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 Department. If you have questions about the major which are not addressed in this handbook, feel free to contact a member of the Nursing Department faculty.

The Department 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 DEPARTMENT OF NURSING
Revised 3/2019

The mission of the Department of Nursing at Augustana University 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 DEPARTMENT OF NURSING
Revised 3/2019

The philosophy of the Department of Nursing 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 DEPARTMENT OF NURSING
Revised 3/2019

The values of Augustana University provide the foundation that guides the Department of Nursing. The values of the Department of Nursing 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
- Building competence through active learning and involvement
- Committing to lifelong learning

Developing transformational leadership:

- Working 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 charted 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 with 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 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 ΣΟφία, 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.

References:


AUGUSTANA UNIVERSITY– DEPARTMENT OF NURSING
PROGRAM OUTCOMES
Revised 3/19

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: Liberal Education for Baccalaureate Generalist 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 2: Basic Organizational and Systems Leadership for Quality Care and Patient Safety; QSEN-Quality Improvement)

3. Analyze systems within organizations and disseminate recommendations to promote safe quality care that minimizes risk of harm to patients and providers. (Essential 2: Basic Organizational and Systems Leadership for Quality Care and Patient Safety; QSEN-Patient Safety)

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 EBP; QSEN-Evidence-Based Practice)

5. Incorporate information and technology to provide care, communicate, educate, manage knowledge, prevent error, and make critical decisions that optimize patient outcomes. (Essential 4: Information Management and Application of Patient Care Technology; QSEN-Informatics)

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. (IX: Baccalaureate Generalist Nursing practice; QSEN-Patient Centered Care)

7. Demonstrate responsiveness to the regulatory, financial, and political factors that influence the quality, cost effectiveness, and value of care within healthcare systems. (Essential 5: Healthcare Policy, Finance, and Regulatory Requirements; Systems-based practice; QSEN-Quality Improvement)

8. Interact effectively with patients, families, and colleagues, fostering mutual respect and shared decision making to enhance patient satisfaction and health outcomes. (Essential 6: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes and Essential 9: Baccalaureate Generalist Nursing Practice: QSEN-Teamwork and Collaboration and Patient Centered Care)

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 Communication and Collaboration for Improving Patient Health Outcomes; QSEN-Teamwork and collaboration)
10. **Promote individual and population health, wellness, and disease prevention within complex environments.** (Essential 7: Clinical Prevention and Population Health; QSEN-Patient Centered Care)

11. **Demonstrate integrity and behaviors consistent with legal and ethical accountability, professional codes and standards, and social justice.** (Essential 8: Professionalism and Professional Values)

12. **Apply leadership and advocacy principles to collaboratively address complex issues in a diverse healthcare environment.** (Essential 9: Baccalaureate Generalist Nursing Practice)
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 47 credits of
general and elective courses, 29 credits of prerequisite courses, and 48
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. Required prerequisite courses include: Biology 150, Biology 225, Biology
250, Chemistry 116, Chemistry 145, Math 140 or higher, 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. Nurs 228 Pathophysiology is required for progression to Junior level nursing
courses.
   4. Nurs 200 Introduction to Nursing is taken prior to 300 level nursing courses;
with permission of the course faculty member this course may be taken
concurrent with fall semester 300 level nursing courses.
   5. All prerequisite courses must be taken for an A-F grade.
   6. A grade of C or higher is required for Nurs 200 and Nurs 228.
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 Department reserves the right to have final say if the math course will count for the departmental 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 8 Nursing credits will be allowed to transfer into the program
   b. Courses that may be reviewed for transfer: Nurs 228 (3 credits), Nurs 330 (3 credits), and Nurs 388 (2 credits)

E. Upper division nursing courses
1. Required upper division nursing courses include: Nursing 324, 326, 330, 340, 352, 388, 410, 420, 430, 441, 450W, 451.
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 395 - Internship
2. Nurs 468 – NCLEX Review
3. Nurs 495 – Internship
4. Nurs 497 – Topics: Nursing Topics in Aging Studies
5. Nurs 499 – Independent Study Quality and Safety in Healthcare

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 specifically 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 Department of Nursing office has printed copies of the application available upon request. All nursing applications will be reviewed by the Department of Nursing Admission/Progression Committee.
B. Early admission to the upper division nursing major

