

## Policies and Procedures

As students in the generic program at Concordia University, all nursing students are responsible for being familiar with policies and procedures of the University and the nursing department. Please refer to the present University's catalog and student handbook for specific information. The information provided in this handbook is supplemental for the generic and LPN to RN students. ***This Handbook is subject to change.***

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I have received the nursing student handbook pertaining to the Department of Nursing's policies and procedures. I also understand that this is only a supplement to the University's general handbook.

I understand that this handbook will be useful in answering my questions regarding the Department of Nursing's policies and procedures.

My signature also indicates that I have been made aware of the Health Care Law that came into effect on October 1, 1998, making it mandatory for all persons employed or serving in the healthcare-giving industry to have a background check. Therefore, I will be subject to a background check before my initial participation in any health care and/or clinical site experiences initiated by Concordia's Nursing Department. The current cost is \$9.50 per person payable to Concordia University Wisconsin unless a recent copy of same is handed into the nursing office. This is a one time cost prior to a student's first clinical. This Legislation can be found at [www.dhfs.state.wi.us/Reg\\_licens/caregiver/cgindex.html](http://www.dhfs.state.wi.us/Reg_licens/caregiver/cgindex.html).

**ADDITIONAL FEE(S) APPLIED TO YOUR ACCOUNTS**

Nursing Students will be required to take achievement/assessment tests. The cost for each student for required assessment testing may be up to \$84.15 for the first semester to \$60.17 for each future semester. The benefit to the student and the school of nursing is that it can be used as an indicator of knowledge and progress/progression in the nursing curriculum. It will be a useful preparation for the NCLEX exam. An additional clinical site/SIM Man fee may be incurred pending agency requirements.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE NOTE:**

Any student with a documented disability condition (e.g., physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Chairperson of the Nursing Department, instructors and Health Services at the beginning of the semester.

CONCORDIA UNIVERSITY  
NURSING DEPARTMENT

It is important that you as a nursing student understand not only Concordia University's general policy and procedures, but also that of the Department of Nursing. Concordia University Wisconsin admits qualified students of any race, color, or national or ethnic origin to all programs and activities and is nondiscriminatory in the administration of its policies and programs. As a student, you will have questions about clinical, and other professional practices related to nursing. This handbook addresses some of your questions, and outlines specific policies that will affect you as students.

If you have any questions, please do not hesitate to ask them of your advisor, the nursing secretary, or the department chairperson. We hope that this handbook will help clarify some of your concerns and questions.

STATEMENT OF PURPOSE  
(Nursing Department)

The purpose of the baccalaureate program in nursing is to prepare the graduate to function as a beginning practitioner in a variety of health-care and community settings and to work collaboratively with other disciplines in assisting individuals, families, groups and communities to achieve their full health potential. The baccalaureate program provides a broad foundation in liberal arts as well as nursing education. Opportunities to enhance personal growth and promote professional development, guided by Christian principles, helps build the foundation for continued professional growth.

PHILOSOPHY

The philosophy of the Department of Nursing is consistent with and reflects the stated purpose of Concordia University.

We, the nursing faculty, believe that: Humankind is the focus of nursing. (Humankind is inclusive of person, family and community.) Therefore, nursing practice reflects the following beliefs:

- each is a unique individual born with particular patterns of God-given capacities, abilities and characteristics that make the individual from birth different from any other human being.
- while each individual is unique, God endows all with physical makeups that are essentially alike and with similar biological needs that must be met.
- behavior is wholistic and can be analyzed in terms of physiological, psychological, sociocultural, developmental, and spiritual subsystems and response to stressors.
- existence as a system finds the individual in constant interaction and communication with the environment and changes within one bring about changes in the other.

- all go through a cycle of maturation maturity, decline and death.
- health behavior is determined by needs, concerns, desires, fears, hopes, and expectations and is motivated by response to stress and stressors. Each individual seeks to avoid, minimize or escape from pain, discomfort, or injury.
- values, attitudes and beliefs influence behavior. These are rooted in cultural, social and personal experiences.

Growth and development are influenced by the cultural traditions and values of society. Within societies, individuals act together to meet the common requirement of life and face the common problems confronted by society in a particular environmental setting. In keeping with this concept, health practices are established by the usual and customary practices of the society into which people are born.

Health is dynamic in nature and is constantly subject to change. The evidence of wellness is in the individual's ability to react effectively to stressors, to perceive reality, and to display a coherent and integrated personality thereby maintaining system stability.

Illness behavior appears when individuals are unable to effectively respond to stressors in the environment. Impairment of the ability to meet minimal physiological, psychological, sociocultural, developmental and spiritual requirements for appropriate functioning indicates there has been movement on a wellness-illness continuum towards the illness end. Movement in that direction results in system instability.

Environment consists of both internal and external forces surrounding the client, at any point in time, as an open system. The created environment is an unconsciously developed protective environment that binds systems energy and encompasses both the internal and external client environments.

Nursing is a unique, evolving profession. The art and science of nursing are grounded in knowledge from the nursing discipline as well as the physical, biological and social sciences and the humanities. Nurses assist individuals, families, groups and communities to attain, retain and maintain a maximum level of wellness by purposeful preventions aimed toward facilitating adaptive mechanisms or decreasing stress responses. Stressors are inherent in human existence.

Nursing activities are organized within the nursing process framework. This framework is a detailed, problem-solving, critical thinking model employed in determining the need for nursing prevention and provision of care.

Nurses assist the individual, family, group or community, through both independent and collaborative practice, in the promotion of wellness, prevention of illness, recovery from or adaptation to illness and achievement of a peaceful death.

The evolving role of professional nursing makes it imperative that nurses be involved in health maintenance and health promotion in a variety of health and community settings. The nurse's responsibility as client advocate necessitates a leadership role in the health care team. Of

major importance to health and promotion is the role of the nurse as both learner and teacher.

The nursing faculty believes a baccalaureate program in nursing provides for the liberal and professional education of an individual. The faculty believes that learners bring attitudes, behaviors, experiences and values to the learning experience. Learning is a creative, intelligent, critical thinking process that progresses in an orderly manner from simple to complex at rates that are predictable but may differ for each individual. Learners are encouraged to become self-actualizing and morally responsible individuals. Learners investigate the relevant conditions, think through the probable success of a given act, and then test it out as a possible solution to a problem.

The faculty assists the learner to utilize knowledge from previous experience as the foundation for developing new relationships. For this reason the curriculum is dynamic, realistic and reflects the changing needs of society and the nursing profession and does not merely reflect current practice. Learning situations are designed to facilitate the learners' independence and to develop their personal growth and well being.

The faculty believes a baccalaureate program in nursing provides for the liberal and professional education of an individual. Undergraduate nursing education is characterized by the provision for learning experiences that prepare students to become legally, morally, and professionally accountable practitioners. Professional accountability includes the maintenance of current practice through continuous educational pursuits, participation in research activities that promote the profession of nursing.

The graduate master level nursing education builds on baccalaureate nursing education. Scholarly inquiry provides the foundation for preparation and provision of advanced nursing services to individuals or aggregates. Knowledge in advanced practice nursing is applied in a variety of educational and clinical sites. Role development, identification of researchable health care issues and utilization of research by the learner and colleagues are facilitated. The Master of Science in Nursing preparation provides a foundation for doctoral study. Ongoing responsibility for continuing education is fostered by individual practitioners and the nursing graduate program.

