \_\_\_\_\_ BIO 150 Human Anatomy (4 credits; must include a lab component)
- \_\_\_\_\_ BIO 225 Human Physiology (4 credits; must include a lab component)
- \_\_\_\_\_ BIO 250 Introductory Microbiology (4 credits; must include a lab component)
- \_\_\_\_\_ CHEM 111 Survey of General Chemistry (4 credits; must include a lab component)
- \_\_\_\_\_ CHEM 145 Survey of Organic and Biochemistry (4 credits; must include a lab component)
- \_\_\_\_\_ HLTH 222 Nutrition – 3 credits
- \_\_\_\_\_ SOCI 110 Contemporary Sociology – 3 credits
- \_\_\_\_\_ MATH 140 Quantitative Reasoning – 3 credits
- \_\_\_\_\_ PSYC 210 Life-Span Human Development – 3 credits
- \_\_\_\_\_ NURS 228 Pathophysiology – 3 credits

If the pre-requisite courses are taken at another college or university, a transcript analysis will determine course equivalencies

1. I understand that if I am offered a seat in the Augustana BSN program, I will be required to successfully complete a Criminal Background Check and Drug Screen from an Augustana University approved vendor. I understand that I must successfully pass both of these prior to beginning the upper division nursing courses.  Yes  No
2. I understand that all immunizations must be up to date prior to my enrollment in clinical nursing courses and that Augustana University Nursing and their clinical partners reserve the right to withdraw a student who does not demonstrate compliance with vaccination and other health requirements.  Yes  No
3. I understand that after graduating from the Augustana Nursing program, I will need to meet all licensure requirements in the respective state where I will be applying for RN licensure.  Yes  No

By signing below, I acknowledge that I have completely read and fully understand the program application and degree requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AUGUSTANA UNIVERSITY  
Nursing Program**

**Statement Addressing Essential Functional Requirements for  
Admission/Progression in the Nursing Program**

The Augustana University Nursing Program prepares students to work as generalists in professional nursing. Certain sensory, psychomotor, cognitive, communication and behavioral/social abilities are essential for generalists to competently and safely practice nursing. For admission to and progression in the nursing program, a student must meet and maintain satisfactory demonstration of standards in these functional areas.

Augustana University is committed to providing equal opportunities for access to and participation in its programs and services, without regard to sex, sexual orientation, race, color, religion, creed, national origin, ancestry, age, or disability. The University complies with the Americans with Disabilities Act, the Rehabilitation Act, and other applicable laws providing for nondiscrimination against individuals with disabilities. The University will provide reasonable accommodations for students with known disabilities to the extent required by law. Students seeking reasonable accommodations should contact the Director of Student Academic Support Services for more information.

Any applicant or student who believes that he or she cannot meet one or more of the standards without accommodation should notify the nursing program at the earliest possible time. The student should be prepared to present a letter of disability verification. The nursing program, in consultation with the University administration, will determine, on an individual basis, whether or not the necessary accommodations or modifications can be reasonably made.

**Explanation:**

The Americans with Disabilities Act (ADA) (1993) and the ADA Amendment Act (2008) prohibit discrimination against qualified individuals with disabilities. Disability is defined in the Act as a person with (a) physical or mental impairment that substantially limits one or more of the major life activities of such individual; (b) a record of such impairment; or (c) being regarded as having such an impairment.

For the purposes of nursing program compliance, a "qualified individual with a disability" is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the program. Thus, students may not be denied admission or progression solely on the standards. The standards are to be used to determine whether accommodations or modifications are necessary for the individual student. The program and/or University must determine whether the accommodations or modifications can be made reasonably as defined by the Americans with Disabilities Act.

Americans with Disabilities Amendment Act (2008).

Amendment of American with Disabilities Act Title II & Title III Regulations (2016).

