



# **SCHOOL OF NURSING STUDENT HANDBOOK**

**August 2023 – September 2024**

**American University of Health Sciences  
1600 E. Hill Street., Signal Hill, CA 90755**

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## **MISSION OF THE AMERICAN UNIVERSITY OF HEALTH SCIENCES**

The American University of Health Sciences, a private Christian-based minority-serving university of higher education, welcomes students of diverse backgrounds and prepares them to make a positive impact on society through the provision of exceptional quality patient-centered care within the context of a global perspective of the human condition. This mission is accomplished through the creation of a strong and caring academic environment where excellence, diversity, and the development of the entire person—mind, body, and spirit—is addressed and where teaching/learning, research, service, and scholarship is valued and supported. Inspired by a strong belief in God and the Christian values of love and caring for humankind, and of justice and respect, the University's core values include a holistic approach to education, promotion of the intellectual, analytical, and critical thinking abilities of its students, evidence-based knowledge, service to our fellow man, and a commitment to life-long learning.

## **APPROVALS AND ACCREDITATIONS**

### **WASC SENIOR COLLEGES AND UNIVERSITY COMMISSION (WSCUC)**

American University of Health Sciences (AUHS) is accredited by the WASC Senior College and University Commission (WSCUC), located at 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, Tel: 510.748.9001. WSCUC is a regional accrediting body recognized by the U.S. Department of Education (USDOE) and the Council on Higher Education Accreditation (CHEA). [www.wasc senior.org](http://www.wasc senior.org).

### **TRANSNATIONAL ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS (TRACS)**

AMERICAN UNIVERSITY OF HEALTH SCIENCES (AUHS) is a member of Transnational Association of Christian Colleges and Schools (TRACS), located at 15935 Forest Road, Forest VA 24551, Tel: 434.525.9539, email: [info@tracs.org](mailto:info@tracs.org), having been awarded accredited status as a category III institution by the TRACS Accreditation Commission. TRACS is recognized by the US Department of Education (USDOE), and the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQSSHE). [info@tracs.org](mailto:info@tracs.org).

### **BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)**

AMERICAN UNIVERSITY OF HEALTH SCIENCES (AUHS) is a private institution and is approved to operate by the Bureau of Private Postsecondary Education which means compliance with state standards as set forth in the California Education Code. The Bureau's approval means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or superintendent. Institutional approval must be re-approved every three years and is subject to continuing review. P.O. Box 980818, Sacramento, CA 95798-0818, Tel: 916.574.7720.



[www.bppe.ca.gov](http://www.bppe.ca.gov).

### **COMMISSION ON COLLEGIATE NURSING EDUCATION (CCNE)**

The BSN Program at American University of Health Sciences is accredited by the Commission on the Collegiate Nursing Education (CCNE) through June 30, 2027. CCNE is recognized by the U.S. Secretary of Education as a national accreditation agency. CCNE is located at 655 K Street NW, Washington DC 20001, 202.887.6791. [www.ccneaccreditation.org](http://www.ccneaccreditation.org).

### **CALIFORNIA BOARD OF REGISTERED NURSING**

American University of Health Sciences (AUHS) is approved by the California Board of Registered Nursing (BRN). The BRN has the authority to approve registered nursing and advanced practice nursing programs in California. The purpose of approval is to ensure the program's compliance with statutory and regulatory requirements. Pre-licensure nursing programs must be approved by the BRN. 1747 N. Market Blvd., Suite 150, Sacramento, CA 95834, Tel: 916.322.3350, 916.574.7699. [www.rn.ca.gov](http://www.rn.ca.gov).

### **ACCREDITATION COUNCIL FOR PHARMACY EDUCATION**

American University of Health Sciences School of Pharmacy, Doctor of Pharmacy program has been authorized by the ACPE Board of Directors for candidacy status. For an explanation of the ACPE accreditation process, consult the Office of the Dean or the Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Suite 2850, Chicago, Illinois 60603, 312-644-3575; FAX 866-228-2631; [acpe-accredit.org](http://acpe-accredit.org).

## **NONDISCRIMINATION/AFFIRMATIVE ACTION POLICY**

AUHS, in accordance with applicable Federal and State Laws and University Policies, does not discriminate based on race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, postpartum period and medical conditions related to pregnancy and childbirth), disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in university programs and activities.

Inquiries regarding the University's student-related nondiscrimination policies may be directed to the Office of the Student Services. Students may complain of any action which they believe discriminates against them on the ground of race, color, national origin, marital status, sex, sexual orientation, disability, or age and may contact the Office of Student Services, 1600 East Hill Street Building 1, Signal Hill, CA 90755, (562) 988-2278. For further clarification of such policies including discriminatory practices and sexual harassment, students are invited to view the AUHS Website and review the general catalog.

## MISSION OF THE SCHOOL OF NURSING

The American University of Health Sciences (AUHS) School of Nursing (SON) prepares students to make a positive impact on society through the provision of competent, caring, and evidence-based nursing care to diverse patient populations. This mission is accomplished by recruiting and graduating diverse students, especially students from minority groups that are underrepresented in the nursing community and preparing them to deliver competent, culturally sensitive, caring, and evidence-based nursing services to all persons in need. The SON shares the core values of the University including a belief in Christian Values, a holistic approach to education, promotion of the intellectual, analytical, and critical thinking abilities of its students, evidence-based knowledge, and a commitment to teaching/learning, research, service, and scholarship.

The mission of the SON is strongly aligned with the mission of the University. It also focuses on preparing students to make a positive impact on society through the provision of competent, caring and evidence-based nursing services to diverse patient populations. This mission is accomplished by preparing students from diverse ethnic backgrounds to deliver competent culturally sensitive evidence-based care to all persons in need. The School of Nursing robustly supports the core values of the University including a belief in God and the Christian values this represents, a holistic approach to education and patient care, promotion of the intellectual and analytical abilities of the student, professional practice based upon evidence, giving back to society as service to human-kind, and a self-commitment to life-long learning.

## PURPOSE OF THE PROGRAM

The purpose of the AUHS School of Nursing is to prepare competent nurses who advance patient care and nursing science through the scholarship of practice in the delivery of care across the life-span. Concomitant with this belief is that delivery of care is focused on the individualized, culturally relevant, and appropriate needs of each client from multiple and divergent health-care settings.

## PHILOSOPHY OF THE AUHS SCHOOL OF NURSING

The faculty's beliefs about people, the world, nursing, and health form the underpinnings of the School's philosophy. The link between the mission and philosophy of AUHS and the mission and philosophy of the SON is demonstrated in the beliefs and values that are jointly held. The contexts of nursing, or the interrelated conditions in which nursing events occur, are also important when considering the development of a philosophy. Therefore, the social, political, cultural, and economic milieu surrounding the discipline, and the health care system were considered during the elaboration of the philosophy. Given this perspective, the faculty holds the following beliefs that support the program preparing students to become licensed registered nurses with a Bachelor of Science in Nursing (BSN) degree.

Each **Individual** is made up of biological, psychological, social and spiritual dimensions which are integrated, inseparable and interactional. Human beings respond in a holistic manner according to



their environment and are valued for their abilities, characteristics, and differences.

**Nursing** is a blend of both art and science and is not contained by a setting or workplace. It is scientifically based and composed of knowledge, skill, judgment, and a deep caring for patients that when applied, make up the practice of the discipline. Nursing is constantly evolving, and the professional nurse applies evidence-based knowledge from nursing, the medical, physical, behavioral, and other sciences as the basis for practice. The art of nursing consists of the internalized approach or the provision of caring behaviors that a nurse reveals during the client/patient encounter.

The Nursing Process is a problem-solving approach that is foundational to all nursing actions with the client/patient and other members of the health-care team. Critical thinking underlies the process as the nurse utilizes clinical judgment and decision-making skills to analyze, synthesize, interpret, formulate, and adapt a plan of care.

**Education** is the catalyst used to transform the student to a professional nurse. Education builds a foundation of essential knowledge and skills that transforms the student into a safe and competent nurse. Having acquired foundational knowledge, further education is necessary to augment the learner's ability and motivation to seek, and interpret information, which is then processed into knowledge. Knowledge is used to benefit the nurse's own patients and transmitted to the health care community to benefit all patients. Education is the vehicle through which students learn to assess and evaluate, to think critically, to make sound nursing judgments, and to accept accountability for their actions. It is the medium through which nursing students learn to process data and information into knowledge, and knowledge into wisdom. Students are taught the importance of lifelong learning so that they continuously seek out new knowledge and evidence to continually improve their own practice and advance the discipline of nursing.

**Teaching** the student to be an active learner is vital to the educational process. The environment for learning, created by AUHS and the faculty, is intended to facilitate the student's exploration of social interactions, individual differences, diversity, and his/her own learning styles. This knowledge will then be applied in the classroom as well as in different healthcare settings. This approach to keeping the student at the center of teaching-learning is a fundamental belief of the faculty.

**Health** is a dynamic state that transitions throughout the lifespan. Health becomes the focus of attention when stimulated by either positive or negative influences. Wellness, or the positive influence, is a unity within the individual that lends itself to health promotion and risk reduction. In health there is unity of the individual's body, mind, and spirit. Illness, or the negative influence, finds disunity within the individual that asserts the need for nursing intervention and is the center of nursing care.

**Academic Excellence/Research/Scholarship** involves the process of gaining deeper knowledge and understanding of phenomenon and contributes to informed decision making. Sound practice is built upon evidence-based research in the profession of nursing. One identified strength of the School of Nursing lies in its desire to be responsive and sensitive to the instructional, research and professional service needs of students, to our profession and to the University. The SON recognizes Boyer's Four Forms of Scholarship: the scholarships of discovery, integration, application, and teaching. In

teaching, we strive to refine the students' quantitative reasoning skills and contribute to their knowledge and understanding of health care research. We emphasize the intelligent use of the ability to communicate results clearly and concisely, and the need to approach problems with creativity and common sense. Our ultimate goal is to contribute to the overall intellectual growth of the students and to produce graduates capable of independent and critical thinking, prepared to realize their full potential and play a leadership role in society.

**Service/Practice** involve activities which contribute to and provide support for the nursing program and University. SON faculty participates in a community of learning dedicated to communication, respect, service, and teamwork. This statement of service renews our commitment to promote the core principles of accountability, community, civility, and responsiveness, and guides our practices. Faculty from the SON are involved in practice and service and activities and assist students in many of their service activities.

**Cultural Competency** reflects an understanding that quality health care outcomes require a deeper understanding of and attention to the differences among individuals and groups. Cultural competence implies integrated patterns of human behavior that include thought, communication, actions, customs, beliefs, values, and institutions of a racial, ethnic, religious, or social group that are understood, respected and valued by other groups. The SON recognizes the need for students to learn how to interact effectively in a diverse environment and that by doing so, the expansion of cultural knowledge and the adaption of services to meet various cultural unique needs are achieved.

**Christian Values** reflect love and caring for humankind, and justice and respect. In this respect, our students learn about the expectation of service to humankind and the importance of one's commitment to others and to the local and global communities in which we live and work. Like our parent institution, the AUHS SON is committed to serving under-represented populations and accomplishes this by both educating and employing a diverse health care workforce and providing opportunities for health care research in unrepresented and vulnerable populations. We are proud that our community benefits from the range and diversity of our people, our experiences, backgrounds and habits of hard work, collaboration and of respect for all.

## CODE OF ETHICS FOR NURSES

As you begin your educational journey into nursing, you will be off to a good start by knowing the Code of Ethics for Nurses. The Code of Ethics was developed by the American Nurses' Association as a guide for carrying out nursing responsibilities that outlines the ethical obligations of the nursing profession and congruent with the provision of quality nursing care to all clients in a variety of healthcare settings.

1. The nurse in all professional relationships practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by

- considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
  3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
  4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
  5. The nurse owes the same duties to self as to others, including the responsibility to preserve the 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 contribution 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.

*Source: American Nurses Association. (2015). Code of ethics with interpretive statements. Silver Spring, MD: Author. Retrieved from*

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-ofEthics-For-Nurses.html>

## **THE BACHELOR OF SCIENCE OF NURSING (BSN) DEGREE: GENERAL DESCRIPTION AND PROGRAM OUTCOMES (TERMINAL LEARNING OBJECTIVES)**

Currently, AUHS School of Nursing offers only one program option leading to a traditional Bachelor of Science in Nursing (BSN) degree for beginning nurse generalists. Our program is a 36-month accelerated (fast-track) program. We only admit and focus solely on educating entry level (pre-licensure) baccalaureate students, especially those from diverse cultural backgrounds who are typically under-represented in the healthcare field. At the offset of this program, we initially only admitted students who had already obtained all science and general education pre-requisites and were eligible for transfer of these credits. Today, all prerequisites and corequisites can be taken at AUHS as the student matriculates through our program. The mission, goals, and expected program outcomes

are consistent with relevant professional nursing standards and guidelines for the preparation of nursing professionals. The AUHS School of Nursing utilizes the Code of Ethics for Nurses with Interpretive Statements, ANA (2015), Nursing Scope and Standards of Practice, ANA (2015), The Essentials for Baccalaureate Education for Professional Nursing Practice, AACN (2008), California Board of Registered Nursing Nurse Practice Act (2016), and the QSEN Competencies Pre-licensure KSA's (2014) in its program as standards and guidelines for preparation of professional nurses. The focus of our program is in direct alignment and supports the mission of the University in preparing beginning health-care practitioners who can appreciate and identify with racial and ethnically diverse populations especially as it relates to culturally competent care. Graduates of the BSN degree program can assume responsibility for organizing, implementing, and evaluating hospital-, population-, and/or community-based plans of nursing care for a highly complex and culturally diverse society. After completing the BSN degree, congruent with the school's mission, learning objectives and philosophy, graduates of the SON will demonstrate the ability to:

1. Apply the theoretical and scientific underpinnings of nursing, biological and behavioral sciences, and humanities to the professional practice of nursing.
2. Incorporate the nursing process as a problem-solving tool of the nurse in assisting individuals, groups, and communities to attain, maintain and regain health.
3. Effect positive client/patient outcomes through application of appropriate communication and teaching-learning theories, as well as advocating for the client/patient needs and rights.
4. Develop, implement, modify, and evaluate a culturally appropriate plan of care, even when client/patient needs may differ from the nurses' personal values.
5. Utilize scientific processes, evidence-based practice, critical thinking, and professional judgment as integral parts of all decision-making.
6. Practice within professional standards, an ethical framework, and regulatory guidelines.
7. Facilitate collaborative relationships with the client/patient and members of the health team in the application of the nursing process and the delivery of healthcare.
8. Demonstrate basic competence in nursing research, leadership, and management consistent with an increasingly diverse and multicultural workforce and complex health care system.
9. Demonstrate knowledge of social, historical, and philosophical significance of the nursing profession.
10. Develop personal responsibility for ongoing professional growth and development including higher education in advanced practice nursing.
11. Influence health care systems and policy through professional involvement in nursing organizations and political activities.