## **PROGRAM OUTCOMES**

Upon graduation the student will be able to:

1. Utilize nursing theory as a framework for synthesizing knowledge from the sciences and humanities as a basis for critical thinking in the practice of nursing.
2. Use the nursing process as a critical thinking method at all levels of prevention.
3. Utilize the Neuman Systems Theory as the framework of client's response to stressors when caring for clients with diverse backgrounds.

4. Use communication as an interactive strategy.
5. Demonstrate accountability for nursing decisions based on ethical and professional standards.
6. Implement teaching plans.
7. Demonstrate leadership/management capabilities.
8. Evaluate research results for applicability to nursing practice.
9. Collaborate with members of the health care team.
10. Identify strategies for personal and professional growth.
11. Incorporate current trends and issues impacting health care delivery in the development of nursing plans of care.

CODE FOR NURSES (*American Nurses Association, Copyright 2001*)

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

responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

### STUDENT ASSESSMENT PORTFOLIOS

A theoretical portfolio shall be maintained for each student. This portfolio will contain evidence of progress, growth and attainment of program level objectives. The Department will determine appropriate coursework that evidences achievement of program level objectives. Each student is encouraged to select additional examples of academic achievement/growth for inclusion.

At the time of graduation, the theoretical portfolio will be combined with the clinical portfolio. The combined information will be kept on file in the nursing office for seven years. Students are also encouraged to maintain their own portfolio of academic and professional growth.

### CLINICAL PORTFOLIO

A clinical portfolio shall be maintained for each student. This portfolio will contain evidence of student progress and growth in clinical practice. All laboratory and practicum course evaluation forms and checklists, various log entry samples and nursing care plan samples will be entered into the clinical portfolio. Other information for the clinical portfolio includes but is not limited to the physical examination, TB skin test results and other physical/health statements.

At the time of graduation, the clinical portfolio will be combined with the theoretical portfolio (see Theoretical Portfolio). The combined information will be kept on file in the nursing office for seven years.

### CLINICAL PRACTICE

Before you begin any nursing clinical, every student must submit evidence of health and well being to the Chairperson of Nursing, Nursing Office. Students on clinical rotations in health care facilities are at higher risk than the general population for acquiring communicable diseases such as measles, mumps, rubella, chicken pox, and tuberculosis. A health care worker or student who has one of these diseases may, in turn, infect other personnel and patients. Thus, health care facilities require evidence of immunization or natural immunity against those diseases that can be prevented.

The Physical Form on page 11 or a comparable one must be completed by a physician or licensed Advanced Practice Nurse. Students must have the Physical Exam form completed and into Health Services before they take **Nurs 212** in the spring semester of the nursing student's sophomore year. This physical will remain on file through the student's **junior and senior years. All immunizations must be kept up-to-date and on file. A TB skin test must be done yearly. If a clinical site requires yearly blood/urinalysis tests done, the student will need to**

**have them repeated and accrue the cost.** The above also applies to all transfer students.

PLEASE NOTE: *If the above information is not on file by the start of clinical, the student will not be able to enter clinical practice.*

All expenses incurred for the physical examination or the tuberculin tests will be part of the student's expense. The school nurse at Concordia University offers TB skin testing at no charge. Finally, **any student whose health status is questionable during their clinical experiences, may be withheld from clinical practice until their status is evaluated by a physician or other licensed Advanced Practice Nurse.** The physical exam will be kept on file until the student graduates.

Where to go for services:	<b>Concordia University - Rincker 113 – 262.243.4574</b>
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Director Health Services      Angie Palese RN  
& Nurse  
School Nurse Practitioners are available daily as posted.

Health Service Hours      Hours posted on door

**CONCORDIA UNIVERSITY WISCONSIN**

*Confidential Record: Information contained here will not be released unless you have authorized us to do so.*

NAME \_\_\_\_\_  
           Last                    Middle                    First                    Social Security No.                    Date

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

BIRTHDATE \_\_\_\_\_ AGE \_\_\_\_\_ SEX \_\_\_M \_\_\_F

**In case of emergency call:**

NAME \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Relationship \_\_\_\_\_

PHYSICIAN'S NAME \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

*System's review and personal history: Answer yes to current problems and past surgeries/trauma.*

Yes    No    \_\_\_\_\_ Comments on "Yes" answers:

- 1.            Skin
- 2.            Eyes
- 3.            Bones/Joints/Back
- 4.            Ear/Nose/Throat
- 5.            Kidney/Bladder
- 6.            Sexual organs/Function
- 7.            Chest/Lungs
- 8.            Heart/Circulation
- 9.            Stomach/Intestines
- 10.          Other

Are you presently under a doctor's care? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain:

Do you have any allergies? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain:

List current medications you are taking, including dose and frequency?

**Physical Assessment:**

Height \_\_\_\_\_ Weight \_\_\_\_\_ Temp \_\_\_\_\_ Pulse \_\_\_\_\_ Blood Pressure \_\_\_\_\_

**Please report specific values for Urinalysis and Hematology.**

**URINALYSIS**

Color \_\_\_\_\_  
 Appearance \_\_\_\_\_  
 pH \_\_\_\_\_  
 Specific Gravity \_\_\_\_\_  
 Sugar \_\_\_\_\_  
 Acetone \_\_\_\_\_  
 Albumin \_\_\_\_\_

**HEMATOLOGY**

WBC \_\_\_\_\_  
 RBC \_\_\_\_\_  
 HgB \_\_\_\_\_  
 HCT \_\_\_\_\_

**IMMUNIZATIONS**

- 1. **Tetanus Toxoid or Tetanus-Diphtheria, Date of last** Tetanus or Tetanus-Diphtheria \_\_\_\_\_
- 2. **Polio Series** (List dates received) \_\_\_\_\_
- 3. **Measle Titer** Titer\_\_\_\_ Date\_\_\_\_\_ If negative titer, date of immunization \_\_\_\_\_
- 4. **Rubella** Titer\_\_\_\_ Date\_\_\_\_\_ If negative titer, date of immunization \_\_\_\_\_
- 5. **Tuberculin PPD date given: Date Read: \_\_\_\_\_ By Whom: \_\_\_\_\_**  
**Results: \_\_\_\_\_**

*(For persons having a positive TB test, a chest x-ray must be taken within 12 months of clinical rotation)*

**Chest X-Ray:** \_\_\_\_\_

- 6. **\*\*Hepatitis B-Heptavax-B** Series Dates \_\_\_\_\_  
Obtained: \_\_\_\_\_  
Not Obtained: \_\_\_\_\_
- 7. Have you had **chicken pox**? Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_ *If immune status is unknown, students may want to consider consulting their health care provider regarding the chicken pox vaccine.*

**SUMMARY**

- A. Does this applicant have any acute or chronic physical and/or mental problem which has received, is receiving, or is likely to receive treatment? (Identification of such problems will not prejudice progression in the program if we are assured that the problem is being managed and under control.)
  
- B. Does the applicant have any physical activity or lifting restrictions?

