

# SCHOOL OF NURSING

---

*Graceland University*

*2020-2021*



**Graceland**  
UNIVERSITY | 1895

## RN-BSN STUDENT HANDBOOK

**1401 W. Truman Road  
Independence, MO 64050**

**1-800-833-0524**

**[www.graceland.edu](http://www.graceland.edu)**

# Table of Contents

## Introduction

Welcome from the Track Coordinator .....	2
Accreditations and Approvals .....	3
Contact Information .....	4
GU Vision, Mission & Values & GU Calendars.....	5
About Graceland University (GU) .....	7
School of Nursing History.....	8
School of Nursing Vision, Mission & Values .....	9
School of Nursing Mission, Goals, Professional Standards, Philosophy & Organizing Framework .....	10
School of Nursing Recognition Ceremony .....	13
RN-BSN Student Awards & Student Organizations.....	14
Graceland Traditions & Trivia .....	15

## RN-BSN Academics

RN-BSN Curriculum & Grading.....	17
Practice Experiences.....	19
RN-BSN Student Learning Outcomes .....	20
Summative Assessment Rubric .....	21

## Student Services

Online Program Procedures and Support.....	23
Course Registration.....	23
Shipment of Study Materials.....	23
Advisory Services .....	23
Library Services .....	24
Basic Technology Skill Competency .....	26
Technical Support .....	27

## University Policies

Technology Ethics and Use Policy .....	29
GU Code of Conduct.....	32
Academic Integrity Policy .....	33
Turnitin Plagiarism Service.....	34
GU Exception to Academic Policy .....	35
GU Harassment, Discrimination, and Sexual Misconduct Policy.....	35
GU Grievance Procedure.....	36
GU Students with Disabilities .....	36

**School of Nursing Policies**

Student Educational Responsibilities .....38  
Preceptor Utilization Policy (Senior Capstone) .....39  
Safe Practice Policy .....41  
ANA Code for Nurses .....43  
Statement of Ethical Practice .....44  
HIPAA Regulations Policy .....45  
Academic Appeal Policy and Procedure .....47

**Academic Progress**

Progression, Probation, Dismissal Policy.....52

**Forms**

Student Feedback Form, RN-BSN .....57  
Student Petition for Exception to Academic Policy .....58

# WELCOME TO THE SCHOOL OF NURSING

Welcome to the RN-BSN Program! Many new challenges lie ahead as you integrate the knowledge accumulated in your previous education, training, and experience with the new content you will be learning in the RN-BSN Program. We hope the time you spend in your professional studies with Graceland will be all that you had hoped for and more.

The policies, procedures, and information contained in this handbook are provided to facilitate your progress through our program. Your potential for success will be greatly enhanced by your reading and following these policies. This handbook is updated on a regular basis. So be sure to refer to the online version for the most current information. Students will be notified when major revisions are posted.

One of the things that makes Graceland University special is the concern that faculty members have for students. If we can be of assistance in any way throughout your experience, don't hesitate to contact me or your faculty.

Welcome to a new chapter in your life. We are glad you have selected Graceland University!

**Shawna Jackson, RN, MSN, PHNA-BC**

Track Coordinator, RN to BSN Program

Assistant Professor of Nursing

[sdjackso@graceland.edu](mailto:sdjackso@graceland.edu)

## ACCREDITATIONS & APPROVALS

The nursing programs are approved by:

**Iowa Board of Nursing**  
River Point Business Park  
400 SW 8<sup>th</sup> Street, Suite B  
Des Moines, IA 50309-4685  
515-281-3255

**Missouri State Board of Nursing**  
3605 Missouri Boulevard  
P. O. Box 656  
Jefferson City, MO 65102-0656  
573-751-0681

The nursing degree programs accredited by:

Graceland University is a member of the North Central Association  
and is accredited by the **Higher Learning Commission**  
230 South LaSalle Street, Suite 7-500  
Chicago, Illinois 60604-1411  
(800) 621-7440

**Commission on Collegiate Nursing Education (CCNE)**

655 K Street, NW, Suite 750,  
Washington D.C. 20001  
(202) 887-6791

**AACN Essentials of Baccalaureate Education for Professional Nursing Practice**  
(updated 2008)

The Essentials of Baccalaureate Education for Professional Nursing Practice provides an important framework for designing and assessing baccalaureate education programs for professional nursing practice. The AACN Essentials document describes the educational preparation for, and expectations of, initial practice as a baccalaureate-prepared nurse.

---

**I. Liberal Education for Baccalaureate  
Generalist Nursing Practice**

**V. Health Care Policy, Finance, and  
Regulatory Environments**

**II. Basic Organizational and Systems  
Leadership for Quality Care and  
Patient Safety**

**VI. Interprofessional Communication  
and Collaboration for Improving  
Patient Health Outcomes**

**III. Scholarship for Evidenced Based  
Practice**

**VII. Clinical Prevention and  
Population Health**

**IV. Information Management and  
Application of patient Care  
Technology**

**VIII. Professionalism and Professional  
Values**

**IX. Baccalaureate Generalist Nursing  
Practice**

## IMPORTANT CONTACT INFORMATION

### Requesting Assistance

Contact Graceland whenever you have a question or need assistance.

#### **SON Staff Office Hours:**

8:00 a.m. – 5:00 p.m. CST Monday-Friday

#### **SON Faculty Office Hours:**

See hours posted in course syllabi

**Phone Number:** 800-833-0524 (toll free) + ext.      **Fax Number** (816) 833-2990

#### **Mailing Address:**

Graceland University  
School of Nursing  
1401 West Truman Road  
Independence, MO 64050-3434

Academic advising	Prof. Shawna Jackson <a href="mailto:sdjackso@graceland.edu">sdjackso@graceland.edu</a>
D2L Course delivery issues	1-877-325-7778 (D2L/Brightspace) <a href="mailto:Helpdesk@D2L.com">Helpdesk@D2L.com</a>
<b>Undergraduate Online Programs:</b> Financial Aid – Advisors for <i>Requests for receipts, payment questions and account balances.</i>	1-800-833-0524 phone 816-833-8810 fax  myfinancials@graceland.edu
Independence Campus Library <a href="https://www.graceland.edu/grabske">https://www.graceland.edu/grabske</a>	Karima Burns, ext. 4705 <a href="mailto:Kburns@graceland.edu">Kburns@graceland.edu</a>
Online Bookstore	1-800-833-0524, ext.4711 <a href="mailto:independencebookstore@graceland.edu">independencebookstore@graceland.edu</a>
Practice Experience Contracts/IDs (if needed)	Sharon Ward, ext. 4678 <a href="mailto:ward@graceland.edu">ward@graceland.edu</a>
Registration & Enrollment Course Withdrawals Completion Plans	Program consultants Mark Robison ext. 4711 Jill Whitworth ext. 4712 <a href="mailto:programadvising@graceland.edu">programadvising@graceland.edu</a>
Graceland transcripts	<a href="https://www.graceland.edu/nursing/ug-application-requirements">https://www.graceland.edu/nursing/ug-application-requirements</a>
Petitions, Appeals, Grievances Undergraduate Student Affairs Committee	Shawna Jackson, RN, MSN, PHNA-BC <a href="mailto:sdjackso@graceland.edu">sdjackso@graceland.edu</a>

## 2020-2021 Online Academic Calendar

### Summer 2020, Fall 2020, Spring 2021, Summer 2021

<b>2020</b>	<b>COURSE START DATE</b>	<b>COURSE END DATE</b>
<b>SUMMER A</b>	May 4	June 27
<b>SUMMER B</b>	June 29	August 22
<b>FALL A</b>	August 31	October 24
<b>FALL B</b>	October 26	December 19

Nursing Recognition Ceremony, Independence, MO: Friday, December 18, 2020  
Commencement, Independence, MO: Saturday, December 19, 2020

<b>2021</b>	<b>COURSE START DATE</b>	<b>COURSE END DATE</b>
<b>SPRING A</b>	January 4	February 27
<b>SPRING B</b>	March 1	April 24
<b>SUMMER A</b>	May 3	June 26
<b>SUMMER B</b>	June 28	August 21

**Graceland University**  
**Drop/Add/Withdraw Dates 2020-2021**

<b>2020-2021</b>	<b>LAST DAY TO ADD/DROP</b>	<b>LAST DAY TO WITHDRAW</b>
<b>SUMMER A (2020)</b>	May 11	June 5
<b>SUMMER B</b>	July 6	July 31
<b>FALL A</b>	September 8	October 2
<b>FALL B</b>	November 2	November 30
<b>SPRING A (2021)</b>	January 11	February 5
<b>SPRING B</b>	March 8	April 2
<b>SUMMER A</b>	May 10	June 4
<b>SUMMER B</b>	July 6	July 30



## **About Graceland University**

### **LAMONI CAMPUS**

Graceland University is a co-educational liberal arts institution located in Lamoni, Iowa, a rural community of fewer than 1,500 people located 120 miles north of Independence, MO. The campus covers 182 acres of land with 30 buildings. It is a beautiful pastoral setting and is frequently referred to as our "Hilltop Home."

### **INDEPENDENCE CAMPUS**

The Independence, Missouri location is home to the prestigious Graceland University School of Nursing. Programs include an on-campus BSN-RN program and online programs in undergraduate, graduate, and doctoral nursing. The faculty and staff for our distance education program reside within the Independence campus. In addition, the campus is the home for the award-winning Dr. Charles F. Grabske, Sr. Library, one of the best nursing resource libraries in the Midwest.

### **UNIVERSITY HISTORY & CHURCH AFFILIATION**

Graceland was established as a direct result of legislative action taken by the delegates of the 1890 General Conference of the Reorganized Church of Jesus Christ of Latter Day Saints, now known as The Community of Christ. On September 17, 1895, Graceland University (formerly College) admitted its first students in the four-year liberal arts curriculum in Lamoni, Iowa. The first graduating class was a class of one, F. M. Smith, one of the church's prophets. The F.M. Smith Library was named after this graduate. The University was initially accredited by North Central Association in 1920, and accreditation has been continuous since. In 1969 the Division of Nursing became the sixth academic area of the University when the World Church and the University decided to move its educational base for the former diploma nursing program from the Independence Sanitarium and Hospital (formerly Independence Regional) into its collegiate setting at Graceland. The Independence Campus (formerly Educational Center) became the home of the upper division BSN program of the nursing major in 1970. Margaret McKevit was the first Chairperson of the Division of Nursing, (now School of Nursing) and is credited, along with Professor Emeritus Iola Tordoff, with establishing our tradition of excellence in nursing education.

Graceland is grateful to these nurse educators and to many others who have contributed to our rich heritage.

