



**Nursing Department Handbook  
2024-2025**

Approved by the Nursing Department Chair

  
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Nursing Department Chair

**July 2024**  
Date

Crown College Nursing Department  
Student Handbook.  
2024-2025

**Table of Contents**

Preface.....	5
Mission Statement, Program Goals and Curriculum.....	5
Mission Statement.....	5
Program Outcomes.....	5
Curriculum.....	5
Theoretical Base for the Nursing Curriculum.....	6
Definitions Accepted by the Crown College Nursing Department.....	6
Course Descriptions- Prelicensure.....	8
Four-Year Plan of Study (BS in Nursing Prelicensure Only).....	12
BS in Nursing-Prelicensure Program Acceptance Policy.....	13
Application Deadlines.....	14
Notification of Decision.....	14
Waiting List Eligibility.....	14
Non-Acceptance to the Crown College Nursing Department.....	15
BS in Nursing-Prelicensure Program Acceptance Requirements.....	16
Prerequisite Courses requiring a C+ or higher.....	17
Reapplication Process to the Nursing Program.....	17
Progression Policy (Prelicensure Program).....	18
Individual Requirements and Support Systems for Students.....	18
Health Requirements.....	19
Health Insurance.....	19
Pregnancy.....	19
Travel.....	20
Substance Abuse and/or Impairment.....	20
Professional Requirements.....	20
Agency Requirements.....	20
BLS (Basic Life Support) Certification.....	20
Caregiver Law/Background Checks.....	20
Liability Insurance.....	20
Providing Healthcare Services.....	21
Extracurricular and Athletic Activities.....	21
Destination: Serve.....	22
Guided Study.....	<b>Error! Bookmark not defined.</b>
Internships and Externships.....	22
Pinning Ceremony.....	22
Waiver to Release Information.....	22
Resource Requirements.....	22
Lab/Book supplies.....	22
Transportation.....	23
Uniform/Appearance.....	23

## Nursing Department Student Handbook 2024-2025

Clinical.....	24
Capstone Experience.....	23
Compensation .....	24
Illness.....	24
Injuries .....	25
Personal Safety .....	25
Policy Adherence .....	25
Preceptor Communication .....	26
Privacy/Confidentiality.....	26
Sleep Deprivation.....	26
Substance Abuse .....	27
Simulation Standards.....	27
Confidentiality.....	27
Constructive Feedback .....	27
Fidelity .....	27
Professionalism.....	28
Administrative Policies.....	29
Academic Integrity.....	29
Academic Probation.....	28
APA for Written Assignments .....	30
Complaint .....	30
Assignment Usage Disclaimer.....	31
Attendance .....	31
Audio, Photos and Videos.....	32
Cellular/Mobile Communication Usage .....	32
Communication .....	32
Governance.....	33
Handbook/Policy Revision .....	33
Plagiarism.....	33
Professional Literature .....	33
Grading Policy.....	34
Clinical Evaluations .....	35
Exams.....	35
Knowledge Checks .....	36
Math Quiz .....	36
Pop-Up Activities.....	36
Graduation.....	36
Appendix.....	36
Appendix A – Academic Honesty Statement .....	38
Appendix B – Appeals Form.....	39
Appendix C – Academic Improvement Plan.....	40
Appendix D – Acknowledgement of Receipt of Handbook.....	42
Appendix E – Incident Report.....	43
Appendix F- Clinical Evaluation.....	44

## Nursing Department Student Handbook 2024-2025

The policies set forth in the Nursing Department Student Handbook do not supersede the policies of the Crown College Student Handbook or the law.

## **Preface**

Crown College has a strong tradition of serving the community and the world by training up leaders in the church and society. The Nursing Department is a logical extension of that tradition. The Nursing Department (ND) at Crown College is designed to develop the individual into a professional nurse that will impact society for Christ. Through a strong curriculum, trained faculty, and a love for the Master, the Nursing Department aims to be the leader in biblically based nursing education.

## **Mission Statement, Program Outcomes, and Curriculum**

### **Mission Statement**

The mission of the Crown College Nursing Department is to prepare highly qualified individuals for professional practice in a variety of healthcare settings. Building on a strong biblically based education, the program seeks to develop committed nurses who will practice Christian compassion and caring to diverse communities locally and globally.

### **Program Outcomes**

Upon completion of the Crown College Nursing Program, students will be able to:

- Demonstrate knowledge, skills, and attitudes characterized by a commitment to the profession of nursing.
- Apply principles of nursing leadership to improve quality of patient care and patient safety.
- Use interprofessional communication and collaborative skills to advocate for safe, evidenced-based quality patient care to families, communities, and populations across the health care continuum.
- Practice Christian compassion and caring in the provision of professional nursing care.
- Illustrate accountability for self and professional nursing practice to include continuous engagement in life-long learning.
- Display accountability for legal, moral, and ethical considerations consistent with Biblical values.
- Integrate current theory and evidenced-based knowledge to guide and teach individuals, families, communities, and populations of diverse cultures regarding health promotion and illness prevention.

### **Curriculum**

The baccalaureate nursing curriculum includes a strong Christian Studies Core Curriculum as well as a background in science and the humanities. The first two years of the program focus upon providing the student with a solid foundation of bible-based courses and sciences before the student enters the Nursing Program in the fall of the junior year. Clinical nursing experiences are provided with the cooperation of a variety of hospitals and agencies throughout the area, with an emphasis on caring that reflects Christ's compassion.

## **Theoretical Base for the Nursing Curriculum**

Educating reflective nurse professionals requires a curriculum that is built on a liberal arts background and incorporates personal and professional values, and the knowledge, skills, and attitudes required for professional practice. Significant impact on health promotion throughout the lifespan can be assessed using theories within and outside of nursing. The Nursing Program at Crown College uses a variety of theories to guide practice, education, and research. Central to Crown's theoretical framework are the metaparadigm concepts of nursing, person, health, and environment.

The nursing department curriculum is based on the nursing metaparadigm described by Shelly, Miller, and Fenstermacher in *Called to Care* (2021, p 40):

In the Christian worldview, the nursing metaparadigm begins with God. God created the world (environment) and everything in it. God created human beings (persons) and placed them within this created environment to live in shalom (health). This kind of health allows the person to live at peace in a God-centered human community with a sense of physical, psychosocial and spiritual well-being. Nursing, then, works toward wholeness, or shalom among individuals and the community.

At the core of Crown's program is the belief that each individual person is created by God as a unique human being deserving care as Christ would care for them. A holistic assessment is believed to be vital in diagnosing, planning, implementing, and evaluating care for individuals, families, and communities. Plans for nursing prevention at the primary, secondary, and tertiary levels can then be effectively implemented. Primary prevention utilizes health education and other actions to protect from illness and injury; secondary prevention is directed toward limiting an illness or condition; and tertiary prevention involves rehabilitation, restoration of health, or support for end-of-life care. Crown nursing students are prepared with evidence-based knowledge, safe skills, and ethically sound professionalism for practice with individuals, families, and communities.

## **Definitions Accepted by the Crown College Nursing Department**

### **Biblically Based**

The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of all people. They constitute the divine and only rule of Christian faith and practice. The Old and New Testaments serve as a guide for conduct in all nursing interactions.

### **Christian Worldview**

Demonstration of biblically based judgment for the end of glorifying God in all situations.

### **Communication**

The process whereby information is sent from one individual person, family, community, or group to another.

**Community**

A group of individual persons and families with a common characteristic such as geographical location, ethnicity, ideology, or interest.

**Environment**

The cumulative stressors that affect a client.

**Health**

A dynamic continuum between wellness and illness that is affected by stressors and is defined through collaboration with the client or client system.

**Holistic Health**

The American Holistic Health Association defines, "Holistic Health is actually an approach to life. Rather than focusing on illness or specific parts of the body, this ancient approach to health considers the whole person and how he or she interacts with his or her environment. It emphasizes the connection of mind, body, and spirit. The goal is to achieve maximum well-being, where everything is functioning the absolute best that is possible." (Walter, 1999; <https://ahha.org/selfhelp-articles/holistic-health/>)

**Learning**

A process whereby the student creates new meaning, develops understanding, and attitudes that lead to improved competence in the cognitive, affective, and psychomotor domains.

**Nursing**

"Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, groups, communities, and populations" (ANA, 2021).

**Nursing Education**

Formal learning and training in the art and science of nursing, promoting knowledge, skills, and attitudes for professional practice.

**Patient/Client**

The patient, sometimes referred to as the client, can be an individual person, family, community, or group. Each patient is comprised of a core, lines of resistance, flexible lines of defense, and normal lines of defense. There are five variables that determine a client's response to stress: physiological, psychological, sociocultural, developmental, and spiritual (Neuman, 1995).

**Person**

An individual created in the image and likeness of God with all the characteristics of a client or patient, each displaying a unique system of needs.

### **Prevention as Intervention**

The term “prevention” is applied to nursing interventions as defined by B. Neuman in her Systems Theory (1995). Preventions are further defined as “primary,” “secondary,” or “tertiary”, depending on specific client goals (Neuman & Fawcett, 2002, p. 323).

### **Social Determinants of Health**

Social determinants of health address the environment that affects a person’s ability to access and maintain health. These include “neighborhood and built environment,” “economic stability,” “health and health care,” “education,” and “social and community context” (Healthy People 2020, 2017).

