

# **School of Nursing**

# **Student Handbook**

February 2008

# Table of Contents

<b>Section I—School Information</b>	<b>3</b>
Accreditation and Memberships	3
Welcome From the Dean	4
Faculty and Staff	5
Kaplan University Mission Statement and Purposes	6
School of Nursing Mission Statement	6
School of Nursing Philosophy	6
School of Nursing Conceptual Framework	8
<b>Section II—Policies</b>	<b>9</b>
New Student Orientation Policy	9
Confidentiality Policy	9
Health and Safety Policies	9
School of Nursing Liability Insurance	9
Uniform Policy	9
<b>Section III—Code of Conduct</b>	<b>10</b>
Code of Ethics for Nurses	10
Conduct	10
School of Nursing Background Check Policy	12
School of Nursing Substance Abuse Policy	13
<b>Section IV—Associate of Science in Nursing Program</b>	<b>14</b>
Admission, Promotion, Retention, Probation, and Graduation	14
Associate of Science in Nursing Program Outcomes	15
Associate of Science in Nursing Program Degree Plan	16
Associate of Science in Nursing Program Health and Safety Policies	17
Clinical Conduct	18
Student Committee Participation	18
Health History, Physical Examination, and Immunization Record	19
<b>Section V—Bachelor of Science in Nursing Program</b>	<b>23</b>
Admission, Promotion, Retention, Probation, and Graduation	23
Bachelor of Science in Nursing Program Outcomes	25
Bachelor of Science in Nursing Program Degree Plan	26
Bachelor of Science in Nursing General Education Requirements	27
Bachelor of Science in Nursing Electives	27
Upper- and Lower-Division Breakdown	28
Bachelor of Science in Nursing Articulation Plan	28
Summative Evaluation	28
Community Health Clinical Experience	28
Standards for Agency Selection and Student Orientation	29
Preceptor Role Definitions and Responsibilities	29
Student Committee Participation	30
Forms	31
<b>Section VI—Master of Science in Nursing Program</b>	<b>33</b>
Admission, Promotion, Retention, Probation, and Graduation	33
Master of Science in Nursing Program Outcomes	34
Master of Science in Nursing Program Specializations	34
Master of Science in Nursing Program Degree Plan	35
Typical Program Completion Schedule	36
Practicum Requirements	37
Student Committee Participation	37

# Section I—School Information

## Accreditation and Memberships

Kaplan University is accredited by The Higher Learning Commission (HLC) and a member of the North Central Association of Colleges and Schools (NCA).

ADDRESS: The Higher Learning Commission/North Central Association of Colleges and Schools (NCA)  
30 North LaSalle Street, Suite 2400  
Chicago, IL 60602-2504

TEL: 312.263.0456

WEBSITE: [www.ncahlc.org](http://www.ncahlc.org)

The Associate of Science in Nursing program has received provisional approval from the Florida Board of Nursing.

ADDRESS: Florida Board of Nursing  
4052 Bald Cypress Way, Bin #C02  
Tallahassee, FL 32399-3257

TEL: 850.245.4125

WEBSITE: [www.doh.state.fl.us/mqa](http://www.doh.state.fl.us/mqa)

The Bachelor of Science in Nursing program has full approval from the Iowa Board of Nursing.

ADDRESS: Iowa Board of Nursing  
400 SW 8th Street, Suite B  
Des Moines, IA 50309-4685

TEL: 515.281.3255

WEBSITE: [www.state.ia.us/nursing](http://www.state.ia.us/nursing)

The Bachelor of Science in Nursing program is nationally accredited by the Commission on Collegiate Nursing Education (CCNE).

ADDRESS: Collegiate Nursing Education  
One DuPont Circle, NW, Suite 530  
Washington, DC 20036

TEL: 202.887.6791

WEBSITE: [www.aacn.nche.edu/Accreditation/](http://www.aacn.nche.edu/Accreditation/)

Kaplan University's School of Nursing is a member of the National League for Nursing (NLN).

ADDRESS: National League for Nursing  
61 Broadway, 33rd Floor  
New York, NY 10006

TEL: 800.669.1656 (Toll Free)

WEBSITE: [www.nln.org](http://www.nln.org)

## Welcome From the Dean

Welcome to the School of Nursing.

As the Dean of the School, I am delighted that you have selected Kaplan University to pursue your career goals and your nursing education. My mantra about the profession is “**nurses change lives.**” Nursing is a vital and noble profession. Everyday we are present at significant moments in the lives of those we touch. It is likely the first eyes that gaze into those of a newborn are those of the labor and delivery nurse. At the end of life, a nurse is likely there to support someone’s final moments. Nurses make up the largest workforce in health care and our credibility is based on our knowledge, compassion, and expertise. It is my sincere hope that your educational program at Kaplan University will foster each of these critical attributes. Our faculty members from across the country and across the various specialties in nursing are here to support your learning in each of our programs. You will also benefit from using innovative learning technology to obtain your degree in an online environment.

Nursing is at a critical point in its history. The U.S. Department of Labor projects an increased need of 23 percent for nurses nationwide from 2006 through 2016.\* According to the NLN/Carnegie National Survey of Nurse Educators, published in 2007, over half of the current nursing faculty nationwide will be retiring in the next 10 years. Our nation is likely to face a major social crisis as baby boomers age. We lack both manpower and facilities to address the need for patient care both in hospitals and in the community. Your work in nursing is sorely needed. Education at all levels of practice is needed to support clinical research, high-quality care delivery, and effective leadership. Following completion of your program, you may address these major social needs and make a difference in the lives of every person you encounter. I welcome you on the road to completing your nursing program at Kaplan University. May you find this important work both challenging and rewarding.

My best,



Diann Martin, PhD, RN  
Dean

\*Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, 2008-2009 Edition, Registered Nurses, <http://www.bls.gov/oco/ocos083.htm> (accessed January 2008).

## Faculty and Staff

**DIANN MARTIN, PHD, RN**

Dean

dmartin@kaplan.edu

**SHEILA BURKE, MSN, RN**

Assistant Dean of Faculty (Associate of Science in Nursing and Bachelor of Science in Nursing programs)

sburke@kaplan.edu

**DORIS MILTON, PHD, RN**

Assistant Dean of Faculty (Master of Science in Nursing program)

dmilton@kaplan.edu

**AMY HILBELINK, PHD**

Assistant Dean of Curriculum

ahilbelink@kaplan.edu

**CARMEL WHITE, MSN, RN**

Chair (Associate of Science in Nursing program)

Cwhite3@kaplan.edu

**BOBBIE SUE WHITWORTH, PHD, RN**

Chair (Bachelor of Science in Nursing program)

bwhitworth@kaplan.edu

**JEANNE MORRISON, PHD, RN**

Clinical Coordinator

jmorrison@kaplan.edu

**BARBARA GUNDERSON, MSN, RN**

Faculty

bgunderson@kaplan.edu

**HELEN HEISKELL, DNP, RN**

Faculty

hheiskell@kaplan.edu

**ELLEN POOLE, PHD, RN, CCRN, CPAN**

Faculty

epoole@kaplan.edu

**CHERYL WAGNER, PHD, RN**

Faculty

cwagner@kaplan.edu

**JOE DILLARD**

Operations Manager

jdillard@kaplan.edu

**ERIN KASPRZAK**

Operations Manager

ekasprzak@kaplan.edu

# Kaplan University Mission Statement and Purposes

## MISSION STATEMENT

Kaplan University is an institution of higher learning dedicated to providing innovative undergraduate, graduate, and continuing professional education. Our programs foster student learning with opportunities to launch, enhance, or change careers in a diverse global society. The University is committed to general education, a student-centered service and support approach, and applied scholarship in a practical environment.

## PURPOSES

To accomplish its mission, Kaplan University has established the following purposes:

1. Provide academic programs that have been developed and assessed by faculty, staff, and members of educational, professional, and business communities.
2. Provide intensive and comprehensive instruction using both onsite and online modes of delivery that strengthens student academic achievement.
3. Instill in its students the value of lifelong learning by stimulating intellectual curiosity, creative and critical thinking, and awareness of culture and diversity.
4. Plan and provide facilities and resources that respond to the needs of students, faculty, and staff.
5. Assist students in developing professional attitudes, values, skills, and strategies that foster success in their careers and in life.
6. Prepare students to meet the ever-changing needs of their communities now and in the future.

## School of Nursing Mission Statement

The Kaplan University nursing programs prepare students to enter and continue in the nursing profession at all levels of practice, from basic to advanced, and enable graduates to develop the knowledge, skills, and values to serve effectively in whatever nursing roles and settings they choose. The University promotes nursing education focused on providing excellent care, serving as leaders, and being accountable and responsive to the ever-changing global health care climate.

## School of Nursing Philosophy

Kaplan University is an institution of higher education dedicated to providing innovative undergraduate, graduate, and continuing professional education programs that foster student learning and preparation for employment in a diverse global economy. The strength of the University flows from its commitment to a student-centered service and support approach to excellent learning in an interactive, collaborative environment. This environment encourages innovative and open inquiry with respect for and appreciation of alternative views, and empowers students for lifelong personal and professional growth and success. Full development of each person's potential is fostered through a variety of learning methods tailored to individual needs and goals. Kaplan University helps students to reach their educational goals by providing them with intensive and comprehensive instruction, instilling in them the value of lifelong learning by stimulating intellectual curiosity, encouraging creative and critical thinking, and developing awareness of culture and diversity. The purposes, philosophy, and objectives of the School of Nursing emanate from those of the University.

The Kaplan University nursing programs enable individuals to combine nursing knowledge and values with skills and strategies that foster success in their careers, at all levels of nursing practice, and in life. The faculty believes that the School's nursing programs will empower individuals to successfully meet the challenges of the dynamic health care communities they serve.