Approved by Dept. faculty 12/15/95

Approved by University administration 1/30/96

Reviewed and Approved by Director of Student Academic Support Services 10/09

Reviewed and approved by Dept. faculty 8/18

**Augustana University Nursing Program**  
**Essential Functional Requirements for Admission and Progression in the Nursing Program**

<b><u>Functional Areas</u></b>	<b><u>Standards/Expectations</u></b>	<b><u>Some Examples of Necessary Activities (not all inclusive)</u></b>
Observation	Auditory ability sufficient to monitor and assess health needs (with or without reasonable accommodation).	Hears monitor alarms, emergency signals, auscultatory sounds through a stethoscope, cries for help, soft vocalizations.
	Capacity to make accurate visual observations and interpret them in the context of laboratory studies, medication administration, and patient care activities. Ability to document observations and maintain accurate records (with or without reasonable accommodations).	Observes patient/client responses; reads written orders; observes changes in physical condition such as subtle changes in color; reads print on labels.
	Tactile ability sufficient for physical assessment.	Performs functions of physical examination, including palpation and percussion.
Mobility/ Motor Skills	Gross and fine motor abilities, stamina and strength sufficient to provide safe and effective nursing care. Coordination in motor activities (with or without reasonable accommodation).	Moves around in patients' rooms, work spaces, and treatment areas; responds quickly in emergency situations; performs CPR; calibrates and uses equipment; accurately measures medications, (e.g. draws up medication in a syringe); positions, transfers, &/or moves children and adults. Performs therapeutic interventions (e.g. insertion of intravenous catheter).
Intelligence/ Cognition	Critical thinking ability sufficient for clinical judgment and problem solving.	Identifies cause-effect relationships in clinical situations; analyzes, synthesizes, and prioritizes data; develops appropriate nursing care plans. Makes informed decisions.
Communication	Verbal and nonverbal communication abilities sufficient for interaction with others in verbal and written form in English.	Explains procedures, initiates health teaching; documents assessments, intervention, and client responses. Engages in appropriate interprofessional dialogue.
Behavioral/Social	Personal integrity, emotional stability and interpersonal abilities sufficient for establishing professional relationships with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds.	Establishes rapport with clients/families, colleagues; maintains composure under stress; interacts effectively with patients, families, others who are in crisis; demonstrates compassion and genuine concern; exerts self-control; displays personal integrity/honesty.

**AUGUSTANA UNIVERSITY NURSING PROGRAM  
PHYSICAL EXAM FORM**

This form is to be completed by a physician, nurse practitioner or physician's assistant within one year of starting the nursing clinical courses.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

**DIAGNOSES/HEALTH CONDITIONS:**

Diagnosis/Condition	Treatment Plan

**CURRENT MEDICATIONS (Prescription, OTC, herbal):**

Medication	Dose, Route, Frequency	Reason

**ALLERGIES (Medication, Food, Environmental, Other):**

Allergen	Reaction

**PHYSICAL EXAMINATION**

Height (without shoes): \_\_\_\_\_ Weight: \_\_\_\_\_ Blood Pressure: \_\_\_\_\_ Pulse: \_\_\_\_\_

PHYSICAL EXAMINATION (Please place a checkmark in the appropriate column)	Normal	Abnormal	Comments/Recommendations
Head			
Eyes R-20/____, L-20/____ Correction			
Ears			
Nose and Sinuses			
Mouth/Teeth ( ) Fillings, ( ) Dentures			
Throat			
Neck/Thyroid			
Lungs			
Cardiovascular			
Abdomen			
Back/Spine			
Extremities			
Skin			
Neurologic			
Psychiatric (Behavior, Mood, Affect)			

**CLEARANCE TO PARTICIPATE IN CLINICAL ROTATIONS:**

- Cleared to participate in clinical rotations without restriction
- Cleared to participate in clinical rotations without restriction with recommendations for further evaluation or treatment of the following: \_\_\_\_\_
- Not cleared for clinical rotations:
  - Pending further evaluation for: \_\_\_\_\_
  - Recommendations: \_\_\_\_\_

Signature of Health Professional Providing this Evaluation & Documentation: \_\_\_\_\_

Clinic Name & Address: \_\_\_\_\_  
\_\_\_\_\_



**Augustana University Nursing Program  
Required Immunization Form**

**STUDENT NAME:**

**DATE OF BIRTH:**

This form consists of required immunizations and must be completed and verified by a healthcare provider (Physician, PA, NP, Nurse). Please take note of additional official documentation that may be required for some vaccines below.