### **Stressor**

Any internal or external force that can affect the patient/client either positively or negatively.

## **Course Descriptions- Prelicensure**

### **NUR 301 Foundations of Professional Nursing**

**5cr**

#### **Fall Junior**

This course will focus on the development of student’s knowledge, skills, and attitudes required for professional nursing practice. Competencies necessary to provide holistic care to a diverse client population throughout the life span will be introduced. Clinical reasoning and clinical judgment will be used as a systematic guide to client-centered care that incorporates social determinants of health and health equity. Nursing fee applies.

Prerequisite: Acceptance to the Nursing Department

### **NUR 308 Health Assessment**

**4cr**

#### **Fall Junior**

This course will focus on the development of knowledge, skills, and attitudes required for a comprehensive nursing health assessment. Assessment skills presented in the course will be practiced and tested for competency in the laboratory setting. Nursing fee applies.

Prerequisite: Acceptance to the Nursing Department

### **NUR 315 Pharmacology**

**3cr**

#### **Fall Junior**

This course will focus upon the principles of pharmacology. Students will learn drug prototypes from major categories, their actions, therapeutic use, and adverse effects. Nursing implications will be integrated to reinforce the relationship between pharmacologic knowledge and nursing practice. Nursing fee applies.

Prerequisite: Acceptance into the Nursing Department or consent of instructor.

### **NUR 321 Medical-Surgical Nursing I**

**5cr**

#### **Spring Junior**

This course will focus on knowledge, skills, and attitudes of adult health nursing. Students will demonstrate clinical reasoning and apply clinical judgement to facilitate holistic care for adults exhibiting a human response to actual or potential health problems with



consideration to social determinants of health and health equity. Nursing care is provided through the application of the six focused areas of the Quality and Safety in Nursing Education (QSEN) model. Nursing fee applies.

Prerequisite: NUR 301, NUR 308 and NUR 315

**NUR 328 Healthcare Evidence-Based Practice  
Spring Junior**

**3cr**

This course will introduce students to the process of applying validated research to inform quality healthcare practice. Students will be provided with a foundation of the research process including an overview of healthcare research, steps in the research process, research designs, research methodology, data collection and analysis, ethical issues related to human research, and application of research to healthcare practice. Emphasis will be placed on utilizing evidence-based practices to provide safe and effective patient care. Nursing fee applies.

Prerequisite: NUR 301, NUR 308 and NUR 315

**NUR 332 Psychiatric Mental Health Nursing  
Spring Junior**

**4cr**

This course will introduce students to the nursing care of individuals suffering from acute and chronic mental health disorders. Students will apply a nursing process model to promote optimal mental and physical health well-being to a diverse client population with consideration to social determinants of health and health equality. Nursing care is provided through the application of the six focused areas of the Quality and Safety in Nursing Education (QSEN) model. Nursing fee applies.

Prerequisite: NUR 301, NUR 308 and NUR 315

**NUR 422 Medical-Surgical Nursing II  
Fall Senior**

**5cr**

This course will continue to focus on knowledge, skills, and attitudes of adult health nursing. Students will apply clinical judgment to facilitate holistic care for adults exhibiting a human response to actual or potential health problems with consideration to social determinants of health and health equity. Nursing care is provided through the application of the six focused areas of the Quality and Safety in Nursing Education (QSEN) model. Nursing fee applies.

Prerequisite: NUR 301, NUR 308, NUR 315, NUR 321, NUR 328, and NUR 332

**NUR 418 Maternal-Newborn & Pediatric Nursing  
Fall Senior**

**5cr**

This course will focus on knowledge, skills, and attitudes of maternal-newborn and pediatric nursing. Students will apply clinical judgment to facilitate holistic care to a diverse population of women, children, and families with consideration to social determinants of health and health equity. Nursing care is provided through the application of the six focused areas of the Quality and Safety in Nursing Education (QSEN) model. Nursing fee applies.

Prerequisite: NUR 301, NUR 308, NUR 315, NUR 321, NUR 328, and NUR 332

**NUR 415 Community & Public Health Nursing**

**4cr**

**Fall Senior**

This course will introduce concepts of community and public health nursing using a population-focused nursing process with consideration to social determinants of health and health equality. Recommended competencies for community and public health nursing will be incorporated to meet the Minnesota Board of Nursing (MBON) requirements to prepare new graduate nurses to assume roles in the community setting. Nursing care is provided through the application of the six focused areas of the Quality and Safety in Nursing Education (QSEN) model in a variety of community settings. Nursing fee applies.

Prerequisite: NUR 301, NUR 308, NUR 315, NUR 321, NUR 328, and NUR 332

**NUR 374 Clinical Internship, Unpaid**

**0.5cr**

This course will provide clinical learning opportunities to encourage application of clinical judgment to facilitate holistic care to diverse populations with consideration to social determinants of health and health equity. The internship is in collaboration with clinical partners within Minnesota to bridge the gap between school and practice. Unpaid. Note: This course is optional. Satisfactory/Unsatisfactory grading.

Prerequisite: NUR 321

**NUR 381 Clinical Internship, Paid**

**1cr**

This course will provide clinical learning opportunities to encourage application of clinical judgment to facilitate holistic care to diverse populations with consideration to social determinants of health and health equity. The internship is in collaboration with clinical partners within Minnesota to bridge the gap between school and practice. Paid. Note: This course is optional. Satisfactory/Unsatisfactory grading.

Prerequisite: NUR 321

**NUR 433 Medical-Surgical Nursing III**

**5cr**

**Spring Senior**

This course will focus on knowledge, skills, and attitudes of adult health nursing. Students will apply clinical judgment to identify complex client needs and facilitate holistic care for adults exhibiting a human response to actual or potential health problems with consideration to social determinants of health and health equity. Nursing care is provided through the application of the six focused areas of the Quality and Safety in Nursing Education (QSEN) model. Nursing fee applies.

Prerequisite: NUR 301, NUR 308, NUR 315, NUR 321, NUR 328, NUR 332, NUR 415, NUR 418, and NUR 422

**NUR 435 Nursing Leadership**

**4cr**

**Spring Senior**

This course will explore theories of leadership and management and the role of the nurse leader in the health care system. Concepts related to promotion of patient safety, quality care, and professional resilience will be presented and explored through real-life application in clinical settings. Special emphasis will be given to the biblical view of successful leadership. Nursing fee applies.

Prerequisite: NUR 301, NUR 308, NUR 315, NUR 321, NUR 328, NUR 332, NUR 415, NUR 418, and NUR 422

**NUR 442 Advanced Senior Simulations**  
**Spring Senior**

**3cr**

This course is designed to prepare students to assume the role of new graduate nurse. Through simulation, the student will utilize knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety in the healthcare setting. Focus will be placed on the six IOM/QSEN competencies of: Evidence-Based Practice (EBP), Patient-Centered Care, Safety, Teamwork and Collaboration, Quality Improvement, and Nursing Informatics. Nursing fee applies.

Prerequisite: NUR 301, NUR 308, NUR 315, NUR 321, NUR 328, NUR 332, NUR 415, NUR 418, and NUR 422. Must be taken concurrently with NUR 433 in the spring semester of the senior year.

**NUR 452 NCLEX Preparation**  
**Spring Senior**

**2cr**

This course is meant to prepare students to take the NCLEX-RN examination after successfully completing all required courses for graduation with a Bachelor of Science in Nursing degree (BS in Nursing) from Crown College. Focus will be placed on further development of critical thinking and clinical judgement skills reflective of minimum-competency, entry-level nursing. Test-taking strategies will be discussed and practiced preparing students for CAT (Computer Adaptive Test). Attendance is required for an on-site NCLEX-RN review course. Satisfactory/Unsatisfactory grading. Nursing fee applies.

Prerequisite: NUR 301, NUR 308, NUR 315, NUR 321, NUR 328, NUR 332, NUR 415, NUR 418, and NUR 422

## **Four-Year Plan of Study (BS in Nursing Prelicensure Only)**

<b>Freshman</b>			<b>Freshman</b>		
<b>Fall (12 credits)</b>			<b>Spring (16 credits)</b>		
CHM 122	The Great Commandment	3	HIS 135X	Old Testament History or	
ENG 131	English Composition	3	HIS 136X	New Testament History	3
HIS 133	World Civilization to 1500 or		COM 252	Interpersonal Communication	3
HIS 134	World Civilization since 1500 or		ENG 132	Writing and Literature	3
HIS 231	American Civilization to 1877 or		PSY 236	Developmental Psychology	3
HIS 232	American Civilization since 1877	3	SCI 249	General Organic Biochemistry	4
PSY 130	General Psychology	3			

<b>Sophomore</b>			<b>Sophomore</b>		
<b>Fall (16 credits)</b>			<b>Spring (17 credits)</b>		
HIS 135X	Old Testament History or		CHM 328	The Great Commission	3
HIS 136X	New Testament History	3	SCI 262	Human Anatomy and Physiology II	4
FAR/MUS	Fine Arts Elective or		SCI 312	Pathophysiology	3
HON 225	Beauty: Art and Culture	3	SCI 359	Microbiology	4
MAT 226	Applied Statistics	3	SCI 360	Applied Nutrition	3
SCI 261	Human Anatomy and Physiology I	4			
Elective	General Elective	3			