I have examined the above applicant and find the person free of communicable disease and able to perform the work required without limitation.

\_\_\_\_\_

Date of Examination                      Physician's Name (Printed)                      Physician's Signature

**HEALTH INSURANCE**

**All nursing students must carry health insurance.** If you are not covered by your parent's health insurance policy, you must initiate a health insurance policy. The following must be completed and submitted to the Nursing Department prior to starting the first nursing clinical.

Name & Address of Health Insurance Company \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Policy Number \_\_\_\_\_

I understand that I must carry my own health insurance. I am fully aware that if any illness and/or injury occurs during my clinical experience, the clinical institution and/or Concordia will not be financially responsible.

Student's Name \_\_\_\_\_ Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Date received in nursing office \_\_\_\_\_ Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

THIS RECORD MUST BE ON FILE PRIOR TO THE BEGINNING OF THE CLINICAL EXPERIENCE. IF THE STUDENT DOES NOT SUBMIT EVIDENCE OF PHYSICAL AND MENTAL HEALTH, THE STUDENT WILL NOT PARTICIPATE IN THE CLINICAL ROTATION.

\*\*The U.S. Department of Occupational Safety and Health, has developed standards to protect workers from occupational exposure to blood-borne diseases including Hepatitis. As a student, you are at a certain risk of directly contacting body fluids. Because of this risk, Concordia University has recommended that all students be vaccinated against Hepatitis B.

**TUBERCULOSIS SCREENING**

All clinical affiliations mandate that nursing students and faculty be free of communicable diseases. Tuberculosis is one such illness that must be screened on a yearly basis. Thus, as a student, you must demonstrate evidence that you do not have Tuberculosis. The following is the form that you should use in providing such information. This must be submitted and on file in Health Services on a yearly basis by the time the last test expires and before the next clinical begins. If the Tuberculin Mantoux skin test is positive, a chest x-ray must be performed on a yearly basis. Students may obtain a Tuberculin skin test from Ozaukee County Public Health, their primary physician, or the Student Health Center at Concordia University. Copies are acceptable.

STUDENT \_\_\_\_\_ SS# \_\_\_\_\_

Tuberculin skin test (P.P.D. Strength) \_\_\_\_\_ Date Applied \_\_\_\_\_

Date Read \_\_\_\_\_ Result \_\_\_\_\_ m.m. of Induration \_\_\_\_\_

Person reading the results \_\_\_\_\_

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**HEPATITUS B/MENINGOCOCCAL VACCINE**

Please check the applicable boxes below and, if appropriate, fill out requested information.

\_\_\_\_ I have received information on the risks associated with meningococcal disease and hepatitis B and the availability and effectiveness of the vaccines against these diseases.

\_\_\_\_ I have received the meningococcal vaccine. Date: \_\_\_\_\_

\_\_\_\_ I have received the hepatitis vaccines on the following dates:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

\_\_\_\_ I have received the information and refuse to have (please check if applicable):

Hep B \_\_\_\_\_ Meningococcal Vaccine \_\_\_\_\_

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

(Parent or legal guardian if under the age of 18)

Please refer to the student Handbook CD or the additional information available in the Health Services clinic for more information on the above diseases.

**CLINICAL DRESS CODE Guidelines:**

It is important that students present themselves in a professional manner during clinical practice.

To the client, public, and staff of health care agencies, you represent not only nursing, but also Concordia University. Your attire will be neat, clean, and professional in appearance. The following is the policy for professional dress:

1. Students beginning clinicals need a short white lab coat and is to be worn as a jacket. This jacket is mandatory. Cost is minimal. All lab coats must carry a patch which can be purchased in the bookstore. The patch will be sewn on the left shoulder of the lab coat. Scrub pants should be royal blue w/a white scrub top. *The white scrub top (\$14.25) needs to be purchased in the Nursing Department office due to insignia.* Costs are subject to change.

Uniforms should be clean and neat at all times. Pins should, under no circumstances, be substituted for buttons or zippers. Uniform material should be of medium-weight material so that the garment cannot be seen through. The nursing uniform for nursing students is also subject to change.

2. *A name tag must be worn at all times and will be ordered for the student by the Nursing office in time for your first clinical.* This name tag should be worn on the left side of the lab coat. The cost to you will be approximately \$6.50, monies to be paid to the nursing office upon receipt of the pin. (Name pins include your first name, S.N. for student nurse, and Concordia University. The pin will be blue letters with a white background.
3. Clean, plain white, washable sweaters are permitted when giving direct client care.
4. You may wear street clothes with a lab coat and name pin in receiving client assignments and during the Pediatric/Obstetrics, Community Health and Mental Health Practica. **Street clothes do not include any color of, shorts, sweat clothes, tennis shoes or sandals.**
5. Laboratory coats that are three-quarters to full-length are only permitted when wearing street clothes.
6. Neutral or white stockings (hose) are required when wearing the white uniform. Plain white socks are permitted only with the pants/trousers uniform.
7. White nursing shoes or all white leather walking or tennis shoes are required when wearing the uniform. Sandals, sport shoes, clogs, or shoes without heel straps are not permitted.
8. Hair is to be styled to avoid contact with the client and environment. If hair is shoulder-length or longer, it must be contained by a barrette and/or other device.

9. Plain wedding bands may be worn. **Rings with stones may not be worn while giving client care.** One ring worn on the fourth finger of each hand is permitted. Chains which are used to carry engagement rings may be worn. Necklaces are not permitted. Post-type earrings only, are permitted in clinical area. No more than 2 sets of post type earrings can be worn during clinical and must be worn only on the ears. Tattoos must be covered. Facial hair must be neatly trimmed
10. A water-resistant watch with a second hand is required.
11. Fingernails must be neatly trimmed. Clear or neutral polish is permitted only if the wearing of polish is permitted in that specific clinical area. Artificial nails are prohibited.
12. It is recommended that you change into street clothes if you need to return to the University for classes.
13. Faculty are responsible for student's professional appearance. If the faculty finds that a student is not dressed appropriately, the student will be asked to leave.
14. All students must have a stethoscope, bandage scissors, pen light, and blood pressure cuff to be purchased for Nursing 212. Stethoscopes can be purchased in Concordia's Bookstore. Medical instruments and supplies may be purchased in a variety of local stores.
15. Along with professional attire, the instructor and clinical institution may have other procedures that must be followed. This may involve gum chewing, etc. It is expected that students respect and follow these procedures.

#### TRANSPORTATION TO CLINICAL SITES

Since students are assigned to clinical areas based upon the experiences available at each site, students are required to be at their assigned clinical area during the times assigned. Each student is responsible for establishing their own method of transportation to and from clinical sites. Neither the faculty of the department nor anyone at Concordia University is responsible for student transportation.

Unfortunately, Mequon does not offer cab or bus service to the campus. Therefore, it is necessary the student have access to a car beginning with their first nursing practicum.

#### STUDENT PREPARATION FOR CLINICAL PRACTICE

It is the responsibility of the student to be prepared for their clinical practice. Each

faculty member may require students to receive their clinical assignments before the time they normally appear for clinical practice time.

