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# **BAKER UNIVERSITY SCHOOL OF NURSING**

**2009-2010**

## **STUDENT HANDBOOK**

In keeping with its mission to serve both recent high school graduates and the life-long learning needs of adults, Baker University is comprised of the College of Arts and Sciences, School of Education, School of Professional and Graduate Studies and the School of Nursing.

The Baker University School of Nursing (BUSN) is located on the Stormont-Vail Healthcare (SVHC) Campus, on the second floor of the Pozez Education Center, located at 1505 SW 8th Avenue (corner of Washburn Avenue and 8th Avenue) in Topeka, Kansas.

The policies and procedures in this handbook pertain to the BUSN. The school's educational goals are based in the liberal arts and natural and behavioral sciences and are directed toward preparing nurses for professional practice.

The content of this handbook is not a contract. Rather it is provided for the information of the student. It is accurate at the time of printing but is subject to change from time to time as deemed appropriate by BUSN and its programs in order to fulfill its role and mission or to accommodate to circumstances beyond its control. Any such changes may be implemented without prior notice and, unless specified otherwise, are effective when made.

# **BAKER UNIVERSITY SCHOOL OF NURSING**

## **MISSION**

Baker University School of Nursing is committed to assuring student learning for the practice of professional nursing and developing confident, competent and responsible providers and managers of care.

## **PROGRAM GOALS**

The SON strives to:

1. Offer a nursing curriculum that builds upon a strong foundation in liberal arts, sciences and standards of professional nursing practice.
2. Provide an environment of learning through a partnership between students and faculty, dedicated to academic excellence and freedom of expression.
3. Retain a well-qualified faculty who are committed to excellence in teaching and participation in scholarship, service, professional development and nursing practice.
4. Facilitate a constructive, productive and energizing work atmosphere environment where open, constructive communication, decision-making, flexibility and self-growth are valued.
5. Support opportunities for faculty and students to use current technology and learning resources in a variety of settings.

## **PHILOSOPHY**

### **PERSON**

The person, or human being, is a dynamic composite of biopsychosocial, environmental, spiritual and cultural variables, possessing different values, life experiences, beliefs, attitudes and world views. Each person is a unique and holistic system, yet has in common with others a range of characteristics and responses. Each human being has unique worth and value, as well as the inherent right to make informed and autonomous decisions regarding personal health care needs. As a dynamic entity, the person is open to influences of the internal and external environments, allowing for ongoing change, growth, adaptation and capacity to enhance self-care competencies. Persons may seek nursing services as individuals, groups, families, communities and global societies.

### **ENVIRONMENT**

The environment is dynamic and multidimensional, including external and internal elements. The external environment includes numerous extrinsic factors that exert influence upon the person's daily and ongoing existence. The internal environment is influenced by intrinsic factors including physiological, psychological, spiritual, sociocultural and developmental variables. The environment and the person, an integrated system, influence the health and care patterns of the human being.

### **HEALTH**

Health is a relative and dynamic state of being that reflects the wholeness and integrity of the human being. A person's state of health is determined by interaction of intrinsic and extrinsic factors, including physiological, psychological, sociocultural, spiritual and developmental variables. Health is reflected in the role activities of persons and is culturally defined, valued and practiced.

### **NURSING**

Nursing is a professional practice that encompasses health promotion, maintenance, restoration

and care of the dying through the application of evidence based knowledge and skills. Through the nursing process, nurses focus on moving persons toward responsible self-care and assisting them to reach and maintain the highest possible level of wellness or experience a dignified death. Professional nursing integrates scholarship, critical thinking, caring and values essential in addressing biopsychosocial and spiritual needs of persons consistent with their cultural values and lifestyles. As a provider and manager of care the professional nurse uses skills in communication, negotiation, delegation and evaluation to fulfill autonomous and collaborative roles. The scope of professional nursing incorporates accountability for current standards of nursing practice, commitment to the profession and vision for the emerging mission of nursing in a changing world.

### **EDUCATION**

Education consists of interrelated processes of teaching and learning, uses a variety of techniques and is refined through continuous quality improvement. Nursing education at the baccalaureate level is designed to develop abilities within the student for entry into professional nursing practice. Nursing education is supported by a caring environment, liberal education in arts and sciences, nursing theory and professional standards of practice. The curriculum builds upon previous knowledge; moves from simple to complex concepts, practices and settings; and provides for development of outcome abilities. Students bring diversity in life experience, abilities and needs. They are accountable, self-directed and responsible for their own learning. Faculty serve as role models, facilitators of learning and designers of educational opportunities.

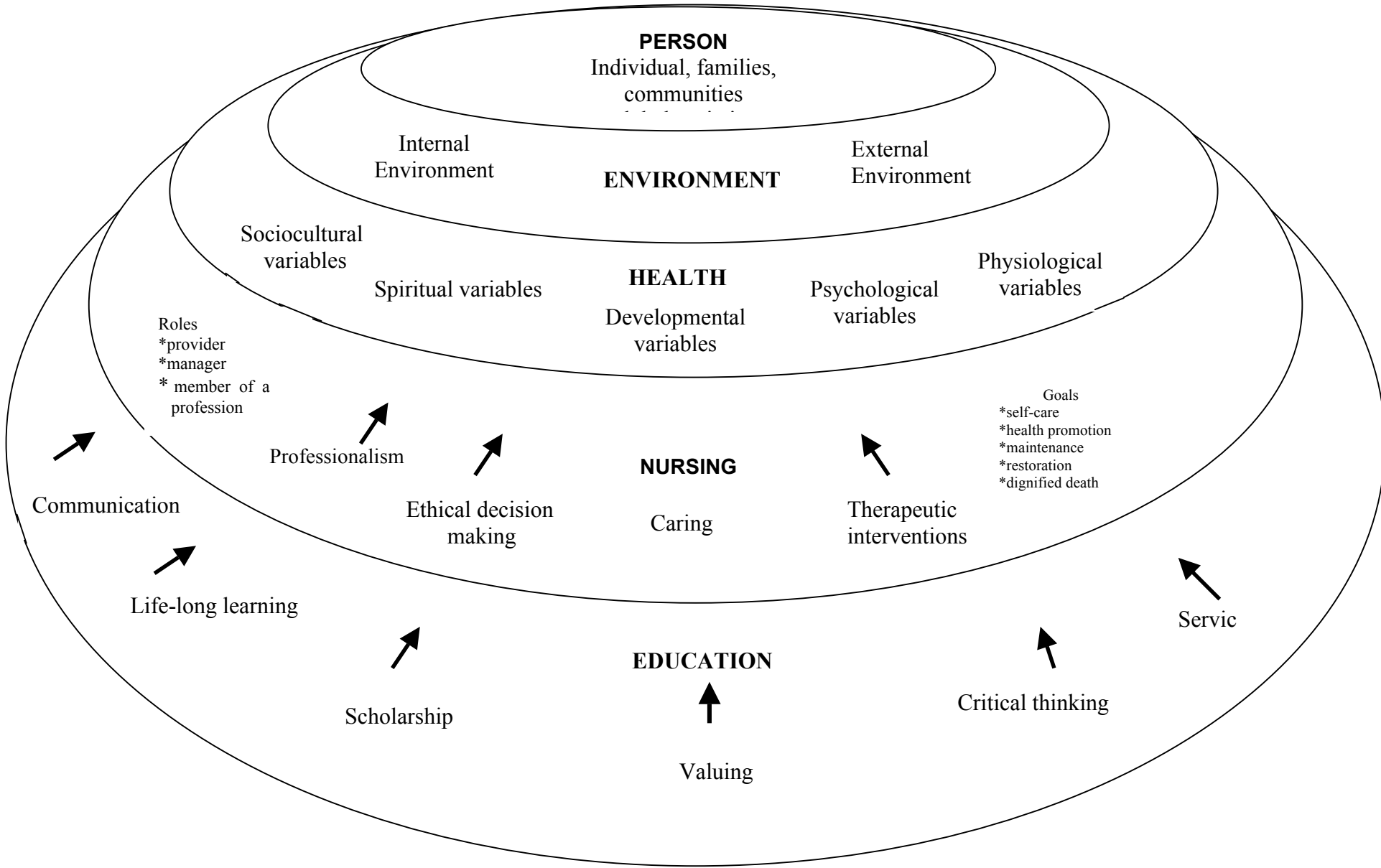
### **CONCEPTUAL MODEL**

The graduate of BUSN is the product of liberal arts and nursing education designed to develop critical abilities to function in the nursing profession and as a citizen of a global society. The student brings to the nursing experience the abilities of communication, life-long learning, scholarship, critical thinking, service and valuing the worth of others. Through the processes of teaching, learning and faculty role modeling inherent in professional education, the nursing scholar moves from simple to complex concepts, practices and settings, developing outcome abilities.

The theoretical framework supporting the nursing philosophy at Baker University (BU) is eclectic in nature, recognizing the contribution to the profession by many scholars and theorists. The primary theories used to build the BUSN model include Dorothea Orem (self-care), Madeline Leininger (cultural care, diversity, universality), and Betty Neuman (systems, wellness).

Nursing builds upon existing abilities to develop the caring component of valuing and ethical decision making. Professional nursing includes the comprehensive roles of the nurse, and goal-oriented therapeutic interventions, which impact self-care competencies at varying levels of wellness. Nursing supports ongoing change, growth, adaptation and capacity to enhance self-care competencies. Health is a multi-faceted concept affected by sociocultural, spiritual, developmental, psychological and physiological variables, and is directly influenced by nursing. Health and care patterns are affected by the dynamic, multidimensional internal and external environments.

The concept of person is unique, holistic, dynamic and open to the influences of nursing, health and environment. Persons may seek nursing services as individuals, families, communities and global societies. (See model next page)



## PROGRAM OUTCOMES

Upon successful completion of the BUSN program the graduate will be able to:

1. **Practice professional nursing incorporating the roles of the care provider, manager, and member of a profession.**

Level 3: Integrate principles, standards of practice and nursing roles in clinical practice.

Level 2: Use principles and standards of nursing as a basis for continued role development.

Level 1: Identify principles and standards of nursing practice as a foundation for beginning role development.

2. **Perform comprehensive theory-based assessment to apply the nursing process in making critical clinical judgements.**

Level 3: Synthesize assessment data to make complex critical clinical judgements.

Level 2: Use assessment as a basis for making accurate critical clinical judgements.

Level 1: Recognize theory-based assessment as a mechanism for making critical clinical judgements.

3. **Synthesize concepts and frameworks from liberal arts, science, and research in evidence-based practice.**

Level 3: Analyze concepts and frameworks from liberal arts, science, and research in evidence-based practice.

Level 2: Apply concepts and frameworks from liberal arts, science and research in evidence-based practice.

Level 1: Identify concepts and frameworks from liberal arts, science, and research in evidence-based practice.

