



Graceland University School of Nursing

BSN-RN Student Handbook 2024-2025 Academic Year

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1-816-833-0524

www.graceland.edu

<https://www.graceland.edu/programs/nursing/>

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Welcome To the School of Nursing

Welcome to the School of Nursing. Your future is here! Many exciting learning experiences await you as you begin your journey toward becoming a registered nurse. You will have many opportunities as a nurse in the 21st century. The world is changing so quickly that we are still determining what nursing will look like during your career. The future of the nursing profession will unfold as you create it! We will allow you to prepare yourself to practice with great skill in the new world that is before you.

You are fortunate to be a student at Graceland University. The nursing program is a critical part of Graceland University and has a long history in Independence. The faculty and students who came before you have created an outstanding reputation in the Kansas City metropolitan area and across the country. We will provide the guidance you need to carry on their legacy of honesty and integrity. As pre-professionals in the student nurse role, we expect you to demonstrate integrity in all academic and clinical settings. We want you to remember that you represent Graceland University whenever you wear your uniform and interact with others. Graceland is a community; like any community, there are policies and regulations to follow to keep you on track.

This handbook includes policies you need to know to stay on the most direct route to success. Stay focused on your goal to become a registered nurse, and your probability of success will be high. As you progress through the nursing program at Graceland, you will begin to feel the "Graceland experience."

That experience results from your connections with your classmates and the caring concern of our faculty and staff for you, our students. We are here to facilitate your success. You are here to be successful. You will work hard, and we will coach and encourage you all the way!

Welcome to a new chapter in your life and thank you for choosing Graceland!

Elise Hector, PhD, MSN-Ed, RN, CPN
Associate Dean of Undergraduate Programs, School of Nursing
Associate Professor of Nursing

Important Phone Numbers

Emergency, Campus, and Student Services Phone Numbers

Fire & Police	911
Highway Patrol	816-622-0800
Poison Control Center	800-366-8888
Inclement Weather	816-423-4750 *Graceland Independence Campus Information/Delayed Starts only *For cancellations or delayed starts: Watch for postings on local TV stations. For Clinical information, contact the course coordinator.
UWill- Counseling Services, Student Assistance Program	24-Hour Hotline: 833-646-1526 Log in using your university email address to access services: https://uwill.com/
Independence Campus	Phone: 816-833-0524 Fax: 816-833-2990 To call a specific location: 816-423-xxxx[Extension]
Financial Advisor	Toll free: 866-472-2352 , option 3 Fax: 641-784-5242 myfinancials@graceland.edu
Campus Bookstore and Spirit Shop	ext. 4714 IndependenceBookstore@graceland.edu https://spiritshop.graceland.edu
Student Lounge	ext. 4429
Lamoni- Password resets	ext. 5167
Transcripts- Registrar's office	ext. 5223
Admission Counselor Kyle Lee	ext. 4676 KCadmissions@graceland.edu Kyle.lee@graceland.edu
Undergrad Admin Asst. Theresa Trent	ext. 4679 Tat4@graceland.edu
Interim Dean of the School of Nursing Dr. Sharon Little-Stoetzel	ext. 4670 stoetzel@graceland.edu
Associate Dean of Undergraduate Programs Dr. Elise Hector	ext. 4684 Elise.hector@graceland.edu

Full-Time Faculty Phone Numbers

Faculty	Credentials	Title	Contact
Sharon Little-Stoetzel	PhD, RN, CNE, CCRP	Interim Dean of the SON Professor	ext. 4670 stoetzel@graceland.edu
Elise Hector	PhD, MSN-Ed, RN, CPN	Associate Dean of Undergrad Associate Professor	ext. 4684 elise.hector@graceland.edu
Samantha Byrnes	MSN-NE, RN	Assistant Professor BSN-RN and RN-BSN Track Coordinator	ext. 4698 sbyrnes1@graceland.edu
Jane Garrow	MSN-Ed, RN	Assistant Professor Clinical Coordinator COVID Coordinator	ext. 4680 garrow@graceland.edu
Shawna Jackson	DNP, RN, PHNA-BC	Associate Professor Clinical Coordinator	ext. 4691 sdjackso@graceland.edu
Jeri Sindt	PhD, RN	Professor Simulation Lab Director	ext. 4690 jerjones@graceland.edu
Barbara Voshall	DNP, MN, RN	Professor	ext. 4696 voshall@graceland.edu
Stephanie Jacques	MSN-NE, RN	Assistant Professor	ext. 4692 jacques1@graceland.edu
Wendy Berdych	MSN, RN	Assistant Professor	Ext. 4669 wendyb1@graceland.edu

General Education Goals/Requirements

Your liberal arts education prepares you to think broadly and gives you transferable skills required in many work situations. Essential Education courses are required to provide you with these skills. Review the current Graceland University catalog carefully prior to completing your registration.

The university catalog may be accessed through this link:

<https://www.graceland.edu/academics/academic-catalogs/undergraduate-catalog/>

Accreditations and Approvals

The nursing programs have full approval status from the Missouri and Iowa State Boards of Nursing and adhere to the minimum standards set forth by the Nurse Practice Acts of both states.

Iowa Board of Nursing
400 SW 8th Street, Suite B
Des Moines, IA 50309
Phone: 515.281.3255
Fax: 515.281.4825

Missouri Board of Nursing
PO Box 656
Jefferson City, MO 65102-0656
573.751.0681 Telephone
573.751.0075 Fax

Graceland University is accredited by the **Higher Learning Commission** (hlcommission.org) of the **North Central Association**, an institutional accreditation agency recognized by the US Department of Education

Higher Learning
Commission
230 South LaSalle Street,
Suite 7-500
Chicago, Illinois 60604
800-621-7440



Commission on Collegiate
Nursing Education (CCNE)
655 K Street, NW, Suite 750,
Washington, D.C. 20001
(202) 887-6791



About Graceland University

Lamoni Campus

Graceland University is a co-educational liberal arts institution located in Lamoni, Iowa, a rural community of fewer than 1500 people 120 miles north of Independence, MO. The campus covers 177 acres and has 34 buildings. It is a beautiful pastoral setting and is frequently called our "Hilltop Home."

Independence Campus

The Independence, Missouri, location is home to the prestigious Graceland University School of Nursing. Programs include a campus BSN-RN program and programs in undergraduate and graduate nursing. The faculty and staff for our distance education program reside within the Independence campus. Our other online programs offer undergraduate and graduate degree programs in various fields. In addition, the campus is the home for the award-winning Dr. Charles F. Grabske, Sr. library, one of the best nursing resource libraries in the Midwest.

University History & Church Affiliation

Graceland was established as a direct result of legislative action taken by the delegates of the 1890 General Conference of the Reorganized Church of Jesus Christ of Latter-Day Saints, now known as The Community of Christ. September 17, 1895, Graceland University (formerly College) admitted its first students to the four-year liberal arts curriculum in Lamoni, Iowa. The first graduating class was a class of one, F. M. Smith, one of the church's prophets. The F.M. Smith Library was named after this graduate. The University was initially accredited by the North Central Association Higher Learning Commission in 1920, and accreditation has been continuous since. In 1969, the Division of Nursing became the sixth academic area of the University when the World Church and the University decided to move its educational base for the former diploma nursing program from the Independence Sanitarium and Hospital (most recently, Independence Regional Health) into its collegiate setting at Graceland. The Independence Campus (formerly Educational Center) became the home of the upper division of the BSN program for nursing majors in 1970. Margaret McKevit was the first Chairperson of the Division of Nursing (now School of Nursing) and is credited, along with Professor Emerita Lola Tordoff, with establishing our tradition of excellence in nursing education. Graceland is grateful to these nurse educators and many others who have contributed to our rich heritage.

Graceland Traditions & Trivia

Colors: Old Gold and Navy Blue

Motto: Prudens futuri (Wisdom for the future)

Newspaper: The Tower

Athletic Team/Mascot: Yellow Jackets, Sting

Yearbook: Acacia

Nursing "House": McKevit Manor (named for Margaret L. McKevit, who was the first Chair of the Graceland College Nursing Program)

School Song: Graceland Forever Graceland

*Forever, dear Alma Mater Long may she ever firm
keep her stand. Her sons and daughters carry to
others
Her fame throughout the land, Rah, rah, rah.
Graceland College, we're all for you, Strong,
united, loyal, and true.
We'll carry on 'til victory is won, Oh, Graceland,
we're all for you!
Warren McElwain, 1925*

*Alma Mater Hymn
Come Graceland sons and daughters all, And join
our happy throng.
With loyal voices let us raise
Our Alma Mater song. O hillcrest home of vision
side,
Where bonds of love holds sway,
Where all may learn in life and lore 'Tis thee we
praise today.*

*Through memory a thread shall run Of golden
richness made.
Cementing there the treasure rare In thy
foundation laid.
O Alma Mater, guide us on,
Thy standard e'er unfold And call us on with
memories
Of days 'neath the Blue and Gold.*

*Through years and decades long to come Thy
battlemented tower
Shall rise to call the youth of lands To answer to
the hour.
And while thy work shall carry on, Our benisons
are told
In lives of honor, truth and right,
The seal of the Blue and Gold.*

-Roy A. Cheville 1942

Graceland University Vision, Mission, and Values

Vision Statement

Graceland University will become a recognized educational leader, inspiring and empowering persons for transformational service and leadership.

Mission Statement

Graceland creates learning communities where students develop their potential for meaningful and productive lives.

Statement of Values

Graceland values learning, wholeness, and community. Graceland encourages the adoption of these values for the enrichment of lives and the betterment of the world.

Learning

We believe in the life long process of the open and free pursuit of truth.

Wholeness

We believe that the development of the intellectual, physical, social, and spiritual dimensions of all persons is necessary for healthy and fulfilling lives.

Community

We appreciate and welcome diversity and, as an institution sponsored by the Community of Christ, believe in the inherent worth of all persons expressed through relationships built on the foundation of unconditional love and acceptance.

School of Nursing Mission, Goals, Philosophy, Standards, and Framework

Mission

The mission of the School of Nursing is to create learning communities where professional nursing students develop their potential for meaningful and productive lives as generalists and advanced practice specialists.

Goals

The School of Nursing strives to:

1. Promote the achievement of the mission of the University and the School of Nursing.
2. Provide curricula that prepare students according to professional nursing standards, including The Essentials of Baccalaureate, Master's Nursing Education, and Doctor of Nursing Practice, which meets the needs of communities of interest.
3. Utilize teaching-learning practices implemented by faculty who are academically and experientially qualified and who are effective teachers engaged in scholarship and service.
4. Provide a foundation for advanced study in nursing.
5. Prepare a graduate who has met the expected student outcomes of a program, including licensure/certification.
6. Prepare a graduate who is satisfied with the educational preparation provided within the learning community.
7. Prepare a graduate who elicits satisfaction from communities of interest, including employers of graduates.

Philosophy Statement

As an integral part of Graceland University, the School of Nursing was framed by Christian beliefs, as set forth in the Value Statements of the University, which further enhance the achievement of University General Education Goals by nursing students.

The goal of the School of Nursing is to enable students to become professional nurses who respect and care about the worth of all individuals, who are capable of thinking critically, and who can provide quality nursing care in diverse settings to individuals, families, communities, and societies within the global health environment. Consequently, the School of Nursing educates students to become professional nurses who synthesize and apply concepts from the liberal arts, nursing curricula, and nursing practice.

As reflective practitioners, professional nurses apply the nursing process in a holistic and caring way to promote the optimal health of individuals, families, and communities. The roles of the professional nurse include Learner, Clinician, and Leader. Development within each role occurs along a novice-to-expert level continuum.

Learning is life-long. Learners possess intellectual curiosity fostered by the incorporation of current research findings (evidence) in their nursing practice. Clinicians provide competent, holistic care across the lifespan. Nurse Leaders collaborate with other health disciplines to develop policies and institute changes in healthcare.

Professional Nursing Standards, the AACN Essentials with core competencies for BSN, MSN, and DNP Education, and the missions, goals, and philosophies of the University and School of Nursing guide curricular development and delineation of expected student learning outcomes. Curricula are developed to instill professional nursing values and a commitment to Evidence-Based practice. Effective learning is best facilitated by employing active learning and self-reflective strategies.

Central to the mission, goals, and curricular design of Graceland University's School of Nursing programs is the development and achievement of student learning outcomes necessary for practice as baccalaureate generalist nurses, nurse practitioners, and nurse educators. All graduates are expected to achieve university student learning outcomes related to higher-level thinking, communication, and nursing role performance. NVO – Higher Order Thinking, Character, Nursing Role Performance, Holistic Well-Being, and Digital Citizenship.

Entry into professional nursing begins with education at the baccalaureate level. At all levels, the educational process is a shared endeavor between students and faculty. Opportunities for theoretical and experiential learning are provided in an atmosphere that stimulates each learner. The faculty supports learning communities for traditional as well as nontraditional students. Each student has the right and responsibility to develop their highest personal and professional potential.

Professional Standards

The School of Nursing adheres to:

- Iowa and Missouri State Board of Nursing regulations regarding programs of professional nursing (All programs)
- Other State Board of Nursing regulations as appropriate for our online nursing programs (RN-BSN, MSN, and DNP).
- The following professional guidelines are in progress of transitioning to the most current version:
 - [AACN The Essentials Core Competencies for Professional Nursing Education \(2021\)](#)
 - [AACN Essentials of Doctoral Education for Advanced Nursing Practice \(2006\)](#)
 - [CCNE Accreditation Standards for Accreditation of Baccalaureate and Graduate Degree Nursing Programs \(2018\)](#)
 - [Standards for Quality Nurse Practitioner Education \(6th Edition\) \(2022\)](#)
 - [Iowa Board of Nursing Educational Program Survey Information](#)
 - [Nurse Practitioner Core Competencies \(NONPF, 2022\)](#)
 - [QSEN Competencies, Graduate \(2012\)](#)

AACN Essentials: Core Competencies for Professional Nursing Education

The AACN Essentials details core competencies for professional nursing practice and expectations of educational preparation for a baccalaureate-prepared professional nurse. The AACN Essentials also provide an essential framework for designing and assessing baccalaureate education programs for professional nursing practice ([AACN Essentials, 2021](#)).

Domain 1: Knowledge of Nursing Practice

Domain 2: Person-Center Care

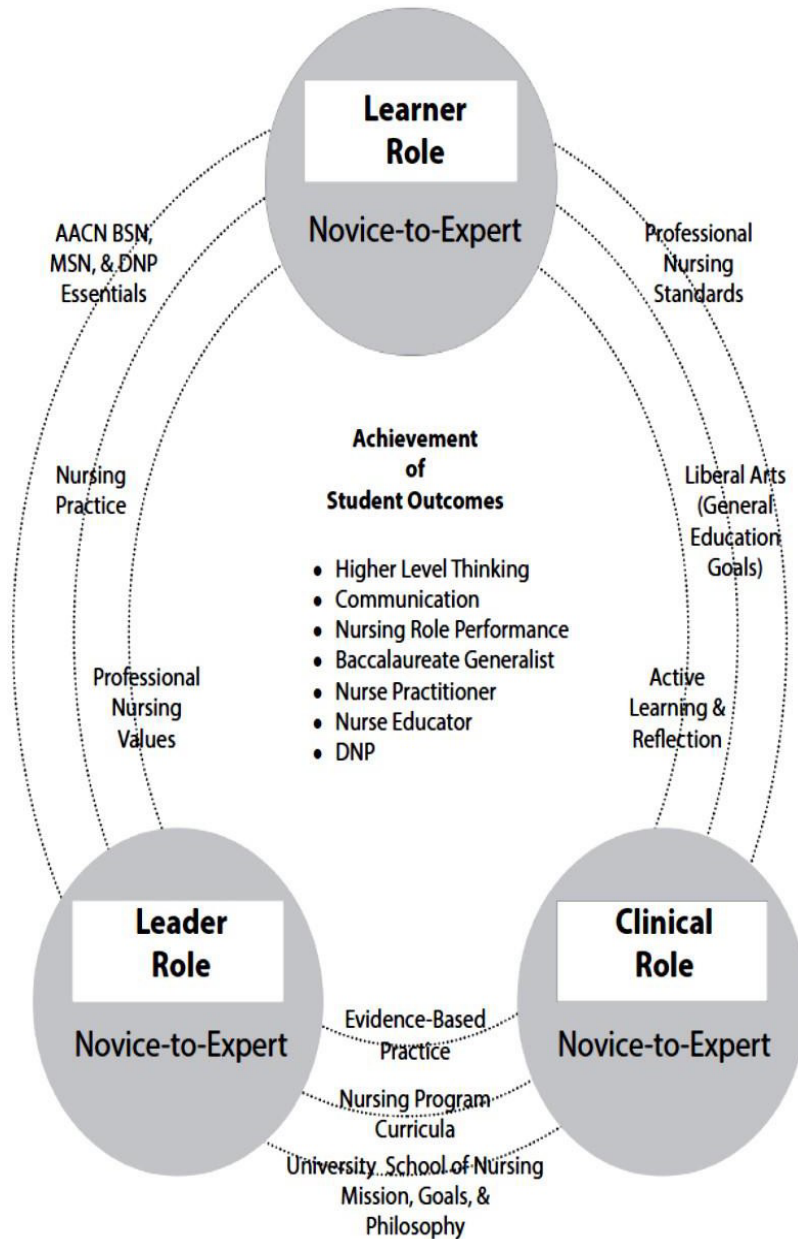
Domain 3: Population Health

Domain 4: Scholarship for Nursing Discipline

Domain 5: Quality and Safety

- Domain 6: Interprofessional Partnership
- Domain 7: Systems-Based Practice
- Domain 8: Informatics and Healthcare Technologies
- Domain 9: Professionalism
- Domain 10: Personal, Professional, and Leadership Development

School of Nursing Organizing Framework



Matriculation, Nursing Recognition, and Commencement

It has been a long-standing tradition at Graceland University to celebrate incoming nursing students as they begin their first clinical courses. The Matriculation Ceremony is a mandatory ceremony held at the beginning of the fall semester to congratulate the 'sophomore' students as they officially move to junior status in the nursing program. The administration, faculty, staff, and senior nursing students proudly welcome the new junior students wearing their nursing uniforms as they officially "matriculate." Senior students also wear professional attire. Students also have the option to participate in the White Coat Ceremony, which is an extension of the Matriculation Ceremony.

The Significance of the White Jacket Ceremony "Intended for first-year students in medical, nursing, and physician assistant programs, the White Coat Ceremony is a rite of passage that often occurs during the initial days of orientation. It welcomes students to healthcare practice and elevates the value of humanism as the core of healthcare. It provides a powerful emphasis on compassion in combination with scientific excellence. The most important element of the ceremony is the oath that students take in front of family members, school leadership, and their peers to acknowledge their central obligation of caring for the patient."

-Gold Foundation: White Coat Ceremony

Nursing Recognition and Commencement

The Nursing Recognition Ceremony and commencement ceremonies are held each December in Independence, Missouri. The traditional event symbolizes the completion of the nursing major. Candidates for graduation are honored while parents and loved ones are in attendance. Check for updates frequently, as previous commencement information will remain posted until Fall of the following year ([Commencement and Nursing Recognition Ceremony Website](#)).

The Significance of the Nursing Cap and Pin

It has been a long-standing tradition at Graceland University to celebrate the achievements of each group of graduating nursing students during an annual Nursing Recognition Ceremony during the week of Commencement. The traditional event symbolizes the completion of the nursing major. Candidates for graduation are honored while parents and loved ones are in attendance. Graduating students from each major nursing discipline are recognized during the ceremony for their achievements and properly "Pinned." The undergraduate BSN-RN students wear the Graceland school jacket and, if they prefer, the Graceland nursing "cap." The design for the cap and pin were chosen by a student committee made up of the first Division of Nursing graduating class in 1971 and Professor Lola Tordoff, advisor.

The Nursing Cap

The cap the students chose was similar to the one worn by graduates from the Independence Sanitarium and Hospital, whose program was the predecessor to the current School of Nursing at Graceland University. The all-white, stiffly starched cap is simple in design. The graduate band, which is placed length-wise across the folded front of the cap, is composed of a blue and gold velvet ribbon.

The Nursing Pin

The pin, unique to Graceland University, was chosen after a great deal of research and deliberation. The final design was created by Professor Lola Tordoff in consultation with the first Chairperson of the Division of Nursing, Professor Margaret McKevit. The Graceland Tower is centered on the pin and has the appearance of reaching upward. This symbolizes the growth experienced by students in the nursing program. Laurel leaves, which form a half-circle beneath the tower, were first used by the ancient Greeks to crown the victor and later came to be associated with academic honors. The colors of the pin are also symbolic. The pin itself is gold which symbolizes worthiness. A band of blue enamel surrounds the tower; the color stands for truth and loyalty and the unbroken circle for constancy. The two colors together complete the University colors of blue and gold. Underneath the blue band is simply inscribed, Graceland University Nursing.

Commencement

Commencement exercises occur twice a year. Spring exercises take place in April or May in Lamoni, Iowa. Winter exercises are held in December in Independence, Missouri. Primarily, students graduating from seminary, nursing or education programs participate in December commencement, although students graduating with any major at Graceland are welcome to choose to participate in the winter commencement exercises. Check for updates frequently as previous commencement information will remain posted until the Fall of the following year ([Commencement and Nursing Recognition Ceremony Website](#)).

Bachelor of Science in Nursing Curriculum Plans

24-Month Traditional Track

18-Month Accelerated Track

Spring (16-weeks)	Hrs	Spring (16-weeks)	Hrs
NURS2420 Introduction to Nursing	3	No Classes	
*NURS2460 Health Assessment	4		
NURS2470 Informatics	2		
NURS3440 Pathophysiology	3		
Total Hours	12		
Summer A (8-weeks)	Hrs	Summer A (8-weeks)	Hrs
No Classes		No Classes	
Summer B (8-weeks)	Hrs	Summer B (8-weeks)	Hrs
No Classes		NURS2420 Introduction to Nursing	3
		*NURS2460 Health Assessment	4
		NURS2470 Informatics	2
		Total Hours	9
Fall (16-weeks)	Hrs	Fall (16-weeks)	Hrs
NURS3451 Pharmacology 1	3	NURS3451 Pharmacology 1	3
*NURS3120 Fundamentals of Healthcare	4	*NURS3120 Fundamentals of Healthcare	4
*NURS3270 Psychosocial Aspects of Client Care	4	*NURS3270 Psychosocial Aspects of Client Care	4
NURS3160 Evidence Based Practice	2	NURS3440 Pathophysiology	3
Total Hours	13	Total Hours	14
Spring (16-weeks)	Hrs	Spring (16-weeks)	Hrs
*NURS3250 Adult Health Care I (Term A)	4	*NURS3250 Adult Health Care I (Term A)	4
*NURS3260 Adult Health Care II (Term B)	4	*NURS3260 Adult Health Care II (Term B)	4
*NURS3430 Community Health Care	3.5	*NURS3430 Community Health Care	3.5
NURS3452 Pharmacology II	2	NURS3452 Pharmacology II	2
		NURS3160 Evidence Based Practice	2
Total Hours	13.5	Total Hours	15.5
Summer A (8-weeks)	Hrs	Summer A (8-weeks)	Hrs
Optional International Experience	3	Optional International Experience	3
Summer B (8-weeks)	Hrs	Summer B (8-weeks)	Hrs
NURS4480 Trends & Issues	2	NURS4480 Trends & Issues	2
*NURS4230 Care of Mother & Child	4	*NURS4230 Care of Mother & Child	4
NURS4160 Manager of Care	3	NURS4160 Manager of Care	3
Total Hours	9	Total Hours	9
Fall (16-weeks)	Hrs	Fall (16-weeks)	Hrs
*NURS4260 Critical Care Nursing	4	*NURS4260 Critical Care Nursing	4
*NURS4390 Capstone Practicum	8	*NURS4390 Capstone Practicum	8
Total Hours	12	Total Hours	12

* Denotes a course with a lab or clinical component
Hrs = semester hours/credit hours

Academic Calendar, 2024-2025

Fall 2024 Academic Calendar		
Month	Day	Event
AUGUST 2024	Thurs-Fri 15-16	Fall Faculty Conference
August	Mon 26	Fall Classes Begin, All Programs
SEPTEMBER	Mon 2	Labor Day - No Classes
October	Fri 11 (5 pm)	Fall Break Begins, Semester Programs
October	Wed 16 (8 am)	Classes Resume, Semester Programs
NOVEMBER	Tues 26 (9 pm)	Thanksgiving Recess Begins
DECEMBER	Mon 2 (8 am)	Classes Resume
December	Fri 6	Classes End, Semester Programs
December	Mon-Thurs 9-12	Semester Examinations
December	Sat 14	Commencement - Independence, Missouri
December	Sat 14	Classes End, 16 Week Fall Session (Trimester)
Spring 2025 Academic Calendar		
Month	Day	Event
JANUARY 2025	Mon 6	Spring Classes Begin, All Programs
January	Mon 20	Martin Luther King, Jr Day (No Classes)
February	Fri 28 (t p.m.)	Spring Recess Begins
MARCH	Sat 1	Classes End, 8 Week Spring Subsession A (Trimester)
March	Mon 3	Classes Begin, 8 Week Spring Subsession B (Trimester)
March	Mon 10 (8 am)	Classes Resume, Trimester SON Face-2-Face Programs
APRIL	Thurs 10	Scholars Showcase, Semester Programs (No Classes 8-5)
April	Fri 18	Classes End, Semester Programs
April	Mon-Thurs 21-24	Semester Examinations, Semester Programs
April	Sat 26	Classes End, Trimester Programs
April	Mon-Tues 28-29	Spring Faculty Conference
Summer 2025 Academic Calendar		
Month	Day	Event
MAY 2025	Mon 5	Summer Session Begins, All Programs
JUNE	Sat 28	Classes End, 8 Week Summer Subsession A (Trimester)
June	Mon 30	Classes Begin, 8 Week Summer Subsession B (Trimester)
AUGUST	Sat 23	Classes End, All Programs

Drop/Add Deadlines 2024-2025

	Fall	Spring (16 wk)	Spring A	Spring B	Summer B
Last day to Add or Drop	September 9	January 21	January 13	March 10	July 7
Last day to Withdraw or put on Audit	October 31	March 13	February 7	April 4	August 1

See website for current and future calendars: [Academic Calendars](#), [Events Calendars](#)

Student Learning Outcomes

BSN-RN Student Learning Outcomes

Student Learning Outcomes (SLOs) are core learning outcomes developed to reflect the essential competencies of the graduate professional nurse. Five domains related to Higher Order Thinking, Character, Social Responsibility, Holistic Well-being, and Digital Citizenship) each includes three SLOs scaffolded from understanding, demonstrating, and applying. The curriculum and learning activities are designed to provide a logically sequenced plan for developing and achieving course objectives and SLOs. Courses are scaffolded so that understanding-level learning is reinforced by demonstration-level learning and learning.

