



School of  
Nursing  
Drexel University

S. de Haas  
2024/2025 RN/BSN



**RN/ BSN S de 'e Ha db : 2024/ 2025**



# RN/ BSN NURSING PROGRAM

## *Introduction/Welcome*

Welcome to the Andrews University School of Nursing. The Andrews University Nursing program is approved by the Michigan Board of Nursing and holds accreditation from the Accreditation Commission for Education in Nursing (ACEN).

**This handbook is designed to orient you to policies used throughout the nursing courses.**

## *Vision*

To prepare professional nurses to reflect Christian spirituality, caring attitudes, clinical excellence and cultural competence for service and practice in concert with the four main initiatives from the Institute of Medicine and the Robert Wood Johnson Foundation's report on the future of nursing (October 5, 2010):

- § Nurses should practice to the full extent of their education and training
- § Nurses should achieve higher levels of education and training through an improved education system that promotes seamless academic progression
- § Nurses should be full partners, with physicians and other healthcare professionals, in redesigning healthcare in the United States
- § Effective workforce planning and policy making require better data collection and information infrastructure

## *Mission Statement*

The Andrews University School of Nursing, a program based on Seventh-day Adventist precepts and Restoration to the Image of God, provides transformational nursing education which equips students to function as professional nurses in direct care, advanced practice, research and education. Through the following activities, the School of Nursing encourages students to Seek Knowledge, Affirm Faith and provide Changes that impact the World of healthcare:

SEEK KNOWLEDGE	AFFIRM FAITH	CHANGE THE WORLD
<ul style="list-style-type: none"><li>• Prepare nurses that provide culturally competent, high quality, evidenced-based, patient-centered care</li><li>• Prepare nurses for first-time licensing and certification success</li><li>• Encourage lifelong learning</li></ul>	<ul style="list-style-type: none"><li>• Prepare nurses to practice within the Christian context of "Restoration to the Image of God"</li><li>• Promote personal spiritual growth</li><li>• Teach theoretical underpinning of wellness, illness and disease within the context of the Great Controversy</li></ul>	<ul style="list-style-type: none"><li>• Teach with service/mission focus; medical evangelism</li><li>• Teach current whole-person nursing care across the life span which addresses wellness and illness</li><li>• Prepare nurse leaders with a mindset for professional and ethical practice which incorporates communication (all venues), teamwork and collaboration</li></ul>



and C.R.E.A.T.I.O.N. Health (Reed, 2007) which includes:

- Choice
- Rest
- Environment
- Activity
- Trust in Divine Power
- Interpersonal relationships
- Outlook
- Nutrition

## *Conceptual Definitions*

### Recovery

- § Returning to an ideal state
- § Returning to a previous state of wellbeing, or achieving a state better than what is currently experienced

### Image of God

- § A multi-dimensional concept related to all aspects of human existence
- § The ultimate goal is enhancing the divine image in persons, families, communities, institutions and systems in ways that promote health and prevent disease
- § Restoration may be related to physical, mental, social or spiritual health. While ideally nurses strive to restore clients in all dimensions, improvement in any area helps move a client toward restoration. Therefore, even an individual with a terminal illness may be “restored” toward the image of God through other dimensions of health. The same holds true with any deficit that is keeping an individual from being in complete health

### Disorder

- § An interruption, cessation, or disorder of body functions, systems or organs. *St. Louis, P.A. & P., A.G., Family and Community Nursing*, 7th ed. (2011). Baltimore, MD: Lippincott Williams & Wilkins

### Illness

- § Illness is a state in which a person’s physical, emotional, intellectual, social, developmental or spiritual functioning is diminished or impaired compared with previous experience. *St. Louis, P.A. & P., A.G., Family and Community Nursing*, 9th ed. (2016). St. Louis, MO: Mosby, Inc.

### Degradation

- § Deterioration; passing from a higher to a lower level or type. 2. A worsening of mental, physical or moral qualities. 3. A retrogressive pathologic change in cells or tissues, in consequence of which their functions are often impaired or destroyed; sometimes reversible; in the early stages, necrosis results. Source: *St. Louis, P.A. & P., A.G., Family and Community Nursing*, 7th ed. (2011). Baltimore, MD: Lippincott Williams & Wilkins.