1. Criteria for early admission – Incoming freshmen
   a. a composite ACT score of 22 or above with no subscores less than 20
   b. a high school GPA of 3.5 or above
   c. satisfactory faculty evaluation of responses to essay questions on the admission form
   d. acceptable references
   e. 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 (3) 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. Standard admission to the upper division nursing major – students not previously admitted under early admission criteria

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
   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. Earn at least 62 cumulative credits
   c. Successfully complete all required prerequisite courses with a grade of C- or higher
      1) Prerequisite courses are: Biology 150, Biology 225, Biology 250, Chemistry 116, Chemistry 145, Math 140, 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.

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 Department of Nursing Admission/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.

III. ADMISSION OF STUDENTS TO THE ACCELERATED PROGRAM (March 2014)

A. Completion requirements

1. Twenty-nine (29) credits of prerequisite courses and 48 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 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.
2. Required prerequisite courses include: Biology 150, Biology 225, Biology 250, Chemistry 116, Chemistry 145, Math 140 or higher, Sociology 110, and Psychology 210. (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. Nurs 228 Pathophysiology is required for progression to Junior level nursing courses.
4. Nurs 200 Introduction to Nursing is taken prior to 300 level nursing courses; with permission of the course faculty member this course may be taken concurrent with fall semester 300 level nursing courses.
5. All prerequisite courses must be taken for an A-F grade.
6. A grade of C or higher is required for Nurs 200 and Nurs 228.
C. Transfer of credits from other institutions – see I. D. (page 11)

D. Upper division nursing courses – see I. E. (page 12)

E. Elective courses in nursing – see I. F. (page 12)

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 application link can be found on the Department of Nursing website (www.augie.edu/nursing). All nursing applications will be reviewed and acted upon by the Department of Nursing Admission/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 116, 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 15)

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. (See IV.C.2 for listing of required prerequisite courses.)
      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 Department of Nursing 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 14)

IV. 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. Failure to maintain a cumulative GPA of 2.7 will result in departmental academic probation with evaluation at the end of the semester. Only one semester of departmental 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 Department of Nursing 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 Department of Nursing 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 Education for Nursing 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 Department office staff to be reassigned to a new advisor.

VI. STUDENT RECORDS
Student records will be maintained in the Nursing Department 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.

<table>
<thead>
<tr>
<th>ATI Proctored Exam</th>
<th>Associated Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Nursing</td>
<td>Nurs 326 Nursing Therapeutics</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>Nurs 340 Adult Health Nursing I</td>
</tr>
<tr>
<td>Nursing Care of Children</td>
<td>Nurs 352 Child Health Nursing</td>
</tr>
<tr>
<td>Medical Surgical Nursing</td>
<td>Nurs 441 Adult Health Nursing II</td>
</tr>
<tr>
<td>Maternal Newborn</td>
<td>Nurs 410 Maternity &amp; Reproductive Health Nursing</td>
</tr>
<tr>
<td>Mental Health</td>
<td>Nurs 420 Behavioral Health Nursing</td>
</tr>
<tr>
<td>Community Health</td>
<td>Nurs 430 Community Health Nursing</td>
</tr>
<tr>
<td>Nursing Leadership</td>
<td>Nurs 451 Leadership in Professional Nursing</td>
</tr>
<tr>
<td>Nutrition</td>
<td>Final Semester of Senior Year</td>
</tr>
<tr>
<td>Comprehensive Predictor</td>
<td>Final Semester of Senior Year</td>
</tr>
</tbody>
</table>

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:** \[
\text{Total theory points in course} \times 0.10 = \text{ATI points possible}
\]

**Example:** The course has 450 possible theory points.

\[
450 \times 0.10 = 45 \text{ possible points for ATI exam}
\]

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

Complete the designated PRACTICE EXAM by the course due date, achieving a 90% in order to sit for the first proctored exam.

Complete the first PROCTORED EXAM

Achieve LEVEL 3 and earn 100% of the points

Achieve LEVEL 2 and earn 90% of the points

Failure to achieve these requirements automatically advances the student to the second proctored exam.

Achieve LEVEL 1 or below and remediate by completing focused -review templates that correspond to each missed item and submitting them to your course instructor.