Preparation time may take place the day before the student's clinical practice or in the hours immediately prior to the start of clinical practice time. Preparation time is not considered part of the clinical practice hours. Specific time for preparation is set by each faculty member.

**Students who appear for clinical practice without showing evidence of such preparation will be dismissed from clinical practice at the discretion of the faculty member.**

#### CARDIOPULMONARY RESUSCITATION/CPR

All students must hold a current CPR card as of the spring semester of the sophomore year. CPR courses may be taken from the American Heart Association or American Red Cross. A student must have current certification in adult, infant, and child CPR on a yearly basis.

All students must have and keep their CPR card current with their health history file in the Nursing/Health Service offices. A completed physical examination form must be on file prior to a student's clinical experience and thereafter as required by Concordia's clinical sites.

Faculty teaching the clinical courses will also ask to see the current CPR certification.

#### UNIVERSAL PRECAUTIONS TEST

Universal Precautions Standards need to be reviewed and the knowledge of these standards will be assessed on a yearly basis in the fall. Documentation of these standards being met will be placed in the student's clinical portfolio.

#### SCHOOL CLOSING AND NURSING PRACTICA

The following policy will be in effect regarding school closing for snow days or other emergencies:

1. Concordia University will notify the media personally when Concordia is closed.
2. All employees are to exercise their judgment as to whether or not road conditions in their area allow safe travel to campus even when the school is open.

In addition, nursing clinicals will continue if Concordia is officially closed. If a nursing instructor must cancel nursing clinicals, a discussion with the nursing chairperson, Dean of Human Services, or the Academic Dean must occur. A nursing clinical will not be cancelled any earlier than 3 hours prior to clinical start time due to weather related conditions. If a clinical instructor chooses to close a clinical experience, it must be made up at the Instructor's direction.

#### PROFESSIONAL EXPECTATION

The role of the professional nurse requires continual involvement in formal and informal education. In preparation for that part of the professional role, *each nursing student who is enrolled in a practicum course is required to attend two senior seminars as a junior as their professional continuing education requirements.* These presentations are offered in the spring semester. Each student must present a signed verification of attendance. The instructor of N491

will sign and date these verifications and the student nurse will present them to Nursing 305 faculty.

**The student will prepare a one page summary of the program for their respective theoretical instructor.**

### STUDENT EMPLOYMENT

Students who work part-time should consider the guidelines for student employment as stated in the University catalog. It is strongly recommended that nursing students not work more than ten hours per week. Any nursing student who seeks employment in a health care facility is responsible for working within the guidelines of the job description for that facility. Students must work under the supervision of a Registered Nurse and must not represent themselves as a nurse or a formal representative of Concordia University Wisconsin.

**No nursing student shall work the night shift (11 p.m. to 7 a.m.) the night prior to clinical experience.** If the clinical instructor judges any clinical performance by the student affecting liability or safety, the student will be requested to leave the clinical rotation.

### LIABILITY/MALPRACTICE INSURANCE

*All students at required clinical sites/experiences are covered by Concordia University Wisconsin's Liability/Malpractice Insurance.*

If a Concordia nursing student acquires a paying job in a medical facility on their own, he/she will need to purchase their own insurance if said facility does not cover their employees' insurance. If this is the case, ***consider using your own(parent's) insurance agency first: most have professional liability insurance available.***

Cost for insurance depends on liability desired. Most companies offer both professional and personal liability insurance for RN's and students. A one year premium for RN's is usually between \$50 and \$100 for \$500,000 to \$3,000,000 coverage.

A premium for students is usually less. For example, Maginnis and Associates through Chicago offer 2 plans for students for less than \$20.

### STUDENT ABSENCES FROM CLINICAL EXPERIENCES

Clinical practice is mandatory. It is expected that students will make every effort to be present for all scheduled hours of clinical experience. Under certain circumstances, it may become necessary to miss clinical practice. **The student is allowed to miss one clinical day, if necessary, per semester with instructor approval.** This also includes Nurs 321 and 322 or any combined 7 week rotation. It is the responsibility of every student to contact the clinical faculty member and institution of any absences.

Anyone missing more than the stated number of hours will be required to make up time under the direction of the faculty member. This includes any time lost related to tardiness. The instructor will choose the make up requirement which includes but not limited to the following: the student will make up actual clinical time hour for hour, a library project or written paper,

observational experience with nursing care plan development and/or report, or as stated in the course syllabus.

THE FACULTY RESERVE THE RIGHT TO ASK ANY STUDENT TO WITHDRAW AFTER 2 WEEKS OR 4 CLINICAL DAYS OF ABSENCES IN A CLINICAL PRACTICUM.

### PREGNANCY

**If a student becomes pregnant, the student must inform her clinical instructor and nursing chairperson as soon as it is known.** To protect the health of the mother and fetus, this information is vital. For instance, a pregnant student should not take care of clients with known HIV, or Hepatitis, or should not give such medications as chemotherapeutic agents.

**This information will be kept in confidence between the student, clinical instructor and nursing chairperson.**

### CHICKEN POX OR VARICELLA

Students who are susceptible to chicken pox or whose immune status is unknown must pay careful attention to possible exposure and illness due to the varicella virus. If a susceptible student is exposed to chicken pox or shingles in any setting (home, school, community) during the period in which they are enrolled in a clinical experience, they must immediately report the exposure to their clinical instructor. The instructor will consult with the appropriate resource people and determine what action should be taken.

Students who are susceptible may want to consider consulting their health care provider regarding the chicken pox vaccine.

### SMALLPOX VACCINATION

If a student receives a smallpox vaccination, the school of nursing must be notified and that student will be unable to be in clinical for a period of time due to the contagion level upon receiving this injection.

### NURSING CURRICULUM

Another important aspect to your nursing student career at Concordia is understanding the policies and procedures as related to theory courses. The following outlines policies regarding grading, attendance, make-up work, etc.

The student is responsible for the Curriculum in the year he/she was accepted into the nursing program.

The following pages outline the curriculum that a nursing student must take at Concordia University. The Nursing Curriculum is subject to change.



_____	NURS 101 - Professional Core Foundations	- 5
_____	NURS 202 – Alterations in Wellness I	- 3
_____	BIO 322 – Pathophysiology/Nursing	- 4
_____	NURS 212 - Alterations in Wellness I Practicum	- 1
_____	NURS 213 - Professional Core Foundations Lab	- 1
_____	NURS 232 - Wellness Assessment	- 3
_____	NURS 265 – Pharmacology	- 2.5
_____	NURS 302 - Alterations in Wellness II	- 5
_____	NURS 312 - Alterations in Wellness II Practicum	- 4
_____	NURS 305 – Legal/Ethical Aspects of Nursing	- 3
_____	NURS 313 - Alterations in Wellness II Lab	- 1
_____	NURS 320 - Nursing of Developing Families/Peds	- 2.5
_____	NURS 321 - Pediatric Practicum	- 1
_____	NURS 323 - Nursing of Developing Families/OB	- 2.5
_____	NURS 322 OB:Neonates & Families Practicum	- 1
_____	NURS 335 - Introduction to Nursing Research	- 3
_____	NURS 340 - Community Wellness	- 4
_____	NURS 341 - Community Wellness Practicum	- 1
_____	NURS 363 - Therapeutic Nutrition	- 2
_____	NURS 402 - Psychological Wellness	- 3
_____	NURS 412 Psychological Wellness Practicum	- 1
_____	NURS 430 - Alterations in Wellness III	- 5
_____	NURS 431 - Alterations in Wellness III Practicum	- 2.5
_____	NURS 440 - Complex Nursing Systems	- 2
_____	NURS 441 – Leadership Practicum	- 2.5
_____	NURS 491 - Seminar in Contemporary Nursing Issues	- 1