**P** **re a d Ma a Hea h**

**S** Involves individuals or aggregates in a process of self-determination of practices and choices enhancing global wellness.

**S** Health promotion is based on knowledge and understanding of laws of health and the active choice of improvement of personal health habits.

**S**



- § Reflect in their nursing care the application of Christian values and formula for health for the purpose of “Restoring humans to the image of God.”
- § Demonstrate cultural sensitivity using verbal, non-verbal and written methods.
- § Foster open and effective communication using verbal, non-verbal, written and technological methods.
- §

Policies will be communicated via Andrews University email, bulletin board and/or course management system (LearningHub) following approval by the appropriate council, with the expected date of implementation.

## **NURSING STUDENT CODE OF CONDUCT DISCIPLINARY PROCEDURE**

### **What Nursing Students Code of Conduct**

It is important to understand that the standards of conduct to which students are called apply not only to the classroom and online environments, but to all student interactions including those with teachers, with other students in the School of Nursing (both online and on-campus) and with the community at large. In all of these interactions, nursing students represent Christ, the School of Nursing, the College of Health & Human Services (CHHS) and Andrews University (AU). Therefore, students are expected to live according to the standards and ideals set forth in the Holy Scriptures and policies of the aforementioned entities.

The School of Nursing is being intentional about contacting other schools, departments, offices and entities on campus so that regular channels of communication are established related to matters of nursing student conduct. We want to know from others how our students are functioning elsewhere so that they know that the School of Nursing is serious about the conduct of its students, and that action will be taken when problems occur.

The policies to which nursing students are held include those that apply to all students of Andrews University as identified in the Andrews University Student Handbook and the American Nursing Association Code of Ethics.

Andrews University Student Handbook: (http://www.andrews.edu/student-handbook/?a=14&a=2476)

American Nursing Association Code of Ethics: (http://www.nursingworld.org/Docket/Vol1/Ethics-1/CodeofEthics-1/NursingCodeofEthics)

When incidents of substance abuse, discrimination, harassment, bullying, sexual harassment, stalking, sexual assault, domestic/relationship violence or other incidents of criminal behavior are reported, they will be handled first by the University's Division of Campus & Student Life. This office will notify the CHHS Dean's Office who will refer the matter to the School of Nursing Student Conduct Committee (SONSCC). This committee, working in conjunction with Campus & Student Life, will consider each report, and may impose penalties in addition to those imposed by the University. Disciplinary actions may include but are not limited to the following:

- § A requirement to participate in counseling sessions.
- § Reparation/restitution being made to the offended party.
- § Suspension from the School of Nursing's program of study for a period of time.
- § Dismissal from the nursing program.

If referred for counseling, a student will be required to sign a release of information giving the counselor/therapist permission to disclose to the SONSCC a clinical summary of the student's progress and of any

recommendations that are made. In making the referral to the counselor/therapist, the Committee will give the counselor/therapist the specifics of the Committee's concerns and supporting documentation. The student will be asked to sign a release of information giving the Committee permission to disclose this information. A refusal to sign these release of information forms will result in indefinite suspension or dismissal from the School of Nursing, depending upon the seriousness of the offense.

Likewise, when another entity on campus (e.g., Campus & Student Life) is involved in the disciplinary process, a full report of their investigation and actions taken will be required by the SONSCC. If they make recommendations in addition to those made by the committee, a report of the outcome of their recommendations will be required by the committee before any recommendation for student reinstatement will be made.

This policy is intended to convey to the University and larger communities that the School of Nursing does not condone nor support any type of behavior in which our students are perpetrators of violence of any type, bullying, predatory behavior, sexual misconduct or threats to harm another. The objectives of this policy are: 1) that the School of Nursing will be a safe place for its students, faculty and staff—both male and female—to pursue their studies and work, and 2) that nursing students will safely relate to others and faculty on the online or face-to-face learning environments of Andrews University's campus.

#### **School of Nursing Student Conduct Committee**

The SONSCC is composed of five members including the School of Nursing chair, program director, student advisor, Campus & Student Life representative, and one other individual, taking diversity into consideration. This committee will be empowered by the dean's office to act on its behalf in all matters of student misconduct and discipline.