<b>Junior</b>			<b>Junior</b>		
<b>Fall (15 credits)</b>			<b>Spring (15 credits)</b>		
NUR 301	Foundations of Professional Nursing	5	CHM 301	Spiritual and Leadership Development	3
NUR 308	Health Assessment	4	NUR 321	Medical – Surgical Nursing I	5
NUR 315	Pharmacology	3	NUR 328	Healthcare Evidence-Based Practice	3
THE 231	Christian Doctrine	3	NUR 332	Psychiatric Mental Health Nursing	4

<b>Junior</b>		
<b>Summer (0.5-1 credit)</b>		
NUR 374	Clinical Internship ( <i>Optional</i> ) or	0.5
NUR 381	Clinical Internship ( <i>Optional</i> )	1

<b>Senior</b>			<b>Senior</b>		
<b>Fall (17 credits)</b>			<b>Spring (17 credits)</b>		
BIB 434	Romans	3	BIB/THE	Bible Theology Elective (300-400 level)	3
NUR 415	Community and Public Health Nursing	4	NUR 433	Medical – Surgical Nursing III	5
NUR 418	Maternal-Newborn and Pediatric Nursing	5	NUR 435	Nursing Leadership	4
NUR 422	Medical – Surgical Nursing II	5	NUR 442	Advanced Senior Simulations	3
			NUR 452	NCLEX Preparation	2

Classes in bold must be completed with a C+ or higher

## Nursing Department Student Handbook 2024-2025

<b>Core Curriculum</b>		<b>49 Credits</b>	<b>Nursing Major</b>		<b>52 Credits</b>
BIB 434	Romans	3	NUR 301	Foundations of Professional Nursing	5
BIB/THE	Bible or Theology Elective (300-400 level)	3	NUR 308	Health Assessment	4
CHM 122	The Great Commandment	3	NUR 315	Pharmacology	3
CHM 301	Spiritual and Leadership Development	3	NUR 321	Medical-Surgical Nursing I	5
CHM 328	The Great Commission	3	NUR 328	Healthcare Evidence-Based Practice	3
COM 252	Interpersonal Communications	3	NUR 332	Psychiatric Mental Health Nursing	4
ENG 131	English Composition	3	NUR 415	Community and Public Health Nursing	4
ENG 132	Writing and Literature	3	NUR 418	Maternal-Newborn and Pediatric Nursing	5
HIS 135X	Old Testament History	3	NUR 422	Medical-Surgical Nursing II	5
HIS 136X	New Testament History	3	NUR 433	Medical-Surgical Nursing III	5
MAT 226	Applied Statistics	3	NUR 435	Nursing Leadership	4
PSY 130	General Psychology	3	NUR 442	Advanced Senior Simulation	3
SCI 249	General, Organic and Biochemistry	4	NUR 452	NCLEX Preparation	2
THE 231	Christian Doctrine	3			
HIS 133	World Civilization to 1500 or				
HIS 134	World Civilization since 1500 or				
HIS 231	American Civilization to 1877 or				
HIS 232	American Civilization since 1877	3			
FAR/MUS	Fine Arts Elective or				
HON 225	Beauty: Art and Culture	3			
				Bolded select Core Curriculum, Nursing Prerequisite and Nursing Major Courses must be completed with a grade of C+ or higher.	
<b>Electives</b>		<b>3 Credits</b>	<b>Total Credits</b>		<b>125 Credits</b>
A minimum of 36 credits must be at the upper (300-400) level for a bachelor degree.			Core Curriculum		49
			Electives		3
			Nursing Prerequisites		21
			Nursing		52
<b>Nursing Prerequisites</b>		<b>21 Credits</b>	<b>Total Credits Required for Graduation</b>		<b>125</b>
PSY 236	Developmental Psychology	3			
SCI 261	Human Anatomy and Physiology I	4	Additional Internship Opportunities:		
SCI 262	Human Anatomy and Physiology II	4	NUR 374	Clinical Internship (optional)	.5
SCI 312	Pathophysiology	3	NUR 381	Clinical Internship (optional)	1
SCI 359	Microbiology	4			
SCI 360	Applied Nutrition	3			

## **BS in Nursing-Prelicensure Program Acceptance Policy**

This policy will guide the Crown College Nursing Department in selecting students from a pool of applicants for the BS in Nursing-Prelicensure program. The purpose of this policy is to select students who will succeed in meeting the mission and goals of Crown College and the Nursing Department.

## **Application Deadlines**

Applications for acceptance to the Crown College Nursing Department will be available the beginning of November for students wishing to enroll in the junior class the following fall. The application can be found on the Crown College Nursing Department web site. Completed applications will be due by the first Friday of February each year at 4:00 pm CST. In the event of inclement weather (campus is closed per school policy), the deadline will be extended to the next school day at 4:00 p.m. CST. The application, in its entirety, must be completed and submitted on paper to the Nursing Department Office. Crown College is not responsible for lost/stolen mail or packages (whether Crown College campus mail is involved). Late applications will automatically be moved to the Category 3 pool of applicants, below.

Applicants will be placed in the following categories for consideration, based on the number of credits successfully completed at Crown College and whether the application was received by the due date.

Category	Criteria
1	Students who completed 36 or more credits at Crown College and met the application due date, as well as students who were accepted through Direct Admission to the nursing program
2	Students who completed 12 to 35.5 credits at Crown College and met the application due date.
3	Students who completed fewer than 12 credits at Crown College and/or did not meet the application due date.

Students in Category 1 will be considered before students in Category 2, and students in Category 3 will be considered last. Regardless of student category, all Nursing Department acceptance criteria (per the most recent edition of the Nursing Student Handbook) must be met to be accepted into the nursing program.

## **Notification of Decision**

The Crown College Nursing Department will send all notifications pertaining to nursing application and acceptance via official Crown College e-mail.

June 1 – Students in all 3 Categories will be notified of final acceptance, conditional acceptance, waiting list eligibility, or final non-acceptance.

First Day of Class in August – Students in all 3 categories will be notified of final acceptance or non-acceptance.

## **Waiting List Eligibility**

The waiting list will be comprised of qualified applicants who were not accepted into the Nursing Department due to seat limitations. The rank on the waiting list will be based on the same categories listed above.

**Non-Acceptance to the Crown College Nursing Department**

Any student that is not accepted into the nursing program may reapply for acceptance in any future year. Reapplication or previous application is not considered in the acceptance process.

## **BS in Nursing-Prelicensure Program Acceptance Requirements**

The following are minimum threshold requirements to be considered for acceptance into the Crown College Nursing Department. Space may be limited, however, and not all qualified applicants are guaranteed acceptance.

1. Be age 18 or older by the start of the program/starting NUR courses.
2. Achieve a cumulative GPA of at least 2.75, pending spring grades. GPA will be calculated based on all current/previous college-level coursework.
3. Complete all bolded prerequisite courses with a grade of C+ or higher, pending spring grades, and with no prerequisite course being taken more than twice. Science prerequisite courses must have been taken within the past five years.
4. Be recommended for acceptance to the Nursing Department by one person outside the Nursing Department.
5. Proof of current certification in Basic Life Support (BLS) for the Health Care Provider through the *American Heart Association*.
6. A cleared background check from the Minnesota Department of Human Services (DHS) is required prior to starting clinicals.
7. Demonstrate a level of personal health consistent with safe nursing practice as determined in a physical examination within the past 12 months. Each student must submit a completed "Crown College Nursing Department Essential Function and Physical Assessment Form" prior to starting clinical experiences.
8. Must provide one of the following negative TB test results within the past 12 months.
  - Single-step Mantoux (TB skin test-TST).
  - QuantiFERON®–TB Gold In-Tube test (QFT-GIT) or T-SPOT®.TB test (T-Spot)
  - Documented normal chest x-ray within the past 5 years.
  - After admission to nursing program, a symptoms assessment form may be required.
9. Provide documentation for Minnesota Department of Health Recommended Vaccines for Health Care Personnel (<https://www.health.state.mn.us/people/immunize/basics/hcpvax.html>)
  - Hepatitis B series
  - MMR – Measles, Mumps, & Rubella
  - Varicella – Chickenpox
  - Tetanus, diphtheria, and pertussis (Tdap) once and Tdap booster every 10 years
  - Influenza – annually
10. Comply with current Minnesota Department of Health COVID-19 Recommendations for Health Care Workers and clinical site requirements. COVID-19 vaccination is not required to be accepted in the Nursing Program. Preference for exemption should be disclosed when other required vaccination documentation is provided.
11. Comply with facility-specific requirements, such as drug and alcohol testing, with negative results.



12. Comply with all policies and procedures of the most current Nursing Department Student Handbook and the most recent edition of the Crown College Catalog.

Application materials and procedures are available from the Nursing Department for students interested in the traditional baccalaureate nursing program during the fall semester of the sophomore year. Applications are due during the spring semester of the sophomore year. Contact the Nursing Department for exact dates and times.

Courses in the nursing program require students to spend substantial time in off-campus clinical settings, such as hospitals, clinics, and public health agencies. Students must furnish their own transportation to and from these clinical sites.

Minnesota state law requires that health care facilities complete background checks on all employees (and students and faculty). The Nursing Department will complete background studies as indicated by the Minnesota Department of Human Services (DHS) to maintain compliance with our clinical agencies. If an employee or student has been convicted of certain crimes, he/she may not be allowed to work in such facilities. All prospective students need to be aware of this law because someone convicted of these crimes may be unable to complete the clinical requirements of the nursing program and, consequently, may not be able to graduate from the program. Any questions should be addressed to Minnesota Department of Human Services, Division of Licensing, Background Study Unit, 444 Lafayette Road, St. Paul, MN 55155-3842.