In Understanding-level courses (Introduction to Nursing, Health Assessment, Informatics for Health Care, Pathophysiology, Fundamentals of Health Care, and Psychosocial Aspects of Client Care), students acquire knowledge and skills related to holistic physical and psychosocial assessment, nursing process, basic nursing skills, interpersonal communication skills.

In Demonstration-level courses (Psychosocial Aspects of Client Care, Pharmacology I, Evidence Based Practice, Adult Health Care I, Adult Health Care II, Pharmacology II, Community Health Care, Manager of Care, Trends & Issue), students further develop their nursing knowledge and skills related to medication administration, care of clients with medical-surgical disorders, care of clients in specialized areas of nursing practice, and critical appraisal and application of research to nursing practice.

In Application-level courses (Manager of Care, Trends & Issues, Care of the Mother and Child, Critical Care, Capstone Practicum), students develop more advanced skills and knowledge related to the management of patient care, interpersonal and interdisciplinary collaboration, and care of clients in specialized areas of nursing practice, and holistic application of the nursing process.

Integration of AACN Essentials: Core Competencies for Professional Nursing Education

The AACN Essentials details core competencies for professional nursing practice and expectations of educational preparation for a baccalaureate-prepared professional nurse. The AACN Essentials also provide an essential framework for designing and assessing baccalaureate education programs for professional nursing practice ([AACN Essentials, 2021](#)).

The AACN Essentials describe 45 Core Competencies organized into ten essential competence domains reflective of unique professional nursing practice across diverse practice settings. Eight foundational concepts are integrated into the competencies and sub-competencies to help support knowledge transfer from the classroom to clinical practice. These competencies are designed to be relevant across the human lifespan and applied to diverse populations in diverse healthcare settings. Each competency is further broken down into two levels of sub-competencies reflecting the expected knowledge and skills for entry-level and advanced nursing education. Level 1 comprises 230 sub-competencies expected of new registered nurses entering professional practice. Level 2 consists of 204 sub-competencies expected of registered nurses returning to school to advance their education. These sub-competencies illustrate the pathway towards achieving each core competency at different stages of a nurse's career.

Foundational Concepts

1. Clinical Judgment
2. Communication
3. Compassionate Care
4. Diversity, Equity, and Inclusion
5. Ethics
6. Evidence-Based Practice
7. Health Policy
8. Social Determinants of Health

Domains

1. Knowledge of Nursing Practice
2. Person-Center Care
3. Population Health
4. Scholarship for Nursing Discipline
5. Quality and Safety
6. Interprofessional Partnership
7. Systems-Based Practice
8. Informatics and Healthcare Technologies
9. Professionalism
10. Personal, Professional, and Leadership Development

Student Learning Outcomes and Assignments

Higher-Order Thinking		
Learners possess complex thinking skills.		
Understand	1. Identify higher order thinking skills through problem recognition, planning, delivery of care, and evaluation of the need for change in the client, family, community, and society.	Fundamentals Care Plan (NURS3120: Fundamentals of Nursing)
Demonstrate	2. Demonstrate higher order thinking skills through problem recognition, planning, delivery of care, and evaluation of the need for change in the client, family, community, and society.	Nursing Care Plan (NURS3260: Adult Health Care II)
Apply	3. Apply higher order thinking skills through problem recognition, planning, delivery of care, and evaluation of the need for change in the client, family, community, and society.	ISBARR Assignment (NURS4170: Manager of Patient Care) Sentinel Event Analysis (NURS4480: Trends and Issues) Higher-Order Thinking Assignment (NURS4390: Capstone Practicum)
Character		
Learners positively influence others and work collaboratively		
Understand	4. Identify essential interpersonal skills to collaborate with interprofessional teams in the delivery of care for clients, families, communities, and society.	Mental Health Communication Video & Process Recording (NURS3270: Psychosocial Aspects of Client Care)
Demonstrate	5. Demonstrate essential interpersonal skills to collaborate with interprofessional teams in the delivery of care for clients, families, communities, and society.	Post Clinical Summary (NURS4340: Community Health) Nursing Care Plan (NURS3260: Adult Health Care II)

Apply	6. Apply essential interpersonal skills to collaborate with interprofessional teams in the delivery of care for clients, families, communities, and society.	<p>ISBARR Assignment (NURS4170: Manager of Patient Care)</p> <p>Sentinel Event Analysis (NURS4480 Trends and Issues)</p> <p>Character Assignment (NURS4390: Capstone Practicum)</p>
Social Responsibility		
Learners value social responsibility and can lead and serve the world.		
Understand	7. In the multi-dimensional roles of nursing, identifies key concepts of social and emotional literacy, advocacy, empathy, safety, quality improvement, and scholarship and how they impact the care of clients, families, communities, and society.	Mental Health Communication Video & Process Recording (NURS3270: Psychosocial Aspects of Client Care)
Demonstrate	8. In the multi-dimensional roles of nursing, demonstrates social and emotional literacy, advocacy, empathy, safety, quality improvement, and scholarship in the care of clients, families, communities, and society.	<p>Research Article Critique (NURS3160: Evidence Based Practice)</p> <p>Post Clinical Summary (NURS4340: Community Health)</p> <p>Philosophy Update (NURS4480: Trends and Issues in Nursing)</p>
Apply	9. In the multi-dimensional roles of nursing, applies social and emotional literacy, advocacy, empathy, safety, quality improvement, and scholarship in the care of clients, families, communities, and society.	<p>Sentinel Event Analysis (NURS4480: Trends and Issues)</p> <p>Social Responsibility Assignment (NURS4390: Capstone Practicum)</p>
Holistic Well-Being		
Learners maintain a balance of dimensions of wellness necessary for productive lives.		
Understand	10. Identify holistic components of well-being in the care of self, clients, families, communities, and society.	<p>Fundamentals Care Plan (NURS3120: Fundamentals of Nursing)</p> <p>Professionalism in Social Media Reflection (NURS2470: Informatics for Healthcare)</p>
Demonstrate	11. Demonstrate holistic components of well-being in the care of self, clients, families, communities, and society.	Philosophy Update (NURS4480: Trends and Issues in Nursing)
Apply	12. Apply holistic components of well-being in the care of self, clients, families, communities, and society.	Holistic Well-Being Assignment (NURS4390: Capstone Practicum)
Digital Citizenship		
Learners demonstrate digital literacy for quality of life.		
Understand	13. Identify elements that comprise digital citizenship to ethically, successfully, and responsibly navigate the healthcare environment in the care of clients, families, communities, and society.	Professionalism in Social Media Reflection (NURS2470: Informatics for Healthcare)

Demonstrate	14. Demonstrate elements that comprise digital citizenship to ethically, successfully, and responsibly navigate the healthcare environment in the care of clients, families, communities, and society.	Research Article Critique (NURS3160: Evidence Based Practice)
Apply	15. Apply elements that comprise digital citizenship to ethically, successfully, and responsibly navigate the healthcare environment in the care of clients, families, communities, and society.	Digital Citizenship Assignment (NURS4390: Capstone Practicum)

BSN-RN Student Learning Outcomes Portfolio

As part of NURS4390 Capstone Practicum, students will submit a final portfolio of SLO assignments completed throughout the program. Completed SLO Assignments with completed rubrics must be included in the student portfolio. Students are responsible for keeping copies of the assignments and rubrics.

I. Evidence from **Understanding Coursework**

- A. Fundamentals Care Plan (NURS3120: Fundamentals of Nursing)
- B. Mental Health Communication Video & Process Recording (NURS3270: Psychosocial Aspects of Client Care)
- C. Professionalism in Social Media Reflection (NURS2470: Informatics for Healthcare)

II. Evidence from **Demonstrating Coursework**

- A. Research Article Critique (NURS3160: Evidence Based Practice)
- B. Adult Health Nursing Care Plan (NURS3260: Adult Health Care II)
- C. Post Clinical Summary (NURS4340: Community Health)
- D. Philosophy Update (NURS4480: Trends and Issues in Nursing)

III. Evidence from **Applying Coursework**

- A. ISBARR Assignment (NURS4170: Manager of Patient Care)
- B. Sentinel Event Analysis (NURS4480: Trends and Issues in Nursing)
- C. Capstone Objectives (NURS4390: Capstone Practicum)
 1. Higher-Order Thinking Assignment
 2. Character Thinking Assignment
 3. Social Responsibility Thinking Assignment
 4. Holistic Well-Being Assignment
 5. Digital Citizenship Assignment

Student Life and Services

Dear Student,

As a member of the Graceland community, you play an essential role in shaping this campus's living and learning environment. Whether you hope to receive a stimulating academic challenge, prepare for a career, meet new friends, or enjoy the campus atmosphere, you must identify your goals and expectations to receive the full benefit of your Graceland experience. Please contemplate the list below as you create your learning plan for success. It is your life and your challenge: do what it takes to succeed!

In general, you will learn more when you:

- Are actively engaged in your academic work
- Set and maintain high but realistic expectations and goals
- Provide, receive, and make use of regular, timely, specific feedback
- Become aware of how you learn so you can better monitor and direct energies and efforts
- Become explicitly aware of your values, beliefs, preconceptions, and prior learning – and be willing to expand and adjust when necessary
- Connect new information to prior knowledge
- Look for real-world applications
- Work regularly and productively with faculty
- Spend a minimum of 37.5 hours/semester/credit hour on course-related activities
- Work regularly and productively with other students
- Read all assignments before class
- Invest as much time and high-quality effort as possible
- Avoid the use of social media during class time

-(modified) T.A. Angelo – AAHE Assessment Forum – 6/06

Communication

Students are expected to treat everyone with respect. Students may only use the personal contact information of a faculty member with prior permission from that faculty member.

Communication with students from faculty/University

Students are provided with a mailbox for non-confidential communication between peers or faculty. Items too large for student mailboxes or confidential items are collected and distributed by the Undergraduate Program Administrative Assistant or other collection method identified by a faculty member. Students are expected to check their mailbox regularly. The House Council maintains the student communication bulletin board in the student lounge area.

Graceland University Email

Email is the primary method of communication between the student, the faculty, and the university. Faculty will send important information or instructions via Graceland email. Check it daily to ensure effective, timely communication. The student may access it anytime, anywhere, with a device connected to the Internet and with mobile devices (see options in MS Office 365). Benefits include a Cloud storage capacity of 50 GB, access to student email even after graduation, free download of Microsoft Office 365, and the ability to set reminders of important events. To access the student email account, go to <https://my.graceland.edu/>, then click the “Direct Link to Email” button on the left side of the screen

(<https://outlook.office365.com/>). Did you forget your username or password? Call Tech Support at extension 5400 using one of the campus phones OR call 641-784-5400 using a personal phone.

Student Address and Phone List

An address list with the name, address, and telephone number of each nursing student is compiled by the Undergraduate Program Administrative Assistant and is available to students upon request. This list is kept current and will allow for ease of communication throughout the year. It will also help with planning shared transportation, socializing, etc. Students have the right to be omitted from the distribution list shared with fellow students, but the University must maintain up-to-date contact information. You can request to be omitted from the list by contacting [insert contact information].

Faculty Availability

Faculty members are not required to respond to phone calls or emails during evenings, weekends, or official school breaks. Faculty may choose to do so in some situations. However, each faculty member will communicate how best to be reached and how quickly the student should expect a response. Faculty members want to be available to students to facilitate learning, but expectations regarding work hours must be reasonable.

Visits with Faculty

Faculty members want to develop strong professional relationships with students and help them meet their academic goals. In the process, faculty members are required to maintain an environment of responsibility and accountability. Whenever the student has a private conversation with a faculty member, it is assumed to be confidential. If the student is unsure if the information discussed is public, clarify it with the faculty member before telling others.

Individual Issues with Faculty

To maintain professionalism, it is necessary to follow a chain of command by contacting the person involved directly as soon as an issue occurs. Please respect the chain of command.

1. First, discuss issues concerning a professor/instructor privately with that person.
2. If the issue is not resolved directly with the professor/instructor, then it is appropriate to contact the Course Coordinator.
3. If the issue is not resolved directly with the Course Coordinator, then contacting the BSN-RN Track Coordinator(s) is appropriate.
4. If the BSN-RN Track Coordinator(s) cannot resolve the issue, the student will be referred to the Associate Dean of the School of Nursing.
5. If the Associate Dean cannot resolve the issue, the student will be referred to the Dean of the School of Nursing.

Academic Advisement

Academic Advising is the KEY to student success at Graceland University. Academic advisors will be assigned during the student's first semester and are listed in your my.graceland advising account. All advisors are full-time faculty members who are interested in helping students succeed. Advisors may not have set office hours but will be available via email during regular business hours. Some of the ways advisors can help include:

- Address academic concerns and suggest material/study aids
- Review graduation requirements

- Make referrals for counseling and community resources (SAP: Student Assistance Program)

An advisor can only help if the student is willing to be responsible for their learning. Advisee responsibilities include:

- Schedule appointments directly with the assigned advisor
- Attend scheduled appointments, and please be prompt
- To cancel or reschedule, provide at least 24-hour notice
- Be prepared at each appointment with questions or concerns
- Complete all assignments and recommendations given by the advisor
- ASK questions when unsure about university or school policies

Student Services

Undergraduate Program Administrative Assistant

The Undergraduate Program Administrative Assistant, Theresa Trent, provides various services to students in the School of Nursing. These services include:

- Assisting students with the Clinical Student Tracker portal.
- Supporting student organizations with House Council activities and managing activity fee budgets.
- Assisting international students with exchange visitor paperwork.
- Distributing and collecting documentation and verifications for the Collegiate Nurse Educators of Greater Kansas City (CNE) and the Kansas City Area Nurse Executives (KCANE) Orientation Competency Exam.
- Returning lost items left in the student lounge's first-floor metal mailbox to faculty members.
- Helping students complete state nursing license applications and scholarship application forms.
- Providing verification letters for various entities such as government agencies, insurance companies, or employers.

Counseling Services

Graceland offers confidential counseling services to students through UWill. UWill provides immediate access to licensed therapists, eliminating barriers to mental health care. Services include same-day appointments, a crisis hotline, wellness events, and more. All students are encouraged to utilize this valuable resource. Log in using your university email to access services: <https://uwill.com/> or call the 24-Hour Hotline: 833-646-1526.

Student Disability Services

Graceland University is committed to full compliance with the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA). As part of the implementation of this law, the university will continue to provide reasonable accommodations for students with disabilities so that they can participate fully in the university's educational programs and activities. Although Graceland is not required by law to change the fundamental nature or essential curricular components of its programs, the university will provide reasonable academic accommodations for qualifying individuals.

Students who qualify for accommodations are encouraged to contact the Office of Student Disability Services before classes start or as early as possible. The office will work with the course instructor and

the student to arrange for reasonable accommodations. Students are required at their own expense to provide documentation verifying disability. All information for accommodations can be found here.

Contact your student disability services coordinator: <https://www.graceland.edu/student-life/support-services/disability-services/>

Independence Campus & Online Programs
Jamie Curtis
1401 W Truman Rd, Independence, MO 64050
816.423.4732
sds-indp@graceland.edu

Graceland University is committed to providing equal access to all students. Students seeking accommodations should complete an Accommodations Request form at <https://www.graceland.edu/student-life/support-services/disability-services/>

Bookstore

The Independence campus bookstore is located on the second floor. Textbooks, access codes, nursing supplies, school spirit wear, and Graceland merchandise are available for purchase. If the bookstore is unattended, please see the administrative office across the hall for assistance. Graduation cap and gown orders are made online. Students will receive a notification on the ordering website with the timeframe. Upon arrival, caps and gowns can be picked up at the Independence Campus Bookstore.

Writing Center

The Writing Center supports students in all programs at any writing level. Consultations can help students improve specific assignments or overall writing skills. Nursing students can receive help asynchronously (through Word comments) or synchronously (via Zoom). Students can utilize services by calling (641-784-5077), visiting <https://www.graceland.edu/student-life/support-services/writing-center/> (login required), or emailing writingcenter@graceland.edu.

Tutoring

Tutoring services are available virtually. Students are enrolled in the BSN Tutoring Brightspace course when they begin the program. This course lists the active tutors and how to set up sessions. There is also a repository of resources from past study sessions. These tutoring services are free to the student and can be accessed by visiting <https://graceland.brightspace.com/d2l/home/52679> (login required). Email the Associate Dean with questions.

Student Lounge

The student lounge is located on the first floor behind the see-through fireplace. It features a refrigerator, coffee maker, microwaves, and vending machines for student use. Students are responsible for keeping the lounge clean, including cleaning up spills in the kitchen area and removing their belongings from the refrigerator/freezer weekly. Unlabeled items left for extended periods will be discarded. Students can also use the couches and lounge areas located outside the library.

Dr. Charles F. Grabske, Sr. Library, Independence Campus

<https://www.graceland.edu/academics/library/dr-charles-f-grabske-library/>

641-784-5361

Library Hours

The library is open when the building is open. A screen is in the library where you can access a librarian technician using Zoom. They are available for contact:

Monday – Friday: 8:00 am-5:00 pm (closed from lunch 12:00 pm-1:00 pm)

If the library does not own the articles you need, you can order them by using the article request form on the library homepage. We do our best to get books/articles from other libraries at no charge. If we cannot obtain the articles for free, we will notify you of the charges to see if you are still interested.

Library Services for Nursing Students

Gabriel Chrisman (gabrie1@graceland.edu) is the library director, and Hayley Condit (hnc1@graceland.edu) is the resource manager. We welcome you to the Library. We look forward to serving you through our Library holdings and services. We offer:

- Nursing and Evidence Based Practice Resources.
- Online databases with searching capabilities and full-text articles.

Databases

There are several databases available through the library. Using these databases to locate nursing journal articles is a requirement of most nursing courses. Some of those databases include UpToDate, CINAHL with full text, Pub Med, OVID Total Access, Google Scholar, and Science Direct.

<http://www.graceland.edu/grabske>

How to log on when prompted (at database sites):

Username and password are the same as your online course and my.graceland login.

If you cannot log on, call tech support at:

Tech Support

Graceland University, 1 University Place, Lamoni, IA 50140 TechSupport@graceland.edu

(M-F 8 am-5 pm and Non-Holidays) 641-784-5400 www.graceland.edu

How to find a full-text article:

If the direct links do not work, check out the Full-Text finder from the library's homepage by clicking and typing in the journal's name. If the journal is available online, follow the links to access the full text. Try to submit article requests to the library 3-4 working days before you need them! Most medical libraries are not open on the weekends, so articles requested on Friday are usually not received until Monday or Tuesday of the following week.

For how-to videos on ordering articles in the various databases, go to

<http://www.graceland.edu/grabske/video-tutorials>

Student Awards

The following awards are presented during the Nursing Recognition Ceremony. The award recipients are chosen from eligible undergraduate senior nursing students who have been nominated.

Exemplary Peer Collaboration Award: Sponsored by North Kansas City Hospital

Graceland Nursing Professors choose a current senior nursing student from the top three seniors who were nominated by their peers. The recipient of this award must meet the following criteria:

1. The student works and plays well with others, in groups, or with a team.
2. The student maintains a high level of standards recognized by their peers.
3. The student facilitates positive relationships.

Superior Clinical Performance Award: Sponsored by North Kansas City Hospital

The BSN Faculty will nominate and vote for the individual to receive the Superior Clinical Performance Award based on clinical evaluations. The recipient of this award must meet the following criteria:

1. The student demonstrates many characteristics of caring and compassion.
2. The student arrives to clinical prepared and on time.
3. The student demonstrates exceptional critical thinking and decision-making skills.
4. The student demonstrates superior organizational skills and is able to effectively prioritize.

Vida Butterworth Award for Scholarship: Sponsored by CenterPoint Medical Center

Vida Butterworth was one of the first nurses to earn a Master's Degree in the state of Missouri. She was involved in nursing education for most of her life. She valued outstanding academic performance and was recognized as a scholar in the nursing profession. The recipient of this award must meet the following criteria:

1. Highest cumulative GPA.

Nelle Morgan Award for Leadership: Sponsored by CenterPoint Medical Center

Nelle Morgan was the Director of Nursing at the Independence Sanitarium and Hospital and the School of Nursing for many years. She exemplified the characteristics of leadership in nursing that continue to be valued in the nursing profession today. The recipient of this award must meet the following criteria:

1. Current enrollment
2. Official University status as a second-semester senior
3. Minimal cumulative G.P.A. of 2.75
4. Leadership Qualities:
 - A. Establishes and maintains appropriate relationships,
 - B. Works constructively with persons and groups to promote the welfare of others,
 - C. Assists others in making social adjustments,
 - D. Displays personal qualities of leadership such as dependability, responsibility, and sensitivity.

Effie Case Carroll Award for Caring and Compassion: Sponsored by Graceland University

One of Graceland's former faculty, Shirley Dauzvardis, established the Effie Case Carroll Award in memory of her grandmother who encouraged her to become a nurse. She epitomized, for Shirley, the kind of caring we as faculty hope to instill in our students at Graceland. The award is presented to a graduating senior who demonstrated outstanding caring and compassion in their personal and professional practice. The recipient of this award must meet the following criteria:

1. Current enrollment.

2. Official University status as a graduating senior.
3. In good standing and showing academic progress.
4. The student who best demonstrates caring and compassion by:
 - A. Respecting self and others as unique persons of fundamental worth and dignity.
 - B. Valuing caring as a moral ideal.
 - C. Recognizing caring as a healing modality.
 - D. Demonstrating caring and compassionate behavior with sincerity, tenderness, empathy, and active listening.
 - E. Understanding the needs of others and providing comfort and assistance.
 - F. Advocating on behalf of patients/clients.
 - G. Being committed to the highest standards of holistic nursing care, ministering to the physical, emotional, psychological, spiritual, and intellectual needs of patients/clients.

Iola Tordoff Award for Excellence: Sponsored by Graceland University

This award is presented in honor of Iola Tordoff, an exceptional nurse leader who, in her 35 years of nursing, was an educator and leader in nursing organizations. She was instrumental in establishing the Graceland nursing program by helping to develop the initial curriculum and obtaining accreditation. In addition, she designed the Graceland nursing pin and cap. Although she retired in 1982, she continued contributing to the University and mentoring nursing students until her passing in 2012. Her legacy at Graceland will live on forever. The recipient of this award must have achieved the highest grade point average in the graduating class and demonstrated initiative, quality care to clients, and leadership ability. The recipient of this award must meet the following criteria:

1. Enrollment in the RN-BSN program at Graceland University
2. Highest cumulative GPA in the graduating class.
3. Have completed 75 graded hours recorded at Graceland University.
4. Demonstrated initiative, quality care to clients, and leadership ability.

Evelyn Berryman Barritt for Creativity: Sponsored by Evelyn Berryman Barritt

The purpose of the award is to recognize nurses for their creative accomplishments in or outside of the nursing profession. The recipient of this award is chosen from among Graceland University Alumni, Students, or Faculty. Examples of creative accomplishments may include but are not limited to the following:

1. Made a meaningful contribution to others/community
2. Revitalized an old theme in a creative manner
3. Achieved in the area of the arts such as literature, visual arts, music, and performing arts.
4. Achieved in creative entrepreneurial endeavors
5. Included an altruistic and/or aesthetic component in accomplishments

Special Recognition Award: Sponsored by Pi Eta Chapter of Sigma Theta Tau International Honors Society of Nursing

Chapter board members and faculty recognize a student who has made a special contribution to the School of Nursing and is a member of the Pi Eta Chapter.

Cathy B. Hall Award: Sponsored by Graceland University (Funded by Dr. Jeana Wilcox)

Dr. Jeana Wilcox established the Cathy B. Hall Award in memory of her aunt, who encouraged her to become a nurse. Aunt Cathy epitomized, for her, the kind of persistence and diligence required to make one's dreams a reality. As an amputee, she persevered to obtain a college degree and spend her time helping those often marginalized by society. This award is presented to a graduating senior who has

demonstrated outstanding care of self while remaining diligent and persistent in maintaining high quality patient care and academic standards, often in the face of personal adversity or challenge. A committee of BSN Faculty members will choose the individual who will receive this award. The recipient of this award must meet the following criteria:

1. Current enrollment
2. Official University status as a graduating senior
3. Student who best demonstrates diligence and persistence by:
 - A. Respecting self and others as unique persons of fundamental worth and dignity
 - B. Valuing excellence in patient and self-care
 - C. Exhibiting determination to excel as a professional nurse

Miscellaneous

Food and Drinks on Campus

Please maintain a clean environment. Consume food and drinks primarily in designated areas like the student lounge or atrium (avoid carpeted areas).