The SONSCC is tasked with reviewing complaints related to nursing student conduct, gathering data from as many sources as possible to assess the truth of the complaint, evaluating the egregiousness of the conduct violation, and making a decision about the disciplinary action that will be taken. When a disciplinary action is taken, the SONSCC will assign one or more individuals from the School of Nursing to maintain contact with the student for purposes of redemptive mentoring, encouragement and support. When the student is involved in counseling or other forms of remedial action, a report will be sent to the SONSCC and evaluated by the committee. Students undergoing any type of disciplinary action cannot be returned to active student status without a positive recommendation from the SONSCC.

Appeals to the decisions of the SONSCC must be made to the dean of the College of Health and Human Services.

## **ACADEMIC INTEGRITY**

In harmony with its mission statement (Andrews University Bulletin), Andrews University expects that students will demonstrate the ability to think clearly for themselves and exhibit the

- § Plagiarizing, which includes copying others' published work, and/or failing to give credit properly to other authors and creators;
- § Misusing copyrighted material and/or violating licensing agreements (actions that may result in legal action in addition to disciplinary action taken by the University);
- § Using media from any source or medium, including the Internet (e.g., print, visual images, music) with the intent to mislead, deceive or defraud;
- § Presenting another's work as one's own (e.g., placement exams, homework assignments); ([andrews.edu/web/mvc/moodle/public/plagiarism/plagiarism/](http://andrews.edu/web/mvc/moodle/public/plagiarism/plagiarism/))
- § Using materials during a quiz or examination other than those specifically allowed by the teacher or program;
- § Stealing, accepting or studying from stolen quizzes or examination materials;
- § Copying from another student during a regular or take-home test or quiz; assisting another in



## Admission Requirements RN/ BSN

Admission requirements are as follows:

- § All registered nurses must meet Andrews University entrance requirements and be accepted for admission to the University before being admitted to the nursing program.
- § Application for admission may require a minimum of six weeks for processing evaluation.
- § A current United States RN license (from online information).
- § Minimal overall GPA of 2.50.
- § All students are required to have BLS Healthcare Provider Cardio-Pulmonary Resuscitation (CPR) certification from the American Heart Association (AHA).
- § ADA Accommodations: Andrews University accepts and appreciates diversity in its students, including students with learning and other disabilities.
- § If you feel that you have a learning, psychological or emotional disability it is mandatory that it be formally documented by the Andrews University Counseling & Testing Center, Berrien Regional Education Service Agency or other source recommended by the above two agencies. This document is required for accommodation to be granted. Less obvious physical disability requires documentation by University Medical Specialties.
- § If you qualify for accommodations under the American Disabilities Act, please see your instructor and advisor as soon as possible for referral and assistance in arranging such accommodations.

## Progression

1. A GPA of at least 2.50 overall must be maintained throughout the nursing program. Should the GPA fall below 2.50, the student will be placed on School of Nursing academic probationary status and may not be allowed to progress based upon a decision by the Andrews University School of Nursing Admissions, Progressions, Retention and Grievance (APRG) Committee. Students will not be permitted to register for any of the last semester nursing courses with a GPA below 2.50. Students on probation may repeat courses with low grades one (1) time to bring their GPA up.
2. The grading system for each class will be:

100-93	A	83-86	B	73-76	C	Below 60	F
90-92	A-	80-82	B-	70-72	C-		
87-89	B+	77-79	C+	60-69	D		

Nursing courses with a practicum component will require the student to successfully pass both the theory and practicum sections in order to receive a passing grade for the course.

3. Repeating courses:
  - a.

4. The recommended “time frame” for completing the undergraduate nursing degree is two years. To this end students are provided a curriculum guide, to follow as advised.