Students are expected to maintain current health insurance.

### **Prerequisite Courses**

General Psychology	English Composition
Developmental Psychology	General Organic Biochemistry
Understanding Psychopathology	Applied Statistics
Human Anatomy & Physiology I	Human Anatomy & Physiology II
Microbiology	Pathophysiology
Applied Nutrition	Interpersonal Communication

### **Reapplication Process to the Nursing Program**

Students who are officially removed from the nursing program for non-academic reasons may reapply to the program pending meeting of admission requirements; acceptance is at the discretion of the Nursing Department faculty. The Nursing Department may also require students to demonstrate their knowledge and competency through additional course requirements, which are in line with overall course requirements.

## **Progression Policy (Prelicensure Program)**

Nursing students must maintain a 2.75 overall GPA and attain a minimum grade of 77% (C+) in all nursing courses. Any nursing course may be retaken once to attain a minimum score of 77%. Additionally, an exam average minimum grade of 75% (C) is required to pass each nursing course. The student must achieve the 75% exam average minimum in order for the remainder of the class points to be added to the course grade. If a student fails two nursing courses, they are not able to complete the nursing program at Crown College. Nursing students are not permitted to take more than 18 credits during semesters that contain clinical nursing courses. **A student may not progress if:**

- The student is unsuccessful in two nursing courses (a nursing course is any NUR-designated course listed in the student's respective plan of study) with an overall course grade below 77%, an exam average grade below 75%, a math exam grade below 100% after three attempts, and/or 1-2 Unsatisfactory Clinicals (**percentages will not be rounded up**). Any withdrawal after the midpoint of the semester is considered an unsuccessful attempt and will be handled as if a course grade of less than 77% was attained.
- GPA falls below 2.75, based on all coursework taken at Crown College.
- Student is unable to maintain acceptable license or background check status (as determined by the Nursing Department Chair).
- Student's Basic Life Support (BLS), vaccinations, or tuberculosis screening status lapses.
- Student is removed from a clinical setting related to a safety or criminal situation.
- Student has more than one remaining non-nursing course before their final semester at Crown.
- 
- Student does not meet all policies stated in the most recent edition of the Nursing Student Handbook and the Crown College Catalog.
- Completion of all nursing courses takes longer than 5 years (60 months). No nursing courses (transfer or Crown course) may be older than 5 years at the time of graduation.

Students who are not able to progress but are still in the nursing program will work with their advisor to register for the appropriate courses. Students who are no longer eligible to complete the nursing program will work with their advisor to complete a change of major form The change of major form is the official document for the student and school acknowledging that they are not eligible to continue.

## **Individual Requirements and Support Systems for Students**

The professional nurse performs many tasks as part of their practice. Training for this type of work requires the student to perform these same tasks and demonstrate certain characteristics. The following is a list of tasks/characteristics that will need to

be performed/demonstrated as part of the training to become a professional nurse. This is not an all-inclusive list; it is a collection of examples of what might be encountered. Please refer to the “Crown College Nursing Department Essential Function and Physical Assessment Form” for a complete list.

**Emotional** -- stable personality, sensitive, caring

**Fine motor** -- writing (English), pinching, injections, keyboarding

**Gross motor** -- walking, stooping, bending, pulling, pushing (significant strength, endurance, and balance are required for many of these tasks)

**Moral** -- reliable, honest

**Sensory/perceptual** -- hot/cold, sight (acuity, color), smell, hearing (high/low pitch/volume)

## Health Requirements

### Health Insurance

Crown College students are expected to have health insurance coverage as required by law. Crown College and clinical agencies are not responsible for injuries incurred as a part of any type of nursing-related learning experience. For insurance options, you may check the MNSure website ([www.mnsure.org](http://www.mnsure.org)) or visit [collegestudentinsurance.com](http://collegestudentinsurance.com) to obtain quotes and purchase coverage online. If you have questions, please contact the Operations Office at 952-446-4132.

### Physical Examination

Each student and faculty member must demonstrate a level of personal health consistent with safe nursing practice as determined in a physical examination. Prior to starting clinical rotations, students must hand in a completed “Crown College Nursing Department Essential Function and Physical Assessment Form.” Any change in health (including pregnancy) while actively taking nursing courses must be immediately communicated to a nursing faculty member or advisor. The faculty member or advisor will then work with the Nursing Department to determine an appropriate course of action.

### Pregnancy

Nursing students who become pregnant should discuss this with a nursing faculty member or advisor. The student is responsible for understanding the risks and limitations related to pregnancy in each practice environment.

### Recommended Vaccines for Healthcare Personnel (to include nursing students)

Students will provide proof of TB testing during the application process (p. 17) and faculty will provide proof upon hire. Additional TB testing is required if there is a known exposure. Students are required to provide proof of continued compliance with Minnesota Department of Health Recommended Vaccines for Health Care Personnel, including an annual influenza vaccination. Please be aware that some

clinical sites require additional immunizations and documentation to participate in the clinical experience. It is the student's responsibility to provide all this information to the Nursing Department.

### **Travel**

You will be asked to disclose any recent travel outside of the country, including places, dates and any illness or symptoms you may have had following that trip.

### **Substance Abuse and/or Impairment**

Students may not participate in learning interactions (clinical, classroom, lab, etc.) while under the influence of any substance that may impair judgment or result in disruptive or disorderly behavior. Any student using such substances (including prescription medication) needs to communicate this to their clinical instructor and course faculty member. Discovery of a prior history of substance abuse and/or impairment requires that the student's background and situation be reviewed by the Nursing Department Team prior to acceptance or progression in the Nursing Department. Additional physical assessment of the student may be required prior to clinical experiences.

## **Professional Requirements**

### **Agency Requirements**

Clinicals are held in a variety of clinical and community settings. Students and faculty are always required to adhere to all agency policies and procedures. This includes preceptorships.

### **BLS (Basic Life Support) Certification**

Students and faculty are responsible for maintaining current certification in Basic Life Support (BLS) for the Health Care Provider from *Red Cross* or *American Heart Association*. Proof of certification must be maintained with the nursing department administrative assistant.

### **Caregiver Law/Background Checks**

Student and faculty background checks by the Minnesota Department of Health must be acceptable for placement in clinical agencies. The board of nursing in the state where the student seeks licensure after graduation may hold different standards than Crown College or the clinical agencies used for training. **Successful completion of the program is not a guarantee of licensure.** Background check results must be maintained with the nursing department administrative assistant.

### **Liability Insurance**

Student nurse liability insurance is provided by Crown College and only covers students practicing as a student nurse of Crown College. Likewise, nurse liability

insurance is also provided by Crown College and covers faculty practicing as an educator of the school in a clinical setting.

### **Licensure**

All faculty and clinical instructors must maintain an unencumbered license as a registered nurse in the state of Minnesota. Proof of current licensure (or change in license status) must be maintained with the nursing department administrative assistant.

### **Practice**

Nursing Department faculty are required to remain current in their practice area of educator, administrator and/or clinician. This may include maintaining certifications in their related field, continuing education and/or work experience.

### **Preceptors**

A preceptor is a professional practitioner that provides supervision, training and mentoring to a Crown College Nursing Student. All preceptors will be preapproved by the course instructor. While students are participating in the preceptorship, they shall adhere to all policies set forth by the facility as well as all Crown College and ND policies. The nursing faculty will receive feedback from each preceptor at least once during the clinical rotation via the Preceptor Evaluation Tool.

### **Professional Activities**

All faculty (including adjuncts) must maintain participation in professional and community organizations. This may include membership of a professional organization, practice in a non-academic health care setting, or volunteer work in a non-academic health care setting. All faculty are expected to maintain current in their area of expertise. Faculty are also expected to maintain competency in the art and science of nursing education.

### **Providing Healthcare Services**

It is unlawful for any person that is not a licensed health care professional (i.e., BS in Nursing-P students) to provide healthcare to others. Nursing students may not provide nursing care (i.e., what RNs usually provide) to any person unless that activity/task was appropriately delegated to them by a licensed healthcare professional (i.e., RN, MD, etc.). For example, nursing students may not practice nursing procedures on others unless directed to do so by an RN.

## **Extracurricular and Athletic Activities**

All nursing students in extracurricular or athletic activities endorsed and sponsored by Crown College will **be excused from classroom and lab time for these events if possible**. To do this, they must meet with the instructor 2 weeks before the event and plan to complete all skills, exams, quizzes, activities, etc. before they leave for the event. If the instructor is not available to make these extra arrangements, the student may have to find an alternative proctor for the content that needs to be covered.

Unfortunately, no exceptions can be made for rescheduled activities of any type unless approved by the Nursing Department Chair. This process is the student's responsibility. Because of the sensitive and difficult nature of clinical, **students will not be excused from clinical for these events; this includes early departure from a clinical shift.**

### **Destination: Serve**

Destination: Serve (DS) are an important element of the Crown College community and the nursing program. DS trips are recommended for nursing students during their freshmen, sophomore, or junior year. **If a senior nursing student wishes to participate in a DS trip during the spring semester of their senior year, they should meet with the Chair of the nursing program prior to committing to the trip.**

### **Internships and Externships**

In certain states, individuals performing as a student nurse must either be licensed or enrolled in a state approved registered nurse training program. In Minnesota, this program is called the Student Nurse Internship (SNI) program. It is each student's responsibility to ensure that if they are taking part in client care as an intern/extern, they are currently enrolled in a course at an approved nursing education program. If the student is not enrolled in a course, then they may only function as unlicensed assistive personnel (i.e., CNA). It is the student's responsibility to ensure that they are working with the health care facility to meet these requirements.