## **Graceland University School of Nursing History**

Graceland College admitted its first students to the Lamoni, Iowa campus on September 17, 1895. Frederick M. Smith, for whom the college library is named, was the first graduate. On June 1, 2000, Graceland officially became Graceland University. The University, sponsored by the Community of Christ formerly known as the Reorganized Church of Jesus Christ of Latter Day Saints (RLDS), now has graduates all over the world. The university was initially accredited by the North Central Association in 1920 and has enjoyed continuous accreditation since that time.

The Division of Nursing became the sixth academic area of the university in 1969 when administrators of the diploma program at the Independence Sanitarium and Hospital in Independence, Missouri, recognized the need for baccalaureate degrees in nursing, and worked collaboratively with Graceland to move its educational base into the four-year collegiate setting. In recognition of the need to support nursing educational experiences in a variety of clinical settings, the university established the Independence, Missouri, campus, located in the Greater Kansas City area, for upper division nursing courses.

Since its inception, the Graceland nursing program has provided opportunities for registered nurses to obtain their bachelor's degree. In 1987, the distance learning component was added providing additional flexibility for nurses who preferred to work at their own pace in their home setting. Enthusiastically received by Registered Nurses coast-to-coast, students are enrolled from all over the United States.

In 1995, a Master of Science in Nursing degree program was approved by the North Central Association and became Graceland University's first graduate program. It was patterned after the RN-BSN Distance Learning Program, allowing nurses the opportunity to combine directed independent study at home with on-campus Focus Session courses as a means of earning a graduate degree in advanced practice nursing.

Baccalaureate, graduate, and doctorate distance learning programs are in an online delivery format. The online format offers valuable opportunities for interaction among student groups and between students and faculty.

In 1997, approval was obtained to change the division name to Division of Health Care Professions. In 2001, the Division was again renamed School of Nursing.

## Graceland University Vision, Mission, and Values

**Vision Statement** Graceland University will become a recognized educational leader, inspiring and empowering persons for transformational service and leadership.

**Mission Statement** Graceland creates learning communities where students develop their potential for meaningful and productive lives.

**Statement of Values** Graceland values learning, wholeness, and community. Graceland encourages the adoption of these values for the enrichment of lives and the betterment of the world.

***Learning*** We believe in the life-long process of the open and free pursuit of truth.

***Wholeness*** We believe that the development of the intellectual, physical, social, and spiritual dimensions of all persons is necessary for healthy and fulfilling lives.

***Community*** We appreciate and welcome diversity and, as an institution sponsored by the Community of Christ, believe in the inherent worth of all persons expressed through relationships built on the foundation of unconditional love and acceptance.

Graceland University, School of Nursing

**Mission, Goals, Professional Standards,  
Philosophy, and Organizing Framework**

**Mission**

The mission of the School of Nursing is to create learning communities where professional nursing students develop their potential for meaningful and productive lives as baccalaureate generalist nurses, nurse practitioners, and nurse educators.

**Goals**

The School of Nursing strives to:

1. Promote the achievement of the mission of the University and the School of Nursing.
2. Provide curricula that prepare students in professional nursing standards, including The Essentials of Baccalaureate and Master's Nursing Education, and meets the needs of communities of interest.
3. Utilize teaching learning practices implemented by faculty who are academically and experientially qualified and who are effective teachers engaged in scholarship and service.
4. Provide a foundation for advanced study in nursing.
5. Prepare a graduate who has met the expected student outcomes of a program, including licensure/certification.
6. Prepare a graduate who is satisfied with the educational preparation provided within the learning community.
7. Prepare a graduate who elicits satisfaction from communities of interest, including employers of graduates.

**Professional Standards**

The School of Nursing adheres to Iowa and Missouri State Board of Nursing regulations regarding programs of professional nursing and other State Board of Nursing regulations as appropriate for our online nursing programs, and the professional standards outlined in the AACN BSN Essentials (2008), AACN MSN Essentials (2011), ANA Scope and Standards of Practice (2015), ANA Code of Ethics for Nurses (2015), Quality and Safety Education for Nurses Competencies (2018), and NONPF Domains and Core Competencies of Nurse Practitioner Practice (2012).

## **Philosophy Statement**

As an integral part of Graceland University, the School of Nursing supports the Christian framework set forth in the Value Statements of the University and further enhances the achievement of University General Education Goals by nursing students.

The goal of the School of Nursing is to enable students to become professional nurses who respect and care about the worth of all individuals, who are capable of thinking critically, and who can provide quality nursing care in diverse settings to individuals, families, communities and societies within the global health environment. Consequently, the School of Nursing educates students to become professional nurses who synthesize and apply concepts from the liberal arts, nursing curricula, and nursing practice.

As reflective practitioners, professional nurses apply the nursing process in a holistic and caring way to promote the optimal health of individuals, families, and communities. The roles of the professional nurse include Learner, Clinician, and Leader. Development within each role occurs along a novice-to-expert level continuum.

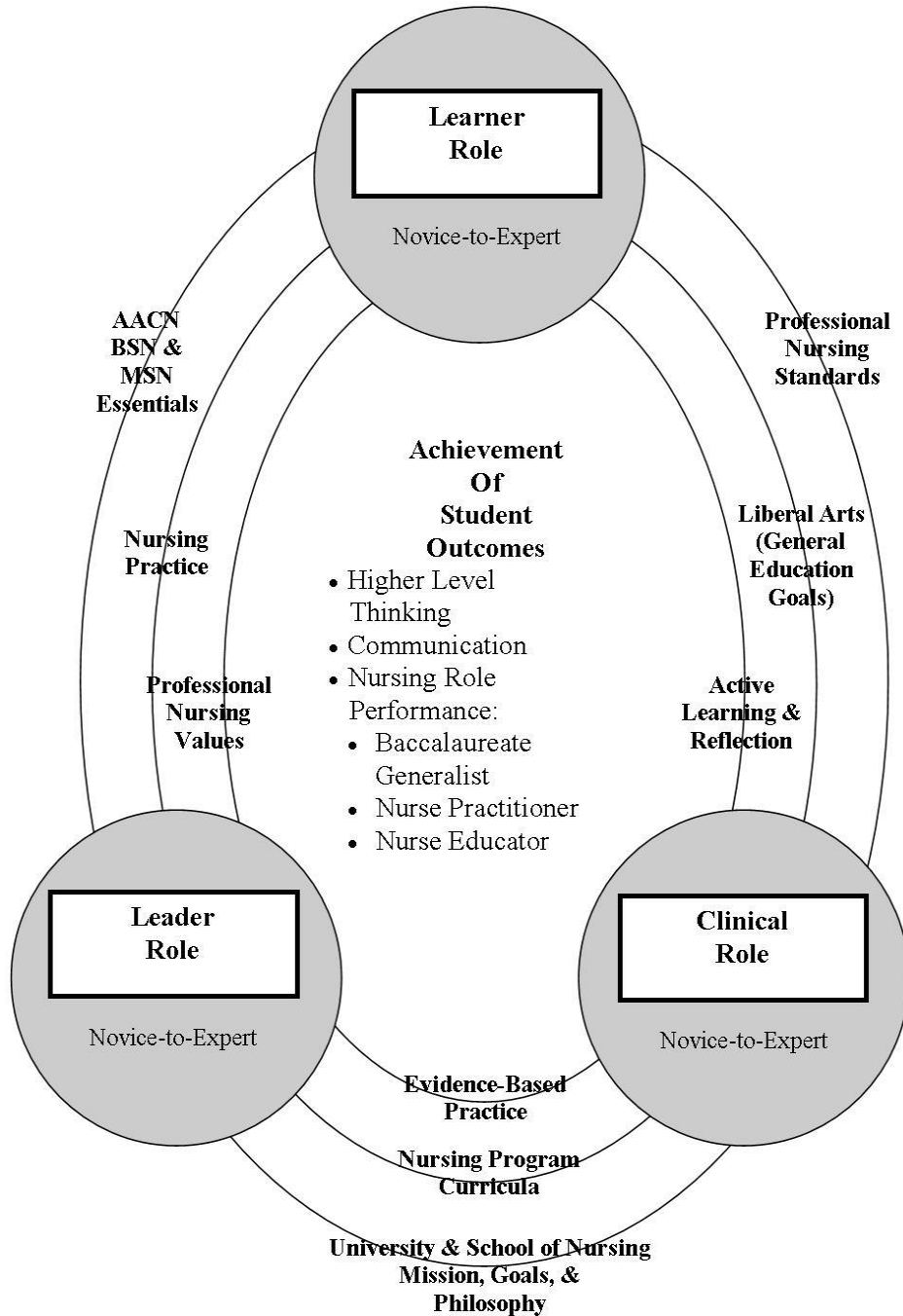
Learning is lifelong. Learners possess intellectual curiosity fostered by the incorporation of current research findings (evidence) in their nursing practice. Clinicians provide competent, holistic care across the lifespan. Nurse Leaders collaborate with other health disciplines to develop policies and institute changes in healthcare.

Professional Nursing Standards, the AACN Essentials for BSN and MSN Education, and the missions, goals, and philosophies of the University and School of Nursing guide curricular development and delineation of expected student learning outcomes. Curricula are developed to instill professional nursing values and a commitment to evidence-based practice. Effective learning is best facilitated by employment of active learning and self-reflective strategies.

Central to the mission, goals, and curricular design of Graceland University's School of Nursing programs is the development and achievement of student learning outcomes necessary for practice as baccalaureate generalist nurses, nurse practitioners, and nurse educators. All graduates are expected to achieve student learning outcomes related to higher level thinking, communication, and nursing role performance.

Entry into professional nursing begins with education at the baccalaureate level. At all levels the educational process is a shared endeavor between students and faculty. Opportunities for theoretical and experiential learning are provided in an atmosphere that stimulates each learner. The faculty support learning communities for traditional as well as nontraditional students. Each student has the right and responsibility to develop his/her highest personal and professional potential.

# GU School of Nursing Organizing Framework



## **The Nursing Recognition Ceremony**

**&**

### **The Significance of the Nursing Cap and Pin**

It has been a long-standing tradition at Graceland University to celebrate the achievements of each group of graduating nursing students during an annual Nursing Recognition Ceremony. The School of Nursing is located in Independence, Missouri, and the ceremony is usually held in Independence, Missouri on the Friday evening before Saturday commencement activities.

Graduating students from each major nursing discipline are recognized during the ceremony for their achievements and are “pinned,” if desired.

The design for the cap and pin were chosen by a student committee made up of the first Division of Nursing graduating class in 1971 and Miss Iola Tordoff, advisor.

#### **The Cap**

The cap the students chose was similar to the one worn by graduates from the Independence Sanitarium and Hospital, whose program was the predecessor to the current School of Nursing at Graceland University. The all-white, stiffly starched cap is simple in design. The graduate band, which is placed length-wise across the folded front of the cap, is composed of a blue and gold velvet ribbon.