**COLLATERAL** *(15 credits)*

_____	PSY 230 - Lifespan Development	- 3
_____	BIO 249 - Microbiology	- 4
_____	BIO 270 - Human Anatomy and Physiology I	- 3
_____	BIO 271 - Human Anatomy and Physiology Laboratory I	- 1
_____	BIO 272 - Human Anatomy and Physiology II	- 3
_____	BIO 273 - Human Anatomy and Physiology Laboratory II	- 1
_____	CPR Certification - Initial Certification Date _____	

**OPTIONAL ELECTIVES** Credits earned may be in nursing or in another discipline. Electives must be 300 level or higher.)

_____	NURS 493 - NCLEX Review	2 credits (Optional)
_____	NURS 390 - Introduction to Basic EKG	1 credit (Optional)

<b>Transfer Credits</b>	<b>Reviewed By</b>	<b>Date</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

GPA \_\_\_\_\_

ADVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

ADVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_ 2007

**CONCORDIA UNIVERSITY WISCONSIN** NAME \_\_\_\_\_  
**DEPARTMENT OF NURSING** ID#F00 \_\_\_\_\_

LPN to RN TRACK For Students Beginning Fall, 2007

		<u>Need</u>
<b>CORE CURRICULUM:</b>	<b>48</b>	_____
<b>MAJOR</b>	<b>67.5</b>	_____
<b>COLLATERAL</b>	<b>15</b>	_____
<b>ELECTIVES 3 (opt)</b>	<b>130.5 Credits w/o optional credits</b>	

**CORE CURRICULUM**

*Common Core – 15 crs. (Take these Particular courses.)*

<b>Bible Content</b> _____	3 _____
<b>Christian Doctrine: REL 110 Introduction to Christian Theology</b> _____	3 _____
<b>History: HIST 103 Civilizations &amp; Worldviews: History</b> _____	3 _____
<b>Literature: ENG 103 Civilizations &amp; Worldviews: Literature</b> _____	3 _____
<b>Writing: ENG 104 Introduction to Writing</b> _____	3 _____

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*Narrative Core – 12 crs. (Take a class in each category that satisfies a particular competency.)*

<b>Citizenship</b> ((Political Science, Economics) _____)	3 _____
<b>Communications: COMM 201 Interpersonal Communication</b> _____	3 _____
<b>Culture/Language</b> _____	3 _____
<b>Philosophical Foundations: PHIL 201 Intro. to Phil or LA 105</b> _____	3 _____

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*Distributive Core – 21 crs. Take class in each category in light of interests & program requirements.)*

<b>Creative Arts</b> _____	3 _____
<b>Language/Culture</b> _____	3 _____
<b>Mathematics: MATH 205 Statistics I</b> _____	3 _____
<b>Physical Development: HHP 100 Introduction to Lifetime Fitness</b> _____	3 _____
<b>Physical Development Activity Course</b> _____	3 _____
<b>Science w/Lab: CHEM 205/206 Gen/Organ Chem-Health Science</b>	3 _____
<b>Social Science: PSY 101 General Psychology</b> _____	3 _____
<b>Theology Elective</b> _____	3 _____

**CREDIT SUMMARY**

_____	_____
_____	_____

**NURSING MAJOR** (67.5 credits)

_____ NURS 100 – Introduction to Nursing	- 1
_____ NURS 101 - Professional Core Foundations	- 5

_____	NURS 202 – Alterations in Wellness I	- 3
_____	BIO 322 – Pathophysiology/Nursing	- 4
_____	NURS 212 - Alterations in Wellness I Practicum	- 1
_____	NURS 213 - Professional Core Foundations Lab	- 1
_____	NURS 232 - Wellness Assessment	- 3
_____	NURS 265 – Pharmacology	- 2.5
_____	NURS 302 - Alterations in Wellness II	- 5
_____	NURS 312 - Alterations in Wellness II Practicum	- 4
_____	NURS 305 – Legal/Ethical Aspects of Nursing	- 3
_____	NURS 313 - Alterations in Wellness II Lab	- 1
_____	NURS 320 - Nursing of Developing Families /Peds	- 2.5
_____	NURS 321 - Pediatric Practicum	- 1
_____	NURS 323 - Nursing of Developing Families/OB	- 2.5
_____	NURS 322 OB:Neonates & Families	- 1
_____	NURS 335 - Introduction to Nursing Research	- 3
_____	NURS 340 - Community Wellness	- 4
_____	NURS 341 – Community Wellness Practicum	- 1
_____	NURS 363 - Therapeutic Nutrition	- 2
_____	NURS 402 - Psychological Wellness	- 3
_____	NURS 412 Psychological Wellness Practicum	- 1
_____	NURS 430 - Alterations in Wellness III	- 5
_____	NURS 431 - Alterations in Wellness III Practicum	- 2.5
_____	NURS 440 - Complex Nursing Systems	- 2
_____	NURS 441 - Leadership Practicum	- 2.5
_____	NURS 491 - Seminar in Contemporary Nursing Issues	- 1

**COLLATERAL** (15 credits)

_____	PSY 230 - Lifespan Development ( <i>Social Science</i> )	- 3
_____	BIO 249 - Microbiology ( <i>Sciences</i> )	- 4
_____	BIO 270 - Human Anatomy and Physiology I	- 3
_____	BIO 271 - Human Anatomy and Physiology Laboratory I	- 1
_____	BIO 272 - Human Anatomy and Physiology II	- 3
_____	BIO 273 - Human Anatomy and Physiology Laboratory II	- 1
_____	CPR Certification - Initial Certification Date _____	

**OPTIONAL ELECTIVES** Credits earned may be in nursing or in another discipline. Electives must be 300 level or higher.)

