

Catalog

School of Nursing

and Student Handbook

2022 - 2023



1858

BAKER
UNIVERSITY

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BAKER UNIVERSITY
SCHOOL OF NURSING

2022-2023
ACADEMIC CATALOG
& STUDENT HANDBOOK

Baker University
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THE UNIVERSITY

VISION, PURPOSE, MISSION, AND VALUES

VISION AND PURPOSE

Baker University is a premier private university with a tradition of academic excellence and student engagement in a respectful, inviting, values-based learning community. The faculty provide creative, student-focused learning experiences challenging students to analyze issues with depth and clarity. Students fully engage in their learning; connect with peers, faculty, and staff; and develop lifelong relationships with diverse groups of people. Graduates realize their potential to become confident, competent contributors to society.

MISSION

Baker University is committed to assuring student learning and developing confident, competent, and responsible contributors to society.

VALUES

In the tradition of our United Methodist heritage, Baker University values:

Student learning and academic excellence. We provide quality learning environments promoting intellectual, professional, and personal development resulting in lifelong learning.

Critical thinking, inquiry, and freedom of expression. We challenge all participants to think critically using open inquiry and freedom of expression.

Integrating learning with faith and values. We expect all participants to be open to questions of faith and values as part of intellectual inquiry in the United Methodist tradition. In particular, we expect personal and professional responsibility that is based on high standards of ethical conduct.

Connections. We promote a community of belonging and Baker family connections, which result in lifelong associations.

Inclusiveness. We embrace diversity of community, thought, and expression.

Service to the community. We address the civic, social, health, and environmental needs of our global community.

STRUCTURE OF THE UNIVERSITY

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

The College of Arts and Sciences (CAS) at the Baldwin City campus has its own educational goals and offers the wide selection in courses of study associated with a superior undergraduate liberal arts education. It offers the Bachelor of Arts (BA), Bachelor of Music Education (BME), and Bachelor of Science (BS) degree programs.

The School of Nursing (SON), located at Stormont Vail Health in Topeka, offers a program of study leading to the Bachelor of Science in Nursing for those seeking initial preparation and for registered nurses (RNs) wanting to obtain a higher degree. The Graduate School of Nursing (GSON) offers a Master of Science in Nursing for advanced study in Nursing Education or Nursing Administration.

The School of Professional and Graduate Studies (SPGS), with its educational goals directed to the needs of non-traditional students, offers educational programs in Overland Park, as well as online. It offers the Associate of Arts in Business, Bachelor of Business Administration, Bachelor of Science, Master of Arts in Organizational Leadership, Master of Business Administration, and Master of Science in Sport Management degree programs.

The School of Education (SOE) offers undergraduate licensure programs and graduate education programs. SOE undergraduate programs are located at the Baldwin City campus where students receive a BA, BS, or BME degree with majors in education and their content area. Non-traditional students who have previously earned a degree may obtain licensure in their content area. SOE offers graduate degree programs in Overland Park and other Kansas locations, as well as online. Graduate degree programs offered include the Master of Arts, Master of Science, and Doctorate of Education.

ACCREDITATION

Baker University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (312-263-0456, www.hlcommission.org) for degree programs in arts, sciences, and professional curricula at the Associate, Bachelor, Master, and Doctorate levels. Its accreditation has been continuous since first granted in 1913, with the most recent reaffirmation of accreditation status extended through 2031-32. Baker University is also a member of and approved by the University Senate of the United Methodist Church.

Baker University School of Education is accredited by the Kansas State Department of Education and the Council for the Accreditation of Educator Preparation (CAEP). The BSN program is accredited by the Commission on Collegiate Nursing Education (CCNE) and approved by the Kansas State Board of Nursing. The MSN program is accredited by the CCNE.

The majors of Accounting, Business, and International Business offered by the Department of Business and Economics in the College of Arts and Sciences are fully accredited at the national level by the Association of Collegiate Business Schools and Programs (ACBSP). In addition, the undergraduate degrees in Business Administration, Master of Business Administration, and Master of Organizational Leadership degrees offered by the School of Professional and Graduate Studies are fully accredited at the national level by the ACBSP.

The Bachelor of Arts in Music and Bachelor of Music Education programs are accredited by the National Association of Schools of Music (NASM). The Exercise Science program is accredited by the Committee on Accreditation for the Exercise Sciences (CoAES).

The University is a member of numerous professional organizations in higher education including the Council of Independent Colleges (CIC), the National Association of Independent Colleges and Universities (NAICU), the National Association of Intercollegiate Athletics (NAIA), the Kansas Independent College Association (KICA), and others.

HISTORY

Chartered on February 12, 1858, three years prior to establishment of Kansas' statehood, Baker University is the state's oldest university. It is named for a distinguished scholar and bishop, Osman Cleander Baker, who presided over the first conference convened in this new region by the Methodist Episcopal Church.

Instruction began in November 1858. It was at first preparatory only, but expanded after four years to include collegiate courses. In 1866, the University awarded its first bachelor's degrees. For most of its first quarter-century, it struggled for survival in the face of almost overwhelming odds. But new leadership drew

Baker out of its depression to begin an era of expansion in the 1880s. Continued growth and achievements of alumni, including two Rhodes Scholars in the class of 1907, brought the institution widespread recognition.

In 1930, Baker broadened its geographic responsibility and reach through a merger with Missouri Wesleyan College of Cameron, Missouri, and maintains that institution's heritage as well.

Weathering the strains of the Great Depression and World War II, Baker has maintained a record of unbroken service for over 150 years. Its rich academic tradition includes four Rhodes Scholars and a Pulitzer Prize winner. Following World War II, the University embarked upon a program of expansion of its physical facilities. During the past decades, Baker has renovated its older structures and continued to increase its endowment through the establishment of endowed chairs and professorships and expanded student scholarship funds.

New programs to serve the changing needs of new student groups have been introduced throughout the University's history. In 1975, Baker expanded by developing a graduate degree program for adult students in the Kansas City metropolitan area. This initiative led to the formalization in 1988 of undergraduate and graduate professional degrees through the School of Professional and Graduate Studies.

In August 1991, the School of Nursing was established in the Pozez Education Center at Stormont Vail Health, which serves as Baker University's Topeka campus. The school provides professional nursing education to meet the growing needs of the state and nation. The graduate nursing program began in 2016 and provides online education leading to an MSN.

In 2005, the School of Education was formed with undergraduate programs provided on the Baldwin City campus and graduate programs provided on the Overland Park campus. The School of Education offers the University's only doctoral program, the Doctorate of Education (Ed.D) in the following areas: PreK-12 Educational Leadership, Leadership in Higher Education, and Instructional Design and Performance Technology.

FACILITIES AND LOCATIONS

The Baldwin City campus of Baker University is home to the College of Arts and Sciences and the School of Education undergraduate programs. Baldwin City, Kansas, a beautiful small community of tree-lined streets and rich tradition, is about 40 miles southwest of Kansas City and 40 miles southeast of Topeka. The historic campus is only a few blocks south of the old Santa Fe Trail, now followed by U.S. Highway 56. It is easily accessible from north or south by U.S. 59 and from east or west by U.S. 56.

The School of Professional and Graduate Studies and School of Education graduate program administrative offices are located in Overland Park, Kansas at 7301 College Boulevard. These offices house the school's administrative functions. Classes may be offered in the evenings at Overland Park and other Kansas locations, as well as online. Classes may be arranged in corporate sites and other more rural areas to serve the educational needs of adult learners in the service region.

The School of Nursing is located in the Pozez Education Center on the corner of SW 8th Avenue and Horne on the campus of Stormont Vail Health in Topeka, Kansas. This facility provides administrative offices, large modern classrooms, fully equipped clinical training labs, and a computer lab. On the lower level, the Stauffer Health Sciences Library provides computers and individual study areas and is a strong learning resource for both students and faculty.

SPECIAL COLLECTIONS

Baker University's Special Collections are the result of the historic and generous support of graduates and friends with a diversity of interests. The collections range from artifacts and paintings to illuminated manuscripts and published works of scholarship. They are special assets of the University, available to enrich students' learning.

The Elsie Nuzman Allen Art Collection is named for a graduate of 1891 who had a lifelong interest in the promotion of the arts. She was the wife of the well-known Henry Justin Allen, a journalist and political figure who was Governor of Kansas and a United States Senator.

The museum complex on campus includes the Old Castle-Baker's first home-and the old post office of Palmyra, the adjacent town preceding Baldwin City that served as a station on the fabled Santa Fe Trail. This museum complex offers many insights into the life of the early Kansas settlers as well as examples of the craftsmanship of Native Americans.

The Quayle Collection was assembled by bishop and former Baker University student, professor, and president, William A. Quayle and given to the University upon his death in 1925. The Quayle Collection contains illuminated manuscripts, early printed Bibles, early editions of the major translations of the Bible into English, and other works exhibiting the history of printing and the book arts.

The Baker University and Kansas United Methodist Archives are housed in the lower level of the Spencer Wing of the Collins Library. The histories of Baker and the Methodist Church in Kansas are intertwined: Baker was founded by the Methodists during the Territorial period of Kansas history. The archives contain manuscripts, diaries, photographs, records, and other documentation of the history of Kansas, the Civil War, and Baldwin City, as well as of Baker and the Methodist Church.

Clarice L. Osborne Memorial Chapel was built in 1864 as the Methodist Chapel of Sproxtton, a small village in Leicestershire, England. It was served by several Methodist clergy and Mr. Alf Roberts, a lay minister and father of Lady Margaret Thatcher, former Prime Minister of England. Closed for lack of attendance, the Chapel stood unused until the summer of 1995, when it was dismantled stone by stone and reassembled on its present site in Baldwin City. The Chapel, of Victorian Gothic architecture and constructed of ironstone, honors the wife of Mr. R.R. Osborne, whose generosity made possible this historic and beautiful structure. The Osborne Chapel hosts weekly chapel services at 11:00 am on Thursdays, weddings, and other religious activities; and, it provides offices for the Minister to the University.

Ivan L. Boyd Memorial Prairie Preserve, an 18-acre area three miles east of Baldwin City, is used by biology classes and independent study students to investigate ecological phenomena common to native prairies. The area is particularly valuable for studying patterns of use and activity by birds, rodents, and insects interacting with a high diversity of plants. This site also contains five swales cut by heavy merchant wagons traveling along the Santa Fe Trail.

Baker Wetlands Research and Natural Area is a 927-acre area 11 miles northwest of Baldwin City in the Wakarusa River floodplain. The area contains 45 acres of native wetland prairie. The remaining acreage has been restored as wetlands, prairie, and riparian woodland through a variety of federal, state, and local grants. The area was acquired by Baker University from the federal government in 1968 and is used for education and research on a wide variety of ecological phenomena and for preservation of the native wetland prairie. The area was identified as a National Natural Landmark by the National Park Service in 1969 and a Natural and Scientific Area by the state of Kansas in 1987. The Baker Wetlands contain one of the highest levels of biodiversity in the state. An 11,800-square-foot Discovery Center was completed in 2015. There are over eleven miles of trails accessible to the public from four different parking lots.

Ivan L. Boyd Arboretum consists of the six blocks of the main campus. It was established in 1978 in honor of Dr. Ivan Boyd for his many years of effort to plant a wide variety of trees on the campus. Today there are over 450 trees comprised of over 100 different species. At least one tree of each species is labeled at the base of the tree by a metal screw post: these posts date to the

1800s and were used by the U.S. Cavalry to erect temporary corrals for horses. They were originally four feet tall but have been shortened for use as tree labels. The Arboretum is used by several biology classes as a living herbarium to identify and study the trees. Many trees also harbor abundant wildlife that are also studied.

ETHICS AND COMPLIANCE POLICIES

PROHIBITED HARASSMENT POLICY

The University is committed to creating a culture of respect and providing an environment that values diversity and emphasizes the dignity and worth of every individual.

ACCOMMODATION NOTICE

Baker University is committed to providing “reasonable accommodations” in keeping with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1992. Students must provide documentation of the disability, which should include appropriate diagnostic testing and a verification form prepared by a licensed medical practitioner who is not related to the student.

NOTICE OF NONDISCRIMINATION

It is the policy of Baker University to afford equal opportunity for all persons. As such, the University will not discriminate based on an individual’s race, color, national origin, religion, sex, disability, age, veteran status, sexual orientation, marital status, or other status protected by law, in admission to or employment in its education programs or activities.

For the full text of the Prohibited Harassment Policy, Accommodation Notice, and Notice of Nondiscrimination, visit www.bakeru.edu/compliance. You may file an anonymous and confidential report of suspected improper conduct on the Baker University website or by calling 866-879-0422.

JEANNE CLERY ACT AS AMENDED

The University publishes an Annual Security Report in compliance with the federal Clery Act that is available on the University website at www.bakeru.edu/compliance. The University will provide a paper copy of the reports upon request. Baker University supports the 2013 Violence Against Women: Clery Act Amendments with policies pertaining to relationship violence, stalking, and sexual misconduct. Additional information is available at www.bakeru.edu/compliance.

FERPA NOTIFICATION

Baker University maintains compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (as amended). FERPA defines educational requirements which are designed to protect the privacy of students concerning their records maintained by Baker University.

FERPA accords students certain rights with respect to their education records. They are:

- the right to inspect and review their records
- the right to request the amendment of their education records to ensure that they are not inaccurate, misleading, or otherwise in violation of privacy or other rights
- the right to consent to disclosure of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent
- the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA

Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 400

Maryland Avenue SW, Washington, D.C. 20202-5920.

All requests to release, inspect, or review education records or to petition to amend education records should be made in writing to: Ms. Ramie Nation, University Registrar, Baker University, P.O. Box 65, Baldwin City, KS 66006-0065.

Education records may be disclosed without prior written consent to school officials having a legitimate educational interest. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee (such as a disciplinary or grievance board); or a student engaged in a teaching assistantship learning experience. A school official has a legitimate educational interest if the official needs to review an education record in order to perform a task that is his or her professional responsibility, related to a student's education, related to the discipline of a student, or necessary for supportive service to the student. Determination of legitimate educational interest will be made by the University Registrar.

Education records may also be disclosed without prior written consent of students in order to comply with a judicial order or subpoena, and to various federal, state, and local authorities as outlined in the FERPA and Patriot Act statutes.

RELEASE OF DIRECTORY INFORMATION

Baker University hereby gives notice that it has designated the following categories of personally identifiable information as "directory information" under the Family Educational Rights and Privacy Act (FERPA) of 1974 (as amended). This information can be released without the prior consent of students as permitted by law. Under the terms of FERPA, Baker University defines directory information as follows:

Name	Major area(s) of study
Date of birth	Honors and awards
Permanent address and telephone number	Degree(s) conferred (including dates)
Baker email address	Photograph
Dates of attendance	Participation in officially recognized activities and sports
Enrollment status	
Class level	Height and weight of athletes

In order to request that your directory information not be made available to the public (including friends, family, and current or potential employers), a signed form must be submitted to the Office of the Registrar. All inquiries regarding this policy should be directed to the University Registrar (785-594-4530 or records@bakeru.edu).

CATALOG POLICIES AND STUDENT RESPONSIBILITIES

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 this catalog and in the Student Handbooks for the college/schools.

Students are expected to meet the graduation requirements of the catalog in effect when they first enroll at Baker; however, continuously enrolled students may elect to meet in their entirety the graduation requirements of any subsequent catalog published during their enrollment. Students who have officially withdrawn, been administratively withdrawn, or who have not been enrolled in courses at Baker University for six months are subject to graduation requirements in effect at the time of readmission. All readmitted SON students are subject to the graduation requirements in effect at the time of readmission. Readmitted SPGS/GSOE students are subject to graduation requirements as outlined in the readmission policy section of the SPGS/GSOE catalog.

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.

OFFICIAL COMMUNICATIONS

Baker University deems the student, faculty, and staff Baker email an official means of communication. Students are responsible for regular and frequent monitoring of this email account.

ACADEMIC POLICIES

CLASSIFICATION

Undergraduate degree-seeking students are classified according to the following criteria:

Freshman:	0 through 29 credit hours earned
Sophomore:	30 through 63 credit hours earned
Junior:	64 through 97 credit hours earned
Senior:	98 or more credit hours earned

COURSE LOAD

For students in the CAS/USOE/USON, the minimum full-time student load is 12 credit hours per semester. The normal course load is 15 or 16 credit hours. Students who choose to enroll in more than 18 credit hours must pay additional tuition (as outlined in the Tuition and Fees section of the catalog). Students who want to enroll in 21 or more credit hours must have administrative consent.

For students in the GSON program, the maximum credit load is 9 graduate credit hours for a fall or spring semester and 6 credit hours for a full summer session.

For students in the SPGS/GSOE, full-time and part-time status is determined as outlined in the Enrollment Status section of the SPGS/GSOE catalog.

LOWER- AND UPPER-COLLEGE COURSES

Course numbers below 100 do not count toward minimum credit hours needed for graduation. Undergraduate lower-college courses are numbered 100-299 or 1000-2999. Generally, lower-college courses are intended to serve freshmen and sophomores. Undergraduate upper-college courses are numbered 300-499 or 3000-4999. Generally, upper-college courses are intended to serve juniors and seniors. CAS/USOE freshmen and sophomores who have satisfied the prerequisites or equivalents and have consulted with their academic advisor may enroll in upper-college courses.

Graduate-level courses are numbered 500-899 or 5000-8999. Doctoral-level courses are numbered 9000-9999.

GRADING SYSTEM AND PRACTICE

AVAILABLE GRADES

The following grades are used at the Graduate School of Education, School of Nursing, and the School of Professional and Graduate Studies:

Letter Grade	Quality Points	Letter Grade	Quality Points	Letter Grade	Quality Points
A	4.00	C	2.00	F	0.00
B	3.00	D	1.00	WF (SPGS/GSOE only)	0.00

The following grades are used at the College of Arts and Sciences and the Undergraduate School of Education:

Letter Grade	Quality Points	Letter Grade	Quality Points	Letter Grade	Quality Points	Letter Grade	Quality Points
A	4.00	B-	2.67	C-	1.67	D-	0.67
A-	3.67	C+	2.33	D+	1.33	F	0.00
B+	3.33	C	2.00	D	1.00	XF	0.00
B	3.00						

ADDITIONAL GRADING NOTATIONS

P: Pass (represents work at the level of C or higher)

I: Incomplete (temporary grade only)

IP: In Progress (Ed.D and GSON only)

ABD: All But Dissertation (Ed.D only)

AU: Audit

W: Withdraw

WF: Withdrawn Failing (punitive grade, SPGS/GSOE only)

WP: Withdrawn Passing (SPGS/GSOE only)

NC: No Credit

DIST: Distinguished (GSOE portfolio only)

PROF: Proficient (GSOE portfolio only)

FAIL: (GSOE portfolio only)

*: Indicates a retaken course

R: Indicates a repeatable course

XF: Academic Misconduct (punitive grade)

The WP (withdrawn passing) and WF (withdrawn failing) grades are assessed by faculty for SPGS/GSOE students who withdraw after completion of 50% of a course. The WF grade is punitive (zero associated quality points).

All credits awarded by Baker University are in semester hour units. The CAS/USOE uses the plus/minus grades previously identified.

The grade point average (GPA) is computed as follows and includes only those courses taken on a letter grade basis, WF, and XF: the credits for each course are multiplied by the quality points earned for each grade received. The GPA is calculated by dividing the sum of the quality points by the total number of credits attempted. The resulting cumulative or semester GPA ranges from 0.00 to 4.00.

In computing the cumulative grade point average, all courses are included except: transferred courses; those with course numbers below the 100 level; and those in which a grade of ABD, P, NC, I, IP, W, or WP was earned. For retaken courses, each attempt will appear on the transcript. Regardless of the number of times a course is retaken, its credit hours are counted only once toward the completion of the degree. Only the grade earned in the last retaken attempt counts toward the cumulative GPA.

In the CAS/USOE, a limited number of courses are offered only on a Pass/No Credit (P/NC) basis. Students must earn a grade of C or higher to receive credit for P/NC classes. Grades of C- or below result in NC. In the SON, all clinical courses are P/F. In the SPGS/GSOE, an administrative code of NC is assigned when extenuating circumstances make it impossible for a student to complete a course as determined by the appropriate administrator. (See SPGS/GSOE catalog for more details.)

A passing grade for master-level SPGS students is a grade of C or higher. A passing grade for a master-level GSOE student may vary. See the graduation requirements section within each GSOE degree program for minimum grade requirements.

CAS/USOE/USON students receive both a midterm and a final grade for all courses, although only the final course grade will appear on the academic transcript. Midterm grades are provided for informational

purposes so that students are aware of their performance in a given course as of the midpoint in the semester. In addition, midterm grades are used to determine if a student should be placed on academic caution. Midterm grades or academic caution status are not recorded on a student's transcript. Only final grades and any applicable academic standing designations are recorded on the transcript.

INCOMPLETE/CHANGE OF GRADE

A grade of Incomplete (I) may be given to a student by an instructor indicating that all required coursework was not completed prior to the end of the course because of emergency situations which 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 coursework within the timeframe established by the college/school as follows:

- CAS/USOE/USON: The student has four weeks into the next regular semester (i.e., fall or spring).
- GSON: The student has four weeks after the start of the next semester in which to remove the Incomplete grade. Only one other course may be taken concurrently during the semester that an Incomplete is addressed.
- SPGS/GSOE: The student has two weeks following the ending course date.

Failure to complete requirements within the specified time period will result in a grade of F for the course. In cases of extreme hardship, the student may petition in writing to the University Registrar (prior to the expiration of the arranged time period) for an extension. In no case will total time allowed for removal of the grade of Incomplete be extended for more than an additional two weeks.

For CAS/USOE/SON, grade changes will not be accepted more than six months after the end of the term in which the grade was awarded. For SPGS/GSOE, grade changes will not be accepted more than 60 days after the end of a course. Change of grade requests must be based on adequate cause and be approved by the Academic Dean, Assistant Dean, or Dean's representative of the college or school.

AUDITING COURSES

All students who audit courses are expected to meet the audited course's attendance requirements, but are not obligated to complete course assignments or meet requirements necessary for obtaining a grade. No credit hours are awarded and no grades are earned in audited courses.

Full-time students in CAS/USOE/USON may choose to audit up to six credit hours (not counted in the minimum 12-hour full-time course load) in a given semester. 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 for their college/school.

SPGS/GSOE students should refer to the tuition and fees section of the SPGS/GSOE catalog. Degree-seeking GSOE students may audit a GSOE course upon approval of the program coordinator. Courses may not be audited in the GSON.

INDEPENDENT STUDY

Qualified degree-seeking students can seek a limited number of independent studies. Only in exceptional circumstance can catalog courses be taken on an independent study basis. Courses cannot be retaken on an independent study basis.

Typically, a CAS/USOE/SON student must have a cumulative GPA of 3.00 or higher and a SPGS/GSOE student must have a cumulative GPA of 3.50 or higher to enroll in an independent study course. Generally, independent studies range from 1 to 3 credit hours.

Depending on the program of study, students interested in pursuing an independent study should contact a designated academic administrator, supervising professor, and/or academic advisor to discuss the independent study and seek appropriate approvals. The student in consultation with the supervising professor is responsible for providing a course syllabus which includes the purpose of the study, objectives, procedure and methods, evaluation criteria, list of resources, and clearly indicates how the student will meet the Federal credit hour definition within the independent study modality. Requirements may vary by program or school. Once the independent study is approved, enrollment must be completed before the registration deadline and arrangements made for tuition to be paid.

COLLEGE-LEVEL LEARNING CREDIT

Undergraduate programs accept College-Level Examination Program (CLEP) scores from the computer-based testing equal to or exceeding 50 in the following areas: English, Humanities, Math, Natural Science, and Social Science. The Advanced Placement Tests (AP) are accepted with scores of 3 or higher. Students who have successfully completed courses in the International Baccalaureate Program (IB) may receive credit for scores of 4 and above.

UNDERGRADUATE ACADEMIC HONORS

DEAN'S LIST

At the conclusion of each semester at CAS/USOE/USON, all full-time degree-seeking students earning a GPA of 3.50 or higher in at least 12 credit hours of coursework (excluding remedial courses) are placed on the Dean's List for that semester. This designation is recorded on the student's permanent transcript.

SCHOLASTIC HONORS

At CAS/USOE, degree candidates who will have completed a minimum of 60 credit hours (exclusive of P/NC hours) of full-time resident study by the time of their graduation are considered for scholastic honors. At USON, degree candidates who have successfully completed a minimum of three semesters of full-time study are considered for scholastic honors.

The determination of scholastic honors at commencement is made during the last semester prior to graduation and does not include grades from the final semester for CAS/USOE/USON.

At SPGS, undergraduate degree candidates who have completed all requirements or are within their final course toward the degree are considered for scholastic honors.

Transfer coursework is not included in the GPA calculation and therefore does not apply toward the determination of scholastic honors. The cumulative grade point average required for scholastic honors is designated as follows:

	<u>Summa Cum Laude</u>	<u>Magna Cum Laude</u>	<u>Cum Laude</u>
CAS/USOE/SON	3.90-4.00	3.75-3.89	3.50-3.74
SPGS	3.95-4.00	3.85-3.94	3.70-3.84

ACADEMIC STANDING

To be in good academic standing, a student must be making satisfactory progress toward earning the degree and meeting the prescribed GPA, grade, or progression standards as defined by the college/school. To remain in good academic standing, all undergraduate and graduate students are expected to meet the academic performance standards published in the catalog of their college/school. Students who do not meet these academic standards will be placed on academic probation or declared ineligible to continue.

ACADEMIC CAUTION/PROBATION/INELIGIBLE TO CONTINUE

Academic caution is used at midterm for students in the CAS, USOE, and USON as an official warning and notification that prescribed GPA, grade, or progression standards as defined by the college/school are not being met. Students who fail to meet the standards by the end of the semester will either be placed on academic probation or declared ineligible to continue.