4. **Perform technical skills competently, incorporating science and research findings.**

Level 3: Integrate scientific principles and research findings to safely and proficiently perform basic and complex skills.

Level 2: Apply scientific principles and research findings to safely perform increasingly complex skills.

Level 1: Identify scientific principles and research findings as a basis for safely performing basic nursing skills.

**5. Practice therapeutic communication with persons, families, communities and the interdisciplinary team in a variety of settings.**

Level 3: Appraise use of therapeutic communication techniques to achieve specific outcomes.

Level 2: Employ therapeutic communication techniques to communicate effectively to improve outcomes.

Level 1: Recognize therapeutic communication techniques as the basis for communicating effectively to facilitate care.

**6. Evaluate the effectiveness of health care systems in achieving desired outcomes.**

Level 3: Relate health care systems and policies to desired outcomes.

Level 2: Explain factors that impact health care delivery systems and desired outcomes.

Level 1: Identify health care systems and related legal and regulatory processes.

**7. Translate professional values including empathy, caring, respect and integrity into compassionate, sensitive, individualized care.**

Level 3: Integrate professional values in providing compassionate, sensitive, individualized care.

Level 2: Demonstrate professional values in providing compassionate, sensitive, individualized care.

Level 1: Develop personal definition of professional values as a basis for providing compassionate, sensitive, individualized care.

**8. Display accountability for legal, moral and ethical considerations within current standards of professional practice.**

Level 3: Defend legal, moral and ethical positions within current standards of practice.

Level 2: Accept accountability for legal, moral and ethical aspects of current standards of practice.

Level 1: Follow current standards of practice and related legal, moral and ethical guidelines.

**9. Integrate personal goals for professional development with the skills necessary for the lifelong pursuit of knowledge.**

Level 3: Demonstrate skills needed to reach goals for personal development and lifelong learning.

Level 2: Revise personal goals to expand skills needed for professional development and lifelong learning.

Level 1: Define personal goals for the development of skills needed for professional development

and lifelong learning.

**10. Demonstrate professional involvement in community service to others.**

Level 3: Evaluate selected communities for service opportunities.

Level 2: Participate in a community service activity.

Level 1: Develop awareness of the nursing role in community service.

Faculty Senate Approval 9/18/00, Revised Spring 2004

## PROGRAM OF STUDY

### JUNIOR

<u>1<sup>ST</sup> Level</u>	Theory	Clinical/Lab
NU 300 – Pathophysiology.....	3	
NU 315 – Concepts of Health and Nursing .....	3	
NU 325/325L – Foundations of Therapeutic Nursing Interventions..	3	3
NU 330 – Health Assessment Across the Lifespan.....	3	
<b>Semester Total.....</b>	<b>15</b>	

<u>2<sup>nd</sup> Level</u>	Theory	Clinical/Lab
NU 360 – Pharmacology.....	3	
NU 375/375L – Nursing of Childbearing Families.....	3	1.5
NU 385/385L – Nursing of Adults: Acute Health Alterations.....	3	1.5
NU 393/393L – Nursing of Persons with Mental Health Alterations.	3	1.5
<b>Semester Total.....</b>	<b>16.5</b>	

### SENIOR

<u>3<sup>rd</sup> Level</u>	Theory	Clinical/Lab
NU 405 – Nursing Research.....	3	
NU 425/425L – Nursing of Children.....	3	1.5
NU 435/435L – Nursing of Adults: Chronic Health Alterations.....	3	1.5
NU 445/445L – Nursing of Elders.....	2	1
LA 301 – Reasoning and Writing*.....	3	
<b>Semester Total.....</b>	<b>15-18</b>	

<u>4<sup>th</sup> Level</u>	Theory	Clinical/Lab
NU 455 – Nursing of Communities.....	2.5	
NU 475 – Leadership & Management in Professional Nursing.....	2.5	
NU 485 – Nursing of Adults: Complex Health Alterations.....	3	
NU 492L – Professional Nursing Practicum.....		5.5
LA 401 – Science, Technology, and Human Values.....	3	
<b>Semester Total.....</b>	<b>16.5</b>	

**Total Nursing Credits = 60**

**Total General Education = 6**

**Grand Total = 66**

\*All BUSN students who have had LA 101 and LA 102 at BU will have LA 301 waived. Students transferring from another college can request waiver of LA 301 if they have successfully completed a comparable course in applied logic, rhetoric, and argumentative writing.

## STUDENT AFFAIRS AND SERVICES

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### ADA POLICY

Students with disabilities are provided assistance in obtaining reasonable accommodations to meet their needs. In order to determine your eligibility to receive accommodations and support services, BUSN requires specific information from you and your healthcare provider. Students seeking accommodation should contact the assistant dean (785) 354-5867 to request services and verify the need for assistance through appropriate supporting documentation.

### FERPA NOTIFICATION POLICY

BU maintains compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. FERPA defines educational requirements that are designed to protect the privacy of students concerning their records maintained by BU (see Catalog for students' rights with respect to their educational records).

Listed below are guidelines faculty at BUSN will adhere to when notifying students of grades. Please see your course faculty member if you have questions.

1. Grades are posted using student numbers, without using names or social security numbers. Use of parts of social security numbers is discouraged.
2. Only the faculty member should know each student's number.
3. Students should use a different number in each course, or at least a different number each semester.
4. The order in which student identification numbers are posted should maintain anonymity.
5. Students have the option not to have their grades posted.
6. Grades for group assignments are provided separately to each individual student.
7. No grades will be given over the telephone.
8. Grades will be e-mailed only when faculty can be assured that confidentiality can be maintained.
9. Grades placed in student boxes will either be stapled or placed in a sealed envelope.

### HEALTH

All students must provide evidence of **health insurance annually** during enrollment. A voluntary health insurance plan is available for purchase through BU. Contact student affairs specialist at (785) 354-5850 regarding health insurance information.

Health care is available for students based on a sliding scale fee at the Shawnee County Health Agency located across the street from the school at 1615 SW 8<sup>th</sup> St. When the sliding scale is calculated, financial aid is not counted as income, and many students would be eligible to receive health care at or near 100% coverage. For appointments, please contact the health agency at 368-2000, extension 5315.

### EMPLOYEE ASSISTANCE PROGRAM (EAP)

The faculty believes that counseling and guidance are shared responsibilities that stem from a sincere interest in the student's general welfare and personal/professional growth. The assistant dean serves as a resource for students needing guidance for personal concerns. Students are encouraged to seek assistance for individual problems through the EAP. The EAP is a service that is available to all nursing students, their spouses and children through SVHC. New Directions Behavioral Health provides an EAP.

This program is designed to assist employees and students in dealing with personal problems including financial difficulties, relationship problems, alcohol and other drug abuse, death and dying, sexual problems, eating disorders, single parenting, physical abuse, anxiety, stress, depression, and child/elder care resources.

EAP services include:

- Up to 7 visits per calendar year
- Private and confidential sessions
- No charge to you or your insurance
- Daytime and evening appointments
- Licensed, professional counselors
- Self-scheduling (identify yourself as BUSN student)
- Child and Elder care resources

**You may contact your EAP at New Directions Behavioral Health at 1-800-624-5544. Online resources are also available at [www.ndbh.com](http://www.ndbh.com); click on “EAP members” and enter the login code “SVHC.”**

### **CAREER DEVELOPMENT/JOB PLACEMENT**

A “Job Opportunity” bulletin board is kept up to date in the BUSN student lounge to alert all students to job openings for student nurse techs as well as RN positions. Students will be notified of local career fairs and of visits to the school by recruiters. Students can seek information of job openings via the Internet and SVNET on the computers in the Stauffer Health Sciences Library on the SVHC campus and the Topeka and Shawnee County Public Library. Websites that can be useful for job searches include NSNA.com and AfterCollege.com.

### **STUDENT REPRESENTATION ON BUSN COMMITTEES**

One student will be selected to represent the student body on each of the following committees: Faculty Senate; Program Evaluation and Outcomes Assessment; Educational Programs and Curriculum; Student Affairs; and BUSN Advisory Committee. One student per level will be selected to serve on the Academic Resources Committee (ARC).

### **ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)**

The BUSN provides a complete diagnostic testing and coaching package to promote student success in the program and on the NCLEX licensure exam. This package, consisting of testing and remediation, helps students identify strengths and weaknesses in their mastery of nursing content and provides a means of addressing weaknesses as they progress throughout the nursing program. It assists students from their first semester of nursing education and concludes with the Comprehensive Predictor exam taken prior to graduation. Remediation materials are provided. Detailed information about the package is provided upon entrance to the program.

## Assessment Technologies Institute (ATI) Testing Plan

### Level 1

<b>TEST</b>	<b>TIME</b>	<b>WEEK SCHEDULED</b>
Essential Academics:	3.5 hrs.- paper	Orientation week
Critical Thinking:	40 min.- paper	Orientation week
Self Assessment:	Online	Orientation week/Week 1
Fundamentals	60 min.- online	12-15

### Level 2:

<b>TEST</b>	<b>TIME</b>	<b>WEEKS SCHEDULED</b>
Mental Health	60 min.- paper	12-15
Maternal-Newborn	60 min.- paper	12-15

### Level 3:

<b>TEST</b>	<b>TIME</b>	<b>WEEKS SCHEDULED</b>
Children	60 min.- online	12-15
Medical-Surgical	90 min.- paper	12-15
Pharmacology	60 min.- paper	9-13

### Level 4:

<b>TEST</b>	<b>TIME</b>	<b>WEEKS SCHEDULED</b>
Comprehensive Predictor	3 hr. - online	9-11
Critical Thinking	40 min - paper	as scheduled
Critical Care	102 min.-online	9-12
Community Health	60 min. - paper	9-12
Leadership	60 min.- online	9-12

### **Directions on How to Create an ATI New User Account**

1. Type [www.atitesting.com](http://www.atitesting.com) . Click on Create new account located on the left side of the page
2. Click on Register at the bottom of the page when finished
3. Complete the User Information page. The lines noted in blue type are required to be completed.
4. You have created your ATI account. **Be sure to note your ATI paper/pencil ID number listed on this page, which you will need for all tests.**

### **Directions for Taking Online Practice Assessment Tests**

1. Go to [www.atitesting.com](http://www.atitesting.com)
2. Sign-In. Log on to the website by clicking the username and password under the Sign-In button on the left-hand side of the page.  
(NOTE: if you have taken an ATI paper/pencil assessment, your log in will be your social security number and your password will be the last four digits of your SSN. Follow the system using a new username in place of your SSN. Successfully signed in you will be able to change your password).
3. Confirm New Account. New users will be asked to confirm they want to create a new account. Click on Yes at this screen, if you have not yet created an account see directions for “How to Create an ATI New User Account” stated above.
4. To take an Assessment, click on Take an Assessment
5. Enter the Assessment ID and Password (that information is supplied by your instructor).
6. Click on Begin Assessment
7. After reading the directions, click on Start Assessment.