Science Labs, Skills Lab, Simulation Lab, and Library- No food or drinks are allowed except water in designated areas of the skills lab and library.

Auditorium- Sealed containers with clear drinks, coffee, and tea are permitted.

Classrooms- Faculty permission is required for food and drinks (covered containers only).

Food Allergies

Be mindful of common and serious allergies on campus. An allergy list is maintained by the Theresa Trent, Administrative Assistant. Please report allergies to Dr. Elise Hector, Associate Dean.

Lockers

Student lockers are available near the vending machines (bring your own combination lock). Register your locker combination with the Undergraduate Program Administrative Assistant. A locker assignment list is posted. Update the list when changing lockers (remove your name from the old locker and add it to the new one). Empty lockers before graduation. Unclaimed items will be discarded.

Scholarships and Jobs

The School of Nursing regularly receives scholarships and job postings (including internships) from area businesses, hospitals, and clinics. Job postings are on the Atrium bulletin board. New scholarship information is sent to the Independence Finance office and kept with the Administrative Assistant. Scholarship and job opportunities may also be emailed to students.

Parking

Students may park anywhere except the designated visitor spots in the front lot and the first row of the back lot. Annual vehicle registration is required to park on campus, and a parking tag must be displayed. Please observe parking rules and leave visitor spots available.

Smoke-Free Campus

Graceland University is a smoke-free campus, complying with the Independence MO Clean Indoor Air Act. Tobacco products and electronic cigarettes are prohibited on Graceland property.

The odor of smoke in classrooms or clinical settings is unprofessional and unacceptable. Students may be dismissed for smelling of smoke.

Fragrance-Free Policy

To promote a healthy environment and support respiratory health, the American Nurses Association mandates fragrance-free classrooms and clinical settings. Cologne, perfume, scented lotions, and other fragrances are not allowed in classrooms or clinical settings. Personal hygiene is expected.

Student Organizations

- **Missouri Nurses' Student Association (MONSA)**- <https://missourinurses.org/> (automatic membership with NSNA)
- **National Student Nurses' Association (NSNA)**- <https://www.nsna.org/>
- **Pi Eta Chapter of Sigma Theta Tau (ΣΘΤ) International Honor Society of Nursing**- Membership is based on academic achievement and integrity. Visit <https://www.sigmanursing.org/> for more information.

McKevit Manor

All full-time students are assigned to a "house," the core unit of student life. The Graceland house system combines student government and community to support students throughout their time at Graceland. Although each house is unique, they all focus on the same things: coming together, having fun, and making your voice heard in your campus community. McKevit Manor is the designated house for upper-division nursing majors in Independence. McKevit Manor fosters:

- Professional unity among nursing majors.
- Preparation for professional responsibility.
- Contribution to society for personal and professional growth.
- Free inquiry and discussion for intellectual growth.
- Exploration of personal potential.
- Mental and physical well-being through social interaction.

New Student Orientation

The McKevit Manor House Council collaborates with the School of Nursing to help new students adjust to the Independence campus and community. An open house welcomes new students and their families during orientation week.

Mentor/Mentee Program

The McKevit Manor House Council offers a formal program that pairs senior students as mentors with new junior students. A get-acquainted luncheon is provided to facilitate introductions.

Advisor/Advisee Luncheon

All nursing students are invited to a "get-acquainted" luncheon with their academic advisors. This spring event also recognizes student achievements on the Dean's, Honors', or President's Lists.

Religious Life Program

The McKevit Manor House Chaplain coordinates the spiritual aspect of religious life on campus. The Chaplain may hold group prayer sessions and serve as a resource for students. Religious services are typically held before Easter and Thanksgiving.

Student Representation

Students have opportunities for involvement on committees at the house council, School of Nursing, and University levels, allowing them to advocate for student needs and participate in decision-making.

2024-2025 McKevit Manor

House Council

President	Jackson Engelhard
Vice President	Turner McCrorey
Secretary	Courtney Mullen
Treasurer	Mamie Turay
Chaplain	Raelynn Clemann
Activities Coordinator	Melanie Shahan
MONSA Rep	Mo Goodman

Hospitality Group-Committees

Mentor/Mentee	Sam Shook
Commencement/Nurses Recognition	Jackson Engelhard
Birthdays/Holidays	Ashley Jarnagin

Committee Representatives

Committee	Committee Chair	Representative
Curriculum Committee	Jeri Sindt	Turner McCrorey
Technology & Education Resources Committee	Diane Weinreich	Ashley Jarnigan
Undergraduate Affairs Committee	Elise Hector	Jackson Engelhard
Faculty Awards Committee	Maddy Martin	Melanie Shahan
Evaluation Committee	Melanie Hijaz	Raelynn Clemann

Campus Safety

Personal Safety and Caring for Valuables:

Always keep valuables on your person. DO NOT leave wallets, purses, laptops, tablets, cell phones or other items of value unsecured/unattended in classrooms, other campus locations, or clinical agencies. Even though we have a secured entry system, many students and other persons can and do come through our campus, so leaving valuables unattended is not advised. Lockers are provided for students to keep personal items secured. Students will leave their personal belongings in the classroom in the back of the room while testing. Phones and smart watches are required to be turned off and put with belongings.

Please help protect vehicles in the parking lot and clinical agencies' lots, by always locking them. Keep valuable items such as laptops, purses, tablets, cell phones and other valuables in the building. It is at the student's own risk if he/she chooses to leave something of value in the vehicle. Graceland does not assume any risk or responsibility for students' vehicles or their contents while parked in the lots.

The items listed below were provided to help students protect themselves while on the Independence campus. These items have been extracted from the Graceland University Independence Campus Emergency Reference Guide. The list is not complete due to space limitations but contains safety information for everyday common concerns.

Emergency Contacts on Campus

An emergency is any situation – actual or imminent – that endangers the safety and lives of Graceland employees/students, or the security of Graceland property. Students should become familiar with the emergency charts posted in hallways.

Independence Campus Emergency Contact list:

Name	Contact
1. Paul Binnicker	816-423-4710
2. Sharon Little-Stoetzel	816-423-4670
3. Elise Hector	816-423-4684

Emergency Actions on Campus

In the event of an injury or other medical emergency: Call 911 and get the AED, located on the 1st floor near the elevator on the east end of the building. An alarm will sound, notifying others to provide aid.

Personnel at Independence Campus who are trained and certified to administer first aid and CPR:

Name/Telephone	First Aid	C.P.R.
Elise Hector 816-423-4684	X	X
Sharon Little-Stoetzel 816-423-4670	X	X
Theresa Trent 816-423-4671	Can contact other nurses in the building	

GU Alert System

GU Alert is an emergency notification system that will send a text message to a cell phone or an email to an email address when there is an emergency that needs to be quickly announced to a campus.

Messages are sent only in the event of a crisis. Graceland encourages all employees, students and faculty to enter their cell phone number or email address to receive these notices.

To enter your cell phone number, correct it or see what is on file, please click on the link below:

https://my.graceland.edu/ICS/Resources/Emergency_Information/Resources.jnz?portlet=GU_Alert

Menacing Person/Weapons Threat

Emergency actions if there is a potentially dangerous person in your area:

- Remain calm, cooperate, and don't make sudden movements.
- If safe to do so, quietly evacuate and leave the area.
- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- Call 911 when it is safe to do so; be prepared to give details and description of suspect.
- If you can explain your situation, give as much information as possible. Give your location – **1401 West Truman Road, Independence MO.**
- As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

For more information, see

https://my.graceland.edu/ICS/Resources/Emergency_Information/Active_Threat.jnz?portlet=Free-Form_Content_2017-08-31T08-38-22-564

When emergencies take place, the media often gets involved. Please refer any media personnel seeking information to contact: Extension 4710 – Paul Binnicker, Independence Campus

Fire

Know the location of the fire emergency resources in your area, (maps are in each corridor) including:

- Fire alarm pull stations
- Fire extinguishers
- Fire exits
- Evacuation route
- Assembly site

Emergency actions if a fire occurs or you detect smoke:

- Pull the closest fire alarm pull station.
- Evacuate the building.
- DO NOT use the elevators.
- Call 911 from a safe location and report:
 - The location of the fire 1401 West Truman Road
 - The suspected cause and status of the fire
 - Your name and phone number
- Return to assembly site.

- Do not re-enter the building until all clear is given by the fire department or authorized personnel.

Severe Weather/Tornado

When the siren sounds, immediately move to the designated shelter area. The designated storm shelter area for this building is: First floor men's and women's restrooms and the West stairwell (Avoid standing in front of or under top stairwell windows)

- City tornado alert sirens will be sounded for a one-minute blast to inform students of the warning.
- If you are in the classroom your professor/instructor will direct you. Tornado Warning means a tornado has been sighted in the area. Immediately take cover in the first-floor restrooms or west stairwell.

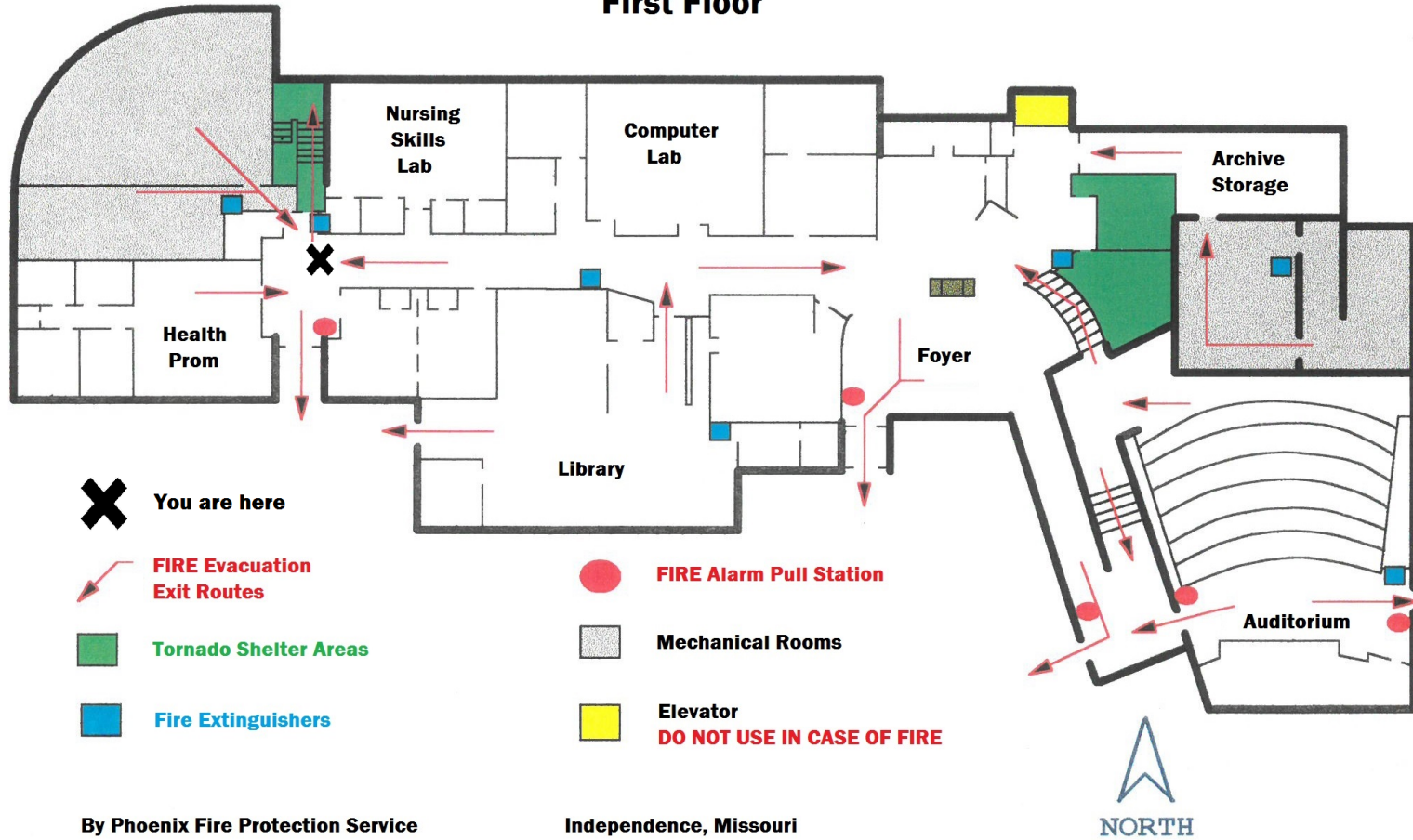
During an actual tornado, students closest to the west side of the building should take shelter immediately in the lowest level of the west stairwell. Students closest to the east side of the building should take cover in the restrooms on the lowest level. Please remember to stay clear of areas where flying debris might inflict injury. These are areas containing glass (classrooms and the library), internal and external glass doors and windows (the atrium), and rooms with other glass objects such as computer monitors (computer lab). To avoid possible injury in the event of water or natural gas pipe disruption during a tornado, please stay away from the equipment/boiler room and the room where the main water connections reside. Remain in the shelter until an all clear is given. The all-clear is a twenty-second blast sounded on the city sirens. Alternatively, you may leave the shelter area if faculty or administrators alert you when the emergency is past to ensure everyone is safe.

Evacuation Plans

FIRE and TORNADO Evacuation Plans

Graceland University

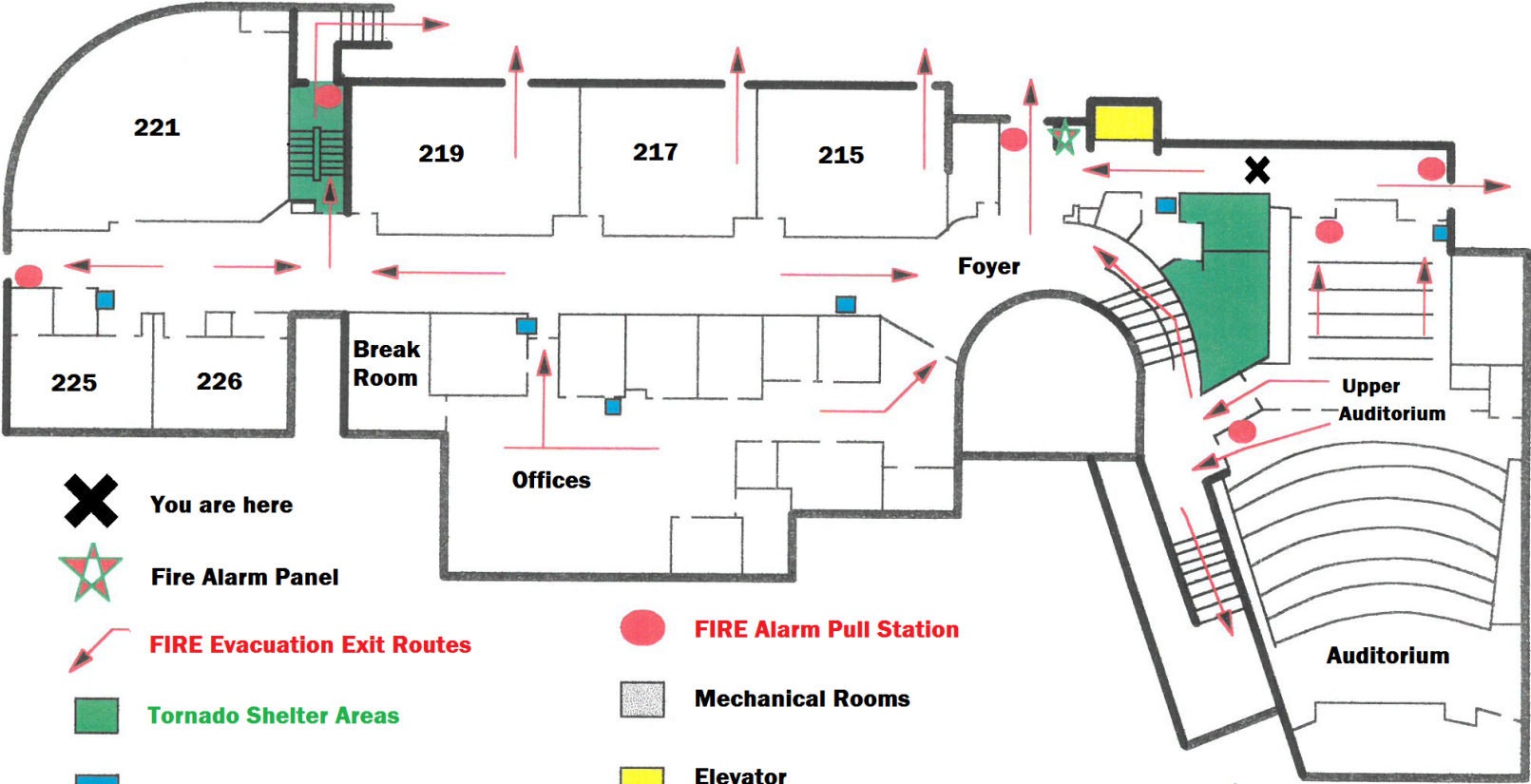
First Floor



FIRE and TORNADO Evacuation Plans

Graceland University

Second Floor



X You are here

★ Fire Alarm Panel

→ FIRE Evacuation Exit Routes

■ Tornado Shelter Areas

■ FIRE Extinguishers

● FIRE Alarm Pull Station

■ Mechanical Rooms

■ Elevator
DO NOT USE IN CASE OF FIRE

By Phoenix Fire Protection Service

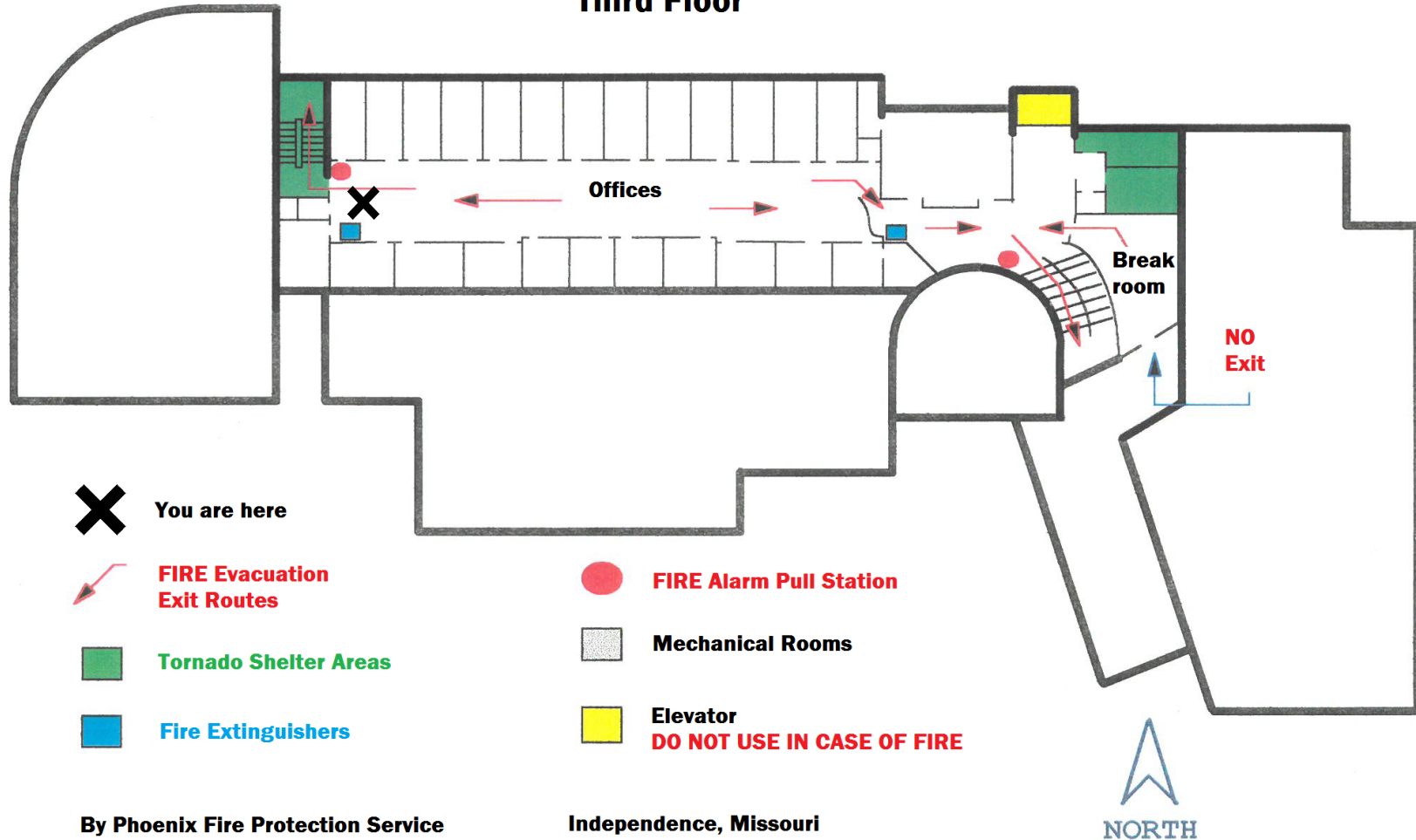
Independence, Missouri



FIRE and **TORNADO** Evacuation Plans

Graceland University

Third Floor



General Expectations And Policies

Graceland University Code of Conduct

As a Christian institution, Graceland University seeks to foster relationships that reflect mutual concern, dignity and individual worth. Consistent with its religious heritage, Graceland's values of "learning, community, and wholeness" shape the community that we strive to be. Our Code of Conduct reflects these values, and consequently there are some behaviors that are not acceptable at Graceland University. For the sake of clear expectations, those are named below.

Expectations And Violations

You are an important member of the Graceland community. Like all communities, we have expectations about how we live, study, work and play together. All members of the Graceland community are expected to respect one another, to respect themselves, to respect personal and university property, and to respect the principles of integrity, hard work and personal responsibility. With this being the case, the following behaviors have been identified as inappropriate, and a violation may result in disciplinary action. Although specific violations have been identified, it is recognized that other types of inappropriate behavior, which are detrimental to the best interests of the University or members of its faculty, staff, or student body, may be referred for disciplinary review.

Class A Violations

1. Possessing candles and/or incense in university housing.
2. Excessive noise, including violation of courtesy and quiet hours.
3. Littering.
4. Pets (other than fish) in university housing.
5. Removal of window screen in university housing.
6. Violation of the visitation policy which is contained in the Guide to Community Living in the Student Handbook – Lamoni campus. (first offense)
7. Violations of other stated residence hall rules and regulations contained within the Guide to Community Living in the Student Handbook.

Class B Violations

1. Consumption or possession of alcoholic beverages or their containers on university property or at a university event (first offense). Please note: Possession also means being in the presence of alcohol or their containers. (first offense)
2. Destroying, damaging, endangering or vandalizing private, public or university property (first offense)
3. Failure to present identification, identify self, falsely identifying self and/or failure to comply with the directions of a university officer acting in the performance of their duties. (first offense)
4. Illegal gambling on university property or at a university event.
5. Use or evidence of use of tobacco in any form or use of electronic cigarettes/vaporizers on university property or at a university event (first offense)
6. Use of university property or services without proper authorization.
7. Violation of the visitation policy which is contained in the Guide to Community Living within the Student Handbook – Lamoni campus. (second offense).
8. Violation of Residence Hall Probation.

9. Any disruptive and/or abusive behavior which disrupts a class, an official university function or the living/learning environment of the university Please note: impairment due to substance use may be deemed disruptive behavior. (first offense)

Class C Violations (Anywhere, Anytime)

1. Any disruptive and/or abusive behavior which disrupts a class, an official university function or the living/learning environment of the university. Please note: impairment due to substance use may be deemed disruptive behavior. (second offense)
2. Any form of theft or stealing.
3. Consumption or possession of alcoholic beverages or their containers on university property or at a university event (second offense). Please note: Possession also means being in the presence of alcohol or their containers.
4. Destroying, damaging, endangering or vandalizing private, public, or university property. (second offense)
5. Destroying, tampering with or altering smoke detectors, fire alarms or other safety equipment.
6. Discrimination or harassment, including but not limited to racial, sexual, ethnic, national or religious discrimination or harassment (see Harassment, Discrimination, Sexual Misconduct Policy in Student handbook).
7. Endangering the health or safety of any member of the community, or threats of endangerment.
8. Failure to present identification, identify self, falsely identifying self and/or failure to comply with the directions of a university officer acting in the performance of their duties. (second offense)
9. Hazing.
10. Intentional misuse/abuse of the university computer system, or repeated unintentional misuse/abuse. (See Technology Ethics and Use Policy contained in the Student Handbook)
11. Lying to University officials or to a disciplinary council.
12. Sexual behavior that is offensive or fails to respect other's rights. (see Harassment, Discrimination, Sexual Misconduct Policy in Student handbook)
13. Sexual contact or sexual touching of another person without consent. (see harassment, Discrimination, Sexual Misconduct Policy in Student handbook)
14. Striking another person without consent.
15. Use or evidence of use of tobacco in any form, or use of electronic cigarettes/ vaporizers on University property or at a university event. (second offense)
16. Use or possession of synthetic marijuana (e.g. K2, Spice, Black Mamba) or any controlled substance, including, but not limited to, narcotic drugs, marijuana, stimulants, barbiturates and/or hallucinogenic drugs, unless prescribed by a licensed physician. Possession of drug paraphernalia. Please note: possession also means being in the presence of a controlled substance, synthetic marijuana, or drug paraphernalia
17. Distribution of marijuana, synthetic marijuana, or any controlled substance including, but not limited to narcotic drugs, marijuana, stimulants, barbiturates and/or hallucinogenic drugs.
18. Use or possession of firearms, ammunition, fireworks (including smoke bombs), explosives, incendiary devices, weapons, dangerous substances, and/or materials prohibited by law while on campus or in attendance at university sponsored activities. Please note: possession also means being in the presence of any of the aforementioned items.
19. Viewing or displaying pornography in a public access area or computer lab.
20. Violation of university policies, city ordinances and/or state and federal laws.
21. Violation of Conduct Probation or Strict Campus Conduct Probationary status.