For the GSON, a cumulative GPA of 3.00 is required for both good academic standing and degree conferral. The student must complete each course and the requirements for the course in the graduate curriculum. If the academic average falls below 3.00 the student will be placed on probation.

The cumulative GPA and academic rules that determine good academic standing for students within the SPGS and GSOE vary by degree and program. Students should refer to the Academic Performance Policies and Procedures section of the SPGS/GSOE catalog for details.

Academic probation is a warning status to alert students when their GPA and/or grades have fallen below the academic performance standards as defined by the college/school. The status “academically ineligible to continue” is reserved for a student who may not continue enrollment at Baker University.

GRADUATION REQUIREMENTS

Full payment of tuition and fees and approval of the respective faculty and Board of Trustees are required of all graduation candidates from the college/school.

CREDIT HOURS AND GPA REQUIRED FOR GRADUATION

The minimum number of credit hours and minimum grade point average required for graduation with each Baker degree at each school or college are outlined in the table below:

<u>Degree Program</u>	<u>Min. Credit Hours</u>	<u>Minimum GPA</u>	<u>Degree Program</u>	<u>Min. Credit Hours</u>	<u>Minimum GPA</u>
CAS Bachelor	124	2.00	SON Master	32	3.00
SOE Bachelor	124	2.00	SPGS Master	30-36	3.00
SON Bachelor	124	2.00	MBA 4+1	21	3.00
SPGS Associate	63	2.00	MAED,	36-42	3.00
SPGS Bachelor	120	2.00	MSIDPT, MS- HEL		
			MSSE & MSSL	33-37	3.25
			SOE Doctorate	59	3.50

For CAS/USOE, at least 39 credit hours must be taken in upper-college courses (numbered 300 and above). At CAS, no more than 50 credit hours in a single discipline may be applied toward the total credit hours required for graduation. Students should refer to the catalog of their specific college/school for further graduation requirements associated with their respective degrees.

ACADEMIC RESIDENCY

At CAS/USOE: In order to obtain an undergraduate degree, the following residency criteria must be met:

- A minimum of 31 credit hours of coursework must be completed in residence at the Baldwin City campus.
- At least 26 of the total credit hours completed in residence must be at the upper-college level (numbered 300 or higher).
- With the exception of students enrolled in an approved study abroad experience during their final 31 credit hours toward the degree, the final 31 credit hours of coursework applied toward the degree must be completed in residence at the Baldwin City campus. Up to 5 credit hours of transfer work may be applied toward meeting the residency requirement without making

special appeal. These transfer credit hours require prior approval through the Office of the Registrar. Transferring upper-level coursework toward the major requires approval by the major department.

- CAS provides a Professional Exception to the residency requirement for Baker students who pursue professional programs at other institutions. For more information, see the Pre-Professional Programs section of the catalog.

Any student who wishes to be granted an exception to this policy must petition the Academic Standards and Enrollment Management (ASEM) committee.

At SON: In order to obtain the BSN degree from SON, a minimum of 30 credit hours must be completed in residence. After admission to the GSON, all credits toward the MSN degree must be completed at Baker University. Requirements for the degree must be completed within six years of the student's initial semester of coursework.

At SPGS: To obtain an associate's degree, a minimum of 24 credit hours must be completed in residence. To obtain a BBA, a minimum of 36 credit hours must be completed in residence. For the Bachelor of Science degree, a minimum of 30 upper-college credit hours (numbered 300 and above) must be completed in residency.

See school catalog for details of the residency requirements for SPGS and GSOE graduate-level programs. A maximum time frame of six years has been designated for completion of all graduate program requirements at SPGS/GSOE.

BOARD OF TRUSTEES

In 1858 the founders of Baker University deemed the University to be governed by an overseeing body of members known as the Board of Trustees which consists of not more than twenty-eight members nor less than twenty-four members. Today, Board of Trustees members are elected by the Board and serve a four-year term. Members meet three times annually—October, February, and May—to approve University programs, budgets, and faculty promotions. The Board of Trustees is composed of civic, professional, and spiritual leaders, and remains the highest governing body of the University.

EXECUTIVE OFFICERS

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 DARCY RUSSELL.....Vice President of Academic Affairs and Dean of the College of Arts and Sciences
 SHELLEY TEMPLE KNEUVEANVice President for Finance and Administration
 CASSY BAILEYInterim Vice President of Student Affairs and Enrollment Management
 NATE HOUSER.....Associate Vice President of Advancement and Senior Advisor for DE&I Initiatives
 SUSAN DECKER.....Director of Athletics

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MATTHEW R. BICEDean of the School of Professional and Graduate Studies
 VERNEDA EDWARDS Dean of the School of Education
 SCOTT GEORGE..... Associate VP for Capital Planning, Facilities and Emergency Management
 COURTNEY HALLER..... Executive Director of Marketing and Communications
 KEVIN HOPKINS..... University Minister
 CATHY MCDONALDDirector of Human Resources
 RAMIE NATIONUniversity Registrar and Advisor to the President for Accreditation
 LIBBY ROSEN..... Dean of the School of Nursing
 GARY SCHIEBERExecutive Director of Technology and Information Security

ADMINISTRATIVE FACULTY

MATTHEW R. BICE, 2022. Dean of the School of Professional and Graduate Studies; Professor. B.S. The University of Texas of the Permian Basin, 2007; M.S. The University of Texas of the Permian Basin, 2009; Ph.D. Southern Illinois University, 2013.

VERNEDA EDWARDS, 2012. Dean of the School of Education; Associate Professor of Education. B.S. Kansas State University, 1978; M.S. Kansas State University, 1983; Ed.D. Oklahoma State University, 1986.

RICHARD C. GUNTER, 2022. School of Professional and Graduate Studies Undergraduate Program Chair; Assistant Professor of Business. B.S. Central Michigan University, 1981; M.B.A. MidAmerica Nazarene University, 2007; D.B.A. Saint Leo University, 2020.

KIRK HASKINS, 2019. School of Professional and Graduate Studies Graduate Program Chair; Associate Professor of Business. B.A. Washburn University, 1993; M.B.A. Wichita State University, 1999; Ed.D. University of Kansas, 2018.

ERIC HAYS, 2004. Director of Institutional Research; Instructor of Mathematics. B.S.E. University of Kansas, 1997; M.S.E. University of Kansas, 2002; M.S. University of Kansas, 2018.

LIBBY ROSEN, 2002. Dean of the School of Nursing; Professor of Nursing. Diploma Stormont-Vail School of Nursing, 1974; B.S.N. Washburn University, 1994; Ph.D. University of Kansas Medical Center, 2009.

DARCY RUSSELL, 1998. Chief Academic Officer and Dean of the College of Arts and Sciences; Professor of Biology. The Barbara and Charles A. Duboc University Professor, 2005-2018. B.S. Baker University, 1980; Ph.D. Kansas State University, 1986.

SON GENERAL INFORMATION

SON MISSION, VISION AND ACCREDITATION

Throughout Baker University's history, new programs have been introduced to serve the changing needs of new student groups. In August of 1991, the School of Nursing (SON) was established in the Pozez Education Center at Stormont Vail Health in Topeka, Kansas to provide much needed nursing education for the students in Baker's service region.

The SON offers an academic program leading to a baccalaureate (four-year) degree in nursing (BSN) The generic baccalaureate degree program in nursing is four full-time semesters of upper-division study after the completion of the prerequisite general education requirements. Students may enter the nursing program during the fall or spring semester.

Consistent with Baker's history, the SON initiated a Master of Science in Nursing (MSN) program to meet the needs of nursing alumni and the local and regional community's expressed need. Because this program is an online venue, it has the potential to draw students from many geographic areas, thus providing for graduate nursing education globally.

BSN MISSION

Baker University School of Nursing develops resilient, mindful, and accomplished nurses equipped to make significant contributions to the health of the populations they serve.

MSN MISSION

Baker University School of Nursing provides graduate education to assist professional nurses in achieving their personal goals, sustaining professional commitment, and meeting emerging health care needs of diverse populations.

VISION

Through scholarship, leadership, innovation, and collaboration graduates will transform health care delivery within a culture of diversity across the continuum of care.

ACCREDITATION

In addition to Baker University's accreditation by the Higher Learning Commission of the North Central Association of Colleges and Schools and Kansas State Board of Education, the B.S.N. program is approved by the Kansas State Board of Nursing (KSBN) and accredited by the Commission on Collegiate Nursing Education. The M.S.N program is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle NW Suite 530, Washington, D.C. 20036-1120, 202-887-6791, www.aacn.nche.edu/ccne-accreditation.



BSN ACADEMIC PROGRAMS AND PHILOSOPHY

BSN PROGRAM OUTCOMES

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, freedom of expression and community service.
3. Retain a well-qualified faculty who are committed to excellence in teaching and participation in scholarship, service, professional development and nursing practice.
4. Collaborate with community and clinical facilities, educational institutions, state and national groups to develop and enhance learning experiences for students, strengthen innovation in curricular design, and promote faculty scholarship.
5. Integrate leveling of concepts related to safety, evidence based practice, quality, communication, technology/informatics, leadership, legal-ethical practice and population health across the curriculum.

BSN NURSING EDUCATION

Nursing is a practice discipline grounded in the behavioral, physical and social sciences. With an appreciation for academic rigor, nursing education occurs through a collaborative process encompassing diverse experiences to facilitate the development of critical thinking/clinical judgement. Through scholarly inquiry, competence building and professional value formation, nursing students are prepared to enter a

complex and dynamic healthcare environment providing high quality care to diverse populations. Graduates achieve an appreciation for lifelong learning and a firm foundation for graduate study.

STUDENT LEARNING

Learning requires the commitment and engagement of the learner to set work toward and achieve goals. The teaching-learning process is a collaborative experience between faculty and students where knowledge is openly shared in a continuous two-way communication loop. There is a focus on critical reasoning, application of knowledge, and demonstration of professional skills and attitudes in the development of a competent and caring reflective nursing practice.

FACULTY

Nursing faculty demonstrate ongoing commitment to teaching/learning through a variety of innovative strategies designed to meet the educational needs of diverse learners. Faculty are dedicated to student success, scholarship, and service to the community. The process of learning involves student-teacher partnerships founded on mutual trust and respect in successful achievement of program outcomes. The nursing faculty serve as role models who guide students with courage and integrity to develop an understanding of accountable professional identity, capacity for collaborative leadership, and a culturally competent, safe and ethical practice.

CONCEPTUAL MODEL

The School of Nursing incorporates John Dewey's theory of education and Kristin Swanson's Caring Theory. Dewey believed that the integration of practice and didactic were the key to successful education. His theory of education includes consideration of societal factors or climate, supporting tolerance of others, and a student's life experiences all contribute to acquisition of knowledge. Dewey determined that learning is dynamic and education includes a moral component that assists students to evolve into contributing members of society.

Swanson's Caring Theory incorporates overlapping processes of caring as knowing, being with, doing for, enabling, and maintaining belief. These translate into caring, health promotion, inclusion of cultural, socioeconomic, and spirituality components in nursing education through the faculty-student relationship in the classroom and the student-patient relationship in the clinical setting.

The school of nursing weaves both theorists throughout the curriculum with the patient-family-community focused care at the center of learning. During the school of nursing experience, the graduate gains competence, leadership, caring and mindfulness, scholarship through research and evidence-based practice (EBP), professional accountability, and collaboration among team members and across disciplines. Using Dewey's educational theory, didactic knowledge is applied in the clinical setting; developing clinical judgement, which creates competence and leadership. Incorporating moral considerations across the curriculum creates professional accountability and use of research and EBP to inform clinical decision-making. The curriculum incorporates both Dewey and Swanson's theories to increase caring and mindfulness in nurse graduates as well as prepare them for collaboration within and across disciplines.

BSN STUDENT LEARNING OUTCOMES

The nursing program prepares confident, competent and responsible professional nurses who are able to:

1. Practice as a competent professional nurse generalist using a holistic approach in making appropriate clinical judgements across the health-care continuum.

Level 3: Implements with increasing independence the roles of the professional nurse generalist by making appropriate clinical judgements with complex patients.

Level 2: Implements the roles of the professional nurse generalist by making appropriate clinical judgements in specialty settings.

Level 1: Implements the roles of the professional nurse generalist making appropriate clinical judgements for beginning practice.

2. Demonstrate evidence-based practice in planning, implementing and evaluating outcomes of care across the health-care continuum.

Level 3: Evaluates the evidence for providing safe care for increasingly complex patients, incorporating patient-centered care, and critical clinical judgement.

Level 2: Applies scientific principles to safely perform evidence-based, patient-centered care in specialty settings.

Level 1: Identifies scientific principles as a basis for providing safe, evidence-based, patient-centered care.

3. Communicate and collaborate effectively with clients, the interdisciplinary health-care team, and community stakeholders across the health-care continuum.

Level 3: Integrates effective communication and collaborative techniques with individuals, families, populations, community stakeholders, and the interdisciplinary team in increasingly complex settings.

Level 2: Applies effective communication and collaborative techniques with individuals, families, and the interdisciplinary team in specialty settings.

Level 1: Practices effective communication and collaborative techniques with individuals and the interdisciplinary team.

4. Utilizes principles of organizational and systems leadership and quality improvement to provide safe and effective patient care across the health-care continuum.

Level 3: Integrates principles of leadership and quality improvement to deliver safe and effective patient care with increasingly complex patients.

Level 2: Demonstrates beginning application of principles of leadership and quality improvement in the provision of safe and effective patient care in specialty settings.

Level 1: Identifies basic principles of leadership and quality improvement in the provision of safe and effective patient care.

5. Manage patient care technologies and information systems when delivering care across the health-care continuum.

Level 3: Integrates the use of patient care technologies and information systems when delivering care to increasingly complex patient populations.

Level 2: Demonstrates knowledge and skill using patient care technologies and information systems when delivering care in specialty settings.

Level 1: Uses patient care technologies and information systems when delivering basic care.

6. Provide effective health promotion and preventative care across the health-care continuum.

Level 3: Integrates skills to effectively promote health and prevent disease and injury with increasingly complex patients.

Level 2: Demonstrates effective health promotion and disease/injury prevention care in specialty settings.

Level 1: Identifies principles of health promotion and disease/injury prevention.

7. Assimilates the professional role through accountability for nursing practice across the health-care continuum.

Level 3: Integrates adherence to standards of practice, professional values and legal/ethical guidelines in care of increasingly complex patients.

Level 2: Demonstrates adherence to standards of practice, professional values and legal/ethical guidelines in specialty settings.

Level 1: Adheres to basic standards of practice, professional values and legal/ethical guidelines.

MSN ACADEMIC PROGRAMS AND PHILOSOPHY

MSN PROGRAM OUTCOMES

The SON strives to:

1. Offers a graduate nursing curriculum that builds upon the strong foundation of professional nursing practice and the baccalaureate degree.
2. Provides an environment of learning through a partnership between students and faculty and dedicated to academic excellence.
3. Retains a well-qualified faculty who are committed to excellence in teaching and participation in scholarship, service, professional development, and nursing practice.
4. Supports opportunities to use current technology and learning resources in a variety of settings.
5. Prepares the professional nurse for leadership in nursing administration and/or nursing education.

MSN NURSING EDUCATION

Nursing is a practice discipline grounded in the behavioral, physical and social sciences. With an appreciation for academic rigor, nursing education occurs through a collaborative process encompassing diverse experiences to facilitate the development of critical thinking/clinical judgment. Graduate students achieve an appreciation for lifelong learning and professional development. Through scholarly inquiry, collaborative relationships, and leadership formation graduates are prepared to enter a complex and dynamic healthcare environment providing high quality care and education to diverse populations. Graduate students creatively and analytically develop and apply solutions to resolve complex care and system process issues within organizations.

STUDENT LEARNING

Learning requires the commitment and engagement of the learner to set, work toward, and achieve goals. The teaching-learning process is a collaborative experience between faculty and students where knowledge is openly shared in a continuous two-way communication loop. Graduate students are self-directed in their learning, professional growth, and goal achievement seeking and accessing the expertise and resources needed.

FACULTY

Nursing faculty demonstrate ongoing commitment to teaching/learning through a variety of innovative strategies designed to meet the educational needs of diverse learners. Faculty are dedicated to student success, scholarship, and service to the community. The process of learning involves student-teacher partnerships founded on mutual trust and respect in successful achievement of program outcomes. With commitment and integrity, the nursing faculty serve as role models who facilitate student growth to further develop accountable professional identity and inter/intra disciplinary collaborative leadership. Faculty promote scholarship development through role modeling activities such as publishing, presentations, research, and leadership positions.

CONCEPTUAL MODEL

The MSN program incorporates John Dewey's theory of education and Kristin Swanson's Caring Theory. Dewey believed that the integration of practice and didactic was the key to successful education. His theory of education includes consideration of societal factors or climate, supporting tolerance of others, and a student's life experiences all contribute to acquisition of knowledge. Dewey determined that learning is dynamic and education includes a moral component that assists students to evolve into contributing members of society.

Swanson's Caring Theory incorporates overlapping processes of caring as knowing, being with, doing for, enabling, and maintaining belief. These translate into caring, health promotion, inclusion of cultural, socioeconomic, and spirituality components in nursing education through the faculty-student relationship in the classroom and the student-patient relationship in the clinical setting.

The school of nursing weaves both theorists throughout the curriculum with the patient-family-community focused care at the center of learning. During the school of nursing experience, the graduate gains competence, leadership, caring and mindfulness, scholarship through research and evidence-based practice (EBP), professional accountability, and collaboration among team members and across disciplines. Using Dewey's educational theory, didactic knowledge is applied in the clinical setting; developing clinical judgement, which creates competence and leadership. Incorporating moral considerations across the curriculum creates professional accountability and use of research and EBP to inform clinical decision-making. The curriculum incorporates both Dewey and Swanson's theories to increase caring and mindfulness in nurse graduates as well as prepare them for collaboration within and across disciplines.

MSN STUDENT LEARNING OUTCOMES

Consistent with the Mission statement, the MSN graduate:

1. Applies and integrates client-centered, broad organizational and culturally appropriate concepts in the planning, delivery, management, and evaluation of evidence-based health promotion and disease/injury prevention care to diverse individuals, families, populations, and communities.
2. Integrates scientific findings from nursing, biopsychosocial fields, genetics, public health, quality improvement, and organizational sciences for optimal client care within and across the healthcare continuum.
3. Displays respect for the inherent worth and uniqueness of individuals, families, and communities as reflected by competent, compassionate, ethical, and culturally sensitive professional practice.
4. Communicates, collaborates, and consults with other health professionals to manage and coordinate care as a leader or member of an interprofessional team.
5. Influences health by employing advocacy strategies using systems theory in the design, delivery, and evaluation of healthcare to ensure safe quality outcomes.
6. Manages knowledge, mitigates error, and informs critical decision-making by integrating data and technology for quality improvement.
7. Leads the healthcare team in the implementation of evidence-based practice (EBP).
8. Navigates the ethical, legal, and economic environment making linkages between regulatory policy and access to quality healthcare.

ADMISSION INFORMATION

BSN ADMISSION

Admission to the SON is based on academic performance, prerequisite cumulative GPA, math and science GPA, and the number of prerequisite courses completed. Applicants are required to complete an interview process with faculty to identify individuals with strong communication skills, both written and verbal, caring attributes, personal integrity, accountability and the ability to think critically. Applicants are limited to two interview opportunities. Eligibility for admission is determined without regard to race, nationality, creed, color, national origin, religion, age, disability, gender, or sexual orientation.

To be considered for admission, students must submit:

- An official transcript of the high school record or GED certificate.
- Official transcripts for all college work completed.
- An online application.

The application is available at www.bakeru.edu. Open application dates are March 1st through August 10th for a January semester and September 10th through December 30th for an August semester.

ADMISSION REQUIREMENTS

1. Graduation from a state-approved high school or the equivalent.
2. Completion of a minimum of 60 credit hours of required prerequisite coursework from accredited colleges and/or universities. All prerequisite course work must be completed prior to the student beginning the nursing program. Students are accepted conditionally pending successful completion of program prerequisites.
3. An overall required prerequisite cumulative GPA and math/science GPA of at least 2.7 on a 4.0 grade point scale is required for admission consideration. Only required prerequisite courses are considered in calculating the GPA for admission.
4. All program prerequisites must be completed with a grade of a “C” or higher. Pass/Fail grades will not be accepted unless it can be confirmed by the university that a pass is equivalent to a “C” or greater.

OTHER ADMISSION CONSIDERATIONS

1. All students are required to have a background check prior to starting school.
2. Transfer students from another nursing program must meet all entry criteria and are admitted on a space available basis. A letter from the student’s current Dean, Assistant Dean or Program Director will be required as well as a letter from the student indicating why he/she wishes to transfer to the Baker SON. The student’s academic file and coursework will be reviewed to determine compatibility with the Baker curriculum and potential for success in the program. Transfer students will be notified of the decision for or denial of transfer by the Admissions and Progressions Coordinator.
3. Licensed Practical Nurse (LPN) students must meet all entry requirements. Since twelve credit hours from the technical college will be accepted in transfer, LPN students do not need to take nutrition, developmental psychology or NU 322/322L Foundations of Nursing. They are required to take the NU 323 LPN Bridge course. (see plan for articulation below).

PLAN FOR ARTICULATION OF LPN IN THE BSN PROGRAM

The articulation plan for Licensed Practical Nurses (LPN) who hold a current unencumbered Kansas license and who have been accepted in the BSN program is as follows:

- All LPNs articulating into the program must complete a 3.5 credit hour bridge course.
- Those graduating from a school outside of Kansas will be evaluated on an individual basis.

- A total of 124 credit hours and cumulative grade point average of 2.0 or higher is required for graduation.

BSN INTERNATIONAL STUDENT ADMISSION

Applicants for the BSN degree program who are residents of a foreign country must meet the admission requirements set forth in the current catalog and student handbook.

Application: Complete the online application for admission to the nursing program. All applicants who plan to attend SON with an F or J visa must supply a foreign address at the time of application.

Official Transcripts: Submit official transcripts for all high school and university-level studies. Transcripts from institutions outside the United States must be reviewed by the Educational Credential Evaluators (ECE) (www.ece.org), or another evaluator approved by the University. The transcript evaluation fee may vary depending on the type of evaluation required. The applicant is responsible for paying the fee. Transcripts from the United States institutions do not require review by ECE and are reviewed by SON.

Proof of English Proficiency: All international student applicants with the exception of native speakers of English, must present evidence of proficiency in the English language prior to admission. An official TOEFL score is considered acceptable evidence of English proficiency when the following minimum score expectation is met:

- 600 on the Paper-Based Test,
- 250 on the Computer-Based Test, or
- 100 on the Internet-Based Test

(minimum score of 25 on writing, speaking, reading and listening tests)

International student applicants who have taken prerequisite coursework or earned a degree at a United States institution do not need to present evidence of English proficiency.

Confidential Financial Statement and Supporting Documents: The applicant must submit official documentation showing sufficient liquid assets to pay for at least one year of tuition, fees, and living expenses. Please contact the registrar at the main campus in Baldwin City, Kansas to determine what documentation is required to prove adequate financial resources.

Application Review: Once all required documents are submitted the applicant will be notified whether or not they are selected for an interview. Applicants who receive an interview will be notified of the admission decision in early October or March. If the applicant is admitted, the I-20 document will be mailed to the applicant with the admission letter. The I-20 form will be used to obtain a valid U.S. visa for study at SON.

Check-In: Prior to the start of the semester, all international students must present themselves in person with their original passport and visa to check in with the student admissions coordinator at SON. Failure to do so may result in termination of the applicant's SEVIS I-20 record and rescinding of admission to SON.

Throughout the course of study the student admissions coordinator needs to be notified when a non-resident international student drops below full-time enrollment, changes degree plans, postpones studies for any length of time, resumes study after a postponement, changes of foreign or U.S. address, or changes the projected date of graduation.

Baker University School of Nursing (SON), Stormont Vail campus requirements for permanent resident student admission.

Proof of Residency: A permanent resident of the United States must provide a photocopy of the Permanent Resident Card. If permanent resident status has been granted by The Department of Homeland Security but the card has not been received by an applicant, an I-551 stamp on the applicant's passport or I-94 Departure Record suffices as temporary proof of permanent residency.

BSN TRANSFER INFORMATION

TRANSFER CREDITS

The following Baker University policies apply to transfer credits:

- Up to twelve semester hours of technical courses taken at other accredited institutions will transfer.
- Transfer grade points are not included in the calculation of the Baker University GPA.
- Transfer courses in which a "D" or "F" was earned are not accepted for credit at Baker University SON.

COLLEGE OF ARTS AND SCIENCES TRANSFERS

Students from CAS will be eligible for priority admission to the SON if they meet the following criteria in addition to meeting admission requirements as stated in the current SON catalog at the time of application:

1. Meet the residency requirements of 40 or more hours from the CAS.
2. Have at least twelve semester hours of science credit, including anatomy and physiology, from the CAS.
3. Have an overall required prerequisite cumulative GPA of at least 3.0 and a math/science GPA of at least a 3.0
4. Once admitted to the CAS campus, all remaining pre-req courses must be taken at CAS.

Applicants who do not meet all of the criteria for priority admission will be considered for admission with all other applicants.