#### **The Pin**

The pin, unique to Graceland University, was chosen after a great deal of research and deliberation. The final design was created by Professor Iola Tordoff in consultation with the first Chairperson of the Division of Nursing, Miss Margaret McKevit.

The Graceland Tower is centered on the pin and has the appearance of reaching upward. This symbolizes the growth experienced by students in the nursing program. Laurel leaves, which form a half-circle beneath the tower, were first used by the ancient Greeks to crown the victor and later came to be associated with academic honor.

The colors of the pin are also symbolic. The pin itself is gold which symbolizes worthiness. A band of blue enamel surrounds the tower; the color stands for truth and loyalty and the unbroken circle for constancy. The two colors together complete the University colors of blue and gold. Underneath the blue band is simply inscribed, Graceland University Nursing.

## **RN-BSN STUDENT AWARDS - SCHOOL OF NURSING**

Graduating RN-BSN students will be eligible for the following awards. These are presented annually at the Nursing Recognition Ceremony held in December in Independence, Missouri.

### **Iola Tordoff Award for Excellence**

Sponsored by: Graceland University.

This award is presented in honor of Iola Tordoff, an exceptional nurse leader who in her 35 years of nursing was an educator and leader in nursing organizations. She was instrumental in establishing the Graceland nursing program by helping to develop the initial curriculum and obtaining accreditation. In addition, she designed the Graceland nursing pin and cap. Although she retired in 1982, for several years she continued to contribute to the university by mentoring nursing students. Her legacy at Graceland will live on forever. The recipient of this award must have achieved the highest grade point average in the graduating class and demonstrated initiative, quality care to clients, and leadership ability.

The recipient of this award must meet the following criteria:

1. Enrollment in the RN-BSN program at Graceland University
2. Highest cumulative GPA in the graduating class.
3. Have completed 75 graded hours recorded at Graceland University.
4. Demonstrated initiative, quality care to clients, and leadership ability.

### **Evelyn Berryman Barritt Creativity Award**

Sponsored by: Evelyn Berryman Barritt.

The purpose of the award is to recognize nurses for their creative accomplishments in or outside of the nursing profession. The recipient of this award is chosen from among Graceland University Alumni, Students, or Faculty.

Examples of creative accomplishments may include but are not limited to the following:

1. Made a meaningful contribution to others/community
2. Revitalized an old theme in a creative manner
3. Achieved in the area of the arts such as literature, visual arts, music, and performing arts.
4. Achieved in creative entrepreneurial endeavors
5. Included an altruistic and/or aesthetic component in accomplishments

## **RN-BSN STUDENT ORGANIZATIONS**

### **Pi Eta Chapter - Sigma Theta Tau**

#### **International Honor Society of Nursing**

<https://pieta.sigmanursing.org/home>

The Pi Eta Chapter of STTI was chartered in March 2000. As of 2020, there are a total of 540 chapters in STTI and over 135,000 active, dues-paying members who live in more than 100 different countries. It is a prestigious organization and provides many exciting opportunities for nurses around the world. Students are invited into the honor society based on academic achievement and academic integrity.



## Graceland Traditions & Trivia

**Colors:** Old Gold and Navy Blue

**Motto:** Prudens futuri (Wisdom for the future)

**Newspaper:** The Tower

**Athletic Team/Mascot:** Yellow Jackets, STING

**Yearbook:** Acacia

**Nursing House:** McKevit Manor

### **School Song:** Graceland Forever

Graceland Forever, dear Alma Mater  
Long may she ever firm keep her stand.  
Her sons and daughters carry to others  
Her fame throughout the land, Rah, rah, rah.  
Graceland College, we're all for you,  
Strong, united, loyal, and true.  
We'll carry on 'til victory is won,  
Oh, Graceland, we're all for you!  
Warren McElwain, 1925

### **Alma Mater Hymn:**

Come Graceland sons and daughters all,  
And join our happy throng.  
With loyal voices let us raise  
Our Alma Mater song.  
O hillcrest home of vision side,  
Where bonds of love holds sway,  
Where all may learn in life and lore  
'Tis thee we praise today.  
Through memory a thread shall run  
Of golden richness made.  
Cementing there the treasure rare  
In thy foundation laid.  
O Alma Mater, guide us on,  
Thy standard e'er unfold  
And call us on with memories  
Of days 'neath the Blue and Gold.  
Through years and decades long to come  
Thy battlemented tower  
Shall rise to call the youth of lands  
To answer to the hour.  
And while thy work shall carry on,  
Our benisons are told  
In lives of honor, truth and right,  
The seal of the Blue and Gold.  
Roy A. Cheville 1942

# **RN-BSN Academics**

# RN-BSN CURRICULUM

## RN-BSN Admission Requirements

1. Current RN licensure in the United States.
2. Minimum of 2.50 cumulative grade point average on all previous college work.
3. Completed application and supporting documents.

## RN-BSN UNDERGRADUATE CURRICULUM

The RN-BSN curriculum builds on a Registered Nurse's knowledge and experience. Students complete the requirements for graduation through a combination of online courses and practice experiences. Courses are organized into eight modules which may include professional sharing, assignments, quizzes, and/or direct care practice hours. Each module begins on Monday and ends on Sunday. Students will have the option to finish the coursework earlier by working ahead, if desired, but all coursework must be submitted to pass each course and completed in the order outlined in the course schedule. While students may choose to work ahead, students may not get behind as there are weekly due dates. Upon early course completion, students must notify the faculty via email when all course materials are complete. Students following the full eight-week schedule do not need to notify faculty of course completion. Each course has a calendar which outlines the recommended schedule that has been successful for students, which includes completion of one module per week, for eight weeks. Please see the individual course for the recommended schedule.

Students may receive up to 28 semester hours of credit for previous undergraduate nursing courses, regardless of how long ago they were completed. General education credit may be awarded through transfer, CLEP, or online courses. Graduates will be awarded the BSN degree upon completion of all requirements.

## BSN Degree

### **Core Courses**

NURS3110 Health Assessment for the Practicing Nurse*	3 s.h.
NURS3430 Pathophysiology and Related Pharmacology	3 s.h.
NURS4160 Leadership Roles in Nursing*	3.s.h.
NURS4280 Global Health and Policy Issues	3 s.h.
NURS4350 Population Health Nursing*	3 s.h.
NURS4411 Informatics for the Practicing Nurse	2 s.h.
NURS3160 Evidence Based Practice	3 s.h.
NURS3460 Professionalism in Nursing	3 s.h.
NURS4420 Current Issues in Healthcare	2 s.h.
NURS4460 Senior Capstone*	3 s.h.
	<b>28 s.h.</b>

### **Total Core Courses**

\*Denotes course with practice experiences, indirect and direct.

## Support Courses:

BIOL2300 Anatomy and Physiology I	3 s.h.
BIOL2310 Anatomy and Physiology II	3 s.h.
BIOL2360 Introduction to Microbiology	4 s.h.
BIOL2560 Nutrition	3 s.h.
MATH1380 Introduction to Statistics	3 s.h.
PSYC1300 Introduction to Psychology	3 s.h.
PSYC2250 Developmental Psychology	3 s.h.
SOC11300 Introduction to Sociology	3 s.h.

**Total Support Courses** **25 s.h.**

It is preferred, but not required, that all support and general education courses be completed prior to enrollment in nursing core courses.

*General Education* requirements may be satisfied by completing an approved combination of courses listed in Graceland's online catalog. Most courses may be satisfied by transfer credit and others may be challenged or completed online. These requirements are waived for students possessing a baccalaureate degree from an accredited college or university.

## Grading

Course grades are earned through completion of all course requirements. Extra credit opportunities are not available.

Regular courses are graded on a letter grade system with A=4 points; B=3 points; C= 2 points; D=1 point and F=0 points. The academic year is divided into 16 week trimesters – Spring, Summer, Fall. The first 8 week term is designated as the “A” term; the second 8 week term is designated as the “B” term.

Percentage points required per letter grade are:

- A = 90 – 100
- B = 82 – 90
- C = 73 – 81
- D = 64 – 72
- F = 63 – 0

Grades will not be rounded up, for example a 72.9% does NOT round to a 73%.

## **Practice Experience Information**

### **Practice Experience Locations**

Some courses will require that students go into a health care or community organization to complete a practice experience. These practice experiences are required to fulfill the specific course objectives. All practice experience requirements within the specific courses must be completed in the United States and its territories. Some may be completed at the student's place of employment if that organization will assist the student in meeting the objectives of the course. Students must follow all requirements of the facility regarding completion of paperwork (for example HIPAA) and personal identification. If a Graceland ID is needed, please contact Sharon Ward at [ward@graceland.edu](mailto:ward@graceland.edu) .

## RN-BSN Program Student Learning Outcomes (SLO's)

<b>Higher Level Thinking</b>
<i>Level 2</i>
Utilizes higher level thinking skills in the performance of professional nursing activities.
Utilizes research (evidence-based practice) findings in the performance of professional nursing activities.
<i>Graduate (Exit) Level</i>
Utilizes higher level thinking skills and research evidence in the planning and delivery of nursing care.
<b>Nursing Role Performance</b>
<i>Level 2</i>
Serves as educator of healthcare information to individuals, families, or communities.
Collaborates with others to provide quality healthcare to individuals, families, or communities.
Intervenes as an advocate in complex health situations for individuals, families and communities.
<i>Graduate (Exit) Level</i>
Plans, coordinates, and implements holistic plans of care for clients with diverse health care needs that reflect application of the nursing process, promote client adaptation, and advocate for the health needs of individuals, families, and communities.
<b>Communication</b>
<i>Level 2</i>
Applies principles of scholarly writing, including effective organization of thought, grammar usage, and APA formatting. Demonstrates use of safe, professional communication techniques in the clinical setting.
<i>Graduate (Exit) Level</i>
Communicates effectively orally and in writing; collaborates effectively with health care team members; and employs communication skills in the establishment of therapeutic relationships with individuals, families, and groups.

All assignments that are designated as an SLO-linked assignment require a minimum grade of 73% to pass the course. Assignments submitted that earn less than 73% will have to be resubmitted with adjustments per feedback and evaluated for a passing grade. However, the original grade will be the grade earned and recorded in the grade book. Students are only allowed one resubmission and must resubmit within the timeframe specified by the faculty.