The programs are based on the belief that students grow through the application of liberal arts and nursing knowledge based on scientific principles, and that they become effective by developing and using critical thinking skills. The faculty believes nursing education requires a foundation in the physical sciences, social sciences, liberal arts, and nursing theory and research, as well as experiential learning. Nursing education should facilitate students becoming capable of affirming themselves as whole beings—physical, mental, social, and spiritual—and prepare them to respect and care for other persons.

This education provides the preparation required for nurses at different levels of practice, increasing the availability of nursing care for the growing population requiring health care in and across all settings. The nursing programs also prepare students to advance nursing contributions in the communities they serve and to participate in the growth of the profession. This model for nursing education emphasizes building a foundation of understanding and that nursing is a profession of ongoing learning, and guides students to pursue additional studies in nursing.

The School of Nursing faculty identified foundational beliefs central to the nursing profession as the core components of the educational program. We believe that **health** is a dynamic state that alters as a person or group adapts to changes in the internal and external environments in order to maintain relative stability and comfort. Individuals strive for a state of physical, mental, spiritual, and social balance to maximize well-being.

We believe that **persons** are open beings who are continually evolving and responding to the environment, and capable of self-determined adaptations, choosing meaning in situations, and bearing responsibility for their decisions. Persons are inherently worthy of respect. We believe that persons function as individuals and as groups. **Community** is an interdependent collectivity of people concentrated in a specific geographic area and/or having common values and interests.

Persons, individually or in groups, act and respond to constantly changing internal and external **environmental** forces that impact health and well-being. Nurses must be able to understand and respond to the fluctuating effects of these forces upon the person or persons in their care.

We believe that **nursing** is a caring profession that exists to maximize the health of individuals and groups through the application of health promotion, maintenance, and restorative and supportive interventions. Nursing is both an applied science and an art. Nursing applies theoretical concepts, scientific knowledge, research, the nursing process, and interpersonal, cognitive, and psychomotor skills to help individuals and groups to maximize well-being. Nurses must integrate these concepts and perform with accountability and responsibility in all levels of practice. As a profession, nursing requires individuals to embrace a commitment to competency in practice, lifelong learning, leadership, quality improvement, and participation in research. The Kaplan University School of Nursing is organized as an articulated ladder program, which enables students to move from a basic to advanced level of practice. The design of the School's programs meets the needs of the learners and the nursing profession. The ladder is arranged so that, as students progress through the different levels, they receive the body of knowledge and skill content that prepares them to enter the nursing field at the points of entry that exist in the nurse practice standards. Students may elect to apply for and undergo state certification and/or licensure examinations, which allow them to gain practical experience in health care organizations and earn income while continuing their academic activity. The ladder structure affords students the option of entering the nursing field at the level of a nurse assistant or as a practical (vocational) nurse, prior to undergoing the licensure process required for a professional registered nurse. The programs and the individual courses are created to meet or exceed the educational program requirements for these levels of practice. The higher levels of the ladder provide the curriculum for students who choose to achieve the baccalaureate and/or master's level of nursing and take leadership roles.

We believe the role of nurse educators is to serve as role models, facilitators, mentors, evaluators, and resources for the learner. To foster active learning, we are responsible for providing and maintaining an environment that is characterized by trust, respect, creativity, accountability, open communication, acceptance of diversity, and creativity.

We believe that nursing education evolves and must respond to the changing health care needs of individuals and groups through responsible, creative, and evidence-based scientific methods. The faculty supports the concepts of educational and career mobility as well as lifelong learning, and will guide students to become graduates who will contribute personally and professionally to their local, national, and global communities.

## School of Nursing Conceptual Framework

The conceptual framework for the School of Nursing's curriculum is founded on the philosophical constructs of person, environment, health, and nursing. Key curricular components emphasized throughout the curriculum are derived from the mission and philosophy and defined as critical thinking, cultural diversity and competency, caring, and research.

Persons, either individually or in groups, are in the center of an environment that includes internal and external influences. Surrounding and impacting these culturally diverse groupings of individuals within the environment is the concept of health, achieved and orchestrated by nursing interactions. Nursing interactions are caring and compassionate and a result of critical thinking activities and application of research findings and other valid evidence.

Specific concepts are defined as follows:

- **Person:** Individually or in groups, persons are unique yet interconnected beings moving toward physical, psychological, socio-cultural, and spiritual stability across the lifespan.
- **Environment:** Environment is the context of care and conditions influencing the health of individuals, families, groups, or communities.
- **Health:** Health, as perceived by the person, is the actualization of optimal physical, emotional, and psychological well-being desirable to maintain existence in the environment.
- **Nursing:** Nursing is an art and a science based on caring, with a foundation in an evidence-based body of knowledge that holistically focuses on the person(s) for the purpose of "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, communities, and populations" (ANA Social Policy Statement, 2003, p.6).
- **Critical Thinking:** The ability to apply induction, deduction, analysis, evaluation, informal and practical reasoning, and inference in varied and diverse situations in which nursing care is provided, including management, educational, crises, and unstructured situations. Critical thinking applies reflective thinking that builds on knowledge, attitude, and skill.
- **Cultural Diversity and Competence:** Cultural diversity is rooted in ethnic and racial differences, gender differences, sexual orientation, socioeconomic and sociocultural position, and encompasses the entire tapestry of genetics, racial heritage, sociocultural influences, knowledge, attitudes, education, and skills that influence interactions with others and define a person's entire being. Cultural competence embraces a respectful awareness of these differences and integrates behavior, attitudes, and skills to enhance cross-cultural interactions with others.
- **Caring:** A purposeful compassionate interaction intended to benefit another by increasing health and well-being; increasing knowledge of health; decreasing pain, discomfort, or distress; and fostering an environment that allows desirable outcomes to occur. Caring is a critical component of nursing and can be developed with wisdom, knowledge, compassion, and competence.
- **Research:** A diligent and systematic investigation to develop new knowledge to address practice, administrative, or education concerns or to validate findings of previous studies. Valid research findings are integrated with practical expertise as well as patient values and needs as the evidence base used to provide and improve patient, family, and community health.

## Section II—Policies

### New Student Orientation Policy

Every nursing student at Kaplan University is expected to complete the New Student Orientation (NSO). This should be completed prior to attending courses in the nursing curriculum.

### Confidentiality Policy

Confidentiality is of major importance when caring for clients and working with institutions. Students are personally responsible for maintaining confidentiality and complying with policies, including those related to the Health Information Portability and Accountability Act (HIPAA), in each agency to which they are assigned. Violation of confidentiality will result in disciplinary action, possibly a failing grade for the course or termination from the program, pending consultation with the School of Nursing staff.

- Any personal data that is collected for the purposes of completing an assignment for coursework is to be altered such that the identity of the patient is protected. The data is to be destroyed upon completion of the course.
- Students will only engage in personal data collection from patients in relationship to the requirements of the course.
- Students will maintain the utmost confidentiality in relation to any patient information that they obtain through their progress in the curriculum.
- Student information is also considered personal and confidential for all students in the program and will be treated as such by Kaplan University employees.
- All online discussions/assignments/seminars related to experiences with patients in the community will be carried out with all identifying information related to the patient altered to protect privacy or removed.
- Kaplan University students and faculty will refrain at all times from disclosing information, either verbal or written, related to any patient or student encounters.
- Associate of Science in Nursing students must submit a signed confidentiality statement to his/her clinical instructor prior to each clinical rotation.

### Health and Safety Policies

Students participating in any clinical or residency course will be required to meet the health and safety requirements of the specific health facility or agency approved for their practicum. Documentation of examinations, immunizations, CPR, or other health and safety requirements will be submitted to the Kaplan Clinical Coordinator prior to beginning the clinical or residency experience. Students who fail to submit this material will not be able to proceed with the clinical or residency experience and will be withdrawn from the course.

A student with a health condition (e.g., pregnancy, seizure disorder, diabetes, infectious disease or exposure to infectious diseases, emotional problems, etc.) that may have a safety consideration must immediately notify the clinical or residency instructor so that assignment modifications can be made as necessary. Students have the responsibility to self-report any health-related condition that occurs during the program to the Kaplan Clinical Coordinator.

### School of Nursing Liability Insurance

#### MALPRACTICE INSURANCE POLICY

Bachelor of Science in Nursing and Master of Science in Nursing students must submit proof of professional liability insurance coverage in the amount of at least \$1 million per incident/\$3 million aggregate by the end of the first term or prior to entering the residency course, respectively. Failure to submit appropriate documentation evidencing proof of such insurance in a timely fashion may result in dismissal from the program.

### Uniform Policy

Kaplan University School of Nursing students shall be identifiable by their appearance at all times during the clinical or residency experience. Students are expected to maintain a professional image at all times and will conform to dress code and identification policies of the agencies where they are completing clinical or residency experiences.

Associate of Science in Nursing students are required to wear the approved Kaplan uniform when participating in clinical activities. A lab coat with the Kaplan University insignia is acceptable for observation experiences.

## Section III—Code of Conduct

The Kaplan University School of Nursing Code of Ethics for Nurses, as adapted from the American Nurses Association (ANA) publication, serves the following purposes:

- Offers a succinct statement of the ethical obligations and duties of every individual who enters the nursing profession.
- States the profession's nonnegotiable ethical standard.
- Expresses nursing's own understanding of its commitment to society.

### Code of Ethics for Nurses\*

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

\*Reprinted with permission from American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, ©2001 nursesbooks.org, American Nurses Association, Silver Spring, MD. To order, call 800.637.0323 (Toll Free) or order online at [www.nursebooks.org](http://www.nursebooks.org).

### Conduct

Kaplan University requires students to conduct themselves in accordance with the standards and conduct expectant of their profession. Kaplan University has taken precautions to discourage dishonesty and preserve the academic integrity of its programs. Students will be held accountable for, or should report, the following violations:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of University documents. Please see Kaplan University's Plagiarism Policy and Honor Code in the University Catalog for additional information.
2. Theft, deliberate destruction, damage, misuse, or abuse of University property or the property of private individuals associated with the University.
3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other University activities.
4. Failure to comply with University officials acting within the scope of their employment responsibilities.
5. Failure to comply with all University regulations, whether contained in official University publications or announced as administrative policy by a University official or other person authorized by the President of the University.
6. Violence or threats of violence toward persons or property of students, faculty, staff, or the University.
7. Improper use of email and Internet access. Please see the Electronic Communications Policy in the University Catalog for additional information.
8. Failure to comply with federal copyright and criminal laws forbidding the copying or alteration of copyright-protected materials, such as computer programs, music, movies, photographs, or written materials.