BSN PRE-ENROLLMENT REQUIREMENTS

Once accepted for the nursing program, it is the student's responsibility to ensure that the following are submitted to the Student Admissions/Progressions Coordinator at the SON prior to enrollment:

1. Completed a successful background check.
2. Completed a negative drug/alcohol screening
3. Health requirements:
 - Completed physical form.
 - TB testing: SON will accept a negative two-step TB skin procedure within the last 12 months or IGRA laboratory test result within the last 12 months.
 - A positive rubella, measles, and mumps titer.
 - Documentation of Hepatitis B vaccination series (3 immunizations; 2 must be completed prior to enrollment.) In addition, a positive titer must be completed.
 - Tdap (tetanus, diphtheria and pertussis) immunization, within the last 5 years.
 - Documented Varicella 2-step vaccination or serologic evidence of immunity.
 - A change in medical history and/or current medications must be updated annually.
4. Proof of Basic Life Support (BLS) certification for health care professionals ("Professional Rescuer" from the American Heart Association). BLS certification cannot be obtained online. This certification must be maintained throughout the program and must be re-submitted before expiration.
5. Proof of health insurance. It is the student's responsibility to maintain health coverage throughout the program. Neither the hospital nor school is responsible for the student's medical expenses.

MSN ADMISSION

The graduate program seeks students who exhibit appropriate communication skills, caring attributes, personal integrity, accountability, and the ability to make ethical decisions and think critically. Eligibility for admission is determined without regard to race, nationality, creed, color, national origin, religion, age, disability, gender, or sexual orientation.

ADMISSION REQUIREMENTS

1. A baccalaureate or associate degree in nursing from a professionally accredited nursing program (CCNE/ACEN/CNEA).
2. A current unencumbered license to practice professional nursing in the USA
3. A minimum grade point average (GPA) of 3.0 (4.0 scale) in nursing and overall GPA. Students below this level may apply for Conditional Admission.
 - Students who are conditionally admitted must maintain a B (3.0) average throughout the ADN to MSN Bridge or the first 6 hours of the MSN program.
4. Undergraduate course work in Health Assessment, Pathophysiology, and Pharmacology. Students have an option to test out for applicants with no stand alone course.
5. For MSN applicants, students must have an undergraduate course in Research.
6. A completed online application for graduate admission.
7. Official transcripts from all colleges/universities attended.
8. A current resume documenting work history, including levels of responsibility, areas of professional growth, and prior professional education experiences.
9. Goal statement: a one to two page essay describing personal and professional goals including how graduate nursing study at Baker University will enable achievement of these goals.
10. Two references from academia or from profession/work.
11. A graduate level (500 or above) 3-credit statistics course completed within the last ten years may be accepted in transfer pending approval.
12. An individual interview may be requested or required.

ADDITIONAL REQUIREMENTS

Upon notice of official acceptance to the graduate program, the student must present documentation of the following requirements directly to the Assistant Dean of the MSN program to comply with practicum site requirements and HIPAA regulation.

1. Completed background check
2. Health requirements:
 - Physical examination report
 - TB testing: SON will accept a negative two-step TB skin procedure within the last 12 months or IGRA laboratory test result within the last 12 months
 - Positive rubella titer, measles, and mumps titer or MMR vaccination.
 - Documentation of Hepatitis B vaccination series
 - Current Tdap (tetanus, diphtheria, and pertussis) immunization, within the last 5 years
 - Documented Varicella 2-step vaccination or serologic evidence of immunity
 - Other as required by practicum sites
3. Proof of Basic Life Support (BLS) certification for Health Care Provider from the American Heart Association. Online courses are not accepted. This proof must be resubmitted before expiration.
Proof of health insurance
4. A working computer and reliable internet access
5. A drug screen

CONDITIONAL ADMISSION

An undergraduate nursing GPA of less than 3.00 may be considered for conditional admission to the graduate program. The student must achieve a grade of B or higher in the first two graduate courses or the ADN to MSN Bridge in order to progress in the program.

TRANSFER CREDITS

Graduate courses taken at other institutions prior to admission to Baker University may, if pertinent to the plan of study and determined to be equivalent to required coursework, be accepted in transfer. Transfer credit of nursing courses is limited to six (6) credits taken within the last five (5) years in which the student received a grade of B or above. In addition, a graduate level (500 or above) 3-credit statistics course completed within the last ten years may be accepted in transfer pending approval.

Any course being requested for transfer credit must be submitted to the Assistant Dean within six weeks of the admission date. Courses not submitted within the six week timeframe will not be accepted. Transferred grade points are not included in the calculation of the Baker University GPA.

After admission to the graduate nursing program, all credits toward the MSN degree must be completed at Baker University.

ADN TO MSN BRIDGE

The Associate Degree in Nursing to Master of Science in Nursing academic pathway provides an alternative to the commonly seen stepwise progression in educational settings. The development of this alternate pathway is partly in response to the Institute of Medicine's Future of Nursing report (2010) which spoke to the need of furthering education at all levels and promoting the nurse's ability to practice to their upmost capacity. Such preparation will prepare nurses to assume advanced nursing roles in leadership and education.

REQUIRED PREREQUISITES FOR THE ADN TO MSN BRIDGE

Anatomy and Physiology

English Comp I

English Comp II

General Psychology

Microbiology

College Algebra

Undergraduate statistics

Electives (9 credit hours): Nutrition, Developmental Psychology, Sociology, Humanities, Fine Arts

MSN INTERNATIONAL STUDENT ADMISSION

Applicants for the Graduate program will be reviewed on an individual basis. The applicant should contact the Assistant Dean with all inquiries.

MSN NON-DEGREE SEEKING (NDS) ADMISSION

Baker University School of Nursing encourages lifelong learning. Therefore, the graduate program offers two Non-Degree Seeking options described below. Applicants to either option must have graduated from an accredited academic institution. Applicants must meet the admission requirements listed below and the prerequisite requirements for the courses they are interested in taking. Individuals who have been officially denied admission as degree-seeking students are not eligible for admission as non-degree students. The student is responsible for arranging tuition payment to Baker University. Financial aid is not available for a non-degree student.

ONE COURSE OPTION

Applicant to this option must have at minimum, a baccalaureate degree and may enroll in select courses, one course at a time and are limited to a total of three courses. There is no guarantee of future enrollment in the graduate program upon successful completion of any core MSN courses. Practicum courses, Track courses, and the Graduate Scholarly Synthesis Project are not available in this option. This application must be renewed after three years if the maximum credits have not been completed.

CERTIFICATE OPTION

The certificate option is available only to nurses who have graduated with a nursing master's degree obtained from a professionally accredited program. There are three (3) courses in each certificate plan of study offered consecutively beginning in the summer session, the fall semester, with completion of the practicum in the spring semester. The certificate option must be completed within three years.

The Nursing Educator certificate program is designed for individuals who wish to gain specialty knowledge in this role. The certificate consists of education focused courses and an individualized practicum for a total of 9 credit hours.

The Nursing Administrator certificate program is designed for individuals who wish to gain specialty knowledge in this role. Course work in organizational management, health care financing and economics, and an individualized practicum will be required for a total of 9 credit hours.

NDS ADMISSION REQUIREMENTS

* one course option # certificate option

*/#Baccalaureate and/or Master's degree from an accredited academic institution

*/#Validation of an unencumbered license to practice in the USA if a licensed professional

*/#Completed application for NDS admission

*/#Official transcript(s) from colleges/universities granting baccalaureate and/or master's degree

#A minimum grade point average (GPA) of 3.0 (4.0 scale)

#Two references from professionals who are non-family members

After acceptance to the certificate program:

Criminal background check

Physical exam and immunization record

Current health insurance coverage

Active BLS certificate

Drug screen

FINANCIAL INFORMATION

PAYMENT POLICIES

TUITION AND FEES

Tuition is the cost for instruction. Full-time BSN tuition is charged per semester. Part-time BSN tuition and MSN tuition is charged per credit hour.

DUE DATE

Tuition and fees for each course are due one week prior to the start of the course. For students with documentation of participation in an employer-provided tuition reimbursement program, the student is given the option to pay up until the last day of the course. A convenience fee of \$15 is charged for the deferred payment.

FEES

Fees are charged per course, per program, or are one-time fees.

The **Technology Fee** is charged per course for MSN courses to cover University expenses related to maintenance and expansion of technology services and support; and systems to support enrollment, advising, student records, and instruction. This fee is charged regardless of modality (on-ground, online, or hybrid courses) and is non-refundable.

Students are required to purchase their own books and course materials.

The **Graduation Fee** is a non-refundable fee charged to all students who apply to graduate regardless of intention to participate in commencement. Students pay a graduation fee only once per degree program. The graduation fee does not cover all expenses related to graduation and commencement. It supports expenses related to:

- processing expense incurred by the University including verifying graduation eligibility, preparing commencement publications, organizing commencement ceremonies, printing diplomas, and calculating scholastic honors for undergraduate students,
- supplies purchased to support graduation including but not limited to- diplomas, diploma covers, postage to mail diplomas, and commencement regalia; and
- Commencement Ceremony expenses incurred by the University include speakers, music, and wages associated with setup and cleanup of the venue and receptions.

A **Course Fee** may be charged to certain courses for specific costs related to the course not covered by general tuition.

Additional questions about Baker University tuition and fees may be addressed with the Business Office.

PAYMENT OF TUITION AND FEES

Students are responsible for remaining current on all tuition and fees due the University. A payment plan may be set up with the Business Office.

If a student's account becomes delinquent, the University will place a financial hold on the account and the student will not be able to enroll or participate in future courses. An official transcript will not be issued until the student account is current with no balance due. From time to time the University will send seriously delinquent accounts for which the student has made no effort to pay, to an outside collections service.

Students whose accounts are sent to collection are responsible for all costs associated with collection. A financial hold will remain on their account preventing future enrollment or release of an official transcript.

FINANCIAL AID PAYMENTS

Financial aid, including Pell Grants and federal financial aid and loans, are remitted directly to the Business Office by the Department of Education. The aid is applied to the student account for all expense related to all courses that are scheduled during the financial aid period. If the amount of the aid is in excess of the expenses, the student will receive a financial aid refund. A refund check or direct deposit is made to students for any funds in excess of current charges. Current charges include tuition and fees assessed by the institution for the current payment period.

TUITION REFUND POLICY

Students are expected to meet all financial obligations of their degree program. For cohort students, a schedule of tuition and fee payments with due dates is outlined at the time of enrollment. Students are expected to meet these obligations according to the schedule. A service charge of \$25 is assessed for any check returned due to insufficient funds. Any questions regarding payments or problems associated with making those payments should be directed to the Business Office at 913-344-1204.

Baker University reserves the right to change the tuition and fee schedule at any time.

Refund policy guidelines are as follows:

- Application, general, registration, and graduation fees are non-refundable.

Course Drop or Withdrawal Date*	Tuition Only Refund
Written notification of withdrawal received by Academic Advising <u>prior</u> to the first session of a course	100%
Written notification of withdrawal received by Academic Advising <u>after</u> the first session of a course but prior to the second class-session	90%
Written notification of withdrawal received by Academic Advising <u>after</u> the second session of a course	0%

*Courses run Monday through Sunday, with Monday being the beginning of a new course week.

- For all terms, only tuition and related course fees are subject to the refund policy. All other fees are non-refundable.

THE WITHDRAW DATE

Students planning to withdraw need to start with the Assistant Dean. Institutional charges and financial aid will be adjusted once the withdrawal date has been determined. It is possible that the student who withdraws will still have an outstanding balance due to the University.

Official Withdrawals – the latter date of when the student began the institution’s official withdrawal process OR officially notified the institution of intent to withdraw.

Unofficial Withdrawals – the last date the student participated in an academic activity.

The percentage of the period that the student remained enrolled is calculated based on number of days the student was enrolled. Divide the number of days enrolled by the total days in the enrollment period. Calendar days are used including weekends, but breaks of at least five days are excluded from both the numerator and the denominator.

EDUCATIONAL EXPENSES

Baker University reserves the right to modify the following tuition and fee schedule at any time, and charges assessed per University policies.

BSN PROGRAM

Tuition

Full-time Tuition (12-18 credit hours)	\$10,657.50 per semester
Part-time Tuition (less than 12 credit hours)	\$686.00 per credit hour

Student Activity Fee

Full-time (12-18 credit hours)	\$45.00 per semester
Part-time (less than 12 credit hours)	\$25.00 per semester

Other Required Fees

Assessment Technologies Institute Testing (non-refundable)	\$250-500.00 per semester
Skyscape (non-refundable) – 1 st Level Only	\$135.00
National Student Nurses Association Membership – 1 st Level Only	\$60.00
Educational Resources Fee – Full-time – 1 st Level Only	\$195.00
Educational Resources Fee – Full-time – 2 nd , 3 rd , and 4 th Levels	\$190.00 per semester
Educational Resources Fee – Part-time	\$95.00 per semester
Liability Insurance	\$15.00 per year
Exam Soft	\$70.00 per year

Graduation Fees

Graduation Fee (includes cap and gown; paid at enrollment)	\$125.00
NCLEX (Processing fee)	\$200.00
Kansas State Board of Nursing (application fee)	\$100-125.00
Fingerprint/Background Check	\$58.00
Baker University Nursing Pin (optional)	TBA
Graduation Announcements (optional)	TBA
Pinning Invitations (optional)	TBA
Transcript Fee (paid at enrollment)	\$13.00
NCLEX ATI Virtual Online Review (may be required)	\$500-600.00

Miscellaneous Fees

Advanced Standing Credit (added to transcript)	\$40.00 per credit hour
Credit by Exam (added to transcript)	\$40.00 per credit hour
Late Registration Fee	\$20.00
Interest charged on late payments	1.02%/per month

In addition, costs for nursing supplies and uniforms will be approximately \$300.00 the first semester.

MSN PROGRAM

Tuition

MSN Tuition	\$480.00 per credit hour
ADN to MSN Bridge Courses Tuition*	\$100.00 per credit hour

*Applies only to the four bridge courses and the pathophysiology, pharmacology, or physical assessment courses, if required. Enrollment in other courses are at the MSN rate per credit hour.

Other Required Fees

Technology Fee	\$40.00 per course
Liability Insurance Fee	\$15.00 per year
Background check and drug screen**	\$74.00
SPSS program for the student's computer	\$50.00 rent per time (x2 max)
Graduation Fee	\$125.00

** Fee paid by student to the third party company directly.

CHANGE IN MODALITY

Tuition and fees are not modified based on a change in modality. Therefore, no tuition refund or modified tuition schedule will be applied to a student's account upon or because of any change in the modality of instruction (for example, in person to online). The refund schedule above will remain in place for students that opt to withdraw for any reason including a change in modality.

Once a drop has been processed, tuition will be refunded based on the guidelines above within 14 days. (See the Withdrawal subsections under the Academic Policies section of this catalog on and the Withdrawals and Refunds subsection under Financial Aid for more information.)

For students receiving financial aid, the refund is first repaid to the Title IV programs or VA educational benefits in accordance with existing federal regulations and institutional policy in effect at the date of withdrawal. If any additional refund is appropriate, the funds are repaid to the student upon written request. It is possible that a student who withdraws may have an outstanding balance due to Baker University.

Students who begin class with provisional admittance pending the completion of their admission file and who are subsequently denied admission are eligible for a refund of the full tuition amount for the course in which they are currently enrolled. Any tuition paid for a course previously completed by the student is not refundable.

Baker University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a **Chapter 31** or **Chapter 33** recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

FORCE MAJEURE EVENT

Baker University shall not be liable for any default or delay in the performance of its obligations to one or more students: (a) if and to the extent that such default or delay arises out of causes beyond its reasonable control, including defaults; delays or actions of one or more students (including students other than the student(s) affected by such Force Majeure Event); acts of God; acts of war (whether declared or not); acts, omissions or delays in acting by governmental authority; moratorium; epidemics or quarantine restrictions; other acts of public emergency; embargoes; insurrection; earthquakes; fires; tornadoes; cable cuts; floods; terrorism; civil commotions; riots; and strikes, lockouts or other labor disturbances (each, a "Force Majeure

Event”) and (b) if such default or delay cannot reasonably be circumvented by Baker University through the use of alternative sources, work-around plans or other means without additional cost or delay to Baker University. Upon the occurrence of any such Force Majeure Event, Baker University shall be excused from further performance or observance of the obligation(s) affected so long as such circumstances caused by the Force Majeure Event prevail.

FINANCIAL AID

QUALIFYING FOR FINANCIAL AID

Information on federal assistance is available through the Baker University Office of Financial Aid. The Free Application for Federal Student Aid (FAFSA) must be completed annually to determine eligibility for the applicable financial aid programs.

Baker University awards financial aid based on a student’s financial need. Financial need is the cost of education minus the expected family contribution as determined by federal guidelines. The cost of attending Baker University is listed in the Educational Expenses section. The student’s family contribution is derived from the financial figures as calculated on the FAFSA using a formula set by the Department of Education.

HOW TO APPLY FOR FINANCIAL AID

Following is the process for applying for financial aid:

1. Apply early. A minimum of four weeks is recommended to assure that financial aid eligibility can be determined before classes begin.
2. Complete the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa> (Please print the confirmation page and keep for your records.) If you do not have an FSA ID, you must apply (or reapply) for one at <https://fsaid.ed.gov>. The Baker University school code is 00190300.
3. Complete Baker’s Financial Aid application form at www.bakeru.edu/fa-app
4. Complete Baker’s Title IV authorization form at www.bakeru.edu/fa-titleiv
5. Complete the entrance counseling and loan application online at www.studentaid.gov. Keep the confirmation pages for your records.
6. If requested, be prepared to submit additional income information to Baker University.

Once the above information has been received, the information will be processed and the applicant contacted if any additional information is needed. All records are held in strict confidence. No file is available for public use.

AID AVAILABLE TO UNDERGRADUATE STUDENTS

- **Federal Pell Grants** - This program provides grants to undergraduate students which need not be repaid. Grants are awarded based on financial need as determined by the FAFSA.
- **Federal Supplemental Educational Opportunity Grants (FSEOG)** – Like the Pell Grant, this program provides additional need-based grant funds to low-income undergraduate students. Priority is given to students who are eligible for Pell Grants.
- **Federal Direct Subsidized Loans** are awarded based on financial need. These loans carry a fixed interest rate, and interest is not charged before repayment begins or during periods of deferment. The federal government “subsidizes” the interest during these times.
- **Federal Direct Unsubsidized Loans** are not awarded based on financial need. The interest rate is fixed; however, the loan is accruing interest from the time the loan is disbursed to the time the loan is repaid in full.

- **Federal Parent PLUS Loans** – These non-need, credit-based loans enable parents to borrow federally guaranteed funds with which to pay the education expenses of their children. Each child must be a dependent undergraduate student enrolled in college at least half time.

AID AVAILABLE TO GRADUATE STUDENTS

- **Federal Direct Unsubsidized Loans** are not awarded based on financial need. The interest rate is fixed; however, the loan is accruing interest from the time the loan is disbursed to the time the loan is repaid in full.
- **Federal Graduate PLUS Loans** - These non-need, credit-based, federally backed student loans are guaranteed by the United States Government. The Grad PLUS loan is similar to a private student loan but with the benefit of having a fixed interest rate and federal guarantee. Students must first apply for the Federal Direct Loan. The Graduate PLUS Loan allows graduate students to borrow the total cost of their graduate education, less any other aid, and may be deferred while students are still in school.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP)

This process is separate from the academic Satisfactory Academic Progress. Federal regulations require institutions to monitor both quantitative and qualitative progress towards a degree.

- Quantitative - student must be able to complete the degree program within 150% of the reported program length. In addition, the student must successfully complete 67% of the attempted hours in each payment period.
 - All transfer hours accepted by Baker University are considered when reviewing attempted hours.
 - All hours earned when not receiving financial aid count.
 - Undergraduate students who earn grades of F, I, W, WP, WF, NC, or AU will have the courses counted as attempted hours, but not completed hours.
 - Graduate students who earn grades of D, F, I, W, WP, WF, NC, or AU will have the courses counted as attempted hours, but not completed hours.
 - Repeating a course counts as attempted credit hours each time the course is repeated.
- Qualitative – student must maintain the minimum cumulative GPA for their specific program.
 - Minimum GPA for undergraduate students is 2.0.
 - Minimum GPA for graduate students is determined by degree, see Graduation Requirements section.

Student's academic progress must be reviewed by the Office of Financial Aid after each payment period. Federal regulations allow an institution that monitors SAP every payment period to place a student on "Warning" for one more payment period if the student can reach minimum SAP standards by the end of the next payment period. The student can receive Title IV aid during this "Warning" payment period.

If a student is not maintaining SAP after the "Warning" payment period has ended, the student loses Title IV eligibility. Such students will be offered the opportunity to appeal the Financial Aid Advisory Committee for reinstatement of Title IV aid.

- Appeals can be made in some circumstances, such as medical problems, illness, death of a family member, relocation, or employment changes.
- Appeal must be in writing.
- Student must explain why he/she failed to make SAP, and what has changed to allow the student to make SAP by the end of the next payment period.
- Appeals are reviewed by the Financial Aid Advisory Committee. The student is informed of the decision within one week. Decision notifications are sent to the student's Baker email.

If appeal is approved, the student has one more payment period of Title IV aid eligibility. If the student is not successful in meeting SAP standards, the student will no longer be eligible for Title IV aid of any kind, including grants and loans.

In order to regain Title IV eligibility the student must meet minimum SAP standards. The student may appeal for reinstatement of financial aid eligibility after completing a payment period and meeting GPA minimum standards. Such students might be filing two petitions, one to the Office of the Registrar and a separate one to Financial Aid. The two petitions will not be evaluated by the same committee. It is possible for a student to be on financial aid suspension and still be allowed to enroll at the University at the student's expense.

WITHDRAWALS AND REFUNDS

Current federal regulations require the **Return of Title IV Funds Policy** to be used for all students who receive any type of federal aid when calculating the aid a student can retain after withdrawing. This policy relates to Federal Pell, SEOG, and TEACH Grants as well as all federal loans.

These regulations govern the return of aid disbursed for a student who completely withdraws from a term or payment period. During the first 60% of the payment period, a student "earns" aid in direct proportion to the length of time he or she remains enrolled. The percentage of time that the student remains enrolled determines the percentage of disburseable aid for that period. A student who remains enrolled beyond the 61% point of the payment period earns all aid for the period.

Students who plan to withdraw must submit written notification of withdrawal from a course or the program. Institutional charges and financial aid are adjusted once the withdrawal date is determined. For students receiving financial aid, the refund must first be repaid to the Title IV programs in accordance with existing regulations in effect on the date of withdrawal and with respect to various types of aid. It is possible that the student who withdraws may still have an outstanding balance due to the University. The withdrawal date is determined as follows:

- Official withdrawals: the later date of when the student began the institution's withdrawal process **OR** officially notified the institution of intent to withdraw.
- Unofficial withdrawals: If the student has to leave without notification because of circumstances beyond the student's control, the institution will use the documented last date of participation in an academic activity.

The percentage of the period that the student remained enrolled is calculated based on **number of countable days the student was enrolled**. This calculation is determined by dividing the number of days enrolled by the total days in the enrollment period. Calendar days are used, including weekends.

DISTRIBUTION OF UNEARNED AID

If a student has not earned all of the federal aid received to date at the point of withdrawal, funds are repaid in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Grad PLUS Loan
4. Federal Parent PLUS Loan
5. Federal PELL Grant
6. Federal SEOG Grant
7. Federal Teach Grant

STUDENT AFFAIRS AND STUDENT SERVICES INFORMATION

ADA POLICY

ACCOMMODATION NOTICE

Baker University is committed to providing “reasonable accommodations” in keeping with Section 504 of the Rehabilitation Act and the Americans with Disability Act of 1992. Access Services coordinates accommodations and services for all eligible students with disabilities. If a student has a disability and wishes to request accommodations and has not contacted Access Services, he/she should do so as soon as possible. Students must provide appropriate documentation of the disability, which should include appropriate diagnostic testing and a verification form prepared by a licensed medical practitioner who is not related to the student. If accommodations have been approved by Access Services, students should communicate with their instructor(s) regarding their accommodations to coordinate services.

The Office of Access Services, housed within Student Academic Success serves students with physical, psychological, or learning disabilities, whether short or long term. Access Services is located on the Baldwin City campus in the Office of Student Academic Success (in the lower level of Collins Library). They can be reached at 785-594-8352 or at sas@bakeru.edu. Information about Access Services can also be found on the Baker website at www.bakeru.edu/sas. Students who have or believe they may have a disability are encouraged to contact Kathy Wilson at Kathy.wilson@bakeru.edu in a timely manner (prior to the start of classes or as soon as the disability becomes known) to request services and verify the need for assistance through appropriate supporting documentation..

ANTI-HARASSMENT POLICY

It is the policy of Baker University to afford equal opportunity for all persons. As such, the University will not discriminate based on an individual’s race, color, national origin, religion, sex, disability, age, veteran status, sexual orientation, marital status, or other status protected by law, in admission to or employment in its education programs or activities.

Any person having questions regarding Baker University’s compliance with the regulations implementing Title VI, Title IX, section 504, Title II, or the Age Act is directed to contact the Dean of Students, Baker University, 618 Eighth Street, P.O. Box 65, Baldwin City, Kansas 66006-0065 (785-594-8311), who has been designated by Baker University to coordinate the institution’s efforts to comply with the regulations implementing Title VI, Title IX, section 504, Title II, or the Age Act. Any person may also contact the Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, 816-268-0500, OCR.KansasCity@ed.gov, regarding the institution’s compliance with regulations implementing Title VI, Title IX, section 504, Title II, or the Age Act.

If any harassing conduct takes place, the offended individual is asked to immediately notify the Dean or designee so that appropriate action can be taken. The University does not tolerate retaliation of any kind against any individual who makes a good faith complaint about inappropriate conduct pursuant to this policy. Any action taken as a result of a violation of this policy is in accordance with University procedures.

For additional information see Baker University Website Ethics Policies, Compliance, and Reporting at www.bakeru.edu/compliance.