### **Pinning Ceremony**

Pinning is a sacred ceremony and a high honor indicating achievements and dedication demonstrated in the pursuit of Bachelor of Science in Nursing. All senior students are expected to participate in the ceremony at the time of graduation from the program.

### **Waiver to Release Information**

Any student that requests information to be released by the Crown College Nursing Department must first complete a "Consent to Release Information" form. The student's signature denotes their agreement not to hold Crown College, or individuals acting on behalf of Crown College, liable for the information that is released. A copy of the form will be placed in the student's advising folder and an additional and to the faculty member of that course. The student's completion of this waiver does not require the faculty member to provide the documentation that is being requested by the student. The faculty member's decision to comply with the student's request is voluntary and at the discretion of the faculty member.

### **Resource Requirements**

#### **Lab/Book supplies**

Students are responsible for acquiring their own textbooks and supplies. It should be assumed that all nursing textbooks will be needed through the entire nursing program.

Therefore, selling back books at the end of the semester is not only discouraged but could cause the student to lose money as they will have to repurchase some textbooks. Older editions of required texts may not meet the requirements of a course. Students use such texts at their own risk.

### **Transportation**

Some training (clinical, etc.) will happen off campus. All students are responsible for meeting their own transportation needs.

### **Uniform/Appearance**

The student and faculty member must maintain a neat clean appearance in the style designated by the nursing program (all guidelines apply to preceptorships as well). When street clothes are allowed, students and faculty must wear professional dress that is modest, neat, and clean. The student is expected to purchase two sets of Crown logo scrubs to wear in the clinical and lab setting in order to ensure a professional appearance and presence. The Crown nursing logo patch is to be placed on the left shoulder of the scrub top. A name badge is to be worn on the scrub top in a visible location. Shoes are to be washable and clean. The instructor reserves the right to remove any student from clinical that they feel is not professional in appearance/presentation.

The following are prohibited:

- Tobacco odor
- Body odor
- Perfume
- Rings other than a wedding band
- Earrings that are not a simple loop/post
- More than two pairs of earrings
- Open toe shoes
- Blue jeans
- Shorts
- Mini skirts
- Halter tops, tank tops, low cut blouses/shirts
- Abdomen exposed
- T-shirts with any writing (other than a Crown Logo)
- Dirty clothes
- Nails longer than the tip of the finger/thumb
- Nail polish of any kind
- Artificial nails of any kind
- Necklace that hangs down more than 6 inches from the neck when bent over
- Hair that falls more than 3 inches in front of the face when bent over
- Anything indicated by the instructor or agency policy

## **Clinical**

### **Clinical Experiences**

Clinicals are where students get to apply their knowledge to care for others in a real-life setting, and they are often the most enjoyable part of the class! Students are expected to arrive on time and prepared for clinicals/labs. Because lab experiences are meant to mimic clinical situations, the rules for clinical apply to lab as well. A student that is unprepared for clinical/lab will receive an “unsatisfactory clinical” for that day. The following actions will result in an **Unsatisfactory Clinical** (“clinical” refers to any practical experience in a clinical, lab, or simulation setting):

- Failure to comply with all required onboarding policies of a clinical facility by the specified due date
- Failure to comply with facility-specific guidelines outlined by the clinical instructor
- Failure to arrive on time to clinical /lab (one minute late constitutes being late)
- Arriving unprepared to clinical/lab (missing ID badge, incomplete uniform or inappropriate professional attire, not having completed assigned pre-work, and having any of the other items listed as prohibited in the handbook)
- Not fully participating in the clinical/lab experience (not looking for opportunities to help patients and staff)
- Engaging in unsafe practice despite knowledge of best practice

**One Unsatisfactory Clinical in a course may or may not result in failure of the course. Two Unsatisfactory Clinicals in a course will result in failure of the course.**

The clinical instructor has the right to remove a student from clinical at any time per instructor/faculty discretion. If a student does not demonstrate progress in the clinical experience, the student may fail the course.

### **Compensation**

Students may not be compensated (financially or otherwise) for any clinical time in which they are earning academic credit, unless they are participating in the Student Nurse Internship program (see Internships and Externships above). Any paid internships outside of the state of Minnesota must be reviewed by the Nursing Department Chair to ensure the student is acting legally according to state requirements.

### **Illness**

If a student has a temperature over 100.5°F or is vomiting, they are to inform their lab or clinical instructor as soon as possible but no later than one hour prior to the scheduled start of the activity. The instructor will work with them to make a plan for completing the lab or clinical coursework.



If a student becomes ill while at lab or in clinicals, they must inform the faculty. If the faculty observes the student having symptoms of illness they will be asked to go home and keep the faculty updated on their status.

If there is a change in health status of a student after acceptance to the program, they must supply an updated “Crown College Nursing Department Essential Function and Physical Assessment Form” or provider documentation of ability to safely care for patients.

### **Injuries**

Crown College and clinical agencies are not responsible for injuries incurred as a part of any type of nursing-related learning experience. Standard body movement safety and lifting guidelines should always be followed. The student, faculty, or staff member is responsible for meeting all their health care needs related to any issues or health concerns that arise. Should an injury or exposure to a potential pathogen occur, the person injured will be required to complete Appendix E (Incident Report).

If a student is unable to participate in clinical due to a medical reason, they must present documentation of clearance from the specialist provider caring for them in order to return to clinical. Per our facility contracts, students must not have any restrictions in place in order to provide safe care.

### **Observations**

Occasionally, students will be assigned observation experiences in order to gain exposure to unique specialties in the profession. When assigned to observations, students are expected to wear their uniform (or other faculty-approved attire) and badge and adhere to all facility guidelines as outlined by the nurse they are assigned to. Students are NOT to perform any nursing skills.

### **Personal Safety**

Students participating in clinical (including preceptorships) are encouraged to determine what steps are needed to ensure personal safety. This includes letting friends/faculty know when and where a clinical activity will be taking place. Students are encouraged to contact new clinical agencies well in advance to find approved parking. Students should never provide personal information to a client unless absolutely indicated by the clinical activities. It is the student’s responsibility to obey all agency policies regarding interactions with clients.

### **Policy Adherence**

Students are fully responsible for understanding and abiding by all clinical agency policies, all Crown College policies, and all course-related policies which includes but is not limited to completing all paperwork required by the clinical site to be approved for participation at that site. Examples of required documentation include proof of vaccinations, background check, the “Essential Function and Physical

Assessment Form,” BLS certification, and completion of onboarding training, to name a few. Certain clinical sites may require additional information, which will be communicated by the Department of Nursing. A due date for submission of required documentation will be communicated by the Department of Nursing. Failure to complete and submit the required documentation by the due date will result in the student not being able to participate in on-site clinical experiences. As a result, the student will be required to withdraw from the course because clinical participation is required to be successful in meeting course objectives. Not “knowing” about a policy is never an acceptable reason for lack of compliance and will result in removal from clinical and failure of the clinical course.

### **Preceptor Communication**

Preceptorships will be arranged by nursing department staff. All communication with preceptors should be done through the course instructor and the clinical coordinator/administrative assistant to the department. The only reason a student would contact a preceptor directly is if directed to do so by the course instructor. **This includes any changes in scheduled days and times.**

### **Privacy and Confidentiality**

In order to protect patient and nurse privacy and confidentiality in the workplace or in the community, no patient information should be shared . This includes verbal and written comments, pictures, or recordings that are intentionally or unintentionally shared in person, electronically, or on social media.

#### **Privacy**

Every patient has the right to control who has access to their personal information. This ethical right is also protected legally by the Health Information Portability and Accountability Act (HIPAA), which is taught at the beginning of the program and reinforced in every course.

#### **Confidentiality**

Healthcare team members, including nursing students, have the responsibility of preventing sharing of a patient’s private information. Any patient information learned by a student during treatment must be safeguarded by the student. Confidential information may only be disclosed to other members of the healthcare team for health purposes or within the classroom/clinical setting for educational purposes.

### **Sleep Deprivation**

Because of the safety concern for clients, staff, faculty, and students, no student will be allowed to participate in lab or clinical while sleep deprived. It is at the instructor’s/preceptor’s discretion as to whether a student may participate in clinical or lab for any reason (including apparent sleep deprivation). In addition, no student may participate in clinical or lab after having worked a night shift (considered work between 10 pm and 8 am). Participating in lab or clinical after working a night shift without prior consent of the instructor or Nursing Department Chair (preceptors

may not grant this permission) will be considered academic misconduct and a breach of safety.

### **Substance Abuse**

All instructors, preceptors, and clinical agency staff have the right to remove any student from interactions with clients (i.e., clinical, lab, etc.) due to suspicion of the use of any substance (to include prescription medication) that may impair judgment or result in disruptive or disorderly behavior. Any such situation will be referred to the Nursing Department Team for further review before the student may continue.