**A. MMR (Measles, Mumps, Rubella) Vaccine:**  
Two doses required

1. \_\_\_\_/\_\_\_\_/\_\_\_\_

2. \_\_\_\_/\_\_\_\_/\_\_\_\_

**B. Tdap (Tetanus, Diphtheria, Adult Pertussis):**  
One adult Tdap required

1. \_\_\_\_/\_\_\_\_/\_\_\_\_

**C. Varicella (Chicken Pox)**  
Positive Titer or two doses of vaccine are required  
Vaccine Dates

1. \_\_\_\_/\_\_\_\_/\_\_\_\_

2. \_\_\_\_/\_\_\_\_/\_\_\_\_

OR Documentation of Positive Varicella Titer:  
Attach a copy of the titer report – if titer is negative, varicella vaccine required

1. \_\_\_\_/\_\_\_\_/\_\_\_\_

**D. Hepatitis B Vaccine:**  
Three doses and positive titer required

1. \_\_\_\_/\_\_\_\_/\_\_\_\_

2. \_\_\_\_/\_\_\_\_/\_\_\_\_ (1 month after 1<sup>st</sup> dose)

3. \_\_\_\_/\_\_\_\_/\_\_\_\_ (6 months after 1<sup>st</sup> dose)

AND Hepatitis B Titer – attach copy of titer report

1. \_\_\_\_/\_\_\_\_/\_\_\_\_  
Positive/Reactive \_\_\_\_\_  
Negative/Nonreactive\* \_\_\_\_ (booster/repeat series)  
\*If titer is negative student must receive a booster/repeat series. Date of booster: \_\_\_\_/\_\_\_\_/\_\_\_\_

**E. COVID Vaccination:** Require two doses of Pfizer or Moderna or one dose of Janssen Vaccine.  
Attach a copy of your vaccination card or your electronic medical record showing your name, date of birth and date(s) of vaccination.

**F. Tuberculosis: Skin Test – PPD (Mantoux) or Blood Test– \*\*TB Test must be updated annually**

Two-Step TB Skin Test; recommended 1-3 weeks apart. *\*If students have drawn TB annually, may supply last year's reading as step 1 and the current year's reading as step 2.*

Step 1 (Date placed) \_\_\_\_/\_\_\_\_/\_\_\_\_ - Date read \_\_\_\_/\_\_\_\_/\_\_\_\_ Results: \_\_\_\_\_ mm

Step 2 (Date placed) \_\_\_\_/\_\_\_\_/\_\_\_\_ - Date read \_\_\_\_/\_\_\_\_/\_\_\_\_ Results: \_\_\_\_\_ mm

**OR**

Tuberculosis Blood Test: Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Positive \_\_\_\_\_ Negative \_\_\_\_\_  
*Attach copy of report*

History of Positive TB Skin Test: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Documentation of chest x-ray & treatment required*

**G. Influenza vaccine:** Required annually by October 31<sup>st</sup> each year (documentation will be requested at a later date)

**Provider Signature:**

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Print Provider Name:**

**Hospital/Clinic:**

**AUGUSTANA UNIVERSITY NURSING PROGRAM  
DOCUMENTATION OF BODY SUBSTANCE EXPOSURE**

Date \_\_\_\_\_

Name of Individual Exposed \_\_\_\_\_

Location of Exposure \_\_\_\_\_

Date of Exposure \_\_\_\_\_

Description of the occurrence:

Immediately following exposure, was the wound or exposed skin thoroughly cleansed with soap and water or mucous membranes flushed with water? Yes \_\_\_\_ No \_\_\_\_