STUDENT COMPLAINT PROCESS AND POLICY

Concerns and complaints about any function of the university are ordinarily handled through the normal administrative chain. In accordance with the [Higher Learning Commission Policy FDCR.A.10.030](#), Baker University has established a student complaint process. Information about individual established process may be found at <https://www.bakeru.edu/student-complaint-process/>.

STEPS FOR INITIATING A STUDENT COMPLAINT

When a student encounters a problem on campus or feels they have been treated unfairly, the student should first try to resolve the issue informally with the faculty member, staff member, or department directly involved. Many issues can be resolved by making an appointment with a faculty or staff member and calmly and honestly communicating the concerns.

- If the informal resolution is unsuccessful or the student is unable, the student may choose to use one of the established processes for filing a complaint or pursuing an appeal.
 - [Academic Grievance](#)
 - [Accounting and Financial](#)
 - [Athletic Grievance](#)
 - [Ethics and Compliance Reporting](#)
 - [Personnel Issues](#)
 - [Risk and Safety Matters](#)
 - [Prohibited Harassment Complaints](#)
 - [Sexual Misconduct Policy and Procedures](#)
 - [Student Nonacademic Concerns](#)
 - [Student Conduct Violations](#)
 - [Student Academic Concerns](#) (attendance, academic progress)
- If a student is not satisfied after working informally or through an established process to resolve the concern, and resolution has not been achieved through one of the processes listed above, the student may file a formal student complaint. A formal student complaint is defined as follows:
 - An issue that is not resolved or resolved satisfactorily through routine channels
 - A nonroutine issue
- A formal student complaint must contain the following elements:
 - Identity attributed (not anonymous)
 - Actionable with an explicit call for action
 - Arising from any area on campus
 - Timely
 - Formalized by submitting the [student complaint form](#) found at <https://www.bakeru.edu/student-complaint-process/>

BSN INFORMATION

CAMPUS INFORMATION

KEYS AND VALUABLES

Baker School of Nursing and any clinical facility are not responsible for lost articles. Information regarding lost articles can be received by calling SVH Security Department at 785-354-6158 (ext. 26158 from in-house phone), or the facility in which the item was lost.

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 and items inside of the locker, at the end of each semester.

SVH CAMPUS SECURITY

The Security Department of SVH 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; investigation of any reported or suspected criminal activity; and parking/traffic control.

A Stormont Vail issued badge is required to enter the Pozez Education Center. All incidents or potential incidents should be reported to the SVH Security Department at 785-354-6158 immediately. An annual campus security report is provided on the BU website for all current and prospective students.

PARKING

The Student Admissions Coordinator will notify students of parking arrangements prior to orientation week. All students will be given a parking sticker from SVH Security. The SVH parking policy for students will be distributed during orientation. Students will be subject to disciplinary procedures for noncompliance as designated by the involved agency/ institution.

- First Ticket: \$25.00
- Second Ticket: \$50.00
- Third Ticket: \$75.00
- Fourth Ticket: \$100.00
- A parking ticket in an unauthorized area without a sticker decal: \$100.00

A financial hold will be placed on the student's Baker account and you will be unable to enroll until the fine is paid. The student will need to contact the Baker University Business Office to make arrangements for the fee. A fourth Level student's transcript will be held until the fine is paid.

COUNSELING

We have partnered with BHS as our Employee Assistance program (EAP) provider. Ensuring that you have access to timely and high-quality resources that help you be at your best is important to us. This program is free, highly confidential and is available 24/7 to all employees and students. Here are some of the available services:

- Master's level clinician for in-the-moment support and guidance when you need someone to talk to.
- Behavioral health resource navigation including short-term counseling support.
- Legal and financial experts
- Childcare and eldercare referrals
- Lifestyle management resources
- Monthly webinars

To connect with a Care Coordinator, call 800-327-2251 or visit the MyBHS portal at portal.bhsonline.com and enter username SVH.

CRISIS SITUATIONS

If a crisis arises at SVH, the SON will be alerted. If a crisis arises in the SON, security should be notified if possible at 785-354-6158. 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 SON 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.

REPORTING OBLIGATION

If any student has direct knowledge that another person possesses a concealed handgun or other weapon on SVH premises, he/she shall report this to SVH Security immediately. Failure to report may result in appropriate corrective/disciplinary action.

SAFETY

Students should be aware that the enforcement of this policy deals with confronting individuals carrying a handgun, or other weapon. Under no circumstances should any student take any unnecessary risks or compromise his/her safety in enforcing this policy. Security 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 SVH 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:

- If the event occurs Monday through Friday from 8 a.m.-4:30 p.m., the building supervisor or designee will notify SON of the event and give instructions about the course of action.
- 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
- 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

- 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.
- If students are employed by SVH, the medical center may notify the school to release employees for assistance in their respective units if the disaster continues for a prolonged time.

FIREARMS AND WEAPONS POLICY

SVH prohibits the possession or use of firearms, explosives, or other weapons (any object or substance designed to inflict a wound, cause an injury, incapacitate, or create a reasonable fear of harm) or any facsimile on the health center campus.

Any person violating this policy may be reported to law enforcement agencies for legal action and subject to appropriate disciplinary action, which could include immediate removal from the premises and dismissal from the program.

STUDENT HEALTH

All students will undergo a physical exam prior to beginning the program. It is the student's responsibility to see that the medication list remains current and updated. A student will be asked to provide a physician's release to return to class/clinical in the event of a serious/prolonged illness or a hospitalization. All students must provide evidence of health insurance. A voluntary health insurance plan is available for purchase through BU. Contact the Student Admissions\Progressions Coordinator at 785-354-5850 regarding health insurance information.

INCLEMENT WEATHER POLICY

On occasion, it may be necessary to cancel classes in person classes due to inclement weather. Classes may be offered virtually. All schedule changes due to weather are posted on Baker Anatomy. This is the only official site for posting schedule changes due to weather. When possible, the decision to close or delay for the following day will be made the evening before; however, as weather and building situations can change quickly, every effort will be taken to make the decision no later than 4:30am, the day of operations and classes. Please do not call the school or your instructors. The notice will be posted by 4:30am. The decision will be to either cancel classes or delay opening/morning classes and clinical. Individual faculty will determine how class/clinical will be made up.

Cancellation: Classes and clinical will not be in session. Faculty will communicate with students regarding makeup of class, clinical, exams and presentations.

Delayed Schedule: The delayed morning classes will be from 10:00am -12:30pm. Morning clinical will begin at 9:00am. Classes and clinical scheduled past the delayed start times, will continue on schedule as will afternoon classes. If further weather developments warrant afternoon schedules may be altered. Students are expected to exercise common sense regarding travel to class and clinical during severe weather. If the school and/or clinical are in session and a student is absent, it is counted as being absent.

ALCOHOL AND DRUG-FREE CAMPUS

According to Stormont Vail Health, the unlawful manufacture, distribution, dispensation, possession, or sale of a controlled substance, medication, illegal drug or alcohol on Stormont Vail premises is absolutely prohibited. Any student found to be engaged in activities in violation of the law will be reported to SVH security. More information about alcohol use and health is available at www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm.

TOBACCO-FREE CAMPUS

In accordance to SVH Campus policy, Baker SON is a smoke free campus. The objective of the policy is to recognize the health, safety and comfort benefits of employees, physicians and visitors. As a school, Baker School of Nursing also holds this policy for the health of our staff and students. For this reason, there will be no smoking in or around Pozez Education Center. In accordance with the SVH policy, there will be no smoking on the SVH campus, including the parking lots.

BSN DRUG AND ALCOHOL POLICY

In an effort to maintain safe patient care all students in the School of Nursing will undergo drug and alcohol testing prior to admission. This screening is also undertaken to meet contractual agreements with various clinical agencies.

This policy will be applied and enforced fairly and evenly for all students without regard to race, religion, gender, disability, national origin, or age. All reasonable methods will be used to maintain the confidentiality of drug and alcohol testing results to protect individual rights.

Per the Stormont Vail Policy, definitions for this policy are: Drugs and “controlled substances that are not legally obtainable, or that are legally obtainable but have not been legally obtained, are considered to be illegal drugs. Examples include street drugs such as cocaine, heroin, marijuana, and phencyclidine and controlled substances such as amphetamine, methamphetamine, and barbiturates. The term “controlled substance use” includes prescribed drugs not being used for prescribed purposes or in a prescribed manner.

POLICY

1. The School of Nursing will designate the company approved to do the drug and alcohol screening. Results from any company other than those designated by the school will not be accepted.
2. The student will be responsible for the cost of the drug and alcohol screen.
3. Students choosing to complete their fourth level capstone experience at a facility requiring additional screening will need to obtain an additional drug and alcohol test as specified by the clinical agency at their expense.
4. Students will be required to sign a consent form for testing and the release of test results to the School of Nursing. These will remain confidential and may be reviewed by the Admissions Coordinator and School Administration.
5. Students who do not consent to drug and alcohol screening will have their admission to the program revoked. Clinical participation is not possible if facility contractual requirements are not met.
6. Students with positive drug tests (alcohol, illicit drugs or narcotic meds without a prescription) at this time will be dismissed from the program.

PROCEDURE

1. Students will be informed of the requirement for drug testing during the admission process and again in the admission letter.
2. A qualified lab selected by the School of Nursing will do testing. The lab will be responsible for obtaining the specimen needed, analysis of the results and the reporting of the findings to the School of Nursing.
3. Students are required to list all medications being taken on their medical forms as well as the testing slips.
4. Students will complete the testing for drugs and alcohol prior to beginning of the semester.
5. Student drug screen results will be submitted to the School of Nursing and reviewed by the Admissions Coordinator or the School Administration
6. Students with positive drug tests (alcohol, illicit drugs or narcotic meds without a prescription) at this time will be dismissed from the program.
7. Students testing positive for prescribed meds will be required to provide appropriate medical documentation from the healthcare provider along with the purpose of the medication and validation that clinical participation is safe.

BSN DRUG AND ALCOHOL TESTING POLICY

This policy will be applied and enforced fairly and evenly for all students without regard to race, religion, gender, disability, national origin, or age. All reasonable methods will be used to maintain the confidentiality of drug and alcohol testing results to protect individual rights. Per the Stormont Vail Policy, definitions for this policy are: Drugs and “controlled substances that are not legally obtainable, or that are legally obtainable but have not been legally obtained, are considered to be illegal drugs. Examples include street drugs such as cocaine, heroin, marijuana, and phencyclidine and controlled substances such as amphetamine, methamphetamine, and barbiturates. The term “controlled substance use” includes prescribed drugs not being used for prescribed purposes or in a prescribed manner.

Any student may be required to submit to a “for cause” urine drug test, blood alcohol test, or any other testing methodologies if an instructor has a reasonable suspicion that the student is under the influence of drugs or alcohol, has taken drugs while in clinical, or might have drugs in his/her system during the clinical experience. The reasonable suspicion for requiring a student to take a test shall be observed by the instructor and Assistant Dean/Dean if available. The instructor is responsible for providing all documentation related to the incident. An example list of indicators (not all-inclusive) of impairment due to drugs or alcohol is attached to the end of this policy. The following are examples of some instances

where further investigation may occur. Any student observed to behave in a manner that indicates the student may be under the influence of alcohol or drugs during classroom or clinical experiences.

1. Any student observed by an instructor to behave in a manner that indicates the student may be under the influence of alcohol or drugs during classroom or clinical experiences.
2. Any other occurrence in which an instructor has a reasonable basis to believe that a student is using drugs or is under the influence of drugs or alcohol during clinical experiences.
3. Physical evidence of drug use by the student or possession of drug paraphernalia.
4. Documented deterioration in the student's clinical performance that could be attributed to drug use.

PROCEDURE

1. The student will be advised and removed from the clinical site or classroom.
2. The student will be counseled by the instructor and/or Assistant Dean and will be required to submit to a drug and/or alcohol test at Employee Health or the SVH laboratory at the student's expense.
3. Refusal to submit to the drug and alcohol testing will result in dismissal from the program.
4. If the results of a drug and alcohol test are positive (at or above .04% blood alcohol level) the student may be dismissed from the program and referred to community resources.
5. Students will be restricted from the clinical setting until testing results are available.
6. LPN students with positive drug screens must be reported to KSBN.

List of examples possibly indicating impairment due to drug or alcohol ingestion.

Observable signs might include, but not be limited to:

- Slurred speech
- Odor of alcohol on breath or person
- Unsteady gait
- Disorientated or confused behavior
- Significant changes in work habits
- Hallucinations
- Unexplained accident or injury
- Other clinical observations consistent with impairment
- Sloppy, inappropriate clothing and/or appearance
- Physically assaultive, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements
- Excessive sick leave, excessive lateness when reporting for class or clinical experience or returning from lunch or break, frequent unscheduled short-term absences
- Work takes more time to produce, missed deadlines, careless mistakes
- Unable to concentrate or distracts easily
- Inconsistent behavior or mood swings

INTERVENTION

The student will be advised and removed from the clinical site/classroom, that there is a reasonable basis to believe that he/she is under the influence of drugs and/or alcohol. The student will be counseled by the instructor and/or the Assistant Dean and will be required to submit to a drug/alcohol test at the SVH laboratory or through Employee Health. The options for the student are to; submit to the tests or if the student refuses to submit, he/she may be dismissed from the nursing program. The student must sign the Employee Consent/Refusal Form for the Drug and Alcohol Testing. If the results of a drug and/or alcohol test are positive, (at or above a .04% blood alcohol level) the student may be dismissed from the program and referred to the Employee Assistance Program.

BSN CAREER DEVELOPMENT

Students will be notified of local career fairs by the Student Admissions/Progressions Coordinator. Students can seek information about job openings via the Internet and SVNET. Websites that can be useful for job searches include NSNA.com and AfterCollege.com.

BSN ORIENTATION

SON provides a carefully planned program during enrollment week to assist students with transitioning into nursing school or to the next level of the program. All students are required to attend all scheduled orientation days.

BSN PROFESSIONAL DRESS CODE AND BEHAVIOR GUIDELINES

To protect and enhance the proper professional image, cleanliness, all nursing students and faculty shall adhere to health, and welfare of patients, the following standards of personal appearance while in clinical, capstone or lab environments.

DRESS CODE

1. All students must wear clean, neat, black uniforms or scrubs, unless otherwise instructed. White, black, gray or orange t-shirts, without lettering may be worn under the uniform top.
2. The SON patch must be applied to the upper left arm of the uniform top and lab coat.
3. Skirt hemline will be no shorter than 2 inches above the top of the knee.
4. Slacks must meet the following requirements:
 - o Length should not drag on the floor or be shorter than ankle length
 - o Slacks should be loose fitting
5. One piece split skirt dress or jumpsuit is not allowed due to infection control policies.
6. Uniform tops must be sufficient length to cover the waistband when bending or reaching.
7. Undergarments should not show through uniform and should be appropriate to professional dress. T-shirts are not to be worn as an outer garment.
8. Closed-toed shoes are required.
 - o Must be clean, and soft-soled, with clean shoelaces.
 - o No sandals or canvas tennis shoes are allowed.
9. Lab coat must be black.

JEWELRY

1. A digital watch or one with a second hand is required.
2. The SON ID badge and Stormont Vail student badge must be worn by all nursing students at all times in clinical areas.
3. Students must be professional in their use of jewelry/accessories, including amount, size and styles. Jewelry may be worn including a ring set, ear piercings, that are small and discreet in appearance. Facial piercings can be worn as long as they do not create a safety or infection prevention concern. Gauges are to be covered with flesh tone, solid disks while in a clinical setting.

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. No artificial nails are allowed. This includes, but is not limited to gels, silk wraps, tips, glitter, inlays and nail attachments. Nails may be painted with no chips.

3. Hair must be clean and 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. Gum chewing in the patient care area is not allowed.
6. Students are responsible for being familiar with and abiding by policies of the clinical setting where they are assigned.
7. Clothing must be free of smoke odor.
8. Tattoos must be appropriate for the professional and academic environment or otherwise not visible. Inappropriate tattoos must be covered by clothing or makeup.

BSN STUDENT PARTICIPATION OPPORTUNITIES

Students have the opportunity to participate in several different clubs. Below are a list of the clubs/organizations that Baker School of Nursing has to offer.

STUDENT SENATE ORGANIZATION

Two representatives from each level are elected annually. If the student does not progress with his/her class, then a new representative may be elected at the beginning of the semester. The officers represent the entire student body as it conducts special projects as well as professional and recreational activities. Student representatives must be enrolled as a full time student. The Student Admissions/Progression Coordinator serves as the sponsor.

STUDENT REPRESENTATION ON SON COMMITTEES

One student will be selected to represent the student body on each of the following committees: Program Evaluation and Outcomes Assessment and Educational Programs and Curriculum. One student senator will serve on the Student Affairs Committee. One student senator will attend Faculty Senate meetings and provide a student report. Student representatives must be enrolled as a full time student.

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. Officers and Representatives from each level are selected and a faculty member serves as an advisor for the BU organization.

AMBASSADOR PROGRAM

Students can apply to become an ambassador at the end of first level. Ambassadors are expected to represent the school in a professional manner and maintain a 3.0 nursing GPA throughout the program. Orientation to ambassador responsibilities is provided at the beginning of second level. Ambassadors will receive \$50 towards their educational resource fee for second, third, and fourth levels and are expected to participate in a minimum of four events each semester. The Student Admissions/Progression Coordinator coordinates Ambassador events.

TUTORIAL SCHOLARS

Students can apply to become a Tutorial Scholar at the end of the first semester. Students can apply to be a subject specific tutor, after the completion of second level. The Program Manager will consult with first and second level faculty in the selection. Tutorial scholars may assist individual students with learning needs, present lunch and learns on selected topics, assist with math review etcetera. Scholars will receive \$50 towards their educational fees for second, third and fourth levels and are expected to volunteer for eight hours or more each semester. Scholars are expected to maintain a minimum of a 3.0 nursing GPA throughout the program.

BAKER BUDDIES

Baker Buddies is a program that pairs upperclassmen with entering students to help ease the transition to nursing school. Baker Buddies are responsible for emailing the incoming student and being a role model for the new student.

NURSES FOR CULTURAL AWARENESS

The Cultural Awareness 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. Officers and level representatives are elected.

NURSES CHRISTIAN FELLOWSHIP

All students are invited to join Nurses Christian Fellowship, a non-denominational group affiliated with Inter-Varsity Christian Fellowship. 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 a day and those who wish to spend time in prayer and meditation are welcome. Nursing students may also participate in religious activities located on the campus in Baldwin City. Chapel services are held from 11 to Noon each Thursday.

ETA KAPPA AT-LARGE CHAPTER SIGMA THETA TAU INTERNATIONAL

ETA Kappa at-Large, a chapter of Sigma Theta Tau International Honor Society of Nursing, is a collaborative effort between SON, Washburn University School of Nursing, and Emporia State University. 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 in the upper 35% of class, leadership skills, completion of at least one-half of the nursing curriculum, and faculty endorsement. Qualifying students will be invited to join in their final semester. Inductions take place twice a year.

Participation: Students, who are brought to Student Affairs for professional behavior issues and receive consequences from the committee, will not be allowed to hold club leadership positions, be a member of Student Senate, be a Tutorial Scholar, or remain an Ambassador and are ineligible for faculty selected awards upon graduation.

BSN STUDENT AFFAIRS COMMITTEE (SA)

Membership on the Committee is comprised of five nursing faculty including the Committee Chair, a student senate member, the Assistant Dean, Program Manager and the Student Admissions/Progressions Coordinator. The Dean participates *ex officio*. The purpose of the SA Committee is to oversee general policies related to students within the program as well as admission, progression, retention, advising and grievances. The Committee also considers issues forwarded by the student body. Course faculty may refer a student to the SA Committee for unprofessional conduct concerns, safety, or lack of academic progress related to attendance or other issues. The Student Affairs Committee understands the ethical and moral obligation to maintain student confidentiality regarding academic, clinical and/or behavioral concerns. Following the meeting, the SA Committee, in consultation with the faculty member (when course related) renders a decision regarding the student's behavior or progression within a course of the program. The SA Committee Chair will notify the student in writing of the decision of the committee. The student senate member will not attend these hearings as well as grievances.

BSN STUDENT RESPONSIBILITIES

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. The student is responsible for making arrangements with faculty regarding assignments and exams. Failure to download an exam for online testing is considered an absence.
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, prior to the exam. 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 unless alternate arrangements have been made with the instructor. Emergencies, 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 testing room door. If the procedure is not followed, a ZERO may be recorded for the examination. Repeated absences on test days may require a written verification of reason for absence and may jeopardize progression in the program
3. Attendance in theory is expected. The attendance policy for theory courses will be defined in each individual course syllabus.
4. Attendance and punctuality are mandatory for clinical courses. If you are ill or will be late, please notify your faculty, any other clinical representatives involved, and/or the clinical area prior to the start of clinical. Failure to notify your clinical instructor will result in an unexcused absence (unsatisfactory rating for all required behaviors) for the scheduled clinical day. The clinical instructor must also be notified by phone. 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. 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.
5. Clinical 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. Clinical makeup will be scheduled at the discretion of the faculty based on instructor and clinical unit availability. The student's work schedule will not take precedence over the scheduling of clinical make up.
6. In an effort to be respectful of faculty and peers, no children are allowed in the educational environment. This includes classrooms, labs, clinical settings and the common areas at the School of Nursing.

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 and result in a referral to the Student Affairs Committee.

CLASSROOM CONDUCT POLICY

The utmost personal respect among teachers and students is expected. Disruptive behavior may result in dismissal from the classroom.

Students are expected to remove their trash from the classroom, and lab. Failure to abide by the policy will result in a no beverage/food rule.

USE OF ELECTRONIC MEDIA

All cell phone, smart devices and other technological devices must be turned off in the classrooms unless the instructor asks students to look up course information. These devices may not be accessed for personal use during class times. Students must follow faculty and agency guidelines for use of cell phones, and other devices in the clinical setting.

HIPAA POLICY

All students will comply with the policies and procedures governing the use and disclosure of individually identifiable information under the federal law 45 EFR parts 160 and 164 HIPAA. Additionally, students are not permitted to access personal electronic or written records unless policy and procedure is followed to obtain personal medical files. All students are required to remove identifiable information in the records produced and retained by them. Individually identifiable information includes, but is not limited to:

Name, address, all dates directly related to an individual (DOB, admission date, discharge date, date of death and all information indicating the age of the individual), telephone numbers, email addresses, social security numbers, health plan numbers, account numbers, certificate/license numbers, and/or vehicle numbers.

Any paperwork or radiography that a student produces must not have any reference to the patient's name or the hospital/clinic. No Personal Health Information (PHI) can be put on personal computers or personal electronic devices. Students are prohibited from photographing any PHI documents. Any breach of PHI or HIPAA privacy or non-disclosure requirements must be reported to the medical facility and faculty member immediately. A breach of confidentiality will result in disciplinary action, up to and including possible dismissal from the program and/or course.

SOCIAL MEDIA POLICY

Students are personally responsible for the content of any material/photos published or posted as part of their social network and other related activities. When students identify themselves as SON students, they must adhere to professional conduct and clearly indicate any views they express as their own and not those of SON. Many social media posting are visible to third parties and therefore the content of any such posting can have an impact on the reputation of the individual and the School of Nursing. Any students whose social media activity adversely affects patients, SON faculty, staff, students or graduates is subject to corrective action, up to and including withdrawal from the program.

Social Media as related to patient care.

- Must promptly report any identified breach of confidentiality or privacy.
- Are strictly prohibited from transmitting any patient-related images by way of any electronic media. In addition, students are restricted from transmitting any information that may be reasonably anticipated to violate patient rights of confidentiality or privacy.
- May not take photos or videos of patients on personal devices, including cell phones.
- Must not share, post, or otherwise disseminate any information, including images, about a patient or information gained in the student-patient relationship with anyone.
- Must maintain professional boundaries in the use of electronic media and may not have social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact does not permit the student to engage in personal relationships with the patient.

EMPLOYMENT

Student employment commitments shall not interfere with attendance at SON classes or school responsibilities. The student should exercise good judgment regarding the amount of time committed to outside 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 made to accommodate student work schedules.

When students are employed for compensation, they shall not wear the school name pin or school badge or use the SON computer documentation 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. The scope in which the student practices in the nurse tech role is much narrower than that of the nursing student role. It is important that students separate their nursing student role from the nurse tech role for which they are paid. When working in the nurse tech role, employees are guided by the job description in they are hired.

After the first semester, students can be hired as patient care technicians at SVH 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.

NCLEX AND KSBN APPLICATION PROCEDURE

National Council Licensure Examination (NCLEX) and Kansas State Board of Nursing (KSBN) applications will be completed at least 30 days prior to graduation. (Applications for other state boards may vary). Fees for NCLEX and KSBN applications are due at the time applications are completed. An applicant for a Kansas/multi-state 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 KSBN because it contains specific identifying information. Any specially trained law enforcement official can take fingerprints. Fingerprinting will be offered at the SON during the students' last semester.

Students will be authorized to take the NCLEX early if they successfully complete all fourth level courses with the exception of capstone, a score equivalent to a 95% predicted probability of passing NCLEX or higher on the ATI Comprehensive Predictor, AND have a nursing GPA of 2.85 or higher through third level.

If an entering student has been convicted of a crime or has a reportable infraction(s), an appointment must be made with the Assistant Dean soon after starting the program to discuss the matter. Student application to take the NCLEX-RN will be completed by the students, at least 30 day 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).

IMPEDIMENT TO LICENSURE

The qualifications of applicants for a license to practice as a registered professional nurse have been defined in KSA 65-1115. These qualifications include satisfactory rehabilitation if the applicant has ever been convicted of a felony.*

*No license to practice nursing shall be granted to a person with a felony conviction for a crime against persons as specified in Article 34 of Chapter 21 of Kansas Statutes Annotated.