## ADDITIONAL CODE OF CONDUCT FOR ONSITE ACTIVITIES

In addition to the violations noted above, students participating in onsite activities will be held accountable for, or should report, the following violations while on clinical or residency property:

1. The use of alcoholic beverages or controlled substances on the clinical or residency property, including the purchase, consumption, possession, being under the influence of, or sale of such items.
2. The use of any tobacco products in the buildings, and eating or drinking in any location other than designated areas.
3. Bringing animals onto clinical or residency property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as subjects.
4. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.
5. Inappropriate use of pagers, cell phones, or other electronic devices.
6. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto clinical or residency property.
7. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, and/or any conduct that threatens or endangers the physical or psychological health/safety of another person.
8. Rape, including acquaintance rape and/or sexual assault, in any form.
9. Unauthorized presence in, or forcible entry into, a clinical or residency facility or related premises.
10. All forms of gambling.
11. Being in the presence of and/or aiding/abetting any of the aforementioned conduct violations.

A student committing any of the violations listed above may receive a written warning concerning the misconduct and may receive disciplinary action up to and including immediate suspension or dismissal. Students dismissed for conduct violations will not be readmitted.

## School of Nursing Background Check Policy

All prospective or new students in associate's and bachelor's degree programs in the School of Nursing must complete a criminal background check through Kaplan University's designated provider, CertifiedBackground.com. All expenses incurred for the criminal background check will be paid by prospective or new students directly to CertifiedBackground.com. Costs for the background check will vary based on student's domicile history for the past 7 years.

Additional criminal background check information may be required for students based on their state and/or clinical setting requirements. The state of Iowa requires that criminal background checks include information from the Iowa Department of Human Services relating to child abuse and dependent adult abuse. Prospective or new students residing in Iowa must authorize Kaplan University to obtain this information.

In the event that a criminal background check reveals a conviction or other issue, the Office of the Dean will notify prospective or new students of one of the following:

1. Denied admission to the program.
2. Withdrawal from the program.
3. Admitted to or may continue in the program for minor offenses that do not restrict eligibility to enter clinical settings and/or complete application for licensure.

Prospective or new students will not be admitted to or permitted to continue in a School of Nursing program if information reveals a felony conviction or other issue that the School of Nursing deems unacceptable, or that prevents a student from being accepted into a clinical setting.

Students seeking readmission to a nursing program will be required to complete a criminal background check prior to readmission into the program.

The Office of the Dean will maintain confidentiality of all information related to criminal background checks.

### CRIMINAL BACKGROUND CHECK PROCEDURE

1. Prior to admission into the School of Nursing, each prospective student will receive information in writing about a required criminal background check, including instructions about how to complete the criminal background check online at CertifiedBackground.com.
2. If additional criminal background check information or authorizations are necessary, the prospective or new student will be notified by the Office of the Dean.
3. Students admitted into the Associate of Science in Nursing program must complete the criminal background check by the last day of their first term at Kaplan University.
4. Students admitted into the Bachelor of Science in Nursing degree completion program must complete the criminal background check prior to registration for NU 499: Bachelor's Capstone in Nursing.
5. The Office of the Dean will monitor criminal background checks and review the results for each prospective or new student as they are available.
6. A copy of the completed criminal background check report will be provided to the Office of the Registrar for inclusion in each student's record.
7. Prospective or new students with reported offenses will be notified by the Office of the Dean. Cleared prospective or new students may proceed without any notification.

## School of Nursing Substance Abuse Policy

Students in the School of Nursing need to be aware of their professional responsibility as it relates to the practice of nursing and substance use and abuse. The American Nurses' Association (ANA) Code for Nurses states that the nurse will act to safeguard the client and the public when health care is affected by incompetent, unethical, or illegal practice (ANA, 1976). These statements place ethical constraints on the practitioner in situations where the nurse is aware of impaired practice by a colleague, as well as when the nurse's own personal or professional conduct is in question.

As outlined in the ANA Code for Nurses, the laws of Iowa governing the Board of Nursing, and the professional responsibility of the School of Nursing faculty, the following is the nursing policy:

1. The School of Nursing endorses the Drug and Alcohol Abuse Awareness and Prevention Policy as outlined in the Kaplan University Catalog. Students in the School of Nursing are expected to follow the policy as it is outlined.
2. The School of Nursing endorses the Iowa Administrative Code as it pertains to rules of the Iowa Board of Nursing and its policy regarding substance abuse, specifically the rules regarding felony crimes (Ch. 3, p. 3, #655-3.3 (1) d); accountability (Ch. 6, p. 2, #655-6.2 (5)); and unethical conduct (Ch. 4, p. 6, #655-4.18 (4) h-m). Students in the School of Nursing are required to follow the professional guidelines as stated in their respective state Nurse Practice Acts.
3. If a student believes there is a need or desire for assistance with emotional, substance use or abuse, or other psychological issues, he or she may seek confidential assistance from the Dean of Students. If a student is believed to be unable to conduct herself or himself in an ethical, safe manner in the provision of client care, the Dean of Undergraduate Studies will report this safety concern to the Dean of the School of Nursing or her or his designee.
4. If a student presents in the clinical or residency setting behaviors that may indicate the use or abuse of substances of a mind-altering nature, the student will be immediately confronted by the preceptor and a witness in a confidential fashion and presented with the behaviors and attitudes that are of concern. The events will be documented and signed by all parties. The following procedure will be used:
  - The student will be required to participate in a secured drug and/or alcohol screening at his or her own expense. The student will be dismissed from the educational setting and will not be permitted to return until appropriate screening results with recommended follow-up are reported to the Dean of the School of Nursing.
  - If the student refuses the drug or alcohol screening or any follow-up assistance that was recommended, disciplinary action will be taken by the School of Nursing. This may include sanctions or dismissal from the nursing program or major. The Provost may take additional sanctions or actions.
  - If treatment for substance abuse is not indicated based on negative drug and/or alcohol screenings or by evaluation of substance abuse, the student may be advised to seek resources as appropriate.
  - If the student has a positive drug and/or alcohol screening, the student will be required to actively participate in a substance abuse evaluation, completed by an agency approved by Kaplan University.
  - If indicated by the evaluation, the student will be required to participate in a treatment program consistent with the recommendations of the substance abuse evaluation. After completion of the treatment program, the student will be required to follow up with aftercare recommendations as provided at the conclusion of the initial treatment program. The student will provide the Dean of the School of Nursing with a copy of the completed substance abuse evaluation recommendations, a letter summarizing participation in treatment with discharge (including aftercare) recommendations, and a letter indicating the initiation and follow through with aftercare treatment recommendations as indicated.
5. All matters related to substance use and abuse and psychological dysfunction will be confidentially maintained within University and agency guidelines.
6. Financial obligations incurred for blood or urine screening tests, evaluations, and treatment and/or therapy will be the responsibility of the student.

# Section IV—Associate of Science in Nursing Program

## Admission, Promotion, Retention, Probation, and Graduation

The Kaplan University School of Nursing's Associate of Science in Nursing program is a blended program, with both online and on-ground components. Currently, the degree program is only offered in South Florida. The School of Nursing has contracted with local hospitals and facilities for clinical experiences and has outfitted a clinical practice lab in Lauderhill, Florida.

### ADMISSION

In addition to the admissions requirements for all undergraduate students, Associate of Science in Nursing candidates must:

- Achieve a passing grade on the standardized admission examination that evaluates basic academic skills. Candidates will receive a letter with additional information about the exam during the application process.
- Submit an official high school and/or college transcript with a minimum cumulative GPA of 2.5 from all previous coursework.

Candidates must provide documentation of the following prior to the end of the first term:

- A health assessment/physical examination completed within the six months prior to admission, including applicable immunization records and drug screening results.
- A criminal background check, as required by applicable federal and/or state regulatory agencies. The background check must be able to qualify the student for practice as a nursing student under the requirements of the state of their clinical placements.
- Failure to submit appropriate documentation by the deadline may result in dismissal from the University.

### PROMOTION AND RETENTION

Promotion and retention in the nursing major are dependent upon the student's cumulative grade point average and timely completion of program courses.

Systematic progression through the Associate of Science in Nursing program is dependent upon:

- In addition to meeting Kaplan University's requirements, students must achieve a minimum grade of "C" in each of the major or core requirements for the program (see degree plan) and attain a minimum CGPA of 2.5.
- Students must also achieve a minimum of "S" (satisfactory) for the clinical components of nursing courses.
- A student will be asked to withdraw from the program if unable to successfully complete a major or core course on the second attempt.

### PROBATION

#### *Immediate Probation*

Any student who receives a grade of "D" or below and/or whose CGPA has fallen below 2.5 will be placed on immediate probation. The student will be given one term to raise the CGPA to the required status.

#### *Final Probation*

If a student has two terms with a CGPA below 2.5, the student is then placed on final probation. The student then has one additional term to restore his/her CGPA to 2.5 (thereby being removed from probation) or face academic dismissal from the nursing program.

### GRADUATION

In addition to the general requirements for graduation, the School of Nursing requires that students must:

- Achieve a minimum grade of "C" in each of the major and core requirements for the program,
- Successfully complete all clinical nursing courses with a minimum grade of "C" for the didactic portion of the courses and a grade of "S" (satisfactory) for the clinical portion of the courses, and
- Comply with all applicable policies and requirements related to the clinical educational experiences.