_____	NURS 493 - NCLEX Review	2 Credits (Optional)
_____	NURS 390 - Introduction to Basic EKG	1 Credit (Optional)

CPR Certification Evidence \_\_\_\_\_ Wisconsin LPN License Number \_\_\_\_\_ Exp \_\_\_\_\_

<b>Credit Summary</b>	<b>Crs</b>	<b>GPA</b>	<b>Reviewed by</b>	<b>Date</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

ADVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_  
 ADVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

**FALL SEMESTER**

<i>Course</i>		<i>Cr</i>
Eng104	Introduction to Writing	3
Bio270/271	Human Anatomy & Phys I	4
Chem205/206	Elements of Gen & Biol Chem	4
Rel100(Core)	Bible as Literature	3
LA105	Higher Education or Phil 201	3
PE100	Intro to Lifetime Fitness	<u>1</u>
		<b>18</b>

**SPRING SEMESTER****Year I - Freshmen**

<i>Course</i>		<i>Cr</i>
Psy101	Intro Psych	3
Bio272/273	Human Anat/Phys II	4
Bio249	Microbiology	4
Nur100	Intro Prof Nursing	1
Core	PE Act	1
Hist103	Worldviews: Hist	<u>3</u>
		<b>16</b>

**PLEASE NOTE: All nursing students need to be C.N.A.s and have their CPR done by the beginning of the spring semester of their sophomore year/classes.**

**Year II - Soph**

Nurs101	Prof Core Foundations	5	Nurs202	Alterations in Wellness I	3
Bio322	Pathophysiology.Nursing	4	Nurs265	Pharmacology	2.5
Nurs232	Wellness Assessment	3	Eng103	Worldviews:Lit	3
Psy230	Lifespan Development	3	Rel110	Christian Doctrine	3
Core	Econ/Pol Sci	<u>3</u>	Comm201	Interpersonal Comm	3
			Nurs212	Alter Well I Prac	1
			Nurs213	Prof Core Found Lab	<u>1</u>
		<b>18</b>			<b>16.5</b>

**Year III - Jr**

Core	Theology Elective	3	Core	Lang/Cultural	3
Nurs302	Alterations in Wellness II	5	Nurs340	Community (4)&/ N402 Psych (3)	
Nurs312	Alterations in Wellness II Prac	4	Nurs341	Comm Prac (1) & N412 Psych Prac (1)	
			<b>OR</b>		
Nurs313	Alterations in Wellness II Lab	1	Nurs323	OB (2.5)&/ Nurs320 Peds (2.5)	
Math205	Basics of Statistics/Core	3	Nurs322	OB Prac (1) & Nurs321 Peds Prac (1)	
Nurs363	Therapeutic Nutrition	<u>2</u>	Nurs305	Legal/Ethical Aspects	3
Nurs390	EKG Interpretation (Opt) 1 cr		Core	Creative Arts	<u>3</u>
		<b>18</b>			<b>18 or 16</b>

**Year IV - Sr**

Nurs 340	Community (4) & N402 Psych (3)		Nurs430	Alteration Wellness III	5
Nurs 341	Comm Prac (1) & N412 Psych Prac (1) <b>OR</b>		Nurs491	Senior Seminar	1
Nurs323	OB (2.5) & Nurs320 Peds (2.5)		Nurs440	Leadership	2
Nurs322	OB Prac (1) & Nurs321 Peds Prac (1)		Nurs493	NCLEX (Opt) 2	
Nurs335	Nursing Research	<u>3</u>	Nurs431	Well III Pr (2.5) & Nurs441Leadership	
		<b>12 or 10</b>		Prac (2.5) (7 & 7) =	5
			Core	*Cultural/Lang unless	
				N451 was taken	<u>3</u>
					<b>16</b>

**Winterim – Optional - (Jr or Sr)**

<b>Global Educ- Nurs451 Costa Rica &amp; N452 Belize (Meets Cultural/Lang requirement)</b>	<b>3 Cr</b>
<b>Community N341 practicum requirement to Belize (fall/spring semesters)</b>	<b>1 cr</b>

This curriculum is subject to change.

*Revised 3/05*

*Total credit load = 130.5*

Hints for Scheduling Coursework:

1. Complete physical education classes prior to sophomore year. The First Aid course offered by the Phy Ed Department is not considered a phy ed activity class.

The CPR class is not considered an activity class.

2. Do not schedule classes that conflict with clinical hours. Again, it is expected that the student stays for the entire clinical.
3. Take Statistics by the end of junior year.
4. Consider taking summer classes if you consider math and science courses difficult. Statistics is usually offered at Concordia during the first 6 weeks of the summer sessions.
5. Global Educ N451 (Costa Rica) and N452 (Belize) are offered during Winterim for juniors and seniors and can count for Cross Cultural credits.
6. Utilize the model curriculum.
7. Discuss your options with your advisor.

(Numbers 8 through 17 are for the LPN to RN track student)

8. The LPN to RN student should take core courses prior to nursing clinicals.
9. As an LPN to RN student, you may take many traditional semester classes as modules. This is a nontraditional adult teaching approach to gain credits in 4, 5, 6, or 7 weeks. These include courses in the core, and electives. The following courses may be taken as modules: Religion, Hebrew Heritage, Heritage of Faith, Theology, Legal/Ethical Aspects of Nursing, Transcultural Nursing, Statistics, Life Span Development, any Humanities modules, Nursing Research, Seminar in Contemporary Nursing Issues.
10. Telecourses are also offered and may satisfy requirements in the core for the LPN to RN student. These include Abnormal Psychology, Americas, Art of the Western World, Civil War, Destinos, Faces of Culture, Literary Visions, Pacific Century, Race to Save the Planet, Varieties of Belief, Western Tradition I and II, World of Chemistry and The Writer's Exchange. The LPN to RN student may take up to 9 credits in Telecourses.
11. Most Nursing theory courses in nursing will be taken on a traditional semester basis. This involves attending classes 1 to 3 days a week during day hours.
12. Most theory courses in nursing require a concurrent clinical experience during day hours. Clinical experiences for the LPN to RN student will include patient preparation on Monday afternoons or evenings, and direct patient care on Tuesday and Wednesday mornings or afternoons until the midterm evaluation.

During this evaluation, the instructor will evaluate the student's performance using clinical objectives. If the objectives have been met at **82%** or better, clinical requirements may be eliminated or reduced to one day per week. If clinical objectives are not met, clinical will be maintained at 2 days per week.

13. Nursing 232, Wellness Assessment, may be completed by taking the course by a modular format in the B.S.N. Completion Program or by traditional semester coursework offered during the spring semester.
14. The following will usually be completed as traditional semester courses:
 

Chem 205:	Chemistry for Nurses (if required)
Bio 249:	Microbiology
Psych 101:	Intro to Psychology
Macroeconomics or Political Science	
Eng 104	Written Word
Comm 301:	Interpersonal Communications
Bio 271 & 272:	Anatomy and Physiology I and II (credits may be waived as coursework.)
15. Chem 205 Chemistry for nurses is considered a prerequisite to the nursing program. If the student has not completed Chemistry prior to admission, it must be completed within 1 year after beginning the program. Students must complete Chemistry prior to Nurs 302/312/313.
16. Physical Education classes are waived for the LPN to RN student. Necessary credits will be taken in other coursework.

### GRADING

1. In the nursing Department, the total number of points received in a course will be assigned letter grade based upon the following scale:

95-100	A	79-82	C
93-94	A-	7-78	C-
91-92	B+	75-76	D+
87-90	B	72-74	D
85-86	B-	70-71	D-
83-84	C+	Below 70	F

2. See CUW Catalog for grading point system.
3. Each nursing practicum is graded on a pass/fail basis. Each practicum utilizes an evaluation tool based upon the course objectives. Students need to achieve 77% or better of the points assigned to objectives and related behaviors to pass the practica. The point total necessary to pass the practicum is indicated on each specific practicum evaluation

tool. A score of 77% to 82% will be a marginal pass and a student nurse who receives two marginal passes in two practica will be required to withdraw from the major. The nursing advisor will notify the Nursing Chairperson of the marginal pass. The grade will be recorded as a pass with the registrar's office but documented within the student's file as a marginal pass and the student will be notified.