POLICY FOR INITIAL LICENSURE IN KANSAS

STATUTORY REQUIREMENTS FOR WRITING LICENSURE EXAMINATION

The qualifications of applicants for a license to practice as a registered professional nurse in Kansas have been defined in KSA 65-1115.

65-1115. Licensure of professional nurses; qualifications of applicants; examination; refresher course; renewal license; title and abbreviation; temporary permit; exempt license.

(a) Qualifications of applicants. An applicant for a license to practice as a registered professional nurse shall:

(1) Have graduated from an approved school of professional nursing in the United States or its territories or from a school of professional nursing in a foreign country which is approved by the board as defined in rules and regulations;

(2) have obtained other qualifications not in conflict with this act as the board may prescribe by rule and regulation; and

(3) file with the board written application for a license.

(b) Applicant deficient in qualifications. If the board finds in evaluating any applicant that such applicant is deficient in qualification or in the quality of such applicant's educational experience, the board may require such applicant to fulfill such remedial or other requirements as the board may prescribe.

(c) License.

(1) The board shall issue a license to an applicant to practice as a registered professional nurse who has:

(A) Met the qualifications set forth in subsections (a) and (b);

(B) passed a written examination as prescribed by the board; and

(C) no disqualifying factors under K.S.A. 65-1120, and amendments thereto.

(2) The board may issue a license to practice nursing as a registered professional nurse to an applicant who has been duly licensed as a registered professional nurse by examination under the laws of another state or territory if, in the opinion of the board, the applicant meets the qualifications required of a registered professional in this state. Verification of the applicant's licensure status shall be required from the original state of licensure.

(3) Refresher course. Notwithstanding the provisions of subsections (a) and (b), an applicant for a license to practice as a registered professional nurse who has not been licensed to practice professional nursing for five years preceding application shall be required to successfully complete a refresher course as defined by the board.

(4) Renewal license. A licensed professional nurse licensed under this act shall be eligible for renewal licenses upon compliance with K.S.A. 65-1117, and amendments thereto.

(5) Licensure examination within 24 months of graduation.

(A) Persons who do not take the licensure examination within 24 months after graduation shall petition the board for permission prior to taking the licensure examination. The board may require the applicant to submit and complete a plan of study prior to taking the licensure examination.

(B) Persons who are unsuccessful in passing the licensure examination within 24 months after graduation shall petition the board for permission prior to subsequent attempts. The board may require the applicant to submit and complete a plan of study prior to taking the licensure

examination a subsequent time. The study plan shall contain subjects related to deficiencies identified on the failed examination profiles.

(6) An application for initial licensure or endorsement will be held awaiting completion of meeting qualifications for a time period specified in rules and regulations.

(d) Title and abbreviation. Any person who holds a license to practice as a registered professional nurse in this state shall have the right to use the title, "registered nurse," and the abbreviation, "R.N." No other person shall assume the title or use the abbreviation or any other words, letters, signs or figures to indicate that the person is a registered professional nurse.

(e) Temporary permit. The board may issue a temporary permit to practice nursing as a registered professional nurse for a period not to exceed 120 days. A temporary permit for 120 days may be issued to an applicant for licensure as a registered professional nurse who is a graduate of a professional school of nursing in a foreign country after verification of licensure in that foreign country and approval of educational credentials.

(f) Exempt license. The board may issue an exempt license to any licensee as defined in rules and regulations who makes written application for such license on a form provided by the board, who remits a fee as established pursuant to K.S.A. 65-1118, and amendments thereto and who is not regularly engaged in the practice of professional nursing in Kansas but volunteers professional nursing service or is a charitable health care provider as defined by K.S.A. 75-6102, and amendments thereto. Each exempt licensee shall be subject to all provisions of the nurse practice act, except as otherwise provided in this subsection (f). Each exempt license may be renewed biennially subject to the provisions of this section. The holder of the exempt license shall not be required to submit evidence of satisfactory completion of a program of continuing nursing education for renewal. To convert an exempt license to an active license, the exempt licensee shall meet all the requirements of subsection (c) or K.S.A. 65-1117, and amendments thereto. The board shall have authority to write rules and regulations to carry out the provisions of this section.

60-3-113. Reporting of certain misdemeanor convictions by the licensee. Pursuant to K.S.A. 65-1117 and amendments thereto, each licensee shall report to the board any misdemeanor conviction for any of the following substances or types of conduct:

- (a) Alcohol;
- (b) any drugs;
- (c) deceit;
- (d) dishonesty;
- (e) endangerment of a child or vulnerable adult;
- (f) falsification;
- (g) fraud;
- (h) misrepresentation;
- (i) physical, emotional, financial, or sexual exploitation of a child or vulnerable adult;
- (j) physical or verbal abuse;
- (k) theft;
- (l) violation of a protection from abuse order or protection from stalking order; or
- (m) any action arising out of a violation of any state or federal regulation.

Kansas Nurse Practice Act, Laws and Administrative Regulations.

LINK TO KANSAS NURSE PRACTICE ACT: <http://www.ksbn.org/npa/npa.pdf>

PROCEDURE

The responsible person is the applicant or student who must inform the Assistant Dean of the conviction. The Assistant Dean will arrange a counseling session and inform the applicant or student of Statute 65-1115 and the regulations of the Kansas State Board of Nursing. Students will receive notice of these

licensure restrictions during the admission process and should consult with the Assistant Dean following admission.

FUNCTIONAL ABILITIES

Baker University School of Nursing in conjunction with the National Council of State Boards of Nursing statements on performance standards has specified essential functional abilities (technical standards).

Nursing is a practice discipline with cognitive, affective, sensory, and psychomotor performance requirements. The National Council of State Boards of Nursing recommends that students have certain abilities to be successful in nursing education and nursing practice. These functional abilities are consistent with the skills required of students and licensed nurses.

The following standards have been developed as a guideline for requisite skills for safe nursing practice:

Auditory: The student must have the ability to monitor and assess healthcare needs of patients they care for. This includes (but is not limited to) the ability to:

- Hear and interpret information the patient/family/team member is verbally communicating.
- Accurately hear auscultatory sounds on patient exam.
- Hear auditory sounds/alarm from technical equipment.
- Communicate over the telephone.

Visual Ability: A student must possess the visual ability to adequately observe and assess during the delivery of patient care. This includes (but is not limited to) the ability to:

- Observe wounds, dressings, and skin conditions.
- Note fluid levels within IV lines, syringes, collection and infusion devices.
- Read gauges--manometers, monitors, Extraventricular drains, B/P, scales, etc.
- Assessment of patient movement.
- Observation of patient behavior.
- Discriminate depth and color perception.

Tactile Ability: A student must possess tactile ability sufficient to perform a physical assessment of a patient and to perform procedures necessary for nursing care. This includes (but is not limited to) the ability to:

- Palpate, percuss, and perform other tactile skills required in physical exam of the patient.
- Assess texture, size, temperature, and vibration on physical exam.
- Discriminate between sharp/dull and hot/cold.

Olfactory Ability (Sense of Smell): A student should possess the sense of smell acute enough to detect strong odors that may indicate a change in patient condition. This includes (but is not limited to) the ability to:

- A purulent wound.
- Ketone breath.
- Body fluid with strong odors.
- Smoke or other odors indicating environmental danger.

Communication: The student must have the ability to communicate in English effectively and sensitively with patients, family members, as well as members of the healthcare team. This includes receptive and expressive modes of verbal, nonverbal, and written communication. This includes (but is not limited to) the ability to:

1. Explain treatment procedures and the plan of care in an understandable manner.
2. Complete healthcare teaching in an understandable manner.
3. Document nursing assessments, interventions, and evaluate outcomes.

4. Read patient related documentation as well as supporting medical/nursing literature.
5. Give an intelligible verbal report of patient condition to other healthcare professionals.

Motor Function: A student must have the strength and coordination to perform both fine and gross motor tasks required for safe patient care. This includes (but is not limited to) the ability to:

- Manipulate diagnostic instruments.
- Perform CPR/foreign body removal.
- Perform interventions such as catheter insertion, dressing changes, and administration of medications.
- Collect patient specimens.
- Administer medications by oral, SQ, IM, and IV routes.
- Manipulate technical equipment including that required for life support.
- Apply pressure to contain bleeding.
- Perform treatment and procedures.
- Navigate stairs.
- Calibrate and set technical equipment.
- Work in a standing or squatting position.
- Perform frequent walking for up to 12 hours.
- Lift/transfer patients up to six inches from a stooped position.
- Push/pull weight of patient up to three feet.
- Lift and transfer a patient from a stooped position to an upright position to accomplish bed to chair transfer.

Cognitive Ability: A student must possess the cognitive ability to consistently and dependably engage in critical thinking. This includes (but is not limited to) the ability to:

- Exercise sound clinical judgment in a timely manner.
- Safely prioritize actions based on patient needs.
- Accurately perform required calculations.
- Accurately interpret data to determine necessary action.

Affective/Behavioral Ability: A student must possess the ability to establish professional relationships and maintain professional accountability in the legal and ethical realm. This includes (but is not limited to) the ability to:

- Act ethically and responsibly.
- Demonstrate compassion in patient care.
- Demonstrate mature and therapeutic relationships with patients, faculty, peers, and staff.
- Assume accountability for all actions.
- Demonstrates professional and appropriate verbal and nonverbal behavior in all settings.

MSN INFORMATION

MSN CODE OF ETHICS POLICY

Baker University adheres to a zero tolerance of all forms of academic and professional misconduct which may include dismissal from the program.

ACADEMIC MISCONDUCT

Academic Misconduct includes but is not confined to:

- Plagiarism
- Cheating on quizzes or exams
- Seeking or providing test content information
- Sharing or copying practicum or classroom assignments

- Submitting counterfeit reports, tests, and papers
 - Stealing of tests and other academic material
 - Falsifying academic or clinical records or documents
 - Submitting the same work to more than one class without approval from the instructors involved
- (Refer to Appendix A for detailed descriptions of Academic Misconduct)

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 2015: (Reference: *Provisions of the Code of Ethics for Nurses with Interpretive Statements*, 2015)

Provision 1 | The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2 | The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3 | The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4 | The nurse has authority, accountability, and responsibility for nursing practice, makes decisions, and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5 | The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6 | The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7 | The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8 | The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9 | The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

UNPROFESSIONAL CONDUCT

Unprofessional conduct behaviors include, but are not limited to: Falsification of practicum hours or other records, violations of HIPAA, inappropriate communication including the use of social media with clients, peers, faculty, staff, family or friends, inattention to client safety needs, conduct that is illegal or deceitful, evidence of impairment, and unkempt personal appearance. (Refer to Appendix C and D for unprofessional conduct)

CONSEQUENCES OF ACADEMIC AND/OR PROFESSIONAL MISCONDUCT

A formal complaint is defined by the Graduate School of Nursing as any written student concern related to a final course grade, probation or dismissal from the program, or an academic integrity decision.

Resolution of complaints is first attempted informally. If unresolved, the grievant has the option of initiating a formal grievance as per step #1 in the Grievance Procedure below.

RIGHTS OF STUDENTS

Baker University School of Nursing is committed to providing an environment that is supportive of graduate student achievement. Students have the right to differing and contrary opinion without fear of reprisal or unfair treatment in the student's academic work. A student charged with academic and/or professional misconduct is considered innocent until found guilty through due process, which includes notification of the misconduct charge and the opportunity to be heard and to present a response to the charge. A student has the right of appeal as specified in the Grievance Policy.

HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) outlines privacy standards designed to prevent the unauthorized access or use of Protected Health Information (PHI). PHI includes any oral, written or electronic information related to a patient's past, present, or future physical or mental condition. This information often includes such items as the patient's name, date of birth, Social Security number, account number, telephone number, or other information that may be linked or used to identify a specific patient.

MSN DRUG POLICY

In an effort to maintain safe patient care, all students in the School of Nursing will undergo drug testing prior to admission. This policy will be applied and enforced fairly and evenly for all students without regard to race, religion, gender, disability, national origin, or age. All reasonable methods will be used to maintain the confidentiality of drug testing results to protect individual rights.

Definitions for this policy are: Drugs and "controlled substances that are not legally obtainable, or that are legally obtainable but have not been legally obtained, are considered to be illegal drugs. Examples include street drugs such as cocaine, heroin, marijuana, and phencyclidine and controlled substances such as amphetamine, methamphetamine, and barbiturates. The term "controlled substance use" includes prescribed drugs not being used for prescribed purposes or in a prescribed manner.

POLICY

1. The School of Nursing will designate the company approved to do the drug screening. Results from any company other than those designated by the school will not be accepted.
2. The student will be responsible for the cost of the drug screen.
3. Students may need to obtain another drug test as specified by the clinical agency at their expense.
4. Students will be required to sign a consent form for testing and the release of test results to the School of Nursing. These will remain confidential and may be reviewed by the School Administration.
5. Students who do not consent to drug screening will have their admission to the program revoked. Practicum participation is not possible if facility contractual requirements are not met.
6. Students testing positive prior to the beginning of the semester may have the option of retesting at their expense. Students with positive drug tests at this time will be dismissed from the program.
7. Any student of the School of Nursing who is arrested for driving under the influence of alcohol or violating a statute pertaining to the manufacture, possession, sale or use of any drug shall notify the Assistant Dean/Dean of the School of Nursing. Students must undergo drug and alcohol testing in order to return to classes. Students testing positive for alcohol and/or drugs will be dismissed from the program. Testing will be done at the student's expense. Thereafter, the student must notify the Assistant Dean/Dean if the event culminated with a dismissal of charges, a conviction of charges, or diversion.

PROCEDURE

1. Students will be informed of the requirement for drug testing during the admission process and again in the admission letter.
2. Testing of the 12 drug panel will be facilitated by Validity. The lab will be responsible for obtaining the specimen needed, analysis of the results and the reporting of the findings to the School of Nursing.
3. Students are required to list all medications being taken on their medical forms as well as the testing slips.
4. Students will complete the testing for drugs.
5. Student drug screen results will be submitted to the School of Nursing and reviewed by the School Administration
6. Students testing positive prior to the beginning of the semester may have the option of retesting at their expense. Students with positive drug tests (illicit drugs or narcotic meds without a prescription) at this time will be dismissed from the program.
7. Students testing positive for prescribed meds will be required to provide appropriate medical documentation from the healthcare provider along with the purpose of the medication and validation clinical participation is safe.

MSN DRUG TESTING POLICY

This policy will be applied and enforced fairly and evenly for all students without regard to race, religion, gender, disability, national origin, or age. All reasonable methods will be used to maintain the confidentiality of drug testing results to protect individual rights. Per the Stormont Vail Policy, definitions for this policy are: Drugs and “controlled substances that are not legally obtainable, or that are legally obtainable but have not been legally obtained, are considered to be illegal drugs. Examples include street drugs such as cocaine, heroin, marijuana, and phencyclidine and controlled substances such as amphetamine, methamphetamine, and barbiturates. The term “controlled substance use” includes prescribed drugs not being used for prescribed purposes or in a prescribed manner.

Any student may be required to submit to a “for cause” urine drug test, blood alcohol test, or any other testing methodologies if an instructor has a reasonable suspicion that the student is under the influence of drugs or alcohol, has taken drugs while in clinical, or might have drugs in his/her system during the clinical experience.

1. The reasonable suspicion for requiring a student to take a test shall be observed by the preceptor and Assistant Dean/Dean if available. The preceptor is responsible for providing all documentation related to the incident. An example list of indicators (not all-inclusive) of impairment due to drugs or alcohol is attached to the end of this policy.
2. Any student observed by a faculty or preceptor to behave in a manner that indicates the student may be under the influence of alcohol or drugs during classroom or clinical experiences. This includes the odor of alcohol.
3. Any other occurrence in which a preceptor has a reasonable basis to believe that a student is using drugs or is under the influence of drugs or alcohol during clinical experiences. Physical evidence of drug use by the student or possession of drug paraphernalia. Documented deterioration in the student’s clinical performance that could be attributed to drug use.

PROCEDURE

1. The student will be advised and then removed from the clinical site, if there is reasonable basis to believe that he/she is under the influence of drugs or alcohol during clinical experience. Then the student will be counseled by the preceptor and/or Assistant Dean and will be required to submit to a drug and/or alcohol test at a designated laboratory.
2. Cost of drug testing will be the student’s responsibility.

3. Refusal to submit to drug and alcohol testing will result in dismissal from the program.
4. If the results of a drug or alcohol test are positive the student may be dismissed from the program and referred to community resources.
5. Students will be restricted from the clinical setting until testing results are available.
6. RN students will be reported to their respective Board of Nursing.

List of examples possibly indicating impairment due to drug or alcohol ingestion.

Observable signs might include, but not be limited to:

- Slurred speech
- Odor of alcohol on breath or person
- Unsteady gait
- Disorientated or confused behavior
- Significant changes in work habits
- Hallucinations
- Unexplained accident or injury
- Other clinical observations consistent with impairment
- Sloppy, inappropriate clothing and/or appearance
- Physically assaultive, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements
- Excessive sick leave, excessive lateness when reporting for class or clinical experience or returning from lunch or break, frequent unscheduled short term absences
- Work takes more time to produce, missed deadlines, careless mistakes
- Unable to concentrate or distracts easily
- Inconsistent behavior or mood swings

MSN ORIENTATION

All graduate students are enrolled in the MSN Resource Hub. In this location the student can find the current Student Handbook and Graduate Project Handbook, Orientation to Moodle, Writing Resources, and Graduate Nursing Education Committee minutes.

MSN STUDENT PARTICIPATION OPPORTUNITIES

STUDENT REPRESENTATION ON GRADUATE NURSE EDUCATION COMMITTEE

Students are invited to participate to represent the graduate student body on the Graduate Nurse Education Committee (GNEC). Students can attend virtually or in-person. Once the minutes are approved, all students can read in the MSN Resource Hub course on Moodle.

ETA KAPPA AT-LARGE CHAPTER SIGMA THETA TAU INTERNATIONAL

Eta Kappa at-Large, a chapter of Sigma Theta Tau International Honor Society of Nursing, is a collaborative effort among Baker University, Washburn University, and Emporia State University Schools 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. Inductions take place twice a year.

MSN STUDENT NON-ACADEMIC GRIEVANCE PROCEDURES

Students must initially attempt to resolve grievances of a non-academic nature with the individuals involved. If the grievance is not resolved, the student may present to the Assistant Dean in writing, a clear, concise statement of the grievance, which includes the name of the person(s) against whom the grievance is made, the date(s) the incident occurred, and a description of the incident(s) with specific supporting evidence. If the grievance involves the Assistant Dean the student may present to the Dean in writing, a clear, concise

statement of the grievance, which includes the name of the person(s) against whom the grievance is made, the date(s) the incident occurred, and a description of the incident(s) with specific supporting evidence. A brief summary of prior attempts to resolve the matter should be provided, including the names of persons with whom the matter was discussed and the results of the discussions. A specific statement of the remedial action or relief sought should be included in the grievance statement. All non-academic grievances must be filed within 30 days of the incident. Upon receipt of the written grievance statement, the Assistant Dean/Dean will contact the person(s) against whom the grievance is made and request a response in writing within 7 business days. If the matter is not resolved, the grievant may request in writing that the grievance be reviewed by the Graduate Nursing Education Committee. Involved parties who sit on the Graduate Nursing Education Committee will be exempted from the review.

ACADEMIC INFORMATION

ACADEMIC ADVISING

BSN STUDENTS

Each student will be assigned a first level faculty advisor upon entering the nursing program. Students will be assigned a new advisor each semester. 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 program planning and matters pertaining to academic work and can provide assistance with study habits and personal adjustment issues.

MSN STUDENTS

Each student will be assigned a graduate faculty advisor upon admission to the graduate program. The advisor provides the student with assistance in program planning and matters pertaining to academic work and can also provide assistance with study habits and personal adjustment issues.

EMAIL 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 required to log on to their email account daily and must check for school and course wide messages. This will be the ONLY email address provided to faculty and staff for contacting students.

The Baker University email system 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, student email accounts will typically take the form of FirstnameMiddleinitialLastname@stu.bakeru.edu.

STUDENT RESOURCES

CAREER SERVICES

The Career Services Office, located in Long Student Center on the Baldwin City campus, assists students with career planning and job searches. Information on resume and cover letter writing, job search resources and websites, and interviewing are available at www.bakeru.edu/career-services. Instructions for helpful career assessments are available there as well.

LIBRARY SERVICES AND RESOURCES

Baker University offers access to a wide assortment of resources and services to support student research endeavors. As the portal to this wealth of knowledge, the library homepage (<https://lib.bakeru.edu/home>) provides tools to search the library's physical and electronic collections, as well as resources held by libraries around the world. Some resources and services require you to log in using Access Baker credentials, which are the same as the Moodle credentials provided at the beginning of the program. Both tangible resources from the library collection and from libraries around the world can be requested using the interlibrary loan service. While the library pays postage fees to mail tangible materials to a student, the student is responsible for fees to send the resource back to the library by the due date.

Nursing resources include the databases such as Cumulative Index to Nursing & Allied Health Literature (CINAHL), ProQuest Nursing and PubMed. Through the Collins Library website, students have access to many other databases, web search sites and tutorials.

The library staff is also available to help Baker students with their research needs and can be contacted by phone, email, or by setting up a reference consultation via Zoom. Subject guides and video tutorials are also available on the library website for additional support.

LEARNING MANAGEMENT SYSTEM (LMS)

Students access Moodle as a learning management system (LMS) to enhance electronic communication of their course syllabi, class assignments, links to websites, and other learning activities. Once an account is created, log into: <https://my.bakeru.edu>;

- Choose Student Portal Homepage
- Log into the portal account using username and password
- Click on Moodle to access courses (may take more than one click)

For assistance, contact 1-800-873-4282 X 4544 or email helpdesk@bakeru.edu.

MY BAKER PORTAL

Create/Access 'MY BAKER' (portal) account (<http://my.bakeru.edu>). All students need to create an account on the MyBaker portal site before they can access Moodle or view other functions. To access and create the 'My Baker' account, go to <http://www.bakeru.edu/portal-help>. The username for the portal must be the student's full email address. Once an account is created, students may login at <http://my.bakeru.edu> and view information such as grades, schedule, online registration, as well as recover their password without needing to contact anyone on staff. However, help is available through the BU Help Desk at 1-800-873-4282 ex. 4544 or email helpdesk@bakeru.edu.

Students who need to make an address change, phone number or name change can do so in the portal and must notify the Assistant Dean at 785-354-5837 as soon as possible.

BSN ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)

The SON 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. Detailed information about the package is provided upon entrance to the program.

MSN PLAN OF STUDY (POS) DEVELOPMENT

A plan of study is designed to provide guidance in the progression toward a graduate nursing degree. This document will be kept in the student's file and will be reviewed with each semester enrollment. The POS is not a binding agreement but can be changed in communication between the student and the faculty advisor.

BSN TUTORIAL RESOURCES

TUTORIAL SCHOLARS

Contact information for tutorial scholars is listed on Baker Anatomy. Tutorial group sessions may be available throughout the semester.

TESTING ROOM

1. Exams can be made up in the testing room by signing up on the weekly schedule on the door of the lab.
2. Arrangements can be made through the Program Manager.
3. Student must sign up for make-up exams no later than 10:30am on the day they plan to take the exam.

LEARNING RESOURCE LAB (HALLMARK/JONES)

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.

TOOLS FOR SUCCESS RESOURCES

In an effort to support our students' success in this nursing program, the school offers proactive advising. Through this model, students are identified, based on researched criteria, at high risk for academic barriers. If a student is identified as high risk, then the student is given an invitation to meet with his/her advisor. At that advising meeting, the students are asked to sign a document of understanding that covers the guidelines of this supportive intervention. The student is responsible for meeting with the advisor on a regular basis to assess progress throughout the semester. The student is encouraged at these meetings to address his/her concerns and to actively plan an intervention of change in his/her study habits as warranted by ongoing grades. The advisor will help the student, but ultimately it is up to the student to follow through with any interventions that are discussed in these meetings as well attend additional remedial sessions provided.

Tools For Success students are expected to attend all advising sessions, remedial sessions related to test taking skills and level specific focused topics. Below you will find the criteria used to identify the at risk students that qualify for invitation into this proactive advising:

1st Level Students	2nd Level Students	3rd Level Students	4th Level Students
1. Below 50 th percentile on ATI Anatomy & Physiology test taken at orientation.	1. Received a "C" in Foundations in 1 st level.	1. Received a "C" in Adult 1 in 2 nd level.	1. Received a "C" in Adult 2 or Pediatrics in 3 rd level.
2. Scoring below 5 on both "Stress & Coping" and "Knowledge of the Nursing Profession" on the ATI Self-Assessment Inventory taken at orientation.	2. Students not in Tools For Success will be added if they fail any exam in 2 nd , 3 rd , or 4 th level. 3. Students in any level on Tools For Success and demonstrate consistent positive testing may be released from Tools For Success.		

ACADEMIC POLICIES AND REQUIREMENTS

It is the responsibility of each student to be aware of academic policies in the Baker University School of Nursing Catalog and Student Handbook. Each semester the handbook is updated, revised, and posted on Baker Anatomy.

ACADEMIC RECORDS

TRANSCRIPTS

Academic transcripts are maintained by the Office of the Registrar. The transcript request form is available online at www.bakeru.edu/records. Student requests for copies of transcripts must be made in writing and contain the signature of the student.

There is a processing fee for each transcript requested. The fee payment instructions are noted on the transcript request form. Transcripts are not released unless all tuition and fees have been paid. Normal processing time for transcript requests is three to four business days after receipt. During peak request times the processing of requests may take longer.

A student may obtain an unofficial copy of his/her transcript through the student portal located on the Baker website at <https://my.bakeru.edu>.

GRADE ACCESS

Grades are available online via the student portal at <https://my.bakeru.edu> upon submission by the course instructor. Instructors have a maximum of eight days to enter grades following the last class session. Questions regarding when course grades will be available should be directed to the instructor of the course.