## **CURRICULUM OF THE SCHOOL OF NURSING**

### **CORE REQUIREMENTS**

The School of Nursing accepts a new cohort every Spring and Fall Quarter. The program requires twelve quarters of full-time study over a three-year period. The full-time study program includes general education courses as well as nursing theory and clinical nursing courses. The course categories include biological and behavioral sciences, humanities, arts, and professional nursing courses. A minimum of 189 quarter units is required for program completion. These units minimally include the 90 hours of core content required in Article 9, Public Health Nurse, and Section 1491: Qualifications & Regulations. Upon successful completion of the 12-quarter program, the Bachelor of Science (BSN) degree is awarded, and the BSN graduate is also eligible to apply to the State of California for the Public Health Nurse Certificate. The BSN graduate nurse who has demonstrated competency in all the theoretical and clinical courses is eligible to sit for the NCLEX examination to become a registered nurse.

## AUHS SCHOOL OF NURSING ACADEMIC PROGRAM OF STUDY

<b>YEAR 1</b>							
<b>Quarter 1 – Pre-Requisite Requirements</b>	<b>CR</b>	<b>Quarter 2 – Pre-Requisite Requirements</b>	<b>CR</b>	<b>QUARTER 3</b>	<b>CR</b>	<b>QUARTER 4</b>	<b>CR</b>
Chemistry 151 A: General, Organic, Inorganic with Laboratory	3	Chemistry 151 B: General, Organic, Inorganic with Laboratory	3	Biology 230: Pathophysiology	4	Nursing 250: Introduction to Nursing Health Care	4
Biology 200 A: Human Anatomy	4	Biology 200 B: Human Physiology	4	Pharmacology 210: Clinical Pharmacology	3	Nursing 250L: Introduction to Nursing Health Care Clinical Studies	4
Mathematics 110: Quantitative Reasoning	4	Microbiology 201: Microbiology	4	Nursing 220: Physical Assessment	4	Nursing 260: Health Care Communication	3
English 101: English College Composition I	4	Philosophy 160: Critical Thinking	4	Nursing 220L: Physical Assessment Laboratory	2	History 101: American History & Constitutions	4
Psychology 100: Psychology	4	Sociology 100: Sociology	4	Nutrition 230: Nutrition	3		
<b>Total Units</b>	<b>19</b>	<b>Total Units</b>	<b>19</b>	<b>Total Units</b>	<b>15</b>	<b>Total Units</b>	<b>15</b>
<b>YEAR 2</b>							
<b>QUARTER 5</b>	<b>CR</b>	<b>QUARTER 6</b>	<b>CR</b>	<b>QUARTER 7</b>	<b>CR</b>	<b>QUARTER 8</b>	<b>CR</b>
Nursing 300: Older Adult Health Nursing Care	3	Nursing 330: Intermediate Nursing Health Care	4	Nursing 350: Child Health Nursing Care	4	Nursing 370: Psychiatric/Mental Health Nursing Care	4
Nursing 300L: Older Adult Health Nursing Care Clinical Studies	3	Nursing 330L: Intermediate Nursing Health Care Clinical Studies	5	Nursing 350L: Child Health Nursing Care Clinical Studies	4	Nursing 370L: Psychiatric/Mental Health Nursing Care Clinical Studies	4
Nursing 310: Human Life Cycle	3	Nursing 340: Legal and Ethical Aspects of Health Care	3	Nursing 360: Women's Health Nursing Care	4	Nursing 380: Critical Care Nursing	4
Nursing 320: Psychosocial Aspects of Health Care	3	Art 300: Medical Illustration II	3	Nursing 360L: Women's Health Nursing Care Clinical Studies	4	Nursing 380L: Critical Care Nursing Clinical Studies	5
Art 200: Medical Illustration	3						
<b>Total Units</b>	<b>15</b>	<b>Total Units</b>	<b>15</b>	<b>Total Units</b>	<b>16</b>	<b>Total Units</b>	<b>17</b>
<b>YEAR 3</b>							
<b>QUARTER 9</b>	<b>CR</b>	<b>QUARTER 10</b>	<b>CR</b>	<b>QUARTER 11</b>	<b>CR</b>	<b>QUARTER 12</b>	<b>CR</b>
Nursing 400: Community Health Science	3	Nursing 420: Nursing Research	4	Nursing 470: Advanced Adult Nursing Health Care	5	Nursing 460: Transition to Professional Practice	2
Nursing 410: Community Health Nursing Care	4	Nursing 430: Basic Leadership & Management in Nursing	3	Nursing 470L: Advance Adult Nursing Health Care Clinical Studies	5	English 207: Creative Writing	4
Nursing 410L: Community Health Nursing Care Clinical Studies	4	Nursing 430L: Basic Leadership & Management in Nursing Clinical Studies	3	Anthropology 250: Cultural Anthropology	4	NCLEX Review	
Communications 150: Oral Communications & Public Speech	4	Philosophy 304: Ethics	4				
Political Science 101: American Political Institutions	4	Statistics 415: Statistics	4				
<b>Total Units</b>	<b>19</b>	<b>Total Units</b>	<b>18</b>	<b>Total Units</b>	<b>4</b>	<b>Total Units</b>	<b>6</b>

Updated 11.17.2016

**Total Units for BSN = 189 Units**



## GRADING POLICY

### AUHS Undergraduate Programs grading scale with Letter and Grade Points

The School of Nursing at AUHS has a general policy concerning acceptable grades. At AUHS, any grade less than C+ is considered a failing grade (a C+ is a passing grade, a C is not). It is a policy that students may not progress in the program until the failed course has been successfully repeated. A NURSING class may be repeated only once in the program. Please consult the individual course syllabus for specifics concerning each course.

Students at the school receive grades based on classroom participation, laboratory and project work, written examinations, as well as externship evaluation. Students are given a grade record for each course registered in. AUHS School of Nursing uses the following grading system:

Letter Grade	Percent	Quality Points Awarded
A	93.0-100	4.0
A-	90.0-92.99	3.7
B+	87.0-89.99	3.3
B	83.0-86.99	3.0
B-	80.0-82.99	2.7
C+	78.0-79.99	2.3 passing for Nursing
C	76.0-77.99	2.0
C-	70.0-75.99	1.7
D+	67.0-69.99	1.3
D	63.0-66.99	1.0
D-	60.0-62.99	0.7
F	< 60	0.0

Please note that C+ or 78% is the lowest score that a student may earn that is considered a “pass” in any nursing course.

## BSN TRANSITION AND PROGRESSION

1. Transition from GE into nursing requires successful completion of all GE courses and all requirements for admission into the nursing program. The student must pass the TEAS examination and achieve a minimum score of 65% in two attempts. For direct admit applicants, the TEAS test can be taken outside of AUHS prior to admission. Students already enrolled at AUHS must take the TEAS test on campus. Students are allowed a maximum of two attempts of the TEAS test as scheduled by the administration. Students who fail the TEAS test retake will not be allowed to transition into the nursing program and will be advised accordingly.

2. Progression within a course, from course to course, and level to level is governed by the general faculty in concert with the Dean of School of Nursing. Students are responsible for completing all general education and nursing courses at the designed class level before going on to the next class level. For progression within the BSN program, nursing theory and clinical courses are linked, although taken separately. To pass the course itself and progress to the next theory and clinical course, students must satisfactorily pass **both** the theory and corresponding clinical components of the course with a grade of at least a C+ or better (78%). If a student receives a grade of C or below in any portion of the nursing course (e.g., the theory or clinical portion), they are required to repeat the entire course (e.g., both the theory and clinical portion) and achieve at least a C+ in both theory and clinical portions.
3. A Student is only **permitted to fail one nursing course** in the process of completing the BSN program. The student may retake that failed course, however, if the student fails that course again, upon retaking, or subsequently fails any other nursing course, the student may not continue in the program.
4. Faculty may review a student's record based on classroom and/or clinical performance, professionalism, attendance, or tardiness. The faculty may choose to put the student on probation, make conditional requirements, and/or dismiss the student. The Dean in concert with the Faculty will give a letter to the student stating the action of the Faculty. Appeal of this action by the student is made to the Dean of the School of Nursing.
5. A minimum cumulative grade point average of 2.5 (on a 4.0 scale) must be maintained throughout the program.
6. A Student who withdraws from a class with an administrative approval or fails will be readmitted once. When a student fails or withdraws from a course, the attempted nursing course must be successfully completed before progressing to subsequent nursing courses. Failure to maintain any of the academic standards shall result in academic probation, academic failure and/or dismissal from the nursing program.
7. **Wait-List**

American University of Health Sciences (AUHS) receives many qualified applications each quarter for direct acceptance to the School of Nursing. Due to the limited number of available spaces in SON, AUHS maintains an active wait list each quarter. The waitlist is only comprised of students who are academically qualified to be successful at AUHS and have fulfilled pre-requisite requirements. The wait list will be based on the following criteria:

  - All admission documents have been received by Admission department.
  - Candidate has met academic requirements.
  - Candidate has successfully passed TEAS with minimum score of 65% or higher in two attempts.

Students who elect to remain on the waitlist will be informed of their final admission status as space becomes available.

8. **RE-ENTRY**

- The following are criteria for re-entry:
  - Failure of one nursing course.
  - Approved administrative withdrawal.
  - Approved leave of absence (medical, military, and immediate death in family (parents, siblings, spouse, and children)).

*Students are permitted to re-enter on a space-available basis.* Students returning from medical leave must submit a health clearance note from the attending healthcare provider.

9. A student may not withdraw from a nursing course to avoid receiving a failing grade. Students must seek counsel from the Faculty or the Dean before withdrawing from a course. The last day to withdraw without a failing grade is before week 7.

**PROGRESSION FOR GRADUATION AND CERTIFICATION FOR NCLEX.**

All students must take the complete series of ATI Proctored Assessment Tests. Each proctored examination must be passed on the first attempt with a Level 2, which is the required score listed in the table below before progressing to the next content area. If you do not pass the proctored test on the first attempt with the required score listed below, you must complete the ATI remediation process, which consists of focused review, remediation templates, Nurse Logic 2.0 and Learning Systems. A student must meet with the Faculty or Dean to show verification of completing the remediation process. After completing the remediation process, the student will be allowed to retake the appropriate proctored examination and must demonstrate an increase in their score leading to the required score listed below as directed by the appropriate attempt (see table below).

A student will have a maximum of **two attempts** to receive a required score on a proctored examination as indicated for the appropriate attempt listed below. The student must demonstrate the required increase in their score on each attempt. Failure to achieve the designated score as described below on the third attempt would mean failure from the course.

<b><u>ATI Proctored Assessment Test 2023</u></b>	<b><u>1<sup>st</sup> attempt</u></b>	<b><u>2<sup>nd</sup> attempt</u></b>
RN Fundamentals	80%	85%
RN Leadership	80%	85%
RN Maternal-Newborn	80%	85%
RN Mental Health	80%	85%
RN Nursing Care of Children	80%	85%
RN Pharmacology	80%	85%
RN Medical-Surgical	80%	85%
RN Nutrition	80%	85%

In Transition to Professional Practice course (N460), students must pass or meet the benchmarks for all ATI and UWorld proctored and non-proctored examinations. If benchmarks are not met, the student will NOT complete the course and will have one (1) quarter to meet the benchmarks. If benchmarks are not met by the end of the subsequent quarter, the student will need to retake N460.

Students who successfully meet the Proctored Level requirements must complete the ATI Comprehensive Predictor 2023 Examination with a minimum raw score of 80% on the first attempt. If a student scores below the minimum required score on their first attempt as described in the table below, they will receive an incomplete grade and must retake the ATI Capstone and complete the ATI Live Review and ATI Boot Camp before retaking the ATI Comprehensive Predictor Examination. When completing the ATI Comprehensive Examination for the second time, the student must receive a minimum raw score of 85%. A student will have a maximum of **two attempts** to pass the Comprehensive Exam. During the second and final attempt the student must pass with an 85 % score (see table below). Failure to achieve the passing score as designated in the table below on the second attempt would mean failure from the N460 course.

<b><u>RN Comprehensive Predictor 2023</u></b>	<b><u>1<sup>st</sup> Attempt</u></b>	<b><u>2<sup>nd</sup> Attempt</u></b>
Individual Score	80%	85%
Predicted Probability of Passing the NCLEX RN exam	99%	99%

## GENERAL ACADEMIC POLICIES FOR THE SCHOOL OF NURSING

In addition to the policies found in this handbook that are specific to the School of Nursing, the student should obtain and keep an electronic copy of the AUHS University Catalog 2023-2024, which contains policies that apply to all programs of the university.

### PROBATION

#### *Academic Probation*

A student is placed on probation for failing to maintain a 2.5 GPA for all courses undertaken in a quarter.

A student must achieve a GPA of 2.5 or higher during the following quarter to continue in the nursing program.