4. The LPN to RN student has the opportunity to pass the clinical at midterm if the student achieves an 83%. If the LPN to RN student does not achieve the passing score, the student will continue the clinical rotation as determined by the clinical instructor.

### POSTING GRADES

**Grades for theory and clinical will not be posted or filed in the student's mail folder in the nursing office.** If a student desires to know a final grade for a theory class or clinical prior to the semester ending, the student must provide a stamped addressed envelope for an instructor to send the grade.

### GRADE CHANGES

Once a course grade has been made available to the student, a change of that grade will be permitted on the following time basis: for a course taught in the traditional semester format (fall or spring semesters) the grade change is to occur before the end of three calendar weeks into the following fall or spring semester.

For a course not taught in the traditional semester format the change is to occur within six calendar weeks.

The above policy does not apply to grades of incomplete (I).

### DISABILITIES ACT

Concordia nursing students must be able to function as a registered nurse candidate at their clinical site. Any person who may require alternative instructional and/or evaluative procedures due to a handicap condition should feel free to discuss these needs with the instructor so that appropriate arrangements can be made.

### TUTORING

Nursing faculty members are available for tutoring. Please make an appointment with a faculty member for one-to-one tutoring or to set up a group for tutoring. Check with the Nursing Secretary for more information.

### WRITING REFERRALS

If a Professor finds a student nurse struggling in their writing assignments, a referral will be made to the Learning Resource Center. The student needs to present evidence of going to the Writing Center to the faculty who referred the student. If improvement is not noted in their writing skills, the student will have a formal recommendation to take AL 201 – The English Language as an elective. This course is offered through the Adult Education program at Concordia.

EXTRA WORK

Students who have low grades in theory classes should be encouraged to seek tutoring help through the Learning Resource Center early in the semester. Awareness for the need for tutoring often is seen after the first quiz grade indicates unsatisfactory performance. Students may seek extra help from faculty at a mutually agreed upon time.

No extra credit projects may be given for the purpose of raising grades in nursing courses. Writing an extra paper or doing an extra credit project has the potential for concentrating on what previously was covered in class. Working on Extra Credit assignments distracts from learning what is currently taught. Further, the concept of extra credit may give the student a false sense of security about his/her knowledge base.

ASSIGNMENTS

When a student is absent on a day when an assignment is due, the student will be expected to submit the assignment on the next school day. This means, if a student is absent on a Tuesday, the assignment must be submitted Wednesday. However, special arrangements between the student and the class professor can be agreed upon. Failure to submit the assignment on time will result in points per day being deducted from the score for the assignment. The value of the deduction will be at the professor's discretion. **Failure to hand in the assignment within one week will result in a zero for that assignment.**

If no grade for the assignment is designated, the professor has the option to assign additional homework for the student.

Professors are to choose and communicate to the students via the course syllabus, one or more of the following options when requiring written work:

1. Professor to preread paper before grading;
2. Put a copy of an excellent quality paper on reserve in the library and present expectations of project in class, **or** have a copy of quality work on hand during office hours where students can review **or** have examples of a number of student's work during class presentation; and/or
3. Professor to mandate rough draft to be handed in prior to due date.

**\*\*In addition, all professors will have posted office hours and availability and will refer students to the learning center or writing center if needed.**

If a student wishes to appeal a grade given for written work, the following procedure will be used:

1. Meet with professor and present a written defense on how criteria for the written

assignment was met. If this proves unsatisfactory for the student, the student should request in writing within three weeks from the grade awarded to

2. Meet with the professor and program director to jointly determine if criteria was met and/or determine if a reread is warranted. If this proves unsatisfactory for the student, the student should request in writing to
3. Meet with the professor, program director, and department chair to determine if criteria was met and/or if a reread is warranted. If this proves unsatisfactory for the student, the student should follow the University's grievance policy.

### FINAL EXAMS

No nursing student will be exempted from any final exam in any nursing courses.

### ATTENDANCE/QUIZ: THEORY CLASS/PRACTICUM

Students are expected to participate in classroom discussion. Because of the nature of each course, nursing instructors are given the choice in giving points to the nursing student for participation. Each nursing instructor will address the class regarding attendance policy and participation. The instructor may choose to give the students up to 25 points for their participation.

Regular, on-time attendance at scheduled classes is a reflection of professional conduct. The attendance policy has been developed to reflect behavior expected by health care employees that would apply in the work environment timelines, attendance and notification of absences are an essential part of successful employment. Students who must be absent for illness or other personal reasons must notify the instructor personally **PRIOR TO EXAM/CLINICAL/CLASS** by talking directly to instructor or by leaving a message of absence and telephone number where you can be reached with voice mail or the Nursing Department Administrative Assistant (243-4374). This will constitute an **excused absence**. If a student fails to inform the course instructor or program Administrative Assistant to missing one of the above, the absence will be considered **unexcused**. **The instructor has the discretion to judge the absence as excused or unexcused and request a health care provider excuse.**

Tardiness of more than 10 minutes, or leaving class more than 10 minutes early will count as an unexcused absence. Students who are late are expected to speak with the instructor after class; chronic tardiness is considered unprofessional behavior. In all cases, responsibility for all work missed lies with the student.

After **three excused absences**, the course instructor or the student's faculty advisor will meet with the student to discuss a plan of action to address that student's attendance. This meeting will be documented in the students' portfolio. After **one unexcused** absence in a single course, the course instructor or the student's faculty advisor will meet with the student to discuss the attendance policy and issue a formal warning, which will be documented in the portfolio. Following a **second unexcused** absence, the student must meet with the course instructor and the faculty advisor to develop a formal behavioral contract with the faculty member, to be signed by the student, the faculty member and the student's faculty advisor. Successful completion of the course will be contingent upon completion of the behavioral

contract. Student's failure to complete a behavioral contract within seven days will constitute written unprofessional behavior and a dismissal from the program.

There will be NO MAKE-UP examinations or quizzes. The point value of the examination missed will be added to the value of the final examination. This procedure only applies if the missed examination is an excused absence; otherwise, the missed examination will become a "zero (0)". However, if the student is excused due to a Concordia University sanctioned function and wishes to take the exam/quiz early, the student is responsible to make the arrangements with the professor.

#### ATTENDANCE/QUIZ: LAB

If circumstances, such as illness, make it impossible for you to take a scheduled quiz or performance test, you must notify your instructor prior to exam time. If you are unable to reach the instructor, you must leave your name and return phone number with the Nursing Department secretary. **If the instructor deems the absence as unexcused, an automatic 10% will be deducted from the quiz/performance test.**

#### CLINICAL

Students are allowed absences due to illness or family emergency; however, in the event the student is unable to attend the clinic, the instructor must be notified **prior to scheduled clinical site hours**. All absences must be made up at the discretion of the instructor and workability for the clinical site. Students may not request vacation time during clinical education experiences.

#### ADMITTANCE/PROGRESSION POLICY

Because of the demands of the nursing profession and the nursing faculty's commitment to graduate qualified practitioners, the nursing department has established the following progression policies.

Due to increased numbers, student nursing clinical rotations have limited availability. Thus students with 24 credits taken at CUW previously will be given preference for clinical rotations.