### **Directions for Accessing ATI Proctored Assessment Test Results**

1. Go to <http://www.atitesting.com>
2. Click on “Sign In Button” on right side of screen
3. Sign in using your own Username and Personal Password
4. Under “Main Menu” click on “My ATI”
5. Click on “View Results”

### **STUDENT SENATE ORGANIZATION**

Upon admission to the school, all students automatically become members of the Student Senate Association. Two representatives from each class and a faculty sponsor are elected. The officers represent the entire student body as it conducts special projects as well as professional and recreational activities.

### **NATIONAL STUDENT NURSES ASSOCIATION (NSNA) and KANSAS ASSOCIATION OF NURSING STUDENTS (KANS)**

This is the students’ national/state professional organization. All students become members upon entry into the program. It is recommended that all nursing students become active members of this professional organization. A faculty member serves as an advisor for the BU organization.

### **CHORUS**

All students with an interest in singing are invited to join the BUSN chorus. The chorus practices most

Mondays over the lunch break for 35-40 minutes. The chorus performs before each Pinning Ceremony in May and December and for other events as requested. Any instrumentalists (pianists, flutists, guitarists, violinists, etc.) are also invited to accompany the chorus.

### **TRINITY LUTHERAN COMMITTEE**

Several students are selected from each level to meet with representatives from Trinity Lutheran Church once a semester. The purpose of this committee is to determine how Trinity can assist BUSN students and how BUSN can provide some support for their members. Trinity Lutheran Church is located 3 blocks from BUSN and has provided lunches, snacks, graduation gifts, spiritual support, and more for our students. BUSN helps to manage a blood pressure clinic at the church and assists the church with fundraisers, Adopt a Family, and more.

### **AMBASSADOR PROGRAM**

Students can apply to become an ambassador at the end of first level. Students are selected by faculty and staff. Ambassadors are expected to represent the school in a professional manner. Orientation to ambassador responsibilities is provided at the beginning of second level. Ambassadors receive \$50 towards book expenses for second, third and fourth levels and are expected to participate in a minimum of four events each semester.

### **PINNING COMMITTEE**

Four or five students are selected from each level to assist in the planning of the Pinning Ceremony each semester. This committee generally meets 2 times each semester. Students scheduled to graduate make decisions regarding food, music, flowers, awards, speakers and budget. Students in lower levels learn the process and volunteer to assist with distributing programs and serving food and punch at the reception.

### **MULTI-CULTURAL CLUB**

The multicultural club welcomes all students with an interest in expanding or enhancing their cultural competency. The club allows explorations of various cultures, values and belief systems. Meeting times and places TBA.

### **NURSES CHRISTIAN FELLOWSHIP**

All students are invited to join Nurses Christian Fellowship, a non-denominational group affiliated with Inter-Varsity Christian Fellowship. There are no dues. The meeting times will be determined at the beginning of each semester to accommodate the needs of participants.

### **RELIGIOUS SERVICES**

The hospital chapel is open 24 hours and all are welcome who wish to spend time in prayer and meditation. Nursing students may also participate in religious activities located on the campus in Baldwin City.

### **ETA KAPPA CHAPTER-AT-LARGE/SIGMA THETA TAU**

Eta Kappa Chapter-at-Large, a chapter of Sigma Theta Tau International Honor Society of Nursing, is a collaborative effort of BUSN with Washburn University School of Nursing. The purpose of Sigma Theta Tau International is to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession. Eligibility requirements include a cumulative GPA of 3.0 or higher, rank of upper 35% of class, leadership skills, and completion of at least one-half of the nursing curriculum and faculty endorsement. Inductions take place twice a year.

## **MABEE HEALTH AND FITNESS CENTER MANAGED BY SVHC**

Students are welcome and encouraged to join the fitness center. To use the fitness center you must purchase a key fob at a cost of \$6.50. Prior to using the fitness center, students are required to fill out registration forms and meet with a fitness center representative. The fitness center is open to students at posted times.

## **CAMPUS SECURITY**

The Security Department of SVHC provides 24-hour protection for students on the campus. This includes random patrols of the entire campus, including all parking areas; prompt response to any emergency situation; investigation of any reported or suspected criminal activity; and parking/traffic control. All incidents or potential incidents should be reported to the Security Department at 785-354-6158 immediately. An annual campus security report is provided to all current students and is available upon request to prospective students.

## **SMOKING POLICY**

**The entire SVHC Campus is smoke free.** The objective of the smoke-free policy is to recognize the health, safety, and comfort benefits of smoke-free air and the special responsibility that SVHC has in maintaining a healthy and safe environment for its patients, employees, physicians, visitors, and nursing students. **There will be no smoking anywhere on the SVHC campus, including Pozez Education Center or outside its doors, and all parking lots or cars on campus.**

## **PARKING**

The student affairs specialist will notify students of parking arrangements prior to orientation week. Students must comply with all policies of all affiliating agencies/institutions. The SVHC parking policy for students will be distributed during orientation. Students will be required to obtain a parking sticker from Security. Students will be subject to disciplinary procedures for noncompliance as designated by the involved agency/ institution. Students may lose parking privileges on SVHC Campus for repeated offenses. If employed through SVHC, students are required to park in assigned student parking when on campus as a student.

## **KEYS AND VALUABLES**

The University is not responsible for lost articles either in the school or the clinical areas. Information regarding found articles can be received by calling SVHC Security Department at 785-354-6158.

## **LOCKERS**

Lockers are available on a first come basis. Students are encouraged to use lockers and must provide their own locks. **Locks are to be removed at the end of each semester.** The school has the right to remove all locks remaining at the end of each semester.

## **MESSAGE AND TELEPHONE CALLS FOR STUDENTS**

The BUSN will provide a system of communication whereby messages and telephone calls will be received and delivered in an efficient manner. It is the responsibility of the student to check his/her mailbox at least daily for messages.

Only emergency messages will be hand delivered to the classrooms or phoned to the clinical settings. Non-emergency messages for students at the BUSN are discouraged. Students may use the house telephones located in the Student Commons Area for outgoing calls. Students should limit their calls to not more than 10 minutes.

## EMPLOYMENT

Student employment commitments shall not interfere with attendance at BUSN classes or school responsibilities. The student should exercise good judgment regarding the amount of time for employment. In the event of absenteeism, tardiness, or academic jeopardy, it will be strongly suggested that outside work activities be curtailed in order to maintain success in the nursing program. Special adjustment of course scheduling requirements cannot be done to accommodate student work schedules.

When students are employed for compensation, they shall not wear the school name pin or school badge or use BUSN Clinicomp password. When students are assigned to clinical experiences at the facility at which they are employed, they will function in the role of a student under the direction of the nursing instructor.

After the first semester, students can be hired as a patient care technician at SVHC or other area health care facilities. **It is the student's responsibility to schedule orientation and working hours in a manner that does not interfere with class or clinical time.** If at all possible, students should schedule orientation times during school holidays. SVHC orientation is scheduled on Monday, Tuesday and Wednesday twice a month. Attendance at the Monday orientation is required, and the student will need to inform teachers in advance of the absence. The Tuesday and Wednesday of orientation are unit specific and may be completed as a self study **IF students make arrangements with the director in the area they will be working BEFORE ORIENTATION is scheduled.** It is expected that students will make arrangements so that they miss only a Monday of BUSN classes for SVHC orientation.

## E-MAIL COMMUNICATION

Each student has a BU email account. Students can expect to receive most correspondence items from the University by email, including correspondence from faculty and financial aid. **Students are encouraged to log on to their account and check frequently for school wide messages.** This will be the ONLY email address provided to faculty and staff in which to contact students.

This fall all Baker University students will be moved to a new email system that also provides a variety of storage, sharing and collaboration tools. Students will have this email address for life if they care to use it after graduation. With this system, all student email will take the form of—  
[FirstNameMiddleInitialLastName@stu.bakeru.edu](mailto:FirstNameMiddleInitialLastName@stu.bakeru.edu).

To access Baker email:

1. Go to [www.bakeru.edu](http://www.bakeru.edu); choose email link at bottom of homepage
2. Enter Userid – email address ([FirstNameMiddleInitialLastName@stu.bakeru.edu](mailto:FirstNameMiddleInitialLastName@stu.bakeru.edu)).
3. Enter your Password, then click on logon: the password will be given to students during enrollment (initials + birthdate); students can change their password if desired.

For returning students, there will be a transition period in early fall while the new email service is launched; during this transition period the old Wildcat and SPGS mail servers will remain active for 45-60 days.

## BU ONLINE ACCESS: “MY BAKER’ PORTAL

**Create/Access ‘MY BAKER’ (portal) account**

All students will need to create an account on the portal site by choosing their own username and password. Students will need to create their portal account before they can access Moodle, pre-enroll, etc. This involves entering some personal information and an email address. (Please use only official BU email address for communication purposes.)

1. Students can reach the new portal at <https://my.bakeru.edu> ; or access My Baker on the links to it from pages on the BU site at <http://www.bakeru.edu>.
2. Go to homepage, click on portal
3. Choose School of Nursing, Topeka campus
4. Choose ‘Student Portal homepage’
5. Choose ‘Create a New Account’; follow directions to create account.
6. There is also a Powerpoint presentation available that walks through the account creation process with screenshots:  
<http://www.bakeru.edu/index.php?module=uploads&func=download&fileId=851>
7. Once students create an account, they will be able to login, view the information available, and recover their password without needing to contact anyone on staff. However, help will be available through the BU Help Desk, 1-800-873-4282 X 4544 and ask for Dee Schneck; or email [helpdesk@bakeru.edu](mailto:helpdesk@bakeru.edu)

### **Information available on My Baker portal**

Campus Information - this includes a Course Schedule and Faculty Search option

Academics – this module includes online registration, view attendance, degree audit, class schedule, GPA calculator, and my grades. There is an online registration tutorial available under online registration. (Please note the official GPAs are only available through the Records Office.)

My Profile - this includes a Calendar within which students can input personal events, Change password options, My Message Center where students can view holds and web alerts from the university, and the My Information screen where students can view their demographic information and request changes to that information

My Account - students can see information about current account with Baker University

External Links - this menu will include links to outside sources such as Moodle, Wildcat Mail, etc.

### **Pre-enrollment through My Baker**

- Select Academics; then on-line registration
- Choose ‘Begin Online Registration’
- A new window will appear with the course search functions and option to select courses.
  - Select ‘All Courses’ in the Display dropdown.
  - Can use the ‘Code Text’ field to enter section ID’s of the courses you want to find.
  - Click on the plus sign to expand a course and see the various sections that are available
- To choose classes for pre-enrollment, either click the green plus sign or drag the hand down to the area below labeled ‘Selected Courses’.
  - Repeat until have all the desired courses in the ‘Selected Courses’ area of the web page.
  - At any time you may click on the ‘View Courses’ button next to ‘Proceed to Final Step’ to view the schedule in a grid.
- When you do have all the courses in the ‘Selected Courses’ area, click on ‘Proceed to Final Step’.
- Choose ‘Register/Drop Courses’ to finalize enrollment.
  - **Review this page to check if all courses chosen are listed**
- If you would like to have more information about this process visit

## **MOODLE**

Students may access Moodle to enhance electronic communication of syllabi, class assignments, and links to website. Students can also access “**Baker’s Anatomy**” through Moodle for announcements and to learn of scheduled social events, community volunteer activities, and student funding information.