#### *Nonacademic Probation*

See AUHS University Catalog.

## GRADING AND BEHAVIOR POLICY

### POSTING OF GRADES AND/OR DISTRIBUTION OF EXAMS

1. Grades for examinations and final course grades are truncated, not rounded.
2. Examinations and answer sheets are the property of the AUHS School of Nursing. Test materials will be distributed for review only.
3. Exam results will be reported to students and posted in the CANVAS system within a reasonable time after the administration of an exam.
4. Once the student has reviewed their results, the student has 7 days to file a written request with the appropriate faculty member for consideration for credit of items missed. The request must be supported by written documentation from an academic source (e.g., nursing textbook, etc.).

## STUDENT COMPLAINTS/GRIEVANCE

The School of Nursing and the University recognize that, on occasion, a student may have a concern or issue that necessitates a prompt and fair resolution. To address the issue, the student is to follow the prescribed series of steps (see catalog) to obtain a mutual and satisfactory resolution of the student's concern or issue.

Reasons for grievance may include:

- A claim of an inappropriate grade that has been assigned by a faculty member.
- A miscalculation of a final grade.

- A claim of abuse, ill-treatment, or exploitation.

The following cases may NOT be grieved: Violations of the Academic Honor code (specifically Academic Integrity and Student Conduct Violations which were considered serious enough to warrant a dismissal from the University.).

**Procedure**

The procedure to file an academic complaint/grievance is available in the University Catalog.

**EXPECTATIONS OF BEHAVIOR**

<b>ESSENTIAL FUNCTIONS OF A NURSING STUDENT TABLE</b>		
<b>Function</b>	<b>Description/Standards</b>	<b>Representative Activities (not all –inclusive)</b>
Interpersonal Skills	Abilities sufficient to interact appropriately with diverse individuals, families, and groups.	Establish therapeutic relationships with clients, establish rapport with health care team members, negotiate interpersonal conflict
Communication Skills	Communicate effectively in English in verbal and written form	Explain treatment procedures, initiate health teaching, give oral reports, speak on the telephone, document on agency records
Mobility	Ability to move from place to place and to maneuver to perform nursing activities in small spaces, stand and walk for extended periods	Bend, twist, stoop, move around in rooms administer CPR, push and pull 25 pounds, move quickly, climb stairs
Motor Skills	Gross and fine motor skills sufficient to provide safe, effective nursing care	Calibrate and use equipment, position clients, basic keyboard skills, squeeze with fingers, pinch with fingers, grasp small objects with hands/fingers, reach above shoulders, below waist, maintain balance
Critical Thinking	Ability to exercise sound nursing judgment	Sequence information, identify cause effect, and plan/control activities for others
Hearing	Auditory ability enough for assessment and monitoring of client needs	Hear normal speaking level sound, hear faint body sounds, auditory alarms
Visual	Ability enough for accurate assessment and monitoring of client needs	Distinguish color, see objects up to 20 inches or 20 feet away, use peripheral vision, perceive non-verbal communication, observe specimens
Tactile	Ability enough for accurate assessment and monitoring of client needs	Feel vibrations, detect temperature, feel differences in size.



Emotional Stability	Ability to assume responsibility/accountability for actions	Provide client for emotional support, adapt to stressful situations, monitor their own emotions, perform multiple responsibilities concurrently.
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The nursing profession has developed a set of common guidelines for behavior and decision making called *The Code of Ethics for Nurses with Interpretive Statements, American Nurses Association, 2001*. The nursing faculty abides by these professional standards and believes that nursing students should perform in accordance with the provisions of the Code.

Violation of any of these general standards of conduct or provisions of the Code is grounds for discipline and dismissal from the nursing program and/or the University.

### ACADEMIC INTEGRITY

AUHS is a community of scholars. All members, including faculty, staff and students are responsible for maintaining standards of academic honesty. Cheating, plagiarism, collaborative work, multiple submissions without permission of the professor or other kinds of academic dishonesty are considered unacceptable behavior and will result in formal disciplinary proceedings resulting in **loss of credit for a project, a failing grade for a class, and/or dismissal from the university**. Every student is responsible for following the University's Academic Honor Code. The policy may be found in the University Catalog.

### ESSENTIAL FUNCTIONS OF A NURSING STUDENT

To practice nursing, a person must possess a variety of cognitive, sensory, affective, and psychomotor skills. These functions are essential to successful progression in and completion of the nursing program requirements and are a required part of each course. If a nursing student cannot meet these standards, the student must communicate this to the Dean in writing to explore options for reasonable accommodations or modifications to meet program requirements.

### IMPAIRED NURSING STUDENT

American University of Health Sciences, in accordance with the Board of Registered Nursing, considers the student use of controlled substances, dangerous drugs or devices or alcoholic beverages to an extent or in a manner injurious to self or others to constitute unprofessional conduct. The conviction of a criminal offense involving the prescription, consumption or self-administration of the above substances is conclusive evidence thereof (B&P 2762). Students who are impaired by or demonstrate characteristics of chemical dependency or mental illness will be directed to seek appropriate assistance through a health care provider and provide the nursing program with proof of treatment and fitness for practice to the nursing program. Evidence of rehabilitation will need to be submitted with their application for licensure to the Board of Registered Nursing. Instructors have the

authority and responsibility to take immediate corrective action regarding the impaired student's conduct and performance in the clinical setting. This includes removing the impaired student from the patient care area until the student is deemed medically safe to return to patient care activities. All matters will be handled confidentially.

### **STUDENTS ARE EXPECTED TO:**

Nursing students showing signs of mental illness or chemical dependency should be directed to a health care provider for diagnosis and treatment of the illness. Chemical dependency and mental illness are diseases and should be treated as such. The Board has established a diversion program for impaired registered nurses as a voluntary alternative to traditional Board disciplinary actions (B&P 2770).

### **COMMITMENT TO LEARNING**

The AUHS nursing faculty is committed to helping students learn. Learning is seriously compromised if assignments are not completed. Therefore, to pass each course in nursing, the student must satisfactorily complete each of the following criteria.

1. The student must submit all course work on time in the format described in the course syllabus. Any late or missed assignment may be subject to a grade reduction, as specified in the course syllabus or by the faculty.
2. The student must be present and must verbally participate in classroom and clinical activities including pre- and post-conferences in the clinical area (see Attendance Policies).
3. The student must meet all scheduled commitments when assigned.
4. Students must purchase ATI and must take the periodically scheduled ATI Examination series.
5. Internet access at agencies and clinical sites may be limited to obtaining information directly related to patient care.
6. Text messages, instant messaging and cell phone use for personal business are prohibited during clinical or theory courses.
7. The student must exercise responsibility in ensuring make up of all missed assignments.

Behaviors that are disrespectful to faculty or fellow students are disruptive and prohibited. Therefore, students may not bring anyone not enrolled in the course to class or leave such persons unattended on campus or at off-site clinical facilities. Other prohibited classroom behaviors include refusing to be seated, talking during lectures, sleeping, eating, non-class reading, entering the classroom late or leaving early without authorization and using cellular devices during exams or graded activities. Faculty may also communicate the time and

manner for student questions and expression of points of view in the instructional setting. Faculty may establish, communicate, and enforce reasonable rules of classroom behavior and decorum. These rules are not intended to discourage appropriate classroom expression, discussion, or disagreement, but to promote respectful interactions. Disruptive or disrespectful behaviors in the classroom are grounds for discipline and possible dismissal from the nursing program and/or the University.

Students that exhibit a chronic pattern of hostility and intimidation as indicated by the issuance of more than one Adverse Action form, including (but is not limited to) verbal abuse, shouting, profanity, stalking, swearing, bullying, threatening communication of any kind, or any other activity that meets the legal definition of harassment, shall be dismissed from the program.

## **CLINICAL EDUCATION**

### **CAMPUS SKILLS LABORATORY**

1. Students are required to meet all scheduled nursing skills laboratory appointments.
2. Each student is expected to utilize the campus laboratory to become proficient in all skills before his/her clinical experience and demonstrate proficiency in particular skills to the appropriate faculty member.
3. Each student is expected to utilize the equipment during posted campus laboratory hours.
4. Due to the nature of some nursing courses, the student may be required to spend time outside of regularly scheduled class/clinical time to gain nursing skills. A student will be notified when practice laboratory sessions are held.
5. Faculty may request that the student return to the clinical laboratory for practice to gain proficiency. Inability to demonstrate proficiency in an assigned skill during return demonstrations may result in the student being excluded from the associated clinical experience and/or failing to meet the course objectives.
6. A clinical experience missing due to inadequate preparation will be considered an absence.

**All laboratory equipment is the property of the School of Nursing. Any student borrowing equipment from the School is responsible for the maintenance of that equipment until it is returned, and will be required to replace any damaged, lost or stolen items.**

## **CLINICAL COURSE WORK**

1. Clinical experience provides the student the opportunity to apply theory to clinical situations. Participation in assigned clinical experiences is mandatory (see Attendance Policies).

2. Clinical evaluation tools are standard tools, subject to modification for each clinical course. Each evaluation tool provides specific, measurable outcomes that cover the scope and extent of each clinical course objective. These specific tools are essential if learning objectives are to be achieved. Each student is advised that evaluations are designed as tools to keep the student apprised of his/her progress.
3. The purpose of clinical evaluation is to provide an assessment of each student's abilities and to identify his/her strengths and/or weaknesses. Evaluation tools provide specific guidelines for satisfactory achievement of the clinical objectives.
4. The clinical evaluation process is ongoing. Faculty will provide documentation on each student's clinical evaluation tool at mid-term and final clinical conferences.
5. The clinical component of a course is graded on a Pass/Fail basis. Students receiving a failure in the clinical component of a nursing course may not continue the progression to the next theory/clinical course but must repeat the entire course since it is considered to be linked (the theory and clinical). Students are urged to read the section on BSN Progression.
6. Students and clinical instructor will sign the Clinical Evaluation tool indicating that the mid-term and final evaluations were read and discussed.
7. Students must pass each clinical rotation and must do so by satisfying each clinical objective. Any student who does not achieve the above requirements in the clinical rotation will receive a "Fail" for the course.
8. Both the theory and related clinical practice courses must be passed in each clinical rotation in order to progress to the next rotation, course and/or level.
9. There may be occasions when dismissal of a student by the SON becomes necessary prior to the end of a rotation or course. Examples include excessive medication errors (whether PO, IM or IV), gross negligence/misconduct involving patients, and/or professional misconduct. Reasons for prompt dismissal are not limited to these examples (see the Attendance Policy for specific details regarding attendance requirements and their impact on dismissal).

## **DOCUMENTATION OF INAPPROPRIATE BEHAVIOR OR UNSAFE CLINICAL PRACTICE.**

Students engaged in inappropriate or unsafe behavior in class, at office hours, in the clinical setting, or in any other interaction in their role as a student at the School of Nursing will have their actions documented in an Adverse Action Form.

### Issuing an Adverse Action Form

1. Should a specific situation occur in lecture or clinical warranting documentation, the exact event of the incident should be described in an Adverse Action Form. The Adverse Action Form is to be given to the student to read within twenty-four (24) hours of the specific incident when possible. All documentation is to be filed in the student's record in the Office of Student Services and on Student Information System (SIS). The student is encouraged to sign indicating that the note has been read and understood. The student may submit a written response statement to be added to his/her Adverse Action Form.
2. If a student's clinical performance is unsafe, the student will be sent home from the clinical area. This will be considered an unexcused absence for that clinical day and documented on an Adverse Action Form.
3. Faculty will clearly detail on an Adverse Action Form what is deemed "unsafe clinical practice" and discuss the behavior with the lead teacher. Concise written guidelines for improvement will be given to the student.
4. In the event the student's behavior is determined to be inappropriate, such as failing to submit health requirements or completion of a remediation plan, an Adverse Action Form will be issued.
5. If multiple reports of inappropriate behavior or unsafe clinical practice are filed for a single course, the student will fail that course.
6. If students receive more than three Adverse Action Forms during the academic program, they will be referred to the Dean of the School of Nursing for counseling and review.

### ELIGIBILITY FOR CLINICAL PRACTICE

In order to be eligible for clinical practice, each student is required to provide the SON with documentation of the items indicated in the following sections. These requirements are due **on** or **before** nursing orientation at the beginning of the nursing program. Ongoing clinical requirements are due no later than the midterm of the quarter prior to the clinical rotation. **Failure to comply will result in withdrawal from the course.** Students are expected to keep all clinical requirements up to date for the **entire** nursing program.

## HEALTH EVALUATION

*A student who has not turned in all required health documents by the designated deadline will not be permitted to enroll in the theory or clinical course.*

### GENERAL

1. Students must meet the following School of Nursing minimum health evaluation requirements.
2. Depending on clinical placement, students will be required to meet any additional health evaluation requirement per individual institution's policy (also see Clinical Agency Rules).
3. Students with any medical conditions or problems need to have a clearance by a physician or healthcare provider stating that the student can work at the clinical setting with no restriction.

### PHYSICAL EXAM

1. Students shall have a health examination by a person lawfully authorized to perform such an examination prior to entering the clinical nursing courses.
2. Each examination shall include a medical history and physical evaluation.
3. The examination shall include laboratory work if indicated by the practitioner.
4. The report signed by the practitioner shall indicate that the person is able to perform assigned duties and that no health condition exists that would create a hazard for the student, colleagues, patients, or visitors.
5. If a student is returning from an absence greater than or equal to one year, the student must complete a new health evaluation prior to reentering the program.
6. All persons working in a clinical setting who are known to have symptoms of infectious disease shall be removed from contact with patients (see also Health Situations Increasing Risk in the Clinical Setting).