## Associate of Science in Nursing Program Outcomes

1. **Foundational Nursing Skills:** Apply the nursing process to restorative, rehabilitative, preventive, and palliative care delivery.
2. **Professional Roles:** Apply core knowledge, core clinical competencies, and ethical behaviors in the delivery of nursing care to individuals and groups across the lifespan.
3. **Leadership and Team Skills:** Use nursing team and leadership skills to provide patient care, direct patient care, and serve as a member of the nursing profession.
4. **Research:** Apply evidence-based care in clinical practice.
5. **Health Care Technology:** Utilize health care technologies in the delivery of nursing care.
6. **Values:** Explain the importance of ethical and legal considerations in the clinical practice of nursing.
7. **Communication and Problem Solving:** Apply communication and problem-solving strategies for nursing practice in the diverse global environment.
8. **Professional Development Plan:** Analyze one's own professional growth and progress toward the achievement of self-initiated goals.

# Associate of Science in Nursing Program Degree Plan

## Curriculum

Courses	Credits
<b>CORE REQUIREMENTS</b>	
CS 118: Academic Strategies for the Nursing Professional	5
CM 108: College Composition I—Effective Writing I for the Nursing Professional	5
MM 201: College Algebra (or higher)	5
NU 200: LPN Professional Role Transition*	2
SS 124: Psychology	5
SS 144: Sociology	5
100/200-level: Science Elective	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>30–32</b>
<b>MAJOR REQUIREMENTS</b>	
HS 120: Anatomy and Physiology I	5
HS 130: Anatomy and Physiology II	5
NU 101: Nursing Fundamentals	5
NU 110: Medical-Surgical Nursing I	5
NU 120: Care of Special Populations—Obstetrics	5
NU 130: Medical-Surgical Nursing II	7
NU 220: Care of Special Populations, Family II—Pediatrics	5
NU 230: Pharmacology	5
NU 240: Care of Special Populations—Mental Health Nursing II	5
NU 260: Medical-Surgical Nursing III	7
NU 270: Transitions Course—Issues and Trends	5
100/200-level: Additional Nursing Courses†	0–10
NU 299: Associate's Degree Integrated Care Strategies Capstone	5
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>64–74</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>94–104</b>

\*This course is required only for LPNs entering the program who are substituting prior learning to fulfill NU 101, NU 110, and NU 230. The credits earned will be included in the additional nursing electives category.

†The number of additional nursing electives required will be based on the number of credits needed to meet individual state education requirements for nursing students.

# Associate of Science in Nursing Program Health and Safety Policies

## STUDENT HEALTH

1. Student health and immunization records are maintained by the Clinical Coordinator. The School of Nursing may require that certain diagnostic tests or drug screenings be completed at various points during the program in order to meet contractual obligations with the various clinical facilities used for student learning.
2. A rubella screen and routine blood work are to be submitted with initial health history. If results of the rubella screen show that rubella vaccine is necessary, students will be required to obtain the vaccine at their own expense and provide evidence to the School of Nursing that they have done so. Tuberculin skin tests are to be done and submitted annually.
3. Students are required to submit evidence of having completed the Hepatitis A and B vaccination series before their first clinical course.
4. Chicken pox vaccine is required for all students who have not had chicken pox. Some clinical facilities may require additional vaccines or health-related evidence.
5. Students are not to enter clinical facilities with contagious conditions. A student may consult with the clinical instructor if unsure of the safety issue to the patient population.

All required health forms must be on file with the Clinical Coordinator prior to registration for a clinical course. Failure to comply will result in the student being withdrawn from the class roster. Students not in compliance may be refused entry to the class or clinical and will not be excused for any absences.

## STUDENT HEALTH: PREGNANCY

1. It is the intention of the School of Nursing not to unfairly prejudice the interest of students who are pregnant. A student may choose to continue with her program during pregnancy with the understanding that she is expected to satisfactorily meet the same standards of clinical and classroom performance as all other students enrolled in the program.
2. If at any time during pregnancy the student's ability to meet School of Nursing performance standards is questioned, the student may be required to submit a statement from her private physician. Such statement must indicate that the student is able to satisfactorily perform in the clinical or classroom area without undue detriment to herself and/or the fetus or unborn child.
3. Without such medical assurances, the student may be required to discontinue her program until said medical assurances have been received and accepted.
4. The above policies do not mitigate the student's responsibility for maintaining her own well-being as well as that of the fetus or unborn child. If, at any time, the student believes she is medically unable to continue with class/clinical responsibilities, the student should notify her preceptor who may consult with the Online Coordinator and/or Dean of the School of Nursing.
5. Other resources for questions or concerns about this policy include the student's Academic Advisor and the Program Coordinator.

## STUDENT HEALTH: ILLNESS/INJURY DURING CLINICAL

In a medical emergency, needle-stick, or other clinical injury as defined by the supervising faculty, the student should be seen in the facility emergency room. The student will be responsible for the resulting emergency room bill.

In nonemergency situations, the student may verbally tell the instructor that they elect to seek care from their personal physician. Any costs incurred will be the responsibility of the student.

If the student is ill or injured at a clinical site, the student and faculty are requested to follow the policies of the host agency with the understanding that the student may be responsible for any cost of treatment based on the decision of the treating host facility. Again, the student maintains the right to choose their source of treatment, but must do so with the understanding that they will likely be responsible for any resulting cost.

Documentation of an injury is required and should be completed by the student, supervising faculty member, and agency representative. A Kaplan University incident report is to be submitted to the Academic Chair. The clinical agency may require additional reports. The student is expected to cooperate with the reporting processes.

## Clinical Conduct

Students are expected to dress and behave in a professional manner whenever representing Kaplan University.

Documentation of compliance with the clinical facilities' health and safety requirements must be submitted prior to clinical experiences. Students who do not submit the required documentation will not be permitted to participate in the clinical learning activities.

Students are expected to complete all assigned clinical hours. On the rare occasions that a student finds that he or she will be tardy or absent, the clinical unit and the instructor must be notified as soon as possible. Absences from clinical activities must be made up accommodating availability of both the agency and the instructor.

Students are to arrive at the clinical unit prepared to deliver care to the appropriate individual or group of patients. Preparations should include, but are not limited to, the review of history, medications, treatments, and nursing plan of care.

Prior to each clinical rotation, the student must submit to the clinical instructor a signed statement of confidentiality and a statement of financial responsibility for personal health care.

## Student Committee Participation

Students in the Associate of Science in Nursing program are encouraged to participate in the following school committee:

- Curriculum Committee

Also, undergraduate students are encouraged to participate in the following Kaplan University committees:

- Governance Committee
- Undergraduate Faculty Curriculum Committee
- Library Committee
- Assessment Committee

## Health History, Physical Examination, and Immunization Record

*To the applicant/student:* Please complete this section before appointment with medical practitioner.

### Personal Information

NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

PROGRAM OF STUDY:  AS in Nursing  AAS in Medical Assisting  AAS in Medical Office Management

### *To the examining medical practitioner:*

*This applicant is considering admission into a nursing or health science program at Kaplan University. To ensure the health and safety of patients and other health care providers while enrolled, this person will be: required to achieve in a rigorous academic program; involved in stressful situations on a one-to-one basis; called upon to work with groups of people in stressful situations; required to use effectively all sensory organs; engage in activities that require above-average manual dexterity; and required to be on his/her feet for 4 to 8 consecutive hours at one time.*

### Physical Examination Record

#### PAST HISTORY

##### MEDICAL:

Cardiac: \_\_\_\_\_ Diabetes: \_\_\_\_\_

Respiratory: \_\_\_\_\_ Cancer: \_\_\_\_\_

Learning Disability: \_\_\_\_\_ Hypertension: \_\_\_\_\_

Other: \_\_\_\_\_

SURGICAL: \_\_\_\_\_

FAMILY HISTORY: \_\_\_\_\_

ALLERGIES: Drug: \_\_\_\_\_ Other: \_\_\_\_\_

MEDICATIONS: \_\_\_\_\_

HABITS: \_\_\_\_\_

LIMITATIONS/SPECIAL ACCOMMODATIONS: No: \_\_\_\_ Yes: \_\_\_\_ Describe \_\_\_\_\_

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

**REVIEW OF SYSTEMS/ PHYSICAL EXAM FINDINGS**

EYES: \_\_\_\_\_

ENT: \_\_\_\_\_

NECK: \_\_\_\_\_

LUNGS: \_\_\_\_\_

HEART: \_\_\_\_\_

BREAST: \_\_\_\_\_

ABDOMEN: \_\_\_\_\_

RECTAL: \_\_\_\_\_

PELVIC: \_\_\_\_\_

EXTREMITIES: \_\_\_\_\_

NEURO: \_\_\_\_\_

**REQUIRED LABORATORY STUDIES**

1. HCT/HGB: RESULTS: \_\_\_\_\_

2. UA (dipstick): RESULTS: \_\_\_\_\_

**CERTIFICATION OF HEALTH STATUS**

I hereby certify that I have examined \_\_\_\_\_ and that he/she is physically and emotionally able to be enrolled as a nursing or health science student. To the best of my knowledge, on this date, I have determined that he/she is free from any health impairment that is of potential risk to patients or that might interfere with the performance of his/her duties, including the habituation or addiction to depressants, stimulants, narcotics, alcohol, or other drugs and substances that may alter the individual's behavior.

**COMMENTS OF EXAMINER:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF EXAMINING MD/DO/NP/PA: \_\_\_\_\_ DATE: \_\_\_\_\_

TYPE OR PRINT NAME AND TITLE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

## REQUIRED IMMUNIZATIONS:

**A. MMR (Measles, Mumps, Rubella) Vaccine** Two doses required for all students born after 12/31/56.

Vaccination Dates: 1. \_\_\_/\_\_\_/\_\_\_ 2. \_\_\_/\_\_\_/\_\_\_

OR individual vaccine/proof of immunity as noted below.