Students can print individual grade reports from the student portal. If more comprehensive information is required for tuition reimbursement or other purposes, an unofficial transcript may be printed from the student portal. Under no circumstances will grades be disclosed over the telephone.

HOLDS

Holds will be placed on a current or former student's record for failure to meet financial or other University obligations, or to help manage some aspect of a student's record. Holds may affect access to and the release of academic records (grades, transcript, or diploma).

Students are informed of holds via the student portal at <https://my.bakeru.edu>. Questions or attempts to resolve issues and remove a hold must be directed to the department responsible for the hold.

CHANGE OF ADDRESS/TELEPHONE

Students are responsible for maintaining accurate contact information with the University. Changes to contact information (address, telephone numbers) should be made online through the student's portal account at <https://my.bakeru.edu>.

CHANGE OF NAME

Official documentation must be provided for a name change. A copy of a Social Security card AND driver's license or state identification card showing the new name is required. The Name Change form is available on the Baker website at www.bakeru.edu/records. Students who are receiving financial aid must also provide the Office of Financial Aid with a copy of their Social Security card showing the name change.

DEFERMENTS, ENROLLMENT VERIFICATIONS, AND CERTIFICATIONS

The Office of the Registrar is responsible for reporting academic record information to third parties. In-school loan deferments and verification of enrollment/school status are the most common requests. Normal processing time is four to five business days from the time of receipt of the request, or from the validation of course attendance; whichever is later. Requests must be made in writing via fax to 785-594-4521 or email to records@bakeru.edu. Degree and enrollment verifications are processed through a third-party vendor, the National Student Clearinghouse (www.studentclearinghouse.org).

VETERANS ADMINISTRATION EDUCATION BENEFITS

Baker University is deemed a military-friendly institution. Any veteran who wishes to apply for Veterans Administration (VA) education benefits should contact the Baker University VA Certifying Official at 913-344-1256 or academicrecords@bakeru.edu for assistance. The Certifying Official can provide details about the application process and VA points of contact. Because a reduction in course load may result in a reduction of benefits, any change in enrollment should promptly be reported to the VA Certifying Official. Failure to do so may result in indebtedness to the Department of Veterans Affairs. Due to the nature of the SON programs, advance pay is not allowed. Students are encouraged to visit the Veterans page of the Baker website for extensive information.

CANDIDACY FOR GRADUATION

For the BSN degree, a minimum of 124 credit hours in courses labeled 100 and above is required for graduation with a grade of “C” or higher for all required courses. A minimum of 30 credit hours in upper division nursing courses must be completed at the SON.

For the graduate MSN degree a minimum of 32 credit hours in courses labeled 500 or above is required for graduation with a cumulative GPA of 3.0 or above for the program of study. No more than two courses with a grade of C are allowed. A minimum of 26 credit hours must be completed at Baker University School of Nursing.

FILING THE INTENT TO GRADUATE FORM

Students cannot graduate without first officially filing the Intent to Graduate Form. All degree candidates must submit an Intent to Graduate Form with the associated fee (unless already paid as part of the student’s program fee) in order to graduate. The graduation fee includes cap and gown costs and must be paid whether or not the student plans to participate in commencement.

Degree candidates must submit the Intent to Graduate Form during enrollment for the final semester in order to become a candidate for graduation.. The deadline for submission of the Intent to Graduate form is March 1 for participation in the May Commencement Ceremony. All requirements for graduation, including any necessary petitions or other documentation, must be received by the Office of the Registrar in order for the degree to be conferred.

DEGREE CONFERRAL AND DIPLOMA

The degree conferral is posted to the student’s official transcript upon successful completion of final degree requirements, filing the Intent to Graduate form, and upon validation by the Office of the Registrar that all degree requirements have been met. Diplomas are printed multiple times throughout the year and reflect the degree conferral date posted to the transcript. Students with outstanding financial obligations to the University will not receive their diploma or official transcript until all obligations have been satisfied.

PARTICIPATION IN COMMENCEMENT

Students who participate in the May commencement ceremony must complete or be scheduled to complete final degree requirements by the following August 31st. Participation in commencement is not required, but encouraged.

Students are allowed to participate in only one commencement ceremony per degree awarded. The graduation fee is assessed only once per degree awarded.

CREDIT HOUR DEFINITION

Baker University subscribes to the federal definition of the credit hour: “A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester [...] hour of credit [...]; or
2. At least an equivalent amount of work as required in paragraph 1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, distance learning and other academic work leading to the award of credit hours.”

A class hour at Baker University is typically 50 minutes.

GRADING SCALE AND COMPUTATION

GRADING SCALE

The following SON grading scale is utilized for all graded assignments:

93 – 100	A	4.0
85 – 92	B	3.0
77 – 84	C	2.0
69 – 76	D	1.0
68 or below	F	0

GRADE COMPUTATION

With the exception of 4th Level students in some situations, final course grades are not rounded. All clinical courses are graded P/F. Failure of a clinical course results in a grade of “F”, and will be calculated in the GPA.

ACADEMIC MISCONDUCT

Baker University is committed to academic integrity in the performance of scholarly work. Academic integrity is the honest acknowledgement of ideas, words, data, written work, and solutions. All work submitted by Baker University students must represent their original work. All forms of student dishonesty constitute academic misconduct.

Consequences of academic misconduct may include, but are not limited to, a zero or failing grade for a paper, a failing grade for a course, or dismissal/expulsion from the University. Any form of academic misconduct which results in administrative or academic withdrawal or dismissal/expulsion is noted on the student’s transcript. Baker University seeks to ensure that both instructor and student are protected from unfair accusations or actions in cases of academic misconduct.

ACADEMIC MISCONDUCT STANDARDS AND DEFINITIONS

- 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. Using notes, charts, books, and electronic devices not specifically allowed by the examiner during a 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 are 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.
- Falsification of academic records by knowingly and improperly changing grades on transcripts, grade sheets, class work reports, tests, and projects constitutes 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.

Any student who has knowledge of academic misconduct in the classroom or clinical settings has a responsibility to notify a faculty member or the Assistant Dean.

MISCONDUCT POLICY FOR NURSING STUDENTS

Student misconduct, whether academic or behavioral, is in direct conflict with the principles and philosophy of professional nursing. Accountability, integrity, caring and competence are integral values in the professional nurse. Student misconduct of any type will not be tolerated as it lowers the standards of nursing practice and consequently jeopardizes the safe provision of client care and the integrity of the academic/clinical setting. Students demonstrating unprofessional conduct/academic dishonesty will be reviewed by the Student Affairs Committee and may result in disciplinary action. Consequences of academic misconduct may include, but are not limited to, no credit for the assignment, quiz or test, lowering of a course grade, failure to pass the course, or dismissal from the program with no eligibility for readmission.

PROFESSIONAL CODE OF CONDUCT/ACADEMIC INTEGRITY POLICY

Participation in the academic and practice environment requires ethical and professional behavior at all times. Such standards are reflective of the healthcare environments encountered in nursing today. In preparation for this transition to the profession, the following statements are examples for reference, but are not an all-inclusive list of professional student conduct within the program.

1. Be prepared for class and clinical, be respectful, and engaged in the classroom setting. This level of behavior will be exhibited by:
 - Remain awake and alert
 - Arrive on time and remain for the duration of class
 - Respectfully interact with others
 - Refrain from side conversations during class

- Refrain from use of cell phones/texting unless it's part of a class activity
 - Utilize laptops only to take notes, take tests or complete assigned class activities
2. Maintain confidentiality in the classroom and clinical setting.
 3. Take appropriate action to ensure the safety of clients, self and others.
 4. Advocate for the rights of all clients.
 5. Provide care of the client in a timely, compassionate and professional manner. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates any unnecessary risk or injury to the client, self or others.
 6. Communicate client care in a truthful, timely and accurate manner.
 7. Be accountable for personal actions. This would include punctual attendance at all classes and clinical experiences, adequate preparation for class and clinical, and utilization of feedback to improve performance in both the classroom and clinical setting.
 8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
 9. Refrain from performing any technique or procedure for which the student has not been adequately trained.
 10. Provide truthful responses in all situations and interactions.
 11. Be aware of and follow clinical facility and School of Nursing policies.
 12. Maintain client and healthcare facility confidentiality. This is an ethical and legal requirement in accordance with program and agency policies and the contractual agreements with the University. Students are obligated to protect confidential health information including but not limited to client identifying information. Students may have access to and utilize information needed to accomplish current educational objectives. Disclosure or transmission of confidential information outside the confines of these education objectives is prohibited. No disclosure or transmission of confidential information using written, oral, electronic (laptop, phones, thumb drives), or social media is allowed.
 13. Report to faculty immediately any observed risk to clients, potential or actual, posed by the environment, staff or students.
 14. Refrain from inaccurately recording, falsifying or altering any record of a patient or agency.
 15. Collaborate in every reasonable manner with the faculty and clinical staff to ensure the highest quality of client care and meet academic goals.
 16. Complete own work and research unless collaboration on an assignment is authorized by the instructor.
 17. Site and reference the use of all materials and sources.
 18. Collaborate in a collegial manner with classmates to accomplish projects and assignments both in and outside of the classroom.
 19. Refrain from providing copies of assignments/clinical preps or sharing specific information about quizzes and exams with other students.
 20. Refrain from any form of cheating or dishonesty, and take action to report such behavior to the faculty member/Assistant Dean.
 21. Refuse to engage in, or condone, discrimination based on race, gender identification, age, citizenship, religion, national origin, sexual orientation, or disability.
 22. Abstain from the use of alcoholic beverages or any other illicit substances that have the potential to impair judgment in the academic and clinical environment.
 23. Represent self and nursing program in a professional manner in public settings and venues (i.e. social internet sites and community). This includes verbal/written communication, dress, and behavior. (For more information see Social Media Policy)

Definition examples adapted from Nursing Student Perception of Dishonesty Scale (Clung, E. & Schneider, J.)

These are common examples but not a comprehensive list of dishonest behaviors. Other behaviors may apply.

Anti-Whistle Blower

- Failure to report known episodes of academically dishonest behavior.
- Witnessing students cheating on an exam and not reporting it.
- Failing to report a grading error.

Cheating

- Initiating behaviors during an exam or quiz to obtain information to answer questions correctly.
- Using cheat sheets.
- Copying off another student's test for answers.
- Receiving answers via text messaging
- Writing notes on your body; writing mnemonics and abbreviations on your body
- Confirming your answers with another student.
- Using paper crib notes.
- Using electronic devices (calculators, PDA, phones) to access cheat sheets, notes and formulas.
- Accessing hidden notes outside of the testing room.
- Having difficulty with an assignment and using a friend's work to generate ideas without giving credit.
- Working with one or more people on an independent assignment.
- Asking about test questions from a student who has taken the exam.
- Obtaining exam questions by another student or graduate.
- Using scrap paper to share answers and then erasing the answers.
- Accessing tests that have been compiled by a group/organization.
- Transmitting nonverbal codes to indicate answers to test questions.
- Claiming to have handed in an assignment or exam when you had not.
- Changing answers on a graded test to raise the score.
- Fabrication of a reference list.
- Listing unread material in the reference section of a paper.

Accessory to Cheating

- Helping another student cheat.
- Providing answers to other students by allowing them to view your exam.
- Texting answers to other students during the exam.
- Using a calculator to give another student a test answer.
- Providing information about test content to another student.
- Providing information about test questions/lab scenarios to another student.
- Handing down old quizzes to underclassmen.
- Writing down/discussing test questions when asked not to by the instructor.
- Providing written work to another student from a current or previous semester.

Noncompliance

- Failing to follow set guidelines, rules, or stated expectations for assignments, exams, or peer grading.
- Submitting a paper with large margins or font size to meet minimum word requirement.

Perjury

- To create or provide false or inaccurate information.
- Falsifying or altering lab data or results.
- Telling an instructor that you are ill so you can take the exam at a later time.

Plagiarism

- To pass off another's work as one's own without crediting a source.
- Failure to correctly reference a source.
- Turning in someone else's assignment as if it were your own.
- Having someone else take your exam.

Accessory to Plagiarism

- Helping another student commit plagiarism.
- Selling your written work, lab data or homework to another student.
- Writing a paper or taking an exam for another student.

Recycling

- Reusing all or part of one's own previous work without permission.
- Submitting a paper in one course that you wrote in a different course without consent.

Sabotage

- The intentional destruction of another's property or work.
- Destroying library or lab materials.

Slacker

- Receiving credit with little or no contribution to group work.
- Forcing other group member to do more than their fair share.
- Not participating in a group assignment.

Supplemental Test Prep

- Receiving a previous copy of the test through dishonest methods to use as a guide for studying.
- Providing old copies of an exam to another student.

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.

ENROLLMENT AND SCHEDULING POLICIES

It is the student's responsibility to confirm how schedule changes will impact their financial assistance, including but not limited to financial aid, tuition reimbursement, and military benefits.

Students will be enrolled in courses by their academic advisor and/or the Office of the Registrar. A student must submit a written request to an academic advisor for courses to be modified on their course schedule. No requests to add courses are accepted without the student's signature or confirmation from the baker.edu email address.

BSN STUDENTS

BSN Students are automatically enrolled into required courses.

MSN STUDENTS

Enrollment in nursing courses should occur in collaboration with the academic advisor and review of the POS. Registration is not available in nursing courses after classes are one (1) week into the semester.

Students engaged in project work must be continuously enrolled every term including the summer session until the project is completed. The Graduate Project must be completed within three (3) semesters with no option for additional enrollment. "In Progress" (IP) will be assigned at the end of the semester if the project is incomplete. A Pass/Fail grade will be assigned at project completion.

For each fall/spring semester, the maximum credit load for graduate students is nine (9) graduate credits. For the summer session, the maximum credit load is six (6) credits. Permission from the Graduate Nursing Education Committee is required for any student to take more than the maximum load.

DROPPING AND WITHDRAWING FROM COURSES

A student who desires to make any change to his/her course enrollment must contact an academic advisor for assistance. Changes may include, but are not limited to rescheduling of an individual course, withdrawal from a course or program, or requesting a program change. Note: students repeating a course incur additional tuition expense for the course and possibly some additional materials expense.

- Students may drop/withdraw from courses by submitting a written request. The written request must contain the student's original signature or be sent through the student's Baker email account. Change of Enrollment forms are available from the nursing office.
- Courses may be dropped from the course schedule up until the "Drop Deadline" indicated on the SON Calendar. Courses dropped during this period do not appear on the transcript.
 - Dropped courses are calculated in financial aid and are considered a withdrawal in terms of the BSN dismissal policy. Please note an earlier withdrawal deadline for 4th level students.
- Courses may also be dropped up until the "Withdrawal Deadline" indicated on the calendar. Courses dropped during this withdrawal period are posted on the student's transcript along with a designation of "W."
- Courses may not be dropped after the "Withdrawal Deadline" listed on the SON calendar (except for NU 497L).
- All drop/withdrawals will be subject to the refund policies in effect at the time of the drop/withdrawal. Students are responsible for impacts that schedule changes may have to their current financial aid awards.

PREREQUISITES

Students must meet the prerequisites for any course that designates prerequisites before they can officially enroll in that course. In general, a student for whom a prerequisite has been waived may not subsequently enroll for credit in any course satisfying that prerequisite.

ONLINE COURSES

Asynchronous online courses are those where students interact with the course material through a defined period of time. Hybrid online courses are those where students may join a synchronous session and work asynchronously on activities to achieve course requirements. The class session for these courses is a seven-day timeframe of instructional time (typically Monday 12:00 am – Sunday 11:59 pm Central Standard Time).

- Asynchronous online courses are developed using curriculum designed by faculty who are considered subject matter experts. Occasional synchronous experiences may be a required part of the course.
- Online learning takes place using Moodle, Baker University's learning management system (LMS), to create an online classroom setting in which instructors and students interact.
- Online courses are scheduled in consultation with the Assistant Dean.

ONLINE LEARNING

Baker University Graduate School of Nursing offers the Master of Science in Nursing (MSN) degree program online for the professional nurse. We recognize that time constraints, work schedules and geographical restraints are conflicting elements to advancing one's education. Online learning at Baker University closely aligns with the MSN mission to meet the lifelong learning needs of nontraditional students. Baker University is committed to growth and finding innovative ways to extend quality educational opportunities to working professional adults.

UNIVERSITY WITHDRAW

A student who finds it necessary to withdraw from the nursing program must submit written notification by filing the appropriate form and/or sending an email from the university email address. Withdrawal request forms are available from the nursing office and must include all required signatures. The official withdrawal date will be the latter date of when the student began the official withdrawal process or officially notified the institution of intent to withdraw. The last date the student attended a class session is the date used to determine if any tuition refund is due.

University Withdrawals will be subject to the refund policies in effect at the time of the withdrawal.

ADMINISTRATIVE WITHDRAWAL

Students may be administratively withdrawn from courses or the program, due to professional conduct issues, or when policy requires course withdrawal after the withdrawal date

MSN STUDENTS

The Dean and Assistant Dean, in consultation with Graduate Nursing Education Committee, have the authority to dismiss a student without notice or refuse readmission of a student if circumstances of academic, legal, behavioral, or professional nature justify such action.

WITHDRAW DATE DETERMINATION

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.

BSN POLICIES

BSN ACADEMIC STANDING

All students are expected to meet the academic performance requirements of Baker University during enrollment. Academic Standing is reviewed following the completion of the Spring, Summer, and Fall semesters/Parent Terms.

PROGRESSION REQUIREMENTS

1. Once students are admitted to the SON, they must take all nursing courses at the SON. Students must earn a grade of 2.0 "C" or higher for all theory and clinical courses required for completion of the Baccalaureate Degree in Nursing. A grade of "D" or "F" in any course is not acceptable.
 - If a student receives a grade of "D", "F", "I" or "W" in theory or clinical course, the student may not progress to the next level until all of the theory and clinical courses are successfully completed for that level.
 - Criteria for repeating a course is outlined in the Academic Warning and Dismissal Section.
 - Fourth Level students must successfully complete 4th Level theory and clinical courses prior to taking NU 497L, the Capstone Clinical Experience course.
 - See policy for progression related to ATI testing.
 - Fourth level students who are enrolled in a didactic course only must demonstrate satisfactory clinical performance in the allotted 2-3 days prior to beginning the capstone experience. Failure to do so will require the student to enroll in a one-hour Independent Study (IS) course encompassing 45 clinical hours to demonstrate readiness for the capstone experience. Failure to satisfactorily complete the IS will result in dismissal from the program.

2. Students enrolled in a clinical course must have successfully completed the related theory course or be concurrently enrolled. A second withdrawal in a subsequent semester will result in dismissal from the program at the end of the semester without eligibility for readmission.
3. Clinical competency and/or 2 clinical days, must be demonstrated prior to enrollment in a clinical course for any student:
 - Who was not enrolled in a clinical course for the previous semester
 - Who is transferring into SON 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.

ACADEMIC WARNING AND DISMISSAL

1. A final course grade of “D” or “F” in a theory course or “F” in a clinical course is given when a student in any level has an unsatisfactory performance. The first time a student in any level receives a “D” or “F” in any nursing course or withdraws from a course, the student will be placed on academic warning. The student may be allowed to repeat the course pending a review by the Student Affairs Committee. Repeating a course is dependent on the following criteria:
 - The student must submit a written request to repeat the course to the Student Affairs Committee. This request should indicate how he/she plans to be successful.
 - There must be space available in the course.
 - First level students may withdraw from class/classes within the first 30 days with no dismissal penalty. Consecutive level circumstances will be assessed on an individual basis.
2. A contract will be issued to students repeating a course. The purpose of the contract is to promote clinical/theory competency for success in subsequent semesters. A copy of the contract will be given to the faculty involved.
3. The following occurrences will result in academic dismissal from the program without the eligibility for readmission:
 - A student receiving a second final course grade of “D” or “F” in the same or a subsequent semester.
 - A student with a second withdrawal in a subsequent semester.
 - A student receiving any combination of a withdrawal and final course grade of “D” or “F” in the same or any subsequent semester.
 - Fourth Level students who meet a, b, or c may petition the Student Affairs Committee for readmission and repeat the failed course if:
 - The 4th Level final course grade is 76.5% or greater.
 - Attended all of his/her Tools For Success appointments and class review sessions.
 - The student has only failed the course, to be repeated, once.
4. The Student Affairs Committee reserves the right to dismiss a student whose behavior violates the professional code of conduct as defined in the SON Catalog and Student Handbook. Students dismissed for unprofessional behavior are not eligible for readmission.

SATISFACTORY ACADEMIC PERFORMANCE

A student is eligible to participate in financial aid programs funded or underwritten by the federal government if s/he is making “satisfactory progress” toward completion of his/her educational objective (degree). Baker University’s criteria for “satisfactory academic progress” are established in accordance with federal guidelines.

As a measure of quantitative progress, full-time students (those enrolled in at least twelve hours) are expected to have earned, as a minimum, the number of hours of credit associated with the pertinent number

of semesters of college enrollment indicated in the table below. Part-time students (those taking fewer than twelve credit hours) are expected to make the same proportional progress as full-time students.

Number of Semesters of Full-Time College Enrollment	Total Number of Credits Earned
1	10
2	21
3	33
4	46
5	60
6	74
7	88
8	102
9	116
10	124

ACADEMIC CONCERNS

A student who has a concern about a course, assignment grade, or faculty member must approach the faculty member to discuss the issue before meeting with the Assistant Dean. 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. The student or faculty member may then forward the concern to the Assistant Dean for further review and resolution of the concern.

ASSIGNMENT GRADE APPEAL

If a student believes there has been an error in computation or transcription of an assignment grade, or does not agree with the assignment grade, the student must meet with the instructor within five business 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:

1. The student must write a letter identifying the rationale for changing the grade to the instructor within three business days after meeting with the instructor.
2. The instructor must respond to the student in writing within three business days after receiving the student letter.
3. If the student and instructor are not able to resolve the grade in question, the student may appeal to the Assistant Dean for further guidance.
4. The Assistant Dean has the final ruling.
5. If the student believes the assignment grade contributed to an overall failing grade in the course, the student can refer to the Grievance Procedure.

GRIEVANCE PROCEDURE

For academic issues, the student must follow the Academic Concerns Policy. If a grievance/appeal is filed, it must be submitted to the Assistant Dean within 7 business days following knowledge of the concern. Within the policy, the term appeal will be utilized in reference to the grievance process. An appeal may be filed in reference to the following occurrences:

- Failing final course grades. (Concerns for assignment grades should be addressed with the faculty member)
- Dismissal from the program
- Denial of admission to the program

For grievances held at the end of a semester, students will need to submit documentations within 3 business days. Grievances will be held as soon as possible.

The following steps of the grievance process shall be followed.

1. The student confers with the Assistant Dean for information and guidance about filing a grievance.

2. The student submits written documentation describing the grievance to the Assistant Dean, who presides over the grievance hearing.
3. The involved faculty member(s) submits documentation to the Assistant Dean.
4. A hearing board composed of 4 full time faculty members will hear the grievance within 7 business days from the time the grievance was filed. The student will select one full time faculty member, and the Assistant Dean will appoint three full time faculty members, in consultation with the Student Affairs Chair. The composition of the hearing board shall reflect a reasonable attempt to avoid bias or conflict. If the grievance involves a clinical issue, all four full time faculty members must teach a clinical course. The Student Affairs Chair will conduct the hearing, and the Assistant Dean will oversee the procedure; neither will have voting privileges. The Dean will only attend at the student's request and will not be a voting member. Votes will be counted by the Assistant Dean and the Student Affairs Chair. A majority vote of the four full time faculty members determines the hearing outcome. The Chair will only vote in the case of a tie.
5. The grievance hearing is an internal process allowing only the student and faculty to be present. Only information related directly to the grievance will be considered.
6. The Student Affairs Chair will notify the student following the hearing. A written notification of the outcome will be mailed within 2 business days.
7. If the final decision of the hearing board is not acceptable to the student, he/she may provide a written final appeal to the Dean within 5 business days. After reviewing all information, the Dean will notify the student either by phone or email, and any involved faculty of the final decision within 5 business days. The Dean's decision in the School of Nursing formally ends the grievance process.

BSN ASSIGNMENT REQUIREMENTS

WRITTEN ASSIGNMENTS

The format from the Publication Manual of the *American Psychological Association* (APA) 2020 (7th ed.) shall be used for all written assignments. If using online APA formatting, the student is still responsible for checking accuracy.

SUBMITTING ASSIGNMENTS

When submitting assignments, students will label their course work in the following format; course name, student's last name, and name of assignment. The student will receive a 10% reduction per day until the correct format is submitted, after 3 days the student will receive a zero.

LATE ASSIGNMENTS

Written assignments are due on the assigned day and time. If the student cannot attend class on the date the assignment is due, the assignment must be submitted using the method designated by the instructor. Students will follow instructor preference when sending assignments electronically. The student who submits an assignment later than the scheduled due date and time will be assessed a 10% penalty of the total assignment's value for each school day that the assignment 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. The student is still required to submit the assignment to meet the course outcomes. No final course grade will be calculated until all required coursework has been completed. For theory courses, all assignments must be submitted by the Friday prior to final exams by 4:30pm. For clinical courses, all written work must be submitted no later than the Monday following the student's last clinical day of each rotation in order to pass the clinical course rotation.

BSN CLINICAL POLICIES

BLS CERTIFICATION

Basic Life Support (BLS) must be through the American Heart Association and be the Basic Life Support course listed under CPR and AED training for Healthcare Professionals. This must be kept current throughout the program. Students can go to www.cpr.heart.org and click on “find a course.” The course must include a physical hands-on validation of skills. BLS certification is to be done during the student's personal time (not during clinical or class). If a student is not BLS certified, he/she will not be allowed to participate in clinical. Refer to attendance policy regarding clinical make up.