1. [www.bakeru.edu](http://www.bakeru.edu)
2. at bottom of home page, choose portal
3. select School of Nursing – new window pops open
4. select student portal home page
5. log into portal account with username and password
6. Choose ‘Go to Moodle’ (blue bar on right side)

If this doesn’t work, help is available! CALL: 1-800-873-4282 X 4544 and ask for Dee Schneck; or email [helpdesk@bakeru.edu](mailto:helpdesk@bakeru.edu)

## **LIBRARY SERVICES**

### **Stauffer Health Sciences Library (Ground Level, Pozez Building)**

Stauffer Health Sciences Library offers medical, nursing, allied health and consumer health databases and materials in print and electronic format. In addition, students have access to numerous databases, print and electronic resources via BU’s Collins Library web site. Using resources available via both libraries, the Health Sciences Library staff work in conjunction with the BUSN faculty to provide general library orientation, classroom library instruction and individual assistance.

Wireless computer access is available throughout the Library as well as BUSN. Computers are accessible throughout the library on a first-come, first-serve basis, providing access to the Internet, word processing, Power Point and SPSS (statistical program).

### **Library Hours**

Library hours are 7:00 a.m. to 5:00 p.m., Monday – Friday. After-hours access is available with Library Director approval.

### **Circulation Policies**

- Books, audiovisuals may be borrowed for a two-week period.
- Journals may be borrowed and returned by close of the next library business day.
- Reserve and reference materials are available for *In-Library Use* only.
- Interlibrary loan services are available for material not accessible via Stauffer Health Sciences Library or Collins Library.
- Library materials are subject to recall at any time.

Each student is responsible for the library material checked out in his/her name. Lost material must be replaced or paid for by the borrower.

*Overdue materials:* Students will be notified when materials are overdue.

*Return of materials:* All borrowed materials must be returned to the Library by the end of each semester.

*Lost items:* Students will be charged for replacement of and processing charges for any lost item. Lost charges must be paid by the end of each semester.

## **EDUCATIONAL RESOURCES**

Students are charged an educational resource fee each semester that covers all syllabi, classroom handouts, laboratory supplies, and library resources.

### **Wireless Computer Access**

Wireless computer access is available in the library and BUSN. The system functions like wireless access in hotels, coffee shops, etc. Each time you log in you will need to go to svhc guest and the system will then provide the passwords needed for that session.

### **Computer Printers**

Students may use library printers for ONE copy of handouts, papers etc. The copy machine must be used to make additional copies for class. The color printer may only be used to generate color pictures/documents (one copy of each) for class presentations, posters, use with ELMO, etc. The color printer cannot be used to make additional copies as handouts for a presentation.

### **Copy Machine**

The copy machine in the library is available for student use at a cost of \$0.10 per page with a card (\$0.15 per page without a card). Copy cards may be purchased at Library Circulation Desk for \$1.50. The BUSN copy machine is not for student use.

## **TUTORIAL LAB**

Tutorial assistance is available in the BUSN tutorial lab. The tutorial lab is open by appointment for individual or group assistance. Help is available for general study/test taking skills, math, writing skills and general nursing content. Arrangements can be made through the tutorial lab coordinator. Exams can be made up in the tutorial lab by signing up on the weekly schedule on the door of the lab. **Students must sign up for make-up exams no later than 10:30 am on the day they plan to take exam.**

## **LEARNING RESOURCE LAB**

The learning resource lab is open by appointment for assistance/practice with technical nursing skills. Students can self-refer or be required by faculty to set appointments. Arrangements can be made through the clinical learning lab coordinator. Skills blitz sessions may be offered during enrollment week to provide students an opportunity to practice nursing skills before clinical experiences begin for the semesters. A variety of other sessions are offered throughout the semester as well, including experience with a virtual IV arm for venipuncture practice.

## **HUMAN PATIENT SIMULATOR LAB**

Each semester as part of clinical experiences, students will practice assessment skills and nursing interventions on a state-of-the art human patient simulator. This experience offers real-life scenarios where students use critical thinking skills and learn through practical experiences to improve patient care. The human patient simulator is located in the hospital, 2<sup>nd</sup> floor above the surgical suites and can be accessed by the elevator located at the far end of the surgical suites.

## **ACADEMIC AND EDUCATIONAL POLICIES**

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### **STUDENT RESPONSIBILITY**

**It is the responsibility of each student to be aware of and to meet the catalog requirements for graduation and to adhere to all other rules, regulations and deadlines published in the catalog and in this handbook.** Students are generally governed by the catalog that is in effect when they enroll

at the BUSN, but continuously enrolled students may choose to meet the graduation requirements of any subsequent catalog published during their enrollment. If an interruption occurs so that the student is no longer continuously enrolled, the requirements applicable at the time of re-enrollment shall apply. While academic advisors assist students in interpreting requirements and policies and making plans, final responsibility for meeting requirements and adhering to policies belongs to each student.

## **ENROLLMENT**

Enrollment and orientation for the Fall/Spring semesters is scheduled the week before classes begin. These dates are indicated on the official BUSN calendar and more details regarding time and place will be mailed to each student. Books will be available for purchase on registration day.

## **SCHOOL OF NURSING ORIENTATION**

BUSN provides a carefully planned program during enrollment week to assist entering students transition to nursing school. Because the orientation is so important for future success in nursing school, **all incoming students are required to attend orientation.**

## **TRANSCRIPTS ON FILE**

It is essential that all transcripts are on file at the BUSN no later than August 31 for students admitted in the fall and by January 31 for students admitted in the spring. **Failure to meet these deadlines may result in dismissal from the program.**

## **AUDITING OF COURSES**

Full-time students may audit up to 6 theory credit hours (not counted in the minimum 12-hour full-time course load) in a given semester. Students who audit courses are expected to meet the given course's attendance requirements but are not obligated to complete course assignments or meet the requirements necessary for obtaining a grade. No credit hours are awarded and no grades are earned in audited courses. No additional fee is charged to full-time students for auditing a course. Part-time students are charged a reduced fee and should refer to the Tuition and Fees section of the catalog or under Financial Information in this handbook.

## **ACADEMIC ADVISING**

Each student will be assigned a first level faculty advisor upon entering the nursing program. Each semester students will be assigned a new advisor. This advisor will be a faculty member from the level in which the student is currently enrolled. The advisor provides the student with assistance in academic program planning and matters pertaining to academic work and can also provide assistance with study habits and personal adjustment issues.

## **GRADE COMPUTATION**

Partial percentages of scores within a nursing course are carried until the final semester grade is computed. At that time scores will be rounded off to the nearest whole number, which will determine the grade. (Example: 92.42=92=B, 92.45=93=A)

### **Grading Scale**

93 - 100	= A
85 - 92	= B
77 - 84	= C

69 - 76 = D

68 or below = F

An explanatory sheet listing the BUSN grading scale is attached to the transcript.

### **ACADEMIC CONCERNS**

A student who has a concern about a course, grade, or faculty member must **approach the faculty member to discuss the issue before meeting with administrative faculty**. It is expected that the issue will be resolved at this level. When either party believes the issue has not been satisfactorily resolved, a note regarding the discussion should be drafted and signed by both parties on the Academic Concern form, which can be obtained from the faculty member or student affairs specialist. The student or faculty member may then forward the form to the assistant dean for further review and resolution of the concern.

### **GRADE APPEAL**

#### Test/assignment grade in a course

If a student believes there has been an error in computation or transcription of a grade, or does not agree with the grade, the student must meet with the instructor within five academic days after the grade is posted to discuss the grade. If the student does not believe the matter is resolved, the following procedure may be followed:

- The student must write a letter identifying the rationale for changing the grade to the instructor within 3 academic days after meeting with the instructor.
- The instructor must respond to the student in writing within 3 academic days after receiving the student letter.

If the student and instructor are not able to resolve the grade in question, the student may confer with the assistant dean for further guidance.

#### Course Grade Notification

If a student believes there is a discrepancy between the official BU course grade notification and the grade the student understood or calculated he/she received, the student should notify the student affairs specialist. The student affairs specialist will initiate an official grade change if warranted or will notify instructor of the discrepancy. The instructor will review the grade and notify the student affairs specialist and student of his/her findings. If the matter is not resolved, the student may confer with the assistant dean for further guidance.

### **TEST REVIEW**

Students are provided the opportunity to review graded tests/quizzes after they are taken; however, they may not review them again prior to the final exam. Students may also review tests individually with the instructor within a reasonable time frame after the test has been given but will not be able to review all tests/quizzes before midterm or final exams.

### **WRITTEN ASSIGNMENTS**

The format from the *American Psychological Association Concise Rules of APA Style, 2009 (APA)* (6th Edition) shall be used in all written assignments for nursing courses as required by instructor. If using computerized APA formatting, the student is still responsible for checking accuracy. An orientation to APA will be offered the first semester; students who have not used APA are expected to attend the

orientation.

### **SUBMITTING PAPERS**

Papers should be submitted directly to the individual faculty member or placed in the designated box in the BUSN office. A staff member will place it in the faculty mailbox. Students who submit a paper by mail should do so by certified mail. **A copy of each paper submitted should be retained by the student for his/her own files.** Students will follow instructor preference to receive credit for assignments sent electronically. Please call to make sure the instructor received the assignment. The student is responsible to ensure that the assignment has been received by the instructor and that it is correctly formatted.

### **LATE PAPERS**

Written assignments are due on the assigned day and time. If the student cannot attend class on the date the assignment is due, the paper must be e-mailed or faxed unless other arrangements have been made with the faculty. Students will follow instructor preference when sending paper electronically. The student who submits a paper later than the assigned date and time will be assessed a 10% penalty of the total paper's value for each school day that the paper is past due. After the third school day, a grade of "0" will be assigned. This score will be calculated as part of the final course grade according to the percentage assigned to it. No final course grade will be calculated until all required course work has been completed. If the paper is not submitted, the objectives of the course cannot be met, resulting in a course grade of "F".

### **COMPETENCY FOR DRUG ADMINISTRATION**

Competency and safety in medication administration is critical for all nursing students. Students will be tested for competency for drug administration in each level. Calculators provided by the school will be used for all Competency for Drug Administration Tests.

BUSN Drug administration competency for level one students is integrated throughout NU 325: Foundations of Therapeutic Nursing Interventions. Mastery of drug calculations is a prerequisite to administering medications in the clinical setting and a mandatory skill for successful completion of NU 325L: *Foundations of Therapeutic Nursing Interventions* clinical.