**1. Measles (Rubeola) Vaccine** Check all that apply:

q Vaccination Dates: 1. \_\_\_/\_\_\_/\_\_\_ 2. \_\_\_/\_\_\_/\_\_\_

q Documentation of positive immune titer. Date: \_\_\_/\_\_\_/\_\_\_  
*Attach copy of titer report*

**2. Rubella (German Measles) Vaccine** Clinical history is not acceptable in place of vaccine. Check all that apply:

q Vaccination Dates: 1. \_\_\_/\_\_\_/\_\_\_ 2. \_\_\_/\_\_\_/\_\_\_

q Documentation of positive immune titer. Date: \_\_\_/\_\_\_/\_\_\_  
*Attach copy of titer report*

**3. Mumps Vaccine** Check all that apply:

q Vaccination Dates: 1. \_\_\_/\_\_\_/\_\_\_ 2. \_\_\_/\_\_\_/\_\_\_

q Documentation of positive immune titer. Date: \_\_\_/\_\_\_/\_\_\_  
*Attach copy of titer report*

**B. Diphtheria, Tetanus, and Pertussis Vaccine**

- Dates of primary series: 1. \_\_\_/\_\_\_/\_\_\_ 2. \_\_\_/\_\_\_/\_\_\_  
3. \_\_\_/\_\_\_/\_\_\_ 4. \_\_\_/\_\_\_/\_\_\_ 5. \_\_\_/\_\_\_/\_\_\_
- Last booster within the past 10 years: Td, TT, or Tdap (circle one)  
Date: \_\_\_/\_\_\_/\_\_\_

**C. Polio Vaccine**

- Dates of primary series: 1. \_\_\_/\_\_\_/\_\_\_ 2. \_\_\_/\_\_\_/\_\_\_  
3. \_\_\_/\_\_\_/\_\_\_ 4. \_\_\_/\_\_\_/\_\_\_
- Type of vaccine: Oral (OPV) \_\_\_ Inactivated (IPV) \_\_\_
- Booster (optional): Date: \_\_\_/\_\_\_/\_\_\_  
Type of vaccine: Oral (OPV) \_\_\_ Inactivated (IPV) \_\_\_

**D. Varicella (Chicken Pox)** *One of the following is required:*

q Documentation of positive varicella titer. Date: \_\_\_/\_\_\_/\_\_\_  
*Attach copy of titer report. If negative, varicella immunization required.*

q Vaccine: One dose of vaccine is required prior to age 13. Two doses are required after age 13.  
Vaccination Dates: 1. \_\_\_/\_\_\_/\_\_\_ 2. \_\_\_/\_\_\_/\_\_\_

### Hepatitis Waiver (Decline to Receive Hepatitis B Vaccination)

- I understand that due to my clinical laboratory exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV).
- I have had an opportunity to receive information and to ask questions and understand the benefits and risks of the hepatitis B vaccination. I do not wish to receive this vaccine at this time and request that it not be given to me.
- I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease.

\_\_\_\_\_  
Signature of person declining vaccine

\_\_\_\_\_  
Date

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

E. **Hepatitis B Vaccine** (Three doses and positive titer required.)

Name and address where immunization was obtained:

- 1<sup>st</sup> dose Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_
- 2<sup>nd</sup> dose Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (1 month after 1<sup>st</sup> dose) \_\_\_\_\_
- 3<sup>rd</sup> dose Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (6 months after 1<sup>st</sup> dose) \_\_\_\_\_

AND

**Hepatitis B Titer** (HbsAb or Anti-HBs – antibody to hepatitis B surface antigen)

Immunity demonstrated by hepatitis B titer

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Positive/Reactive \_\_\_\_\_ Negative/Nonreactive \_\_\_\_\_

(If negative, attach copy of titer report.)

F. **Tuberculosis Skin Test (PPD/Mantoux)** Two-step TB skin test required initially; annual TB skin test required thereafter.

• Two-Step TB Skin Test

1. Step 1 (Date placed) \_\_\_\_/\_\_\_\_/\_\_\_\_ Step 1 (Date read) \_\_\_\_/\_\_\_\_/\_\_\_\_ Results: \_\_\_\_ mm

2. Step 2 (Date placed) \_\_\_\_/\_\_\_\_/\_\_\_\_ Step 2 (Date read) \_\_\_\_/\_\_\_\_/\_\_\_\_ Results: \_\_\_\_ mm

Note: Any two documented TB skin tests completed within a twelve-month period will be considered a two-step skin test.

• Annual TB Skin Test

If the two-step skin test was completed more than twelve months prior to start of class, one TB skin test within the past six months is required.

Date placed \_\_\_\_/\_\_\_\_/\_\_\_\_ Date read \_\_\_\_/\_\_\_\_/\_\_\_\_ Results: \_\_\_\_ mm

• History of Positive TB Skin Test : Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Documentation of chest x-ray and treatment required.

• History of BCG vaccination: Date \_\_\_\_/\_\_\_\_/\_\_\_\_

TB skin test required regardless of prior BCG vaccination.

**RECOMMENDED IMMUNIZATIONS:**

• **Meningococcal Vaccine (Meningitis)**

Recommended for students living in college dormitories who have not been immunized previously or for college students under 25 years of age who wish to reduce their risk.

Vaccination Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

• **Influenza Vaccine**

Recommended annually for health care providers.

Vaccination Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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A copy of titer reports (i.e. hepatitis B, varicella, mumps, rubella, rubeola) must be provided with this form as indicated above.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

*Must be signed by physician or nurse*

PRINT NAME \_\_\_\_\_

ADDRESS OF HOSPITAL/CLINIC OF PHYSICIAN OR NURSE VERIFYING THIS INFORMATION:

\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER OF HOSPITAL /CLINIC: \_\_\_\_\_

# Section V—Bachelor of Science in Nursing Program

## Admission, Promotion, Retention, Probation, and Graduation

### ADMISSION

In addition to the admissions requirements for all undergraduate students, Bachelor of Science in Nursing candidates must:

- Provide documentation of a current, unencumbered license to practice as a registered nurse in at least one U.S. state, including the state in which the clinical practicum will be completed.
- Have a cumulative grade point average of 2.5 (out of 4.0) from all previous coursework. Students with a grade point average between 2.0 and 2.5 from a regionally accredited institution or accredited by another agency recognized by the U.S. Department of Education may apply for admission to the Bachelor of Science in Nursing program by completing an Alternative Admissions Dean's Evaluation. The Dean will review the work history, transcripts, and resume of alternative applicants and admit those candidates for whom admission is appropriate. Any student with a GPA below 2.5 who has not completed an Alternative Admissions Dean's Evaluation will not be admitted to the Bachelor of Science in Nursing program.
- Meet at least one of the following requirements:
  1. Be an actively practicing registered nurse in at least one U.S. state or in the U.S. military at the time of enrollment.
  2. Have actively practiced as a registered nurse for at least 1,000 hours within 3 years prior to enrollment.
  3. Be a student nurse or recent graduate who will have earned an associate's degree or diploma in nursing and will become licensed in at least one U.S. state prior to beginning their first nursing course.

Prior to the end of the first term, candidates enrolled in the Bachelor of Science in Nursing program will be required to submit the following:

- Proof of student nurse professional liability insurance coverage in the amount of at least \$1 million per incident/\$3 million aggregate.
- Official transcripts indicating a cumulative GPA of 2.5 from all previous coursework. If official transcripts are not submitted by the end of the first term, the student will be blocked from future classes and their academic credentials will be withheld until such documentation is provided. If, for any reason, the student does not submit a transcript or the transcript submitted is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions.

Prior to beginning NU 499, the student will meet all applicable health and safety requirements as requested by the practice site for NU 499: Bachelor's Capstone in Nursing. The student must also complete a criminal background check, as required by applicable federal and/or state regulatory agencies.

Failure to submit the required documentation to the Clinical Coordinator prior to beginning the clinical project will delay completion of this course and may result in dismissal from the Bachelor of Science in Nursing program.

### PROMOTION AND RETENTION

Promotion and retention in the nursing major are dependent upon the student's cumulative grade point average and timely completion of program courses.

Systematic progression through the Bachelor of Science in Nursing program is dependent upon:

- In addition to meeting Kaplan University's requirements, students must achieve a minimum grade of "C" in each of the major or core requirements for the program (see degree plan) and attain a minimum CGPA of 2.5.
- Students must also achieve a minimum of "S" (satisfactory) for the clinical components of nursing courses.
- A student will be asked to withdraw from the program if unable to successfully complete a major or core course on the second attempt.

### PROBATION

#### *Immediate Probation*

Any student who receives a grade of "D" or below and/or whose CGPA has fallen below 2.5 will be placed on immediate probation. The student will be given one term to raise the CGPA to the required status.

#### *Final Probation*

If a student has two terms with a CGPA below 2.5, the student is then placed on final probation. The student then has one additional term to restore his/her CGPA to 2.5 (thereby being removed from probation) or face academic dismissal from the nursing program.

## GRADUATION

In addition to the general requirements for graduation, the School of Nursing requires that students must:

- Achieve a minimum grade of “C” in each of the major and core requirements for the program,
- Successfully complete all clinical nursing courses with a minimum grade of “C” for the didactic portion of the courses and a grade of “S” (satisfactory) for the clinical portion of the courses, and
- Comply with all applicable policies and requirements related to the clinical educational experiences.

## Bachelor of Science in Nursing Program Outcomes

1. **General Education:** Integrate theoretical and empirical knowledge from the humanities, behavioral and biophysical sciences, and nursing as a basis for formulating nursing practice decisions.
2. **Professional Roles:** Synthesize core knowledge, core competencies, and professional values in the delivery of nursing care to individuals and groups within the three professional nursing roles (provider of care, manager of care, and member of the profession).
3. **Leadership:** Incorporate nursing leadership skills within the three nursing roles.
4. **Research:** Evaluate research for application and utilization in nursing practice.
5. **Health Care Technology:** Analyze methods that integrate and evaluate health care technologies in the delivery of nursing care.
6. **Values:** Incorporate ethical, political, legal, and economic values into professional practice.
7. **Communication and Problem Solving:** Design communication and problem-solving strategies for nursing practice in the current diverse global environment.
8. **Participation in the Profession:** Participate in the improvement of the nursing profession, the health care delivery system, and the formulation of health policy.
9. **Professional Development Plan:** Appraise one's own professional growth toward the achievement of self-initiated goals.