### TUBERCULOSIS EVALUATION

1. The initial health examination shall include a purified protein derivative (PPD) skin test for tuberculosis or a chest X-ray. A 2-step PPD test is required (consisting of two PPD tests being completed 1 – 3 weeks apart) prior to beginning the first clinical rotation. Each subsequent year, a single negative PPD skin test is required.
2. Positive reaction to the skin test shall be followed by a chest X-ray.
3. Annual tuberculin screening by a person lawfully authorized to perform such an examination that includes symptom/risk factor assessment must be performed.
4. A negative PPD tuberculin skin test or a chest X-ray prior to entering the



program is required. The PPD must be repeated annually. A chest X-ray must be repeated annually.

5. Depending upon the clinical site, additional requirements may be necessary (e.g., two step PPD).

## **IMMUNIZATION STATUS**

1. Students must demonstrate immunity to Measles, Mumps, Rubella, Varicella (Chicken Pox), and Hepatitis B (i.e., documentation of adequate antibody titer levels post vaccination). It takes time to make a clinic visit appointment, for clinical laboratory results to be read and released. Some immunizations may require a lapse of time before a second dose is required (e.g., Hepatitis B vaccine). If insufficient immunity status has developed, documentation of completion of vaccination series for the above immunizations must be demonstrated. A repeat antibody titer must be done after the vaccination series to verify immunity. Make clinic appointments early for your health evaluation to avoid unnecessary delay in the submission of the required health clearance record.
2. Students must demonstrate documentation of tetanus and pertussis immunization [tetanus-diphtheria-acellular pertussis (TDaP)] within ten (10) years prior to entering the program.
3. Per clinical placement requirements, students are required to take the annual flu shot.

## **BASIC LIFE SUPPORT CARDIOPULMONARY RESUSCITATION (BLS/CPR)**

1. All students are required to obtain and maintain and provide documentation of continuous Basic health provider Life Support CPR certification (American Heart Association) during enrollment in the program.
2. Students returning from a leave of absence will be required to provide current documentation of continuous Basic Health Provider Life Support CPR prior to re- enrolling.

## **BACKGROUND CHECK**

1. A background check is required of all students belonging to the School of Nursing because nurses perform sensitive tasks that include: the care and security of patients, children, the elderly, the handicapped, the mentally impaired; direct access to controlled substances; and issuance of keys to buildings.
2. Students are required to submit, and satisfactorily clear, a criminal background check prior to performing clinical duties. Live Scan and fingerprinting are required.
3. Some agencies require additional background and security clearances that must be completed by students in advance of their clinical placement.

Students will be given adequate time to prepare for and submit all documents for background clearances.

## **HIPAA PRIVACY AND SECURITY SCREENING**

1. The Health Insurance Portability and Accountability Act (HIPAA) was passed in 1996 in an effort to make health insurance more efficient and portable. Additionally, because of public concerns about confidentiality, the Act also addresses information protection.
2. Because nurses have access to individual's protected health information, all students must:
  - a. Have an understanding of what information must be protected under HIPAA privacy laws;
  - b. Have an understanding of the HIPAA patient rights;
  - c. Have an understanding of the nurse's role as a healthcare provider in maintaining privacy of protected health information for patient care, teaching, research, fundraising, marketing and media;
  - d. Be aware of consequences for non-compliance with federal regulations.
3. Students must successfully complete the HIPAA module prior to entry into clinical practice and annually.

## **MALPRACTICE INSURANCE**

Students are required to have private malpractice insurance and it should be renewed annually. Malpractice insurance coverage must be maintained for the entire nursing program.

## **PERSONAL APPEARANCE**

### ***HYGIENE***

1. Good personal hygiene is an important aspect of professional nursing. Regular bathing and the use of body deodorant are essential.
2. Adornments are not to be worn in the hair. Small functional and conservative hair fasteners may be worn in order to secure a student's hair. Hair must be clean and secured off the face and collar. Extreme or unnatural appearance in style or color of hair shall not be permitted. Beards and mustaches must be clean, short, and neatly trimmed; otherwise, male students should be clean-shaven.
3. Because odors can be offensive to ill clients, no perfume, colognes, or after-

shave lotions may be worn.

4. Make-up is to be in good taste and should not be used excessively.
5. Fingernails must be clean and short. No polish may be worn. No artificial or gel nails may be worn in clinical areas.

Jewelry will be limited to a plain wedding band, a watch with a second hand and one pair of earrings. Necklaces are not permitted. Earrings should be small single posts. For safety reasons, earrings that dangle are inappropriate. No other visible body piercing ornaments are allowed other than earrings. Multiple earrings or decorative pins on uniforms are not allowed.

6. White lab coats are the only allowed cover up in the clinical setting.
7. Gum chewing is not permitted in any clinical agency.
8. All visible tattoos are to be covered.

### ***NURSING UNIFORM AND DRESS CODES***

1. Approved uniform is expected whenever students are on campus, on hospital/agency premises for school related activities (e.g., patient care and prep) and off campus AUHS activities.
2. The uniform will consist of **dark blue uniform** (scrub style pant and top) with AUHS patch for campus and a white uniform (scrub style pant and top) for clinical.
3. Some attire is **never** acceptable on campus, or in the clinical area, including open-toed shoes, sandals, visible piercing (e.g., noses, tongues, lips), hats (e.g., baseball caps, beanies) or revealing attire (e.g., low-cut blouses). If students dress inappropriately, they may be dismissed from the classroom and/or the clinical setting.
4. Every student will have the following articles in order to attend clinical, unless otherwise specified. If any of the required items are missing, the student will not be allowed to proceed with the clinical rotation for that day and will be marked absent.
  - a. AUHS Student ID
  - b. A watch with second hand/digital readout
  - c. Bandage scissors
  - d. Black ballpoint pen
  - e. Stethoscope
  - f. Penlight with pupil gauge
  - g. White Laboratory coat
5. Uniforms must be clean, pressed, and fit well. Underwear must be modest and not be visible. Baggy or excessively loose clothing is unacceptable and unsafe for the clinical setting.
6. Nursing or athletic shoes and socks must be **all white** (no cloth or fabric shoes). No open-toed, open-air, or backless footwear is acceptable. Shoes should be clean for every clinical visit.

7. In clinical facilities where uniforms are not worn, students are to follow the dress code for that agency. The student should consult the clinical instructor for clarification.
8. The student should be wearing either a nursing uniform or business casual attire when meeting clinical agency personnel.
9. The AUHS Student photo ID must be worn at all times in all clinical settings. Students may need additional IDs for individual facilities.
10. Uniforms are available for purchase at Christina's Uniforms.

## **CLINICAL AGENCY RULES**

Students are educational guests in the clinical facility and are expected to abide by each facility's policies and procedures manuals. Students are not allowed to share hospital computer ID codes and/or passwords. Students are expected to be familiar with emergency protocols for each clinical facility.

No personal calls are to be placed or received while in the clinical setting. Students are not allowed to carry or use smartphones or other cellular devices when in clinical unless it is authorized by the clinical instructor or clinical site for clinical purposes. Picture taking is not allowed unless approved by the clinical agency.

Students who fail to comply with ongoing health-related documentation will not be allowed to attend clinical and will be withdrawn from the course.

Students are expected to follow dress codes and/or specific rules unique to each facility, and to display professional demeanor while in the facility.

Students are expected to attend clinical facility-sponsored orientations. Absence or tardiness of 30 minutes or more from the facility orientation will result in a dismissal from the course.

Only English language will be spoken in the clinical settings.

Students are not allowed to change clinical groupings during the quarter unless approved by the Dean.

## **CONFIDENTIALITY**

1. Nurses are ethically committed to a nonjudgmental attitude, to honesty, and to protecting the confidentiality and the right to privacy of the patient.
2. Patients often confide highly personal information to nurses, trusting them not to divulge that information carelessly.
3. Patient names should never be used when writing nursing care plans or presenting case studies, except when these care plans are recorded directly in

the patient's chart and are used as a basis for ongoing patient care. Instead, the patients should be referred to by their initials to conceal identity.

4. Any information seen or heard concerning a patient's diagnosis, condition, treatment, financial or personal status ***must be held in absolute confidence.***
5. Details of a patient's history or status should not be discussed in elevators, restrooms, cafeterias, on social media, or in any other public place. Discussing a patient's medical history merely for the sake of gossip is highly unethical and unprofessional and may result in dismissal from the nursing program.
6. When the clinical experiences terminate, the need to respect the client's confidentiality does not end.
7. Under no circumstances should a student photocopy or screenshot any part of the patient's record.

## **HEALTH SITUATIONS INCREASING RISK IN THE CLINICAL SETTING**

Changes in student health status that may affect the safety of the student and/or patient in health care agencies must be reported to the Dean. This includes pregnancy, accidents that cause injury, or other mental or physical conditions including infectious diseases. A health care provider statement may be required indicating it is safe for the student to function in the clinical area. The School of Nursing will provide reasonable accommodation for student specific needs stemming from a change in health status.

As a part of providing care to ill persons, the student may be exposed to infectious and/or communicable diseases. Costs of testing, diagnosis, and treatment of any infectious and/or communicable disease, including those contracted while acting as a caregiver in clinical experiences, will be the responsibility of the student. The School of Nursing provides instruction to each student regarding Universal Precautions according to the recommendations of the Centers for Disease Control.

## **AUHS SCHOOL OF NURSING POLICY ON HIV/AIDS AND OTHER BLOOD BORNE DISEASES**

### **DEFINITIONS**

#### ***HIV/AIDS***

Acquired immunodeficiency syndrome (AIDS) is a condition in which the body's ability to defend itself against a variety of diseases is seriously reduced. This condition apparently is caused by a virus most commonly known as the human immunodeficiency virus (HIV). As of yet, there is no known cure for AIDS.

## ***HIV POSITIVE***

When a person is infected with the HIV virus, his or her immune system responds by producing antibodies against the virus. Antibodies can be detected by a laboratory test, though symptoms of illness may not be present. Antibodies generally develop within three (3) to twelve (12) weeks after exposure but may take as long as fourteen (14) months. Such an infection apparently cannot be reversed and may develop into AIDS

## **PRINCIPLES UNDERLYING THE AUHS SCHOOL OF NURSING POLICY**

1. A primary objective of the AUHS School of Nursing HIV/AIDS policy is education for the prevention of any acquisition or transmission of HIV/AIDS.
2. AUHS School of Nursing shall respond to any known case of HIV/AIDS as it would to any other life-threatening, contagious disease. At no time will the University discriminate against any persons because they are infected by the HIV virus.
3. AUHS School of Nursing personnel will act to combat fear, prejudice, discrimination, irrationality, paranoia, and/or hysteria commonly associated with HIV/AIDS.

## **POLICY**

1. Responsibility for ongoing, educational programming on HIV/AIDS shall be assigned to the faculty and the Dean. Such educational programming shall be directed to all members of the AUHS School of Nursing community, including administrators, faculty, staff, and students.
2. AUHS School of Nursing shall attempt to conform to all local, state, and federal laws and the Center for Disease Control guidelines.
3. AUHS School of Nursing allows persons who are HIV-positive to remain on campus, but they must not engage in or endorse life-style practices which might pose a direct threat of transmitting the virus to others.
4. AUHS School of Nursing will not undertake program screening to identify persons infected with the HIV virus unless required to do so by law. Students

and University employees desiring HIV testing are directed to seek assistance from their personal physicians or the public health departments.

5. It is expected that all health care professionals adhere to medically determined policies regarding the safe disposal of hypodermic needles, blood, and other bodily fluids. Adherence to these same precautions will be practiced in laboratory courses and whenever members of the AUHS School of Nursing community, including administrators, faculty, staff, and students encounter bodily fluids.
6. AUHS School of Nursing employees will protect the confidentiality of any person who tests HIV positive, as mandated by the Family Education Rights and Privacy Act of 1974.
7. Students and University employees involved in extracurricular activities and/or activities, which place them at risk, shall take appropriate, precautionary measures to reduce risk to themselves or others.
8. Due to the inherent risks of laboratory and nursing-clinical facilities, students are required to take appropriate precautionary measures in dealing with the blood and body fluids, handling of needles, and any laboratory or hospital equipment that may pose a threat to themselves or to other persons. In the event of an incident involving risk of HIV or Hepatitis transmission, the student or University employee has an ethical duty to immediately report the incident to a designated University official. The Student Statement Regarding Hepatitis B, HIV, and other Infectious Diseases can be found in the appendix.
9. Additional information on HIV/AIDS can be obtained from the Center for Disease Control ([www.cdc.gov](http://www.cdc.gov)).



In addition to the University HIV/ AIDS Policy, the following statement apply to nursing students and faculty in the School of Nursing in relation to Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), Hepatitis D Virus (HDV), and Hepatitis G Virus (HGV) since health care activities may put an individual at higher risk for these diseases.

1. No individual shall be denied an opportunity for admission into the nursing program or employment in connection with the nursing program because that individual is infected with a dangerous communicable disease such as HIV, AIDS, HBV, HCV, HDV, or HGV, as long as (a) AUHS School of Nursing is able to make reasonable accommodations for the individual and (b) the disease does not create a direct threat, as both of the underlined terms are defined in the Americans with Disabilities Act.
2. Students and faculty should be aware that as novice practitioners with limited skills in clinical settings, students may have a greater risk of unintended puncture with sharp medical instruments and are at a greater risk of exposure to HIV, AIDS, or Hepatitis. No nursing student or faculty may ethically refuse to treat a patient solely because the patient is at risk of contracting, or has contracted, an infectious disease such as HIV, AIDS, or Hepatitis.
3. Nursing students and faculty must follow professional guidelines as well as guidelines of the health care agency relative to confidentiality concerning the patient with HIV, AIDS, or Hepatitis.
4. In order to reduce the possibility of exposure to Hepatitis B Virus, nursing students and faculty will follow the policies in effect for the AUHS School of Nursing.
5. Students and faculty who are exposed to HIV, AIDS, or Hepatitis as a result of exposure to blood and body fluids such as a needle stick or other injury have the responsibility to notify their faculty or supervisor in the School of Nursing immediately after the occurrence and to follow post-exposure instructions under the guidance of their health care provider. Information on post-exposure prophylaxis may also be obtained from the Center for Disease Control ([www.cdc.gov](http://www.cdc.gov)). Exposure should be considered an urgent medical concern in order to ensure timely post- exposure management. The student will be excused from clinical work for the day to seek treatment as indicated.
  - a. Before starting the clinical sequence, nursing students are required to present verification that immunization for the Hepatitis B series has been started. Documentation that the series has been completed needs to be provided according to the appropriate time frame in order to continue in the clinical courses.