<b>Graceland University School of Nursing Program</b> <b>Student Learning Outcomes Level 2 and Exit</b> <b>Level Summative Assessment Rubric</b> <b>(RN-BSN/RN-MSN)</b>	Student Self-Assessment		Faculty Assessment	
	Met	Not Met	Met	Not Met
<u><b>Nursing Role Performance:</b></u> [NURS:3460-Professional in Nursing — Portfolio, 4,5,6] 4. Utilizes multidimensional roles (e.g. advocate, educator, collaborator, etc.) of nursing in the provision of care to individuals, families, or communities.				
5. Collaborates with others to provide quality healthcare to individuals, families, or communities.				
6. Intervenes as an advocate in complex health situations for individuals, families, and communities.				
<u><b>Exit Outcome [NURS4460: Senior Capstone]:</b></u> 7. Plans, coordinates, and implements holistic plans of care for clients with diverse health care needs that reflect application of the nursing process, promote client adaptation, and advocate for the health needs of individuals, families, and communities.				
<u><b>Higher Level Thinking:</b></u> [NURS:4160-Leadership Roles in Nursing---Self- Discovery Paper, 10, 11] 10. Utilizes higher level thinking skills in the performance of professional nursing activities.				
11. Utilizes research (evidence-based practice) findings in the performance of professional nursing activities.				
<u><b>Exit Outcome [NURS4460: Senior Capstone]:</b></u> 12. Utilizes higher level thinking skills and research evidence in the planning and delivery of nursing care.				
<u><b>Communication:</b></u> [NURS:4160-Leadership Roles in Nursing---Self-Discovery Paper, 16], [NURS: 4460 Senior Capstone, 17]: 16. Applies principles of scholarly writing, including effective organization of thought, grammar usage, and APA formatting.				
17. Demonstrates use of safe, professional communication techniques in the clinical setting.				
<u><b>Exit Outcome [NURS4460: Senior Capstone]:</b></u> 18. Communicates effectively orally and in writing; collaborates effectively with health care team members; and employs communication skills in the establishment of therapeutic relationships with individuals, families, and groups.				

---

Student e-signature

Date

---

Faculty e-signature

Date

Pass/Fail

# Student Services



## ONLINE PROGRAM PROCEDURES AND SUPPORT

### **Course Registration**

Program advisors reach out to students with a preregistration email approximately 10 weeks before classes begin. Students are responsible for completing this preregistration email prior to the registration deadline which is 4 weeks before classes begin. Preregistrations received after the deadline will result in a late enrollment fee. Enrollment deadlines for each term are shown below.

<b>Registration Deadlines (Dates are approximate)</b>	<b>Spring (Jan – Apr) Summer (May-Aug) Fall (Sept – Dec)</b>	<b>December 1st April 1st August 1st</b>
---	--	--

Late enrollment may be permitted on a space available basis only. A late enrollment fee will be assessed.

### **Shipment of Study Materials**

Students should order books through their program consultant when they register for courses. Students wishing to purchase their books elsewhere should let the Program Consultant know at the time of registration.

Course materials will be shipped to all U.S. Zip Codes by FedEx Ground, except for Hawaii and Alaska. All Post Office Boxes will be shipped by Priority Mail.

Students residing overseas are reminded that surface mail may take several weeks. If your address does not have a U.S. Zip Code designation, you must order and pay for Air Mail delivery of course materials.

Shipper delays, slow shipments from publishers or temporary text shortages may cause a delay in shipment of study materials.

### **Advisory Services**

Graceland provides multi-layers of advisory services.

Students are supported in their program by:

**Program Consultants** guide students through course registration & enrollment, completion schedules, facilitate communications with financial aid and student accounts offices, etc.

**Academic Advisors** guide students through the required curriculum and courses.

## GRACELAND UNIVERSITY LIBRARY SERVICES FOR NURSING STUDENTS

INDEPENDENCE CAMPUS

**Dr. Charles F. Grabske, Sr. Library**

**[www.graceland.edu/grabske](http://www.graceland.edu/grabske)**

(816) 423-4705

**Karima Burns Library Technician: [Kburns@graceland.edu](mailto:Kburns@graceland.edu) X 4705**

### LIBRARY HOURS:

The library is open and the Library Technician is available - Monday – Friday from 08:00 AM – 5:00 PM

The Library offers:

- Nursing and Evidence Based Practice resources.
- Online databases with searching capabilities and full-text articles.

If the library does not own the articles you need, you can order them by using the article request form on the homepage.

We do our best to get books/articles for you at no charge from other libraries. If we cannot obtain the articles for free, we will notify you of the charges to see if you are still interested.

## Databases:

<http://www.graceland.edu/grabske>

There are several databases available through the library. Use of these databases to locate nursing journal articles is a requirement of most nursing courses. Some of those databases include: UpToDate, CINAHL with full text, Pub Med, OVID Total Access, Google Scholar, and Science Direct.

### How to log on when prompted (at database sites):

Username and password are the same as your course and MyGraceland log-in.

### If you can't log on:

Call Tech Support at 641-784-5400, [StudentHelpDesk@graceland.edu](mailto:StudentHelpDesk@graceland.edu), or [techsupport@graceland.edu](mailto:techsupport@graceland.edu). They can reset your password and/or assist you.

### How to find a full-text article:

If the direct links don't work, check out Full-Text finder from the library's homepage by clicking on it and typing in the name of the journal. If it's available online, follow the links provided to get to the full text.

### How to order articles:

- All articles are sent to students in PDF format.
- **VERY IMPORTANT:** Try to submit article requests to the library 3-4 **working** days before you need them! Most medical libraries aren't open on the weekends, so articles requested on Friday are usually not received until Monday or Tuesday of the following week.

For how-to videos on ordering articles in the various databases, please go to:  
<http://www.graceland.edu/grabske/video-tutorials>

## **BASIC TECHNOLOGY SKILL COMPETENCY**

Students enrolled in online courses will quickly recognize the need for basic technology skills. Faculty design assignments with the expectation that students will be able use the basic skills required. **Students who cannot perform these functions are advised to enroll in refresher courses at a local community college or seek a tutor.** Faculty will not make concessions or provide instruction for students who do not have the skill sets required for online coursework.

*Please check the basic computer skills listed below and make sure you can perform them. You will be required to utilize these skills throughout the program.*

1. Create a new folder on the hard drive/desktop
2. Save a file to the desktop
3. Change a file and folder name
4. Attach a file to an email/upload a document
5. Access your email from a web browser such as Internet Explorer or Mozilla Firefox
6. Add a bookmark or a favorite to your Internet browser
7. Use spell check in a word processing document
8. Select a few paragraphs on a website and print them, not the entire page
9. Cut and paste info from the Internet into a word processing document
10. Make a screenshot and paste it into a word processing document
11. Insert a page break into a word processing document
12. Log in and search a library database
13. Find an article in a database and download a .pdf (the entire article) to your hard drive
14. Download program updates from the Internet and install them
15. Create a video for an assignment

## TECHNICAL SUPPORT

In the event of an occasional need for technical support, Graceland provides the following assistance:

### **Graceland Tech Support**

For assistance with computer related issues: email, passwords, and MyGraceland:  
Call 1-641-784-5400, call toll free (866) 472-2352, or send an email to  
[StudentHelpDesk@graceland.edu](mailto:StudentHelpDesk@graceland.edu) or [techsupport@graceland.edu](mailto:techsupport@graceland.edu).

### **D2L/Brightspace**

Graceland's online course platform is called D2L/Brightspace.

Graceland's Brightspace portal can be found at <https://graceland.brightspace.com>. Students and faculty log in using the same password as they use to get into MyGraceland.

For issues with D2L/Brightspace, contact D2L Technical Support at 1-877-325-7778 or use the following student help guide:

<https://documentation.brightspace.com/EN/learners/learners.htm?tocp>

D2L provides a FAQ and Orientation Videos through their community site to help you get started with Brightspace: <https://community.brightspace.com/s/article/Semester-Start-Learners>

Content there is kept up to date with changes to Brightspace.

# University Policies

## **General Policy Amendment**

The SON has modified the administration structure as of January 2020. The SON no longer has an Associate Dean of Undergraduate Studies, but instead this role has been split into two Track Coordinators (RN-BSN and BSN-RN). All policies that speak to an Associate Dean should now be read as speaking to the appropriate Track Coordinator.

The SON also modified the structure of its Undergraduate Faculty Governance. All policies that speak to UPCC (Undergraduate Program Coordinating Committee) or USAC (Undergraduate Student Affairs Committee) should now be read as speaking to UAC (Undergraduate Affairs Committee). UAC is Co-Chaired by both Track Coordinators.

**SUBJECT: Technology Ethics and Use Policy (Acceptable Use Policy)**

**PURPOSE:** To communicate expectations for the appropriate use of Graceland-owned technology.

**POLICY:**

Users of Graceland's technological tools will respect the human dignity, privacy, and sensitivity of each other and the general public while using the tools made available by Graceland. Graceland reserves the right to routinely monitor technology resources. While the privilege of privacy of personal files or messages on Graceland-owned computers and voice mail systems will be respected to the extent possible and subject to the right of Graceland to access any files to officially investigate or to accomplish necessary system maintenance, users of Graceland-owned computers have no legal expectations of privacy with respect to personal files or messages stored on the computer hard drive or stored in or transmitted through Graceland's system/servers. Additionally, users of non-Graceland-owned computers have no legal expectations of privacy with respect to personal files or messages stored in or transmitted through Graceland's system/servers.

All technology provided by Graceland is covered by this policy, including computers, networks, Internet services, telephones, voice mail, fax machines, photocopiers, cable TV and all associated software and data. Such technology is provided to accomplish Graceland's educational mission in accordance with Internal Revenue Code Section 501(c)(3), under which Graceland receives its tax-exempt status.

Graceland's network enables access to external facilities, systems, and other networks over which Graceland has no control, including related capabilities which are incidental to providing such access. Certain of these resources may not support Graceland's goals and objectives. Although Graceland does not exercise editorial or censorship control of such external resources, Graceland expects that the technology will not be used for purposes which are illegal, immoral, or inconsistent with Graceland's mission.

Academic and professional work pertaining to Graceland's goals and objectives take precedence over the use of resources for entertainment. Graceland may establish additional standards of conduct with designated technology or in specific areas (e.g. Microlabs, classrooms, etc.) Inappropriate uses of technology include, but are not limited to those specifically prohibited by local, state or federal law.

Without limitation, examples of inappropriate uses of technology include:

- harassment - sending of harassing, threatening or obscene material to minors and/or non-consenting adults or any attempts to confuse or frustrate another user in achieving their objectives.;
- random or unauthorized bulk sending or mailing of messages; inappropriate use of access, any disregard for the security mechanisms that are in place or other attempts to gain unauthorized access to Graceland's technical resources. This includes possession of or attempts to acquire another user's password or allowing others access to technology resources that are not allocated for their use;
- failure to comply with software license restrictions - All licenses for software that are licensed by Graceland will be filed by ITS.
- disruption of service - damaging any resource in such a way that it creates a disruption of the normally expected service from that resource, including generating excessive network traffic and/or interfering with the normal functioning of the network;
- cheating - use of technology resources to achieve academic credit by dishonest or deceitful means;
- copyright infringement; forgery; malicious transmission of a computer virus;
- malicious alteration of system files or configuration;
- abuse of established storage space limitations;
- use of any resource to inure benefit for private or political gain in violation of Graceland's tax-exempt status under IRC Section 501(c)(3).