Lack of mention in the Code of Conduct with regard to objectionable actions does not imply approval and may result in disciplinary action.

Disciplinary Hearings And Councils

The following disciplinary hearings and councils have been formed to hear cases based upon where the violation took place, the severity of the violation, and which council, in the opinion of the Dean of Students or designated Residential Life Professional is best equipped to handle the hearing of a particular violation. Students who admit they are “in violation” may ask for an administrative hearing with either a Residence Hall Director (Class A and Class B violations) or the Director of Residence Life or the Dean Students (Class C violations). The administrator has the right to not hear a case. If the case is not heard by the administrator, the case will be referred to the Council on Student Welfare.

The Council on Student Welfare (CSW) is a council composed of faculty administrators and students as outlined in the GSG Constitution. A quorum of five CSW members, with representation from student, faculty, and administrative members is required to conduct a hearing. The Dean of Students or Residence Life Director will serve as advisory members to the CSW. The Council on Student Welfare may hear Class C violations and any case in which dismissal from the University is a possible sanction.

PLEASE NOTE: The Dean of Students may opt to handle any alleged violation at any time. Local authorities may also be called to handle potentially dangerous situations. Actions taken by local authorities will be in addition to disciplinary action by the University.

Sanctions

Graceland’s values of community, learning, and wholeness guide its approach to justice. We see restorative justice (reconciliation and reparative action), distributive justice (all parties receive what is fair and due), and procedural justice (practical wisdom of due process) over retributive justice whenever possible and practical. The purpose of sanctions is not to punish, but to help a student grow in their understanding of personal responsibility, to protect the community, and to help the student become an accountable member of the community. Consequently, there is no prescriptive formula for applying sanctions, as each student will be treated as a unique individual. Therefore, the list of sanctions below are options for university authorities and councils to consider, but the actual measures taken will depend upon the severity of the violation, previous offenses, degree of involvement, and individual circumstances. These sanctions and their descriptions shall serve as guidelines for the university and may be modified and used in any combination to meet the needs of the university and the individual student involved.

A record of the disciplinary action will go to the student. A copy of the action will be kept in the Dean of Student’s Office. Disciplinary actions are not recorded on a student’s permanent file unless a student is dismissed from the University.

Acquittal

Student is found not to be in violation of the charge against them and the matter is dismissed.

Facilitated Conversation

In facilitated conversation, the student found in violation of the Code of Conduct must engage in a conversation with the offended parties regarding the incident in question. The conversation is facilitated by a third party selected by the administrator or council hearing the case.

Reflection Or Research Paper

The student is required to write a paper that involves research and/or reflection on a matter pertinent

to the Code of Conduct violation that they were found in violation of. Students given this sanction will meet with a person designated by the administrator or council hearing the case, in order to discuss the paper.

Restitution

Payment for repair or replacement costs of property damaged or lost. Full payment is due in the Student Life Office within 21 calendar days (three weeks) from the date the sanction is issued.

Community Service

The work, not less than five hours and not more than ten hours per violation, may be assigned. Community service may be administered as a sanction in place of or in addition to a fine. It is most appropriate when it is believed that the student will learn the consequences of their actions as a result of the service. It is also appropriate when the action that brought the student to disciplinary review involved a lack of concern for the community. Community service must be completed within 21 calendar days (three weeks) from the date the sanction is issued. If hours are not completed within this time frame, a fine (amount to be determined by the administrator/council) will be applied to the student's account.

Fines

Fines will depend upon the severity of the violation, previous offenses, degree of involvement, and the circumstances. Fines may be levied as a sanction according to the following guidelines:

- Class A violations: Fines may be assessed up to \$50 per violation.
- Class B violations: Fines may not exceed \$100 per violation.
- Class C violations and other cases heard: The fine will not exceed \$250 per violation – with the exception of violations of C5 which will not exceed \$500 per violation. Full payment is due in the Student Life Office within 21 calendar days (three weeks) from the date the sanction is issued.
- The student may be ordered to make restitution to the University for vandalism or to another injured party, in addition to any fine that may be given.

Alcohol Education

Offenders of the alcohol policy may be required to complete an alcohol awareness course and/or meet with a personal counselor.

Drug Response Program

The student will be required to undergo a substance abuse assessment and, if recommended by the administrator of the assessment, must engage in subsequent substance abuse counseling. The expense of the assessment and required sessions will be the responsibility of the student. The initial session must be scheduled by the student within one week from the date the sanction is issued.

Anger Management Counseling

A student issued this sanction will be required to meet with a counselor until released by the counselor. The first session must be scheduled by the student within one week from the date the sanction is issued.

Computer Usage Restrictions

A student may be restricted from certain privileges for a given time.

Parental Notification

A decision to notify parents depends upon the severity of the violation, degree of involvement and the circumstances surrounding the incident. Students may choose or may be requested to join the administrator when parental contact is made.

Program Director Notification

Program directors, including coaches, will be notified if a student is in violation of a Class C Violation. The program director may impose further sanctions at their discretion.

Residence Hall Probation

This is a formal probationary status for a period of time not to exceed one semester. The terms and conditions will be set by the RLC, CSW, Dean of Students or Residence Life Director, depending on the circumstances and the individual needs of the student.

Required House Change

The student will be required to change Houses. If the student is living in the residence halls, the student will be required to change floors. The student will not be allowed to attend House-sponsored events of the previous House membership.

Conduct Probation – Class C Only

This is a formal probationary status for a period of time determined by CSW, residence life director, or the Dean of Students. Restrictions and provisions of this probation are individualized to allow for the particular need of the student, the University and/or the situation. The student will be prohibited from holding office in extracurricular clubs and/or house councils. Any further violations while on probationary status means that the student is subject to further disciplinary action.

Strict Conduct Probation – Class C Only

This term describes a set of conditions making it possible for a student to remain a student in the university in spite of a serious violation. This action is a formal probationary status during which the student is removed from good standing at the university. This status is very near dismissal from the university and indicates the extreme seriousness of the probation. The student will may have one or more of the following conditions imposed when removed from good standing. These conditions will remain in effect until the student is returned to good standing at the university.

- The student will be ineligible to graduate until the student is returned to good standing.
- The student will be restricted from representing the university in any public performance or exhibit, sporting event, intramural event, committee assignment or in running for and/or holding any governmental office or any office in a recognized student organization.
- The student will be ineligible to receive scholarships and/or or grants from the university with the exception of need-based aid.
- Any further violation of university standards while on probationary status means that a student is subject to suspension from the university.

Dismissal From Residence Halls – Class C Only

The student will be required to move out of the residence halls within 72 hours after issue of this sanction. The terms of the dismissal as well as the length of time this dismissal will remain in effect will be determined by the CSW, Residence Life Director, or the Dean of Students. A student placed on probationary status will be banned from all residence halls and may not attend House sponsored events without the specific permission of the Dean of Students.

Dismissal From The University – Class C Only

A student may be dismissed immediately from the university for a period of time to be designated by the CSW or the Dean of Students.

Appeal Procedures

Any student found in violation of the Code of Conduct has the right to appeal their case. In cases heard by the Hall Director or the Residence Life Council, appeals will be heard by the Residence Life Director. In cases heard by the Residence Life Director, appeals will be heard by the Vice President for Student Life/Dean of Students. In cases heard by the Council on Student Welfare or the Vice President for Student Life/Dean of Students, appeals will be heard by the Vice President Council. The Vice President Council is composed of the Vice President for Academic Affairs (chair) and one other Vice President (other than the VP for Student Life).

If a student wishes to appeal a decision, they must submit a written appeal within three days (72 hours) after the student has been notified of the decision. Appeals will be heard based on the following:

- Insufficient evidence
- Lack of due process
- Prejudice on part of person/council hearing the case
- Improper notification of the hearing

Questions concerning policies or procedures may be directed to Dave Schaal, Vice President for Student Life and Dean of Students (dschaal@graceland.edu). **(Note: Please see the [Upper Division Progression, Retention, and Dismissal policy for the Appeals Process](#) for the School of Nursing. For questions, contact Elise Hector (elise.hector@graceland.edu).**

Harassment, Discrimination, and Sexual Misconduct

Please see the Harassment, Discrimination, and Sexual Misconduct Policy available [online](#) or in the Dean of Students office by request.

Missing Student Policy

Graceland's [Missing Student Policy](#) is designed to guide a collaborative response if a student living in university-owned, on-campus housing, who based on the facts and circumstances known to the university is determined to be missing.

Anyone who believes a residential student is missing needs to report their concern to the Dean of Students' Office which will investigate each report and make a determination whether the student is missing.

A student will be deemed missing when he or she is absent from the University for more than 24 hours without any known reason. This policy is in compliance with the Higher Education Opportunity Act of 2008.

Each residential student will have the opportunity to identify an individual to be contacted by the university in case the student is determined to be missing. This confidential, emergency information will be available to the Dean of Students and may be updated at any time by the student in [My Graceland](#).

If a missing student is under the age of 18 the university is required to notify the parent or guardian of the missing student, no later than 24 hours after the determination by the Dean of Student's office that the student is missing. The Dean of Students' office will also notify the Lamoni Police Department no later than 24 hours after it is determined a student is missing.

*****School of Nursing Addendum to the Missing Student Policy**

Approved: UAC 4.29.24, FGA: 9.16.24

Effective date: 9.1.2024

Reviewed:

Amended:

Criteria for determining a missing commuter student

- Unexcused Absence and Unresponsiveness: Absence from critical courses or multiple classes in a row without a documented excuse and no response to attempts to contact the student for more than 48 business hours.
- Missed Clinicals Without Notification: Absence from a scheduled clinical or capstone placement without prior notification.

Each commuter student will have the opportunity to identify an individual to be contacted by the University in case the student is determined to be missing. This confidential, emergency information will be maintained by the Undergraduate Program Administrative Assistant. The Dean or Associate Dean will ensure the appropriate Police Department is contacted no later than 24 hours after it is determined a student is missing.

Obscene or Profane Materials

Faculty, students and all other persons associated with Graceland University are prohibited from distributing and/or displaying in any manner, including but not limited to the mail, computer transmission or posting, of any material that is obscene or profane. This is not intended to prohibit the use of materials that may have an obscene or profane content for demonstrable educational purposes. Accessing obscene or profane materials in public areas is forbidden. The determination that material is inappropriate is at the sole discretion of the university and will be made based on the university's understanding of prevailing community standards. Violation of this policy will result in referral to the Dean of Students office for disciplinary action.

Photo and Videotape Policy

Graceland University takes photographs and videos of students throughout the year. These images often include students in classrooms, residence halls, micro labs, athletic events and other university activities. Graceland University reserves the right to use these photographs and videos in the promotion of the university. Students who enroll at Graceland University do so with the understanding that photographs may be taken that would include them and these photos may be used in university publications, websites, newspapers and other media for promotional purposes only. Names of students may also be released to the press regarding student involvement in academic and extracurricular activities.

*****School of Nursing Addendum to the Photo and Videotape Policy**

Approved: SON-FGA November 13, 2012

Effective date: November 13, 2012

Reviewed: 4/23/18; 4/27/20; 4/27/21; 4/25/22, 5/1/2023

Amended:

Students are prohibited from photographing or video recording faculty at any time.

Students may only audio record faculty in the classroom during lectures. Students must request and receive permission in advance, via email, to audio record the faculty. Any audio recording of class lecture is for that student's personal use only, and may not be copied, transmitted, posted, or shared in any format with any other person or entity.

Safety and Security Equipment

Severe disciplinary action will be taken against persons tampering with security and safety equipment or other acts that put the campus community at risk (e.g. loaning an ID card to someone else for unauthorized entrance to a building, propping a locked door open or allowing unauthorized access to secured areas).

Solicitation

The selling of items or solicitation of funds, by anyone including students, is prohibited on campus. Any exception to this policy must be cleared through the Council on Student Life. If you are approached on campus to make a purchase, please notify your Residence Hall Director or the Vice President for Student Life/Dean of Students.

Dismissal or Removal

The university may dismiss or remove a student whose mental or physical condition constitutes a threat or undue burden to himself/herself or others. A student may also be suspended/expelled for cause if his or her actions are found to be detrimental to the university community. In case of suspension/expulsion for cause, the student will receive failing grades for the semester. Re-enrollment requires permission from the Dean of Students.

Incomplete Grades

Taking an incomplete grade may inhibit a student's progression in the program. Please see the complete policy in the Undergraduate Catalogue ([Incomplete Grades](#)).

University policy requires that an incomplete grade be initiated by the student; however, instructors may assign an "I" in cases when students are unable to complete the work for a course due to reasons beyond their control, or in cases when the instructor deems an "I" the most appropriate grade to give. The grade of "I" should not be abused and should be used only in cases where the incomplete is unavoidable and legitimate.

An electronic "Incomplete Grade Contract" is required when an "I" is submitted as a course grade. The "Incomplete Grade Contract" will indicate the reason the incomplete is requested, the work that must be completed in the course to earn a final course grade, and the anticipated completion date.

The “I” is a temporary grade and will be automatically converted to an “F” if the course has not been completed by the end of the next major semester. An “Incomplete Extension” may be filed electronically with the Registrar’s Office. An extension fee is charged to the student, unless the reason for the extension is beyond the student’s control.

Course Withdrawals

Call or see a financial aid representative to discuss financial concerns. Each course is a prerequisite for the next sequenced course. Usually, courses are not offered again until the next academic year. Do not run the risk of failure or being dismissed from the program. The student should contact their faculty advisor to discuss all options before making a hasty decision. Withdrawing from a course or from the entire nursing program requires following the necessary steps. See the Undergraduate Program Administrative Assistant for further details about the procedure.

Dropping a class can push you back a year because most courses only run once annually, and each course is a prerequisite for the courses in the following semester. Before dropping a class or leaving the program altogether, talk to your faculty advisor. They can help you explore all your options, including methods to improve your grades.

Graceland University students may withdraw from a course through the 13 percent point of the semester without a “WD” grade. A grade of “WD” is recorded in any course when the student withdraws after the 13 percent point and through the 60 percent point of the semester. After 60 percent of the semester is complete, the student is not allowed to withdraw from the course and will be awarded the appropriate grade in the course. Please refer to the Class Attendance Policy regarding Course Withdrawal by Instructor and Administrative Withdrawals.

Course withdrawals must be initiated by students. Non-attendance does not constitute withdrawal notification. Notification dates are used to calculate withdrawal credit and financial aid award adjustments for mid-semester withdrawals as per the Refund Policy. When Official Notification is not provided by the student, the date the university determines the student needs to be withdrawn is used as the notification date.

Contact your Program Consultant, Site Coordinator or the Registrar’s Office with specific questions. Call or see a financial aid representative to discuss financial concerns.

Visitors

For academic integrity and safety, only enrolled students are allowed in classrooms, labs, and clinical settings.

Student Responsibility

Review school policies (online catalog and handbook) for important information like add/drop deadlines. Find them on My Graceland.

International Students

Follow specific federal regulations to maintain your status. Report changes including but not limited to address, major, or withdrawal promptly. Contact International Programs (Lamoni: ext. 5412) or Undergraduate Programs (Independence: Theresa Trent, ext. 4679).

Personal Information

Clinical agencies may require personal information including name, address, phone number and social security number. All agencies require proof of immunizations and completion of all clinical requirements before allowing clinical participation. Most clinical documentation requirements are stored in ClinicalStudent , but some facilities may require additional documents. Maintain your own records; the school will not provide copies.

Academic Expectations and Policies

Active participation, academic honesty, and professional conduct are required in all settings. The nursing program emphasizes both theoretical knowledge and the development of professional behaviors.

- **Respect:** Treat all classmates, faculty, staff, and clinical personnel with respect.
- **Commitment:** Upper-division coursework is demanding. Expect to dedicate at least 37.5 hours of study per credit hour, with nursing courses potentially requiring even more.
- **Academic Performance:** Due to the critical nature of nursing, a minimum grade of C (75%) is required in both theory and clinical components of each course.
- **Preparation and Participation:** Learning activities occur in every class. Come prepared by reading materials beforehand and actively engage to maximize your success.
- **Attendance and Communication:** Attend all scheduled classes on time and complete assignments even if absent. Notify instructors via Graceland University email of tardiness or absences.
- **Classroom Etiquette:** Minimize side conversations and silence electronic devices to avoid disruption. Laptops are permitted for note-taking but stay focused on class content.
- **Consequences:** Disruptive behavior may result in removal from class at the instructor's discretion.

Academic Integrity Policy

Academic integrity is a highly valued principle that undergirds all facets of academic life at Graceland University. Adherence to principles of honesty is a requisite for preparing students as competent responsible persons. Students admitted to the university are expected to uphold standards of academic integrity, i.e. the avoidance of fraud, plagiarism and cheating in any form.

1. **FRAUD.** Fraud is the act of deceit or misrepresentation. The following list describes ways to avoid the most common forms of fraud.
 1. Altering, falsifying or misrepresenting an academic document alter or falsify or misrepresent an academic document.
 2. Helping someone else alter, falsify or misrepresent an academic document.
 3. Communicating false information by any means: oral, written, electronic or nonverbal.
 4. Forging a signature.
2. **PLAGIARISM.** Plagiarism is representing someone else's work as your own. The following list describes ways to avoid the most common forms of plagiarism.
 1. Submit papers that consist substantially of your own work. Do not buy, borrow or use complete, or nearly complete, papers from any source, electronic or otherwise.
 2. Set off all direct quotations within quotation marks or within the text in a block quote form. To fail to indicate direct quotations by one of these two methods is to commit plagiarism even if the failure is accidental and even if you give the source of the quotation. In a speech you must also indicate the beginning, ending and source of all direct quotations to the audience.
 3. If you derive an idea from another source, cite the source unless the idea is common knowledge, that is, unless people familiar with the subject you are discussing are aware of the idea.
 4. Cite the source of paraphrased material and avoid excessive paraphrasing. Too much paraphrasing minimizes your contribution.
 5. Use the citation style required by your professor for attribution.

6. Do not use your own work from previous papers or projects on a current paper or project without the express permission of your instructor.
3. CHEATING. The following list describes ways to avoid the most common forms of cheating.
 1. **Do not give assistance** to another person, or use unauthorized notes, books, etc., when an examination or assignment is supposed to be your own work.
 2. **Do not receive assistance from** another person, or use unauthorized notes, books, etc., when an examination or assignment is supposed to be your own work.
 3. Do not falsify research results or violate codes for the treatment of human or animal subjects.
 4. Do not violate the policies of proctors, preceptors or supervisors.
 5. Do not use an electronic copy of another person's work as the starting point of your own work without the instructor's permission.
 6. On collaborative works, include the names of all participants on any copies that are submitted for evaluation.

All employees are to comply with and enforce this policy, any questions and concerns should be directed to Academic Affairs. An instructor may assign a grade of "F" for the course in cases of fraud, plagiarism and/or cheating. When an "F" grade is assigned, the student may not drop the course. All cases of fraud, plagiarism and/or cheating will be reported to the respective dean or department chair, Program Director and the Vice President for Academic Affairs/Dean of Faculty (VPAA). The VPAA may impose additional consequences including sanctions or dismissal from a program or from Graceland University. The student may appeal the imposition of sanctions by the VPAA to the President.

Technology Expectations and Policies

Technology Ethics and Use Policy (Acceptable Use Policy)

SUBJECT: Technology Ethics and Use Policy (Acceptable Use Policy)

PURPOSE: To communicate expectations for the appropriate use of Graceland-owned technology.

POLICY:

Users of Graceland's technological tools will respect the human dignity, privacy, and sensitivity of each other and the general public while using the tools made available by Graceland. Graceland reserves the right to routinely monitor technology resources. While the privilege of privacy of personal files or messages on Graceland-owned computers and voice mail systems will be respected to the extent possible and subject to the right of Graceland to access any files to officially investigate or to accomplish necessary system maintenance, users of Graceland-owned computers have no legal expectations of privacy with respect to personal files or messages stored on the computer hard drive or stored in or transmitted through Graceland's system/servers. Additionally, users of non-Graceland-owned computers have no legal expectations of privacy with respect to personal files or messages stored in or transmitted through Graceland's system/servers.

All technology provided by Graceland is covered by this policy, including computers, networks, Internet services, telephones, voice mail, fax machines, photocopiers, cable TV and all associated software and data. Such technology is provided to accomplish Graceland's educational mission in accordance with Internal Revenue Code Section 501(c)(3), under which Graceland receives its tax-exempt status.

Graceland's network enables access to external facilities, systems, and other networks over which Graceland has no control, including related capabilities which are incidental to providing such access. Certain of these resources may not support Graceland's goals and objectives.

Although Graceland does not exercise editorial or censorship control of such external resources, Graceland expects that the technology will not be used for purposes which are illegal, immoral, or inconsistent with Graceland's mission.

Academic and professional work pertaining to Graceland's goals and objectives take precedence over the use of resources for entertainment.

Graceland may establish additional standards of conduct with designated technology or in specific areas (e.g. Microlabs, classrooms, etc.) Inappropriate uses of technology include, but are not limited to those specifically prohibited by local, state or federal law. Without limitation, examples of inappropriate uses of technology include:

- harassment - sending of harassing, threatening or obscene material to minors and/or non-consenting adults or any attempts to confuse or frustrate another user in achieving their objectives;
- random or unauthorized bulk sending or mailing of messages; inappropriate use of access, any disregard for the security mechanisms that are in place or other attempts to gain unauthorized access to Graceland's technical resources. This includes possession of or attempts to acquire another user's password or allowing others access to technology resources that are not allocated for their use;
- failure to comply with software license restrictions - All licenses for software that are licensed by Graceland will be filed by ITS.

- disruption of service - damaging any resource in such a way that it creates a disruption of the normally expected service from that resource, including generating excessive network traffic and/or interfering with the normal functioning of the network;
- cheating - use of technology resources to achieve academic credit by dishonest or deceitful means;
- copyright infringement; forgery; malicious transmission of a computer virus;
- malicious alteration of system files or configuration;
- abuse of established storage space limitations;
- use of any resource to inure benefit for private or political gain in violation of Graceland's tax-exempt status under IRC Section 501(c)(3).

Content shared by “peer-to-peer” (p2p) applications may be violation of the Digital Millennium Copyright Act (DMCA), and violates Graceland University policy by generating excessive network traffic and interfering with the normal functioning of the network. These applications are prohibited on the Graceland University network. This means that:

- ▪ Peer-to-peer file sharing applications including, but not limited to, Napster, Gnutella, Kazaa, AudioGalaxy, iMesh, and others, may not be installed or used on computers owned or managed by Graceland University.
- ▪ Peer-to-peer file sharing applications including, but not limited to, Napster, Gnutella, Kazaa, AudioGalaxy, iMesh, and others, may not be installed or used on computers attached to the Graceland University network, regardless of their ownership.
- ▪ The Graceland University Information Technology staff may, in order to ensure compliance with Graceland policies and Federal or State Law, inspect and remove any of the prohibited software from any equipment currently or previously attached to the Graceland University network.

Consequences:

Graceland reserves the right to take corrective/disciplinary action in the event of inappropriate use of technology, which may include but not be limited to the following:

Cases involving suspicion of inappropriate use of technology by students will be investigated by the Information Technology Services Department. If violations are confirmed, a referral for disciplinary action will be made to the Dean of Students. A determination of serious misuse may result in suspension from the university. In cases involving misuse of resources allocated for a particular course, the course instructor may assign a failing grade.

Cases involving inappropriate use of technology by employees, including student workers, will be handled in accordance with existing personnel policies. Serious misuse may result in termination of university employment. Cases involving violation of local, state or federal laws will be referred to external authorities as directed by the Vice President of Business Services of Graceland University.

Cases involving non-students or non-employees will be referred to the area supervisor who will take action appropriate to the incident. This may include contact with Graceland security and/or referral to other external authorities for action. Serious misuse may result in expulsion from all Graceland facilities for an indefinite period of time.

*****School of Nursing Addendum to the Technology Ethics and Use Policy**

Approved: UAC 4.29.24, 9.16.24

Effective date: 9.1.2024

Reviewed:

Amended:

Nursing students will have access to various computer systems and devices during their clinical rotations and time on campus. To ensure proper security, privacy, and professional conduct, the following rules must be followed:

Computer/Device Use at Clinical Sites

- Do not change any computer settings, wallpapers, or screensavers on clinical site computers.
- Do not download, save, or transfer any files onto clinical site computers.
- Only access websites/systems required for clinical duties. Do not visit unauthorized sites like social media, personal email, etc.
- No unauthorized photography, video recording, printing, or photocopying at clinical sites.

Safeguarding Patient Information

- Never remove any patient information or data from the clinical site in any form (written, photographic, etc.).
- Do not post, share, or disclose any patient information or details about your clinical experiences on social media or other public platforms.