IMMUNIZATIONS

Before classes begin, the Student Admissions/Progressions Coordinator at the SON must receive a completed report of a physical examination, Varicella 2-step vaccine or evidence of immunity, MMR vaccines or a positive MMR titer, documentation of a minimum of two of the three Hepatitis B vaccination series, and current Tdap (tetanus, diphtheria, and pertussis) before students may attend clinical experiences. The 3rd Hep B, and positive Hep B anti body vaccination must be completed in six months to continue in clinical experiences. The SON will accept a negative two-step TB skin procedure within the last 12 months or IGRA laboratory test result within the last 12 months. TB testing must be completed before classes begin. Flu immunization is required annually. COVID vaccination must comply with the current school and/or clinical site policy.

HEALTH INSURANCE

Students must provide proof of health insurance to the Student Admissions/Progressions Coordinator upon admission and must maintain an active policy throughout the program.

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. Students must arrive on time and will not be admitted after the scheduled start time. The exam must be downloaded prior to arrival or the student will not be admitted/allowed to take the exam at that time. Missing the exam will count as the first attempt for the exam. All math tests will be taken using ExamSoft; it is recommended that the calculator within ExamSoft will be used, outside calculators will not be permitted. The backward navigation is allowed on the math exam.

Mastery of drug calculations is a prerequisite to administering medications in the clinical setting. It is a mandatory skill for all levels.

1. The drug competency examination must be passed with at least a 90% accuracy.
2. Examinations must be passed, prior to the first clinical day, at which time successful completion (90% or higher) is necessary to continue to clinical courses in that semester. A total of 2 retakes will be allowed. The student must receive faculty tutoring prior to retaking the exam.
3. Students who fail to achieve a 90% or higher by the second retake must withdraw from all of the clinical courses for that semester. The “W” will appear on the student’s transcript for all of the clinical courses.

CONFIDENTIALITY

All patient information is confidential and shall not be disclosed. Students are not authorized to remove any patient information through any method or device 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, or 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 may result in administrative dismissal from the program.

PARTICIPATION IN CLINICAL EXPERIENCES

Students in the SON 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. Students are required to assume all liability for personal property and their own transportation to off-site clinical experiences. Students will not receive reimbursement for expenses. 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. Students will be required to participate in day and evening clinical experiences as scheduled. Background checks will be required before students can begin the program. By contractual agreement, the clinical facility has the right to deny permission to any student to complete clinical experiences, which may result in inability to meet course objectives, program outcomes and dismissal from the program.

SUBMITTING CLINICAL ASSIGNMENTS

Students are required to submit clinical assignments on the due date, including resubmissions required by faculty, as specified in the syllabus or by the instructor. In order to pass the clinical course/rotation, all written work must be submitted no later than the Monday at 4:30 pm following the student's last clinical day of each rotation.

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 are supervised by faculty, students are still personally liable for their actions in the performance of duties. Students enrolled in the School of Nursing are required to carry professional liability insurance, which is included in student fees once per year.

STUDENT INJURIES AND INCIDENTS

If a SON student sustains an injury during class or clinical rotations while on Stormont Vail Health grounds, an incident report must be completed. The student should call the SVH Employee Health nurse for minor injuries or those that do not hinder mobility and go to the Emergency Department for more serious injuries. A first aid kit is available in the SON office for minor injuries.

In the event of a needle stick or other contact with contaminated products, the student will contact the instructor and go to the emergency department or the student's own primary physician. (If after 4:30 p.m. or on the weekend, report to Health Connections. [354-5225] If subsequent immunizations and/or blood work 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 accordance with Public Law 93 579. In the event of any injuries/incidents at a clinical facility other than SVH, the policies of that institution will be followed.

BSN TESTING POLICY

Students must own a laptop computer with the minimum requirements listed on Moodle's Nurse Tech Page.

1. Students MUST register their laptop with Exemplify before the first quiz/exam.
2. Once the laptop is registered, it does not need to be repeated unless the student changes computers.
3. Instructions for this process will be provided by the nursing program.
4. Students MUST bring the registered laptop fully charged and the laptop's power cord for quizzes/exams.
5. All computer updates must be completed at home prior to shutting down your computer.

6. Students MUST know their BU ID number and their password for Exemplify to begin the exam.
7. All screens/programs must be closed prior to beginning Exemplify or the program will not function.
8. Antivirus must be turned off prior to starting the exam.
9. Students may not exit the testing screen or utilize any other program/function during the exam.
10. Exams will be available for download 24 hours in advance of the exam. Exams MUST be downloaded to your laptop 10 minutes prior to class time. Failure to download will result in a percentage point deduction as outlined in the course syllabi.
11. Students must answer each question as they go through the exam. The exam will not allow you to return to previous items.
12. If the student fails to select an answer before advancing to the next question on the exam, no allowance will be made to answer the question after the exam.
13. Each multiple-choice question is given 1 minute per exam. Additional time, 1-2 minutes, may be given at faculty discretion for alternate items.
14. Scrap paper is distributed by the faculty member, after the start of the exam, and MUST be returned with your name on it before exiting the room. Scrap paper is used for calculations, not for extensive notes about a test topic.
15. Failure to bring a working/charged laptop or arriving late to an exam will result in the student having to reschedule the exam at the first possible opportunity. A percentage point reduction on the exam as outlined in the course syllabi, and possible being given an alternative exam.
16. All backpacks, papers, and notes are to be stored, away from the student, prior to beginning the exam.
17. All cell phones MUST be powered off and placed on the desk in front of the laptop.
18. All watches MUST be removed from the wrist and placed on the desk in front of the laptop.
19. No stickers/paper will be allowed on the inside of the computer or keyboard.
20. No water bottles will be allowed on the desk unless it is see-through and does not have any stickers or logos.
21. Each faculty member will conduct a test review in some format.
22. Students must show the green screen to the exam proctor prior to leaving the exam room.

TEST REVIEW

Students are provided the opportunity to review graded exams after they are taken. However, they may not review them again prior to the midterm or final exam. Students may also review tests individually with the instructor within a reasonable timeframe, prior to the next exam.

ATI POLICY

1. ATI proctored assessment tests will be administered each semester. Each test is worth 5% of the total associated course grade.
2. Students scoring at Proficiency Level 3 will receive the full 5%
3. Students scoring at Proficiency Level 2 will receive 4.6%
4. Students scoring at Proficiency Level 1 will receive 3.85%
5. Students scoring below Proficiency Level 1 will receive the percentage they earn on the assessment for their grade. (i.e. 52% X 5% = 2.6%)
6. Students must pass proctored assessment tests scheduled for all levels at Proficiency Level 2 or above.
7. Students that don't meet this performance level are required to complete remediation per the course syllabus. Students are responsible for submitting documentation of their online assessment test results to the faculty member (see individual course syllabi for due dates). Students not achieving or not submitting test results will not be able to enroll for the following semester.
8. NOTE: Students repeating a course are required to retake the associated ATI exam.
9. Students must pass proctored assessment tests scheduled for all levels at Proficiency Level 2 or above.
10. Level 4 students – eligibility to take the NCLEX exam

Test Early
<ul style="list-style-type: none"> • Successfully complete all fourth level courses, with the exception of Capstone • Achieve a score equivalent to a 95% predicted probability of passing NCLEX on the proctored ATI Comprehensive Predictor exam • Have a nursing GPA of 2.85 or above in the nursing program.
Students Scoring 92-94% Predictability on the CP and Remediating wishing to write early
<ul style="list-style-type: none"> • Score at least a 92% predicted probability of passing NCLEX but less than 95% predicted probability on the Comprehensive Predictor exam • Have a GPA of 2.85 or above • May remediate by completing relevant on-line non-proctored practice tests and score at least 90%. After completing this remediation, the student will retake a proctored ATI Predictor Exam. • Students scoring at the 95% predicted probability of passing NCLEX or higher on the ATI Predictor retake will receive authorization to test. • Students scoring below 95% on the second attempt will have the ATT sent to KSBN following graduation.
Students not eligible to take early but not required to take a live review will have the ATT sent to KSBN following graduation.
Student Required to take the ATI or other Live Review
<ul style="list-style-type: none"> • Individual Adjusted Score (IAS) of <69% on the Comprehensive Predictor. • If the student's IAS is $\geq 69\%$ three out of the five criteria below must be met or a live review will be required: <ul style="list-style-type: none"> • NU 305 Pathophysiology Final Grade of $\geq 80\%$. • NU 485 Final Grade of $\geq 80\%$. • NCLEX Prep 1 $\geq 50\%$. • NCLEX Prep 2 $\geq 50\%$. • Medical Surgical ATI \geq Level 2 <p>Students not meeting designated criteria must take a live NCLEX Review Course or Virtual ATI Review Course at his/her expense before receiving an ATT. Once the course is completed and proof is submitted to the school, the student's ATT will be released.</p>

MSN POLICIES

MSN ACADEMIC STANDING

All students are expected to meet the academic performance requirements of Baker University during enrollment. Academic Standing is reviewed following the completion of the Spring, Summer, and Fall semesters/Parent Terms.

PROGRESSION IN GOOD ACADEMIC STANDING

After admission to the graduate nursing program, students must take all courses toward the MSN degree at Baker University. An unencumbered nursing license must be maintained while a graduate student at Baker University.

A cumulative GPA of 3.0 is required for both good academic standing and degree conferral. The student must complete each course and the requirements for the course in the graduate curriculum. Grades are subject to review by the Graduate Nursing Education Committee. If the academic average

falls below 3.0 the student will be placed on probation.

ACADEMIC PROBATION

All students who have a GPA below 3.0 will be placed on academic probation. A student who receives a grade of F in any course may be subject to dismissal from the nursing program. For students on probation, future registrations must be reviewed and approved by the Graduate Nursing Education Committee.

Students who receive a grade of less than B may be required to repeat the course. A grade of D must be repeated. Students will be allowed to repeat a course only once. Only two (2) grades of C will be allowed regardless if the course is repeated. Only two (2) courses in the nursing program may be repeated; and only two (2) course drops and/or withdrawals may occur.

READMISSION FOLLOWING DISMISSAL/WITHDRAW

A student who has been enrolled in the Nursing Graduate program and has withdrawn or been dismissed for academic and/or non-academic reasons, may apply for readmission providing he/she had a cumulative nursing GPA of at least a 3.0, including most recent semester in which course(s) was taken.

PROCEDURE FOR READMISSION

1. Initiate the readmission procedure the semester preceding requested enrollment.
2. Submit to the Assistant Dean a written request for readmission.
 - For academic reasons for withdrawal or dismissal include:
 - a written plan for improvement which reflects the previous reason for failure or withdrawal
 - a plan for successful progression letter from the involved faculty member(s)
 - For non-academic reasons for having withdrawn from the program, include the reason for the withdrawal and a plan for successful completion.
3. The Assistant Dean will present the readmission request to the Graduate Nursing Education Committee. A readmission interview may be requested.
4. The student will be notified of the committee's decision within 10 academic days of receiving the written request.
5. Students may be readmitted on a course available basis.

GRIEVANCE POLICY

CONDUCT GRIEVANCE

Disciplinary hearings at Baker University School of Nursing are hearings to arrive at decisions regarding student behavior. These decisions affect the involved students and their relationship with the SON. The administration of discipline is an educational process and the procedures will be determined by educators. Such procedures will give cognizance to the test of fairness, justice, truth, and the requirements of due process.

ACADEMIC GRIEVANCE

If a student deems it appropriate to appeal an academic decision (defined as final grade, probation from an academic program, dismissal from an academic program, or academic integrity decision), the steps listed below must be followed. Individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member's judgment is final unless compelling evidence is presented.

GRIEVANCE PROCEDURE

1. Communicate with the professor concerned and seek to resolve the situation. This communication must occur within seven (7) business days of the occurrence that prompted the complaint. A description of the incident and desired outcome must be put in writing by the student and presented

to the professor. Resolution of the complaint must be made in writing and a copy given to both parties.

2. In the event the resolution proposed is unacceptable to the student, an appeal may be made in writing to the Assistant Dean within three (3) business days of communicating with the professor. The written appeal must specify both the complaint and why the resolution proposed is unsatisfactory. The Assistant Dean will convene three members of the Graduate Nursing Education Committee within seven (7) business days to hear the grievance. The Assistant Dean's role is to facilitate the hearing and is a non-voting member.
3. Should the final decision of the Graduate Nursing Education Committee be unacceptable to the student, he/she may provide a written appeal to the SON Dean within three (3) business days. After reviewing all information, the Dean will notify the student and any involved faculty of the final decision within seven (7) business days. The Dean's decision formally ends the grievance process.

MSN ASSIGNMENT REQUIREMENTS

WRITTEN ASSIGNMENTS

The format from the Publication Manual of the *American Psychological Association* (APA) 2020 (7th ed.) shall be used for all written assignments. If using online APA formatting, the student is still responsible for checking accuracy. All MSN papers must be written in Microsoft Word.

SUBMITTING ASSIGNMENTS

Assignments should be submitted electronically and posted in the course on Moodle. The assignment should have the student's last name first in the saved document. It is the student's responsibility to follow up to ensure that the assignment has been received by the instructor in the designated format. A copy of each paper submitted should be retained by the student for his/her own files.

LATE ASSIGNMENTS

Written assignments are due on the assigned day and time. The student who submits an assignment later than the scheduled due date and time will be assessed a 10% penalty of the total assignment's value for each school day that the assignment 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.

If an assignment will not be completed by the due date because of an unexpected serious and compelling reason, the student must notify the course professor prior to the due date and provides rationale for the requested extension. Together the professor and student will establish a reasonable date for the completion of the assignment.

No final course grade will be calculated until all required coursework has been completed. All assignments must be submitted by noon the Friday one week after the last day of classes. If this policy is not followed the outcomes of the course cannot be met, resulting in a course grade of "F".

MSN ATTENDANCE POLICY

Students are expected to participate actively in and contribute to the learning experience in an online course. Instructors are expected to create and provide students with a written policy in the course syllabus.

MSN DEGREE COMPLETION TIMEFRAME

Requirements for the MSN degree must be completed within six (6) years from the student's initial semester of course work. Requirements for the ADN to MSN degree must be completed within eight (8) years from the student's initial semester of course work. Exception may be made by the Assistant Dean if the student's

situation demonstrates circumstances beyond his/her control that temporarily interfere with the ability to complete the program on time or due to time spent in the military.

ACADEMIC PROGRAMS

BACHELOR OF SCIENCE IN NURSING (BSN)

PREREQUISITE GENERAL EDUCATION REQUIREMENTS

These courses are offered on the Baldwin City campus or may be transferred from a two or four-year regionally accredited college or university.

Public Speaking	3 hours
English I	3 hours
English II	3 hours
Humanities/Fine Arts/ Religion/Social Sciences	12 hours
(no more than 6 credit hours from any one discipline)	
<ul style="list-style-type: none"> • Humanities: Literature, History, Foreign Language, Sign Language • Fine Arts: Art, Music, Theater, Dance • Religion: Philosophy, Religion • Social Science: Sociology, Anthropology, Government, Geology, Geography 	
Psychology	3 hours
Developmental Psych/Human Development	3 hours
College Algebra	3 hours
Statistics	3 hours
Anatomy w/lab	4 hours
Physiology w/lab	4 hours
Microbiology w/lab	5 hours
Chemistry w/lab	5 hours
Nutrition	3 hours

A lab component is required for anatomy, physiology, chemistry and microbiology. These courses plus college algebra and statistics must have been successfully completed within the past ten years. Requests for exceptions to this policy may be addressed to the chair of the Student Affairs Committee.

BSN PROGRAM OF STUDY

Any transfer nursing credits must be approved prior to admission. Transfer courses must have a final course grade of "C" or better and be taken within one year of scheduled nursing course. Requests need to be submitted to the Admissions and Progressions Coordinator.

JUNIOR

FIRST LEVEL	THEORY	CLINICAL
NU 301 Pharmacology I.....	1	
NU 305 Pathophysiology*.....	4	
NU 322/322L Foundations of Nursing.....	5	3
NU 330 Health Assessment across the Lifespan.....	3	
Semester Total = 16		
NU 323 LPN Bridge**.....	4	

*To be accepted as a transfer course the class must be a 300 level or above.

**The Bridge course is required for LPN students in place of NU 322/322L.

SECOND LEVEL	THEORY	CLINICAL
NU 381 Pharmacology II.....	2	
NU 375/NU 375L Nursing of Childbearing Families.....	3	1.5
NU 382/NU 382L Nursing of Adults I.....	3	1.5
NU 393/NU 393L Nursing of Persons with Mental Health Alterations.....	3	1
Semester Total = 15		

SENIOR

THIRD LEVEL	THEORY	CLINICAL
NU 412 Research, EBP and Informatics.....	4	
NU 413/NU 413L Nursing of Adults II.....	3	1.5
NU 414/NU 414L Nursing of Communities.....	3	1
NU 425/NU 425L Nursing of Children.....	3	1.5
Semester Total = 17		

FOURTH LEVEL	THEORY	CLINICAL
NU 476 Leadership and Management in Professional Nursing.....	3	
NU 485 Nursing of Adults III.....	3	
NU 486 Transition to Professional Practice.....	2	
NU 491L Professional Nursing Clinical Practicum.....		2.5
NU 497L Capstone Clinical Experience		3
Semester Total = 13.5		

TOTAL NURSING CREDIT HOURS **61.5**

TOTAL BSN DEGREE CREDIT HOURS **124**

Note: 124 credit hours are required for graduation, 61.5 of which come from nursing courses.

ADN TO MSN BRIDGE (ADN-MSN)

ADN TO MSN PROGRAM OF STUDY

This program meets the American Association of Colleges of Nursing Essentials for Baccalaureate in Nursing Degree (BSN), but the BSN degree is not awarded.

BRIDGE COURSES	CREDIT HOURS	OFFERED
NU 478 Leadership and Management in Professional Nursing	4	Fall
NU 427 Research and Evidence-Based Practice	3	Fall
NU 443 Nursing of Communities with practicum	4	Spring
NU 498 Transition to Graduate Study	2	Spring

Pathophysiology (if no free standing course in ADN program; test out option available)

Pharmacology (if no free standing course in ADN program; test out option available)

Physical Assessment (if no free standing course in ADN program; test out option available)

MASTER OF SCIENCE IN NURSING (MSN)

MSN PROGRAM OF STUDY

Any transfer nursing credits must be approved prior to admission.

CORE COURSES (21 CREDIT HOURS)	CREDIT HOURS	OFFERED
MA 500 Statistics & Analysis* Summer	3	Fall, Spring
NU 510 Applied Theories for Advancing Quality Care**	3	Fall
NU 520 Role Development for Advanced Leadership	3	Summer
NU 540 Quality Improvement & Informatics Applications	2	Fall
NU 550 Health Care Policy	3	Spring
NU 570 Research, Foundation for Evidence-Based Practice	3	Spring
NU 583 Advanced Health Assessment, Pathophysiology & Pharmacology	4	Fall

*Taken prior to or concurrent with NU 570

**Taken prior to NU 570

NURSING TRACK COURSES (11 CREDIT HOURS)

Choose one track from the below options.

NURSING EDUCATION TRACK	CREDIT HOURS	OFFERED
NU 610 Theories, Principles & Methods of Education	3	Summer
NU 620 Program Assessment and Outcomes Measurement	3	Fall
NU 630 Education Practicum	3	Spring
NU 685 Graduate Scholarly Synthesis Project	2	Fall, Spring

NURSING ADMINISTRATION TRACK	CREDIT HOURS	OFFERED
NU 650 Fundamentals of Organizational Management	3	Summer
NU 660 Health Care Financing/Economics	3	Fall
NU 670 Administration Practicum	3	Spring
NU 685 Graduate Scholarly Synthesis Project	2	Fall, Spring

TOTAL MSN CREDIT HOURS **32**

COURSE DESCRIPTIONS

UNDERGRADUATE COURSES

FIRST LEVEL COURSES

NU 301 Pharmacology (1 credit)

This course provides students with a knowledge base of various drug classifications and their nursing implications. Resources, including pharmacogenomics and technology, are emphasized to enhance the student's ability to provide safe, therapeutic, evidence-based care in clinical settings. Pre or co-requisite: NU 305

NU 305 Pathophysiology (4 credits)

This course examines alterations in physiological functions and adaptations that occur throughout the healthcare continuum by building on basic anatomy and physiology knowledge. Understanding the pathophysiology of common disease processes is an important component in conducting theory-based assessments to make beginning clinical judgments. Health promotion/disease prevention behaviors are integrated into discussions of risk factors for diseases. An emphasis is placed on genetic and genomic influences on health. Prerequisite: Admission to the nursing program.

NU 322 Foundations of Nursing (5 credits)

This course provides an introduction to the nursing profession and the theoretical and conceptual basis for beginning nursing practice. Health promotion, safety, nursing process, effective communication, culture, caring, leadership, professional accountability/values and other related concepts are introduced and serve as a foundation for future course work. Scientific principles and research findings are identified as a basis for beginning critical thinking and clinical judgments in delivery of patient centered, culturally sensitive, evidence based care. Prerequisite: Admission to the nursing program.

NU 322L Foundations of Nursing Clinical (3 credits)

This course provides opportunities to apply theory-based assessments to make beginning clinical judgments necessary to provide safe, evidence-based, compassionate, culturally sensitive, individualized care to patients. Students are introduced to beginning community concepts with a focus on vulnerable populations. Initial experiences take place in the nursing lab where students develop competence in beginning level skills. During subsequent experiences, students identify basic leadership principles when caring for patients in acute, extended, long term, outpatient, and community- based settings to explore varied roles of the professional nurse. Clinical experiences include a beginning understanding and application of appropriate and safe use of patient care technologies and information management systems when delivering care. Pre or Co-requisite: NU 301, 305, NU 322, NU 330. P/F

NU 323 LPN Bridge (4 credits)

This course provides the Licensed Practical Nurse (LPN) with an introduction to the nursing profession and the theoretical and conceptual basis for beginning nursing practice. Health promotion, safety, nursing process, effective communication, culture, caring, leadership, professional accountability/values and other related concepts are introduced and serve as a foundation for future course work. Scientific principles and research findings are identified as a basis for beginning critical thinking and clinical judgments in delivery of patient centered, culturally sensitive, evidence based care.

NU 330 Health Assessment Across the Lifespan (3 credits)

This course provides students with theory-based assessment as the foundation to make beginning clinical judgments. Emphasis is placed on the interview process and recognition of expected findings for history and physical examination of each system. Developmental and cultural variations related to health assessment are included. Health promotion and disease and injury prevention are integrated throughout

the lifespan. The lab session provides the student with skills needed to perform and document a systematic health assessment of a well client. The student practices history taking and physical exam skills. The course culminates with performance and documentation of a head-to-toe assessment. Prerequisite: Admission to the nursing program.

SECOND LEVEL COURSES

NU 375 Nursing of Childbearing Families (3 credits)

This course explores the health and nursing care of childbearing families. Emphasis is placed on evidence-based practice as it relates to the role of the professional nurse in using clinical judgement to provide culturally sensitive, individualized care of families from preconception through the prenatal, antepartum, intrapartum, postpartum and early neonatal periods. Research findings and scientific principles are used as the basis for making accurate critical judgements in specialty settings with the multidisciplinary team. Additional areas of focus include the role of the nurse as it pertains to standards of care, genetics/genomics, patient/family education, ethical/legal issues, health promotion and patient safety. Prerequisite: Completion of Level One courses; Pre or co-requisite: NU 381

NU 375L Nursing of Childbearing Families Clinical (1.5 credits)

This course focuses on the application of evidenced based practice in the provision of safe care to families during the childbearing continuum from preconception through the prenatal and birth process, postpartum and neonatal period. Clinical experiences focus on the role of the nurse in care of the childbearing family in acute hospital settings, community health settings, and perinatology clinics. Clinical experiences include understanding and application of appropriate and safe use of patient care technology and information management systems when delivering care in specialty settings.

Prerequisite: Completion of Level One courses. Pre or Co-requisite: NU 375. P/F

NU 381 Pharmacology II (2 credits)

This course provides students with a knowledge base of various drug classifications and their nursing implications. Resources, including pharmacogenetics and technology, are emphasized to enhance the student's ability to provide safe, therapeutic, evidence-based care in clinical settings. Prerequisite: NU 301

NU 382 Nursing of Adults I (3 credits)

This course provides opportunities to apply knowledge necessary for provision of safe care of adults experiencing focused health issues, surgery and certain inherent life transitions. The values of compassionate, culturally sensitive, individualized care to patients are emphasized. Scientific principles and research findings are used as a basis for making accurate critical clinical judgements. Emphasis is placed on the nursing role in health promotion, disease and injury prevention in the adult patient and families in specialty settings. Pre or Co-requisite: Completion of Level One courses, NU 381.

NU 382L Nursing of Adults I Clinical (1.5 credits)

This course provides opportunities to apply knowledge and basic leadership principles necessary for provision of safe, culturally sensitive, holistic care to patients and families. Research findings are used as a basis to implement comprehensive assessment as a baseline for making critical clinical judgments to provide safe, evidence-based, compassionate, patient-centered care. Emphasis is placed on the nursing role in care of the surgical patient in specialty settings. Clinical experiences include understanding and application of effective communication and collaborative techniques and appropriate and safe use of patient care technologies and information management systems. Prerequisite: Completion of Level One courses. Pre or Co-requisite: NU 382. P/F

NU 393 Nursing of Persons with Mental Health Alterations (3 credits)

This course emphasizes effective interpersonal and communication skills needed by students to assume the care provider role in mental health nursing. The course incorporates learning about specific mental

illnesses, pharmacology, and therapeutic treatments relevant to individuals with mental disorders. The student utilizes research findings, principles of safety, cultural awareness, legal and ethical considerations to assess, plan, implement, and evaluate interventions and outcomes designed to restore and maintain clients' mental health. Prerequisite: Completion of Level One courses; Pre- or Co-requisite: NU 381.