Some examples of proper netiquette are:

- a. Avoid writing messages in all capital letters. THIS IS GENERALLY UNDERSTOOD AS SHOUTING.
- b. Be careful what you put in writing. Even if you are writing an email message to one person, assume that anyone could read it. Though you may send an email to a single person, it is very easy to forward your message to hundreds or thousands of people.
- c. Grammar and spelling matter. Online courses demand the same standard of academic communication and use of grammar as face-to-face courses.
- d. Never use profanity in any area of an online course. The transcripts of online course discussion forums, email and chat sessions are savable.
- e. When responding to messages, only use “Reply to All” when you really intend to reply to all.
- f. Avoid unkindly public criticism of others. Publicly criticizing others in an inappropriate way is known as “flaming.” Consider this course a practice forum for selecting your verbiage thoughtfully and professionally.
- g. Use sarcasm cautiously. In the absence of nonverbal cues such as facial expressions and voice inflections, the context for your sarcasm may be lost, and your message may thus be misinterpreted.
- h. In a face-to-face setting, our tone of voice and facial expressions may convey as much of our meaning as the words we use. In a written message, the subtext of your meaning may be confused or misinterpreted. Write clearly. Use active verbs.

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## 5. Academic Accommodations

Students who require accommodations may request an academic adjustment as follows:

- a. Read the Andrews University Disability Accommodation information at: [andrews.edu/services/sscenter/disability/](http://andrews.edu/services/sscenter/disability/)
- b. Download and fill in the disability form at [andrews.edu/services/sscenter/disability/accommodationsreqform.pdf](http://andrews.edu/services/sscenter/disability/accommodationsreqform.pdf). Preferably type answers. To save a digital copy, 1) print to file and save or 2) print and scan. Email the completed form and disability documentation (if any) to [success@andrews.edu](mailto:success@andrews.edu) or fax it to 269-471-8407.
- c. Email [sdestudents@andrews.edu](mailto:sdestudents@andrews.edu) to inform the College of Education & International Services that a disability has been reported to Student Success.

## 6. Commit to Integrity

As a student in this course (and at this University) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

## 7. Commit to Excellence

You deserve a standing ovation based on your decision to enroll in, and effectively complete this course. Along with your pledge of “Commitment to Integrity” you are expected to adhere to a “Commitment to Excellence.” Andrews University has established high academic standards that will truly enhance your writing and communication skills across the disciplines and in a diverse milieu with meqfs1Cd high academiegrit) ycou deser



## 8. Honesty

- § Using the work of another student or allowing work to be used by another student jeopardizes not only the teacher-student relationship but also the student's academic standing. Lessons may be discussed with other students, tutors may help to guide a student's work, and textbooks, encyclopedias and other resource materials may be used for additional assistance, but the actual

- § It is therefore important that students participate with substantive and timely postings to the online discussion board as outlined in the course syllabus.
- § Failure to post the expected frequency and quality will result in grade reduction for the discussion.
- § Students are not allowed to post ahead in any week.
- § Students should check and use their Andrews email address with all communications regarding the program and courses.

#### 14. Faculty Participation

- § Faculty members are expected to facilitate student personal, professional and spiritual growth through guided responses on the discussion board which provide critical insight, stimulate new ideas, or raise awareness.
- § Faculty members are required to be accessible to the student which is demonstrated through visibility and quality feedback on discussions and assignments.
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## Practic

- § Students must provide documentation of the following prior to first practicum experience:
  - » **Cardio-Pulmonary Resuscitation (CPR):** It is the student's responsibility to update their BLS Healthcare Provider CPR course, through an American Heart Association (AHA) Program, every two years or as indicated by their certificate.
  - » **Criminal Background Check:** All students are required to have a criminal background check performed prior to the start of first practicum course. Expense for this background check is the student's responsibility.
  - » **Drug Screening:** Healthcare facilities require drug testing of all nursing students before allowing them to provide care for patients. A urine drug screen must be completed prior to the start of the first practicum rotation, and any time as required by the healthcare facility. Students will be responsible for any fees.
  - » **Physical Exam and Immunizations:** All students must submit a completed Andrews University School of Nursing Health/Physical Exam Form (See Appendix A and B)
- § Students are expected to demonstrate professionalism in their practicum experiences. Attendance at all practicum sessions arranged with preceptors is required. Any deviation from the schedule must be arranged with the preceptor in advance of the scheduled experience.
- § In the event of an unexpected delay or absence, notify the preceptor at the earliest opportunity. If the preceptor cannot be reached, notify the appropriate person at the agency. Practicum hours are to be completed prior to the end of the semester during which the practicum course is offered.
- § Students are expected to find appropriate preceptors for their practicum courses. The preceptors will be vetted through the course practicum instructor. See preceptor handbook for details of preceptor, student and instructor's expectations for practicum.
- § NRS 450-999 Community Nursing focuses on community as the primary client. This course includes a practicum of 30 clinical hours in a community setting. Students are to choose an appropriate clinical site that facilitates learning experiences in providing health services, preventative care, and health education to communities or populations. Students are to obtain approval for setting from the instructor, and choose from a list of suggested types of community settings that will be provided.
- § NRS 433-999 Leadership in Nursing Practice prepares students for leadership roles in all areas of nursing and instills the value for the pursuit of lifelong learning and professional development. This course includes a practicum of 30 clinical hours with a Nurse Leader. Students are to choose an appropriate clinical site that facilitates learning experiences that are congruent with the course objectives.
- § **Uniform Policy:** Bachelor of Science students are required to wear full uniform at practicum. Professional scrubs with a white jacket having Andrews University patch (front and/or shoulder) is required for clinical uniform. Students can obtain an Andrews University patch from the School of Nursing for a minimal cost—which will include the postage cost where applicable.
  - » When in uniform, the uniform is to be complete, clean, neat, in good repair and of modest fit. Appropriate dress for community health must be confirmed with the instructor.