Professional Conduct

- Use professional judgment when accessing technology during clinicals - only for clinical duties.
- No unauthorized use of personal devices (phones, tablets, smartwatches etc.) in client care areas.

Academic Integrity

- All exam answers must be entirely your own work without any unauthorized assistance.
- Reasonable AI assistance is allowed for assignments, but the expressed ideas, analysis, and majority of content creation must still come from you as the student.
 - You may use AI language models as an aid for research, writing mechanics assistance, proofreading, etc.
 - However, AI cannot be used to fully generate or complete the assignment. The core ideas, analysis, and majority of the content must be your own original work.
 - Do not directly copy or submit work generated entirely by AI as your own.
- Do not provide or receive exam/assignment help from others through sharing content, notes, files, etc. unless approved by the instructor.
- Reusing or repurposing your own past assignment work for a new submission (self-plagiarism) is prohibited without instructor approval.
- Never purchase, borrow, or obtain completed assignments/papers from any other source to submit as your own work.

Key Principles

- 1) Exams must be entirely your own work

- 2) For assignments, AI can assist but not fully generate the core work
- 3) No unauthorized collaboration or reusing past work
- 4) No obtaining assignments from other sources

Violations of this policy will initiate disciplinary proceedings. Maintaining privacy, ethics, and professionalism with technology is critical for nursing professionals.

Technology Requirements and Support

Student learning is facilitated through online resources and activities in each nursing course. The following technology requirements are essential to ensure seamless access to all content and proper functioning of testing software:

- **Device Requirement:** Students are required to have either a laptop or a tablet. They may opt for a personal computer or utilize the iPad mini provided during the first semester of the program.
- **Usage:** Computers/tablets will be utilized for online testing and completing class assignments. Some testing may occur during class sessions, while others may be asynchronous and conducted outside of class. Students are encouraged to bring an internet-accessible device to classes daily.

Tech Support

For technical assistance, please contact Tech Support at 641-784-5400 between 8 a.m. and 5 p.m. Central time, Monday through Friday, and on weekends. Alternatively, you can reach out via email at TechSupport@graceland.edu. When contacting Tech Support, please provide your ID number and the last 4 digits of your social security number for identity verification purposes. Personal email addresses should not be used for official communications.

Brightspace D2L

For technical support related to Brightspace D2L, please reach out to D2L Technical Support at +1.877.325.7778 or refer to the student help guide available at <https://documentation.brightspace.com/>.

ATI Products

For assistance with ATI products, including learning activities, exams, and remediation, please contact ATI Nursing at 800-667-7531. Ensure to verify the technical requirements on the ATI website to optimize your product experience.

Brightspace Technology Requirements

Graceland University employs Brightspace as the platform for online and hybrid classes. Please refer to the technical requirements outlined at this link: <https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>. Supported browsers include the latest versions of major browsers (refer to tables below).

Supported Desktop Platforms and Browsers:

PLATFORM	APPLE® SAFARI®	GOOGLE® CHROME™	MICROSOFT® EDGE	MOZILLA® FIREFOX®
APPLE® MAC OS®	Yes	Yes	Yes	Yes
MICROSOFT® WINDOWS®	Not Applicable	Yes	Yes	Yes

Supported Tablets and Mobile Devices with Browsers:

PLATFORM	APPLE® SAFARI®	GOOGLE® CHROME™	MICROSOFT® EDGE	MOZILLA® FIREFOX®
APPLE® IOS® FOR IPHONE® AND IPAD®	Yes	Not Applicable	Not Applicable	Not Applicable
ANDROID™ OS FOR ANDROID PHONES AND TABLETS	Not Applicable	Yes	Not Applicable	Not Applicable

ATI Requirements

The School of Nursing uses ATI as the platform for learning activities, exams, and remediation. The technical requirements for effective use of the ATI platform may be found at this link: <https://atitesting.com/technical-requirements>

For the best ATI experience we recommend:

BROWSER	VERSION	NOTES
GOOGLE CHROME™	119 or later	For optimal experience, enable "Third Party Cookies" in Google Chrome settings, under "Cookies and other site data".
MOZILLA FIREFOX®	119 or later	
SAFARI®	14 or later	For optimal experience, disable the "prevent cross-site tracking" setting under Safari's privacy settings.

For the best ATI experience we recommend:

DEVICE	OPERATING SYSTEM	NOTES
PC	Windows 10 or later	Min resolution 1024 x 600
MAC	Mac OS® X 15 or later	Min resolution 1024 x 600
IPAD®	iOS 15 or later	Safari is the recommended browser on iPads.
ANDROID TABLET	Android 12 or later	If your default browser is not Google Chrome, please download Google Chrome for a better experience. <i>Products not currently supported on Android tablets</i> <ul style="list-style-type: none">• Proctored Assessments• Communicator 2.0 (virtual interactions)• HealthAssess (virtual practice and virtual challenge simulations)• TEAS at ATI Proctored Exams• Civility Mentor

Respondus Lockdown Browser Requirements

Respondus LockDown Browser is a secure browser utilized during SON exams and ATI proctored assessments. It restricts activities such as copying, printing, accessing other URLs, or using other applications during a test. If an ATI test requires the LockDown Browser, you must use it; otherwise, standard web browsers won't suffice. The Monitor records during the exam, which will only be reviewed if there are suspicions of test protocol breaches.

System Requirements for Students:

- **Windows:** 10 or 11
- **Mac:** macOS 10.15 to 14.0+
- **iOS:** 15.0+ (iPad only)
- **Additional Hardware:** Web camera (internal or external), microphone (internal or external)
- **Internet Connection:** Broadband connection
- **Permissions:** Administrator rights required to install Respondus

Ethical Expectations and Policies

ANA Code of Ethics for Nurses*

The Nonnegotiable Nature of the ANA Code of Ethics for Nurses with Interpretive Statements.

Summary: The American Nurses Association (ANA) Code of Ethics for Nurses with Interpretive Statements (Code of Ethics) explicates the goals, values and ethical precepts that direct the profession of nursing. The ANA believes the Code of Ethics is nonnegotiable and that each nurse has an obligation to uphold and adhere to the code of ethics.

Background: Health care ethics is concerned with the rights, responsibilities, and obligations of health care professionals, institutions of care, and clients. Upon entering the profession of nursing, nurses accept the responsibilities and trust that have accrued to nursing over the years and also the obligation to adhere to the profession's code for ethics. The Code of Ethics, published by the American Nurses Association, is the standard by which ethical conduct is guided and evaluated by the profession. It provides a framework within which nurses can make ethical decisions and discharge their professional responsibilities to the public, to other members of the health team, and to the profession. The Code of Ethics is not open to negotiation in employment settings, nor is it permissible for individuals, groups of nurses, or interested parties to adapt or change the language of this code. The Code of Ethics encompasses all nursing activities and may supersede specific policies of institutions, of employers, or of practices. Therefore, the content of the Code of Ethics with Interpretive Statements is nonnegotiable.

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has the authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

** From American Nurses Association (2015). Code of Ethics. Washington DC, ANA Publishing. (Unchanged 2021) National Student Nurses' Association, Inc.*

Code of Academic and Clinical Conduct

Preamble

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A Code For Nursing Students

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we;

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

*Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001.
(Unchanged 2021)*

Statement of Ethical Practice

Approved: SON Faculty 5/23/2007

Effective Date: 5/23/2007

Reviewed: 4/23/184/27/20; 4/27/21; 4/25/22 , 4/18/2023

Amended: 2/27/2006

Purpose: To delineate ethical beliefs relevant to educational practice.

Policy: Graceland University and the School of Nursing believe that each student is unique. Each person brings their own beliefs, goals, strengths, potentialities, motivations and life experiences to the university community. We believe that the university and the division programs promote the professional and personal actualization of each student toward greater expression of each one's unique creativity.

A. The student has the right:

1. and responsibility to develop to the highest potential, physically, emotionally, intellectually, and spiritually.
2. to objective, clear, accurate, up to date information, verbal and written about the university and the nursing major. This includes information about the philosophy, goals, objectives, academic programs, cost, requirements and admission policies to the university and the major.
3. to be notified as soon as possible about acceptance.
4. to information regarding written policies for admission, progression in the major, graduation from the university, or dismissal from the major.
5. to information regarding students' own academic standing.
6. to be notified of any changes before the changes occur.

HIPAA Regulations Policy

Approved: SON-FGA 4.19.10, 8/18/2008

Effective date: 8/18/2008

Reviewed: 4/23/18; 4/27/20; 4/25/22

Amended: 4/19/10; 4/27/21

A. Policy:

1. Graceland University School of Nursing faculty and students will comply with the HIPAA Privacy and Security Regulations, the Health Information Technology for Economic and Clinical Health Act (HITECH) and corresponding regulations in clinical, research, and institutional areas by implementing, maintaining and using appropriate administrative, technical and physical safeguards to prevent the improper use or disclosure of all Protected Health Information (PHI), including Electronic Health Information (EHI).

B. Procedure

1. Students and instructors will comply with current HIPAA and corresponding HITECH Regulations to ensure the confidentiality of health or health-related information.
2. HIPAA and corresponding HITECH regulations will be followed in all areas that involve PHI and EHI.
3. All students will be familiar with HIPAA Privacy Rule and Security Regulations, and HITECH policies and procedures in each of their clinical settings.
4. Current guidelines will be available to students and instructors at all times in the School of Nursing Student Handbook and course syllabi.

C. Reporting of Unauthorized Disclosures or Misuse of PHI

1. The student is responsible for immediately reporting to their preceptor, and instructor any violation of HIPAA and HITECH regulations.
2. The instructor shall report to the Facility any use or disclosure of PHI or EHI other than what is provided for by the facility agreement on the first day or no later than three 3 business days. The School of Nursing will document such disclosures and will take prompt action to correct any unauthorized disclosures as required by applicable federal and state laws and regulations.

HIPAA: 18 identifiers for Protected Health Information

1. Names (including initials)
2. All geographic subdivisions smaller than a state, including street address, city, county, precinct, ZIP Code, and their equivalent geographical codes
3. All elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older.
4. Telephone Number
5. Fax Number
6. E-mail Address
7. Social Security number
8. Medical Record number
9. Health Plan Beneficiary number
10. Account numbers
11. Certificate/License number
12. Vehicle Identifiers and Serial numbers (including license plates)
13. Device identifiers and Serial numbers
14. URL Address
15. IP Address
16. Biometric identifiers, like fingerprints and voiceprints
17. Full-face Photos and Any Comparable Images
18. Any other unique identifying number, characteristic (including tattoos) or code, social media handles, and name of employer.

Safe Practice Policy

Approved: SON-FGA May 16, 2011

Effective Date: 6/27/2011

Reviewed: 4/23/18, 4/27/20; 4/27/21; 4/25/22, 4/18/23

Amended: 5/12/2011; 2/27/2006; 8/8/2003

A. Purpose:

1. To reasonably assure that no physical or emotional harm is inflicted upon self and others.

B. Policy and Procedure:

1. Safe practice is defined in this policy as behavior that demonstrates the knowledge, skill, judgment and accountability necessary to reasonably ensure that no physical or emotional harm is inflicted upon self or others (clients, families, co-workers, peers, and faculty).
2. School of Nursing faculty members have the professional obligation to safeguard patient well-being and to protect student rights.

C. Procedure:

1. Faculty members are expected to:
 - a. Specify expectations in measurable terms
 - b. Assess significant behaviors
 - c. Give frequent, timely, constructive feedback
 - d. Provide experiences appropriate to students' level of experiences
 - e. Document student evaluations
 - f. Identify all areas in which expectations are not being met
2. Unsafe behavior:
 - a. Any behavior that is deemed unsafe by the instructor will be sufficient reason for removal from the clinical simulation, laboratory or didactic setting until measures have been taken to ensure safe practice.
 - b. A student whose behavior indicates a pattern that is unsafe or is deemed likely to become unsafe will receive documentation on a Student Feedback Form. An improvement plan may be outlined by the instructor, which may include laboratory review, clinical practice, and counseling. Students have the right to have input into this plan.
 - c. Copies of the Student Feedback Form will be given to the Undergraduate Affairs Committee (UAC) and the student's academic advisor. Copies will be made available to the Dean of the School of Nursing if necessary.
 - d. Unsafe clinical practices will be reviewed by the UAC. Faculty, staff, and student documentation will be considered in any review. The Committee will make recommendations for further action.
 - e. Unsafe practices at any time may be grounds for failure of the clinical course. Failure in clinical will result in an "F" in both the clinical and theory portion of the course.
3. In order to ensure safe practices, students are expected to:
 - a. Assume responsibility for their own actions
 - b. Prepare in advance for clinical experience
 - c. Report unsafe practices

- d. Apply safety measures to nursing interventions
- e. Function within the guidelines and policies of the institution where they are practicing and within the policies of the SON.
- f. Maintain personal, physical, and emotional stability
- g. Communicate appropriately, adequately, and truthfully, in both written and verbal communication
- h. Recognize **their own limitations** and the need for appropriate supervision
- i. Provide appropriate care for all individuals regardless of age, sex, race or diagnosis
- j. Judiciously protect information of a confidential matter

Impaired Nursing Student Policy

Approved by FGA: 6-14-10

Effective Date: 6-15-10

Reviewed: 4/23/18; 4/25/22, 4/18/23

Amended: 2/15/21

A. Purpose:

1. To provide safe, effective patient care, nursing students must be free of impairment. This includes, but is not limited to, impairment resulting from:
 - (1) Illicit drug use
 - (2) Alcohol use
 - (3) Prescribed medication use
 - (4) Over-the-counter medication use
 - (5) Psychological or physical illness
 - (6) Stress
 - (7) Lack of sleep

***This applies to any academic setting including class, lab, clinical or a school sponsored event.**

B. Policy:

1. The School of Nursing values the trust placed in the delivery of health care services, by students, to provide a safe environment for patients/clients receiving health care services. This policy applies to undergraduate students enrolled in or entering the pre-licensure undergraduate program at Graceland University School of Nursing. The School of Nursing (SON) expects students to make every effort to take appropriate action regarding patient care. Students are expected to be knowledgeable about interactions related to prescribed and over the counter (OTC) medications, alcohol and/or other substances.

C. Procedure:

1. Individuals conditionally accepted into School of Nursing pre-licensure undergraduate programs must satisfactorily submit and complete a drug screen prior to beginning the nursing program. Students who refuse to submit to the required drug screening will not continue with their plan of study and may be subject to dismissal from their academic program.
 - a. The drug screening test will be conducted through Clinical Student services. The resulting laboratory report will be provided directly to the MOKAN Coordinators and Track Coordinators/Assistant Dean or their designee. Results from another laboratory other than the designated laboratory will not be accepted. Students are required to contact the designated laboratory and comply with all instructions in authorizing and obtaining the drug screen. The student must also complete all releases required for the School of Nursing to receive the laboratory report. Students are responsible for any fees charged by the designated laboratory to supply this service.
2. **TESTS:** Students will be tested with at least an 11 panel, plus alcohol test. Prospective and current students must disclose medications or treatments which could produce a positive drug screen at the time of screening.

3. **REVIEW OF RESULTS:**

- a. **Positive Drug Screen:** If a student has a positive drug screen, they will not be permitted to participate in any class, lab, practicum or patient care experience including observation. The student shall be referred to the Track Coordinator/Assistant Dean or designee for review and appropriate dispensation under applicable policies and procedures including dismissal from the program. A student testing positive may be permitted to remain in didactic courses while their case is under investigation.
- (1) If a student has a positive test for a substance which they have a valid and current prescription for (excluding marijuana), the test will be treated as negative.
 - (2) If a student has a positive test for marijuana or THC, the test will be considered positive even in the case of a medicinal marijuana card. The student will not be eligible to attend clinical and will be dismissed from the program.
 - (3) If a student has a positive test for marijuana or THC, the test will be considered positive even in the case of a valid and current prescription for marijuana or CBD oil substance. The results of the positive test will be provided to each clinical facility who will make their own determination as to student eligibility to attend clinical. If a clinical opportunity cannot be identified to provide the student with all clinical hours, the student cannot meet the objectives of the program. This would result in inability to complete the program and subsequent program dismissal.
 - (a) Alternatively:
 - (i) The student may choose to end the use of prescribed marijuana and provide additional drug screens to demonstrate a negative test. The additional drug screen must be completed within 30 days of the date of the original drug screen and the cost is to be covered by the student. The student is encouraged to speak with their healthcare provider before stopping any prescribed treatment.
 - (ii) The student may choose to provide additional drug screens to demonstrate a therapeutic level of THC (i.e., <15ng/L) consistent with the therapeutic level of the students' valid and current prescription for marijuana or CBD oil substance. The additional drug screen must be completed within 30 days of the date of the original drug screen and the cost is to be covered by the student.
 - (iii) These alternative options do not guarantee that clinical facilities will allow the student to attend clinical. See item 4iii for more details.
- b. **Drug Screen Result other than Positive or Negative:** If the student's drug screen result is neither positive nor negative or inconclusive, the test must be repeated at the student's expense. For example, a test result that is neither positive nor negative includes, but is not limited to, a Negative Dilute, Positive Dilute, Positive No Contact, or Cancelled.

4. CBD oil may produce positive drug screen that implies marijuana use. The National Council of State Boards of Nursing expressly does not allow for the use of CBD oil in practicing nurses. Additionally, CBD oil cannot be differentiated from marijuana during drug screening. Therefore, the use of CBD oil leading to a positive drug screen will be considered a drug screen positive for marijuana use.
5. If a student is taking prescription or OTC medication which may affect their behavior, it must be reported to the clinical faculty member.
6. If a student reports suspicion of drug or alcohol use by another student, the report will be investigated by the Track Coordinator and may or may not lead to drug or alcohol testing.

7. At the discretion of faculty, any student showing signs and/or symptoms of impairment may be referred for alcohol and/or drug testing. Signs and symptoms of impairment may include, but are not limited to:
 - a. Smell of alcohol and/or breath mints
 - b. Mood swings
 - c. Patterns of irresponsible behavior
 - d. Unexplained absences from the nursing unit, from class, or other
 - e. Frequent tardiness and/ or absenteeism
 - f. Disheveled appearance or poor hygiene
 - g. Blatant impairment of judgment
 - h. Bizarre or unusual behavior
 - i. Unsteady gait, slurred speech, pupillary changes, red eyes
 - j. Frequent errors
 - k. Excessive sleepiness
 - l. Threatening to harm oneself or others

- D. If, in the judgment of the faculty member, a student demonstrates signs and/or symptoms of chemical impairment, the faculty member is to:
 1. Remove the student from participation in the class, lab, clinical activity, or school sponsored event.
 2. Place the student in a secure, private area while arrangements for testing are being made.
 3. Testing is to be done as soon as possible. The following guidelines apply to the testing procedure:
 - a. The student assumes the cost of the testing. If results are negative the SON will assume the cost.
 - b. Testing will include at least an 11-panel urine drug screen and a BAT (breath analyzer test).
 - c. If the student does not cooperate with the required testing, the test results will be deemed positive, and the policy will be followed.
 - d. If the student is in the academic setting during the hours of 0800 to 2100 Monday through Friday or 0900 to 1300 Saturday, the student is to be escorted to the testing center.
 - e. If not in a local academic setting or if outside regular business hours, the testing facility used will be at the discretion of the School of Nursing.

- E. Procedure related to results of screening:
 1. If the screening test results are **negative**, the student will resume school activities without penalty.
 2. If the screening test results, either drug or alcohol, are **positive**, the student will be required to participate in an evaluation conducted by a licensed healthcare provider and complete an approved treatment program.
 - a. The student's continued participation in class, clinical and other School of Nursing activities is contingent on evidence that the student 1) completes a treatment program approved by the Dean of the SON and, 2) remains drug and alcohol free.
 - b. If the student does not provide evidence of completion of an approved program, they will be dismissed from the School of Nursing.
 - c. Evidence of participation in a treatment program will require the student's signed release of records so that the treatment personnel may communicate with a School of Nursing official. The extent of the release may be limited to compliance with and satisfactory progress in the treatment program.

- d. The School of Nursing will make every reasonable effort to help the student make up any class or clinical experience missed due to absence because of action taken to enforce this policy. However, the regular course absence procedures are applicable.
 - e. The School of Nursing will require random drug and alcohol testing for the remainder of the student's enrollment in the School of Nursing after successful completion of an approved treatment program. Testing is at the expense of the student. A second occurrence of positive drug or alcohol testing will result in the student's immediate dismissal from the School of Nursing.
 - f. The student will complete an additional criminal background check at the request of the School of Nursing. The school will have the right to deny re-admission based on the results of the background check.
 - g. An administrative officer of the School of Nursing appointed by the Assistant Dean of the Undergraduate Program will monitor the student's compliance with the rehabilitation program requirements.
 - h. Student confidentiality of test results and participation in the treatment program will be maintained by the Dean Assistant Dean, or track coordinator of the School of Nursing.
 - i. The cost of the treatment program is the responsibility of the student. Students must select an approved program, which meets the commonly accepted standards of the profession of alcohol and drug rehabilitation treatment. Students must submit their request to attend a particular treatment program to the Dean for approval.
 - j. The type and standards of drug and alcohol testing used by the School of Nursing are determined by the testing organization.
3. If, in the judgment of the faculty member, a student demonstrates signs and/or symptoms of impairment, due to a condition other than alcohol and/or drug abuse, the faculty member is to adhere to the following guidelines:
- a. Remove the student from participation in the class, lab, clinical activity, or school sponsored event.
 - b. If the student is in the clinical setting, faculty will adhere to clinical agency policy when immediate referral and treatment are necessary.
 - c. In the event the student is not in the clinical setting, depending on the student's condition, the faculty may send the student home or may send the student to a healthcare facility for further evaluation.
 - d. The student's emergency contact will be notified of the situation and where the student is being sent.
 - e. The student will be accompanied by a responsible adult. Further evaluation may include a physical and/or psychological examination and/or other evaluations as deemed appropriate by the student's healthcare provider.
 - f. Written documentation of the student's behavior observed by the faculty must be provided to the Assistant Dean of the School of Nursing or their designee.
 - (1) Review of the faculty documentation and assessment by the Dean or Assistant Dean of the School of Nursing will determine whether further assessment, monitoring, and a treatment plan are necessary.
 - (2) Potential for dismissal of the student from the nursing program if repeated behaviors indicate continued impairment.
 - (3) Responsibility for all expenses incurred as a result of assessment, treatment and transportation will be assumed by the student.

Classroom Expectations and Policies

BSN Transfer Credit-Admissions

Approved: SON-FGA 4/15/19

Effective date: 6/1/19

Reviewed: 4/25/22, 4/18/23

Amended: 08/20, 11/16/20

A. BSN Undergraduate Admission Parameters

1. Pre-licensure BSN Program:
 - a. Science courses within the last 10 years
 - b. Humanities courses unlimited time frame
 - c. All support courses must be completed prior to the start of the nursing program
 - d. 24-Month Track minimum GPA- 2.5 cumulative or pre-requisite
 - e. 18-Month Track minimum GPA- 2.75 cumulative or pre-requisite
2. RN- BSN Program:
 - a. Science courses unlimited time frame
 - b. Humanities courses unlimited time frame

B. BSN-RN Program Exceptions:

1. The undergraduate BSN-RN program will allow further exceptions to the age of science requirements for practicing LPN's. Science courses older than 10 years will be reviewed on a case-by-case basis and will only be accepted if the LPN has appropriate work experience to support competence in related areas.
2. The undergraduate BSN-RN program will allow further exceptions to the support course completion requirement for students applying to the 24-month track. Students with a 3.0 GPA (cumulative or pre-requisite) or higher who are applying to the 24-month program may defer completion of up to 6 hours of humanities until after the start of the nursing program. The Ethics/Philosophy requirement is not included in this exception and must be completed before starting the program. All graduation and school of nursing requirements must be met before graduation.

Grading Policy

Approved by: SON-FGA 8/30/2010 Effective date: 2/27/06

Reviewed: 4/23/18, 02/2019, 4/27/20; 4/25/22

Amended: 02/27/06; 08/08/03; 8/30/2010, 04/15/2019; 4/27/21

A. Policy

1. All courses required for the nursing major must be completed on a graded basis.

B. Procedure

1. Each faculty member will determine at what point a grade will be rounded and that criteria will be indicated in each course syllabus.

C. Grading Scale:

1. The grading scale for undergraduate nursing courses is:

91-100	A
82-90	B
75-81	C
66-74	D
Below 66	F

2. The grading scale for graduate nursing courses is:

90-100	A
80-89	B
70-79	C
60-69	D
Below 59	F

Course Examination Requirements Policy

Approved by: SON-FGA 05/23/07

Effective date: 8/18/2008

Reviewed: 4/23/18; 4/27/20; 4/27/21; 4/25/22

Amended: 5/23/2007; 02/27/2006; 06/10/04; 08/08/2003; 9/16/24

Policy:

At the junior level, a minimum of seventy percent (70%) of the grade for specified courses will be derived from tests. At the senior level, a minimum of sixty percent (60%) of the grade for specified courses will be derived from tests. Course exams cannot be retaken or resubmitted for a higher score.

Courses:

NURS 2460 - Health Assessment

NURS 3120 - Fundamentals of Health Care

NURS 3250 - Adult Health Care I

NURS 3260 - Adult Health Care II

NURS 3270 - Psychosocial Aspects of Client Care

NURS 3440 - Pathophysiology

NURS 3451 - Pharmacology I

NURS 3452 - Pharmacology II

NURS 4170 - Manager of Care

NURS 4230 – Care of the Mother and Child

NURS 4260 - Critical Care Nursing

NURS 4340 - Community Health Care

In addition to unit outcomes, test specification tables will reflect appropriate NCLEX content areas, and the nursing process.