Complete the 2nd PROCTORED EXAM

Achieve LEVEL 3 and earn 80% of the points

Achieve LEVEL 2 and earn 74% of the points

Achieve LEVEL 1 and earn 60% of the points

Achieve below LEVEL 1 and earn 0% of the points
Students are required to take the ATI Comprehensive Predictor exam during the final semester of the senior year. They must score at least a 91% 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 91% on the ATI Comprehensive Predictor exam, he/she is 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

Complete the designated PRACTICE EXAM, achieving a 90% in order to sit for the proctored exam.

Complete the PROCTORED EXAM

Achieve 91% probability of passing the NCLEX and receive the NURS 000 Transcript Designation

Achieve less than the 91% probability of passing the NCLEX and remediate by completing focused review templates that correspond to each missed item and submitting them to your assigned faculty member

Complete the 2nd PROCTORED EXAM

Achieve 91% probability of passing the NCLEX and receive the NURS 000 Transcript Designation

Achieve less than 91% probability of passing the NCLEX and meet with assigned faculty member for remediation options prior to receiving the NURS 000 Transcript Designation
B. **Attendance Policy** (pg. 29-30)

C. **Grading Policy**

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100 - 98%</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>97 – 94%</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>93 – 90%</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>89 – 87%</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>86 – 84%</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>83 – 80%</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>79 – 77%</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>76 – 74%</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>73 – 70%</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>69 – 67%</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>66 – 64%</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>63 – 60%</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>60% and Below</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**S - U** Satisfactory - Unsatisfactory; no grade points (not used in the calculation of 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 Record
(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 Record (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 Chair of the Nursing
Department. 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 Education for Nursing
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 department faculty meetings and junior and senior level planning sessions.

1. Department faculty meetings
   a. Junior, senior and accelerated classes each elect representatives for attendance at departmental 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 departmental faculty meetings when deemed appropriate by faculty and/or students.
   c. Student representatives participate in decision making concerning departmental policies and procedures.
   d. Closed “executive sessions” for the faculty are held when discussions involve specific students or at the discretion of the department chairperson.

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 Department of Nursing.

d. Any student who has questions or concerns about the law or criminal background check should contact the Department Chair 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 28)

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

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.
             o Students are required to have an annual TB skin test or QuantiFERON-TB Gold Blood Test.
             o 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.
• Annual flu immunization is required and documentation must be provided to the nursing department.

c. CPR Certification for Healthcare Providers (adult/child/infant) endorsed by the American Heart Association. Students must provide the Department of Nursing 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 department, 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.

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, etc.). Treatment for the occurrence will be at the student’s expense. The 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
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 Department Simulation & Audiovisual Agreement (Appendix J)

C. Reporting Pending Criminal Charges Policy (page 28)

D. Attendance Policy (page 29-30)

E. Student Performance Improvement Policy (page 31)

F. Dress Code Policy (page 32)

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, pre-professional organization membership fee (NSNA), standardized tests, clinical lab skill packs, and nursing pin.
   2. Fees will be established on a yearly basis by the Department Chair and Health Sciences Program Manager of the Department of Nursing.
   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 33-34)
Augustana University
Department of Nursing
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 Department Chair 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 Department Chair of the Nursing program with faculty input. Classroom attendance may also be suspended.

- The student is responsible for keeping the Department Chair 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 Education for Nursing Committee (Appendix K).

- Failure to comply with any aspect of this policy may result in dismissal from the program.
Augustana University Department of Nursing
Attendance Policy
(Adopted Fall 2015; Revised Fall 2018, Fall 2019, Fall 2020)

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. 31).

To attend and participate face to face in class, lab, simulation or clinical, you must check yourself for symptoms daily, and wear a mask that covers your nose and mouth. You will not be admitted to the classroom without wearing one. As a member of the Augustana community, which values care for one another and our environments, we all have a personal role to play in keeping our community healthy and safe. Augustana University and your faculty have established protocols and guidelines for not only your own protection, but also for the health and safety of those who teach you, learn alongside you, live in community with you, and serve you. The current recommendation from leading health organizations is that wearing a mask that covers your nose and mouth will help prevent the spread of COVID-19.