## *Professional Fees*

Professional fees are charged to the student that has been accepted into the Nursing program. These fees may be waived for students admitted from healthcare institutions having an educational agreement with Andrews University.

Please refer to the current Andrews University Bulletin, under College of Health & Human Services Charges, to determine the fee you can expect to see on your bill.

## *General Health Policies*

Students who become injured at a healthcare agency during practicum hours are to receive emergency care per agency policy and complete an incident report at the agency. The student may be required to make the payments in connection with this injury. The student should also contact Risk Management in the Office of Human Resources to complete a Personal Injury Report Form.

If you are injured while practicing at an Andrews University off-campus clinical assignment, please follow the following procedure:

1. Seek medical treatment right away if:
  - a. You have had contact with blood or body fluids to an open wound, to mucous membranes or an invasive exposure.
  - b. You have been injured; for example, a fall, sprain, over-stretch, fracture, etc.
  - c. c.

## *Grievance Policy*

Students shall have access to a process by which he/she may formally discuss a problem.

## *Taking Courses at another College*

Any student wishing to take a course or courses at another school must complete the Transient Form and it may be obtained from the School of Nursing office. Form must be accompanied by the description of the course or courses to be taken and completed prior to leaving campus. Be aware that students need to complete at least 30 credits at Andrews University to graduate with an Andrews University degree.

## *Sabbath Policy*

Andrews University and the School of Nursing believe that the Sabbath is a day of rest, worship and freedom from academic pursuits. The Sabbath, as it is celebrated on the Andrews University campus, begins at sundown on Friday and ends at sundown on Saturday.

The School of Nursing respects the personal beliefs of each student enrolled in nursing, and the freedom to make personal choices about when and how to worship. However, it is the expectation that the students uphold the values of Andrews University and the School of Nursing in this respect and not schedule course-related clinical practice during the Sabbath hours as defined above.

No coursework will be accepted if sent during Sabbath hours.

## *Scholarships and Financial Aid*

- 1.





## Health/Physical Exam Requirements

Students must have an annual health/physical exam while participating in all Andrews University Programs. If you are not current with this requirement, you will not be allowed to attend your clinical course until you are in compliance. This may result in needing to take the course at another time, delaying progression in your program of study.

### Procedure

1. Make an appointment with your healthcare provider for a health/physical exam
2. Give a copy of the Health/Physical Examination Form (pg 1-3) to your healthcare provider to complete.
  - a. Be sure your healthcare provider stamps the bottom of the form (pg 1) with his/her office stamp.
3. Give a copy of the Essential Duties to Meet Clinical Requirements form (pg 2-3) to your healthcare provider.

- Be able to perform all physical skills required to deliver patient care such as CPR, ambulation, transport, reposition, lifting, and other nursing duties.
3. Fine Motor Movements: Necessary to manipulate syringes and IVs; to assist patients with feeding and hygiene; to write appropriate notations; to document in health record, to perform sterile procedures and other skilled procedures.





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