Content shared by “peer-to-peer” (p2p) applications may be violation of the Digital Millennium Copyright Act (DMCA), and violates Graceland University policy by generating excessive network traffic and interfering with the normal functioning of the network.

These applications are prohibited on the Graceland University network. This means that:

- Peer-to-peer file sharing applications including, but not limited to, Napster, Gnutella, Kazaa, AudioGalaxy, iMesh, and others, may not be installed or used on computers owned or managed by Graceland University.
  - Peer-to-peer file sharing applications including, but not limited to, Napster, Gnutella, Kazaa, AudioGalaxy, iMesh, and others, may not be installed or used on computers attached to the Graceland University network, regardless of their ownership.
- The Graceland University Information Technology staff may, in order to ensure compliance with Graceland policies and Federal or State Law, inspect and remove any of the prohibited software from any equipment currently or previously attached to the Graceland University network.



## **CONSEQUENCES:**

Graceland reserves the right to take corrective/disciplinary action in the event of inappropriate use of technology, which may include but not be limited to the following:

Cases involving suspicion of inappropriate use of technology by students will be investigated by the Information Technology Services Department. If violations are confirmed, a referral for disciplinary action will be made to the Dean of Students. A determination of serious misuse may result in suspension from the university. In cases involving misuse of resources allocated for a particular course, the course instructor may assign a failing grade.

Cases involving inappropriate use of technology by employees, including student workers, will be handled in accordance with existing personnel policies. Serious misuse may result in termination of university employment. Cases involving violation of local, state or federal laws will be referred to external authorities as directed by the Vice President of Business Services of Graceland University.

Cases involving non-students or non-employees will be referred to the area supervisor who will take action appropriate to the incident. This may include contact with Graceland security and/or referral to other external authorities for action. Serious misuse may result in expulsion from all Graceland facilities for an indefinite period of time.

### **School of Nursing Policy – addendum**

Students will be at various locations during their program and will have access to many different systems. The following guidelines must be followed:

- Students are not allowed to change any computer settings, including background or screen savers, at clinical sites or on Graceland computers in the lab, library or technology classroom.
- Students may not download or save any material on a computer at a clinical site.
- Students may not visit any unauthorized outside internet sites (i.e., social networking sites, eCollege, personal or Graceland email, etc.) on computers, iPods, or cell phones while in the clinical setting.
- No unauthorized photographs may be taken at any clinical setting or site.
- Students may not print or photocopy care plans or clinical paperwork at the clinical site.
- No patient material may be removed from the clinical setting.
- No information related to your student nurse role (including but not limited to: patient information, clinical site information, faculty/instructor information, exam content, etc.) may be shared on any social media site

## Graceland University - Code of Conduct

As a Christian institution, Graceland University seeks to foster relationships that reflect mutual concern, dignity and individual worth. Consistent with its religious heritage and commitment to a healthful lifestyle, Graceland values and promotes:

- an alcohol-free environment
- a tobacco free environment, including e-cigarette and vape
- an environment free of substance abuse
- an environment free of harassment and exploitation in sexual relationships, and premarital abstinence.

Our Code of Conduct reflects these values. All members of the Graceland community are expected to abide by all federal, state, local laws as well as rules and regulations of the University. The Code of Conduct is administered by the Vice President for Student Life/Dean of Students.

**EXPECTATIONS AND VIOLATIONS** The following types of behavior have been identified as inappropriate, and a violation may result in disciplinary action. Although specific violations have been identified, it is recognized that other types of inappropriate behavior, which are detrimental to the best interests of the University or members of its faculty, staff, or student body, may be referred for disciplinary review. (Sections of the policy relating to the Lamoni campus housing units have been omitted.) The entire policy may be reviewed in the online catalog.

### **Class C Violations (Anywhere, Anytime)**

1. Any disruptive and/or abusive behavior which disrupts a class, an official University function or the living/learning environment of the institution. Please note: Alcohol impairment may be deemed disruptive behavior.
2. Any form of theft or stealing.
3. Consumption/possession of alcoholic beverages or their containers on campus (excluding University housing) or at University sponsored activities. Please note: Possession also means being in the presence of alcohol or their containers.
4. Destroying, damaging, endangering or vandalizing private, public, or University property.
5. Destroying, tampering with or altering fire alarms or other safety equipment.
6. Discrimination, including but not limited to, verbal abuse, racial slurs, sexual innuendos, or the threat of physical abuse, expressed verbally or in written or electronic communications.
7. Endangering the health or safety of self, another person or University faculty/staff or threats of endangerment.
8. Failure to comply with the directions of a University official or failure to identify self to, falsely identifying self to, providing false information to a University official.
9. Hazing.
10. Intentional misuse/abuse of the University computer system, or repeated unintentional misuse/abuse. (See Computer Ethics and Use Policy contained in the Student Handbook)
11. Lying to University officials or to a disciplinary council.
12. Second offense and beyond of consumption/possession of alcoholic beverages or their containers in the residence halls.
13. Sexual behavior, which is offensive or fails to respect other's rights.
14. Sexual contact or sexual touching of another person without consent.
15. Striking another person without consent.
16. Use or evidence of use of tobacco in any form on campus or at University sponsored activities.
17. Use, possession or distribution of any controlled substance, including, but not limited to, narcotic drugs, marijuana, stimulants, barbiturates and/or hallucinogenic drugs, unless prescribed by a licensed physician. Please note: Possession also means being in the presence of controlled substance.
18. Use or possession of firearms, ammunition, fireworks (including smoke bombs), explosives, incendiary devices, weapons, dangerous substances, drug paraphernalia and/or materials prohibited by law while on campus or in attendance at University sponsored activities. Please note: Possession also means being in the presence of any of the aforementioned items.
19. Viewing or displaying pornography in a public access area or computer lab.
20. Violation of University policies, city ordinances and/or state and federal laws.
21. Violation of Conduct Probation or Strict Campus Conduct Probationary status.

Lack of mention in the Code of Conduct with regard to objectionable actions does not imply approval and may result in disciplinary action. We believe that violation of the Code of Conduct impinges directly on the rights of others.

CLASS C cases will be referred to the Dean or the Associate Dean of Students or referred to the Council on Student Welfare.

## Academic Integrity Policy

### From the Nursing faculty:

*“The nursing faculty recognizes there are times in college that you may feel pressured to cheat on a test or violate the Academic Integrity policy. It is important for you to recognize the warning signs and resist the temptation to violate your personal and academic integrity. We encourage you to talk with your instructor, your advisor, or one of the New Directions counselors. We are willing to listen and help you through these times of difficulty. Please remember that there are appropriate alternatives to cheating. We are always available to help facilitate your learning and academic success.”*

Academic integrity is a highly valued principle that undergirds all facets of academic life at Graceland University. Adherence to principles of honesty is a requisite for preparing students as competent responsible persons. Students admitted to the university are expected to uphold standards of academic integrity, i.e. the avoidance of fraud, plagiarism and cheating in any form.

1. **FRAUD.** Fraud is the act of deceit or misrepresentation. The following list describes ways to avoid the most common forms of fraud.
  - A. Do not alter or falsify or misrepresent an academic document.
  - B. Do not help someone alter or falsify an academic document.
  - C. Do not communicate false information whether oral, written, electronic or nonverbal.
  - D. Do not forge signatures.
2. **PLAGIARISM.** Plagiarism is representing someone else’s work as your own. The following list describes ways to avoid the most common forms of plagiarism.
  - A. Set off all direct quotations within quotation marks or within the text in a block quote form. To fail to indicate direct quotations by one of these two methods is to commit plagiarism even if the failure is accidental and even if you give the source of the quotation. In a speech you must also indicate the beginning, ending and source of all direct quotations to the audience.
  - B. If you derive an idea from another source, cite the source unless the idea is common knowledge, that is, unless people familiar with the subject you are discussing are aware of the idea.
  - C. Cite the source of paraphrased material and avoid excessive paraphrasing. Too much paraphrasing minimizes your contribution.
  - D. Submit papers that consist substantially of your own work. Do not buy, borrow or use complete, or nearly complete, papers from any source, electronic or otherwise.

3. CHEATING. The following list describes ways to avoid the most common forms of cheating.
- A. Do not give assistance to, or receive assistance from, another person, or use unauthorized notes, books, etc., when an examination or assignment is supposed to be your own work.
  - B. Do not falsify research results or violate codes for the treatment of human or animal subjects.
  - C. Do not violate the policies of proctors, preceptors or supervisors.
  - D. Do not use an electronic copy of another person's work as the starting point of your own work without the instructor's permission.
  - E. On collaborative works, include the names of all participants on any copies that are submitted for evaluation.

An instructor may assign a grade of "F" for the course in cases of fraud, plagiarism and/or cheating. When an "F" grade is assigned, the student may not drop the course. All cases of fraud, plagiarism and/or cheating will be reported to the respective dean or division chair, and the Vice President for Academic Affairs/Dean of Faculty (VPAA). The VPAA may impose additional consequences including sanctions or dismissal from a program or from Graceland University. The student may appeal the imposition of sanctions by the VPAA to the President.

### **Turnitin Plagiarism Detection Service - Submission Statement**

Graceland University's School of Nursing highly values academic integrity and is committed to the fundamental value and obligation of preserving academic honesty among our faculty, students and graduates.

Students agree that by taking this course all required papers may be subject to submission, at the discretion of the faculty member, for text comparison by Turnitin, a plagiarism detection service, and other means of detecting plagiarism. All papers submitted to Turnitin will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of future papers.

Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on [www.Turnitin.com](http://www.Turnitin.com)

## **Exception to Academic Policy**

The School of Nursing follows the University Exceptions to Academic Policy as outlined in University Catalog. Requests for exceptions to undergraduate academic policies regarding major, minor and program requirements are reviewed and acted upon by the School of Nursing. Requests for all other academic policies are reviewed and acted upon by the Curricular Adjustment Committee. Appeals may be made to the appropriate Academic Council. The full policy may be reviewed in the online University Catalog.

## **Drug-Free School and Campus**

Graceland has published information compiled in accordance with the Drug-Free Workplace Act. This information is available in the Student Life Office to all current students and employees, and to any applicant for enrollment or employment, upon request.