## **Simulation Laboratory Standards**

Simulations are teaching tools used in the nursing department to help students progress their knowledge, skills, and attitude (KSA) along the continuum of proficiency from novice to expert. Crown College Nursing follows International Nursing Association for Clinical Simulation and Learning (INACSL) standards. A simulation-based learning experience is an activity that models a real or potential scenario from nursing education or practice. Since these experiences are a representation of a real clinical setting, students are to meet the same clinical standards as outlined in the student handbook. The purpose of a simulated learning experience is to provide students with the opportunity of growth by responding to a realistic situation while keeping real patients from risk or harm. To maintain a safe learning environment that fosters the development of KSA's from novice toward expert, students, faculty, and staff must adhere to the simulation standards outlined below.

### **Confidentiality**

Simulation-based learning experiences use a simulated (manikin) or standardized (actor) patient, which represent an actual or potential patient from the clinical setting. Therefore, the privacy of a simulated or standardized patient is to be treated in the same manner as an actual patient from clinical. Any discussion of the patient, clinical scenario, or actions of the caregivers outside of the simulation experience or debriefing session is a violation of confidentiality and will be treated as such.

### **Constructive Feedback**

Debriefing is an essential piece of simulation-based learning experience. The debriefing is a time that participants discuss the completed simulation and exchange constructive feedback to assimilate what has been learned to future practice. All participants of the simulation are expected to participate in the debriefing, communicating their reflection concisely. During the debriefing process feedback is to be expressed honestly, in a respectful manner, and with love. Any failure to meet this standard may result in dismissal from the simulation and an unsafe practice remediation or dismissal from the course.

### **Fidelity**

The believability of a simulation-based learning experience is determined by how much the experience mirrors reality. The realism of a simulation can range from low

to high based on several factors. Some factors like physical environment, tools, and equipment cannot be easily altered. However, factors including group attitude, instructor motivation, and participant belief, openness, and trust can be easily determined by a participant's way of thinking. All simulation participants are asked to be self-aware of their manner of thinking before the simulations begin, and to choose to be open and engage in the believability of the simulation-based experience to enhance KSA growth. Any student behaving in a manner that takes away from the authenticity of the simulation may be excused.

### **Professionalism**

Simulated experiences represent a real situation, and nurses are to respond to a simulated experience the same way they would in the real clinical setting. The American Nurses Association Code of Ethics for Nurses (2015) states, "A nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person." Furthermore, students, faculty, and staff at Crown College are committed to the principles of the Crown College Community Covenant and character qualities of a believer which include but are not limited to those of love, kindness, compassion, humility, forgiveness, self-control, and integrity. All participants of simulated learning experiences will be treated with mutual respect. Any failure to meet this standard may result in ejection from the simulation.

Students are expected to arrive on time and prepared for clinicals/labs. Because lab experiences are meant to mimic clinical situations, the rules for clinical apply to lab as well. A student that is unprepared for clinical/lab will receive an "unsatisfactory clinical" for that day. The following actions will result in an **Unsatisfactory Clinical** ("clinical" refers to any practical experience in a clinical, lab, or simulation setting):

- Failure to comply with all required onboarding policies of a clinical facility by the specified due date
- Failure to comply with facility-specific guidelines outlined by the clinical instructor
- Failure to arrive on time to clinical /lab (one minute late constitutes being late)
- Arriving unprepared to clinical/lab (missing ID badge, incomplete uniform or inappropriate professional attire, not having completed assigned pre-work, and having any of the other items listed as prohibited in the handbook)
- Not fully participating in the clinical/lab experience (not looking for opportunities to help patients and staff)
- Engaging in unsafe practice despite knowledge of best practice

**One Unsatisfactory Clinical in a course may or may not result in failure of the course. Two Unsatisfactory Clinicals in a course will result in failure of the course. Two Unsatisfactory Clinicals in a course will result in failure of the course.**

## **Administrative Policies**

### **Academic Integrity**

Each student is responsible for his or her own work and is expected to remain honest in all academic activities. Scholastic dishonesty is a serious violation of both academic standards and biblical teaching. Academic dishonesty includes:

1. Cheating on assignments and tests: inappropriately choosing to use or attempting to use non-approved materials, information, aides, or other assistance to complete an assignment or test. Students may not take examinations or evaluations in place of another student.
2. Plagiarism: The student is responsible for knowing the legitimate use of source material in written papers. (Direct quotes and paraphrased material must be properly cited; Information gained that is not common knowledge will need to be acknowledged and properly cited.)
  - A student's work must be one's own unless properly cited. Unless specified by the instructor, attempting to pass Artificial Intelligence generated work as the student's own is plagiarism.
3. Fabrication, Forgery and Obstruction:
  - Any act which violates the rights of other students from completing their academic assignments (Deliberately withholding information; Willful harm to another student's work).
  - Submitting a fabricated or forged explanation of absence to a professor. Providing fabricated, forged, or obstructed information to college offices for student information or records.
  - Submitting a paper or project in which part or the entirety was done by someone else. (This would not include designated group assignments in which the student is a participant.)
4. Multiple Submissions:
  - Submitting the same (or essentially the same) paper or project in more than one course without prior consent of the instructor.
5. Computer Misuse:
  - Students are not allowed to use the institutional computers or software programs in disruptive, unethical, or illegal behaviors in completing their academic program.
  - Students may not monitor or tamper with a student, college personnel, or faculty electronic communications.

**Please sign and return the Academic Honesty Agreement by the end of the first week of class** (see *Appendix A*). Students found involved in academic dishonesty will be penalized by the instructor. The penalty may include reduced credit or no credit on the assignment/test, additional assignments, or other measures deemed appropriate by the instructor. The professor may refer a student directly to the Vice President of

Academic Affairs who may invoke a penalty that could include no credit on the assignment/test, academic failure in the course, suspension, or dismissal from the College.

A student who feels that the charge is unjust or that the penalty is unfair may make an academic appeal, first to the course instructor, then the department chair, and then the dean of the School of Health and Science. If the appeal is denied at the departmental level, the student has the option of appealing to the Academic Affairs Committee, whose decision is final.

### **APA for Written Assignments**

The most recent edition of the *American Psychological Association Publication Manual* will be used as the style guide for all written assignments in the Nursing Program.

### **Appeals, Complaints, and Grievances**

**Appeal:** An appeal is a formal request to waive a policy, procedure, and/or regulation that has been or will be applied. The central focus of an appeal is the institutional policy and the considered merits of its waiver.

- An Academic Appeal concerning Nursing Department academic policies, procedures, and regulations are most appropriately handled by submitting a Crown College Nursing Department Academic Petition Form. This form is first submitted to the faculty member for the related course. If denied, the student can forward the appeal to the Nursing Department Chair. If denied, the student can request that the appeal be forwarded to the Dean of Health and Sciences. If the dean denies the appeal, the student can request it be forwarded to the Academic Affairs Committee. The Academic Affairs Committee will review the petition and may request information from all parties involved. The decision of the Academic Affairs Committee is final.

**Complaint:** Nursing department student, staff, and faculty feedback will be solicited informally through regular communication and formally through student surveys each semester and department meetings each month. When feedback is requested or when a complaint is brought forth, the person with the concern will be asked to submit a written summary of the concern. The concern will then be discussed with the appropriate parties (VPAA, Chair, and/or department faculty) and the resolution will be shared with the person who had the concern.

**Grievance:** A grievance is a complaint of alleged unfair or discriminatory practice or decision by faculty, administration, or administrative staff. The central focus of a grievance is not a policy but rather the action of the one against whom the grievance is filed. A grievance must be supported by evidence that the unfavorable decision is

in violation of institutional/program policy or practice, or that the person has been treated in a different way than other persons in similar circumstances have been treated.

- For grievances related to specific cases with advisors or professors, students follow the general procedures for grievance listed in the most current *School of Arts & Sciences Student Handbook*

### **Assignment Usage Disclaimer**

All assignments and written work submitted by students are subject to being shared with others for the purpose of meeting accreditation and regulatory requirements. When student assignments are shared, the student's identity will be protected.

### **Attendance**

Crown College and the Nursing Department expect students to be present and contribute to class discussion and content on a regular basis. Some general guidelines are as follows:

- **Class:** A student is not allowed to miss (physically not attend) more than two days of class. If a student is going to miss a class, they must email the instructor 24 hours prior to the beginning of the scheduled time and determine a plan for make-up.
  - When a class day is missed, the student is required to join the class virtually using the preferred method of the instructor. Additional make-up work may be assigned at the discretion of the instructor.
  - Graded knowledge checks or pop-up activities may be given during a class period. A student must be present during the activity to receive points.
  - Repeated tardiness (arriving one minute or more after the scheduled start of the class) and absences will result in a course grade reduction, potentially leading to failure of the course.
  - NUR415 requires clinical experience and 30 hours of class according to MN Rule 6316.0100
- **Lab and Clinical:** A student is not allowed to miss lab or clinical (including orientation). If an emergency event occurs, the student must call the instructor ASAP and determine a plan for make-up prior to the missed lab or clinical. All lab and clinical absences require the time to be made up.
  - A student must stay for the entire scheduled clinical. If the student needs to leave early due to an emergency, they must work with their Crown College clinical instructor to facilitate hand-off of care and arrange make-up hours. If the student is at a precepted clinical and a Crown College clinical instructor is not present with them, the student must call their course instructor prior to leaving to coordinate hand-off of care with the preceptor and arrange make-up hours.
  - Clinical absence requires meeting with the Nursing Department Chair prior to returning to clinical. The student's progression in the nursing program will be decided at that time.