- Students must successfully complete the first three math tests in NU 325 at 90% or above in order to pass medications in NU 325L.
- All math tests below 90% must be retaken.
  - Four retakes are allowed for each test to achieve 90%
- If the student is unsuccessful on any of the first three tests (including the four retakes allowed for each test), the student must withdraw from the clinical course. (See withdrawal policy).

A drug competency examination will be administered each semester during enrollment week for levels two, three and four. Students must **arrive on time and will not be admitted after the scheduled start time.**

- The drug competency examination must be passed with 90% accuracy.
- Examinations must be retaken by the end of the first week of the semester at which time successful completion (90%) is necessary to continue in clinical courses that semester.
  - **A total of 3 retakes** are allowed.
  - If the examination is not passed on the first attempt, it is the student's responsibility to review and/or seek tutoring. The student is responsible to schedule tutoring sessions and examination retakes with the tutoring coordinator.
  - The student may request an extension for this process in the event of unexpected

extenuating circumstances beyond the student's control. The request must be made in writing to the program manager for review by the student affairs committee, where the final decision is made.

- **Students who fail to achieve 90% or greater by the third retake on the Competency for Drug Administration exam must withdraw from the course scheduled for the first clinical rotation.**
  - The student will be required to seek remedial assistance and will have one additional opportunity to pass the Competency for Drug Administration exam by the end of the third week of the semester.
  - Failure of this exam will necessitate withdrawal from all clinical courses for the semester. Future enrollment in these classes will be on a space available basis. (See withdrawal policy)

### **INCOMPLETE**

A grade of Incomplete (I) may be given to a student by an instructor indicating that all required course work was not completed because of emergency situations that were beyond the control of the student at the time and could not have been foreseen or planned for in advance. Students receiving an incomplete grade must make arrangements with the instructor to complete all course work **within six weeks** after the last day of class. Failure to complete this work within this time period will result in a grade of "F" for the course. **NOTE:** Students unable to meet all outcomes for NU 492L: Professional Nursing Practicum by the end of the semester will be given an "I" (Incomplete) and will be required to repeat the clinical portion associated with unmet outcomes the following semester. (See "Progression Requirements" 2c.)

## ATI POLICY

- Students must pass proctored assessment tests scheduled for all levels at Proficiency Level 2 or greater (exception Critical Care proctored exam must be passed at 50<sup>th</sup> percentile or higher).
  - Students who score below the proficiency level on a proctored exam must take the non-proctored online practice assessment until they reach 90%. Students not attaining a 90% by the end of the course will receive an incomplete. (See Incomplete policy, previous page.)
    - Level 1, 2 and 3 students will not be able to enroll the following semester until a 90% is reached on the online practice assessment.
    - Level 4 students will not have their transcripts released to state boards of nursing for authorization to take NCLEX until a 90% is reached and the remediation process is complete (see level 4 requirement below).
    - The student is responsible to **bring documentation** of the online practice assessment to the faculty **no later than the Friday of final exam week**.
- Bonus points of 1% for scoring at Proficiency Level 3 will be added to the final course grade in the course for which the assessment test is scheduled. *Bonus points will only be added to the final grade for students who have a passing final course grade of  $\geq 77\%$  before the bonus points are awarded.* (Bonus points are not awarded for the Comprehensive Predictor exam.)
- **NOTE:** Students repeating a course will be required to retake the associated ATI exam.
- **Level 4 students must also pass the Comprehensive Predictor with a score of 71.3% or higher.**
  - Students scoring  $< 71.3\%$  must complete the following remediation process:
    - Take relevant non-proctored online practice assessment tests and score  $\geq 90\%$
    - Following remediation, the student must bring documentation to the Assistant Dean who will authorize the student to schedule a second proctored Comprehensive Predictor exam in the library.
    - Students scoring  $< 71.3\%$  on the proctored retake will be required to take the Virtual ATI Review Course at the student's expense, as well as to meet with the Assistant Dean to develop an NCLEX study plan.

**The testing and remediation process must be completed before transcripts will be released to any state boards of nursing for authorization to take NCLEX.**

## PROGRESSION REQUIREMENTS

1. Once students are admitted to BUSN, they must take all nursing courses at BUSN in the sequence they are offered in the curriculum. Students seeking to take courses out of prescribed sequence must submit a request to student affairs committee prior to enrollment.
2. Students must earn the grade of 2.0 "C" or higher or a "Pass" (P) for all courses required for completion of the Baccalaureate Degree in Nursing. A grade of "D", "F", or "No Credit" (NC), in any required course is not acceptable.
  - a. If a junior student (1st and 2nd Level) receives a grade of "D" or "F" in theory or a "no credit" (NC) in clinical, both courses must be repeated. The student may not progress to the next level and will have to retake the theory and clinical courses the next semester. However, permission to retake the courses is contingent upon there being a space available beyond that required by students who are not repeating the course.
  - b. If a 3<sup>rd</sup> level student receives a grade of "D" in theory or an "NC" in clinical, both courses must be repeated. The student may not progress to the next level and will have to retake theory and clinical courses the next semester. However, permission to retake the courses is contingent upon there being a space available beyond that required by students who are not repeating the course.

- Senior students who receive an “F” in a theory course will be dismissed from the program.
- c. If a 4<sup>th</sup> level student receives a grade of “D” in a theory course, the course must be repeated. If a 4<sup>th</sup> level student is not able to meet all the outcomes of NU 492L: Professional Nursing Practicum by the end of the semester, an “I” (Incomplete) will be given and the student will be required to repeat the clinical portion associated with those outcomes the following semester. (Fourth level theory courses will not need to be repeated if a grade of “C” or higher is achieved.) Senior students who receive an “F” in a theory course will be dismissed from the program.
  - d. For any level student, a second “D”, “F” or “NC” in any concurrent or subsequent nursing course (clinical or theory) in the program will result in dismissal from the program.
  - e. See previous ATI policy for progression requirements related to ATI testing.
  - f. For any first level student admitted conditionally, a “D”, “F”, “NC”, or a withdrawal for academic reasons in any first level course (clinical or theory) will result in dismissal from the program.
  - g. Whenever a course is retaken, the original earned grade, quality points and credit hours are all disregarded in computing the student’s cumulative GPA; however, the first-attempt grade continues to appear on the student’s transcript. The second attempt grade, quality points and credit hours are substituted into the cumulative GPA, even if the retake grade is lower than the grade earned on the first attempt. Students repeating a course will pay full tuition for that course.
3. BUSN faculty members, in consultation with the dean/assistant dean, may withdraw a student due to unsafe clinical practice or behavior jeopardizing professional practice as determined by the faculty at any time during the semester. Unsafe clinical practice or unprofessional conduct (see p. 35 & 36) will result in an “NC” for the course, and the student will be withdrawn from all remaining clinical and related theory courses for the semester.
  4. A student may voluntarily withdraw or be required to withdraw by the faculty from a nursing course or courses only one semester of the program. **Reenrollment in courses will be on a space available basis.** A withdrawal for any reason in a subsequent semester will result in dismissal from the program. (Students dismissed from the program have the opportunity to reapply as outlined in the Readmission policy)
  5. Clinical competency must be demonstrated in the skills lab prior to enrollment in a clinical course for any student:
    - a. who is not successful in completing at least one clinical course the previous semester.
    - b. who is not enrolled in a clinical course for the previous semester.
    - c. who is transferring into BUSN from another nursing program.It is the responsibility of the student to make arrangements and complete this requirement as outlined in the clinical competency letter.

Note: Successful BUSN applicants must fulfill all program requirements for the BSN degree as stated in the current BUSN catalog at the time he/she enters the nursing program.

## **READMISSION**

A student who has been enrolled in the BUSN and has withdrawn or been dismissed for poor academic performance, may apply for readmission providing he/she has a cumulative nursing GPA of at least a 2.0, including the most recent semester in which courses were taken.

## **Procedure for Readmission**

1. In the semester preceding requested enrollment:
  - a. Submit to the Student Affairs Committee, a written request for readmission, which shall include:
    - a written plan for improvement which reflects the previous reason for failure or withdrawal.
    - a plan for successful progression
    - a letter from the involved faculty member(s)
  - b. Participate in a readmission interview, if requested.
2. The student will be notified of the committee's decision.
3. Students will be readmitted on a space available basis.

## **WITHDRAWAL FROM COURSE**

Students may drop theory courses from their schedules up until the "Drop Deadline" indicated on the School of Nursing Calendar. Courses dropped during this period do not appear on transcripts. Courses may also be dropped up until the "Withdrawal Deadline" indicated on the calendar. Courses dropped during this period are posted on students' transcripts along with a designation of "W." Courses may not be dropped after the "Withdrawal Deadline" listed on the calendar. Exceptions are:

- Second and third level clinical courses dropped by the end of the first week of a four or five week clinical rotation will not appear on the transcript. Clinical courses dropped in the second or third week of a clinical rotation are posted on the students' transcript along with a designation of "W." Clinical courses may not be dropped after the third week of a four or five week clinical rotation.

Withdrawal from either a theory or clinical course will result in withdrawal from the related course. A student may voluntarily withdraw or be required to withdraw by the faculty from a nursing course or courses only one semester of the program. Reenrollment in courses will be on a space available basis. A second withdrawal for any reason in a subsequent semester will result in dismissal from the program. (Students dismissed from the program have the opportunity to reapply as outlined in the Readmission Policy).

Students requesting to withdraw from an individual course must do so in writing. Change of Enrollment Forms are available at the BUSN office. These forms must be signed by the course faculty member and the student's faculty advisor.

## **WITHDRAWAL FROM PROGRAM**

A student who finds it necessary to withdraw permanently from the nursing program must submit written notification. Withdrawal request forms are available from the student affairs specialist and must be signed by the student affairs specialist and the assistant dean. The last date the student attends class is the date used to determine if any tuition refund is due.

The withdrawal date is determined as follows:

**\*Official withdrawals** - the latter date of when the student began the official withdrawal process OR officially notifies the institution of intent to withdraw;

**\*Unofficial withdrawals** - the midpoint of the period for a student who leaves without notifying the institution.

## **DISMISSALS**

The dean, in consultation with faculty, has the authority to dismiss a student without notice or refuse re-admission of a student if circumstances of legal, health, social, academic, or professional nature justify such action.

## **ATTENDANCE**

In order for students to maintain quality academic performance within the program of study, attendance is imperative in both classroom and clinical settings. This includes scheduled orientation and the first week of class. To promote consistency and fairness for all students, the following attendance policy will be in effect for all classes.