Procedure for the Administration of Examinations in the Classroom

Approved: SON Faculty: 5/30/2014

Effective: 5/30/2014, 4/27/20

Reviewed: 04/23/18; 4/27/21

Amended: 1/10/22; 9/16/24

A. **Purpose:** To support academic integrity during examinations in the classroom. To prepare students for the strict requirements of the NCLEX testing procedure.

B. Policy

1. Evidence of academic misconduct before, during, or after an exam may result in a failing exam grade, a failing course grade, and/or dismissal from the program.

2. Accommodations

- a. Students requiring testing accommodations will be evaluated according to the Graceland University American Disabilities Act (ADA) policy.
- b. If students with testing accommodations choose to forfeit the accommodation, he/she MUST notify the course coordinator via email 48 business hours PRIOR to the examination time.
- c. The faculty will then notify the proctor via email 24 business hours PRIOR to the examination.
- d. If the student fails to show up, the proctor will notify the Track Coordinator and course coordinator via email.
- e. If you have testing accommodations and have questions about your accommodations during campus or virtual testing, please reach out to the faculty for that course.

3. Paper and Pencil Examinations

- a. Will include an attached cover sheet that students must sign prior to each exam.
- b. This sheet may also be utilized for scratch paper during the exam.
- c. Scratch paper cannot be copied or removed from the testing room.

4. Computerized Examinations

- a. By entering the online exam, the student is agreeing to abide by the contract.
- b. Instructor may include a printed form that students must sign prior to each exam; this sheet may also be utilized for scratch paper during the exam.
- c. The instructor will provide scratch paper if requested by the student, and papers will be labeled in a way that matches the student to the paper.
- d. Scratch paper cannot be copied or removed from the testing room.

C. Procedure

1. On campus testing

- (i) More than one version of the exam may be administered.
- (ii) Electronic devices may NOT be kept with students during the exam (medical devices may be exempt).
- (iii) Calculators will be provided when requested. Students may not use their own calculators.
- (iv) Students will not be allowed to leave the room until they are finished with the exam. Exceptions may be made on a case-by-case basis at the discretion of the faculty.

- (v) Proctors will walk throughout the room to closely observe students during the examination.
- (vi) As circumstances arise, the instructor will handle situations individually.
- (vii) The exam doors will close at the scheduled exam time. If a student is late, even by 1 minute, the student will not be permitted to take the exam. The student will then reschedule the exam with the course faculty and will have a grade reduction of 10% for the exam. The exam must be rescheduled in a timely manner. Medical emergencies will be considered on a case-by-case basis.
 - (a) The 10% grade reduction will be subtracted from the total possible points. (e.g. for a 100 point exam, 10 points will be deducted automatically from the original score the student earns. If the student correctly answers 80 questions out of 100, their original score is 80/100 and will be reduced to 70/100).
 - (b) The grade reduction will not be applied when calculating exam averages for courses with a 75% exam average requirement. Exam averages will be calculated from the original grade before the 10% reduction.
 - (c) The grade reduction will be applied the overall course grade. Course grades will be calculated from the exam score after the 10% grade reduction.
- (viii) **Exam Security:** measures will be taken to ensure exam security for in person and virtual testing.
 - (a) Students must arrive to the testing location 30 minutes early to be checked in, or as directed by the course faculty.
 - (i) Students may not enter the exam room prior to being checked in by faculty. Once checked in, students may not leave the testing room without faculty approval.
 - (ii) Check-in will include (1) identification verification using a government-issued photo ID for select exams, and (2) verification that no personal belongings are being brought into the exam room that might threaten test security.
 - (b) All personal belongings must be stored in the hallway, at the back of the room, or as instructed by faculty. Cell phones, tablets, computers, and other electronic devices will be turned off and placed with personal belongings in a designated area outside the testing area.
 - (i) This includes, but is not limited to, coats, jackets, hats and sunglasses, phones, smart watches, with discretionary allowances for medical devices and religious apparel. Food, unless predetermined as medically necessary, are not allowed in the exam room. Beverages in a clear or see-through container with a lid may be allowed at the discretion of the instructor.
 - (c) Examinees may bring two writing utensils into the exam room and may use earplugs provided by the faculty.

2. Virtual testing

- (i) If you are instructed to use Respondus, the exam will be taken at a different time. Instructions will be provided for the use of Respondus.
- (ii) Virtual testing must be arranged with your Course Coordinator ahead of time. If a student did not get explicit approval from the Course Coordinator, they should not assume they have approval.
- (iii) **Exam Security:** measures will be taken to ensure exam security for in person and virtual testing. Students will follow all check-in and testing processes set forth by ATI and Respondus Lockdown Browser. Students will ensure they are signed up for Respondus update notifications and will complete an exam “dry-run” the day before every exam.

Graceland University ATI Testing and Remediation Policy

(Adapted with permission from ATI)

Approved by SON-FGA: 02/18/2019

Reviewed: 4/27/20

Amended: 4/27/21, 6/19/23; 9/16/24

Purpose: This policy outlines the use of Assessment Technologies Inc. (ATI) Content Mastery and Predictor examinations in the Bachelor of Science in Nursing (BSN) program.

A. Courses and Examinations

1. BSN faculty teaching designated theory courses will follow this policy.
2. ATI Content Mastery exams may be administered in any course throughout the program.
3. The ATI Predictor Exam is given in the NURS4390 Capstone Practicum course.

B. Retake and Academic Probation

1. Students scoring below the designated benchmark on the Content Mastery Exam retake will be placed on academic probation for the following semester and complete additional remediation activities as determined by the Undergraduate Affairs Committee (UAC).

C. Grading

1. ATI Content Mastery Exams do not directly contribute to course exam averages. The 5% weight for ATI testing in your total course grade includes a combination of practice assessment completion, the Content Mastery, remediation activities, and any required retakes.
2. The Predictor exam accounts for 5% of total course grade for NURS4390 Capstone Practicum.

D. Testing Procedures

1. Students must arrive at least 30 minutes early for scheduled ATI Content Mastery exams or retakes as well as the Predictor exam.
2. A valid government-issued photo ID is required for check-in. Late arrivals will not be allowed to take the exam and must reschedule with the course faculty. A 10% grade reduction will apply to the rescheduled exam (details in the course syllabus).
3. Review the exam administration policy in the course syllabus for complete details.

E. Grading Breakdown- Content Mastery Exams

a. Practice Assessments (up to 1% of total grade)

- (i) Points are awarded based on the achieved score.
 - (a) Scores above 71% earn 1% of the ATI Testing course grade.
 - (b) Scores between 61-70% earn 0.75%.
 - (c) Scores between 51-60% earn 0.5%.
 - (d) Scores below 50% earn 0.25%.
- (ii) Faculty may choose to provide rationales for Practice Exam A after all students complete the proctored practice test.
- (iii) Faculty may choose to offer Practice Exam B for students to practice before the Content Mastery Exam.

b. Content Mastery Exam (up to 2% of total grade)

- (i) Points are awarded based on the achieved level (or probability of passing the NCLEX-RN exam).

	(1%)	(1%)	Exam Level	(2%)	(1%)		(0.5%)	
> 71	4 (1%)	4* (1%)	Level 3- no retake	8 (2%)	4* (1%)	Level 3	2.5 (0.5%)	Not required
61-70	3 (0.75%)		Level 2- No retake	6 (1.5%)		Level 2	2.5 (0.5%)	Not required
50-60	2 (0.5%)		Level 1- Retake required	4 (1%)		Level 1	0 (0%)	Not required
< 50	1 (0.25%)		Below Level 1- Retake required	2 (0.5%)		Below Level 1- Academic Probation	0 (0%)	Required

*See remediation grading table

Example Graceland University ATI Capstone Predictor Test Plan represented as points for a sample course
(Ex: 1200 point course, 5% = 60 points total possible)

Percentage predictability of passing NCLEX *	Total Possible Points
>95%	60 (5%)
84% (84-94.9%)	45 (3.75%)
73% (73-83.9%)	30 (2.5%)
≤ 72.9% (65.2% and below)	12 (1.25%)

RN Content Mastery Series® 2023 Proficiency Levels

RN CMS 2023 PROCTORED ASSESSMENTS	LEVEL 1 CUT SCORE	LEVEL 2 CUT SCORE	LEVEL 3 CUT SCORE
Adult Medical Surgical (90 items)	56.7% to 68.8%	68.9% to 82.1%	82.2% to 100.0%
Community Health (50 items)	58.0% to 73.9%	74.0% to 83.9%	84.0% to 100.0%
Fundamentals (60 items)	50.0% to 64.9%	65.0% to 81.6%	81.7% to 100.0%
Leadership (60 items)	60.0% to 76.6%	76.7% to 89.9%	90.0% to 100.0%
Maternal Newborn (60 items)	55.0% to 66.6%	66.7% to 81.6%	81.7% to 100.0%
Mental Health (60 items)	56.7% to 66.6%	66.7% to 84.9%	85.0% to 100.0%
Pediatric Nursing (60 items)	51.7% to 64.9%	65.0% to 78.2%	78.3% to 100.0%
Nutrition (60 items)	48.3% to 66.6%	66.7% to 83.2%	83.3% to 100.0%
Pharmacology (60 items)	53.3% to 71.6%	71.7% to 86.6%	86.7% to 100.0%

LEVEL 1 - Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to just meet NCLEX-RN® standards in this content area. ATI advises these students to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content.

LEVEL 2 - Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as fairly certain to meet NCLEX-RN standards in this content area. ATI advises these students to engage in continuous focused review in order to improve their knowledge of this content.

LEVEL 3 - Scores meeting the Proficiency Level 3 standard can be considered to exceed most expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to exceed NCLEX-RN standards in this content area. ATI advises these students to engage in continuous focused review to maintain and improve their knowledge of this content.

RN Comprehensive Predictor® 2023: Probability of Passing Expectancy Table

RN COMPREHENSIVE PREDICTOR 2023 INDIVIDUAL SCORE	PREDICTED PROBABILITY OF PASSING THE NCLEX-RN®	RN COMPREHENSIVE PREDICTOR 2023 INDIVIDUAL SCORE	PREDICTED PROBABILITY OF PASSING THE NCLEX-RN®
80.7% - 100%	99%	60% - 60.6%	46%
78.7% - 80.6%	98%	59.3% - 59.9%	43%
76.7% - 78.6%	97%	58.7% - 59.2%	39%
75.3% - 76.6%	96%	58% - 58.6%	36%
74.7% - 75.2%	95%	57.3% - 57.9%	33%
74% - 74.6%	94%	56.7% - 57.2%	30%
72.7% - 73.9%	93%	56% - 56.6%	27%
72% - 72.6%	92%	55.3% - 55.9%	24%
71.3% - 71.9%	90%	54.7% - 55.2%	22%
70.7% - 71.2%	89%	54% - 54.6%	20%
70% - 70.6%	88%	53.3% - 53.9%	17%
69.3% - 69.9%	86%	52.7% - 53.2%	16%
68.7% - 69.2%	84%	52% - 52.6%	14%
68% - 68.6%	82%	51.3% - 51.9%	12%
67.3% - 67.9%	80%	50.7% - 51.2%	11%
66.7% - 67.2%	78%	50% - 50.6%	9%
66% - 66.6%	75%	49.3% - 49.9%	8%
65.3% - 65.9%	73%	48.7% - 49.2%	7%
64.7% - 65.2%	70%	47.3% - 48.6%	6%
64% - 64.6%	67%	46.7% - 47.2%	5%
63.3% - 63.9%	64%	45.3% - 46.6%	4%
62.7% - 63.2%	60%	43.3% - 45.2%	3%
62% - 62.6%	57%	41.3% - 43.2%	2%
61.3% - 61.9%	53%	0% - 41.2%	1%
60.7% - 61.2%	50%		

Drug Calculation Proficiency Policy

Approved by/date: SON-FGA 4/15/2019

Effective date: 1/8/2009, 06/2019

Reviewed: 04/15/19, 4/27/20

Amended: 2/26/2013; 4/27/21

A. **Purpose:** To provide guidelines for testing and progressive competency in dosage calculation.

B. Policy Statements:

1. Nursing students must demonstrate competence in dosage calculation skills for progression in the BSN-RN program. The following applies to all students in the BSN-RN program.
2. Math proficiency is an essential part of safe nursing practice. Therefore, nursing math concepts will be introduced during the 1st semester. Student must demonstrate knowledge and application of math skills by completing the dosage calculation assignments as directed throughout the nursing program.
3. Use of personal calculators is prohibited, therefore, calculators will be provided by the School of Nursing during exams.
4. Students must take and pass a dosage calculation exam with a minimum score of 95% at the beginning of the following clinical courses to progress in the clinical rotations:
 - a. Pharmacology I (PO and Injectable medications only)
 - (1) This exam is a prerequisite for Adult Health I clinical
 - b. Pharmacology II (PO, injectable medications, and IV drips)
 - (1) This exam is a prerequisite for Adult Health II clinical
 - c. Care of Mother and Child (all previously listed in specialty dosing)
 - d. Critical Care Nursing (all previously listed for the critically ill client)

C. Procedure:

1. At the beginning of the select courses, faculty will administer the dosage calculation proficiency exam containing a minimum of 20 questions.
 - a. If a score of 95% or higher is not earned on the first attempt, the student will be required to complete remediation activities and retake a different exam. Students will not be allowed to administer medications to patients in the respective clinical setting until the dosage calculation exam has been passed.
 - b. Students will be allowed 4 attempts to pass the med calc exam in each course. If the student does not pass by the 4th attempt, the student will fail the respective course.
 - c. A schedule with remediation activities and exam retake dates will be provided to students the first week of classes. The course coordinator will schedule remediation after the first exam. Additional remediation activities will be scheduled on an individual basis as needed.
 - d. Students who fail to complete remediation activities and/or pass the retake exam will be issued a UPC for each day in clinical the student is unable to administer medications to the patient.
 - e. If student is not allowed to pass medications during clinical rotations for more than 50% of the time due to failures on the exam, the student will earn a clinical failure and will fail the course.
 - f. One retake prior to each clinical week will be allowed. Students must complete remediation activities each week a dosage calculation exam failure occurs.

Upper Division Progression, Retention, and Dismissal

Approved: FGA 5/16/2012

Effective date: 5/16/12

Reviewed: 4/23/18, 4/27/20, 4/27/20; 4.27.21; 4/25/22

Amended (last five years): 10/21/15; 5/12/2011; 5/18/10, 5/20/2008; 4/27/22; 5/25/23; 9/16/24

A. **Policy:** Students must fulfill the requirements for theoretical and clinical components of the major, demonstrate academic integrity, and display professional behavior, which contributes to their meeting course objectives.

B. Academic Progression:

1. Students may progress successfully by completing the courses in sequence with a minimum grade of C in all nursing and required support courses. When circumstances necessitate changes in the School of Nursing curriculum delivery, every effort will be made not to disadvantage students who started in the previous curriculum sequence.
2. Designated Course progression requirements
 - a. Students must earn an average total exam score of 75% on objective examinations in the designated courses listed below. The average total exam score will be based on raw test scores. The total number of points earned on all exams will be divided by the total number of possible points possible.
 - b. If a student's earned average total score on exams taken in the course is less than 75%, the actual average grade earned on the exams (D or F) will be assigned as the final course grade.

NURS 2460 - Health Assessment

NURS 3120 - Fundamentals of Health Care

NURS 3250 - Adult Health Care I

NURS 3260 - Adult Health Care II

NURS 3270 - Psychosocial Aspects of Client Care

NURS 3440 - Pathophysiology

NURS 3451 - Pharmacology I

NURS 3452 - Pharmacology II

NURS4170 - Manager of Care

NURS 4230 - Care of Mother and Child

NURS 4260 - Critical Care Nursing

NURS 4340 - Community Health Care

C. Clinical Practice Progression Procedure:

1. Assignments
 - a. Demonstration of clinical competence is required in all clinical courses. All clinical assignments must be passed with a 75%. Students who do not score at least 75% will redo the assignment until 75% is reached. The original score will be recorded in the grade book.
 - b. All clinical assignments must be turned in before the next clinical experience (clinical, lab, simulation) for the assigned course. If an assignment is not turned in before the next clinical experience, the student will not be allowed to attend and will receive an unexcused absence and an Unprofessional Conduct Violation.

2. Clinical Evaluation
 - a. Clinical courses will utilize Clinical Evaluation Tools (Formative and Summative -see syllabi) that reflect the program curriculum objectives. Each tool will be identified according to the student's program level (junior or senior). Capstone has separate and specific evaluations completed at midterm and final (see syllabi).
 - b. To pass the clinical portion of the course, students must achieve a passing score as indicated on the evaluation tool.
 - c. The clinical instructor will complete the Formative Evaluation Form weekly, and a copy will be provided to the student.
 - (1) If a pattern of unsatisfactory or unsafe behavior is revealed, the clinical instructor will notify and send the Formative Evaluation Form to the course coordinator.
 - (2) The course coordinator or clinical instructor will complete a Student Feedback Form and send it to the student to notify them of the issue(s).
 - (3) The course coordinator will schedule a conference with the student to discuss the clinical behaviors.
 - (4) The UAC will review the Student Feedback Form and determine if further action is required.
 - (5) Students that score below the passing level on the Formative Evaluation Form at the mid-point throughout the rotation will meet with the course coordinator and the clinical instructor to sign a performance improvement plan.
 - (6) Students who are unable to successfully meet the objectives of the contract by the end of clinical will fail the course.
 - d. A Summative Evaluation Form will be completed at the end of designated clinical rotations summarizing the student's clinical performance. The student will be required to complete a self-evaluation on the Summative Evaluation Form and submit it to their clinical instructor for their input.
3. Demonstration of competence in dosage calculation skills is required in select courses. (See the Medication Dosage calculation policy for more details)
4. During NURS4390 – Capstone Practicum, the student will be required to meet the qualification of >90% probability of passing the Capstone Predictor to qualify to test early for NCLEX. If the student does not meet the qualification on the comprehensive predictor exam, the student will:
 - a. NOT be allowed to test early. Students must reach a 90% probability of passing NCLEX to test early **and** have approval from the SON Dean. This varies by state. Students are not able to test early in Missouri.
 - b. All students must complete five core modules of virtual ATI in the capstone practicum. It is recommended that all students complete the additional 7 modules of virtual ATI post-graduation to prepare for NCLEX.

D. Exemplary Performance:

1. Students demonstrating exemplary performance in the course, clinical setting or professional activity may receive an Exemplary Performance Form commending their achievement. A copy of the form will be placed in the student's permanent file.

E. Student Feedback Form and Flag Form:

1. The Student Feedback Form (see form in the handbook) is an official document used to communicate with students when there are issues with Clinical or Professional behaviors which affect progression in the program.
2. Faculty, adjuncts, or administrators may initiate the form.

3. A copy of the form is sent to the Undergraduate Affairs Committee (UAC) and the student's advisor.
4. A copy of the form is placed in the student's permanent record.
5. The student will have 48 hours to respond in writing to the contents of the Student Feedback Form.
6. Students are required to sign and date the form with or without a written statement and return to the course instructor, advisor and the chair of the UAC.
7. The UAC will review behavior(s) outlined in the Student Feedback Form and determine if further action is required.
8. Flag forms will be submitted for academic performance concerns as well mental health concerns affecting health and wholeness. Students, faculty or adjuncts may initiate the form.

F. Academic Progression Procedure for Students at Risk

1. Students who fail to meet the program benchmark are at risk.
2. Students will receive a Student Feedback Form from the academic instructor for performance concerns, such as failing to submit assignments deemed critical to passing the course. The completed form with or without the student response will be sent to Undergraduate Affairs Committee (UAC) for review. Course grades and ATI exams Below level 1 will be reported via FlagForms and will be addressed by the Track Coordinator and/or Associate Dean. FlagForm details will be reported to the Undergraduate Affairs Committee (UAC).
3. If, at any time, the UAC determines a student is at academic risk, the student may be:
 - a. Placed on probation
 - b. Required to engage in a remediation plan
 - c. Required to create a student plan for success
 - d. Required to meet with the course instructor and/or advisor on a regular basis
4. Any student whose cumulative grade point average is below 2.00 at the end of any semester will be placed on academic probation and subject to review by UAC. If the student is permitted to continue in the program, a grade point of at least 2.00 must be attained by the end of the following semester or the student will be dismissed for poor academic performance.

G. Clinical Behavior Violations:

1. Clinical behavior violations are actions by the student that reflect poorly on professional conductor endanger patients, the student, or others.
2. These behaviors include but are not limited to the following:
 - a. Absence from clinical without permission*
 - b. Tardiness: greater than 15-minutes on the first incident and any amount of time thereafter*
 - c. Breach of Confidentiality and/or HIPAA violations*
 - d. Dress code violations
 - e. Lack of preparation for clinical*
 - f. Late or missing assignments
 - g. Medication errors*
 - h. Safety issues*
 - i. Violation of facility policies*
3. Students will receive a Student Feedback Form for any of the above violations. Violations that result in immediate Unsatisfactory Professional Conduct (UPC) are designated by a (*).

- a. The student will have 48 hours to respond to the contents of the Student Feedback Form. The course coordinator will schedule a conference with the student to discuss the clinical behaviors.
- b. The UAC will review the Student Feedback Form and determine if further action is required.

H. Professional Behavior Violations:

1. Students will receive a Student Feedback Form from an instructor for Behaviors Violation that include but are not limited to:
 - a. Code of Conduct violation*
 - b. Disrespect
 - c. Dishonesty, Cheating, Plagiarism (i.e., integrity issues) *
 - d. Impaired (see Impaired Nursing Policy) *
 - e. Inappropriate language
 - f. Irresponsibility
 - g. Poor attitude
 - h. Misconduct
 - i. Technology Ethics Violation*
2. Students will receive a Student Feedback Form for any of the above violations. Violations that result in immediate Unsatisfactory Professional Conduct (UPC) are designated by a (*).
 - a. The student will have 48 hours to respond to the contents of the Student Feedback Form. The course coordinator will schedule a conference with the student to discuss the clinical behaviors.
 - b. The UAC will review the Student Feedback Form and determine if further action is required.

I. Unsatisfactory Professional Conduct (UPC)

1. Unsatisfactory Professional Conduct (UPC) is a designation of a single incident or a pattern of unsafe or unprofessional behavior.
2. The instructor will complete a Student Feedback Form and make a recommendation to UAC if the behavior is to be designated as an Unsatisfactory Professional Conduct (UPC).
3. Upon receipt of the Student Feedback Form, the student will have an opportunity to respond to the Feedback Form in writing within 48 business hours. The form must be signed and dated by the student and returned to the instructor. The form with the student response will be sent to UAC for review.
4. UAC will determine if the student's behavior requires an Unsatisfactory Professional Conduct (UPC) designation. If the UAC determines the student is to receive a UPC, the student will be notified by letter from the committee and meet with either lead course instructor or the advisor to discuss a success plan if required by the UAC.
5. A success plan for the student may include:
 - a. Required meeting(s) with course instructor
 - b. Required/recommended meeting(s) with advisor
 - c. Required completion of a remediation plan
 - d. Complete incident follow-up based on the UPC offenses.
 - e. Program Probation
6. Documentation of five (5) cumulative "Unsatisfactory Professional Conduct" (UPC) may result in dismissal from the program.

J. Program Probation Procedure

1. The UAC will determine the dates of the probationary period. The student and the student's advisor will be notified of the probationary status by a letter from the UAC.
2. The purpose of the probationary status is to support the student's progression through the nursing program and make arrangements for academic, clinical, and professionalism support to meet this end.
3. The designated advisors will provide meeting notes to student academic folder concerning progress on the UAC stipulations.
4. The UAC will notify the student and the specified advisor when the probationary status has been discontinued.

K. Dismissal Procedure

1. Academic Dismissal from the program:
 - a. After failing one nursing course, students who earn a D or F in a second nursing course will be dismissed from the program.
 - b. After failing one nursing course, students who withdraw while failing (from the course being repeated or a different nursing course) will be dismissed from the program.
 - c. Failing or withdrawing while failing two courses simultaneously will result in immediate program dismissal.
 - d. The UAC will issue a letter of dismissal to the student. The student will be advised to have an exit meeting with the Associate Dean.
2. Nonacademic Dismissal:
 - a. The UAC, on behalf of the nursing faculty, reserves the right to dismiss any student from the program whose personal, professional or clinical conduct/performance demonstrates an inability to continue preparation for a career in nursing. This may include violation of the academic integrity policy, breach of confidentiality, substance abuse/ impairment or other infractions.
3. Clinical Practice Dismissal:
 - a. The UAC, on behalf of the nursing faculty, reserves the right to dismiss any student who is unsafe in the clinical setting. Upon dismissal, the student will fail BOTH the theory and clinical portion of the clinical concepts course.
 - b. If a student is dismissed for nonacademic or clinical practice reasons, the student is not eligible for reactivation to the program. The student may reapply as a new applicant one time, after waiting a full calendar year. If accepted, the student will be required to restart the program from the beginning. If denied, the student may not reapply again.
 - c. If a student is dismissed from one program within the School of Nursing, they may not be eligible for other programs within the School of Nursing in the future.
 - d. Students dismissed for academic or nonacademic reasons will have to wait 12 months to apply and will be required to start the program over if readmitted.