# Bachelor of Science in Nursing—RN to BSN Completion Program Degree Plan

## Curriculum

Courses	Credits
<b>ASSOCIATE'S DEGREE REQUIREMENTS</b>	
[Credit granted through associate's degree articulation plan]	
HS 120: Anatomy and Physiology I	5
HS 130: Anatomy and Physiology II	5
HS 140: Pharmacology	5
SC 115: Principles of Nutrition	5
100/200-level: Composition/Communication Course	8
100/200-level: History/Humanities Course	5
100/200-level: Mathematics Course	5
100/200-level: Science (Microbiology) Course	5
100/200-level: Social Science (Human Growth and Development) Course	5
100-level and above: Prior Nursing Credits [requires active RN license in the U.S.]	42
<b>TOTAL PRIOR DEGREE CREDITS</b>	<b>90</b>
<b>CORE REQUIREMENTS</b>	
CM 220: College Composition II	5
HU 280: Bioethics	5
IT 133: Software Applications	5
MM 207: Statistics	5
SS 124: Psychology OR SS 144: Sociology	5
100/200-level: Diversity and Culture Elective	5
300/400-level: Electives (Complete from two of the following areas: Communication, History, Humanities, Mathematics, Science, or Social Science)	12
<b>TOTAL CORE REQUIREMENTS</b>	<b>42</b>
<b>MAJOR REQUIREMENTS</b>	
NU 300: Professional Leadership Transitions	6
NU 304: Health/Wellness Assessment and Strategies	6
NU 310: Nursing Research	6
NU 420: Leadership and Management in the Changing Health Care Environment	6
NU 450: Leadership Concepts in Population-Focused Nursing	6
300/400-level: Nursing Electives	12
NU 499: Bachelor's Capstone in Nursing	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>90</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

## Bachelor of Science in Nursing General Education Requirements

Courses	Credits
CM 220: College Composition II	5
HU 280: Bioethics	5
HS 120: Anatomy and Physiology I	5
HS 130: Anatomy and Physiology II	5
HS 140: Pharmacology	5
IT 133: Software Applications	5
MM 207: Statistics	5
SC 115: Principles of Nutrition	5
SS 124: Psychology	5
SS 144: Sociology	5
100/200-level: Composition/Communication Elective	8
100/200-level: Diversity and Culture Elective	5
100/200-level: History/Humanities Elective	5
100/200-level: Mathematics Elective	5
100/200-level: Science (Microbiology) Elective	5
100/200-level: Social Science (Human Growth and Development) Elective	5
300/400-level: Electives (Complete two from the following areas: Communication, History, Humanities, Mathematics, Science, or Social Science)	12

## Bachelor of Science in Nursing Electives

Courses	Prerequisites	Credits
NU 350: Issues and Informatics	NU 310 or concurrent enrollment in NU 310	6
NU 410: Emerging Concepts in Aging and Alternative Therapies	NU 310	6
NU 415: Geriatric Nursing Concepts	NU 300, NU 304, NU 350, or concurrent enrollment in NU 304 or NU 350	6
NU 417: Alternative and Complementary Therapies	NU 300, NU 304, NU 350, or concurrent enrollment in NU 304 or NU 350	6
NU 430: Nursing Care at the End of Life	NU 300, NU 304, and NU 310	6
NU 440: Parish Nursing	NU 300, NU 304, and NU 310	6
NU 491: Directed Studies in the School of Nursing—BSN Completion	CM 220 and approval of the Dean; upper-level students only	1
NU 492: Directed Studies in Nursing—Level Two	CM 220 and approval of the Dean; upper-level students only	3
NU 493: Directed Studies in Nursing—Level Three	CM 220 and approval of the Dean; upper-level students only	4

## Upper- and Lower-Division Breakdown

### 100/200 Level

General Education Courses from Associate's Degree: 48 Credits

Prior Nursing Courses: 12 Credits

Core Courses or Electives: 30 Credits

### 300/400 Level

Nursing Courses: 48 Credits

Core Courses or Electives: 12 Credits

Prior Nursing Courses: 30 Credits

## Bachelor of Science in Nursing Articulation Plan

Kaplan University's Bachelor of Science in Nursing program has an articulation plan by which RN-to-BSN degree completion students can obtain higher education academic credit and avoid a repetition of previous coursework. The articulation options are determined using the student's state of residency, current licensure, and original transcripts from the ADN or diploma/degree-granting institution. Each student's transcripts shall be evaluated for possible transfer of prior academic credits.

### STUDENTS GRADUATING FROM FOREIGN NURSING PROGRAMS

Students who graduated from foreign nursing programs must be licensed to practice in at least one U.S. state in order to be admitted to the Bachelor of Science in Nursing program. As part of the state licensure process, they must submit an official course-by-course translation and evaluation of their nursing program to a foreign credential evaluation service. Kaplan University will accept an official copy of the foreign transcript evaluation submitted at the time of licensure in the U.S. The transcript translation and evaluation must be received by the Prior Learning Assessment Center by the last day of the first term of enrollment. The evaluation must be completed by an approved agency listed by the National Association of Credential Evaluation Services at [www.naces.org/members.htm](http://www.naces.org/members.htm) or by another service approved by Kaplan University.

Additional credit for prior coursework is granted to the student on a course-by-course evaluation basis.

## Summative Evaluation

The School of Nursing summative evaluation will be based upon the program outcomes. The Bachelor's Capstone in Nursing (NU 499) serves as the primary basis for the summative evaluation process.

## Community Health Clinical Experience

The community health clinical experience (NU 499: Bachelor's Capstone in Nursing) will be facilitated through a preceptor. Each student will recommend a preceptor from the local community who meets the following criteria:

- Employed for a least 1 year in an accredited/certified agency with an affiliation agreement with Kaplan University
- Received a baccalaureate degree in nursing
- Authorized to act as preceptor by the agency where employed
- Has a desire to function as preceptor
- Agrees to precept only one student at any given time
- Agrees to fulfill responsibilities assigned to preceptor

Students are expected to adhere to all policies of the agency in which the preceptorship is completed, e.g., CPR certification, background checks, immunization requirements, and OSHA standards (including, but not limited to, bloodborne pathogens). Failure to do so will result in disciplinary action.

Students are required to submit the following documents to the Clinical Coordinator prior to taking NU 499: Bachelor's Capstone in Nursing:

1. Updated nursing license
2. Updated nursing insurance policy
3. Background check
4. Clinical Agreement
5. Preceptor Agreement

# Standards for Agency Selection and Student Orientation—NU 499: Bachelor’s Capstone in Nursing

The following criteria have been established as qualifications for a clinical site in the student’s clinical experience. The agency must:

- Maintain a current agency affiliation contract with Kaplan University consistent with the individual state Nurse Practice Act and specify in the affiliation contract any required student health and safety requirements for Kaplan University students.
- Maintain agency accreditation by appropriate state and/or national accrediting organizations.
- Approve a qualified preceptor to supervise students.
- Provide opportunities for School of Nursing students in accordance with the cooperative planning by the faculty, student, and the agency preceptor.
- Provide students with experiences that meet learning objectives and the ethical standards of the profession.
- Maintain an environment that provides quality patient care and student learning.
- Not discriminate in student selection based on race, color, religion, ancestry, national origin, age, nondisqualifying disability, gender, sexual orientation, marital status, or veteran status.

## ORIENTATION

It is recommended that the following items and procedures be provided in the orientation process to all students by the agency and/or preceptor.

The orientation must include:

- Agency overview: hours, schedule, tour, introduction to key staff members, parking, breaks, phone operation, food and drink rules, etc.
- Uniform, dress, and equipment requirements
- Confidentiality and Health Information Portability and Accountability Act (HIPAA) guidelines
- Bloodborne Pathogen/Universal Precaution guidelines
- Medical record policies
- Documentation policies and procedures, including how the student must identify self
- Agency forms
- Bag technique (home health)
- Medicare guidelines (home health)
- Procedures for emergency situations
- Location of agency personnel and procedure manuals
- Agency security and safety procedures
- Other information as deemed pertinent by the agency

## Preceptor Role Definitions and Responsibilities

The School of Nursing offers a preceptored clinical experience in NU 499: Bachelor’s Capstone in Nursing.

Preceptors will receive orientation information that details the processes, role clarifications, and desired student achievement outcomes.

## PRECEPTOR

The preceptor is an experienced registered nurse who serves as a role model/mentor for a nursing student within a specific clinical setting. The preceptor must hold a baccalaureate degree or higher in nursing. The preceptor must have a minimum of 1 year’s experience in the institution/agency and be recommended by the employing institution. Each preceptor will be responsible for one nursing preceptee at a time to assist in the integration of education and further role socialization. This ratio is believed to provide a better learning experience for the student.

The preceptor will:

- Sign the preceptor agreement.
- Provide primary, direct supervision of the daily activities of the preceptee during the clinical experience, overseeing the entire range of learning experiences.
- Orient the preceptee to the institution/agency and specific unit/setting of care.
- With the faculty, plan clinical learning experiences based upon the preceptee’s learning goals.
- Assign projects congruent with the preceptee’s educational goals.
- Organize a schedule of required clinical hours with the preceptee.
- Facilitate individual learning at a pace conducive to the preceptee’s learning style.

- Offer constructive guidance, constructive feedback, and a supportive learning environment.
- Encourage preceptees to think critically and problem solve.
- Communicate with faculty on a regular basis regarding the preceptee's progress in the learning experience.
- Arrange conferences to review the preceptee's performance and progress.
- With faculty, determine if a preceptee met learning objectives.

## PRECEPTEE

The preceptee is a nursing student who is assigned to a preceptorship. In most cases, the preceptee will not be scheduled for a preceptorship in the nursing department/unit where she/he is employed.