The exposure was reported to the clinical instructor on the day of the clinical experience. Yes \_\_\_\_ No \_\_\_\_

The incident was reported to Employee Health or Infection Control in the agency where the exposure occurred. Yes \_\_\_\_ No \_\_\_\_

To whom was the incident reported? \_\_\_\_\_

The student was seen by a health professional in Employee Health Service, the Emergency Department, or Family Practice Physicians. Yes \_\_\_\_ No \_\_\_\_

Where was the student seen? \_\_\_\_\_

By whom? \_\_\_\_\_

Date on which source testing was ordered \_\_\_\_\_

Date and results of source testing \_\_\_\_\_

Date student was informed of source testing results \_\_\_\_\_

Procedure for HIV and HBV testing and post-exposure management was followed. Describe below.

Student signature \_\_\_\_\_

Faculty signature \_\_\_\_\_

**Augustana University  
Nursing Program  
Professional Standards of Conduct**

As a member of a profession, the nurse must be sensitive to the value of human dignity. This value is manifested in behaviors which demonstrate sensitivity to the well-being of others and honesty in all endeavors. Specific behaviors which support these values include maintenance of confidentiality and honesty concerning personal, academic and client care information, and the demonstration of respect for the psychological welfare of others.

Professionals are held to a higher standard of conduct than the general population. Students enrolled in the Augustana Nursing Program are ambassadors of Augustana University and Augustana Nursing. As student members of the profession of nursing, the student must demonstrate behaviors consistent with the ANA Code of Ethics and Standards of Professional Nursing Practice in all areas of their personal, professional, and academic life.

**Professional conduct expected of students is evidenced in behaviors which represent:**

1. ethical conduct.
2. integrity and honesty.
3. respect for oneself, others and the rights of privacy and confidentiality.
4. appearance and communication consistent with a clinical professional.
5. respectful behavior in interpersonal relationships with peers, superiors, clients, and their families.
6. punctual attendance at all program scheduled activities and adherence to deadlines set by the faculty.

**Cheating and/or Plagiarism are not professional conduct and are defined as follows:**

1. Cheating is defined as actions including but not limited to:
  - a. Copying from another student's exam.
  - b. Collaborating with other students/individuals when taking an assessment.
  - c. Submission of the same work for credit in more than one course, without obtaining permission from faculty beforehand.
  - d. Any action that gives unfair advantage to one student over others.
2. Plagiarism is defined as, but not limited to, the inclusion of someone else's words, ideas, or data as one's own work, including:
  - a. Borrowing facts, statistics, illustrations, or other materials that are not clearly common knowledge without acknowledgement of the source.
  - b. Collaboration on, or sharing of, an assignment in any form (written or computer file) that is then submitted as individual work.

I understand electronic devices of any kind are not allowed during exams, exam review or clinical.

I agree to keep all information, including names, conditions, and other references to clinical facility client's identities strictly confidential. In addition, I agree to treat all client information that I witness, as a result of my clinical experiences, lectures, conferences, etc., with the same confidentiality. I agree to not disclose such information to anyone other than those involved in that person's care.

I have read and understand the professional standards of conduct. I understand that I must comply with the professional standards of conduct as a student of Augustana Nursing.

I have been provided with the Augustana Nursing Student Handbook and understand that I, as an Augustana Nursing student, must comply with these policies. Violations of professional conduct may result in dismissal from Augustana Nursing.

Student's Printed Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Augustana University  
Nursing Program  
Student Performance Improvement Report**

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

- Classroom
  Clinical (Lab, Simulation and clinical hours)
  Professional Conduct

\*Documentation of one or more Student Performance Improvement Reports may be cause for dismissal from the Nursing Program.