- b. Nursing faculty, who provide clinical supervision to students, will supply documentation of vaccination, immunity.
6. Students are required to be tested for HIV when patients are exposed to the student's blood. Positive test results should be communicated to the health care agency and the agency procedure followed.

## **POST-EXPOSURE PROPHYLAXIS INSTRUCTIONS**

Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and Hepatitis C Virus (HCV) Surveillance Guidelines: Due to the circumstances and possible exposure to HIV, HBV, and HCV, a student enrolled in the nursing program is considered as being at risk for these viruses given the amount of clinical learning the student will be engaged in. While it is not anticipated that any student will acquire any of these illnesses, any student deemed to be exposed to any of these illnesses will need to be under surveillance for six months from the date of exposure. During the surveillance period there are certain precautions that AUHS School of Nursing, the Center for Disease Control, and the World Health Organization recommend that the student practice to protect his/herself and others.

## **PROCEDURAL ADDENDUM TO AUHS SCHOOL OF NURSING'S HIV/ AIDS POLICY**

Each student is responsible for contacting his/her health care provider within two (2) to four (4) hours of exposure to discuss and arrange for the appropriate testing and post-exposure prophylaxis.

1. If a student has not been vaccinated against Hepatitis B, he/she should start the series of vaccinations immediately.
2. If a student was previously vaccinated for Hepatitis B and his/her blood test demonstrates adequate concentrations of HBs antibodies, he/she will be considered protected against the Hepatitis B virus. If they are shown to be lower than the required levels, the student should receive a Hepatitis B vaccine booster.
3. For exposure to HIV, a student should have blood test done for HIV antibodies at: a) time of exposure, b) four (4) to six (6) weeks after exposure, c) three (3) months following exposure, and d) 6 months (6) or as recommended by his/her health care provider. The student should also follow his/her health care provider's recommendation for testing for Hepatitis B and C.
4. If a student is exposed to the HIV virus, he/she should use condom protection whenever engaging in sexual intercourse and should take precautions to

- prevent pregnancy from occurring while under HIV surveillance.
5. If a student has been exposed to any of the above-named illnesses, he/she should temporarily remove themselves from being an organ donor, as indicated on the back of his/her driver's license and refrain from donating blood until there is no longer any suspicion of infection.
  6. If a student is exposed to the HIV virus, he/she should notify his/her health care provider and dentist that he/she is under an HIV surveillance program.
  7. Each student should be constantly diligent about practicing Universal Precautions as outlined by the Centers for Disease Control.
  8. A student entering any surveillance program for any of the above-mentioned illnesses should discuss the matter with his/her spouse or significant other.

## STUDENT-FACULTY COMMUNICATION

### FACULTY ADVISEMENT

On acceptance to the school, students are assigned a faculty advisor to aid in planning their total program. Students are required to meet with their advisor each quarter to evaluate progress, to identify academic and personal needs and match them with available school and University resources, to confirm University and course requirements, and to maximize the student's abilities to reach educational and professional goals. Students are encouraged to take clinical and classroom- related concerns to the appropriate faculty member. If a concern is not resolved the student should contact their faculty advisor, and, if necessary, the Dean.

### ATTENDANCE POLICIES

In accordance with the University's philosophy, regular class and clinical attendance are considered necessary if the student is to complete the course objectives in a satisfactory manner. Attendance is considered a legitimate basis for grading. Due to the nature of the curriculum and obligations to clients, students cannot easily make up time missed in the theory and/or clinical area, eliminating the option for voluntary absences. Students are expected to attend all classes and every clinical session for which they are scheduled. Students are expected to come to class and clinical on time. Students will sign an attendance sheet for each theory/clinical day. Student signatures after the assigned day are not acceptable unless approved by the instructor. Students are not allowed to sign on behalf of another student. This is a full-time nursing program where theory classes are scheduled from Monday to Saturday. Depending on the clinical facility, some clinical classes may be scheduled on the weekend, evenings, and nights. Students are to plan scheduled appointments and other activities to avoid conflict with class obligations. Emergencies, should they arise, will be handled on a case-by-case basis, and make up hours are not guaranteed.

## ABSENCES AND PUNCTUALITY

There is no provision for a system of allowed absences. Students are expected to attend all classes and clinical sessions. Students may be dropped from a class for excessive absences (excessive is defined as missing 20% of the classes). This is applicable regardless of the reason for absence and does not exclude students who are dismissed from class/clinical for unprofessional conduct. Note that being tardy three times equals one absence. Attendance and punctuality are important for the successful pursuit of study. Arriving late and/or leaving early to theory and/or clinical applies to the attendance policy for the course.

## MAKE-UP EXAMINATION

Regular class and lecture attendance are expected of all nursing students. A student who misses a quiz or examination will earn a grade of zero for the missed quiz or exam. Requests for make-up examinations due to excused absences may be granted per course or instructor policy. All such examinations must be proctored by the course faculty, or a person designated by the course faculty.

## CLINICAL COURSES

Clinical scheduling may include days, evenings, nights, or weekends. This will be determined by the clinical site. Assignment to the clinical rotation is random. Missing a scheduled clinical for any reason will be considered an absence. In the event of an absence, the instructor and/or clinical agency must be notified at least one (1) hour prior to the scheduled clinical. Emergencies should they arise, will be handled on a case-by-case basis, and makeup opportunities are not guaranteed. Missing a clinical facility orientation for any reason will result in a dismissal from the course. Prior to entering the clinical facility, students must attend the clinical readiness camp on campus also referred to as “Bootcamp”. **Bootcamp is always scheduled the first week of each quarter, since bootcamp schedules are subject to change students MUST be available from 8a-6p this entire week.**

Students are responsible for preparing and passing the clinical competencies. Assignment to a clinical rotation is random and cannot be requested for any reasons (i.e., work schedule, location of clinical site, family care, carpool).

### *The following rules apply to clinical hours:*

1. The maximum number of absences which can be allowed is one (1) clinical day in a quarter, and this **absence must be made up during the intercession remediation**. This make up will be in the form of clinical/skills lab/simulation lab hours. Failure to make up the clinical hours will result in not meeting clinical objectives and failure of the course.
2. It is difficult, costly, and may be prohibited by the clinical facility to arrange make-up clinical sessions. The student may be required to pay additional fees to accommodate clinical make up hours.
3. All absences, late arrivals, and students leaving early will result in an

Adverse Action. This form becomes part of the student's official academic record. **Note that being tardy three times equals one absence.**

4. A release statement from a physician may be required by the clinical facility and/or clinical instructor in the event of a major injury, pregnancy, medical illness, surgery, or other absence to indicate suitability to return to the clinical. This applies to illnesses and/or surgeries which occur during the holiday or school breaks.
5. Students who become aware that they have a communicable illness should notify their clinical instructor promptly. It may be required, at the discretion of the clinical instructor and/or clinical facility, that the student should not attend the scheduled clinical.
6. Clinical makeup scheduling may include days, evenings, nights or weekends. This will be determined by the individual instructor involved and/or the clinical site.
7. If a student becomes ill during clinical time, they should notify their clinical instructor promptly. At the discretion of the instructor, the student may be required to complete the clinical day, remain at clinical site, or may be required to leave the clinical site. If the student is sent home, this will be considered an absence and must be made up.
8. If the instructor deems that a student is not prepared for clinical, he/she may be sent home. The time missed will be considered an absence and must be made up.
9. All students are expected to report to the clinical facility on time. Start times may vary depending on the clinical agency/clinical instructor. If a student knows he/she will be late, the clinical site and clinical instructor must be notified as soon as possible. Lateness of greater than (3) minutes will result in being sent home and will be considered an absence and must be made up. All students must attend the clinical readiness camp (CRC also known as boot camp) the first week of each quarter. This day is considered day one of the clinical rotation but only counts for the time spent in bootcamp e.g. 3 hours (competency exams - knowledge, skills and medication calculation exam). Students are responsible for preparing and passing clinical skills competencies prior to entering the clinical facility. No teaching will occur during boot camp. Students will be checked off for skills required to demonstrate competency. Since schedules are subject to change during this first week, students **MUST** be available Monday through Friday from 8a to 6p.

## STUDENT INFORMATION

### REMEDIATION

AUHS and the School of Nursing have a formal remediation program, which is established to help at-risk students be successful in the program. The student must be proactive in seeking help when needed. If a student has less than B (< 83%) at any point during the quarter they will be referred to remediation. Students may also be referred to remediation by a faculty member, faculty advisor, and/or the School of Nursing Dean via the Remediation Referral document and online LEP which outlines student's areas of need and recommendations for improvement. Additionally, enrolled students who experience a need for additional services may self-identify to their instructor or faculty advisor.

#### *Remediation Plan Procedure:*

1. Students are notified by the instructor of a grade below a **B (< 83%)** and/or unsatisfactory clinical performance.
2. The student must make an appointment within one week of grade notification with the instructor to develop a remediation plan. The Learning Enhancement Plan (LEP) will be completed online by the instructor. Should the LEP require the assistance of a faculty with a content area expertise, the instructor will give the student a referral note to be submitted to the content expert faculty and after completion of the tutorial, the faculty will sign the referral note indicating that the tutorial was completed. The signed referral note must be submitted by the student to the class/clinical instructor. Failure to meet with the instructor will result in an Adverse Action Form.
3. The student is expected to identify the reasons why he or she is not earning adequate grades, and to work with the course instructor to plan activities designed to improve grades.
4. Students are required to complete the learning activities planned. Failure to complete the learning activities will result in an Adverse Action Form.
5. For clinical make-up, skills lab remediation or tutorial, the student must schedule an appointment with the instructor or peer tutor. If the student's grade improves on exams and in the clinical setting, then the remediation plan will be deemed successful, and the student shall continue the remediation activities until the end of the quarter.
6. If the student's grade and/or clinical performance do not improve, then further discussion with the faculty member shall commence and the remediation plan will be changed as necessary to assist the student to succeed.
7. At the end of the quarter, the student and instructor will describe the outcomes of the remediation with the appropriate documentation.
8. The completed remediation form is submitted to the office of the Dean, with a copy to Student Services.

*The maximum number of absences which can be allowed is one (1) clinical day in a quarter, and this absence must be made up. This make up will be in the form of clinical/skills lab/simulation lab hours; assignments etc. and will be designated by the clinical instructor.*

*Failure to make up the clinical hours will result in not meeting clinical objectives and failure of the course. The make-up will be the first week of your scheduled break after the term (Mon – Fri assigned by the instructor) and the fee is an additional \$1200.00 for your one clinical absence. A second absence is an automatic failure of clinical.*

## **INTERCESSION REMEDIATION**

### **Course Remediation Policy**

#### **REMEDICATION OF REQUIRED COURSES**

The goal of remediation is to identify, based on course instructional objectives and evidenced by poor performance on examination(s), areas of weaknesses of material, and, once identified, to assist the student in overcoming those weaknesses and develop mastery of the material. Within courses that do not utilize exams, Course Coordinator may allow remediation of other assessment tools/methods at their discretion. Theory remediation will be the first week of your scheduled break after the term (Mon – Fri assigned by the instructor) and the fee is an additional \$1200.00 per student per course.

If remediation is successful, the original course grade will be replaced with a “C+” or “Pass” (which ever is applicable) on the transcript and the student will progress.

Students may not take more than TWO (2) calendar years to complete one professional year. All AUHS SON professional degree requirements must be completed within SEVEN (7) calendar years of initial matriculation to the SON. The AUHS SON BSN program’s curriculum is designed to be delivered on a full-time basis to students in a cohort. There is no formal deceleration plan or option to complete the curriculum on a part-time basis.



**The criterial for remediation are as stated below:**

Number of Required, Didactic Courses Failed (<78%)	Criteria for Remediation
One (1) non-elective, didactic course	<p>All of the following criteria must be satisfied:</p> <ul style="list-style-type: none"> <li>a. total course grade is between 76-77.9%* or within 1.5 standard deviations of the course mean grade (%)†‡</li> <li>b. no pending Course Remediation from a previous quarter exists</li> <li>c. student meets cumulative GPA and completion rate requirements§</li> </ul>
Two (2) non-elective, didactic courses	<p>All of the following criteria must be satisfied:</p> <ul style="list-style-type: none"> <li>a. total course grade is between 76-77.9%* or within 1.5 standard deviations of the course mean grade (%)†‡</li> <li>b. no pending Course Remediation from a previous quarter exists</li> <li>c. student meets cumulative GPA and completion rate requirements§</li> </ul>

<p>Three (3) non-elective, didactic courses</p>	<p>All of the following criteria must be satisfied:</p> <ul style="list-style-type: none"> <li>a. total course grade is between 76-77.9%* or within 1.5 standard deviations of the course mean grade (%)†‡</li> <li>b. no pending Course Remediation from a previous quarter exists</li> <li>c. student meets cumulative GPA and completion rate requirements§</li> <li>d. students have not failed two other courses within the same quarter§§</li> </ul>
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<p>Four (4) non-elective, didactic courses</p>	<ul style="list-style-type: none"> <li>· Student will NOT be allowed to remediate more than 3 (three) non-elective, didactic courses <b>in the entire Academic Lifetime</b>. Student will be dismissed from the School of Nursing.</li> <li>· Student may appeal the dismissal to the Dean within three (3) business days of the date of the dismissal letter.</li> </ul>
<p>Failure in any elective didactic courses may result in delay in graduation</p>	<ul style="list-style-type: none"> <li>· In order to graduate, students must complete and pass with a total of 6-unit credits.</li> <li>· The highest grade a student can achieve for a repeat elective course is a “C+.”</li> </ul>

\* If the course mean grade (%) is greater than or equal to 76%.