1. If the student must miss a class, the school office or faculty must be notified **prior to class** and a message left for the instructor. If a given situation makes a call impossible prior to class, a message must be received as soon as possible.
2. Absence on the day of a test is strongly discouraged. The student who is absent on the day of a test **must contact the instructor on that day**. An alternate test may be administered and/or points/percentage may be deducted if the student is absent on a test day. The student will **be required to take the missed test during the first available testing time** after returning to school unless alternate arrangements have been made with the instructor. Emergency situations which are beyond the control of the student at the time and could not have been foreseen or planned for in advance will be taken into consideration when the student can make contact. A sign-up sheet for students needing to make up tests will be posted on the tutorial lab door. **If the procedure is not followed, a ZERO may be recorded for the examination.**
3. Attendance in theory is expected. **Attendance policy for each theory course will be defined in each individual course syllabus.**
4. Clinical attendance is essential. If an absence (or tardiness) is necessary, the student must notify the unit/agency to which he/she is assigned **before** the scheduled clinical starting time unless otherwise instructed by the faculty. The clinical instructor must also be notified as per individual clinical guidelines. The actual time, length and nature of clinical make-up will be determined by achievement of stated clinical outcomes. This also applies to school cancellation due to weather. *It will be the **student's responsibility** to contact the instructor concerning all make-up, which must be completed before the end of the semester.* **Make-up cannot conflict with another school assignment.** If the student is unable to meet clinical outcomes due to absences, the student must withdraw from the clinical course, and the corresponding theory course.

Clinical tardiness or leaving the clinical site early shall be counted as part of the absence time. *Absence from clinical orientation will also be counted as missed clinical time.*

## **TARDINESS**

Promptness is required for class and clinical. The faculty conducting a class has the right to close the door at the beginning of class and may require the student who is late to wait until the next break in class before entering the classroom.

Habitual tardiness in clinical and/or theory may result in jeopardizing the student's status.

## **CLASSROOM CONDUCT POLICY**

The interactive, non-traditional nature of this BUSN program may at times result in class sessions with a good deal of interaction and participants at times assuming the role of teacher. The utmost personal respect among teachers and students should always be shown.

BU prohibits the unlawful possession, use, manufacture, or distribution of alcohol, drugs or contraband

by students on its property or as part of any of its activities. The University is committed to a program to prevent the abuse of alcohol and illegal use of drugs. Any student found to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances in violation of the law on University property or at University sites may result in administrative dismissal from the program.

**Food may be served only in designated areas in the Pozez Education Center. Food is not allowed in any classroom. Beverages taken into the classroom must have a snap or screw on lid that will not spill if overturned. Failure to abide by the beverage policy will result in a no beverage rule.**

### **USE OF ELECTRONIC MEDIA**

All cell phones and other technological devices must be turned off or in the vibrate mode in the classrooms. These devices may not be accessed during class times. Students must follow faculty guidelines and institutional policies for use of cell phones and pagers in the clinical setting.

### **ACADEMIC MISCONDUCT**

BUSN expects students to do their own work and research and give acknowledgement in the use of materials and sources. Students must take examinations without the assistance of others or aids not allowed in testing procedure. Students participate directly in the process of learning rather than substitute others' labor and experience.

#### Standards and Definitions

Academic misconduct includes but is not confined to plagiarizing; cheating on tests or on examinations; turning in counterfeit reports, tests and papers; stealing of tests and other academic material; knowingly falsifying academic or clinical records or documents; and turning in the same work to more than one class without approval from the instructors involved.

**Plagiarism** includes presenting as one's own efforts the work of someone else without proper acknowledgement of that source. Exact copying is to be enclosed in quotation marks with an appropriate indication of its origin. Paraphrasing includes synthesis of ideas expressed in the student's own words. The failure to acknowledge unique, unusual, or new ideas or facts not the product of the student's own investigation or creativity is plagiarism. When in doubt on a particular matter, it is the student's responsibility to seek guidance from the instructor of the course.

**Cheating** includes the use of aids or assistance not allowed in the quiz or testing procedure. Notes, charts, books, and electronic devices not specifically allowed by the examiner being used in the test or examination constitutes cheating. Visually or verbally receiving or giving information about or during the test not specifically allowed by the examiner is a form of assistance designated as cheating.

**Counterfeit work** includes work turned in as one's own that was created, researched, or produced by someone else. Turning in a report of another's research, submitting joint projects as if they were solely one's own or having produced such work for another are all forms of counterfeit work that is unacceptable.

**Theft**, use or circulation of tests or answer sheets specifically prepared for a given course and as yet not used or publicly released by the instructor of a course constitutes academic misconduct.

**Falsification of data or creation of false data** by students in theory, research or clinical activities/assignments is considered academic misconduct.

**Unauthorized reuse of work** or the turning in of the same work to more than one class without approval from instructors involved constitutes academic misconduct.

**Falsification of academic records** by knowingly and improperly changing grades on transcripts, grade sheets, class work reports, tests, and projects constitutes academic misconduct.

### Consequences of academic misconduct

Consequences of academic misconduct may include, but are not limited to, resubmission or modification of an assignment, no credit for the assignment or test, failure to pass the course, or dismissal from the program. The consequences of academic misconduct related to a specific course will be determined by the faculty member in consultation with the assistant dean.

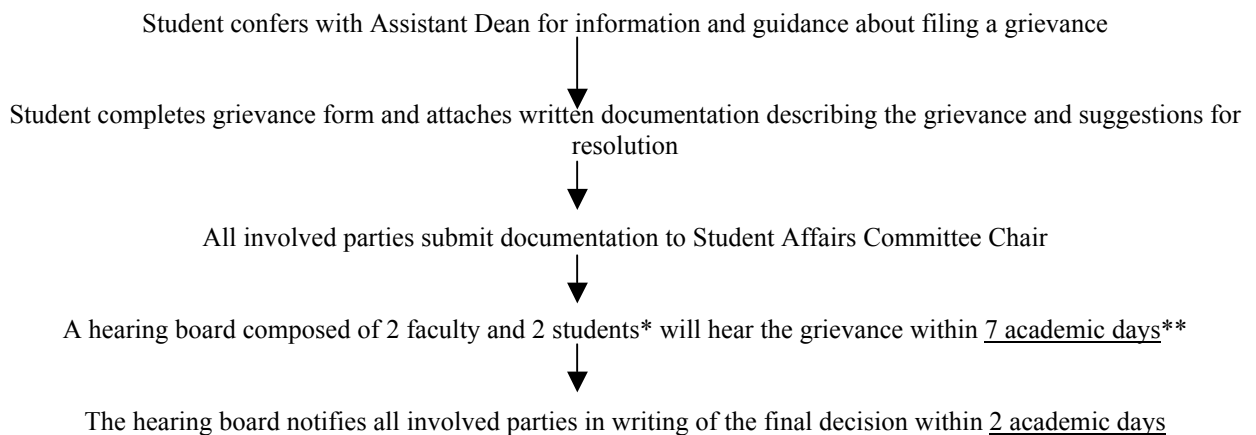
### Rights of Students

1. Students have the right to differing and contrary opinion without fear of reprisal or unfair treatment in the students' academic work.
2. A student charged with academic misconduct is innocent unless judged guilty through due process, which includes notification of the academic misconduct charge and the opportunity to be heard and to present a response to the charge.
3. A student has the right of appeal as specified in the "Grievance Procedure" in this document.

## **GRIEVANCE PROCEDURE**

It is expected that grievances will be initiated within three days for academic issues and 10 days for non-academic concerns. The following steps must be taken to institute a grievance.

### **Hearing**



\* The hearing board will consist of two faculty from student affairs committee and two student senators selected by the student affairs committee chair. The composition of the hearing board shall reflect a reasonable attempt to avoid bias or conflict. Findings of the hearing board shall require agreement of three of its members. When fewer than three members agree no action shall be taken.

\*\* For petitions filed over winter or summer break, hearings will be held as soon as possible, but the absence of potential hearing board members may delay hearings until the start of the following semester. Students, faculty, and hearing board members will make an effort to resolve grievances prior to the start of the semester. If the grievance affects progression and is not resolved before enrollment the following semester, the student will re-enroll in the course for which the grievance was filed. If the grievance is

then resolved in the student's favor, accommodations will be made for the student to progress to the next semester/level.

### **Final Appeal**

If the final decision of the hearing board is not acceptable to the involved parties, he/she may provide a written final appeal to the dean within 10 calendar days. After reviewing all information, the dean will notify the student and any involved faculty of the final decision within 10 calendar days. The dean's decision formally ends the grievance process.

### **NCLEX STATE BOARD APPLICATION(S)**

NCLEX and Kansas State Board applications will be completed at least 30 days prior to graduation. (Applications for other State Boards may vary). Fees for NCLEX and Kansas State Board applications are due at the time applications are completed. An applicant for a Kansas license is required to provide one completed fingerprint card in order to conduct background checks with the Kansas Bureau of Investigation and FBI. A fingerprint card must be obtained from the Kansas State Board of Nursing (KSBN) because it contains specific identifying information. Any law enforcement official trained in taking fingerprints can take the fingerprint.

Students will be authorized to take the NCLEX early if they successfully complete all fourth level courses with the exception of capstone, achieve 71.3% or higher (individualized score) on the ATI Comprehensive Predictor, AND have a nursing GPA of 3.25 or higher through third level.

If an entering student has a reportable infraction(s), an appointment must be made with the Assistant Dean soon after enrollment to discuss the matter. Student application to write the NCLEX-RN (Boards) will be completed by the students at the direction of the Assistant Dean approximately six weeks prior to the test. At that time any conviction of a crime or reportable infraction, other than a traffic violation, must be reported on the application. Please be advised that nursing licenses may be denied or disciplined by the Kansas State Board of Nursing (KSBN). Possible grounds for such action may include to have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense unless the applicant establishes sufficient rehabilitation to warrant the public trust. In addition, no license shall be granted to a person with a felony conviction for a crime against persons. Also considered are patterns of practice and other behaviors exhibiting an apparent incapacity to practice nursing. All criminal history must be revealed to the KSBN **BEFORE** licensure is granted or denied. (See Kansas Nurse Practice Act Law and Administrative Regulations, section 65-1120).

According to the Kansas Nurse Practice Act Law and Administrative Regulations, KSBN, Section 65-1115 applicants "for a license to practice as a registered professional nurse shall have graduated from a high school accredited by the appropriate legal accrediting agency or have obtained the equivalent of a high school education, as determined by the state department of education."

An official transcript from an accredited high school or official proof of GED must be submitted with the application for licensure in the state of Kansas.

### **OFF-SITE EXPERIENCES**

Students at the BUSN will experience a diversity of educational opportunities available within the vicinity. Students may meet at off-site locations for educational purposes.

Students are required to assume all liability associated with their transportation to and from, and attendance at, off-site experiences whether for required or voluntary activities. As part of the clinical

component of some courses, students may be required to travel to locations outside of Shawnee County. Students are responsible for making arrangements for travel to these sites and will not receive reimbursement for expenses incurred as part of this experience.