Check your health EVERY DAY. If you have any symptoms such as a sore throat, temperature at or above 100°F, cough, shortness of breath, chills, loss of taste and /or smell, nausea or vomiting, diarrhea, headache or muscle or body aches, do not come to class, lab, sim and/or clinical.

Classroom Attendance:

- If a student will be absent from class for any reason, including illness, the student is expected to send an email to the course instructor prior to class indicating he/she will not be in class.
  - 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.

- The student will be expected to join the scheduled course section online synchronously, if health permits.

- If unable to join synchronously, contact the course instructor to make alternate arrangements.

- A pattern of student tardiness may result in a Student Performance Improvement Record.
Exam Attendance

- Examinations are given at designated times only and 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. Exam scores may not be released until all students have taken the exam.

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

- Completion of clinical hours is mandatory.
  - Students who have a known COVID-19 community-contact or who are exhibiting any COVID-19 symptoms are expected to contact course faculty and/or clinical faculty immediately and refrain from attending clinical. Contact your course instructor for clinical/lab make up arrangements.

- 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.

- A student is expected to:
  - Complete clinical assignments as directed.
  - Arrive on time to the experience
  - Notify the course instructor PRIOR to the experience if unable to attend.

- If the student does not meet these expected behaviors, one or more of the following may occur:
  - Failure for the experience and a 10% deduction of the clinical grade.
  - Faculty will complete a Student Performance Improvement Report.

- Two clinical failures will result in failure of clinical which leads to course failure.

Violation of any of the Testing Guidelines (Appendix L) or Attendance Policy (pg. 29-30) 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 Education for Nursing Committee (Appendix K).
Augustana University Department of Nursing
Student Performance Improvement Record Policy
(Adopted Fall 2017)

Policy:
• The Student Performance Improvement Record (Appendix H) will be used to document a violation of the attendance policy and/or Professional Conduct (Appendix G).
• The Improvement Record can be initiated by any faculty, adjunct, or staff member within the Augustana Nursing Program.
• Documentation of one or more Student Performance Improvement Records may be cause for dismissal from the Nursing Program.
• Three Student Performance Improvement Records will automatically result in a referral to the 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 Department Chair to review the Improvement Record.
• The student will complete a self-reflection to identify reasons for the violation and a plan to improve performance.
• Any Student Performance Improvement Record will be reviewed by the Junior and/or Senior level team.
• Any Student Performance Improvement Record leading to a recommendation of dismissal will be reviewed by the Augustana Nursing Admissions & Progression Committee.
• The Nursing Admission and Progression Committee reserves the right to call/convene a Professional Education for Nursing Committee (Appendix K).
• The student will sign the Student Performance Improvement Record to verify understanding.
• The student will receive a copy of the written Student Performance Improvement Record form and a copy will be retained in the student's file.
Augustana University Department of Nursing

Dress Code Policy
(Revised Fall 2017; Revised Fall 2018)

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.
- Khaki colored twill pants will be required at some community events and when picking up clinical assignments. Khaki pants cannot be tight fitting and ankles must be covered.
- 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
- Nylons must be worn with skirts or dresses.
- 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 back 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).
Social Media Policy/Electronic Media Policy
(Adopted 2/2012; Revised 5/2018)


- 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 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.
  - 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.
- 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 “friend” patient’s, family members, or others involved in patient’s decision making.
  - Do not “friend” nursing faculty while a student is in the nursing program.
  - 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 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/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. Institute of Healthcare Improvement (IHI)
   This interdisciplinary group promotes development of best health care practices to improve patient safety and promote quality improvement through simulations, speakers, discussions and skills learning events.