† If the course mean grade (%) is less than 76%.

‡ If a student scores <76% or total score is less than 1.5 standard deviations below the course mean grade (%) in the course, the student is required to wait and repeat the course when the course is offered again (the course grade will be recorded as an “F”). This will result in a deceleration of progress in the curriculum and extend his/her schedule.

§ Refer to Student Handbook for details.

§§ Student will not be eligible for remediation if he/she failed three non-elective, didactic courses within ONE

quarter. Student will not be able to progress to the next quarter and must repeat all failed quarter courses in the following year, in the same quarter failed. This will result in a delay in graduation.

### **Course Remediation Implementation Timeline Policy (Didactic Courses)**

1. Course Coordinators must notify, in writing, the Senior Associate Dean of Academic Affairs of all students with course failures prior to entering course grades into the University Registrar system.

2. Within two (2) business days, the Senior Associate Dean of Academic Affairs will notify, in writing, the Course Coordinator and the student with a determination of the student's remediation eligibility as defined by School of Nursing policy.

a. For eligible students: a course grade of "I" will be submitted to the Registrar.

3. Within two (2) business days, for eligible students, the Course Coordinator will communicate, in writing, the remediation plan and requirements to the student, Academic Progression and Professionalism Committee, and the Senior Associate Dean of Academic Affairs. The student is highly encouraged to meet or speak with the course coordinator to confirm the remediation expectations, deadlines, and plan.

a. The remediation plan and assessment should focus on the areas of weakness (i.e., missed exam questions and the associated course/lecture objectives) and at the discretion of the course coordinator.

b. The written remediation plan must include graded assessments in the form of exams or papers.

c. Exams must be proctored and closed book in written or oral format and will require 78% to pass.

d. If an oral exam is utilized, it must be administered by the Course Coordinator (or designee) and one of the following: audio recorded or administered together with ONE (1) additional faculty present.

e. Written and oral exams must be graded according to an answer key or rubric to maintain objectivity and integrity of the remediation exam.

4. Completion of remediation requirements and grading:

a. The Course Coordinator must notify, in writing, the student the Senior Associate Dean of Academic Affairs of the FINAL remediation grade and if remediation was successful or not successful.

b. The remediation grade must be submitted by noon of the fifth (5<sup>th</sup>) day of instruction within the immediate subsequent quarter. Failure to meet the remediation deadline, may result in remediation failure.

NOTE: Any grade appeals for remediation assessments must have been adjudicated and completed

prior to rendering the final remediation grade.

c. No deadline extensions will be allowed.

d. The Senior Associate Dean of Academic Affairs will notify the Office of Student Affairs and Financial Aid of the remediation outcome.

### **Course Remediation Implementation Timeline Policy (Experiential)**

A midpoint evaluation for experiential learning must be completed at least three weeks before the competition of the course. Based on the midpoint evaluation, if the student is not making satisfactory progress in accordance with the criteria established by the Experiential Committee, several actions will be taken:

1. The Director of Experiential Education will notify the preceptor and the student's faculty advisor.
2. The student will work with his/her preceptor and Director of Experiential to develop a written plan addressing the areas of needed improvement and/or significant deficiency identified on the midpoint evaluation.
3. The Director of Experiential Education may remove the student from his/or current practice site and place the student with a faculty preceptor.

### **Remediation Fees and Financial Aid**

1. Course remediation is not considered as retaking a course.
2. Successful course remediation will be treated as coursework completed for Title IV.
3. Students are advised to check with the Financial Aid Office to determine their responsibility for fees incurred.

### **Remediation of Elective Didactic Courses**

There will be no remediation for the elective didactic courses. Students who fail an elective course must fulfill the required elective credits by retaking the course or another elective. In any event, if a student earns a failing grade in an elective course, the credits of elective course will not count toward graduation from the program.

### **ACADEMIC DISMISSAL AND COURSE FAILURE**

<b>Number of courses failed (regardless of passing remediation) OVERALL (not within a single quarter)</b>	<b>Consequence</b>
Three (3) elective, didactic courses	<ul style="list-style-type: none"><li>· Student will be dismissed from the School of Nursing.</li><li>· Student may appeal the dismissal to the Dean of the School of Nursing within three (3) business days of the date of the dismissal letter.</li></ul>

Two (2) non-elective didactic courses	<ul style="list-style-type: none"> <li>· Student will be dismissed from the School of Nursing.</li> <li>· Student may appeal the dismissal to the Dean of the School of Nursing within three (3) business days of the date of the dismissal letter.</li> </ul>

**Assessment Technologies Institute (ATI)**

Assessment measures are utilized in the nursing program to further evaluate student learning. Standardized ATI tests assess specialized knowledge associated with each clinical course. The ATI Comprehensive Assessment and Review Program (CARP) is utilized to give feedback to nursing students regarding their readiness for NCLEX.

*The following guidelines apply to the administration of these tests:*

1. The above tests must be completed on schedule to receive grade reports and to meet criteria for BSN completion and graduation.
2. Fees for testing are paid directly to ATI.
3. Testing is to be completed in the computer lab or designated area approved by the lead instructor.
4. Students can either use the computers in the computer lab or bring their own laptop.
5. The schedule for testing is designated by the lead instructor.
6. ATI testing will be conducted at the conclusion of clinical courses.
7. ATI test results become a part of the student file.
8. Students must pass the ATI Comprehensive Predictor Exam (achieve a score of 80%) upon completion of the program.
9. Alternatives to ATI testing (UWORLD or similar NCLEX prep resources) may be

substituted at the University's discretion.

***ATI Proctored Test:***

A student must take the proctored test associated with this course and pass with at least a Level 2 score in order to progress in this class. If the student does not pass the proctored test with a Level 2 score, he/she must complete the ATI remediation process and will be allowed to retake the ATI proctored exam one time only. The student will only be allowed to take the proctored exam a maximum of two times. The scoring will be pass or fail; no percentage will be allotted to the ATI proctored exam.

<b>Level 3:</b>	Pass
<b>Level 2:</b>	Pass
<b>Level 1:</b>	<b>Fail</b>
<b>Below Level 1:</b>	<b>Fail</b>

The ATI proctored test is pass/fail. If the student fails to score a Level 2 on the second and final attempt of ATI, he/she must repeat the course.

If the student scores Level 1 or below on the initial attempt, he/she will be required to complete the remediation process in preparation for retaking the proctored test. Verification of the mandatory remediation will be the responsibility of the instructor. The following is a breakdown of remediation:

<b>Level 1</b>	Spend at least 2.5 hours in the focused review for each topic; complete at least 10 remediation templates.
<b>Below Level 1</b>	Spend at least 3.5 hours in the focused review for each topic; complete at least 15 remediation templates.

The final grade in the class must be at least 78% out of 100% on quiz/exam grades only. Additional coursework will only be added after 78% has been achieved with quizzes/exams. The ATI proctored test will also need to be mastered at a pass level.

The student must achieve at least a 78% in the class **AND** a pass on the ATI proctored test to progress in the nursing program. **Failure to achieve one or the other will result in failure of the**

course.

## LVN 45 UNIT OPTION

The LVN 45 Unit Option is mandated by *California* Administrative Code, Title 16, Article 3, and Section 1429. California law for nurses requires that every school make possible the award of credit to make it possible for a LVN to receive enough credit to sit for the RN-NCLEX examination in the state of California. The LVN 45-unit option was designed as a career ladder for California Licensed Vocational Nurses (LVN) wishing to become registered nurses. While most states do not recognize California's LVN 30 or 45 Unit Options and will not issue RN licenses to these LVNs, the Board of Nursing (BRN) in California mandates that every California school make the option available to Licensed Vocational Nurses (LVNs). The number of units (30 or 45) depends on quarter or semester options. AUHS is on a quarter unit system and therefore a 45-unit option is mandated by law.



## LVN CHALLENGE EXAMS (For LVNs wishing to receive the BSN and write the NCLEX, the following option is allowed if the applicant meets the following):

- Current licensure as a Licensed Vocational Nurse (LVN) in the State of CA with good standing.
- Documentation of recent nursing practice experience, a minimum of one (1) year, full-time employment as a LVN.
- Submit Credit by Examination Form (application to challenge) to the Office of Students Services at AUHS 2 weeks prior to the start of the nursing (BSN) program.
- You may download the Credit by Examination Form (application to challenge) at:[http://www.auhs.edu/media/resources/student\\_services/cbe\\_form.pdf](http://www.auhs.edu/media/resources/student_services/cbe_form.pdf)
- You must have purchased ATI, and have it activated.

### Courses available for Challenge

- a. N250/N250L Introduction to Nursing Health Care (8 quarter units)
- b. Pharmacology 210: Clinical Pharmacology (3 quarter units)

### Tests Required

Challenge testing includes an assessment of content contained within the most updated didactic course as well as clinical skills, if applicable. Students should review the content prior to the challenge examination.

- a. National League for Nursing (NLN) – NURSING ACCELERATION CHALLENGE EXAMS AND ACHIEVEMENT TESTS (NACE) specific for the course
- b. **ATI Fundamentals for Nursing proctored examination**
- c. **Nursing Skills demonstration and examination associated with N250/250L, Introduction to Nursing Health Care**

Details about the NLN test are located at <http://www.nln.org/testing-services/overview>

### Performance Scoring

- |  |                 |
|--|-----------------|
| a. <b>ATI Fundamentals Proctored examination:</b>        | <b>Level II</b> |
| b. <b>NLN NACE examination:</b>                          | <b>78%</b>      |
| c. <b>Clinical Demonstration and Skills examination:</b> | <b>78%</b>      |

A passing score on all components of the challenge examination allows the student to receive credit for the course. If unsuccessful, the student is required to take the full course including all quizzes, tests, papers, and other assignments. Candidates for the challenge process have the option of scheduling the examinations in such a way that if unsuccessful, subsequent enrollment

in the course is possible. Challenge examinations must be completed prior to the first day of class.

Course credit will be granted upon successful completion of the challenge exam. Courses may be challenged **one time** only at the cost of \$500/subject (non-refundable).

## TRANSFER OF CREDITS

The School of Nursing has limited availability for student admission from another college or university, including junior college. Information about transfer of credits and AUHS' policy on transfer of credit is available in the AUHS University Catalog.

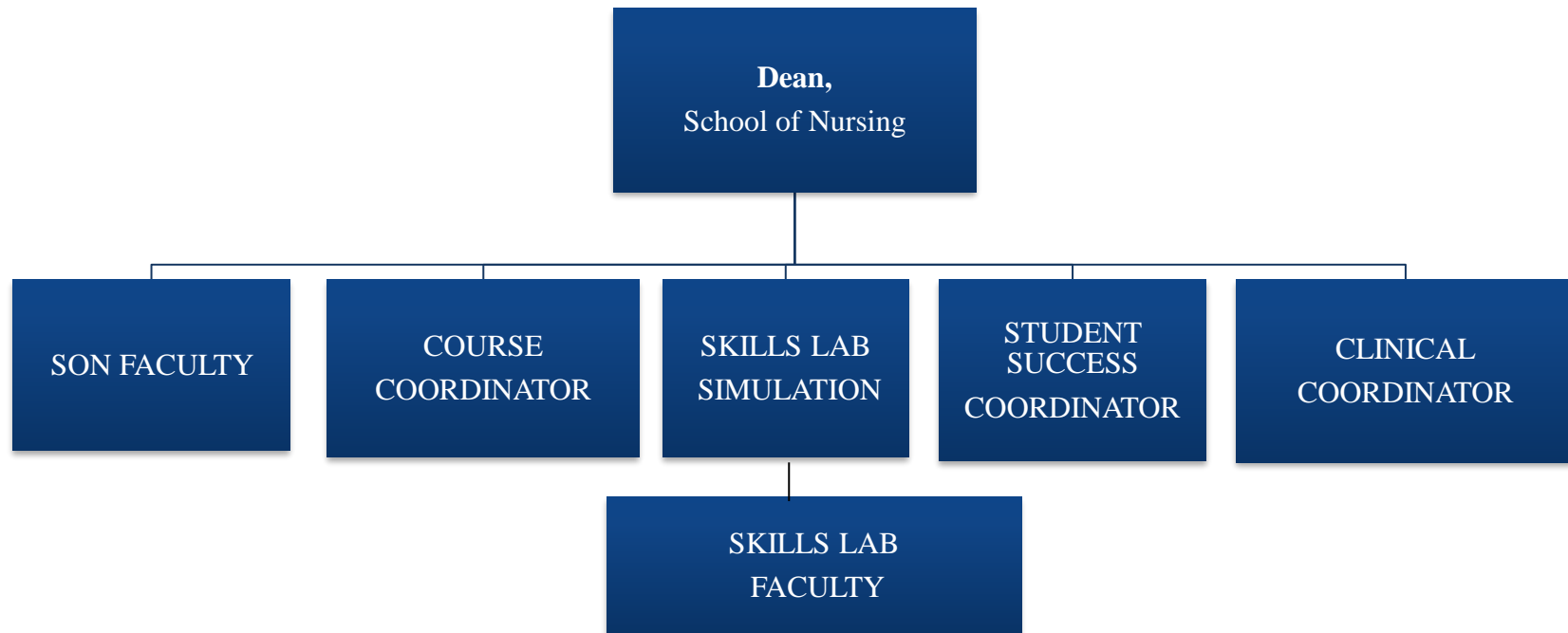
## FINANCIAL ASSISTANCE

Students may apply for various types of financial aid, including loans, grants, and scholarships. In order to apply for need-based financial aid all students must complete the Free Application for Federal Student Aid (FAFSA – [www.fafsa.ed.gov](http://www.fafsa.ed.gov)). Funds for all types of assistance are limited and are awarded to students who demonstrate need as determined from an analysis of their application, merit, or other information such as community service as indicated by the funding source or scholarship donor. To assist students with the financial aid process, AUHS has a Financial Aid office. The financial aid staff will announce the availability of various scholarships or other funding sources as they become available, counsel students; calculate need, and award loans.