## **CRISIS SITUATIONS**

If a crisis situation arises at (SVHC), the BUSN will be alerted. If a crisis situation arises in the BUSN, Security should be notified if possible at 6444 or 6158. If someone calls from a campus phone, Security will be able to determine which phone that person is calling from if she/he is unable to speak. It will be important for everyone involved to remain calm. Everyone should be involved in identifying potential threats (i.e., extremely disgruntled students, family members of students/faculty with restraining orders, threats that are made to a BUSN student or faculty member, etc.) so the school is ready to deal with situations that arise. The dean, in collaboration with Security, will alert students regarding possible evacuation of the school premises.

Firearms, including handguns of any kind, are strictly forbidden on the premises of SVHC, regardless of the possession of a concealed carry permit under K.A.R. 16-11-7.

Reporting Obligation – If any student has direct knowledge that another person possesses a concealed handgun on SVHC premises, he/she shall report this to the assistant dean and to Security. Failure to report knowledge of the presence of any handgun on SVHC premises may subject the individual to appropriate corrective action.

Safety – Students should be aware that the enforcement of this policy deals with confronting individuals carrying a handgun. Under no circumstances should any student take any unnecessary risks or compromise his/her safety in enforcing this policy. Local law enforcement should be contacted immediately if deemed necessary.

## **DISASTER SITUATIONS**

### Disaster threatening the campus:

Students will follow fire and disaster policies that apply to individual clinical agencies. Fire and disaster policies of SVHC are reviewed during the orientation session annually. If an event occurs that requires evacuation or relocation from Pozez (i.e., fire, tornado, bomb threat, or other event that could potentially cause harm on the campus), the following will occur:

- a. If the event occurs Monday through Friday from 8 a.m.-4:30 p.m., the building supervisor or designee will notify BUSN of the event and give instructions about the course of action.
- b. If the event occurs during evening, night or weekend hours, the security department will be responsible to notify people in the Pozez building about the course of action.
- c. If the school decides to cancel classes because of severe weather or other type of disaster involving the campus, students should follow the school cancellation policy.

### Disaster involving the community:

- a. Students' first responsibility is to the school during class hours. If students are in a theory class at the time of notification of the disaster, they will remain in class until further notice. If students are attending clinical experiences, they will continue to work with instructor at assigned clinical area.
- b. If students are employed by SVHC, the medical center may notify the school to release

employees for assistance in their respective units if the disaster continues for a prolonged time.

### **SCHOOL CANCELLATION**

In the event of severe weather conditions:

1. The decision to close school is made by the dean or designee.
2. Students should call 785-354-5833 after 5:00 a.m. to learn if school will be in session. There will only be a message if school **IS** cancelled.
3. Students are expected to exercise common sense regarding travel to class during severe weather.
4. In the event that school is to be closed:
  - a. A designated faculty member will notify the hospital operator and place a message on the “weather line” after 5:00 a.m.
  - b. If school is in session, the faculty will notify the students present and those scheduled for evening classes.
5. Information on cancellation of classes can be received from the following:

<u>RADIO</u>	<u>TELEVISION</u>
a. WIBW Topeka	Fox 4 Kansas City
b. KLWN Lawrence	KCTV 5 Kansas City
c. KMBZ Kansas City	KMBC 9 Kansas City
d. KOFO Ottawa	KSNT Topeka
e. KMAJ Topeka	KTKA Topeka
	TV 41 KSHB
	WIBW 13 Topeka
6. Information on school cancellation will be on Moodle through Baker’s Anatomy.
7. If an absence is due to weather conditions, the actual time, length, and nature of clinical make-up will be determined by each clinical faculty based on student’s achievement of stated outcomes.

### **CHANGE IN STUDENT STATUS**

Students who change an address, phone, or name shall notify the BUSN office as soon as possible in person, by mail, or by phone. Call 785-354-5850.

## **CLINICAL POLICIES**

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### **BLS CERTIFICATION**

Proof of current Basic Life Support (BLS) for the health professional certification is required prior to beginning clinical nursing courses. The required BLS class must be “Health Care Provider” offered by the American Heart Association or the “Professional Rescuer” from the American Red Cross.

Each student is required to maintain a current BLS certification throughout their program of study. BLS certification is to be done during the student's personal time (not during clinical or class). If a student is not BLS certified, s/he will not be allowed to participate in clinical. Refer to attendance policy regarding clinical make-up.

### **IMMUNIZATIONS**

**Before classes begin**, the student affairs specialist at the BUSN must receive a completed report of a physical examination, including report of a negative TB skin test within one year or provide a negative baseline chest x-ray report to rule out TB, a positive rubella titer, documentation of Hepatitis B vaccination series, and current Tdap (tetanus, diphtheria, pertussis). **TB skin test or completion of TB symptomology questionnaire must be done yearly.**

### **HEALTH INSURANCE**

Proof of health insurance **must be submitted annually** to the student affairs specialist.

### **PROFESSIONAL DRESS CODE AND BEHAVIOR GUIDELINES**

To protect and enhance the proper professional image, cleanliness, health, and welfare of patients, the following standards of personal appearance shall be adhered to by all nursing students and faculty.

#### **Uniforms**

1. All students must wear clean, neat, white uniforms or scrubs. Approved white polo shirts or white scrubs with BUSN emblem are permitted. White, navy or orange T-shirts, without lettering, may be worn under the uniform top.
2. Skirt hemline will be no shorter than 2 inches above the top of the knee.
3. Slacks must meet the following requirements:
  - a. Length should not drag on the floor or be shorter than ankle length
  - b. Slacks should be loose fitting
  - c. No white jeans.
4. One piece split skirt dress or jumpsuit is not allowed due to infection control policies.
5. Shirts and slacks must be sufficient in length so as to cover the waistband when bending or reaching.
6. Under clothing should not show through white uniform (white is best choice) and should be appropriate to professional dress. T-shirts are not to be worn as an outer garment.
7. White shoes are required.
  - a. Must be clean, polished, and soft-soled, with clean shoelaces.
  - b. No sandals or canvas tennis shoes are allowed.
8. Female students will wear nylon hose (white or flesh tone), white footlets or white socks.
  - a. No patterned hose
  - b. Knee high hose may be worn with slacks or scrubs
9. Male students will wear white socks.
10. Lab coat must be white and can be waist, hip or knee length

## **Jewelry**

1. A watch with a second hand is required.
2. The BUSN photo ID badge with name, position and picture visible must be worn by all nursing students at all times in clinical areas. (Badges are issued by the Human Resource Department on 3 Vail).
3. The only jewelry that is allowed is a watch, wedding ring set and small, post earrings in the ear. No other visible body piercing is allowed.

## **Miscellaneous**

1. Personal hygiene must receive careful attention. Because of the nature of the job and close contact with patients, **fragrances are not allowed.**
2. Fingernails must be short, clean, and manicured. Nail polish, if worn, should be clear or neutral with no chipped areas. **Artificial nails are not permitted.**
3. Hair must be clean, neatly styled. Long hair must be pulled back off the face in a ponytail or braid.
4. Beards, mustaches, and side burns must be kept neatly styled and well groomed.
5. Tattoos must not be visible.
6. Gum chewing in the patient care area is not allowed.
7. **The student shall not appear in an assigned clinical facility at any time in shorts, jeans, overalls, sweats, halters, leggings, or exercise attire. No open-toed shoes or high heels are permitted.**
8. When in patient care areas at other than clinically assigned times, or at off-site experiences the student shall wear:
  - the student identification badge,
  - white lab coat over appropriate clothing, (see #7 above)
  - socks or hose
9. Food is permitted only in the cafeteria, coffee shop, or lounge areas.
10. Students are responsible for being familiar with and abiding by policies of the clinical setting where they are assigned.

## **PROFESSIONAL CONDUCT**

Students are expected to adhere to standards of professional conduct which are based on the American Nurses' Association Code of Ethics for Nurses 2001:

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group or community.
3. The nurse promotes, advocates for and strives to protect the health, safety and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community,

national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice and for shaping social policy.

### **UNPROFESSIONAL CONDUCT**

Unprofessional conduct shall include failure to adhere to the applicable standard of care and a pattern of practice or other behaviors which demonstrate incapacity or incompetence to practice as a nursing student and is based on the Kansas Nurse Practice Act. Unprofessional conduct may result in dismissal from the program. Unprofessional conduct includes but is not limited to:

1. Performing acts beyond the authorized scope of the level of nursing.
2. Assuming duties and responsibilities within the practice of nursing without adequate preparation or maintaining competency.
3. Failing to take appropriate action or to follow policies and procedures in the practice situation designed to safeguard the patient.
4. Inaccurately recording, falsifying, or altering any record of a patient or agency.
5. Committing any act of verbal abuse, physical abuse, sexual abuse, sexual misconduct, or sexual exploitation of a patient.
6. Delegating any unlicensed individual to perform the functions of a licensed nurse contrary to the Kansas nurse practice act, or to the detriment of patient safety.
7. Violating the confidentiality of information or knowledge concerning any patient.
8. Willfully or negligently failing to take appropriate action to safeguard a patient or the public from incompetent practice performed by a registered or licensed practical nurse. "Appropriate action" may include reporting to the board of nursing.
9. Diverting drugs, supplies, or property of any patient or agency.
10. Leaving an assignment that has been accepted, without notifying the appropriate authority and allowing reasonable time for replacement.
11. Engaging in conduct that is likely to deceive, defraud, or harm the public.

### **CONFIDENTIALITY**

All patient information is confidential and shall not be disclosed. Students are not authorized to remove any patient information from the premises for either personal use or disclosure to another person or entity. Students may not remove proprietary information of any affiliating agency/institution from the premises or disclose it to another person or entity. Written work shall not contain any identifying data (i.e., name, initials, room number). Do not share your password with others. Do not discuss patient information outside the educational setting. Patient information shall only be shared for educational purposes. **Failure to preserve patient confidentiality will result in administrative dismissal from the program.**

### **PARTICIPATION IN CLINICAL EXPERIENCES**

Students in the BUSN will be required to participate in clinical experiences at hospitals and other facilities in Topeka or nearby communities as a part of their program of study. Student's will be expected to provide their own transportation to off-site clinical experiences. It is understood that these experiences are an integral and essential part of the program and that all students must participate in them as required by their programs of study. Students will be required to participate in day and evening clinical experiences as scheduled. Background checks will be required before students can participate in clinical experiences. If a hospital or other facility denies permission to any student to work at or participate in required experiences on their premises or at an affiliating facility, that student may not be allowed to continue his/her program of study. For these situations, it is the student's responsibility to

obtain and maintain permission of the clinical facilities utilized.

### **STUDENT LIABILITY**

It is important for all students to understand that they are professionally liable for any services rendered as a nursing student. While they do have supervision, students are still personally liable for their actions in the performance of their duties.

1. Students enrolled in the nursing curriculum are not required to carry professional liability insurance, but may do so if they desire.
2. Professional liability insurance is available through the National Student Nurses Association (NSNA) at a very low cost, and each student is encouraged to consider enrollment in that program.