## **Harassment, Discrimination, and Sexual Misconduct Policy**

Graceland affirms the importance of community. The University's commitment to the principle of mutual interdependence reflects a view of the worth and dignity of all persons. Graceland seeks to foster an environment of learning and work that encourages open, supportive, nonthreatening relationships among students, faculty, administration and staff.

Since harassment, discrimination and sexual misconduct may damage the possibility of a desirable environment, such behavior will not be tolerated at Graceland. All Graceland University employees and students are personally responsible for their own actions and behaviors. This policy shall apply to all employees and students as well as guests and visitors.

This policy applies to all complaints occurring on campus or at any university-sponsored activity, regardless of location. This policy may also apply to complaints that occur off campus and/or during semester breaks or between semesters, if the Complainant(s) and/or Respondent(s) are either employees or students and the conduct is likely to have an impact on campus life and/or activities, or if the conduct poses a threat of danger to an employee or student.

As part of our commitment to providing a working and learning environment free from harassment, discrimination, and sexual misconduct, this policy shall be widely disseminated to the university community through orientations, websites, handbooks, and other appropriate channels of communication. In addition, the university shall provide periodic awareness training for employees, students, as well as investigatory training for Title IX response team members. Prevention education and awareness campaigns will be offered to students throughout the year.

Title IX Coordinator  
Katie Clauson Bash  
(641) 784-5064  
[Clauson@graceland.edu](mailto:Clauson@graceland.edu)

The full policy is available at MyGraceland.

## **Grievance Procedure**

Graceland University will generally handle complaints or concerns of students through the grievance procedure. Any member of the Graceland student body, who has a complaint or concern, may initiate informal or formal actions for complaint resolution in the Dean of Students Office. This procedure is designed to handle situations expediently. Graceland will handle complaints or concerns with sensitivity, confidentiality, and with respect to the Graceland community. A copy of the grievance procedures is available in the Dean of Students office and the Graceland University website.

## **Graceland University Student Disabilities Services**

Graceland University is committed to full compliance with the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA). Students requesting accommodations should complete an Accommodations Request at <https://www.graceland.edu/academics/accommodation-request-for-disabilities>.

After an accommodations request is completed, it is the student's responsibility to submit documentation to the Student Disability Services office. Documentation can be submitted in person by visiting the SDS office, located in the Student Success Studio, Rm 12, lower level of the F.M. Smith Library, by emailing [SDS-Info@graceland.edu](mailto:SDS-Info@graceland.edu), or faxing information to 641-784-5299.

Documentation guidelines can be found at <https://www.graceland.edu/academics/student-success-studio> in the Student Disability Services section. In order to provide appropriate academic accommodations in a timely manner, students are encouraged to complete the Accommodations Request form as early in the term as possible.

# **School of Nursing Policies**

## **STUDENT EDUCATIONAL RESPONSIBILITIES**

As practicing professionals, students are responsible participants in their educational experience at Graceland University. Students are expected to display professionalism, respect, and kindness in all aspects of their work and study. This includes, but is not limited to, email conversations, professional sharing posts, phone calls and face to face encounters with fellow students, faculty, staff, preceptors, clinical agencies and patients. Incidences of student incivility will be reported to the USAC for appropriate action which may include a written warning, probation, or dismissal.

### **Licensure**

All students must maintain current registered nurse licensure in their state of residence to practice nursing as a registered nurse throughout their educational program at Graceland University.

Graceland University's residential campus is located in the state of Iowa; therefore, our students and faculty must abide by the regulations of the Iowa State Board of Nursing. 2.5(5) from the Iowa Administrative Code, chapter 2, nursing educational programs: Nursing courses with a practice experience component may not be taken by a person:

- a. who has been denied licensure by the board,
- b. whose license is currently suspended, surrendered or revoked in any United States jurisdiction,
- c. whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action.

### **Liability Insurance**

All RN-BSN students enrolled in courses must participate in the Graceland University Nursing Student Liability Insurance Program. Fees related to liability coverage are assessed as part of the enrollment fee.



GRACELAND UNIVERSITY  
SCHOOL OF NURSING  
Undergraduate Programs

**Title: Preceptor Utilization Policy**

Approved by/date: SON-FGA 11/17/2008

Effective Date: 11/17/2008

Amended:

Reviewed (last five years) 2/27/2006, 8/8/2003, 4/2016, 3/2019, 4/27/2020

I. Purpose:

To define the utilization of preceptors in the BSN Program

II. Policy:

A. Qualifications of Preceptor

- Preceptors must be licensed registered nurses.
- Preceptors with a Bachelor of Science in Nursing or higher preferred
- Preceptors must have at least one year of clinical experience in the setting in which supervision is occurring.
- Must be an employee or recognized affiliate of the agency which is the clinical site
- Must have supervisor approval.
- Completion of preceptor training through employer preferred.

B. Qualifications for Preceptors for RN – BSN and RN – MSN Program - Community Health Nursing course

- Must have at least one year of expertise in the needs of the population served.
- Licensed registered nurse preferred.
- Bachelor of Science in Nursing degree or higher preferred.
- An employee or recognized affiliate of the agency which is the clinical site.

C. Preceptor's Responsibilities

1. Complete designated preceptor application process. (if applicable)
2. Coordinate student's planned clinical schedule with the Agency's Nurse Manager.
3. Conference with faculty and student as needed.
4. Provide written documentation of the student meeting the designated clinical objectives for consideration.
5. Report any problem or incident to the faculty member.
6. May supervise no more than 2 nursing students during any shift.

D. Faculty Responsibilities

1. Determine selection of preceptor in concert with the clinical agency designee.
2. Communicate with preceptor regarding preceptor responsibilities, clinical objectives, student's performance and final evaluation.
3. Conference with preceptor and student as needed.
4. Grade clinical assignments, determine final clinical evaluation and assign grade.
5. Provide guidelines for handling of potential situations (illness, floating, preceptor off).

E. Student's Responsibilities

1. Meet with designated preceptor to coordinate clinical schedule and review learning objectives.
2. Meet clinical objectives with guidance of designated preceptor.
  1. Be available for conferencing with preceptor and faculty.
  2. Participate in evaluation process.

Related References/Policies and Procedures/Professional Standards

CCNE Standards

MO Nurse Practice Act

Responsible Position/Committee

Curriculum Committee

UPCC

Location

Keywords

Preceptor

---

## **TITLE: Safe Practice Policy**

Approved: SON-FGA 5/16/2011

Effective Date: 6/27/2011

Reviewed: 4/23/18, 4/27/2020

Amended (last five years): 5/12/2011; 2/27/2006,

- I. Purpose:
  - To reasonably assure that no physical or emotional harm is inflicted upon self and others.
  
- II. Policy and Procedure:
  - a. Safe practice is defined in this policy as behavior that demonstrates the knowledge, skill, judgment and accountability necessary to reasonably ensure that no physical or emotional harm is inflicted upon self or others: clients, families, co-workers, peers, and faculty.
  - b. School of Nursing faculty members have the professional obligation to safeguard patient well-being and to protect student rights.
  
- III. Procedure:
  - a. Faculty members are expected to:
    - i. Specify expectations in measurable terms
    - ii. Assess significant behaviors
    - iii. Give frequent, constructive feedback
    - iv. Provide experiences appropriate to students' level of experiences
    - v. Document student endeavors
    - vi. Identify all areas in which expectations are not being met
  - b. Unsafe behavior:
    - i. Any behavior that is deemed unsafe by the instructor will be sufficient reason for removal from the practice experience setting until measures have been taken to insure safe practice.
    - ii. A student whose behavior indicates a pattern that is unsafe or is deemed likely to become unsafe will receive documentation on a Student Feedback Form.
    - iii. Copies of the Student Feedback form will be given to the Undergraduate Student Affairs Committee (USAC), the Associate Dean of the program and the student's academic advisor. Copies will be made available to the Dean of the School of Nursing if necessary

- iv. Unsafe practices will be reviewed by the USAC. Faculty, staff, and student documentation will be considered in any review. The Committee will make recommendations for further action.
- v. Unsafe practices may be grounds for terminating at any time during the clinical course. Termination in clinical will result in an “F” in clinical and in the theory course.
- c. In order to ensure safe practices, students are expected to:
  - i. \*Demonstrate self-discipline in meeting commitments and obligations (e.g., keeping appointments, submitting written assignments on time)
  - ii. Prepare in advance for clinical experience
  - iii. \*Report unsafe practices
  - iv. Apply safety measures to nursing interventions
  - v. Function within the guidelines and policies of the institution in which they are practicing
  - vi. Maintain personal, physical, and emotional stability
  - vii. Communicate appropriately, adequately, and truthfully, in both written and verbal communication
  - viii. \*Recognize own limitations and the need for appropriate supervision
  - ix. \*Provide appropriate care for all individuals regardless of age, sex, race or diagnosis
  - x. \*Judiciously protect information of a confidential matter

*\* ANA Code of Ethics*

## ANA Code for Nurses\*

### The Nonnegotiable Nature of the ANA Code for Nurses with Interpretive Statements.

Summary: The American Nurses Association (ANA) *Code for Nurses with Interpretive Statements (Code for Nurses)* explicates the goals, values and ethical precepts that direct the profession of nursing. The ANA believes the *Code for Nurses* is nonnegotiable and that each nurse has an obligation to uphold and adhere to the code of ethics.

Background: Health care ethics is concerned with the rights, responsibilities, and obligations of health care professionals, institutions of care, and clients. Upon entering the profession of nursing, nurses accept the responsibilities and trust that have accrued to nursing over the years and also the obligation to adhere to the profession's code for ethics. The *Code for Nurses*, published by the American Nurses Association, is the standard by which ethical conduct is guided and evaluated by the profession. It provides a framework within which nurses can make ethical decisions and discharge their professional responsibilities to the public, to other members of the health team, and to the profession.

The *Code for Nurses* is not open to negotiation in employment settings, nor is it permissible for individuals, groups of nurses, or interested parties to adapt or change the language of this code. The *Code for Nurses* encompasses all nursing activities and may supersede specific policies of institutions, of employers, or of practices. Therefore, the content of the *Code for Nurses with Interpretive Statements* is nonnegotiable.

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has the authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

\* **From American Nurses Association (2015). Code for Nurses. Washington DC, ANA Publishing.** (*Unchanged 2020*) National Student Nurses' Association, Inc.

**Title: Statement of Ethical Practice**

Approved: SON Faculty 5/23/2007  
Effective Date: 5/23/2007  
Reviewed: 12/19/2008, 4/27/2020  
Amended: (last five years) 2/27/2006, 5/21/2003

I. Purpose:

To delineate ethical beliefs as relative to educational practice.