## STUDENT INVOLVEMENT IN SCHOOL OF NURSING COMMITTEES

Student input is valued in the governance of the School of Nursing and AUHS. Thus, students may be nominated, asked to volunteer, or be appointed to serve on various committees within the School of Nursing and the University. Students are encouraged to be actively involved in the School of Nursing and the University-wide activities.

## SON ORGANIZATIONAL CHART



## CAMPUS SERVICES

### STUDENTS WITH DISABILITIES

AUHS is dedicated to providing opportunities for all students to participate fully in the academic environment. AUHS is committed to making reasonable accommodations for students with disabilities. The policy may be found in the University Catalog. Please see below *AUHS POLICY AND PROCEDURE REGARDING: RESPONDING TO STUDENT COMPLAINTS THAT A PROFESSOR IS NOT IMPLEMENTING AN APPROVED ACADEMIC ADJUSTMENT*.

### STUDENTS NEEDING PSYCHOLOGICAL SERVICES

Sometimes students find themselves in need of assistance to learn how to deal with various psychological and social issues. AUHS has a list of low cost/no cost providers where students can receive assistance.

### STUDENTS NEEDING WRITING ASSISTANCE

**Writing workshops are periodically scheduled for students needing assistance with grammar, sentence structure, APA format, and other writing needs. Referrals can be made by a faculty member or through self-referral. For more information, contact Student Services. CENTER FOR ACADEMIC SUCCESS**

The Center is available for all students needing additional resources leading towards successful completion of academic programs. This will include services such as writing, reading and math assistance. Nursing students will receive remediation and learning enhancement at the center.

### COMPUTER RESOURCES

AUHS has a Computer Lab located on the first floor for the use of nursing students and nursing faculty. Some nursing courses and skills labs may be scheduled there. Students may use the Computer Lab when other classes are not scheduled. Eating or drinking in the Computer Lab is not permitted.

The computer lab is fully equipped with networked computers, which are also available for printing. Students may not save documents to the hard drive of the computer (but are encouraged to bring their own USB device). These documents will be automatically deleted by the lab personnel. Students may not load any programs onto the computers in the lab.

### LIBRARY SERVICES

The AUHS Library provides access to a robust collection, physical space for studying and research, reference, instruction, and various services to support AUHS faculty, students, and staff. The collection contains books, journals, audio/video resources, models, etc. which are available for circulation, or reference books may be checked out in the library. The AUHS Library subscribes to electronic databases CINAHL full-text, Medline full-text, Ovid, and JSTOR for students to access on or off campus. The 2,027 square foot library space provides a quiet and comfortable reading area. Wireless internet access is available throughout the library

A primary objective of the library is to support the university's curriculum and the user needs of AUHS students, faculty, and staff with reference and instruction. The librarian conducts reference and individual instruction in- person and virtually through email, phone, or content management Moodle software. The library assistant is also trained to provide reference help to AUHS users. The librarian provides course-specific instruction in various classes throughout the quarter classes such as Nursing Research, Nursing Communication, and general education classes.

## **STUDENT NURSES ASSOCIATION**

SNA (Student Nurses Association) is a professional organization for nursing students that allows them to get involved professionally in the nursing field. It offers students the opportunity to develop the leadership skills that will help them throughout their career as a nurse. The purpose of this organization is to: 1) Bring together and mentor students preparing for initial licensure as baccalaureate prepared nurses; 2) Convey the standards and ethics of the nursing profession; 3) Promote development of the skills that students will need as a responsible and accountable member of the nursing profession; 4) Advocate for high quality, evidence-based, affordable and accessible health care; 5) Advocate for and contribute to advances in nursing education; 6) Develop nursing students who are prepared to lead the profession in the future.

## **AUHS – SON Honors Society**

The Honors Society was created to recognize the excellence and commitment the students at AUHS have towards education and in the field of nursing. It serves its students by facilitating professional growth through development, dissemination, and utilization of knowledge. The Honors Society serves as a link between the classroom and the nursing profession by advancing leadership and promoting roles that reach beyond the classroom setting based on a commitment to strengthening nursing. Programs and services encompass education, discipline, research, and Christianity through interaction with fellow peers and faculty. In support of this mission, the Society advances nursing leadership and scholarship, and furthers the use of nursing research in health care delivery as well as public policy.

## **MENTORSHIP PROGRAM**

Aspire to Inspire Mentorship Program consists of academic mentors who provide additional instructional guidance outside of the classroom based on the designated curriculum. Also, the peer mentors provide guidance to new students in assimilating to the AUHS environment and culture.

## **EMERGENCY PLAN**

If buildings must be evacuated, faculty is to direct students to a prearranged area. The designated area for the School of Nursing is the parking lot behind Building Three (3). If a fire alarm sounds, you **MUST** leave the building immediately. Take only your personal belongings with you. Re- enter the building only when the fire department tells you it is safe. Do not leave the evacuation area until instructed to do so. If an earthquake occurs, take cover immediately under a desk, table etc. Cover your head and neck and stay away from windows. Follow the evacuation plan when it is safe to do so. For any other emergencies on campus, please dial 7-911.

## **ADDITIONAL EMERGENCY INFORMATION**

If an emergency occurs when you are **NOT** in class, and you need information on what to do, you can call (562) 988-2278 to find out information regarding class schedules, etc. Local radio and television stations will also broadcast any changes that the University might need to make based on local events. You can also check the AUHS website at [www.auhs.edu](http://www.auhs.edu).

## **CERTIFICATION REQUIREMENTS**

To be recommended to the California Board of Registered Nursing (BRN) to take the licensure exam as a Registered Nurse, students must successfully complete the RN Prelicensure Certification Requirements. The results of these requirements will not impact the conferring of the bachelor's degree. Students must complete:

- 1) The Nelson Denny Reading test
- 2) UWorld Qbank (entire bank - each system/category with 80% percentile ranking) and each exam with a minimum of 80%
- 3) ATI Capstone Completion
- 4) N460 Checklist is subject to change each quarter for quality improvement. All items on the checklist must be met in order to be paneled (paneling ensures the student has met all benchmarks in order to complete course).

Other testing may be required for those students needing additional preparation/support.

## **ELIGIBILITY FOR LICENSURE**

After completion of the BSN program, students should be eligible to take the RN-National Council Licensing Examination (RN-NCLEX). Upon successful passage of the RN-NCLEX, graduates should be able to use the designated title RN in their practice. Eligibility to write the RN-NCLEX is determined by each respective State Board of Nursing. For requirements on sitting for the RN-NCLEX, students should review the guidelines for the respective state board where they wish to seek licensure.

## CHANGES TO POLICY AND/OR CURRICULUM REQUIREMENTS

The School of Nursing, due to the nature and demands of an education program and the nursing profession, reserves the right to change specific policies and/or curricular requirements to enhance and update the curriculum design for the program of nursing. These changes will be made known to the students as they occur.

A signature page at the end of the Student Handbook must be read, signed and returned to the School of Nursing prior to the first day of the student's first class. *Students will not be allowed in any nursing class without having a signed signature page on file with the School of Nursing*

## AUHS POLICY AND PROCEDURE REGARDING: RESPONDING TO STUDENT COMPLAINTS THAT A PROFESSOR IS NOT IMPLEMENTING AN APPROVED ACADEMIC ADJUSTMENT

AUHS is committed to a fair process for the resolution of student complaints that a Professor is not implementing an approved academic adjustment.

The following process may be used by students with disabilities to resolve complaints that a Professor is not implementing an approved academic adjustment.

A student who believes that his or her Professor is not implementing the student's approved academic adjustment(s) is encouraged to seek resolution through the office of the Director of Student Affairs. Students are encouraged not to discuss any disagreement with the Professor regarding academic adjustments directly with the Professor. If the Professor initiates such a conversation, the student is encouraged to refer the Professor to the office of the Director of Student Affairs.

A student who believes that his or her Professor is not implementing the student's approved academic adjustment should promptly inform the Office of the Director of Student Services so that an investigation can take place and corrective action, if necessary, can be taken to prevent recurrence and to correct its effects. Complaints that a Professor is not implementing the student's approved academic adjustments generally cannot be resolved until the student informs the office of the Director of Student Affairs of the situation.

While it is recommended that the student promptly inform the office of the Director of Student Services, all complaints must be filed no later than 60 calendar days after the event giving rise to the complaint, or within 30 calendar days after the end of the quarter, whichever is longer. The time period for filing a complaint may be extended for good cause determined by the Provost or his/her designee. Students are encouraged to use the Student Grievance Form for Claims of Discrimination, Harassment and Retaliation ("Complaint") but it is not required, and submit it to the Director of Student Services, or a designee of the Director of Student Services. If a Complaint is presented in another written format, such as a letter, the University may ask the student to provide additional information for completeness and clarity. If a student is unable to complete the complaint form due to a disability, a designee of the Director of Student Affairs will assist the student. A copy of the Complaint form can be found at [www.auhs.edu/resources](http://www.auhs.edu/resources).



A student may choose to participate in an Optional Informal Managed Resolution Process, or the Formal Resolution Process, described below. While a student is encouraged to begin with an informal resolution, a student may choose to start with a formal resolution.

**1. Handling of a Complaint and Interim Measure:**

1.1 After a complaint is received, AUHS's Director of Student Services or the Director's designee will either assign him or herself the role of Investigator or select an impartial staff member from the office of the Director of Student Affairs who has received training in the University's obligations with regards to Section 504 of the Rehabilitation Act of 1973 and the University's policies and procedures regarding the implementation of students' approved academic adjustments. The Investigator may have access to legal counsel as determined by the Director of Student Affairs or the Provost.

1.2 After a complaint is received, the Investigator shall determine whether interim measures are necessary to protect the student involved. Any interim measures will be implemented in a manner that attempts to minimize the burden on the student.

**2. Optional Informal Managed Resolution Process**

2.1 Within two school days of receiving the complaint, the Investigator shall notify the student of the option to proceed with an informal managed resolution process. This is an optional process that the student may terminate at any time. The student is not required to participate in this process or meet directly with the Professor.

2.2 If the student accepts the option to proceed with an informal managed resolution process, the Investigator and the Dean of Students shall promptly confer with the Professor regarding implementing the student's approved academic adjustment. In conferring with the Professor, the Investigator and the Dean of Students shall respect the privacy of the student regarding his or her disability and will not disclose to the Professor what the student's disability is. Once approved, the Professor must promptly and immediately implement a student's approved academic adjustments, upon notice. If the Professor has questions or concerns about how to properly implement the approved academic adjustment, the Investigator and the Dean of Students will guide the Professor in implementing the adjustment.

In the event that the Professor disagrees with the student's approved academic adjustments, an interactive process will be engaged between the student, professor, Office of Student Services, and the Dean of Students to determine any appropriate changes to the students' approved academic adjustments. Students denied a requested accommodation may appeal the decision through the University's informal and formal dispute resolution process. AUHS has adopted and published grievance procedures providing for appropriate due-process procedures and for prompt and equitable

dispute resolution. If the Professor continues to dispute the appropriateness of an accommodation for a particular course, the Investigator and the Dean of Students will refer the disagreement to the Provost. The Provost will confer with the Investigator and the Dean of Students regarding an alternate accommodation, or agree that no accommodation is appropriate, or agree that the current approved academic adjustment is to be honored by the Professor. The professor is legally obligated to provide the approved academic adjustments to the student until the interaction and appeal process to change them have been completed. The student is not responsible for managing disagreements between the administration and a Professor regarding the appropriateness of an approved academic adjustment. The results of the determination by the administration will be memorialized in an Optional Informal Resolution Agreement that is sent to the student. If the student accepts the proposed informal resolution, the matter will be closed. The Professor shall sign the Optional Information Resolution Agreement, if accepted by the student, affirming that the Professor will abide by its terms and implement all approved adjustments. The Investigator will follow up with the student within 30 calendar days of acceptance of the Optional Informal Resolution Agreement to see if there have been new incidents or retaliation for making a complaint.

2.3 If the student does not accept the Optional Informal Resolution Agreement, the Complaint will be processed using the Formal Resolution Process.

### **3. Formal Resolution Process**

#### **3.1 Investigation into Complaint:**

An investigation into a Complaint will commence within five school days from receiving the complaint, unless Section 1 above is applicable, or the student withdraws the complaint.

The Investigator will investigate the Complaint and document his or her efforts and findings. The investigation shall include, but not be limited to, review of records, notes, or statements related to the complaint; interviewing witnesses (if applicable); interviewing the student; and interviewing the Professor. At no time will the student and the Professor be interviewed together.

The Investigator will make reasonable efforts to protect the privacy of the student and the Professor. In the course of the investigation it may be necessary to reveal the names of the parties involved to witnesses. If this occurs, the investigator will stress to the witness (es) that this is a confidential matter and ask that it not be discussed outside the investigation. Unfortunately, because the investigation may involve third parties who are not under the control of AUHS, AUHS cannot ensure confidentiality in connection with any investigation.

The student and the Professor will have an equal opportunity to present relevant witnesses and evidence to the Investigator. Each party shall have the opportunity to comment to the Investigator, either in writing or in person, on the information learned in the investigation.

A student's refusal to provide the Investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in other acts to hinder the investigation may result in the dismissal of the Complaint because of a lack of evidence to support the allegations. Similarly, the Professor's refusal to provide the Investigator with documents or other evidence related to the allegations in the complaint, failure to participate in the investigation, or engagement in other acts to hinder the investigation may result in a finding that the Professor automatically violated his or her obligation to implement all approved academic adjustments to the student.