The preceptee will:

- Recommend a qualified preceptor to faculty.
- Collaborate with the appropriate faculty member to establish goals for the learning experience.
- Collaborate with the preceptor to plan clinical learning experiences based upon the learning goals.
- Review and perform all agency procedures and policies as appropriate.
- Confer with faculty and the preceptor on a regular basis regarding evaluation of progress toward learning goals.
- Provide collaborative input into own evaluation, specifying strengths, areas of refinement, and areas for further development.
- Complete own learning goals.
- Maintain responsibility for all assigned hours and learning activities.
- Participate with the faculty member in the evaluation of the preceptor's performance at the end of the preceptorship.

## CLINICAL COORDINATOR ROLE RELATED TO PRECEPTOR

The Kaplan University School of Nursing Clinical Coordinator is responsible for assisting the nursing student, as indicated, in the planning, implementation, and coordination of the preceptored community health experience. The Clinical Coordinator will:

- Assist the student in the selection of an appropriate clinical site.
- Assist the student in the selection of a qualified preceptor.
- Verify the qualifications of the clinical site for optimal student experiences.
- Verify the preceptor's credentials in accordance with Kaplan University School of Nursing policy.

## FACULTY

The Kaplan University School of Nursing faculty members are responsible for the planning, implementation, coordination, and evaluation of the preceptorship experience. The faculty member, along with the preceptor and preceptee, guides the preceptorship according to the nursing course outcomes, objectives, and the preceptee's learning needs. The faculty member actively clarifies the ongoing roles of the preceptorship, provides appropriate feedback, and evaluates the preceptee.

The faculty will:

- Evaluate the preceptee's learning goals in relationship to course objectives and the preceptorship experience.
- Evaluate the preceptor's experience appropriate to the preceptee's objectives.
- Orient the preceptor to the nursing course, and to the faculty, preceptee, and preceptor roles.
- Plan learning experiences with the preceptor and preceptee.
- Ensure learning activities are meeting the preceptee's instruction objectives.
- Maintain regular contact with the preceptee and preceptor.
- Evaluate the preceptee using feedback from the preceptor and preceptee.
- Assume overall responsibility for the preceptee's learning within the clinical preceptorship experience.

## Student Committee Participation

Students in the Bachelor of Science in Nursing program are encouraged to participate in the following school committee:

- Curriculum Committee

Also, undergraduate students are encouraged to participate in the following Kaplan University committees:

- Governance Committee
- Undergraduate Faculty Curriculum Committee
- Library Committee
- Assessment Committee



PLEASE FAX FORM TO:  
ATTN: Clinical Coordinator  
Please do not mail. If you have questions,  
please contact your Academic Advisor.

**Preceptor Application and Agreement—NU 499 Bachelor’s Clinical (Capstone in Nursing)**

**Personal Information**

.....  
NAME: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
HOME TELEPHONE NUMBER: \_\_\_\_\_  
MONTH OF TERM TAKING NU 499: \_\_\_\_\_

**Preceptor Information**

.....  
NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
CREDENTIALS:  RN  BSN  MSN   
Other \_\_\_\_\_  
STATE(S) AND LICENSE NUMBER(S): \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
HOME TELEPHONE NUMBER: \_\_\_\_\_  
I AM WILLING TO FUNCTION AS A MENTOR FOR: \_\_\_\_\_  
\_\_\_\_\_  
(Student’s Name)  
\_\_\_\_\_  
(Student’s Name)

**Preceptor Employment Information**

.....  
AGENCY NAME: \_\_\_\_\_ MAJOR OR SPECIALIZATION: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
CHIEF NURSE ADMINISTRATOR AND TITLE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
AGENCY ACCREDITATIONS: \_\_\_\_\_  
POPULATION SERVED: \_\_\_\_\_

**The following questions should be answered by the student:**

Describe why you are choosing this agency. \_\_\_\_\_  
\_\_\_\_\_  
Do you work within this same organization? If so, what is your role? \_\_\_\_\_  
Who is your immediate supervisor and what is their contact information? \_\_\_\_\_  
\_\_\_\_\_

Mentor’s Signature   X   \_\_\_\_\_ Date   X   \_\_\_\_\_



ONLINE REGISTRAR'S OFFICE  
550 West Van Buren, 7<sup>th</sup> Floor  
Chicago, IL 60607  
Tel: 312.777.6333

ACADEMIC ADVISING  
6301 Kaplan University Avenue  
Fort Lauderdale, FL 33309  
Tel: 866.522.7747 (Toll Free)  
Fax: 866.251.8727

## RN to BSN Degree Completion Program Attestation

**Please note: In order to attend Kaplan University, all RN to BSN degree completion program students must acknowledge, adhere, and attest to the following admissions requirements, policies, and disclosures. The following form should be completed, signed, and faxed to your Admissions Advisor's e-fax number. This form must be completed and submitted as part of your Kaplan University record.**

Please print legibly.

I, \_\_\_\_\_, have applied for admission as a student at Kaplan University.  
(NAME)

I understand that one of the requirements for admission to the Bachelor of Science in Nursing (BSN) program at Kaplan University is a cumulative GPA of 2.5 or above from all previous coursework.

I understand that even if I attest to having the required GPA of 2.5, Kaplan University must still receive my official transcripts by the last calendar day of my first term.

I understand that if my official transcript is not received by Kaplan University by the last calendar day of my first term, I will not be allowed to start the second term. I understand that all Title IV financial aid must be refunded to the appropriate source, and that I will be responsible for paying all amounts owed to Kaplan University directly.

I understand that if my official transcripts reflect a GPA of less than 2.5, my continued enrollment in the BSN program is subject to approval by the Dean of the School of Nursing. If that approval is not granted, I will be deemed inadmissible and any and all financial aid that was disbursed on my behalf must be refunded to the appropriate source, and I will be responsible for payment of the funds to the original source or to Kaplan University.

I understand that one of the requirements for admission to the BSN program is that I must provide documentation of a current, unencumbered license to practice as a registered nurse in at least one state of the United States, including the state where my clinical practicum will be completed.

I understand that even if I attest to having the required current, unencumbered license to practice as a registered nurse, I must still provide documentation of such unencumbered license to Kaplan University by the last calendar day of my first term.

I understand that if I fail to provide documentation of such unencumbered license, I will be deemed inadmissible and any and all financial aid that was disbursed on my behalf must be refunded to the appropriate source, and I will be responsible for payment of these funds to the original source or to Kaplan University.

I understand that one of the requirements for admission to the BSN program is that I am currently actively working as a nurse in at least one U.S. state, or in the military, that I have worked as a nurse for at least 1,000 hours in the 3 years prior to enrollment, or that I am a student nurse or recent graduate who will have earned an associate's degree or diploma in nursing and will become licensed in at least one U.S. state prior to beginning my first nursing course.

I understand that one of the BSN program policies for continuing enrollment requires me to provide documentation of mandatory training certificates or records, including background checks, as required by applicable federal and/or state regulatory agencies, prior to the end of the first term.

I understand that one of the BSN program policies for continuing enrollment requires me to submit proof of student nurse professional liability insurance coverage in the amount of at least \$1 million per incident /\$3 million aggregate by the end of the first term. I understand that failure to submit appropriate documentation evidencing proof of such insurance in a timely fashion may result in dismissal from Kaplan University's BSN program.

I understand that prior to beginning the Bachelor of Science in Nursing capstone course (NU 499) I must meet all applicable health and safety requirements as requested by the practice site for NU 499: Bachelor's Capstone in Nursing. Failure to submit the required documentation to the clinical coordinator prior to beginning the clinical project will delay completion of this course and may result in my dismissal from the Bachelor of Science in Nursing program.

I acknowledge that I have received a copy of the Kaplan University School of Nursing Student Handbook, available at [www.kaplan.edu/ku/downloads](http://www.kaplan.edu/ku/downloads).

Kaplan University has disclosed, and I understand that: Kaplan University is regionally accredited by The Higher Learning Commission (HLC) and a member of the North Central Association of Colleges and Schools (NCA). The Bachelor of Science in Nursing program has interim approval from the Iowa Board of Nursing and is accredited by the Commission on Collegiate Nursing Education (CCNE).

If, for any reason, this attestation is found to be false or untrue, I understand that I will be subject to immediate dismissal from the University, all credits I have earned will be invalidated, and the University may take all other appropriate actions.

Furthermore, I understand that if this attestation is found to be false or untrue, all Title IV financial aid or any state or institutional financial aid that was disbursed on my behalf must be refunded to the appropriate source, and that I will be responsible for payment of these funds to the original source or to Kaplan University, if the University is required to and has refunded such funds on my behalf.

By signing my name below, I attest that the information I have provided is true and correct to the best of my knowledge. I understand and agree to the requirements, policies, and disclosures hereunder.

Signature X \_\_\_\_\_ Date X \_\_\_\_\_

# Section VI—Master of Science in Nursing Program

## Admission, Promotion, Retention, and Graduation

### ADMISSION REQUIREMENTS

In addition to the general University admissions requirements, the Master of Science in Nursing program requires the following:

- An unofficial transcript, submitted prior to enrollment, indicating receipt of a bachelor's degree with an upper-level major in nursing from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. By the end of the first term, students must provide the University with an official copy of the transcript. If official transcripts are not submitted by the end of the first term, the student will be blocked from future classes, and the student's academic credentials will be withheld until such documentation is provided. If, for any reason, the student does not furnish a transcript or the transcript submitted is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions.
- A grade point average (GPA) of 3.0 (out of 4.0) or greater in a bachelor's degree in nursing program from the institution that conferred the degree. Students with an undergraduate cumulative grade point average between 2.5 and 3.0 from a regionally accredited institution or an institution accredited by another agency recognized by the U.S. Department of Education may apply for admission to a program by completing an Alternative Admissions Dean's Evaluation. The Dean will review the work history, transcripts, and resume of alternative admissions applicants, and admit those for whom admission is deemed appropriate. Any student with a CGPA below 3.0 who has not completed an Alternative Admissions Dean's Evaluation will not be admitted to the program.
- Documentation of a current, unencumbered license to practice as a registered nurse in at least one U.S. state.
- A resume or curriculum vitae.
- A 300- to 500-word essay discussing plans for graduate study and professional career focus.
- A transcript indicating completion of a statistics and a nursing research course with a grade of "C" or better. For students who have not completed these courses as part of their BSN, they may be taken concurrently with MN 501: Advanced Nursing Roles. However, the courses must be completed before enrollment in MN 502: Theoretical Foundations of Advanced Nursing.