II. Policy:

Graceland University and the School of Nursing believe that each student is unique. Each person brings their own beliefs, goals, strengths, potentialities, motivations and life experiences to the university community. We believe that the university and the nursing programs promote the professional and personal actualization of each student toward greater expression of each one's unique creativity.

A The student has the right:

1. and responsibility to develop to the highest potential, physically, emotionally, intellectually, and spiritually.
2. to objective, clear, accurate, up to date information, verbal and written about the university and the nursing major. This includes information about the philosophy, goals, objectives, academic programs, cost, requirements and admission policies to the university and the major.
3. to be notified as soon as possible about acceptance.
4. to information regarding written policies for admission, progression in the major, graduation from the university, or dismissal from the major.
5. to information regarding students' own academic standing.
6. to be notified of any changes before the changes occur.
7. to graduate and make application for the nursing licensing/certification examination providing all requirements for the nursing major and graduation have been met.
8. to confidentiality from those who have access to confidential information about the student.

B The School of Nursing is responsible for the standards of admission of students to the major.

C The university and the School of Nursing are open to all individuals regardless of race, color, age, national origin, sexual orientation, religion, or disability.

## **Title: Health Insurance Portability and Accountability Act (HIPAA) Regulations Policy**

Approved by: SON-FGA 4.19.10, 8/18/2008

Effective date: 4.19.10; 8/18/2008

Reviewed:4.19.10, 4/27/2020

Amended (last five years): 4.19.1002/27/06; 11/24/03; 4/8/2017

### **I. Policy:**

Graceland University School of Nursing faculty and students will comply with the HIPAA Privacy and Security Regulations, the Health Information Technology for Economic and Clinical Health Act (HITECH) and corresponding regulations in clinical, research, and institutional areas by implementing, maintaining and using appropriate administrative, technical and physical safeguards to prevent the improper use or disclosure of all PHI, including Electronic Health Information (EHI).

### **II. Procedure**

- A. Students and instructors will comply with current HIPAA and corresponding HITECH Regulations to ensure the confidentiality of health or health-related information.
- B. HIPAA and corresponding HITECH regulations will be followed in all areas that involve PHI and EHI.
- C. All students will be familiar with HIPAA Privacy Rule and Security Regulations, and HITECH policies and procedures in each of their clinical settings.
- D. Current guidelines will be available to students and instructors at all times in the School of Nursing Student Handbook and course syllabi.

### **III. Reporting of Unauthorized Disclosures or Misuse of PHI**

- A. The student is responsible for immediately reporting to his/her preceptor, and instructor any violation of HIPAA and HITECH regulations.
- B. The instructor shall report to the Facility any use or disclosure of PHI or EHI other than what is provided for by the facility agreement on the first day or no later than 3 business days. The School of Nursing will document such disclosures and will take prompt action to correct any unauthorized disclosures as required by applicable federal and state laws and regulations.

## **HIPAA: 18 indicators for Personal Health Identifiers**

1. Names (including initials)
2. All geographic subdivisions smaller than a state, including: street address, city, county, precinct, ZIP Code, and their equivalent geographical codes)
3. All elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older.
4. Telephone Number
5. Fax Number
6. E-mail Address
7. Social Security number
8. Medical Record number
9. Health Plan beneficiary number
10. Account numbers
11. Certificate/License number
12. Vehicle identifiers and serial numbers (including license plates)
13. Device identifiers and serial numbers
14. Digital addresses, including URLs
15. IP addresses
16. Biometric identifiers, including finger, retinal, and voice prints
17. Full-face Photos and any comparable images
18. Any other unique identifying number, characteristic (such as tattoos) or code, including employer name



# Title: Academic Appeal Policy & Procedure

Approved by/date: FGA 9/15/08

Effective date: January 1, 2009

Reviewed (last 5 years): 4/23/18, 4/27/20

Amended (last five years): 5/18/2010

## I. Policy

Graceland University School of Nursing has two codes of conduct: one for academic conduct and one for student conduct. A student may be disciplined or dismissed from the nursing program for either academic misconduct or student misconduct.

The standards of academic conduct address meeting established academic criteria and behavioral integrity in performing the academic work of the School. The standards of student conduct relate to matters outside the context of academic courses.

Honesty and integrity are prerequisites to academic life and more specifically, to the practice of nursing. Honesty is defined as being truthful, free of deceit and having integrity (Webster, 1976). Integrity is defined as utter honesty and adherence to a code of values (Webster, 1976). Integrity also encompasses "being truthful, avoiding acts of cheating, fraud or outright lying, and refusing to engage in deception or false representation in practice" (Hoyer, Booth, Spelman & Richardson, 1991, p. 171). Professional integrity in nursing is reflected in the American Nurses Association (ANA) Code for Nurses (2001), National Student Nurses Association (NSNA) Code of Academic and Clinical Conduct (2001), ANA Standards of Professional Nursing Practice and Performance (1991) and the Scope and Standards of Advanced Practice for Registered Nursing (1996). Nursing practice is further guided by institutional standards. Nursing students must adhere to both institutional and professional standards in the classroom, clinical sites, and the community to meet the School's standards of conduct.

### A. Academic Misconduct

Academic misconduct is a breach of honesty or integrity and standards. Examples of academic misconduct include but are not limited to the following:

1. Cheating: giving or receiving unauthorized assistance in any assignment.
2. Plagiarism: the use of ideas, language or work of another without sufficient acknowledgment that the material is not one's own or submission of the work of another, whether altered or unaltered, as one's own. Students are to be guided by the latest edition of the Publication Manual of the American Psychological Association.
3. Manipulation or alteration of another student's or faculty's academic work.
4. Unauthorized use, removal, concealment or defacement of library, skills lab or faculty resources, e.g., books, equipment, files, papers, tests.
5. Submitting the same work or portions of work for more than one class without prior written approval of faculty.
6. Collusion: assisting another student in an act of dishonesty.
7. Lying: conveying any untruth either verbal or written.
8. Disregarding the well-being and needs of patients: acts of commission or omission that could adversely affect the patient, e.g., medication errors, failure to provide safe appropriate care, failure to follow supervisor/faculty instructions for care, breach of client confidentiality.

Sanctions imposed by faculty for academic misconduct include but are not limited to:

1. Written notification of the student's act of academic misconduct and potential consequences placed in the student's file.
2. Assigning a zero (no points) for a test, assignment or paper.
3. Assigning a failing course grade.
4. Placing the student on probation.
5. Recommending dismissal from the program.

B. Guidelines for Students

Students often become aware or suspicious of academic misconduct first. For the School to maintain an environment that is supportive of academic integrity, students are encouraged to maintain the standards for academic conduct. In situations where students are in doubt as to the integrity of one's own or one's peer's actions, it is advisable to consult one of the following: course faculty, course coordinator, specialty track/program coordinator, or faculty advisor. As noted in a previous section, students must adhere to both institutional and professional standards in the classroom, clinical sites, and the community

C. Suspension

A student may be suspended from any classroom, lab or clinical session for inappropriate or unsafe behavior or failure to adhere to any GU School of Nursing Academic Policies. Suspension may last from several hours to one calendar year. Students are automatically placed on suspension during the appeal process pursuant to dismissal.

1. Faculty imposed: Faculty are solely responsible for making the immediate decision to suspend a student from classroom, clinical, or lab sessions in progress for inappropriate or unsafe behaviors. At the time of a suspension by the faculty, conditions for reinstatement are explained. Failure to meet the conditions of reinstatement may result in course failure.
2. School imposed: The Associate Dean is solely responsible for imposing suspension for failure to adhere to Graceland University School of Nursing Academic Policy. At the time of a suspension by the Associate Dean, the conditions of reinstatement are explained. Failure to meet the conditions of reinstatement may result in course failure or dismissal from the nursing program. The student may not attend classroom, lab or clinical sessions during the suspension.

D. Academic Appeal

A student may appeal any of the following:

1. Failing final course grade (C or below for graduate; D or below for undergraduate).
2. Dismissal.

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are responsibilities of the course faculty. Grade appeal is available only for the review of allegedly capricious grading and not for review of the faculty's evaluation of the student's academic performance.

Capricious grading, as the term is used here, consists only of any of the following:

1. The assignment of a grade to a particular student on some basis other than the performance in the course.
2. The assignment of a grade to a particular student by resorting to more exacting or demanding standards than were applied to other students in the course.
3. The assignment of a grade by a substantial departure from the instructor's previously announced standards.

## II. Procedure

A. An appeal is initiated by submitting a typed statement to the Chair of the Undergraduate or Graduate Student Affairs Committee (USAC/GSAC), no later than seven (7) working days after documentation of the failing final course grade or recommendation for dismissal. The typed appeal statement submitted by the student must include the following:

1. A statement of the issue;
2. Specific steps that have already been taken to resolve the issue with the course faculty, course coordinator and/or Specialty Track/Program Coordinator.
3. Evidence supporting why the student believes the decision made was inconsistent with existing GU School of Nursing or course policy, was arbitrary, or lacked sufficient evidence.

B. In preparing the appeal, it is the student's responsibility and burden to prove that the action taken by the faculty was inconsistent with existing policy, arbitrary, or lacked sufficient evidence.

The student may seek assistance from a GU School of Nursing faculty member as an adviser in preparing the statement for an appeal. The role of the adviser is to assist the student in understanding the policy and procedure. The adviser's role does not include gathering information or presenting evidence.

C. The student will submit the letter of appeal with supporting documents to the Chair of the appropriate (undergraduate or graduate) Student Affairs Committee (SAC).

D. The Chair will forward appeal documents to faculty involved in the subject matter of the appeal or its resolution.

E. Faculty will submit to the Chair of the SAC within ten (10) working days their response to the appeal document including their supporting documentation.

F. The Chair of the SAC will forward the faculty's response to the student.

G. The Chair of the SAC will appoint the appropriate/additional members to the SAC for the hearing.

H. The SAC will meet within ten (10) working days of receiving all the written appeal documents to hear the appeal. The student may request one continuance, not to exceed one week, for good cause.

- I. The student and faculty will be notified 72 hours before the hearing of the time, date and location of the hearing. The initial appeal documents will be reviewed by members of the appropriate SON Student Affairs Committee. The involved student and/or faculty may be asked to participate in the hearing (in person or via teleconference) to answer questions or provide clarification of the written appeal documents.

The committee shall be charged to weigh evidence, deliberate, and find for or against the appeal.

The meeting is confidential and restricted to those persons listed. If an incident involves more than one student, each student will be heard individually.

1. An SAC member, who has been directly involved in the awarding of a failing course grade or recommending dismissal will be replaced by a faculty member appointed by the Associate Dean.
2. The SAC will make a decision within five (5) working days after the hearing.

- J. In an appeal of a failing course grade, the SAC can either:

1. uphold the assigned grade, or
2. return the grade to the faculty for reconsideration.