C. 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
## Appendix A

### Department of Nursing – Sample Plan of Study

<table>
<thead>
<tr>
<th>FRESHMAN</th>
<th>SOPHOMORE</th>
<th>JUNIOR</th>
<th>SENIOR</th>
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</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Cr</strong></td>
<td><strong>Fall</strong></td>
<td><strong>Cr</strong></td>
</tr>
<tr>
<td>FYS 110</td>
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<td>BIO 225</td>
<td>4</td>
</tr>
<tr>
<td>BIO 110</td>
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<td>MATH 140</td>
<td>3</td>
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<td>CHEM 116</td>
<td>4</td>
<td>NURS 200</td>
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<tr>
<td>Intro to Chemistry</td>
<td>4</td>
<td>Quantitative Reasoning</td>
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</tr>
<tr>
<td>Core or Electives</td>
<td></td>
<td>Nursing</td>
<td></td>
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<tr>
<td>Core or Electives</td>
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<td>Core or Electives</td>
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<tr>
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<table>
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<tr>
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<th>Interim</th>
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<th>Interim</th>
<th>Cr</th>
<th>Interim</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core or Elective</td>
<td>3</td>
<td>NURS 200</td>
<td>3</td>
<td>Intro to Professional Nursing</td>
<td>3</td>
<td>Core or Elective</td>
<td>3</td>
</tr>
<tr>
<td>NURS 451*</td>
<td>5</td>
<td>Leadership in Professional Nursing</td>
<td>3</td>
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<table>
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<th>Spring</th>
<th>Cr</th>
<th>Spring</th>
<th>Cr</th>
<th>Spring</th>
<th>Cr</th>
<th>Spring</th>
<th>Cr</th>
</tr>
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<tbody>
<tr>
<td>BIO 150*</td>
<td>4</td>
<td>BIO 250*</td>
<td>4</td>
<td>NURS 340*</td>
<td>4</td>
<td>NURS 420* or N430*</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 145*</td>
<td>4</td>
<td>NURS 228*</td>
<td>3</td>
<td>NURS 352*</td>
<td>3</td>
<td>N410</td>
<td>3</td>
</tr>
<tr>
<td>FYS 111</td>
<td>4</td>
<td>Intro to Microbiology</td>
<td>3</td>
<td>NURS 388</td>
<td>2</td>
<td>NURS 468*</td>
<td>3</td>
</tr>
<tr>
<td>Core or Electives</td>
<td>4</td>
<td>Pathophysiology</td>
<td></td>
<td>Core or Electives</td>
<td></td>
<td>NURS 495*</td>
<td>1.2</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td>Core or Electives</td>
<td></td>
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<th><strong>TOTAL</strong></th>
<th><strong>TOTAL</strong></th>
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<tbody>
<tr>
<td>47 cr.</td>
<td>29 cr.</td>
<td>48 cr.</td>
<td>124 cr.</td>
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</tbody>
</table>

(*) Courses must be taken in designated semester in order to complete the program in 4 years. **e** = elective
Core Requirements

Science of the Natural World (1): BIO 110 or 120+
Social Science (2): SOCI 110 and ________
First Year Experience (2): FY9 110 and FY9 111
Math & Quant. Reasoning (1): MATH 140
Well-Being (1): PSYC 210
Languages (2 sequential courses): ________ and ________
Non-western Societies, Cultures & Traditions (1): ________
The U.S. Experience (1): ________
Christian Tradition (1): ________
Literature (1): ________
Western Tradition (1): ________
Religious Trad. & Theol. Convers. (1): ________
Scientific Intersections & Impacts (1): ________
Arts (1): ________
Writing Component “W” (2 courses): N450W, ________ and ________
+ Prerequisite for Bio 150 and Bio 225

Required Support Courses

BIO 150—Human Anatomy
SOC 110—Contemporary Society
BIO 225—Human Physiology
MATH 140—Quantitative Reasoning
BIO 250—Intro to Microbiology
PSYC 210—Life Span Development
CHEM 116—Intro to Chemistry
CHEM 145—Intro to Organic/Biochemistry

PSYC/Econ 270—Statistics (Recommended)

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

Nursing Major

N200 Intro to Professional Nursing 3
N228 Pathophysiology 3
N324 Health Assessment 3
N326 Nursing Therapeutics 4
N330 Pharmacotherapeutics 3
N340 Adult Health Nursing I 4
N352 Child Health Nursing 3
N358 Epidemiology 2
N410 Maternal & Reproductive Health 3
N420 Behavioral Health Nursing 5
N430 Community Health Nursing 5
N441 Adult Health Nursing II 4
N450W Perspectives in Professional Nurs. 3
N451 Leadership in Professional Nurs. 3