- Tardiness to lab or clinical will result in a clinical warning (refer to the “Clinical” section of the handbook for further information).
- Exams: Missing an exam will result in a “0” or “F” for that exam.
- Instructors may establish additional attendance requirements for their courses.

### **Audio, Photos and Videos**

Audio and images of clients may never be used.

### **Cellular/Mobile Communication Usage**

All communication devices must be silenced or off during class, clinical or lab. Faculty may ask to collect cell phones during class or lab. Students should follow all clinical agency policies related to mobile communication device usage. At no time should a student take a call during any learning experience or activity. If an emergency arises, the student should leave the learning area to take the call. This includes text messaging, email, and instant messaging. **Cell phones and smart watches are not to be used as a calculator if a calculator is permitted for a given learning situation.** Students may not use any portable electronic device in the presence of a client or a simulated mock client.

### **Communication**

Email communication is to occur via official Crown College email. When a student is enrolled in a class, they must check their Crown College email every 24 hours (more if specified by the instructor). This rule also applies one month before classes begin and one month after classes are done (based on the regular semester or when the student is taking classes). Advising, progression, and grade issues may be communicated via official Crown College email. All usernames and passwords related to official Crown College email should not be shared with anyone. Students and faculty are expected to respond to email within 24 business hours.

Effective communication is a key component of overall professionalism. One aspect of effective communication is contacting the appropriate person, which always includes the course instructor. For questions related to clinical, students should contact both their clinical instructor and course instructor. If a student does not receive a response from a clinical or course instructor within 48 hours, the student should contact the Nursing Department Chair.

All discussions and conversations with peers and faculty must be respectful and honest. Disrespect and dishonesty are unacceptable in the profession of nursing. Students who engage in this behavior in clinical will receive an “Unsatisfactory” on their Crown College Clinical Performance and Professional Behavior Evaluation, which may lead to failure of the course. Engagement in this behavior outside of clinical may result in failure of the course.

All class and clinical conversations regarding patients and patient experiences are to remain confidential in accordance with HIPAA regulations. Additionally, any patient



information obtained for clinical purposes must be handled according to HIPAA practices. It is never appropriate to share patient information via social media (blogs, social networking sites, video sites, online chat rooms/forums, etc.). Any breaches of confidentiality should be reported to the course professor or Nursing Department Chair.

## **Governance**

One student will be selected by their peers from the junior class and one from the senior class to be a liaison between the students and ND faculty, primarily for the purpose of discussing extracurricular topics. Students may voice their opinions in verbal or written format at any time to faculty regarding program improvement related to, but not limited to, the plan of study, student handbook policies, and clinical scheduling as appropriate. Students will also participate in departmental governance through feedback on evaluations and surveys.

Each faculty member is expected to participate in departmental governance and assessment. Part-time staff and adjunct faculty are required to complete requested surveys and report issues as they arise. Full-time faculty are required to participate in all ND meetings. Full-time faculty present at the meetings will vote on issues that are brought to the ND team or committee-specific meeting. Part-time staff and adjunct faculty may attend all meetings but may not vote. Part-time staff and adjunct faculty may petition the ND for the right to vote. A quorum is required for any significant decisions to be made. The ND Chair serves as the Chair for all ND meetings. The ND Chair votes as a member of that committee. In the event of a tied vote, the VPAA will cast the deciding vote. At the end of the academic year, the ND team will review all student, faculty, and staff feedback to make changes for the upcoming academic year.

## **Handbook/Policy Revision**

The nursing faculty will review the most current edition of the nursing student handbook each spring. Students are encouraged to provide feedback to the Nursing Department Chair regarding the Nursing Department Student Handbook. On or around August 1<sup>st</sup> of each year, the most recent and up-to-date version of the handbook will be placed on the Nursing Department web site. All students are bound to the most current edition of the handbook.

## **Plagiarism**

Plagiarism is the use of another person's ideas, words, creation, images, etc. without giving them credit. Even if they said 'yes, it is ok for you to use my idea,' you still **MUST** give them credit. This includes your discussion area posts and comments.

## **Professional Literature**

### **Journal Articles**

When a student is to provide professional nursing references, the following criteria must be met:

1. The journal cannot be bought at a grocery store (no *Time*, *Newsweek*, *People*, and *Health*).
2. The journal is not a newspaper (*New York Times*, *The Post*).
3. The article is not an editorial or advertisement.
4. The article is at least 3 pages in length.
5. The citation is no more than 5 years old (exceptions may be made based on the topic and at the discretion of the instructor).
6. The journal will be peer reviewed (see librarian for more direction in this area).
7. If any of the above are not met, prior approval of the instructor is required before the article can be used.
8. All references must be cited in text and referenced per APA guidelines.

### **Web Sites**

Once the requirements have been met for the minimum number of Professional Nursing Journal Articles, the student may use web sites that are approved as references and that meet the following criteria:

1. The link is found at the Crown College Library Website >Nursing Resources > Nursing Websites or Medical and Consumer Health Websites.
2. The link has a "last revised" date.
3. The link is not for an advertisement or editorial.
4. The link is not a Wikipedia or Discussion board.

### **Grading Policy**

All grade point averages are managed by the registrar's office. The actual GPA from the registrar is used in guiding acceptance/progression decisions in the Nursing Department.

The Crown College Nursing Department uses the following grading grid. All grading will be based on a percentage of the total points possible (points earned by the students, divided by total points possible). Percentages will not be rounded up. **The student is required to attain a minimum overall grade of 77% in any nursing course and a minimum exam grade of 75%. If this not attained, the student must retake that course.** Courses may only be repeated at Crown College. The student will only be allowed to be unsuccessful two times. Any withdrawal after the midpoint of the semester is considered an unsuccessful attempt and will be handled as if a grade of less than 77% was attained.

If a student needs to repeat a clinical course and the Nursing Department Team has given approval, the student must wait until a clinical vacancy is available. When a student repeats a clinical course, for any reason, they will be assessed an additional fee for that course. Consult the billing office to clarify that additional fee.

Note: For NUR courses, students are required to earn a minimum grade of 77%. Percentages will not be rounded up and no bonus points will be given.

A	94-100	C	74-76
A-	90-93	C-	70-73
B+	87-89	D+	67-69
B	84-86	D	64-66
B-	80-83	D-	60-63
C+	77-79	F	0-59

### Assignments

All assignments will have a scheduled due date written in the syllabus. A late assignment is any assignment/discussion/project that is not completed at the set date or time for any reason. Instructors have the option of allowing students to notify them ahead of time to make arrangements for late assignments. A late assignment will lose 10% of the assignment grade per day. After 3 days of no submission, the assignment will receive a score of 0. All coursework must be completed to pass a course. Therefore, even if an assignment is late and no longer eligible to receive course points, the assignment must still be completed.

### Clinical Evaluations

In any course with a clinical, the student will be evaluated on a pass/fail basis. The clinical instructor will evaluate the student's performance based on the QSEN Competencies (Appendix J).

The clinical instructor has the right to allow the student to remediate an assignment at the clinical instructor's discretion. If the student does not demonstrate progress in the clinical experience, the clinical instructor can fail the student. The clinical instructor also has the right to remove a student from clinical at any time per instructor/faculty discretion. The student will also receive a maximum grade of 77% or the calculated grade for the course grade, whichever is lowest, should the student not pass the clinical portion of the course.

### Exams

Exams may be administered in a proctored setting and may use a lockdown browser and monitor. Students will be notified if a lockdown browser and monitor are required. Students will be required to have access to the appropriate computer to allow the lockdown browser and monitor.

If the student feels that an exam question is inappropriate, the student can request a meeting with the faculty member to discuss the matter. The student must come prepared with appropriate documentation and/or research to support their case. **The student is always required to be professional in their communication with the faculty member and open to the rationales presented by the faculty member.** If

the faculty member does not agree with the documentation provided by the student, the student may appeal their grade to the Nursing Department.

An exam average minimum grade of 75% (C+) is required to pass each nursing course. If the student prefers to withdraw from a course in which they are potentially unsuccessful, the student must consult with the Registrar to identify the ramifications and policies associated with his/her decision. Regardless, the unsuccessful will still count towards the max of two unsuccessful courses if the student withdraws after the midpoint of the semester. With a second unsuccessful course, the student is dismissed from the nursing program.

### **Knowledge Checks**

Knowledge checks may be administered at the start of the class period to address student readiness to learn and monitor attendance. Students not present at the beginning of the class period will not be allowed to make up the knowledge check or the missed points for that class period.

### **Math Quiz**

Students are required to score 100% on all math quizzes given within a course with a clinical component. The student will have three attempts to achieve the 100% benchmark. If a student does not achieve 100% after two attempts, they are required to withdraw from the course.

### **Pop-Up Activities**

Pop-up activities are assessments meant to give the learner an idea of how well they know the material. They can occur at any time during class. You must be present in class at the time of the activity in order to receive points; pop-up activities cannot be made-up.

### **Graduation**

Completion of the Nursing Program requires the student to meet and maintain all departmental acceptance and progression requirements. Upon successful completion of all course work and requirements set forth by the Crown College Nursing Department Student Handbook and the most recent Crown College Program Catalog, the nursing student will be recommended for the appropriate degree.