- K. If the faculty is asked to reconsider a grade by the SAC, the faculty can uphold the assigned grade or change the grade. The faculty member will notify the SAC of his/her decision within 72 hours. The SAC will notify the Associate Dean and the student of the outcome of the appeal. The student may receive and sign for the SAC's written decision in person, receive email notification, and/or by certified mail.

- L. If the student wishes to appeal the SAC decision, the student must send a typed statement and supporting documentation to the Dean of the School of Nursing, no later than seven (7) working days after notification of the SAC's decision.

1. The Dean will forward appeal documents submitted by the student to faculty involved in the subject matter of the appeal or its resolution.
2. Faculty will submit to the Dean within ten (10) working days their response to the appeal document including their supporting documentation.
3. The Dean will forward the faculty's response to the student.
4. The Student will notify the Dean within seven (7) working days to formally appeal the SAC decision.
5. The Dean will initiate the Graceland University academic appeals procedure at the request of the student.

# Academic Progress

## ACADEMIC PROGRESS

### **Title: Upper Division Progression, Retention and Dismissal (RN-BSN)**

Approved: FGA 4/16/2018

Effective date: 3/19/2018

Reviewed: 3/12/2018, 4/27/20

Amended (last five years): [Policy reflects a combination of the previous RN-BSN Academic Progress and the RN-BSN Probation Policy (formerly AD-18) 03/12/18; 08/08/03; 11/14/03; 5/25/01

I. Policy: Students must fulfill the requirements for theoretical and clinical components of the major; demonstrate academic integrity and display professional behavior, which contributes to their meeting course objectives.

#### II. Student Feedback Form:

The Student Feedback Form (see attachment) is an official document used to communicate with students when there are issues with Academic Performance [course grade below a “C” or Professional Behaviors [including but not limited to attitude, respect, conduct language, integrity or dishonesty, responsibility, accountability, confidentiality, or any additional reason(s) faculty deems necessary], which affect progression in the program.

- Course or clinical instructors may initiate the form.
- A copy of the form is sent to the Undergraduate Student Affairs Committee (USAC) and the student's advisor.
- A copy of the form is placed in the student's permanent record.
- The Associate Dean will distribute a copy of the submitted form to the student with instructions and deadline for submitting a response to the documented concern and to the USAC for review and action.
- Students are required to sign and date the form with or without a written statement and return to the course instructor, advisor and the chair of the USAC.
- The USAC will review behavior(s) outlined in the Student Feedback Form and determine if further action is required. Actions by the USAC may include, but are not limited to, the student being placed on probation, recommend failure of a course, request for academic counseling, tutoring, dismissal and/or required meeting with the USAC via teleconference to discuss plans to correct behavior, or no action.
- A student may be dismissed from the nursing program for failing to meet the terms of the probation.

### III. Academic Progression

- A. Students may progress successfully by completing the courses in sequence with a minimum grade of “C” in all nursing and required support courses. When circumstances necessitate changes in the delivery of the School of Nursing curriculum, every effort will be made not to disadvantage students who started in the previous curriculum sequence.

### IV. Satisfactory Progress:

A. Satisfactory progression occurs when a student successfully passes all courses taken each term. To maintain satisfactory progress a student must earn a grade of “C” or better in all nursing undergraduate courses. **A second “D” or lower in undergraduate coursework will result in the student’s dismissal from the BSN Nursing Program.** A student who earns less than a “C” in a BSN course will be placed on academic probation. A student may enroll in the “failed” course one additional time. The repeated course must be successfully completed with a grade of “C” or above on the first repeat. Students may not withdraw from a course that is being repeated due to a failing grade.

### V. Incomplete Grades:

A grade of “I” (incomplete) is assigned at the discretion of the course faculty in emergency or extraordinary circumstances such as the following:

- Medical illness: a medical certificate may be requested by faculty.
- Compassionate grounds: those situations for which compassionate leave is normally granted in employment.
- Natural disasters/extreme circumstances: documentation may be requested by faculty

Procrastination or poor planning are not valid reasons for requesting an “Incomplete”. An incomplete grade request must be initiated by the student after discussion with the instructor. Decision of course faculty is considered final.

- Assignment Guidelines:
  - a. Due dates and times for graded assignments are clearly posted by faculty on the course website.
  - b. Course policies regarding late submission of assignments are posted in the course syllabus.
  - c. Students are responsible for carefully reviewing the course syllabus and schedule.
  - d. It is expected that students submit all assignments by the posted due date & time.
  - e. Submission of assignments for faculty to review prior to grading or for re-grading is not permitted unless otherwise specified in the assignment guidelines.
- Late Assignments:
  - Students should submit requests for extensions to faculty in writing at least 24 hours *in advance* of the specified due date. Extensions are usually only granted for a maximum of one week (see specifics in course syllabi)
  - Extensions are granted at the discretion of course faculty in emergency or extraordinary circumstances such as the following:

- Medical illness: a medical certificate may be requested by faculty.
- Compassionate grounds: those situations for which compassionate leave is normally granted in employment.
- Natural disasters/extreme circumstances: documentation may be requested by faculty
- **Work or other study commitments, or computer crashes are not valid reasons for late submission.**
- Penalties for late submission of assignments are imposed at the discretion of course faculty. Penalties may be imposed for part or all of an assignment. Faculty decisions regarding penalties for late work are considered final.
- No penalty will apply if an extension is sought and granted by the responsible person or delegate. If the assignment is handed in after the extension period then established penalties will apply.
- Students whose circumstances require extensions longer than 1-2 weeks are advised to meet with faculty to discuss available options.

## VI. Academic Progression Procedure for Students at Risk

1. Students will receive a Student Feedback Form from the academic instructor for failing course exams or failing to submit assignments deemed critical to passing the course. The completed form with or without the student response will be sent to Undergraduate Student Affairs Committee (USAC) for review.
2. If, at any time, the USAC determines a student is at academic risk, the student may be:
  - Placed on probation
  - Required to engage in a remediation plan
  - Required to create a student plan for success
  - Required to meet with the course instructor and/or advisor on a regular basis.

### B. Student Initiated Course Withdrawal

Students must send a written request to withdraw to the appropriate Program Consultant. Students may drop a course through twenty percent (Monday of the second week) without a “W”. A grade of “W” is recorded in any course from which the student withdraws after twenty and through sixty percent of the session. After sixty percent of the session is complete, the student is not allowed to withdraw from the course and will be awarded the appropriate grade in the course.

### C. Administrative/Academic Withdrawal

Students not returning to Graceland for the next semester, term, or session are required to be placed on a “stop out”. Students not enrolling for the next semester, term, or session following a “stop out” will be withdrawn from Graceland University. Additionally, two weeks of non-participation could result in academic withdrawal.

## VII. Program Probation Procedure

- A. The USAC will determine the dates of the probationary period. The student and the student’s advisor will be notified of the probationary status by a letter from the USAC.
- B. The purpose of the probationary status is to support the student’s progression through the nursing program and make arrangements for academic, clinical, and professionalism support to meet this end.



- C. The designated advisors will provide meeting notes to student academic folder concerning progress on the USA-C stipulations.
- D. The USAC will notify the student and the specified advisor when the probationary status has been discontinued.

#### VIII. Dismissal Procedure

- 1. Academic Dismissal from the program:
  - a. After failing one nursing course, students who earn a D or F in a second nursing course will be dismissed from the program.
  - b. After failing one nursing course, students who withdraw while failing (from the course being repeated or a different nursing course) will be dismissed from the program.
  - c. The Undergraduate Student Affairs Committee on behalf of the nursing faculty reserves the right to request the dismissal of any student whose health, theoretical and/or practice experience performance, or conduct demonstrates an inability to continue in the program.
  - d. The USAC will issue a letter of dismissal to the student. The student will be advised to have an exit meeting with the Associate Dean.
- 2. Nonacademic Dismissal:
  - a. The USAC, on behalf of the nursing faculty, reserves the right to dismiss any student from the program whose personal, professional or clinical conduct/performance demonstrates an inability to continue preparation for a career in nursing. This may include violation of the academic integrity policy, breach of confidentiality, substance abuse/ impairment or other infractions.

# Forms

## GRACELAND UNIVERSITY STUDENT FEEDBACK FORM, RN-BSN

Student name:  
 Date:  
 Faculty:  
 Course:

**Clinical Behavior Violations:**

<input type="checkbox"/>	Absence/Tardy
<input type="checkbox"/>	Breach of Confidentiality/HIPAA
<input type="checkbox"/>	Lack of preparation
<input type="checkbox"/>	Late/missing assignment
<input type="checkbox"/>	Medication Error
<input type="checkbox"/>	Safety Issue
<input type="checkbox"/>	Other:

**Professional Behavior Violations:**

<input type="checkbox"/>	Code of conduct violation
<input type="checkbox"/>	Disrespect
<input type="checkbox"/>	Dishonesty/ Cheating /Plagiarism
<input type="checkbox"/>	Impaired Student
<input type="checkbox"/>	Irresponsibility
<input type="checkbox"/>	Inappropriate language
<input type="checkbox"/>	Misconduct
<input type="checkbox"/>	Technological Ethics Violation
<input type="checkbox"/>	Academic Progression
<input type="checkbox"/>	Other:

Detailed account of violation, to be completed by faculty:

Instructor recommends UPC?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Faculty Signature:

Plan:

<input type="checkbox"/>	Course Instructor meeting	<input type="checkbox"/>	Student Success Plan
<input type="checkbox"/>	Unsatisfactory Professional Conduct (UPC) ( <i>5 UPCs may result in program dismissal.</i> )	<input type="checkbox"/>	Program Probation      Academic Jeopardy
<p><b>Student Response:</b> <i>(Must be submitted to UAC co-chair within 48 hours – <a href="mailto:sdjackso@graceland.edu">sdjackso@graceland.edu</a>)</i></p>			

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



**SCHOOL OF NURSING  
STUDENT PETITION FOR EXCEPTION TO ACADEMIC POLICY**

**Student Name** \_\_\_\_\_ **ID#** \_\_\_\_\_ **Program** \_\_\_\_\_

**Student Contact Information**      **Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Faculty Advisor:** \_\_\_\_\_

**Student Request:**

**Reason/Rationale:**

**Date Submitted:**

**Comments by Faculty Advisor:**

**Recommendation:**

**Approve** \_\_\_\_\_

**Deny** \_\_\_\_\_

**GSAC Recommendation:**

**Date of Action**

**Decision communicated to student by:** \_\_\_\_\_

**Copy to Faculty Advisor** \_\_\_\_\_

**Copy to Registrar/Program Consultant** \_\_\_\_\_

**Copy to Student File** \_\_\_\_\_