### **STUDENT INJURIES AND INCIDENTS**

If a BUSN student sustains an injury during class or clinical rotations while on Stormont-Vail Healthcare grounds, an incident report must be completed. The student should report to SVHC Employee Health nurse for minor injuries, to *WorkCare* for injuries that do not hinder mobility, and to the Emergency Department for more serious injuries. An initial exam will be provided at no charge; however the student is responsible for subsequent visits, medications, diagnostic procedures or treatments ordered by the physician.

In the event of a needle stick or other contact with contaminated products, the student will contact the instructor and follow up with the SVHC Employee Health Nurse. (If after 4:30 p.m., report to the SVHC ED). If subsequent immunizations are recommended, it is the student's responsibility to follow through with the recommendation. Documentation of the clinical incident will be made by the instructor and submitted to the assistant dean. This report will be placed in the student's file in the accordance with Public Law 93-579. In the event of any injuries/incidents at a clinical facility other than SVHC, the policies of that institution will be followed.

# FINANCIAL INFORMATION

## Tuition and Fees

### Tuition

Full-time (12-18 semester hours).....	\$6,735.00/semester
Part-time (1-11 nursing and non-nursing hours).....	\$ 450.00/credit hour
Audit Classes (part-time students).....	\$ 175.00/credit hour
Summer School.....	\$ 375.00/credit hour

### Student Activity Fee

Full-time (12-18 semester hours).....	\$ 45.00/semester
Less than full-time (1-11 semester hours).....	\$ 25.00/semester

### Other Required Fees

Assessment Technologies Institute (ATI)	\$ 137.75 1st semester
Testing/Education Plan.....	\$ 95.50 2 <sup>nd</sup> semester
	95.50 3 <sup>rd</sup> semester
	97.67 4 <sup>th</sup> semester
National Student Nurses Association membership.....	\$ 60.00*
(deducted first semester only)	
Educational Resources fee (per semester) at enrollment.....	\$ 130.00
Part-time students .....	\$ 65.00

### Graduation Fees

(For students graduating end of semester)

Baker University graduation fee .....	\$ 75.00
(includes cap & gown)	(paid at enrollment)
NCLEX (processing fee).....	\$ 200.00
Kansas State Board of Nursing (application fee) .....	\$ 75.00
Baker University Nursing Pin (optional).....	TBA
Graduation announcements.....	TBA
Pinning invitations .....	TBA
Transcript fee.....	\$10.00
(paid at enrollment)	

### Miscellaneous Fees

Advanced Standing Credit (add to transcript).....	\$ 40.00/credit hour
Credit by Exam (add to transcript) .....	\$ 40.00/credit hour
Credit by Portfolio--RN's only (application fee).....	\$ 100.00
Credit by Portfolio--RN's only (transcripting fee).....	\$ 50.00 per course
Late registration fee.....	\$ 20.00
Transcript fee .....	\$ 5.00

\*Upon request this fee may be deducted at enrollment time

**All fees are subject to yearly change without notice.**

## DIRECTORY

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### UNIVERSITY OFFICERS FOR THE SCHOOL OF NURSING

Dr. Pat Long	President of the University
Dr. Randy Pembroke	Executive Vice-President and Provost
Dr. Kathleen L. Harr	Vice President/Dean and Professor, School of Nursing

### ADMINISTRATIVE FACULTY

Kay Osinski	Assistant Dean and Assistant Professor
Loanne Martin	Program Manager and Assistant Professor

### STAFF

#### **Janet Creager**

##### **Student Affairs Specialist**

Ms. Creager is responsible for ensuring that recruitment, admission, and registration processes are coordinated and carried out in conjunction with the Admissions, Financial Aid, and Records and Registration Offices at Baker University.

#### **Karen Vicory**

##### **Administrative Assistant to the Dean/Office Coordinator**

Mrs. Vicory is responsible for providing administrative support for the dean and the administrative and teaching faculty, coordinating the work of the SON office, and assisting with recruitment.

#### **Peggy Geier**

##### **Graduate and Alumni Specialist**

Mrs. Geier is responsible for preparing students for graduation, communicating with alumni, assisting with student affairs, and other office functions on a part-time basis.

## SCHOOL OF NURSING FACULTY

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### **Judy Ackeret, 1994**

Assistant Professor  
MS(N)-University of Kansas, 1995  
BSN-University of Kansas, 1968

### **Deb Agnew, 2009**

Instructor  
MS-University of Kansas, 1997  
BSN-Washburn University, 1984

### **Diane Bottorff, 1999**

Assistant Professor  
MN-University of Kansas, 1986  
BSN-University of Kansas, 1970

### **Jada England, 2006**

Instructor  
MS(N)-University of Kansas, 2007  
BSN-Washburn University, 1998

### **Marlene Eicher, 2008**

Clinical Instructor  
Learning Resource Lab Coordinator  
MSN-Washburn University, in process  
BSN, RN-Baker University School of Nursing, 2005

### **Kathleen Harr, 1997**

Vice President /Dean and Professor  
DNsc.-University of San Diego, 1991  
MSN-University of Texas Health Science Center, 1978  
BSN-Incarnate Word College, 1976

### **Linda King, 2003**

Assistant Professor  
Ph.D. University of Kansas, in process  
MS(N)-University of Kansas, 2002  
BSN-Pittsburg State University, 1998

### **Susan Larson, 2000**

Assistant Professor  
MS(N)-University of Kansas, 1996  
BSN-University of Kansas, 1976

### **Cindy Light, 2003**

Assistant Professor  
MSN – University of Missouri, 2002  
BSN – Emporia State University, 1999

### **Jeanne Mann, 2007**

Instructor  
Ph.D. University of Kansas, in process  
MSN-Fort Hays State University, 2007

EdS-Fort Hays State University, 1994  
MS-Fort Hays State University, 1992  
BSN-Wichita State University, 1981

### **Roberta Mansfield, 2001**

Assistant Professor  
D.N.P. University of Kansas, in process  
MS(N)-University of Kansas, 1996  
BSN-Washburn University, 1980

### **Loanne Martin, 1992**

Assistant Professor/ Program Manager  
MS(N)-University of Minnesota, 1992  
BS(N)-Bemidji State University, 1987

### **Ruth Ohm, 1998**

Associate Professor  
PhD – University of Kansas, 2005  
MS(N) - University of Portland, 1993  
BSN - University of Wyoming, 1989

### **Kay Osinski, 1991**

Assistant Dean/Assistant Professor  
MS(N)-Northern Illinois University, 1980  
BSN-Central Missouri State University, 1974

### **Libby Rosen, 2007**

Instructor  
PhD-University of Kansas, 2009  
BSN-Washburn University, 1994

### **Carol Trahan, 2001**

Assistant Professor  
MN – University of Kansas, 1987  
MA – University of Missouri, 1980  
BSN – Marymount College, 1971

## FACULTY EMERITUS

### **Sonja F. Feist, 1993-2006**

Assistant Professor  
MS(N)-University of Kansas, 1997  
Educational Specialist, Technical Teacher  
Education, Pittsburg State University, 1990  
MS (ED)-Pittsburg State University, 1975

BS(N)-Loretto Heights College, 1961

**Cleda L. Meyer, 1991-2006**

Associate Professor

PhD-University of Kansas, 2002

MN-Wichita State University, 1991

BSN-Marymount College, 1987

**Edith Elaine Shutt, 1991-2006**

Associate Professor

MN-University of Kansas, 1988

MSEd-Kansas State University, 1978

BSN-University of Kansas, 1967

## ACADEMIC CALENDAR 2009-2010

### BAKER UNIVERSITY SCHOOL OF NURSING ACADEMIC CALENDAR Fall 2009- Spring 2010

#### FALL 2009

Enrollment	W	August 12
Orientation	W-F	August 12-14
Fall classes begin	M	August 17
Labor Day Observance – no classes	M	September 7
Last day to drop classes	F	September 25
Mid-term	F	October 9
Spring semester advising and pre-enrollment	M-F	Nov 2-13
Last day to withdraw from classes	F	November 6
Thanksgiving Break – no classes	W-F	November 25-27
Last day of classes	F	December 4
Final Examinations	M-F	December 7-11
Pinning Ceremony	F	December 11
Winter Commencement	Sun	December 13
Final grades due	M	December 14

#### SPRING 2010

Enrollment	W	January 13
Orientation	W-F	January 13-15
Martin Luther King, Jr. Day Observance – no classes	M	January 18
Spring classes begin	T	January 19
Last day to drop classes	F	February 26
Mid-term	F	March 12
Spring Break – no classes	M-F	March 15-19
Good Friday Observance	F	April 2
Fall semester advising and pre-enrollment	M-F	April 12-23
Last day to withdraw from classes	F	April 23
Last day of classes	F	May 14
Final examinations	M-F	May 17-21
Pinning Ceremony	F	May 21
Spring Commencement	Sun	May 23
Final grades due	M	May 24

## SUMMER SESSION I 2010

First day of classes	T	June 1
Last day to add classes	Th	June 3
Last day to drop classes	F	June 11
Last day to withdraw from classes	Th	June 24
Last day of classes	F	July 2
Final grades due	T	July 6

## SUMMER SESSION II 2010

Fourth of July Observance	M	July 5
First day of classes	W	July 7
Last day to add classes	F	July 9
Last day to drop classes	M	July 19
Last day to withdraw from classes	F	July 30
Last day of classes	M	August 9
Final grades due	W	August 11

BAKER UNIVERSITY SCHOOL OF NURSING  
 FACULTY OFFICE NUMBERS  
 STAFF OFFICE PHONE NUMBERS AND HOME PHONE NUMBERS

NAME	OFFICE PHONE	HOME PHONE
Ackeret, Judy	354-5871	785-273-7049
Agnew, Deb	354-5870	785-286-4547
Bottorff, Diane	354-5862	785-271-7131
Creager, Janet	354-5850	785-266-7613
Eicher, Marlene	354-5873	785-286-2417
England, Jada	354-5838	785-266-5790
Geier, Peggy	354-5851	785-272-5478
Harr, Dr. Kathleen	354-5853	
King, Linda	354-5115	785-665-7770
Larson, Susan	354-5878	785-235-2609
Light, Cindy	354-5877	913-583-3449
Mann, Jeanne	354-5884	785-764-2369
Mansfield, Bobbe	354-5839	785-272-0780
Martin, Lianne	354-5883	785-843-5562
Ohm, Dr. Ruth	354-5858	785-478-0222
Osinski, Kay	354-5867	785-865-2879
Rosen, Libby	354-5859	785-235-2733
Trahan, Carol	354-5868	785-266-7339
Vicory, Karen	354-5853	

FAX MACHINE..... 354-5832  
 LIBRARY..... 354-5800  
 TOLL FREE # ..... 1-888-866-4242