The investigation must be completed within 30 calendar days after receiving a Complaint. This time period may be extended by the Provost upon a showing of good cause that additional time is necessary to conduct a fair investigation. However, it is AUHS's policy to make reasonable efforts to complete the investigation within the 30-calendar-day time period. If an extension is needed, the Provost will notify the student and the Professor in writing of the extension and the reason for the extension.

### **3.2 Written Report**

Within 10 calendar days after the completion of an investigation, the Investigator will provide a written report of the investigation to the Provost and, if applicable, the Dean in charge of the Professor. The written report will include a summary of the allegations, a description of the investigation, a description of the relevant information gathered, and a determination of whether or not the Professor improperly failed to implement the student's approved academic adjustments.

### **3.3 Response to Complaint**

Within seven calendar days after receiving the report from the Investigator, the Provost must determine a response to the Complaint. In reaching a decision as to how to respond, the Provost may take into consideration the following:

- a. The report and recommendation of the Investigator;
- b. The effect of the misconduct on the student;
- c. The type, frequency, and duration of the misconduct;
- d. Other incidents of alleged misconduct by the Professor;
- e. Advice of legal counsel or other professionals;
- f. Whether an Optional Informal Resolution Agreement was violated; and
- g. Any other information the Provost deems as relevant.

If the Provost determines that the Professor improperly failed to implement the student's approved academic adjustment, the Provost will also determine the steps that will be taken to prevent recurrence of this, and to correct its effects on the student, and others.

Within eight calendar days after receiving the report from the Investigator, the Provost will provide a

written notice to the student (Complainant Notice) concerning the outcome of the investigation. The Complainant Notice shall state that an investigation was performed, the outcome of the investigation, and any remedies provided to the student. In order to maintain privacy rights, the Provost is not required to disclose every detail about the nature of any corrective action taken against the Professor. However, the Complainant Notice will include the consequences imposed on the Professor that relate directly to the subject of the complaint.

The Complainant Notice shall advise the student that if he or she continues to be denied approved academic adjustments he or she should immediately report such incidents to the Investigator. Further, the Investigator will follow up with the student within 30 calendar days of the Provost's Complainant Notice to see if there have been new incidents or retaliation for making a complaint. The Investigator will keep a record of his or her findings and promptly investigate any further allegations and will notify the Provost in writing of the further allegations and investigation within 10 calendar days of learning of the further allegations.

If the outcome of the investigation is that there was no failure to implement an approved academic adjustment, the Complainant Notice will also include the student's right to appeal the decision of the Provost within 15 calendar days of the date of the Provost's Complainant Notice. The Complainant Notice will include the procedures for initiating such an appeal.

Within eight calendar days after receiving the report from the Investigator, the Provost will send a separate notice of the outcome to the Professor (Accused Notice). The Accused Notice shall state the outcome of the investigation, whether the allegations were substantiated and what, if any, corrective action will be taken to prevent recurrence of the issue and to correct its effects. The Professor will have the opportunity to appeal any finding that he or she violated the obligation to implement approved academic adjustments by filing an appeal within 15 calendar days of the date of the Accused Notice. The Accused Notice will include the procedures for initiating such an appeal.

Should no request for an appeal be initiated within the time to appeal, the decision of the Provost will be final and binding.

#### **4. Appeal Process**

To appeal a decision of the Provost, the appealing party must provide written notice ("Notice of Appeal") to the Dean of Students of his or her intent to appeal within 15 calendar days of the date of the Complainant or Accused Notice by the Provost. The Notice of Appeal must include the specific reasons for the appeal and any evidence the appealing party would like considered as part of the appeal. Within three school days of receiving the Notice of Appeal, the Dean of Students will provide notice to the non-appealing party of the appeal and the basis for the appeal. The non-appealing party will have 15 calendar days to respond to the statements in the appeal.

The appeal process will be limited to determining (1) whether the decision was supported by a

preponderance of evidence; (2) whether the findings of the Investigator as to whether or not the incidents occurred are supported by a preponderance of the evidence; and (3) whether the investigation was conducted in a fair and impartial manner.

The appeal will be decided by an impartial panel selected by the President. The panel shall consist of three impartial persons who have received training in the legal obligations of Section 504 of the Rehabilitation Act. The President will appoint one person to chair the panel. The panel will receive and review the Notice of Appeal, a copy of the investigation notes, the report by the investigator, and the Complainant and Accused Notices. The chairperson will arrange meetings of the panel to discuss the appeal and render a decision.

The written appeal decision shall include a summary of the issues raised on appeal, a summary of the evidence considered, a decision as to the appeal, what evidence supports

the decision, and what additional remedies, if any, are necessary. The panel will provide a written appeal decision of its findings to the student, the Professor, the Provost, and the Investigator within 50 calendar days of receipt of the Notice of Appeal.

The decision of the panel is final and will conclude the complaint process.

The following link provides access to the Implementation of Approved Reasonable Accommodations :



[American University of Health Sciences](#)

## Return to Campus (RTC)

To: AUHS Students

It is the goal of American University of Health Sciences to maintain compliance with Center for Disease Control (CDC), State, and Los Angeles County guidelines regarding Coronavirus (COVID-19) safety practices in the workplace. To that end, we are requiring new practices to be enacted in keeping compliance. Please review the following guidelines, sign the document, and return to student services acknowledging that you will adhere to and accomplish these policies **when on campus**. Please keep in mind that this document cannot cover every situation, and that AUHS expects its students to use good judgment for any situations or practices not mentioned here. Students are advised to contact Student Services at for covid-19 related inquiries, and/or contact your school dean for inquiries relating to these policies.

**OVERVIEW:** According to CDC, COVID-19 is thought to spread mainly through close contact from person-to-person (within about 6 feet), through respiratory droplets produced when an infected person coughs, sneezes, or talks, or may be spread by people who are not showing symptoms. Another factor is whether the spread is sustained, which means it goes from person-to-person without stopping. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes (<https://www.cdc.gov/>)

- *Symptoms: Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19: Cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell.*
- *Incubation period: 1-14 days*
- *Prevention tips: Avoiding close contact with sick individuals; frequently washing hands with soap and water; not touching the eyes, nose, or mouth with unwashed hands; and practicing good respiratory hygiene*

**Required Policies:** AUHS is requiring its students to comply with the following CDC mandatory guidelines:

1. **Sick students** should not return to campus, or end isolation until they have met CDC's criteria to discontinue home isolation.
2. **Physical distancing:** Avoid close contact with others, especially if they are sick. Keeping a **6-foot** distance is the CDC recommendation. Remember that some people without symptoms may be contagious. Cover your mouth with a tissue or handkerchief if you cough or sneeze and wash your hands thoroughly after doing so.
3. **Cleaning and disinfecting the area(s) you used: Areas in the classroom, library, student lounge, cafeteria, chairs, desktops, etc.** Please sanitize/disinfect these areas you used with sanitizer/disinfectant available in each area. Office door handles and countertops will be disinfected nightly at the minimum. AUHS will provide disinfectant, and cleaning supplies needed. If you have small, individual hand sanitizers, we recommend you bring them with you for your own personal use, as well.
4. **Masking:** AUHS students will wear their own personal mask at all times while on campus and interacting with other employees, and students. Bandannas are not allowed to be used as masks. AUHS will notify visitors to wear a mask when on campus.
5. **Hand washing:** Students will wash their hands regularly for 20 seconds with soap and water, particularly after having contact with frequently used surfaces. Hand sanitizer with at least 60% alcohol may also be used if hand washing is not practical.
6. **Personal Items:** Avoid bringing to campus. Choices of bringing items to the campus are limited to books, papers, pens, and other necessary materials to meet the instructional objectives for the day. Purses and backpacks should be placed in the vehicle trunk, or if this is unavoidable, placed in one location and not moved.

**Common Areas:** Seating where students will

- 7. Lunch and Break Rooms on campus:** Student's lunches and breaks will be staggered to restrict the number of people allowed at one time so that a six-foot distance can be maintained. The area must be cleaned and disinfected after each use. There will be no shared paper/plastic products in the student lounge areas, cafeteria, and outdoors seating areas. There will be no shared food. Students should bring utensils from home. Students should bring their own bottled water or soft drinks from home.
- 8. Restrooms:** Restrooms will be used one person at a time. AUHS will create "In Use" signs to be posted. When using restrooms, please use all CDC safety recommendations, to include washing of hands for 20 seconds prior to exiting, and using a paper towel to open the door, remember to discard the paper towel following exit of the restroom.
- 9. Spacing:** When students are working together or with others, i.e. in skills laboratory, they will maintain a space of **six feet at all times**. Limit gathering to the least number as much as possible.
- 10. Limit any nonessential gatherings and activities during lunch, breaks, and after school.**

**American University of Health Sciences' obligation to your health and safety:**

- AUHS students who are exhibiting symptoms of illness will be required to stay home. Students who show up to work with symptoms of illness (coughing, sneezing, runny nose, elevated temperature, shortness of breath), will be sent home. students are encouraged to self-monitor their symptoms through regular temperature checks and self-assessments and call in sick if they feel they may be experiencing illness.
- AUHS will establish a plan in case a student is diagnosed with COVID-19 and has recent close contact with employees and other students (closer than 6 feet for ten minutes or more), which may include a 14-day home quarantine for any affected employee.
- Student complaints about perceived safety issues will be taken seriously and investigated, and AUHS will not take any retaliatory action against employees who make such claims in good faith.
- AUHS leadership will check in regularly to ensure these guidelines are being followed and respond to any questions or concerns students may have. AUHS will also send out regular updates via e-mail regarding any changes of policies.
- AUHS maintains full compliance with all Federal, State, and County mandates, and ensuring the health and safety of our students, employees, and clients is our first priority.
- This situation is ongoing and evolving, and AUHS will monitor the situation for guidance and provide updates to this document as they happen.

We appreciate your cooperation in the policies above to keep our workplaces safe for our students, employees and others. Please let your instructor, school dean, and student services know if you have any questions or concerns.

Additional resources:

<https://www.cdph.ca.gov/Programs/OPA/Pages/NR20-128.aspx>

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Face-Coverings-Guidance.aspx>

<https://www.cdc.gov/media/releases/2020/s0613-covid19-testing-recommendations.html>

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/faqs.html>

**ACKNOWLEDGMENT/SIGNATURE:**

**Student Statement and Acknowledgment Regarding COVID-19**

I have read the above CDC guidelines and agree to abide by these guidelines fully. I also understand that updates to CDC guidelines on COVID-19 will be provided by the school and that I am also responsible to seek these updates on my own. Affiliating agencies may require mandatory COVID-19 vaccination for students to be able to continue and complete required clinical rotation hours, therefore, I will comply with the requirements set forth by affiliation sites utilized by AUHS. If I have any questions about these guidelines and affiliation sites requirements, I will contact my school dean of student services.

Printed Name

Student Signature

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Date

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## HIPAA AUTHORIZATION FORM

I, \_\_\_\_\_ (please print), give permission to American University of Health Sciences to disclose the following protected health information to Prospective Clinical Sites (TBD).

Information to be disclosed (check all that apply):

- Medical Records**
- Treatment Records**
- Diagnostic Records**
- Titers**

*Please read and initial the following statements:*

\_\_\_ This protected health information is being used or disclosed to determine clinical clearance.

\_\_\_ This authorization expires upon the completion of the program.

\_\_\_ You may refuse to sign this authorization; however, doing so will prevent clinical clearance.

\_\_\_ You may inspect or copy the protected health information to be used or disclosed under this authorization.

\_\_\_ You may revoke this authorization in writing at any time by submitting a written notification to American University of Health Sciences at 1600 E. Hill St., Signal Hill, CA 90755.

\_\_\_ Your signature below indicates your understanding and agreement of the aforementioned:

Printed Name

Student Signature

Date



**Student Statement Regarding Hepatitis B.**

I understand that as a nursing or health sciences student I will potentially be exposed to blood borne pathogens or other potentially infectious materials (OPIM), and that I may be at risk of acquiring the Hepatitis B Virus (HBV) infection or other potentially dangerous diseases as an occupational hazard.

I further understand that while I am in process of receiving the series of vaccine injections for Hepatitis B, I may not be fully protected against the disease and may continue to be at risk for the Hepatitis B Virus and that receiving the series does not guarantee me immunity to the disease. I also recognize that completing the Hepatitis B series also does not guarantee my immunity from the disease, and that only by obtaining a titer can this be determined.

I also understand that it is my right to decline the Hepatitis B vaccination series at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials, and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at any time at my expense.

American University of Health Sciences strongly urges you to use precautions and established best practices when dealing with potentially infectious materials and to obtain a Hepatitis B titer to determine whether you are protected from the disease.

By choosing nursing or another health science related career, I acknowledge my risk of exposure to blood borne pathogens and other potentially infectious materials and accept full responsibility for my decisions related to Hepatitis B.

\_\_\_\_\_ Printed Name \_\_\_\_\_ Student Signature \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

**I have completed the Hepatitis B series or am completing the series and accept that this does not guarantee immunity from the disease.**

\_\_\_\_\_ Printed Name \_\_\_\_\_ Student Signature \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_



**ACKNOWLEDGEMENT OF RECEIPT OF INFORMATION ABOUT AUHS  
SCHOOL OF NURSING ACADEMIC POLICIES**

**SIGNATURE AND CONFIRMATION PAGE**

Each student is responsible for reading and understanding the content of the AUHS School of Nursing Student Handbook and acting in accordance with the guidelines and spirit of the provision outlined therein.

I, \_\_\_\_\_ (print name), have read the AUHS School of Nursing Student Handbook, and my signature below indicates that I understand the content of the handbook as it applies to my course of study, and agree to abide by the policies and regulations outlined therein.

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Printed Name	Student Signature
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Date



*"Looking unto Jesus the author and finisher of our faith; who for the joy that was set before him endured the cross, despising the shame,*

*and is set down at the right hand of the throne of God." - Hebrews 12:2*