**Documentation:**

\*The student will write a self-reflection to identify reasons for the violation and a plan to improve performance for discussion during this meeting. A copy of the self-reflection will be attached to this Improvement Report.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Junior or Senior Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Program Manager Tracking Date: \_\_\_\_\_

SPIR # \_\_\_\_\_

**Augustana University  
Nursing Program  
Agreement to Undergraduate Program Policies**

I, (print name) \_\_\_\_\_, the undersigned student, in consideration of being enrolled in the Nursing Program at Augustana University, hereby understand and agree as follows:

1. I agree that I will adhere to the Augustana Nursing Program Undergraduate Student Handbook Policies and Procedures.
2. I understand that I will not be reimbursed for services rendered during my assigned clinical courses. Students in clinical experiences are responsible for their own travel to clinical sites. Some evening and weekend clinical experiences may be required.
3. I understand that I am required to have health insurance coverage for the duration of my program of study in order to participate in all clinical experiences. I understand that I am not covered by any clinical institution or agency or by Augustana University and that I am responsible for all of my own medical expenses whether due to illness or injury.
4. I understand that the Nursing Program and/or the cooperating agencies retains the right to require the removal from and/or deny access to its facilities to me in the event my professional or social conduct is disruptive, disreputable, or otherwise destructive of the established practices of the clinical agency or its standing in the community.
5. I understand that I must be American Heart Association Health Care Provider CPR (adult/child/infant) or Red Cross certified for health care providers and have submitted proof of immunizations and a physical examination to the Program prior to clinical nursing courses.
6. I understand that I must show documentation of the Influenza immunization and TB test each academic year.
7. I shall at all times maintain personal hygiene and personal appearance or other conditions (i.e. dress code, hair regulations) as required by the faculty and/or recommended by the clinical agency.
8. I understand that background and/or drug screening checks are required for licensure and/or clinical placement at my expense.
9. I understand that I must disclose any pending legal charges/investigation against me to the Program Director within 72 hours during my program of study.
10. I understand that while I'm in the Nursing major I must report in writing to the Nursing Program any treatment for the following conditions: abuse or misuse of alcohol or chemical substances, physical conditions, and/or emotional or a mental health diagnosis.
11. I understand and authorize Augustana Nursing Program to release any "directory information" which would include name, address, telephone number, email address and agency required documentation (i.e. Immunizations, CPR, etc.) for the purpose of clinical, providing career and educational opportunities, and/or for recruiting representatives.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

## Augustana University Nursing Program Simulation & Audiovisual Agreement

The Augustana University Nursing classrooms, labs and simulation spaces provide the opportunity for learners to practice direct interactions and clinical interventions using patient simulators. Scenarios are created as a safe place for learners and faculty to explore multiple components of realistic patient care through actual participation.

### Confidentiality

- All clinical cases, scenarios, educational methods and material of the Augustana University Nursing Program shall be considered confidential. By signing below, I agree to maintain strict confidence regarding all educational materials and methods.
- Simulation scenario information is confidential and any inappropriate viewing, discussion or disclosure of this information is a violation Augustana University Honor Code policy. By signing below I agree not to reveal any simulated scenario information.
- Simulation provides the opportunity to work with and observe patients, peers and faculty. By signing below I agree to maintain strict confidentiality about the team member actions and performance, debriefing discussions, and faculty feedback.

### Audiovisual Recording

- I am hereby informed that there is audiovisual recording throughout the Augustana University Nursing Program. By signing below I consent to audio and visual recording at any or all times while in the classrooms, labs, or simulation center.
- I understand that recordings containing my image may be used as part of the educational mission of the Augustana University Nursing Program.
- I understand that I will not be specifically identified, except as part of my own educational experience, without my written permission.
- I understand that recordings containing my image will not be used for commercial purposes without my written permission.
- I understand that it is the policy of the Augustana University Nursing Program to destroy recordings of individuals who are no longer students at Augustana University within 5 years of program completion.

I have read all of the above and agree to the terms of the confidentiality and audiovisual recording of the Augustana University Nursing Program.

### Release Authorization

- I hereby grant the Augustana University Nursing Program the non-exclusive rights and license to make, edit and use images and/or audio for publicity, news, or advertising - to include print, video, broadcast media, social media, and the internet.
- I release the Augustana University Nursing Program from any and all claims of payment for performance rights, residuals or damages for libel, slander, invasion of privacy, or any claim based on the use of said material.