Appeal Policy & Procedure

Approved by date: FGA 9/15/08

Effective date: January 1, 2009

Reviewed: 4/25/22

Amended: 5/18/2010

A. Policy

1. Graceland University School of Nursing (SON) has three codes of conduct: academic conduct, clinical conduct and professional conduct. A student may be disciplined or dismissed from the nursing program for misconduct in any of the three areas.
2. The standards of academic conduct address meeting established academic criteria and behavioral integrity in performing the academic work of the SON. The standards of clinical and professional conduct relate to matters outside the context of academic courses.
3. Honesty and integrity are prerequisites to academic life and more specifically, to the practice of nursing. Honesty is defined as being truthful, free of deceit and having integrity (Webster, 1976). Integrity is defined as utter honesty and adherence to a code of values (Webster, 1976). Integrity also encompasses "being truthful, avoiding acts of cheating, fraud or outright lying, and refusing to engage in deception or false representation in practice" (Hoyer, Booth, Spelman & Richardson, 1991, p. 171). Clinical and Professional integrity in nursing is reflected in the American Nurses Association (ANA) Code of Ethics for Nurses (2001), National Student Nurses Association (NSNA) Code of Academic and Clinical Conduct (2001), ANA Standards of Professional Nursing Practice and Performance (1991) and the Scope and Standards of Advanced Practice for Registered Nursing (1996). Nursing practice is further guided by state legislation and institutional standards. Nursing students must adhere to both institutional and professional standards in the classroom, clinical sites, and the community to meet the School's standards of conduct.
 - a. Sanctions imposed by faculty for academic misconduct include but are not limited to:
 - (i) Written notification of the student's act of academic misconduct and potential consequences placed in the student's file.
 - (ii) Assigning a zero (no points) for a test, assignment or paper.
 - (iii) Assigning a failing course grade.
 - (iv) Placing the student on probation.
 - (v) Recommending dismissal from the program.
 - b. Guidelines for Students
 - (i) Students often become aware or suspicious of academic misconduct first. For the School to maintain an environment that is supportive of academic integrity, students are encouraged to maintain the standards for academic conduct. In situations where students are in doubt as to the integrity of one's own or one's peer's actions, it is advisable to consult one of the following: course faculty, course coordinator, specialty track/program coordinator, or faculty advisor. As noted in a previous section, students must adhere to both institutional and professional standards in the classroom, clinical sites, and the community.
 - c. Suspension
 - (i) A student may be suspended from any classroom, lab or clinical session for inappropriate or unsafe behavior or failure to adhere to any GU School of Nursing Academic or Ethics Policies. Suspension may last from several hours to one calendar

year. Students are automatically placed on suspension during the appeal process pursuant to dismissal.

- (a) Faculty imposed: Faculty are solely responsible for making the immediate decision to suspend a student from classroom, clinical, or lab sessions in progress for inappropriate or unsafe behaviors. At the time of a suspension by the faculty, conditions for reinstatement are explained. Failure to meet the conditions of reinstatement may result in course failure.
 - (b) School imposed: The Assistant Dean is solely responsible for imposing suspension for failure to adhere to Graceland University School of Nursing Academic Progression Policy. At the time of a suspension by the Assistant Dean, the conditions of reinstatement are explained. Failure to meet the conditions of reinstatement may result in course failure or dismissal from the nursing program. The student may not attend classroom, lab or clinical sessions during the suspension.
- d. Academic Appeal
- (i) A student may appeal any of the following:
 - (a) Failing final course grade (C or below for graduate; D or below for undergraduate).
 - (b) Dismissal.
 - (ii) Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are responsibilities of the course faculty. Grade appeal is available only for the review of allegedly capricious grading and not for review of the faculty's evaluation of the student's academic performance. Capricious grading, as the term is used here, consists only of any of the following:
 - (a) The assignment of a grade to a particular student on some basis other than the performance in the course.
 - (b) The assignment of a grade to a particular student by resorting to more exacting or demanding standards than were applied to other students in the course.
 - (c) The assignment of a grade by a substantial departure from the instructor's previously announced standards.
- e. Conduct or Professionalism/Conduct Appeal
- (i) A student only appeal program dismissal.
 - (ii) Students are responsible for meeting the standards of conduct, clinical and professional performance established for each course in which they are enrolled, the University and the School of Nursing. Students may appeal if they feel the dismissal was unwarranted, unjust or unethical.

B. Procedure

1. An appeal is initiated by submitting a typed statement to the Chair of the Undergraduate or Graduate Student Affairs Committee (UAC/GSAC), no later than seven (7) working days after documentation of the failing final course grade or recommendation for dismissal. The typed appeal statement submitted by the student must include the following:
 - a. A statement of the issue.
 - b. Specific steps that have already been taken to resolve the issue with the course faculty, course coordinator and/or Specialty Track/Program Coordinator.

- c. Evidence supporting why the student believes the decision made was inconsistent with existing GU School of Nursing or course policy, was arbitrary, or lacked sufficient evidence.
2. In preparing the appeal, it is the student's responsibility and burden to prove:
 - a. In the case of academic appeal - that the action taken by the faculty was inconsistent with existing policy, arbitrary, or lacked sufficient evidence.
 - b. In the case of conduct/professionalism appeal - that the dismissal was unwarranted, unjust or unethical.
3. The student may seek assistance from a GU School of Nursing faculty member as an adviser in preparing the statement for an appeal. The role of the adviser is to assist the student in understanding the policy and procedure. The adviser's role does not include gathering information or presenting evidence.
4. The student will submit the letter of appeal with supporting documents to the Chair of the appropriate (undergraduate or graduate) Student Affairs Committee (SAC).
5. The Chair will forward appeal documents to faculty involved in the subject matter of the appeal or its resolution.
6. Faculty will submit to the Chair of the SAC within ten (10) working days their response to the appeal document including their supporting documentation.
7. The Chair of the SAC will forward the faculty's response to the student.
8. The Chair of the SAC will appoint the appropriate/additional members to the SAC for the hearing.
9. The SAC will meet within ten (10) working days of receiving all the written appeal documents to hear the appeal. The student may request one continuance, not to exceed one week, for good cause.
10. The student and faculty will be notified 72 hours before the hearing of the time, date and location of the hearing. The initial appeal documents will be reviewed by members of the appropriate SON Undergraduate Affairs Committee. The involved student and/or faculty may be asked to participate in the hearing (in person or via teleconference) to answer questions or provide clarification of the written appeal documents.
 - a. The committee shall be charged to weigh evidence, deliberate, and find for or against the appeal.
 - b. The meeting is confidential and restricted to those persons listed. If an incident involves more than one student, each student will be heard individually.
 - c. An UAC member, who has been directly involved in the awarding of a failing course grade or recommending dismissal will not vote during the appeal process.
 - d. The UAC will make a decision within five (5) working days after the hearing.
11. In an appeal of a failing course grade, the UAC can either:
 - a. Uphold the assigned grade, or
 - b. Return the grade to the faculty for reconsideration.
12. In an appeal of a dismissal, the UAC can either:
 - a. Uphold the dismissal
 - b. Overturn the dismissal and return the case to the UAC for reconsideration.
13. If the faculty is asked to reconsider a grade by the UAC, the faculty may uphold the assigned grade or change the grade. The faculty member will notify the SAC of their decision within 72 hours. The UAC will notify the Assistant Dean and the student of the outcome of the appeal. The student may receive and sign for the UAC's written decision in person, receive email notification, and/or by certified mail.

14. If the student wishes to appeal the decision made by UAC during the appeal process, the student must send a typed statement and supporting documentation to the Dean of the School of Nursing, no later than seven (7) working days after notification of the UAC's decision.
 - a. The Dean will forward appeal documents submitted by the student to faculty involved in the subject matter of the appeal or its resolution.
 - b. Faculty will submit to the Dean within ten (10) working days their response to the appeal document including their supporting documentation.
 - c. The Dean will forward the faculty's response to the student.
 - d. The Student will notify the Dean within seven (7) working days to formally appeal the UAC decision.
 - e. The Dean will initiate the Graceland University academic appeals procedure at the request of the student.
15. If the student wishes to appeal the decision made by the Dean during the appeal process, the student must send a typed statement and supporting documentation to the Vice President of Academic Affairs, no later than seven (7) working days after notification of the Dean's decision. The appeal process and timeline are at the discretion of the Vice President of Academic Affairs.
16. If the student wishes to appeal the decision made by the Vice President of Academic Affairs during the appeal process, the student must send a typed statement and supporting documentation to the University President, no later than seven (7) working days after notification of the Dean's decision. The appeal process and timeline are at the discretion of the University President.

Reactivation to the Nursing Major

Approved: SON-FGA 5/20/2008

Effective date: 5/20/2008

Reviewed: 04/23/18; 4/25/22, 4/18/23

Amended: 11/16/2020, 7/16/2007, 2/27/2006, 11/24/2003

A. **Policy:** Requirements for students who have withdrawn from the program and are applying for reactivation of status to the nursing major.

B. Procedure

1. Students who have withdrawn voluntarily or involuntarily from this program will only be considered once for reactivation.
2. Any student admitted to the nursing major who does not enroll for course work during any one semester will be considered withdrawn unless an individualized curriculum plan is on file with the student's academic adviser.
3. Re-activation is based on current criteria used for admission to the program and space availability.
 - a. To be considered for reactivation, a student must comply with the following criteria:
 - (1) Meet with the Assistant Dean and present the request for reactivation in writing.
 - (2) Petition the Undergraduate Committee (UAC) in writing. The petition must contain:
 - (a) A description of why the student believes he/she will be successful if permitted reactivation.
 - (b) The reason(s) the student was unable to maintain a continuous progression during their previous enrollment in nursing and what will now be done to ensure successful completion.
 - (c) Other information the student would like the UAC to consider.
4. The UAC will review all students seeking reactivation. If space is available, reactivation approval will be based on the judgment of the UAC concerning the student's likelihood of academic success and willingness and ability to meet reasonable conditions. Students may be required to:
 - a. Audit or repeat course(s) to ensure theoretical/clinical competency;
 - b. Demonstrate clinical competencies through written and performance check offs (failure to perform satisfactorily will be grounds to disqualify reactivation);
 - c. Demonstrate theoretical competencies through performance exam (failure to perform satisfactorily will be grounds to disqualify reactivation);
 - d. Successfully pass the drug dosage calculation exam appropriate to the level of re-entry;
 - e. Submit a current CPR certification, drug screen, negative TB test, current immunization record, background check, and any other required clinical documentation. This must be on file with the School of Nursing 30 days prior to enrolling in the first clinical course as a reactivated student.
5. If accepted for reactivation, students enrolled in an 18-month plan of study at the time of course failure may reactivate into an 18-month plan of study or a 24-month plan of study. Students enrolled in a 24-month plan of study at the time of course failure may only reactivate into a 24-month plan of study.
6. Students approved for reactivation will be notified in writing by the UAC of the reactivation requirements and will return on probationary status for the first semester. Satisfactory performance will be evaluated by UAC at the end of the first returned semester.

Upper Division Graduation Requirements and Licensure

Approved: SON-FGA 11/17/08

Effective date: 1/5/2009

Reviewed: 04/23/18, 4/27/20; 4/27/21; 4/25/22, 4/18/23

Amended: 5/20/08; 5/23/2007, 2/27/2006, 9/19/2005

A. **Policy:** To delineate the requirement for graduation and the procedures for licensure application for the BSN-RN program.

B. Graduation Requirements

1. Complete sufficient credit to total 120 semester hours.
2. Successfully complete all upper division (junior and senior level) semester hours.
3. Meet the University's general education requirements.
4. Earn a cumulative GPA of at least 2.0 on all work and at least a 2.0 GPA in major.
5. Fulfill all financial obligations to Graceland University.
6. File an application for graduation with the office of the Registrar at least six months prior to anticipated graduation date.

C. Graduation Deficiencies

1. Students failing to meet graduation requirements may petition the Assistant Dean to participate in the Nursing Recognition Ceremony.
2. Commencement Ceremony
 - a. Students who have graduation deficiencies, but present documented evidence for a plan (including evidence that they have registered for all courses required for graduation) to complete those deficiencies by the end of the calendar year, have a 2.5 overall GPA, may participate in commencement exercises.
 - b. Such students will be listed on the program as candidates for graduation and will be recognized as such in the commencement program.
 - c. Those students who participate in Commencement will receive diplomas when all graduation requirements have been completed.

D. Procedure for Licensure Application in the semester before graduation:

- a. Complete the requirements per the state you are seeking licensure. Details will be given at the last semester of the program.

Permission to sit for the NCLEX Prior to Graduation to Obtain Out-of-state Licensure

Approved: FGA 4/15/2019

Effective date: 7/1/2012

Reviewed: 04/23/18,4/27/20, 4/27/21; 4/25/22

Amended: 9/9/19; 9/16/24

A. Policy:

- a. Students may test for the NCLEX prior to their official graduation date.

B. Procedure

1. Students must be passing all senior level classes with a C or better and meet the test average requirements in all clinical courses at the time of the request to test early.
2. Students must complete their capstone course predictor exam, with the minimum score designated to meet the qualification of a 90% probability of passing NCLEX. This score must be achieved prior to receiving the necessary approval for earlyNCLEX testing.

Clinical Expectations and Policies

Nurse Practice Acts

State law ensures safe nursing care through licensing. Each state has a Nurse Practice Act (NPA) that defines the legal scope of nursing practice and protects patients. These NPAs are overseen by Boards of Nursing (BON) with the authority to set and enforce specific rules and regulations. The BON enforces these laws and can discipline nurses who violate them, ensuring public safety.

It is the responsibility of all nursing students to know the NPA in Iowa and Missouri. Students planning to get licensed in any other state should review the NPA of the relevant state: [Find NPAs for your State](#)

Missouri Division of Professional Registration

Missouri State Board of Nursing

P.O. Box 656 Jefferson City, MO 65102

(573) 751-0681

Nursing Practice Act and Rules

October 2019

The Missouri Nursing Practice Acts and Rules may be located online through the following link:
<https://pr.mo.gov/boards/nursing/npa.pdf>.

Iowa State Board of Nursing

400 SW 8th St Suite B Suite B,

Des Moines, IA 50309

[\(515\) 281-3255](tel:5152813255)

CHAPTER 6 NURSING PRACTICE FOR REGISTERED NURSES/LICENSED PRACTICAL NURSES
may be located through the following link: <https://www.legis.iowa.gov/perma/102320217415>.

The entirety of the nursing practice act may be found through the following link:
<https://www.legis.iowa.gov/law/administrativeRules/chapters?agency=655>

General Information

- Refer to the ([Drug Calculation Proficiency Policy](#)) at the beginning of each clinical or pharmacology course.

Cell Phones in Clinicals

Prohibited. Provide contact information for emergencies to family/significant others. The nursing program office can also be reached in case of emergency. Exceptions may be made on a base-by-case basis by the Track Coordinator or Associate Dean (i.e. phone use for continuous glucose monitoring).

Clinical Documentation Requirements

Every nursing student should maintain a personal record of TB, vaccination and immunity status. Documentation of this status will be required for every employer and every position in health care. Good records may prevent unnecessary blood tests and vaccinations. A facility's obligation to their employees is different than their obligation to a student. They are not required to make any accommodations to students in regard to vaccinations. These guidelines are required by clinical sites for patient safety, regardless of personal thoughts or spiritual conviction¹.

Accident and Hospitalization Insurance

Graceland students are strongly encouraged to provide proof of hospitalization insurance. The health insurance plan may be one that is provided by parents, spouse, or self. This insurance coverage protects the student as they provide direct patient care and are exposed to a variety of clinical situations. These include but not limited to, exposure to communicable diseases and the possibility of work-related injuries.

Emergency Care - Procedure

- A. Students are encouraged to use health promotion measures to maximize their own health.
- B. In the event of illness or accident while in the clinical setting, students report first to their current clinical instructor.
- C. Students are personally responsible for any financial charges incurred.
- D. Students are financially responsible for all prescriptions, laboratory fees and Xray costs.
- E. In case of an emergency, the student should arrange for immediate care and contact the instructor as soon as possible.
- F. Costs incurred by visits to a hospital emergency room are the student's responsibility.

-Adapted from Collegiate Nurse Educators of Greater Kansas City Kansas City Area Nurse Executives, Clinical Orientation Manual (2023)

Requirements for ALL Students and Faculty in Live Clinical Settings

-Adapted from Collegiate Nurse Educators of Greater Kansas City Kansas City Area Nurse Executives, *Clinical Orientation Manual (2023)*

Be sure to locate all original immunization documents. You may also be asked to provide a copy of certain immunization records directly to clinical sites upon request. Under the rules formulated by the Collegiate Nurse Educator group, schools using clinical agencies for student nurse hands-on clinical experiences agree to maintain student documentation (based primarily on current CDC recommendations) including those listed in the table below.

NOTE: Information provided to your school may be shared with clinical agencies as needed. Some agencies may require additional identifying information such as SSN or birthdate for access to electronic health records. Students enrolled in nursing programs must be a minimum of 18 years of age.

All faculty need to participate in institutional faculty orientation as directed by the clinical partner.

New Faculty Orientation: Approximately 12 hours of orientation may be required by the agency for faculty orientation, including orientation to the agency, unit, and computer system. Orientation time **in addition to** these approximately 12 hours is at the professional discretion of the instructor/school. Faculty competency expectations are dependent on the level of care expected of the students during that clinical learning experience. **Employees of the facility may still be required to participate in faculty orientation.**

Faculty will provide the clinical partner with the following:

- Student roster.
- Proof of student and faculty (within the limits of the law) professional liability insurance, upon request.
- Rotation requests—outlining clinical experience needs or course objectives.
- CNE/KCANE standard evaluations for clinical and schools.
- Certification of completion of criminal background checks of students and faculty, upon request.
- Changes of assigned students.

Faculty will prepare students for the clinical environment by orienting them to:

- Agency specific documentation procedures.
- Skills including medication administration as appropriate for the level of the student.
- Agency specific emergency procedures.
- Agency specific dress codes, which includes wearing educational program’s student ID at all times.
- Agency specific safety procedures.

Screening	Notes	Unique Situations
Tuberculosis	The CDC recommends that all healthcare personnel, including clinical students, have a baseline TB test for <i>M. tuberculosis</i> infection. This baseline TB skin test (TST) or blood test (IGRA) will be required to have been done within one year of starting the nursing program and <i>may be required annually thereafter, depending on the</i>	1. Newly discovered positive TB screening must have a chest X-Ray and complete the Missouri Department of Health & Senior Services TB Risk Assessment Form (see Appendix E). The positive TB test must be reported to the health department in the county where the student resides except for Kansas City, (Jackson County) Missouri, which is

facility to which the student is assigned for clinical² activities.

If submitting baseline screening with a skin test (TST), two readings will be required. While two TSTs within a three-week timeframe is ideal (see “2-Step process below”), having one within 12 months prior to admission is acceptable as the 1st step, with a second test being done just prior to the start of clinical activities (2 TSTs within 12 months) is acceptable as a “2-Step.”

Initial Two-Step TST Screening (if no other TST documentation available in the past 12 months):

- If first TST is **positive (+)**—see guideline for + TST in next column.
- If first TST is **negative (-)**—do the 2nd TST 1-3 weeks after the first test is read.
- If 2nd TST is **positive (+)**— see guideline for + TST in next column.
- If 2nd TST is **negative (-)**— considered a negative (-) baseline.

NOTES:

1. Be aware if receiving a live virus immunization (such as varicella, MMR or FluMist), you will need to either have your TB screening (TST or IGRA) done at the same time or **wait 4 weeks**. The TB screening must be done first, prior to receiving any other live vaccines.
2. If you have received a vaccination for COVID-19, **you no longer need to wait** to get a TB screening or any other vaccination as COVID-19 vaccine is inactive and therefore does not interfere. Likewise, there is no longer any regard to timing between COVID-19 vaccine and any other vaccine. They can be given together or at any other time.
3. Chest X-ray is not permitted in lieu of TB Screening.
4. Annual TB screening may be required depending on the facility where clinical

reported to the KCMO Health Department. Documentation of the new positive TB test(s), chest x-ray report and TB Risk Assessment Form should be provided to the Health Department. Documentation of the new positive TB test(s), chest x-ray report and TB Risk Assessment Form should be provided to the Health Department. Treatment is determined between the person testing positive, the health department and the person’s personal physician. Treatment is not required unless mandated by the health department.

2. **Repeated chest X-rays** of persons with a positive TB screening **are not indicated** unless symptoms of TB are present, as indicated on the Missouri Department of Health & Senior Services TB Risk Assessment Form (see Appendix E).
3. **If IGRA or TST is positive (+):**
 - a. Individual will provide documentation of a **negative (-) chest X-Ray** (two views—PA and lateral)
 - b. Provide a **MO Department of Health & Senior Services TB Risk Assessment Form** (see Appendix E) signed by a provider.
 - c. Then annually, the individual will submit a new Missouri Department of Health & Senior Services TB Risk Assessment Form (see Appendix E). **Annual chest X-Ray or TB screening is not indicated.**
 - d. If the individual can provide documentation of completed treatment from a physician or health department for LTBI, no further annual requirement is needed. If there is no documentation of completed treatment, then an annual TB Risk Assessment form is required.
4. If an individual has documentation of having been vaccinated for TB (BCG) or has had TB (LTBI or disease) and can

	<p>activities are taking place². Check with your school administrator for requirements.</p> <p>5. If traveling outside of the US into an endemic region (defined as any country with 25 cases per 100,000 or>), note the following:</p> <ul style="list-style-type: none"> a. If traveling endemic region to provide <u>mission work including health care for ANY length of time</u> – recommend TB screening 8-10 weeks after return. b. If traveling to endemic region to <u>visit friends or relatives for 1 MONTH or GREATER</u> – recommend TB testing 8-10 weeks after return. 	<p>provide documentation of treatment, please see program administrator at the school of nursing for guidance prior to any TB screening.</p>
<p>Hepatitis B</p>	<p>Receive a series of two (HepLisav-B) or three (Engerix or Recombivax) vaccines followed by a post-series surface antibody titer at least 4-8 weeks after the last vaccine is given. If documentation of an initial Hepatitis B immunization series is not available, documentation of a (+) titer is acceptable.</p> <p>Though not recommended, this vaccine can be waived (See Hepatitis B Fact Sheet & Waiver Form—Appendix E).</p>	<p>If Hepatitis B titer is negative after initial vaccines:</p> <ol style="list-style-type: none"> 1. Receive one additional vaccine (first of a possible second series) 2. Do a HepB surface antibody titer at least 4- 8 weeks later. <ul style="list-style-type: none"> a. If titer is positive, no further action needed. b. If titer is still negative, receive vaccines to complete the second series and receive a Hepatitis B surface antigen test to determine if infection is present. 3. After the last dose of a second series, re-titer after 4-8 weeks, and if still negative, individual is considered a “non- responder” and will require additional treatment if exposed to Hepatitis B.
<p>Influenza</p>	<p>Show documentation of seasonal flu vaccine per annual CDC announced date (usually available sometime in September). Some clinical sites may require flu vaccination earlier than others. Check with your program administrator for seasonal flu vaccination deadlines.</p>	<ul style="list-style-type: none"> • In the rare occurrence a student has a medical contraindication or requests a religious exemption, an appropriate accommodation form must be completed, approved by a designated hospital representative, and on file. <i>[Clinical Partners may not honor an accommodation—please allow 4-6 weeks for this process to take place.]</i> • There is an alternative flu vaccine for those with severe egg allergies.