### **Appendix**

- A- Academic Honesty Statement
- B- Appeals Form
- C- Plan for Success
- D- Acknowledgment of Receipt of Handbook

## Nursing Department Student Handbook 2024-2025

E- Incident Report

F- Clinical Performance and Professional Behavior Evaluation

## Appendix A – Academic Honesty Statement

Crown College Nursing Department

This page will be distributed to and collected back from students at the Nursing Orientation.

I \_\_\_\_\_, agree that I will not:

(Print Name Here)

- Use any person's writing, words, images without proper APA citation and reference even if they give me permission.
- Talk to anybody about any exam, of any type, that I have or have not taken and whether the other person has taken the same exam.
- Print, copy or photograph any exam that I take in this course.
- Copy or photograph any exam relating to any course.
- Use any material presented in other courses without prior written approval of the instructor, former and current.

I will report any infractions of this agreement that I commit or someone else commits to an instructor immediately.

Sincerely,

Sign \_\_\_\_\_ Date \_\_\_\_\_

**Appendix B – Appeals Form**

Crown College Nursing Department

*Student Name:*

*Date:*

*Course Name and Number:*

*Course Instructor:*

*Please submit this form in the following order:*

	<b>Approved</b>	<b>Denied</b>
Course Instructor		
Chair of the Nursing Department		
Dean of Health and Sciences		

Reason for Current Appeal (what decision was made that you believe is not appropriate):

Extenuating Circumstances (why you think the policy should not apply to you):

Plan for Success (how you will make sure to adhere to the policy in the future):

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

## Appendix C – Academic Improvement Plan

Crown College Nursing Department

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

Faculty and students should select from the options listed below to draft an Academic Improvement Plan. Add and delete items to create a personalized plan that will help you achieve your academic goals for the semester.

In carrying out my plan for improving my academic standing, I will:

- Repeat the following course:  
Course ID/Name: \_\_\_\_\_ Term: \_\_\_\_\_
- Limit my employment and co-curricular commitments as follows:  
\_\_\_\_\_
- Meet with my instructors regularly to be sure I understand and am meeting their expectations in their courses.
- Complete and turn in all assignments on time for all courses
- Seek assistance from the following resources: (Check those to be used and the number of hours per week you will attend)
  - Study with instructors \_\_\_\_\_ hours per week
  - Personal counseling \_\_\_\_\_ hours per week
  - Career counseling \_\_\_\_\_ hours per week
  - Other \_\_\_\_\_ hours per week
  - Meet with \_\_\_\_\_ (advisor) \_\_\_\_\_ times per \_\_\_\_\_ to review my academic progress.
  - Arrange to study in the library or \_\_\_\_\_ where I can give undistracted attention to my work.
  - Check my Crown Outlook email on a regular basis.  
\_\_\_\_\_ (# of times per day or per week)
  - Other plans as agreed upon by student and advisor:



Nursing Department Student Handbook 2024-2025

I hereby agree to abide by the terms of this improvement plan:

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

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

**Appendix D – Acknowledgement of Reading the Handbook**

Crown College Nursing Department

I \_\_\_\_\_ acknowledge that I have received and  
Please Print Clearly

read the Crown College Nursing Department Student Handbook. By signing below, I am stating that I agree to abide by all standards, rules, and regulations in the Nursing Department. I understand that these standards, rules, and regulations are subject to change, and I will be bound to changes.

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

**Appendix E – Incident Report**

Crown College Nursing Department

\_\_\_\_\_  
Name of Student (print) \_\_\_\_\_  
Date of Incident/Time

Nature of Incident and Location Where Incident Occurred: \_\_\_\_\_  
\_\_\_\_\_

Describe Incident in Own Words: (Including task being performed, circumstances surrounding the injury/exposure, protective equipment, and mechanical devices in use)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe Action Taken Regarding Incident: (Including first aid and reporting the incident) \_\_\_\_\_  
\_\_\_\_\_

Describe Any Injury Resulting: (Including the body part injured/exposed, the severity of the injury/exposure, the amount and type of fluid exposed to, and known blood borne pathogens if applicable) \_\_\_\_\_  
\_\_\_\_\_

Describe Any Corrective Action Taken to Prevent Reoccurrence: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Student Preparing Report

\_\_\_\_\_  
Name of Witness to Incident (if any)

\_\_\_\_\_  
Signature of Instructor/Date

\_\_\_\_\_  
Signature of Nursing Depart. Chair/Date

## Appendix F- Clinical Evaluation

### Crown College Clinical Performance and Professional Behavior Evaluation

Student Name:

Course:

Date:

Instructor:

Any unsatisfactory “U” evaluations require an action plan for improvement. All students must receive a satisfactory “S” by the end of the semester to pass the course.

	Midterm		Final	
	S	U	S	U
<b>QSEN Competencies</b>				
<b>Patient-Centered Care</b> <i>Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.</i>				
<ul style="list-style-type: none"> <li>• Demonstrate intentional caring and empathy to the patient</li> </ul>				
<ul style="list-style-type: none"> <li>• Elicit patient values, preferences and expressed needs as part of clinical interview, implementation of care plan and evaluation of care</li> </ul>				
<ul style="list-style-type: none"> <li>• Communicate patient values, preferences and expressed needs to other members of health care team</li> </ul>				
<ul style="list-style-type: none"> <li>• Provide patient-centered care with sensitivity and respect for the diversity of human experience</li> </ul>				
<ul style="list-style-type: none"> <li>• Assess presence and extent of pain and suffering</li> </ul>				
<ul style="list-style-type: none"> <li>• Engage patients or designated surrogates in active partnerships that promote health, safety and well-being, and self-care management</li> </ul>				
<ul style="list-style-type: none"> <li>• Recognize the boundaries of therapeutic relationships</li> </ul>				
<ul style="list-style-type: none"> <li>• Facilitate informed patient consent for care</li> </ul>				
<ul style="list-style-type: none"> <li>• Participate in building consensus or resolving conflict in the context of patient care</li> </ul>				
<ul style="list-style-type: none"> <li>• Communicate care provided and needed at each transition in care</li> </ul>				
<b>Teamwork and Collaboration</b> <i>Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.</i>				
<ul style="list-style-type: none"> <li>• Demonstrate awareness of own strengths and limitations as a team member</li> </ul>				
<ul style="list-style-type: none"> <li>• Act with integrity, consistency, and respect for differing views</li> </ul>				
<ul style="list-style-type: none"> <li>• Function competently within own scope of practice as a member of the health care team</li> </ul>				
<ul style="list-style-type: none"> <li>• Assume role of team member or leader based on the situation</li> </ul>				
<ul style="list-style-type: none"> <li>• Initiate requests for help when appropriate to situation</li> </ul>				
<ul style="list-style-type: none"> <li>• Clarify roles and accountabilities under conditions of potential overlap in team member functioning</li> </ul>				

Nursing Department Student Handbook 2024-2025

<ul style="list-style-type: none"> <li>Integrate the contributions of others who play a role in helping patients/family achieve health goals</li> </ul>				
<ul style="list-style-type: none"> <li>Communicate with team members, adapting own style of communicating to needs of the team and situation</li> </ul>				
<ul style="list-style-type: none"> <li>Initiate actions to resolve conflict</li> </ul>				
<ul style="list-style-type: none"> <li>Follow communication practices that minimize risks associated with handoffs among providers and across transitions in care</li> </ul>				
<b>Evidence-Based Practice</b> <i>Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.</i>				
<ul style="list-style-type: none"> <li>Base individualized care plan on patient values, clinical expertise, and evidence</li> <li>Locate evidence reports related to clinical practice topics and guidelines</li> </ul>				
<ul style="list-style-type: none"> <li>Question rationale for routine approaches to care that result in less-than-desired outcomes or adverse events</li> </ul>				
<b>Quality Improvement</b> <i>Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.</i>				
<ul style="list-style-type: none"> <li>Seek information about outcomes of care for populations served in care setting</li> </ul>				
<ul style="list-style-type: none"> <li>Seek information about quality improvement projects in the care setting</li> </ul>				
<b>Safety</b> <i>Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.</i>				
<ul style="list-style-type: none"> <li>Demonstrate effective use of technology and standardized practices that support safety and quality</li> </ul>				
<ul style="list-style-type: none"> <li>Demonstrate effective use of strategies to reduce risk of harm to self or others</li> </ul>				
<ul style="list-style-type: none"> <li>Communicate observations or concerns related to hazards and errors to patients, families, and the health care team</li> </ul>				
<ul style="list-style-type: none"> <li>Participate appropriately in analyzing errors and designing system improvements</li> </ul>				
<b>Informatics</b> <i>Use information and technology to communicate, manage knowledge, mitigate errors, and support decision making.</i>				
<ul style="list-style-type: none"> <li>Seek education about how information is managed in care settings before providing care</li> </ul>				
<ul style="list-style-type: none"> <li>Apply technology and information management tools to support safe processes of care</li> </ul>				
<ul style="list-style-type: none"> <li>Navigate the electronic health record</li> </ul>				
<ul style="list-style-type: none"> <li>Respond appropriately to clinical decision-making supports and alerts</li> </ul>				

# Nursing Department Student Handbook 2024-2025

Midterm action plan for unsatisfactory areas of competency:

Midterm student comments:

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Final student comments:

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_