Electives
N468 NCLEX Review 1
N495 Internship ++ 1-2
N399 Independent Study 1-4
++ Internships are highly recommended and may be taken either in the summer following the junior year or spring semester of the senior year.
# AUGUSTANA UNIVERSITY DEPARTMENT OF NURSING
## ACCELERATED PROGRAM – SAMPLE PLAN OF STUDY

### FALL 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NURS 200</td>
<td>Introduction to Professional Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 324</td>
<td>Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>NURS 326</td>
<td>Nursing Therapeutics</td>
<td>4</td>
</tr>
<tr>
<td>NURS 330</td>
<td>Pharmacotherapeutics</td>
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**TOTAL CREDITS** 13 credits

### INTERIM

<table>
<thead>
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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NURS 352</td>
<td>Child Health Nursing</td>
<td>3</td>
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</table>

### SPRING

<table>
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<tr>
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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>NURS 340</td>
<td>Adult Health Nursing I</td>
<td>4</td>
</tr>
<tr>
<td>NURS 388</td>
<td>Epidemiology</td>
<td>2</td>
</tr>
<tr>
<td>NURS 420</td>
<td>Behavioral Health Nursing</td>
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</table>

**TOTAL CREDITS** 11 credits

### SUMMER

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<td>NURS 410</td>
<td>Maternal and Reproductive Health Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 451</td>
<td>Leadership in Professional Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 495</td>
<td>Internship (elective)</td>
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</table>

**TOTAL CREDITS** 7-8 credits

### FALL 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 430</td>
<td>Community Health Nursing</td>
<td>5</td>
</tr>
<tr>
<td>NURS 441</td>
<td>Adult Health Nursing II</td>
<td>4</td>
</tr>
<tr>
<td>NURS 450W</td>
<td>Perspectives in Professional Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 468</td>
<td>NCLEX Review (elective)</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** 12-13 credits

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

See reverse side for pre-requisite courses.
The following pre-requisite courses must be completed prior to beginning upper division clinical courses:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bio 150</td>
<td>Human Anatomy with lab</td>
<td>4</td>
</tr>
<tr>
<td>Bio 225</td>
<td>Human Physiology with lab</td>
<td>4</td>
</tr>
<tr>
<td>Bio 250</td>
<td>Introductory Microbiology with lab</td>
<td>4</td>
</tr>
<tr>
<td>Chem 116</td>
<td>Introduction to Chemistry with lab</td>
<td>4</td>
</tr>
<tr>
<td>Chem 145</td>
<td>Survey of Organic and Biochemistry with lab</td>
<td>4</td>
</tr>
<tr>
<td>Soc 110</td>
<td>Contemporary Society</td>
<td>3</td>
</tr>
<tr>
<td>Math 140</td>
<td>Quantitative Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>Psyc 210</td>
<td>Life-Span Human Development</td>
<td>3</td>
</tr>
<tr>
<td>Nurs 228</td>
<td>Pathophysiology (Offered at Augustana face to face every Spring semester and online in the Summer semester)</td>
<td>3</td>
</tr>
</tbody>
</table>

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:
Nursing Department * Augustana University * 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 ________

Please answer the essay questions below on a separate sheet of paper. Answers should be
typewritten, double-spaced, and not exceed 300 words for each question.

1. Describe what led you to your decision to pursue a major in nursing.
2. What would you identify as your greatest strengths and needs for growth as you pursue a
University education?

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.

_____ 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 116 General Chemistry (4 credits; must include a lab component)
_____ CHEM 145 Survey of Organic and Biochemistry (4 credits; must include a lab component)
_____ SOC 110 Contemporary Sociology – 3 credits
_____ MATH 140 Quantitative Reasoning – 3 credits
_____ PSYCH 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.
QUESTIONS RELATED TO THE SOUTH DAKOTA NURSE PRACTICE ACT

The practice of nursing is regulated by the South Dakota Nurse Practice Act to protect public safety. Nursing education programs must ask prospective students about any previous legal violations. All students offered conditional admission must complete a criminal background check and drug screening prior to final admission. Please respond to the checklist on the final page of this document and sign and date this document.