Master of Science in Nursing students must provide documentation of the following prior to entering a practicum course:

- Health examination and immunization record, if requested by the practicum site.
- CPR certification from the American Heart Association (BLS Health Care Provider Course) or the American Red Cross (Professional Rescuer Course).
- Professional liability insurance coverage in the amount of at least \$1 million per incident/\$3 million per aggregate.

### PROMOTION AND RETENTION

In addition to the general graduate student progression and satisfactory academic progress requirements, the Master of Science in Nursing program stipulates:

- Students in the Master of Science in Nursing program can enroll in no more than three courses per term.
- Students enrolled in the Master of Science in Nursing program may not use transfer credit to replace MN 501: Advanced Nursing Roles, MN 600: Evidence-Based Project Proposal, MN 601: Thesis I, MN 602: Thesis II, or any specialization courses. These courses must be completed at Kaplan University.
- The grade of "B" is the minimum acceptable grade in graduate courses. Graduate students who receive a "C" in any course may be placed on probation and will receive an academic warning encouraging them to enroll in the noncredit, self-paced course KU 500: Foundations of Graduate Learning. There is no cost for the course for students who take the course prior to becoming academically dismissed. Students earning a "C" or lower in a course are required to retake the course, and may not apply the course toward Master of Science in Nursing degree requirements. Graduate students may only take a course twice and must earn the required grade of "B" or higher. Master of Science in Nursing students can repeat a maximum of two courses. Failure to achieve the required grade will result in dismissal from the University with the second attempt.

### GRADUATION

In addition to the general graduation requirements for graduate students, all Master of Science in Nursing students must complete the practicum requirements for their selected specialization.

## Master of Science in Nursing Program Outcomes

1. **Theoretical Foundations:** Synthesize theories and concepts from nursing and other disciplines for application in advanced nursing roles.
2. **Evidence-Based Practice:** Critique current scientific research for application of findings to initiate change and to improve practice.
3. **Health Promotion, Disease Prevention, and Human Diversity:** Create comprehensive plans of action that address the health promotion and disease prevention needs of individual, family, and community populations.
4. **Health Care Policy, Organization, and Finance:** Formulate a plan for ongoing contributions to improvement of health care delivery and development of health policy in a cost-effective manner.
5. **Ethics:** Apply an ethical decision-making process in professional practice and in analysis of systems of health care.
6. **Professional Role Development:** Exert a professional leadership role that fosters improvement of health care and advocates scholarly activities to advance self and profession.
7. **Informatics and Technology:** Employ informatics and technology in various aspects of the advanced nursing leadership role.

## Master of Science in Nursing Program Specializations

### NURSE EDUCATOR

The nurse educator specialization is designed to prepare nurses to pursue teaching positions in schools of nursing, continuing education programs, staff development, clinical education, or patient and community education. The graduate may be prepared to sit for the National League for Nursing's Certified Nurse Educator (CNE) examination. Although the program is designed to prepare students to take various certification and licensing exams, the University cannot guarantee students will be eligible to sit for or will pass these exams.

In addition to the Master of Science in Nursing program goals and outcomes, students completing the nurse educator specialization will have demonstrated their acquisition of competencies and proficiencies related to:

1. **Instructional Method Design:** Create a variety of successful instructional methods to meet the needs of targeted learner populations.
2. **Curriculum, Pedagogy, and Evaluation Strategies:** Develop plans of study in nursing education based on appropriate curricular principles, pedagogy, and learning assessment strategies.
3. **Clinical Expertise:** Apply clinical expertise when conducting educational experiences.

### NURSE ADMINISTRATOR

The nurse administrator specialization prepares nurses to pursue managerial positions and leadership roles in hospitals, community health, long-term care facilities, and other health care systems. The graduate may be prepared to sit for the Nursing Administration or Nursing Administration, Advanced Certification examinations (depending on the level of leadership with their organization) provided by the American Nurses Credentialing Center. Although the program is designed to prepare students to take various certification and licensing exams, the University cannot guarantee students will be eligible to sit for or will pass these exams.

In addition to the Master of Science in Nursing program goals and outcomes, students completing the nurse administrator specialization will have demonstrated their acquisition of competencies and proficiencies related to:

1. **Fiscal Responsibility and Human Resource Management:** Encompass concepts of fiscal and human resources in designing quality care measures.
2. **Collaborative Practice:** Develop collaborative relationships and partnerships that are interdisciplinary and aggregate-focused to improve the health care of populations.
3. **Creating and Managing Nursing Care Systems:** Provide leadership in conceptualization, design, implementation, and evaluation of health care delivery systems across the health care continuum.

# Master of Science in Nursing Program Degree Plan

Students can choose a thesis or nonthesis track. In the nonthesis track, students will develop an evidence-based project proposal.

Nonthesis Track: The program consists of a minimum of 63 quarter credit hours.

Thesis Track: The program consists of a minimum of 68 quarter credit hours.

## **NONTHESIS TRACK**

### Curriculum

Courses	Credits
<b>CORE REQUIREMENTS</b>	
MN 501: Advanced Nursing Roles	5
MN 502: Theoretical Foundations of Advanced Nursing	5
MN 503: Advanced Statistics for the Health Sciences	5
MN 504: Inquiry and Evidence-Based Practice	5
MN 505: Health Promotion and Disease Prevention in a Diverse Community	5
MN 506: Ethical and Legal Perspectives of the Health Care System	5
MN 507: Health Policy, Financing, and Organization of Health Care Delivery Systems	5
MN 600: Evidence-Based Project Proposal	5
<b>ELECTIVE REQUIREMENTS</b>	
Specialization Courses	23
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>63</b>

## **THESIS TRACK**

### Curriculum

Courses	Credits
<b>CORE REQUIREMENTS</b>	
MN 501: Advanced Nursing Roles	5
MN 502: Theoretical Foundations of Advanced Nursing	5
MN 503: Advanced Statistics for the Health Sciences	5
MN 504: Inquiry and Evidence-Based Practice	5
MN 505: Health Promotion and Disease Prevention in a Diverse Community	5
MN 506: Ethical and Legal Perspectives of the Health Care System	5
MN 507: Health Policy, Financing, and Organization of Health Care Delivery Systems	5
MN 601: Thesis I	5
MN 602: Thesis II	5
<b>ELECTIVE REQUIREMENTS</b>	
Specialization Courses	23
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>68</b>

## **SPECIALIZATION COURSES**

### **NURSE EDUCATOR**

MN 508	Teaching and Learning Strategies	5
MN 509	Curriculum Design	5
MN 510	Instructional Technology Integration	3
MN 511	Assessment and Evaluation	5
MN 519	Nurse Educator Practicum	5
<b>TOTAL</b>		<b>23</b>

### **NURSE ADMINISTRATOR**

MN 512	Organizational Theory and Behavior	5
MN 513	Health Care Finance, Strategic Planning, and Budgeting	5
MN 514	Human Resources Management	5
MN 515	Information and Health Care Technologies	3
MN 520	Nurse Administrator Practicum	5
<b>TOTAL</b>		<b>23</b>

## Typical Program Completion Schedule

The courses identified in the following tables show the sequence and availability of courses offered during a typical calendar year for each specialization based on full-time attendance. Course offerings occur in 10-week terms, with 5 terms per year.

### Example of Nurse Educator Specialization

10 WEEKS	TERM 1	TERM 2	TERM 3	TERM 4	TERM 5
YEAR 1	MN 501	MN 502 MN 503	MN 504 MN 505	MN 506 MN 507	MN 508 MN 509
YEAR 2	MN 510 MN 511	MN 519 MN 515 OR MN 601	*MN 602		

\*One additional term if the student selects the thesis track.

### Example of Nurse Administrator Specialization

10 WEEKS	TERM 1	TERM 2	TERM 3	TERM 4	TERM 5
YEAR 1	MN 501	MN 502 MN 503	MN 504 MN 505	MN 506 MN 507	MN 512 MN 513
YEAR 2	MN 514 MN 515	MN 520 MN 600 OR MN 601	*MN 602		

\*One additional term if the student selects the thesis track.

## Practicum Requirements

1. Students should complete practicum course requirements in a setting other than their place of employment, unless there is no other option.
2. The practicum preceptor must be someone other than the student's immediate agency supervisor or someone who reports to the student.
3. Students must complete all practicum requirements to successfully complete the practicum course (see individual course requirements).

Master of Science in Nursing students must also provide documentation of the following prior to entering a practicum course:

- Health examination and immunization record, if requested by the practicum site.
- CPR certification from the American Heart Association (BLS Health Care Provider Course) or the American Red Cross (Professional Rescuer Course).
- Professional liability insurance coverage in the amount of at least \$1 million per incident/\$3 million per aggregate.

## NAME TAGS/BADGES

Student affiliation with the Master of Science in Nursing program at Kaplan University must be apparent at all times during experiences in agencies. Therefore, Master of Science in Nursing program name tags are to be worn at all times by students when in the role of graduate nursing students. Name tags need to be purchased at a store of your choice and include the following information:

Jane Jones, RN  
Student, Master of Science in Nursing Program  
Kaplan University

## Student Committee Participation

Students in the Master of Science in Nursing program are encouraged to participate in the following school committee:

- Curriculum Committee

Also, graduate students are encouraged to participate in the following Kaplan University committees:

- Governance Committee
- Graduate Faculty Curriculum Committee
- Graduate Administrative Council
- Library Committee
- Assessment Committee