I have read all of the above and agree to the terms of the Release Authorization of the Augustana University Nursing Program.

Name (Please Print) \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

### Professional Conduct Committee

The Professional Conduct Committee makes every effort to provide a fair and just review of the nursing student's status and progression. Committee meetings (reviews) are conducted in such a manner as to not be unduly restricted by overly formal or structured rules of procedure. The student shall be informed of the reasons for the meeting with sufficient information and sufficient time to ensure opportunity to prepare.

The proceedings of the meeting (review) are private. While the content of the meeting is private, parties have discretion to share their own experiences. If at any time during the meeting (review) invited attendees are disruptive of the proceedings the chairperson may exclude such persons from the meeting room. In those cases, the chairperson may direct that the meeting (review) be recessed and reconvened in closed session.

1. Membership:
  - a. Program Director – will convene the meeting and is a non-voter
  - b. A representative from the Provost's Office will serve as a non-voting member and is present to assure that the rights and responsibilities of the student and due process are upheld
  - c. At least four members of the nursing faculty will serve as voting members
  - d. Dean of Students will be a voting member
  - e. Nursing Program Manager shall attend and capture the minutes and is a non-voter
  
2. Functions
  - a. Review complex student progression issues referred by any faculty and/or the Admission/Progression Committee
  - b. Issues may include progression in the program due to a Student Performance Improvement Report (SPIR), academic/grades, behavior, functional ability to continue in the program, HIPAA or ethics violation, and other issues deemed essential to the profession
  - c. Make a decision about the student's continuance in the program
  
3. Procedure
  - a. A student has the right to be heard by the Committee
  - b. A student has the right to be accompanied by one advisor. The advisor's role in the meeting (review) is to personally advise the student and is a non-voting member. The advisor may not conduct or direct cross-examination, ask questions, or make presentations or comments to the student or committee.
  - c. If the issue relates to a specific course, the faculty member associated with the course has the right to be heard by the Committee
  - d. Upon completion of the presentation of the issue and the student's comments, the student is dismissed from the proceedings.
  - e. The deliberations and decisions of this committee on behalf of the Nursing Program are final.
  - f. The student will receive formal written documentation of the decision.

**Augustana University  
Nursing Program  
Testing Guidelines**

**General Exam Rules**

- No communication is permitted between examinees while taking the exam. Examinees are expected to work independently.
- All examinees should begin testing at the same time.
- Food and drink are prohibited during the exam unless it is deemed necessary due to a documented medical condition.
- Examinees are allowed two writing utensils. Examinees are not allowed to bring any additional materials with them to use during testing.
- Personal calculators are not allowed.
- Scratch paper may be provided by the proctor, but it must be collected and destroyed upon completion of the exam.
- Examinees will have assigned seating.
- Cell phones and smart watches are prohibited during the exam.
- Exams given face to face will require use of Respondus lockdown browser. If exams are given off campus, the additional use of the Respondus monitor with a webcam may be required. Refer to instructions provided by the course instructor.
- Ensure that technology needed for the exam is loaded prior to exam time.

**Restroom Breaks and Other Breaks**

- Examinees should be instructed to use the restroom prior to the start of the exam.
- Examinees are not allowed to leave the room once testing begins without express permission from the proctor.
- An examinee may be granted permission to use the restroom during the exam; however; the examinee will not be allowed to make up the time missed. In addition, if there is only one proctor available, only one examinee may use the restroom at a time.
- If an examinee is permitted to leave the room during testing, the examinee must hand all testing materials to the proctor. Examinees may not take their personal belongings outside of the testing room during an unscheduled break.

**Procedure for the End of the Exam**

- Examinees may leave the room when they have completed the exam. The exam proctor will check to ensure the student has logged out of the exam prior to leaving the room and collect any scratch paper from the examinee and destroy it.