1. Have you ever been convicted, pled guilty or no contest/nolo contendere, pled guilty to, or have been granted a deferred judgment or sentence with respect to a felony, misdemeanor, or petty offense other than minor traffic violations? (If yes, please provide a signed and dated explanation.)
   ___ Yes ___ No

2. Is there any pending criminal prosecution against you which would constitute a felony?
   ___ Yes ___ No

3. Are you currently being investigated or is disciplinary action pending against any professional license(s) or certificate(s) held by you?
   ___ Yes ___ No

4. Has any nursing license or certificate ever held by you in any state or country been denied, revoked, suspended, stipulated, placed on probation, or otherwise subjected to any type of disciplinary action?
   ___ Yes ___ No

5. Have you ever had privileges revoked, reduced, or otherwise restricted at any hospital or other healthcare provider entity?
   ___ Yes ___ No

6. Have you ever been subject to proceedings by a professional society to revoke, reduce, or restrict membership?
   ___ Yes ___ No

7. Have you ever been treated for abuse or misuse of any alcohol or chemical substance?
   ___ Yes ___ No

8. Have you ever experienced a physical, emotional, or mental condition that has endangered the health or safety of persons entrusted in your care?
   ___ Yes ___ No

9. Do you currently owe child support arrearages in the amount of $1,000 or more?
   ___ Yes ___ No

If you have questions or concerns regarding this provision, please contact the Office of the South Dakota Board of Nursing in Sioux Falls: (605) 362-2760.

Signed ___________________________________________ Date _____________________________
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 Susan Bies, 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
<table>
<thead>
<tr>
<th>Functional Areas</th>
<th>Standards/Expectations</th>
<th>Some Examples of Necessary Activities (not all inclusive)</th>
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</thead>
<tbody>
<tr>
<td>Observation</td>
<td>Auditory ability sufficient to monitor and assess health needs (with or without reasonable accommodation).</td>
<td>Hears monitor alarms, emergency signals, auscultatory sounds through a stethoscope, cries for help, soft vocalizations.</td>
</tr>
<tr>
<td></td>
<td>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 accommodation).</td>
<td>Observes patient/client responses; reads written orders; observes changes in physical condition such as subtle changes in color; reads print on labels.</td>
</tr>
<tr>
<td></td>
<td>Tactile ability sufficient for physical assessment.</td>
<td>Performs functions of physical examination, including palpation and percussion.</td>
</tr>
<tr>
<td>Mobility/Motor Skills</td>
<td>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).</td>
<td>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, &amp;/or moves children and adults. Performs therapeutic interventions (e.g. insertion of intravenous catheter).</td>
</tr>
<tr>
<td>Intelligence/Cognition</td>
<td>Critical thinking ability sufficient for clinical judgment and problem solving.</td>
<td>Identifies cause-effect relationships in clinical situations; analyzes, synthesizes, and prioritizes data; develops appropriate nursing care plans. Makes informed decisions.</td>
</tr>
<tr>
<td>Communication</td>
<td>Verbal and nonverbal communication abilities sufficient for interaction with others in verbal and written form in English.</td>
<td>Explains procedures, initiates health teaching; documents assessments, intervention, and client responses. Engages in appropriate interprofessional dialogue.</td>
</tr>
<tr>
<td>Behavioral/Social</td>
<td>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.</td>
<td>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.</td>
</tr>
</tbody>
</table>
AUGUSTANA UNIVERSITY DEPARTMENT OF NURSING
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:**

<table>
<thead>
<tr>
<th>Diagnosis/Condition</th>
<th>Treatment Plan</th>
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<tbody>
<tr>
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</table>

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

<table>
<thead>
<tr>
<th>Medication</th>
<th>Dose, Route, Frequency</th>
<th>Reason</th>
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</thead>
<tbody>
<tr>
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**ALLERGIES** (Medication, Food, Environmental, Other):

<table>
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<tr>
<th>Allergen</th>
<th>Reaction</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**PHYSICAL EXAMINATION**

Height (without shoes): _________  Weight: _________  Blood Pressure: _________  Pulse: _________

**PHYSICAL EXAMINATION**

(Please place a checkmark in the appropriate column)

<table>
<thead>
<tr>
<th>Normal</th>
<th>Abnormal</th>
<th>Comments/Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

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: ____________________________________________
REQUIRED IMMUNIZATION FORM

Name: __________________________ Date of Birth _____________ Augustana ID ____________

REQUIRED IMMUNIZATIONS:

A. MMR (Measles, Mumps, Rubella) Vaccine. Two doses required for all students
   Dates: 1. ____/_____/______  2. ____/_____/______

B. Tdap (tetanus, diphtheria, adult pertussis): One adult Tdap
   Date: ____/_____/_____

C. Varicella (Chicken Pox) One of the following is required:
   □ Documentation of positive varicella titer. Date: ____/_____/______  attach copy of titer report
     (if negative, varicella immunization required)
   OR
   □ Vaccine: Two doses are required for those without evidence of immunity.
     Dates: 1. ____/_____/______  2. ____/_____/______

D. Hepatitis B Vaccine – Three doses and positive titer required. (If unable to obtain dates of immunizations a positive titer is acceptable)
   □ 1st dose – Date: ____/_____/______
   □ 2nd dose – Date: ____/_____/______ (1 month after 1st dose)
   □ 3rd dose – Date: ____/_____/______ (6 months after 1st dose)
   AND
   □ Hepatitis B Titer (HbxAB or Anti-HBs – hepatitis B surface antibodies)
     Immunity demonstrated by hepatitis B titer – attach copy of titer report
     Date: ____/_____/______  Positive/Reactive _____ Negative/Nonreactive_____ (booster/repeat series)

E. Tuberculosis Skin Test – PPD (Mantoux) – Two-step TB skin test required initially or QuantiFERON-TB Gold Blood Test.
   □ Two-Step TB Skin Test; recommended 1-3 weeks apart. *Students that have drawn TB annually through work, etc, 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
   **TB Skin Test must be updated annually

   OR
   □ QuantiFERON-TB Gold Blood Test (QFT-G): Date ____/_____/______  Positive______ Negative______
      Attach copy of report

   □ History of Positive TB Skin Test: Date: ____/_____/______
      Documentation of chest x-ray & treatment required

F. Influenza vaccine: Required annually and will be made available to students in September-October each year.

SIGNATURE ____________________________ DATE: ____/_____/______
PRINT NAME ____________________________ HOSPITAL/CLINIC ____________________________
ADDRESS _____________________________________________________________________________
PHONE _______________________________________________________________________________
APPENDIX F

AUGUSTANA UNIVERSITY DEPARTMENT OF NURSING
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 ________________________________
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  
Department of Nursing  
Student Performance Improvement Record

Student Name: ___________________________  Date: ____________________

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Clinical (Lab, Simulation and clinical hours)</th>
<th>Professional Conduct</th>
</tr>
</thead>
</table>

*Documentation of one or more Student Performance Improvement Records 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 Record.*

Student Signature: ___________________________  Date: ________________

Faculty Signature: ____________________________  Date: ________________

Department Chair Signature: ___________________  Date: ________________
Appendix I

Augustana University
Department of Nursing
Agreement to Program Policies

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

1. I agree that I will adhere to the Augustana Department of Nursing 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 participating 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 Department of Nursing and/or the cooperating agencies retain 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 cooperating agency or its standing in the community.

5. I understand that I must be American Heart Association Health Care Provider CPR (adult/child/infant) certified for health care providers and have submitted proof of immunizations and a physical examination to the Department prior to clinical nursing courses.

6. I understand that I must show proof of current CPR certification, 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 cooperating 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 Department Chair 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 Department of Nursing 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 Department of Nursing 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) ____________________________

(Appendix I continues on next page)
Augustana University Nursing Department 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 Department of Nursing 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 Department of Nursing. 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 Department of Nursing.
- 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 Department of Nursing 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 Department of Nursing.

Release Authorization

- I hereby grant the Augustana University Department of Nursing 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 and the World Wide Web.
- I release the Augustana University Department of Nursing 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 Department of Nursing.

Name (Please Print)_________________________________________ Date:____________________

Signature__________________________________________________________
The Professional Education for Nursing 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. Department Chair – will convene the meeting and is a non-voter
   b. The Associate Vice President for Academic Affairs – 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. A quorum consists of a majority of the Committee members
   f. Nursing Program Manager shall attend and capture the minutes

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 Record (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 appeal relates to a specific course, the faculty member associated with the course has the right to be hear 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 Department of Nursing are final.
   f. The student will receive formal written documentation of the decision.
Appendix L

Augustana University
Department of Nursing
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.