		<ul style="list-style-type: none"> Wearing a mask at the clinical site may or may not be an option for non-immunized; Check at specific facilities for policy on non-immunized persons.
COVID-19 Vaccination	<p>Highly recommended—Some education partners and most clinical partners are requiring this vaccination. Check with your school's administrator for the most updated information.</p>	<p>Many clinical and education partners in the KC metro are now requiring COVID-19 vaccination to participate in clinical activities. Some will consider religious or medical exemptions, and some will not. Schools of nursing may accommodate an exemption request, but individuals must understand that a request may not be granted by either the EP or CP. Choosing to not vaccinate for COVID-19 puts students at risk of not being able to participate in clinical activities which could lead to non-promotion/progression in the program.</p>

Screening	Notes
Drug Screen	<p>The student will not use alcohol or drugs that impair their ability to perform the work of the profession or results in compromised patient care. It is the responsibility of every student to strive to protect the public from an impaired colleague whose capability is impaired because of alcohol or drug use. If there is suspicion that a student is impaired, the facility will contact the Clinical Faculty and Program Director, the student will be dismissed from the clinical site and may be required to submit a urine drug screen at the student's expense. Clinical partner policy will supersede education partner's policy for suspected drug or alcohol impairment in a clinical setting. A positive drug screen without appropriate documentation could jeopardize the student's ability to complete the clinical rotation.</p> <p><i>[A positive drug screen for marijuana will be considered a failed drug screen, even if the marijuana is being used for medical purposes. The rationale of marijuana being used for medical purposes will not be accepted as a valid reason to waive a negative drug screen]</i></p> <p>Drug screens will also be obtained on admission to the nursing program as requirement of admission prior to the start of clinical activities. Refer to individual facilities used for requirements. The following list meets requirements at most facilities in the KC metropolitan area (as of March 2015). Some labs will refer to this as a 5 panel, a 9 panel or an 11 or 12 panel. Ensure with lab that these drugs are covered:</p> <ul style="list-style-type: none"> Amphetamines Barbiturates Benzodiazepines Cocaine metabolites Marijuana metabolites MDA (SASS) MDMA (Ecstasy) Opiates Phencyclidine Propoxyphene Methaqualone Oxycodone Oxymorphone

	<p>**NOTES:</p> <ol style="list-style-type: none"> 1. A dilute test result will require further testing. Check with individual schools for policies regarding dilute specimens. 2. If a student exits a nursing program and readmits, they will be required to submit a new drug screen upon readmission. <p>If a faculty member leaves the employ of an educational institution and then returns at a later date to resume teaching, a new drug screen will be required upon re-hire.</p>
Measles (Rubeola), Mumps, Rubella- MMR	Provide documentation of 2 (two) MMR vaccinations at least 28 days apart, OR serological proof of immunity (+) positive IgG titers for measles (rubeola), mumps and rubella. <i>A post vaccination titer is not recommended per the CDC.</i>
Varicella (Chicken Pox)	Provide documentation of 2 (two) varicella (chicken pox) immunizations at least 28 days apart, OR serological proof of immunity (+) positive IgG titer for varicella. <i>A post vaccination titer is not recommended per the CDC.</i>
Tetanus-Diphtheria-Acellular Pertussis (Tdap)	Show evidence of one dose of Tdap vaccine (usually given around age 11-12 years). A Td (tetanus-diphtheria) or Tdap is required every 10 years thereafter or, if wound injury occurs after 5 years.
Health Insurance	Students may be required to provide documentation of personal health insurance. Some schools may allow a waiver for personal health insurance. Check with your school administrator for more information. Students should be aware that they are responsible for expenses incurred from an injury at a clinical site.
CPR	Basic Life Support (BLS)—must be through American Heart Association and be the Basic Life Support (BLS) course listed under CPR & AED training for Healthcare Professionals . This must be kept current throughout the program. Go to https://cpr.heart.org/en/courses/basic-life-support-course-options , and scroll down to the section where you can locate and register for a class. Courses for lay rescuers such as “heartsaver” are not acceptable. The course must include a physical hands-on validation of skills. While most schools require BLS to have been taken through the American Heart Association some schools may allow students to take a BLS course through the American Red Cross. Check with your program administrator for the most current information.
Color Blindness	Color blindness screen must be performed once at the beginning of the program and results documented. Screening must be done using Ishihara’s Test.
Criminal Background Check	Students must complete a criminal background check per requirements of Appendix G on admission to their nursing program as a requirement of admission prior to the start of clinical activities. Schools will provide documentation of a criminal background checks for their students. If a student exits a nursing program and readmits, they will be required to submit a new criminal background check upon readmission. <i>For faculty: If teaching in the same facility where they are employed, the requirement <u>might</u> be considered met, but faculty should check with their program administrator to determine if an additional background check and drug screen need to be performed. If a faculty</i>

	<i>member leaves the employ of an educational institution and then returns at a later date to resume teaching, a new criminal background check will be required upon re-hire.</i>
Annual signed CNE confidentiality statement	(See Appendix G). The most recent Clinical Orientation Manual and associated documents can be found in Clinical Student.
Annual CNE Clinical Orientation Manual exam pass of 90% or better.	The most recent Clinical Orientation Manual and exam can be found in Clinical Student.

Clinical/Lab/Simulation Attendance

Attendance is critical. Be prepared and on time for all scheduled clinical (simulation, skills lab, cohort clinical, capstone clinical).

Tardiness

- Tardiness to any clinical is unacceptable and will result in a Student Feedback Form (See Upper Division Progression, Retention and Dismissal Policy).
 - First tardy, less than 15 minutes: Student Feedback Form, warning
 - First tardy, more than 15 minutes: Student Feedback Form, UPC
 - Subsequent tardies: Student Feedback Form, UPC
- Students who are tardy for any clinical experience may not be able to complete the clinical day at the discretion of the clinical faculty and/or facility. If nursing report is required for the clinical experience, missing report would be considered a failure for the clinical day.

Absences

All absences must be reported before the start of the session.

- Absence from any clinical should be avoided, but illness and emergencies do happen. As clinicals are essential to learning, all clinical absences (excused and unexcused) will result in a student Feedback Form. The feedback forms serve as a “paper trail” to track patterns of absences. Unexcused absences may also result in disciplinary action from UAC.
- Missing clinical rotations can affect your progression in the program. Frequent absences may raise concerns about your ability to safely and skillfully perform in a healthcare setting. These concerns will be reviewed by the Undergraduate Affairs Committee (UAC) and program administration. They will then determine the appropriate next steps, which could include delaying your program progression.
- Illness or emergencies require discussion with the Course/Clinical Coordinator and COVID Coordinator. A negative COVID test may be required.
- Missing more than 50% of clinical hours in a course, for any reason, will result in failing the course. Unexcused absences are strictly limited. You cannot miss more than one clinical day/session per course.
- **Excused absences** are generally limited to active illness, injury, and personal or family emergencies. Excused absences are at the discretion of the Course/Clinical instructor, require discussion and prior approval, and may require documentation. Excused absences for immediate family emergencies are generally limited to acute hospitalizations.
- **Unexcused absences** are strictly limited. You cannot miss more than one clinical day/session per course. The Undergraduate Affairs Committee (UAC) reviews all clinical absences and will determine if an unexcused absence results in a UPC.

Clinical Makeup

- All absences must be made up with a (1) case study or similar clinical judgment assignment and (2) a simulation with debriefing.
- **Excused absences:** Earned points for the case study or similar assignment will make up for the points lost for the clinical day assignments (e.g., care plan). No points are awarded for the simulation and associated pre- and post-work; instead, it will be graded as Pass/Fail. A failure could result in additional requirements or overall course failure.

- **Unexcused absences:** Points cannot be made up for the lost for the clinical day assignments (e.g., care plan) and no points are awarded for the simulation or associated pre- and post-work. Instead, both components will be graded as Pass/Fail. A failure for either component could result in additional requirements or overall course failure.

Attire for Students in the Clinical Setting

Approved by SON-FGA: 5/16/2014

Effective Date: 06/27/2011

Reviewed: 04/23/18, 4/27/20; 4/25/22; 4/28/23

Amended: 5/16/2014; 5/16/2011; 5/28/2010; 11/17/08; 05/23/07

A. Purpose

1. To promote safety, professionalism, and a sense of trust in the patients and others served.
2. To project a professional image for the Graceland nursing student and the university.
3. To instill in students an awareness of professional dress standard and agency policies
4. To facilitate infection control
5. To protect students and patients

B. Policy:

1. Students must respect the ethics that dictate professional standards and therefore, students will follow uniform guidelines of the Graceland University School of Nursing during clinical practice at the hospital, community, simulation, or lab competency. III. Procedure:
2. Uniforms are to be professional, clean, with a pressed appearance, and in good repair. Attire should cover cleavage, the midriff, and underwear during patient care activities.
 - a. Students will wear the designated navy scrubs purchased from the designated uniform vendor. Each student will receive 2 sets of scrubs (top and pants) during the first summer session of the junior year. Scrub pants should not drag on the ground.
 - b. The scrub top will have the Graceland University logo embroidered on the left upper chest.
 - c. Only black, navy or white plain crew neck t-shirts (long sleeve or short sleeve) may be worn under the scrub top. Shirt sleeves may not cover any part of hands. Shirts must be tucked into scrub pants.
3. **Shoes:** Safety, comfort, appearance, and quietness are the main considerations for acceptable footwear. Therefore, non-permeable, soft-soled, low-heeled, close-toed, close-heeled (e.g. no clogs, no sandals, no boots and no flip-flops) shoes should be worn. Shoes are to be clean, polished and in good repair. Socks or hosiery should be worn. Please consider consulting the course coordinator before making any purchases.
4. **Jewelry** acceptable while in uniform in the clinical setting includes watch, plain ring and one set of simple post earrings, in the ear lobe. Flesh or clear spacers must be worn in other piercings or gauges. If wearing a post piercing in the ear for alleviating migraines (Daith piercing), the sum total of piercings may not exceed three

5. **Watch:** Smart watches are not allowed in clinical. Watches must be water-resistant (no leather, no fabric, and no embellishments), may be white, black, navy, silvermetal, or gold metal. A continuous second timer display or sweeping second hand must be visible.
6. **Make-up:** Moderate and conservative. False eyelashes are not allowed.
7. **Fingernails** should be clean, well-groomed and no longer than ¼ inch from tip of finger to tip of nail. Artificial nails include bonding tips, wrappings, acrylic, and gel finishes and are not allowed. In other words, any fingernails you were not born with are considered artificial and may not be worn by health care personnel who provide direct patient care. Nail polish may not be worn.
8. **Hair:** Must be controlled (tied back, off the face and shoulders, no loose hair falling in the face) so as not to interfere with nursing care or touching any nursing care equipment. Any hair accessory (i.e. headbands, hair ties, or clips) worn must be white, black, navy, or brown with no embellishments. Facial hair should be short, clean, well-groomed and must not interfere with the technical and professional requirements of a nursing student's work assignment. Some settings, such as the operating room, may require covering over a beard.
9. **Smells** associated with perfumes, colognes, scented toiletries, body odor, and/or tobacco smoke are not permitted while attending clinical, lab, or simulation.
10. Students who have **tattoos** must follow clinical institutional policies. Offensive tattoos must be covered. The student should check with the course coordinator if uncertain.
11. The following guidelines for dress code apply when obtaining a clinical assignment, completing computer training or presence for any school associated reason, in a hospital or community setting.
12. For professional dress events, a Graceland issued photo identification badge must be worn with conservative, professional attire. Attire should cover cleavage, the midriff and underwear. Skirts, split skirts and dresses are to be no shorter fingertip length when arms are at the side of the body. Slacks shall be to the tops of shoes. Slits in skirts should be no higher than the knee. Shirts should have sleeves. No writing on shirts and no t-shirts. Shoes should be closed. Jeans are not acceptable.
13. **Failure to adhere to the dress code will result in being sent home from the clinical setting to change into approved clinical attire. The student will receive a feedback form from faculty.**
14. **If the student misses more than 1 hour due to compliance failure, the student will not be allowed to return to clinical. Additionally, if the student misses the nursing report, the student is not eligible to complete the clinical day.**

Policy for Exposure Control and Post-Exposure Follow-up to Infectious Agents Including HIV, Hepatitis B and All Other Infectious Pathogens

Approved: SON Faculty

Effective Date: 2/27/2006;

Reviewed: 4/23/18; 4/27/20; 4/27/21; 4/25/22

Amended: 8/8/2003; 2/15/21, 9/16/24

A. Policy:

1. Standard precautions will be used to prevent the transmission of infectious agents through contact with blood or body fluids. Body fluids include semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, and body fluid that is visibly contaminated with blood, urine, breast milk, tears, vomitus, stool, nasal secretions, all body fluids in situations where it is difficult or impossible to differentiate between body fluids, and any unfixed tissue or any organ other than intact skin from a human (living or dead).

B. Procedure:

1. Students and professors/instructors will comply with current CDC and OSHA guidelines for infectious diseases.
2. CDC and OSHA guidelines protecting health care workers from exposure to BLOOD BORNE pathogens will be followed in all school lab settings and in all clinical areas.
3. Current guidelines will be available to students and professors/instructors at all times in the School of Nursing.
4. All students will receive instructions on standard precautions annually. All students must pass the Kansas City Nurse Educators Group standardized Clinical Facility Examination each year before entering any clinical setting.

C. Post-Exposure Management Policy

1. Immediate Treatment (Local wound care must be carried out immediately following any exposure.)
 - a. Wound Care/First Aid
 - (1) Thoroughly clean wound with soap and water.
 - (2) Flush mucous membranes with copious amounts of water or saline.
 - (3) Other wound care dictated by type and severity of injury.
 - (4) The student is financially responsible for all costs incurred during treatment.
2. Notification of Appropriate Parties
 - a. The student is responsible for immediately reporting any exposure to their professor/instructor and/or preceptor. Reporting delay may jeopardize the accuracy of assessment of the exposure and could impair the ability to institute any available preventative measures.
 - b. If the exposure occurs in a clinical facility, the professor/instructor and/or preceptor will notify the appropriate supervisor/manager in the facility and have the student follow the facility's protocol.

- c. If the exposure occurs in a school laboratory setting or in a facility that will not treat students, the professor/instructor should complete the following:
 - (1) Complete immediate treatment.
 - (2) An original copy of instructions regarding follow-up treatment and the student's responsibility will be given to the student with a copy placed in the student's permanent file. This will be signed and dated by both the professor/instructor and the student.

3. Documentation of Exposures

- a. Documentation of exposure should include the following:
 - (1) Completions of the Student Incident Report Form
 - (2) All required documentation from the clinical site or facility
- b. Student Responsibilities for Follow-up Treatment
 - (1) The student is responsible for completing all follow-up procedures.
 - (2) The student is financially responsible for all costs incurred during follow-up procedures.

Clinical Course Tasks and Skills

What students can do in each of the clinical settings: **AT DISCRETION OF FACULTY and in compliance with the following:**

- Students **CAN NEVER** administer or verify or administer blood or blood products, or chemotherapeutic agents.
- Students may never verify, initiate, or manage PCA pumps.
- Students **CAN NEVER** co-sign for any medications or procedures.
- Students may never give IV push narcotics with the exception of Capstone Practicum (per facility policy)

Students **MUST** adhere to clinical facility policy regarding administration of all medication (i.e. oral narcotics) and specific patient care procedures (i.e. does facility allow student to insert foley). The first medication pass of each clinical rotation **MUST** be with the assigned Clinical Instructor (excluding Capstone)

All skills must be first completed and checked off on the “Skills Tracker” form by the instructor. The skill can then be completed with the nurse. If the student fails to obtain a signature by the instructor, the student will be asked to complete the skill again.

Course	CAN do	CANNOT do
Psych	<ul style="list-style-type: none"> • Vital signs • Assessments 	<ul style="list-style-type: none"> • Any form of medication pass • Clinical “skills” involving direct patient contact.
Fundamentals	<p>ALONE</p> <ul style="list-style-type: none"> • Assessments • Vital Signs • Ambulation • Empty urinary retention catheters • Empty drains Intake and output • Assist with ADL’s <p>WITH AN RN</p> <ul style="list-style-type: none"> • Blood sugars • Discontinue urinary retention catheters (per facility policy) • Discontinue nasogastric (NG) tubes 	<ul style="list-style-type: none"> • Any intravenous catheter insertion or manipulation • Any form of medication pass

Course	CAN do	CANNOT do
Adult I	<p>SAME AS ABOVE, PLUS</p> <p>WITH AN RN</p> <ul style="list-style-type: none"> • Intravenous catheter insertion and manipulation • Pass medications (oral, sublingual, subcutaneous, intramuscular, rectal, enteral, eyedrops, ear drops, etc.) • Can do with nurse/instructor present: blood sugars • insert or discontinue urinary retention catheters (per facility policy) • insert or discontinue nasogastric (NG) tubes • Oral narcotic administration (per facility policy) 	<ul style="list-style-type: none"> • Medications or skills without a nurse/instructor in attendance. • Intravenous Medications (IV piggyback, IV push, spike and hang IV bags)
Adult II	<p>SAME AS ABOVE, PLUS</p> <p>WITH AN RN</p> <ul style="list-style-type: none"> • Intravenous medications (IV push meds, IV piggyback meds, also spike, and hang IV bags) • Initiate, maintain and manipulate IV pumps • Oral narcotic administration (per facility policy) 	<ul style="list-style-type: none"> • Medications or skills without a nurse/instructor in attendance. • No IV push narcotics.
Pediatrics	<p>SAME AS ABOVE</p>	<ul style="list-style-type: none"> • Medications or skills without a nurse/instructor in attendance. • No IV titrations • No IV push narcotics •
Obstetrics	<p>SAME AS ABOVE, except IV push medications</p> <p>WITH AN RN</p> <ul style="list-style-type: none"> • Dilation and effacement checks (per facility policy) 	<ul style="list-style-type: none"> • Medications or skills without a nurse/instructor in attendance. • No IV push medication • No IV titrations
Critical care	<p>SAME AS ABOVE</p> <p>WITH AN RN</p> <ul style="list-style-type: none"> • All skills, medications (including IVP narcotics – per facility policy), and patient care (except those listed at top of page) 	<ul style="list-style-type: none"> • Medications or skills without a nurse/instructor in attendance.
Capstone	<p>With your nursing preceptor:</p> <ul style="list-style-type: none"> • All skills, medications (including narcotics – per facility policy), and patient care (except those listed at top of page) 	<ul style="list-style-type: none"> • Medications or skills without a nurse/instructor in attendance.

Skills Lab and Simulation Lab

Graceland University Simulation Learning Center (SLC) Policies and Procedures – General

- A. To reserve SLC space and services contact a Lab Coordinator at 816-423-4690 or 816-423-4697, Monday through Friday from 9 a.m. - 4:00 p.m.
- B. SLC hours:
The available SLC hours are generally 8:00am - 5:00pm, Monday through Friday, year round except during focus sessions. Accommodations can and will be made for events scheduled outside of these hours.
- C. When faculty schedules the SLC for use, they are responsible for arranging appropriate faculty/adjunct attendance and participation in scenarios.
- D. The SLC is viewed as a clinical site and students are expected to dress accordingly. Back packs, purses, coats, sweatshirts and other items of personal nature should be stored outside of the lab.
- E. In order to comply with fire safety code regulations; doors leading to and from the learning lab and hallways are to remain closed. Doors should **never** be propped open.
- F. Food and drink is prohibited from being consumed in the SLC.
- G. After the completion of clinical activities please return the SLC back to its original arrangement and condition. The ceiling-mounted cubicle curtain should remain fully retracted (open) against the wall when the SLC is not in use, to allow for emergency sprinkler function.
- H. Please report maintenance issues or equipment damages to the SLC coordinator or instructor immediately.
- I. Telephones in the SLC are for staff use only. There are phones located in the corridors of each floor in the building for general use.
- J. When finished in the SLC please put away any equipment and supplies used and clean up the area. The SLC should be left clean and ready for the next activity.

Graceland University Skills Lab and Simulation Learning Center (SLC) Policies and Procedures - Safety

A. INTRODUCTION

1. Students at Graceland University are here to learn nursing skills in a safe controlled environment.
2. The following policies and procedures are established to provide instructions in maintaining safety for students, staff and faculty while using the nursing laboratory here at the Independence Campus. These policies and procedures shall be adhered to by all concerned.
3. The Lab Coordinator under the Associate Dean of the BSN program will be responsible to keep policies and procedures updated annually as needed. The coordinator will advise all students, staff, and faculty of any revisions.

B. GENERAL GUIDELINES

1. All faculty, staff, and students must know and practice the safety guidelines at all times while using the labs. Failure to adhere to general guidelines can result in disciplinary action. This manual will be available in the lab. Students will be instructed to review the contents upon admission when utilizing the laboratory spaces.
2. The Lab Coordinator will provide an annual review for faculty, and students.
3. All labs are locked unless occupied by faculty and/or students during class or practice.
4. Students should at all-time practice safe and appropriate techniques while learning and practicing skills in the lab.
5. Students should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratory.
6. Students should inform course coordinators of pregnancies, physical disabilities, recent injuries, illnesses, surgeries, or communicable disease to faculty as soon as possible so that necessary precautions may be taken in the lab setting. A medical clearance from a physician as well as permission of the Lab Coordinator and course instructor(s) may be needed before students with aforementioned concerns will be allowed to participate in lab.

C. LABORATORY SAFETY

1. Infection Control
 - a. Eating and drinking are not permitted in the laboratory area.
 - b. Gloves are to be worn by students and faculty during any lab to simulate a possibility of potential contact with blood and body fluids as if they were in the clinical setting.
2. Physical Space
 - a. All cabinet doors will be closed when not in use.
 - b. The work spaces, floors, beds and desk areas will be kept clean.
 - c. Any misconduct occurring in the lab will be reported to the Lab Coordinator/Instructor.
 - d. Malfunctioning equipment will be reported to the Lab Coordinator.
 - e. Laboratory doorways will be accessible at all times.
 - f. The lab and supplies will not be used to provide medical treatment for students, staff, or faculty.
 - g. Unauthorized personnel are not allowed in the labs at any time.
 - h. One of the exam rooms may be used as a breastfeeding/pumping room upon request and scheduled by the lab coordinator.
3. Medications and Fluids

- a. When breaking glass ampules for practice, students will use ampule breaker devices.
 - b. Placebos (candy pieces, commercially prepared PRACTI-med and water) will be used for simulation of oral/topical medications.
 - c. IV fluids with expired dates may be used for simulated practice and demonstration only.
4. Needle Safety
- a. The Lab Coordinator will annually review the needles and syringes we are using, why we chose these devices, and the safety features of the devices. The Lab Coordinator will communicate with the associate Dean as needed.
 - b. All needles will be locked at the end of a lab session and containers, bags or equipment with needles will also be secured.
 - c. Needles provided for practice of injection are used in the lab only when the teaching assistants or faculty are present for assistance. Students must demonstrate safety precautions while utilizing needles during practice as instructed in class.
 - d. Needles will never be recapped after use. Used needles are to be disposed of the Sharps containers provided throughout the lab space.
 - e. Needles and other sharp objects must not be discarded in the trash or left out openly in the lab at any time.
 - f. Injection practice will only occur on the manikins or practice injection pads provided in the lab.
5. Electrical Safety
- a. Wet materials may not be used around electrical outlets or equipment.
 - b. Faculty and students are responsible for reporting to the appropriate faculty/staff any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment.
 - c. No electrical cords will be left in the pathway of walking traffic. Extension cords will be properly taped to the floor if used over a walkway.
6. Ergonomics
- a. Students and faculty will be instructed in principles of body mechanics prior to practice.
 - b. Students and faculty should use caution when lifting and should not lift equipment, manikins, or other students without assistance.
 - c. The wheels of all equipment (wheelchairs, stretchers and beds) are to be locked during practice and return demonstration.
 - d. The transport cart must be used to transport manikins from one bed to another bed.

D. INJURY

1. Reporting of an injury in the lab:
 - a. Any incident occurring in lab during school hours must be reported immediately to the faculty or lab coordinator.
 - b. A faculty member will assess the student/staff and administer first aid as needed. In case of an emergency, dial 911 and get the AED. We also adhere to the Safe Practice Policy as outlined by the school of nursing student handbook page 48.

E. CLEANING AND MAINTENANCE OF THE LABORATORY AND EQUIPMENT

1. It is the responsibility of all those who use the lab for keeping equipment and the physical space clean.
2. Gloves are to be worn for personnel using harsh disinfectants to clean the lab.

3. Equipment located in the skills lab will be cleaned by the lab coordinator as needed. The protocol for cleaning equipment is directed by the product manufacturer. Linen on beds will be changed and laundered when soiled, after extensive use, and at the end of each academic year.
4. The lab equipment will be kept in good working condition. Any faulty or broken equipment should be reported immediately to the Lab Coordinator

F. SHARPS AND BIOHAZARD WASTE DISPOSAL

1. Potential infectious wastes are collected, contained, stored, and disposed of according to the Occupational Safety and Health Administration (OSHA) guidelines.
2. Batteries used in skills lab equipment will be disposed of through the City of Independence Waste Program or at a battery disposable center like "Batteries Plus".
3. Sharps disposal is handled by a professional disposal service. When Sharps containers are full a work order will be submitted for pickup of waste and delivery of an empty biohazard waste storage container.
4. The lab coordinator will contact the current company (Special Waste Services in Lone Jack, Mo) to obtain empty sharps containers or order from a company.

Graceland University Simulation Learning Center (SLC) Evaluation Policy

The Simulation Learning Center at Graceland University will follow, as much as possible within the constraints of space, budget, and staffing, the guidelines published by the International Association for Clinical Simulation and Learning (INACSL) *Standards of Best Practice: SimulationSM*.

Faculty will purposefully design simulation-based experiences for students to meet specific, measurable objectives and to achieve desired outcomes related to a course of study within the School of Nursing.

Simulation experiences may be designed to achieve skill acquisition or may be based on scenarios and case studies, as appropriate to the purpose of the educational strategy.

A simulation lab coordinator will work with course lead faculty to facilitate the simulation learning experience. The experience will be participant-focused and specific to the participant's knowledge and level of experience and to the expected outcomes. When simulation sessions are repeated within student cohorts, presentation will be standardized, and consistency will be promoted as much as possible.

Faculty will provide preparation materials and resources to participants in advance of the simulation experiences to promote their ability to meet the identified objectives and achieve the expected outcomes of the simulation experience.

Simulation experiences will begin with a prebriefing and conclude with a debriefing and/or feedback discussion. Debriefing will be conducted in an area separate from the simulation lab and will use a structured framework such as: GAS (gather, analyze, summarize), Debriefing with Good Judgment, PEARLS, Debriefing for Meaningful Learning (DML), Plus-Delta, 3D Model of Debriefing, and the OPT Model of Clinical Reasoning.

Evaluations will be conducted at the conclusion of the simulation experience, including evaluation of: the participants, the facilitators, the simulation-based experience, and the facility. Evaluation data will be used to assist in assessment of the simulation program and for quality process improvement. Evaluations will be collected anonymously and stored electronically. Deidentified evaluation results will be managed by the Simulation Coordinator will be available for faculty review in OneDrive.

If evaluation of participant performance is conducted within the simulation experience, participants must clearly understand the method and purpose of the evaluation, whether formative, summative, and/or high stakes.

All participants, faculty and student, will maintain professional integrity at all times. A safe learning environment will be established and maintained. Students will be informed of video recording of simulation experiences prior to participation. All simulation experiences require confidentiality of content and performance.

References

International Association for Clinical Simulation and Learning (INACSL) Standards Committee. (2016). INACSL Standards of Best Practice: SimulationSM. *Clinical Simulation in Nursing, 12*, S5-S50. doi: 10.1016/j.ecns.2016.09.005