NU 393L Nursing of Persons with Mental Health Alterations Clinical (1 credits)

This course provides students with clinical experiences in which to practice and hone effective communication skills. Students will observe a variety of mental health settings and roles of the professional mental health nurse. Students will implement interventions, which are ethically sound, individualized, and culturally sensitive and promote recovery. Prerequisite: Completion of Level One courses. Pre or Co-requisite: NU 393. P/F

THIRD LEVEL COURSES

NU 412 Research, EBP and Informatics (4 credits)

This course provides an introduction to the fields of nursing research and informatics including relevant terminology, processes and techniques. Evidence-based practice, quality improvement, and technology are presented alongside concepts central to nursing research. Effective techniques for literature search are emphasized. A major focus of the course is to develop the analytic skills needed to read research reports. Data collection and data analysis and also included and students are introduced to various informatics software (SPSS, EXCEL, EMR, EHR) for data analysis. Ethical implications of research involving human subjects and protected health information are discussed. The importance of nurse informatics within the changing healthcare paradigm is explored. Prerequisite: Co-requisite or Completion of Level Two courses, as the schedule allows.

NU 413 Nursing of Adults II (3 credits)

This course provides opportunities to apply knowledge and evaluate the evidence necessary for providing safe, evidence-based care of adults experiencing increasingly complex chronic illnesses. The values of compassionate and culturally sensitive, individualized care to patients are emphasized. Scientific principles and research findings are used as a basis for synthesizing assessment data to make increasingly complex critical clinical judgements. Emphasis is placed on health promotion, disease and injury prevention for adults and families in acute and community-based settings. Prerequisite: Completion Level Two courses.

NU 413L Nursing of Adults Clinical (1.5 credits)

This course provides opportunities for demonstrating leadership principles and increased independence when enacting the roles of the professional nurse with increasingly complex patients and their families. Research findings are used as a basis for synthesizing assessment data to make critical clinical judgements in providing safe, evidence-based, competent care in the hospital and community based settings. Effective communication and collaborative techniques are applied with individuals, families, populations, communities and the interdisciplinary team in a variety of settings. Clinical experiences will expand on understanding and application of appropriate and safe use of technologies and information management systems. Prerequisite: Completion of Level Two courses. Pre or Co-requisite: NU 413 P/F

NU 414 Nursing of Communities (3 credits)

This course explores nursing practice as it addresses the needs of individuals, families, and groups in the community, as well as the conditions that influence the health of populations and global communities. Students will develop an understanding of how community-based nursing is influenced by systems for healthcare delivery, policies and political advocacy, transitional care/case management, and vulnerable populations. Students will have the opportunity to explore and apply concepts from community assessment, epidemiology, public health promotion, disease and injury prevention, environmental health and disaster management to make complex and critical clinical judgements. Prerequisite: Completion of Level Two courses.

NU 414L Nursing of Communities (1 credit)

This course examines the clinical application of principles of professional nursing practice, incorporating the roles of provider care, designer/manager/coordinator of care, and member of a profession in adult acute care, medical and surgical settings and community settings across the healthcare continuum. This course includes opportunities for the student to conduct comprehensive and focused assessments using a holistic approach in the provision of evidenced based care; make complex critical clinical judgements of person with complex health alterations; collaborate with communities as clients; and integrate leadership principles to transition to the role of the professional nurse. The student will complete client teaching on health and wellness; community assessment and evaluation; and case management, both within urban and rural settings. Experiences are designed to assist the student to portray professional values, display accountability and explore opportunities for involvement in lifelong learning and professional and community service. Clinical experiences will include management of patient care technologies and information management systems when delivering care across the health care continuum. Prerequisite: Completion Level Two courses. Pre or co-requisite: NU 414 P/F

NU 425 Nursing of Children (3 credits)

This course explores the health and nursing care necessary for provision of safe care of pediatric patients in the maintenance of health and for those experiencing complex acute or chronic illnesses. Principles of child development, cultural sensitivity, family-centered care, genetics/genomics, and research findings are used as a basis for synthesizing assessment data in making age specific critical clinical judgments. Emphasis is placed on health promotion, disease and injury prevention, and palliative care in the pediatric patient and families in acute and community based settings.

Prerequisites: Completion of Level Two courses.

NU 425L Nursing of Children Clinical (1.5 credits)

This course provides opportunities to enact the roles of the professional nurse with pediatric patients and their families in a variety of settings. Evidence is evaluated as a basis for synthesizing assessment data to make critical clinical judgments, incorporating developmental characteristics, safety considerations, and needs of children with various socio-economic and cultural backgrounds. Ethical, legal, and moral aspects of care are explored and effective communication techniques appropriate to the developmental stage and cultural needs of the family are addressed. Clinical experiences will expand on understanding and application of appropriate and safe use of technology and information management systems in the more complex neonatal intensive care. Prerequisites: Completion of Level Two courses. Pre or Co- requisite: NU 425. P/F

FOURTH LEVEL COURSES**NU 476 Leadership and Management in Professional Nursing (3 credits)**

This course assists the student in transitioning from student to professional nurse role. Content is based on theories, principles, and skills needed to integrate effective leadership processes that ensure quality patient outcomes and systems improvement. Management skills, including conflict resolution, effective communication, team roles, interdisciplinary collaboration and resource utilization are explored as they affect individuals, families, populations, and communities across the health care continuum. Learning activities are designed to explore team roles, enhance critical thinking skills, expand global awareness, ensure accountability and patient safety, and improve critical clinical judgment. Prerequisites: Completion of Level Three courses.

NU 485 Nursing of Adults III (3 credits)

This course facilitates student understanding to conduct comprehensive and focused assessments necessary for provision of safe, competent, evidence-based care of adults experiencing complex critical illnesses. The values of compassionate, culturally sensitive, holistic care to patients are emphasized. Scientific principles and research findings are used as a basis for using a holistic approach to make complex critical clinical

judgments. Emphasis is placed on disease/injury prevention and complex interventions in the adult patient and families in critical care and emergency settings. The foundations of critical care nursing are addressed, including client and family responses and ethical, legal and genomic issues. The course encompasses modules and evidence-based practice from the American Association of Critical Care Nurses (AACCN). Prerequisites: Level Three courses

NU 486 Transition to Professional Practice (2 credits)

This seminar is designed to explore healthcare issues that will assist in the transition to professional nursing practice. Research findings and evidence-based practice are used to analyze topics such as ethical/legal, quality improvement, political advocacy and nursing education in making critical decisions. Prerequisites: Completion of Level Three courses.

NU 491L Professional Clinical Nursing Practicum (2.5 credits)

This course examines the clinical application of principles of professional nursing practice, incorporating the roles of provider of care, designer/manager/coordinator of care, and member of a profession in adult acute care, medical and surgical setting and community settings across the health care continuum. This course includes opportunities for the student to conduct comprehensive and focused assessments using a holistic approach in the provision of evidenced based care; make complex critical clinical judgments of person with complex health alterations; collaborate with communities as clients; and integrate leadership principles to transition to the role of the professional nurse. The student will complete client teaching on health and wellness; community assessment and evaluation; and case management within urban settings. Experiences are designed to assist the student to portray professional values, display accountability and explore opportunities for involvement in lifelong learning and professional and community service. Clinical experiences will include management of patient care technologies and information management systems when delivering care across the health care continuum. A series of post conferences will prepare the graduate for transition to professional nursing practice. Prerequisites: Completion of Level Three courses. Pre or co-requisite: NU 476, NU 485. P/F

NU 497L Capstone Clinical Experience (3 credits)

This course provides opportunities for students to conduct comprehensive and focused assessments using a holistic approach to manage patient care based on evidence-based practice. The course promotes clinical growth in an area of interest to the student with the expectation of increasing autonomy as they transition to the role of the professional nurse. Experiences are designed to assist the student to promote professional development, display accountability and explore opportunities for involvement in lifelong learning and professional service. Prerequisites: Completion of all theory and clinical courses. P/F

OPTIONAL COURSES

NU 499 Independent Study (1-3 credits)

Independent studies are available in limited number to qualified degree-seeking students. Students wishing to enroll in an independent study course need to have a nursing GPA of 3.0 or above. Students interested in pursuing an independent study course must contact the faculty member to discuss the focus of the course. The Assistant Dean and the faculty member to whom the course is assigned must approve independent study projects. The approval process assures compliance with the degree plans, academic credibility and GPA. The student, in collaboration with the faculty, providing title, objectives, procedure and methods, evaluation criteria and list of resources, must prepare a statement. Courses cannot be retaken as an independent study course. Theory-related courses will be assigned a letter grade, and clinically focused courses will be assigned a P/F. Once the independent study is approved, registration must be completed before the registration deadline, and tuition must be paid along with other fees. Students may enroll in an independent study course after successful completion of all Level One courses and prior to the beginning of Level Four.

Kenya Community Health Experiential Learning

Students entering second or third level may obtain 10 hours of NU414L Community clinical credit and 3 volunteer hours for the Kenya mission trip following evaluation of project requirements by the faculty. Remaining Community Nursing clinical hours for NU414L will be completed within the NU414L semester course. All project assignments must be submitted to the NU414L Community Nursing instructor prior to the first community clinical orientation day to be eligible for credit. Failure to complete the assignments in a timely and satisfactory manner will result in no credit.

ADN TO MSN BRIDGE COURSES

NU 415 ADN Bridge Pathophysiology (3 credits)

This course examines alterations in physiological functions and adaptations that occur throughout the healthcare continuum by building on basic anatomy and physiology knowledge. Understanding the pathophysiology of common disease processes is an important component in conducting theory-based assessments to make beginning clinical judgments. Health promotion/disease prevention behaviors are integrated into discussions of risk factors for diseases. Content within the course focuses genetic and genomic influences on health.

NU 416 ADN Bridge Pharmacology (3 credits)

This course provides students with a knowledge base of various drug classifications and their nursing implications. Resources, including pharmacogenetics and technology, are emphasized to enhance student's ability to provide safe, therapeutic, evidence-based care in clinical settings.

NU 417 ADN Bridge Physical Assessment (3 credits)

This course provides students with theory-based assessment as the foundation to make clinical judgments. Emphasis is placed on the interview process and recognition of expected findings for history and physical examination of each system. Developmental and cultural variations related to health assessment are included. Health promotion and disease and injury prevention are integrated throughout the lifespan. The lab session provides the student with skills needed to perform and document a systematic health assessment of a well client. The student practices history taking and physical exam skills. The course culminates with the performance and documentation of a head-to-toe assessment.

NU 427 Research and Evidence-Based Practice (3 credits)

This course provides an introduction to the field of nursing research including relevant terminology, processes and techniques. Evidence-based practice is presented alongside concepts central to nursing research. Effective techniques for a literature search are emphasized. A major focus of the course is to develop the analytic skills needed to read research reports. An introduction to quantitative and qualitative research methods is presented, along with information on measurement, hypothesis testing, sampling and study design. Data collection and data analysis are also included and students are introduced to SPSS software for data analysis. Ethical implications of research involving human subjects are discussed.

NU 443 Nursing of Communities (4 credits)

The didactic explores nursing practice as it addresses the needs of individuals, families, and groups in the community, as well as the conditions that influence the health of populations and global communities. Students will develop an understanding of how community-based nursing is influenced by systems for healthcare delivery, policies and political advocacy, transitional care/case management, and vulnerable populations. Students will have the opportunity to explore and apply concepts from community assessment, epidemiology, public health promotion, disease and injury prevention, environmental health and disaster management to make complex and critical clinical judgments.

The practicum examines the clinical application of principles of professional nursing practice, incorporating the roles of provider of care, designer/manager/coordinator of care, and member of a profession in adult acute care, medical and surgical settings and community settings across the health care continuum. This course includes opportunities for the student to conduct comprehensive and focused assessments using a holistic approach in the provision of evidenced based care; make complex critical clinical judgments of persons with complex health alterations; collaborate with communities as clients; and integrate leadership principles to transition to the role of the professional nurse. The student will complete client teaching on health and wellness; community assessment and evaluation; and case management both within urban and rural settings. Experiences are designed to assist the student to portray professional values, display accountability and explore opportunities for involvement in lifelong learning and professional and community service. Clinical experiences will include management of

patient care technologies and information management systems when delivering care across the health care continuum.

NU 478 Leadership and Management in Professional Nursing with practicum (4 credits)

This course provides an overview of leadership and management theories and current issues impacting healthcare in diverse settings. Topics focus on developing the knowledge/skills/ attitudes related to fiscal accountability, the regulatory environment, human resource issues, and creating healthy work environments. Experiences are designed to assist the student to portray professional values, display accountability and explore opportunities for involvement in lifelong learning and professional service. Clinical experiences will include management of patient care technologies and information management systems when delivering care across the health care continuum.

NU 498 Transition to Graduate Studies (2 credits)

This course is required before enrolling in the graduate level courses and is designed to facilitate the transition to advanced studies and application of knowledge about current health-care issues. The students will demonstrate the ability to write professionally a number of papers on nursing theory and a final paper on a topic of interest.

GRADUATE COURSES

XXX 5998 Special Topics - 1-4 hrs.

These are specialized courses designed to examine topics within a discipline or area of study not otherwise addressed by an established course at Baker, selected according to faculty interests and student needs. Prerequisite: varies by course. This course can be repeated for credit as long as the student does not repeat the course featuring the same topic.

XXX 5999 Independent Study - 1-4 hrs.

Independent study provides an opportunity for the competent or highly motivated student to pursue a course of study in an advanced topic or in an area that is not represented by an established course at Baker (more details provided in the Master of Liberal Arts section of this catalog).

MA 500 Statistics & Analysis (3 credits)

This course presents basic statistical concepts and methods most frequently used in health sciences research. Students will be introduced to SPSS software, and emphasis will be on understanding appropriate selection of statistical analysis and interpretation of data analysis. Specifically, fundamentals of sampling, levels of measurement, reliability, descriptive and inferential statistics will be discussed. Students will learn to develop a data set, clean data, and display data. Parametric tests of comparison (t-tests and ANOVA) and correlation (including regression) will be conducted. Nonparametric tests, including Chi Square, Wilcoxon Rank-Sum Test and Mann-Whitney will be explored. Pre-requisite: A graduate level statistics course completed within the last ten years is required prior to taking NU 570; may be taken concurrently.

NU 510 Applied Theories for Advancing Quality Care (3 credits)

Concepts, theories, and principles from nursing and related disciplines are examined. Interrelationships among nursing theory, research, and practice are emphasized. Theories are applied to nursing practice, education, and administration.

NU 520 Role Development for Advanced Leadership (3 credits)

This course prepares the student to lead interdisciplinary teams. Organizational structure, complexity science, and systems analysis, group role theory, communication, conflict resolution, and change process will be emphasized.

NU 540 Quality Improvement & Informatics Applications (2 credits)

The focus of this course is to prepare the student to identify, collect, process, and manage data and information to support programs that are relevant to nursing practice in selected environments. Major emphasis is on the design of measurable outcomes as well as critique of tools and systems to establish, evaluate, and promote best practices.

NU 550 Health Care Policy (3 credits)

This course provides a framework for analysis of the evolving US health care system and the nurse's role in shaping healthcare policy. The effects of social, political, organizational, cultural, economic, and historical forces are explored. Current trends related to regulation, cost, quality, and access are analyzed, with particular emphasis on the complexities and inherent counter purposes of commerce and ethical obligations manifested in healthcare.

NU 570 Research, Foundation for Evidence-Based Practice (3 credits)

This course focuses on the principles and methods of quantitative and qualitative research as applied to nursing and the ethical implications inherent in conducting research. The steps of the research process are critically examined. Skills and competencies in research design and statistical analysis are enhanced. A research proposal is developed. The vital role of research in evidenced based practice, quality

management and outcomes evaluation is explored. The foundation for an EBP project is established
Prerequisite: graduate level statistics and NU 510 Applied Theories for Advancing Quality Care.

NU 583 Advanced Health Assessment, Pathophysiology, & Pharmacology (4 credits)

This course is an integrated examination of common and important pathophysiology relevant to practice because of their prevalence and impact on the health care system and health of the nation. The student will examine associated pharmacological treatments and the social and environmental impacts of the pathologies. The role of pharmacogenomics will be explored in the prevention/treatment of pathologies. This course provides the student with the opportunity to increase knowledge and expertise in the acquisition of advanced clinical skills in assessing and maintaining the health of individuals across the life span. The course will incorporate assessments that include social structures, family history, and environmental situations.

NU 685 Graduate Scholarly Synthesis Project (2 credits)

This scholarly project provides students with the opportunity to complete a culminating, synthesis component of their graduate education. This project requires students to present evidence of critical thinking, the ability to integrate information, to demonstrate an understanding of research processes, and finally the dissemination of information. Pre-requisite: Graduate Statistics & Analysis and NU 570 Research, Foundation for Evidence-Based Practice. IP (In progress) will be assigned at the end of the semester if the project is incomplete. A Pass/Fail grade is assigned at project completion.

NURSING EDUCATION TRACK

NU 610 Theories, Principles and Methods of Education (3 credits)

This course provides an overview of educational theory, methods, and strategies for classroom, clinical and online instruction. Theories, principles and methods that provide the basis for effectiveness in the nurse educator role will be examined along with the influence of student diversity on the teaching/learning process. Ethical and legal issues inherent in classroom and clinical teaching are explored.

NU 620 Program Assessment and Outcomes Measurement (3 credits)

In this course, the focus is on teaching environments outside the traditional classroom. A strong emphasis on outcomes measurement and program assessment is integrated throughout the course. Pre-requisite: NU 610.

NU 630 Education Practicum (3 credits)

This educational practicum provides students an opportunity to apply core concepts to an educational setting. The student is mentored by an experienced teacher to develop expertise in the nurse educator role in a setting that is an area of interest. Students will develop and implement teaching strategies in the didactic and clinical setting that contribute to safe clinical practice. Settings include academic nursing programs or secondary and tertiary health care agencies. Pre-requisites: NU 610 and 620.

NURSING ADMINISTRATION TRACK

NU 650 Fundamentals of Organizational Management (3 credits)

In this course, the student will analyze organizational dynamics and complex operational and regulatory factors that must be aligned to ensure the highest quality care, greatest efficiency and cost effectiveness. The influences of an organization's leadership will be examined as it relates to successful organizational performance.

NU 660 Health Care Financing/Economics (3 credits)

In this course, the focus is to understand accounting principles so that students can interpret financial statements. Students will learn to compare industry benchmarks with the financial strength of an organization. Trends that drive health care finance, contract negotiations, and reimbursement are explored. Connections between the role of the strategic and financial plans are examined. Pre-requisite: NU 650.

NU 670 Nurse Administration Practicum (3 credits)

In the nurse administration practicum students apply core concepts of professional advocacy, assertiveness, and leadership to a healthcare setting. The student is precepted by a nurse administrator in an area of interest. Knowledge, skills, and abilities related to safety, quality improvement, and systems thinking are an integral part of the experience. The nurse administrator practicum includes 90 clock hours of on-site experience. Pre-requisites: NU 650 and NU 660.

FACULTY

UNDERGRADUATE TEACHING FACULTY

Diane Bottorff, 1999

Assistant Professor
EdD-Clarkson University (in progress)
MN-University of Kansas, 1986
BSN-University of Kansas, 1970

Hannah Branham, 2021

Instructor
MSN-Baker University, 2021
BSN-Baker University, 2016

Ashton Clarkson, 2016

Assistant Professor
PhD-University of Northern Colorado (in progress)
MSN-Fort Hays State University, 2017
BSN-Newman University, 2009

Elizabeth Deng, 2019

Assistant Professor
MSN-Baker University, 2020
BSN-Baker University, 2011

Jessica Hachmeister, 2021

Instructor
MSN-Baker University (in progress)
BSN-Baker University, 2016

Brittany Horn, 2021

Assistant Professor
DNP-Pittsburg State University, 2020
BSN-Pittsburg State University, 2016

Tammy Heine, 2010

Assistant Professor
EdD-Carson-Newman University (in progress)
MSN-Nebraska Methodist College, 2008
BSN-Baker University, 1997

Hottensiah Kimori, 2019

Assistant Professor
MSN-Aspen University, 2021
BSN-Baker University, 2008

Vicky McGrath, 2022

Assistant Professor
DNP-University of Kansas, 2021
MBA-Baker University,
BSN-Washburn University, 1998

Ranee Seastrom, 2010

Assistant Dean, Undergraduate Program;
Assistant Professor
DNP-Grand Canyon University (in progress)
MSN/MHA-University of Phoenix, 2008
BSN-Baker University, 2003

Ashley Seematter, 2017

Assistant Professor
MSN-Baker University, 2020
BSN- Fort Hays University, 2016
ADN-Manhattan Area Technical College, 2012

MacKenzie Shigley, 2022

Instructor
MSN-Baker University, 2022
BSN-Baker University, 2015

Jessica Shippee-McDaniel, 2018

Assistant Professor
DNP-Pittsburg State University (in progress)
MSN-Baker University, 2018
BSN-Baker University, 2010

Dustin Thiessen, 2019

Instructor and Simulation Lab Coordinator
MSN-Baker University, (in progress)
BSN-Baker University, 2011

GRADUATE TEACHING FACULTY

Marlene Eicher, 2006

Assistant Dean, Graduate Program; Assistant Professor
DNP-Pittsburg State University, 2021
MSN-Washburn University, 2011
BSN-Baker University, 2005

Denise Johnson, 2019

Assistant Professor
PhD-University of Kansas (in progress)
MSN-University of Kansas, 2010
BSN-University of Kansas, 2006

Lori Link, 2020

Adjunct Instructor
DNP-University of Missouri, 2020
MSN-Grand Canyon University, 2018
BSN-Southwestern College, 2016

Vicky McGrath, 2022

Assistant Professor
DNP-University of Kansas, 2021
MBA-Baker University, 2009
BSN-Washburn University, 1998

Libby Rosen, 2003

Dean, Professor
PhD-University of Kansas, 2009
BSN-Washburn University, 1994
Diploma RN-Stormont Vail School of Nursing, 1974

ADN TO MSN TEACHING FACULTY

Jeri Harvey, 2017

Assistant Professor
MSN-Washburn University, 2019
BSN-Washburn University, 1997

Amanda Schuster, 2017

Assistant Professor
PhD-University of Northern Colorado (in progress)
MSN-Fort Hays State University, 2014
BSN-University of Arkansas, 2006

Ashley Seematter, 2017

Assistant Professor
MSN-Baker University, 2020
BSN- Fort Hays University, 2016
ADN-Manhattan Area Technical College, 2012
LPN-Washburn Institute of Technology, 2010

CAMPUS SECURITY INFORMATION

Baker University's School of Nursing Annual Campus Security Report can be accessed online at: www.bakeru.edu. It includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by Baker University, and on public property within or immediately adjacent to and accessible from the campus.

ACADEMIC CALENDARS

BSN ACADEMIC CALENDAR

FALL 2022

Orientation	M-F	August 8-12
Commitment to Compassion Ceremony	T	August 9
Fall classes begin	M	August 15
Labor Day observance	M	September 5
4th level last day to drop classes without W	F	September 9
4th Level Mid-term	F	September 16
Last day to drop classes without W	F	September 23
Mid-term	F	October 7
4th level last day to withdraw from classes	F	October 7
Fall Break	M-T	October 10-11
Last day to withdraw from classes	F	November 11
Thanksgiving Break – no classes	W-F	November 23-25
Last day of classes	F	December 2
Final Examinations	M-F	December 5-9
Pinning Ceremony	F	December 9
Final grades due	M	December 12

SPRING 2023

Orientation	M-F	January 9-13
Commitment to Compassion Ceremony	T	January 10
Martin Luther King, Jr. Day Observance – no classes	M	January 16
Spring classes begin	T	January 17
4th level last day to drop classes without W	F	February 10
4th Level Mid-term	F	February 17
Last day to drop classes without W	F	March 3
Mid-term	F	March 10
4th level last day to withdraw from classes	F	March 10
Spring Break – no classes	M-F	March 13-17
Good Friday Observance	F	April 7
Last day to withdraw from classes	F	April 21
Last day of classes	F	May 12
Final examinations	M-F	May 15-19
Pinning Ceremony	F	May 19
Spring Commencement	Su	May 21
Final grades due	M	May 22

SUMMER 2023

Memorial Day Observance	M	May 29
First day of classes	T	May 30
Last day to add classes	W	June 2
Last day to drop classes	F	June 9
Last day to withdraw from classes	F	June 23
Fourth of July Observance	T	July 4
Last day of classes	W	July 19
Final grades due	M	July 24

MSN ACADEMIC CALENDAR

FALL 2022

Fall classes begin	M	August 15
Labor Day Observance – no classes	M	September 5
Last day to drop classes	F	September 23
Mid-term	F	October 7
Last day to withdraw from classes	F	November 11
Thanksgiving Break – no classes	W-F	November 23-25
Last day of classes	F	December 2
Final grades due	M	December 12

SPRING 2023

Martin Luther King, Jr. Day Observance – no classes	M	January 16
Spring classes begin	Tu	January 17
Last day to drop classes	F	March 3
Mid-term	F	March 10
Spring Break – no classes	M-F	March 13-17
Good Friday Observance	F	April 7
Last day to withdraw from classes	F	April 21
Last day of classes	F	May 5
Spring Commencement	Su	May 21
Final grades due	M	May 22

SUMMER 2023

Memorial Day Observance	M	May 29
First day of classes	T	May 30
Last day to add classes	W	June 2
Last day to drop classes	F	June 9
Last day to withdraw from classes	F	June 23
Fourth of July Observance	T	July 4
Last day of classes	W	July 19
Final grades due	M	July 24