Eligibility for continuation in CUW's Nursing Program as a clinical nursing student requires that the:

- student took a minimum of 24 credits at CUW;
- student has a cumulative GPA of 2.75;
- student completed all nursing core prerequisites with C or above

Eligibility as a transfer student into CUW's Nursing Program as a clinical nursing student requires that the:

- student has a cumulative GPA of 3.00 from previous school;
- student completed all of CUW's nursing core prerequisites with C or above.

Students enrolled in the nursing program are subject to the same rules, regulations and policies governing all students at Concordia University. It is the student's responsibility to meet

with their advisor to gain feedback regarding the cumulative grade point average in nursing courses.

## FORMS OF ACADEMIC DISHONESTY

### Plagiarism

Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work. When such words, ideas, or data of others is used, the source of that information must be acknowledged through complete and accurate references. Quotation marks must be used if verbatim statements are included. Plagiarism covers unpublished as well as published sources.

### Fabrication

Fabrication is the intentional use of invented information or the falsification of academic records, research, or other findings with the intent to deceive.

### Cheating

Cheating is an act or attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise that has not been mastered.

### Academic Misconduct

Academic misconduct is the intentional violation of University policies, by tampering with grades or transcripts, or taking part in obtaining or distributing any part of an unadministered test.

### **Confidentiality**

In accordance with provisions of the Family Educational Rights and Privacy Act of 1974, any information related to an alleged violation of the University's standards or to the outcome of a judicial hearing must be treated as strictly confidential by members of the faculty. It does not violate laws on confidentiality to discuss a case with the judicial affairs staff or your department chair or dean.

## GRADE LEVEL REQUIREMENTS

### Sophomore Year

To begin the sophomore year, a student must meet the following criteria:

1. Have a cumulative grade point average (GPA) of at least 2.75 from all courses. All transfer students must have a cumulative GPA of 3.00 in their previous coursework.
2. All students must be Certified Nurses Assistant (C.N.A.), be CPR certified and have their medical history and physical examination on file in the Health Services office before beginning the spring semester of their sophomore nursing courses.
3. Science prerequisites need to be completed by all students before beginning their sophomore nursing courses. Students must receive a “C” or better in all science prerequisites. Those courses considered to be science prerequisites are as follows:
  - Anatomy & Physiology I and corresponding Lab component
  - Anatomy & Physiology II and corresponding Lab component
  - Chemistry with lab
  - Microbiology with lab
  - General Psychology (if completed)
  - Life Span Development (if completed)

General Psychology and Life Span Development can be taken during the Sophomore year if needed. In the case of transfer students, the transcripts will be evaluated and the above prerequisites may be adjusted.

4. If a student received less than a “C” in any of the above science courses, the student needs to repeat the course. Repetition of the required science courses will be permitted one time after initial completion of a course. In order to progress in the program, a grade of a C or better must be earned with repetition of the course. If a passing grade is not received with repetition of the course, the student will be dismissed from the program.
5. A student who has a GPA below 2.75 while completing N101/202/213/222/232/265 will be put on academic probation. The student then has the following semester to raise their GPA up to 2.75. If the student does not raise their GPA to a 2.75 after that semester, the Student must appeal the process.
6. During the sophomore year (after N101, N222, N232), a student whose GPA is less than 2.75 or received less than a C in the required nursing courses, will have the following options depending on individual situations:
  - retake one or more nursing courses
  - appeal to enter N 302/312/313 (See Appeals Procedure)
  - withdraw from the major

### Junior Year

To begin the junior year, a student must have completed the following courses:

- N100/101/202/212/213/222/232/265
- All sciences
- Interpersonal Communications (Comm. 201)
- General Psychology and Life Span Development

The student must also have a cumulative and nursing GPA of 2.75.

### Senior Year

To begin the senior year, a student must have the following:

- a cumulative and nursing GPA of 2.75

### THEORY

If a student does not attain a “C” or greater in a theory course, the student

- must repeat the theory and related practicum regardless of having passed it previously
- will not progress in the nursing curriculum until the course is retaken and passed

A student who receives less than a “C” in a theory course may repeat that course only once.

### PRACTICUM

Because clinical practice is a reflection of the ability to think critically and apply theoretical information in practice, several courses and practica are taken concurrently. Failure to progress in either necessitates a need to repeat both theory and practicum.

If a student does not “pass” a practicum, the student must

- repeat the practicum before progressing to the next practicum
- If the student has previously passed the related lab, the student must audit the related lab course when retaking the practicum.

A student who receives two marginal passes in two practica will be required to withdraw from the major. Refer below to the “Marginal Pass” section.

### MARGINAL PASS

Each nursing practicum is graded on a pass/fail basis. Each practicum utilizes an evaluation tool based upon the course objectives. Students need to achieve 77% or better of the points assigned to objectives and related behaviors to pass the practicum. The point total necessary to pass the practicum is indicated on each specific practicum evaluation tool. A score of 77% to 82% constitutes a marginal pass. If a marginal pass is received, the student’s nursing clinical instructor will notify the Nursing Chairperson and nursing advisor of the grade. The grade will be recorded as a “pass” with the registrar’s office, but documented as a “marginal pass” within the student’s nursing file. The student will then be notified of the grade. A student nurse who receives two marginal passes in two practica will be required to withdraw from the major.

### RETENTION STATEMENT

There are several strategies used to encourage retention. These include:

- All full-time faculty serve as advisors.
- Students are given numerous warnings before any unsuccessful course completion.
- Grades are monitored and midterm warnings are given for grades of less than C.
- Faculty serve as tutors.
- The CUW counseling center.
- The CUW Learning Resource Center/Writing Center.
- The opportunity to appeal one time.
- The opportunity to withdraw one time and repeat the course.
- Resources for testing for learning disabilities.

### ACADEMIC WARNING

Serves as a means of warning a student that their performance has not met the Department's progression policy. This warning guides the student with use of a mutually agreed contract towards changes necessary for success in Concordia's program. The changes may represent either academic changes or behavioral changes.

The nursing faculty reserves the right to place any student on academic warning or dismiss any nursing student whose academic record, nursing performance, health or personal conduct make it inadvisable for the student to continue in the program. Factors that are considered include communication/interpersonal skill, organizational skills, attendance and participation and the ability to perform in a professionally, scholarly and responsible manner.

### APPEALS

A Department of Nursing appeals meeting is set at the end of the fall and spring semesters. A student will receive notification of the appeals option when their cumulative GPA average falls below 2.75 and/or their nursing GPA is below 2.75. The student is required to respond by written and/or personal appearance to discuss their intent to progress by addressing:

- factors that impeded their progress.
- how the student plans to address these factors in the future.

The nursing faculty will outline re-entry requirements and requirements for progression in writing to the student. Each student is considered on an individual basis and therefore the entry requirements and progression requirements are unique to each student nurse.

**The student may appeal ONLY once to gain readmission to the nursing program.** Following a decision, at the Department level, the student may appeal through the regularly established Procedure for Academic Grievance Resolution Level II and Level III as specified in Concordia's student handbook.

### WITHDRAWAL

- A nursing student will be allowed only one voluntary withdrawal while a student in the

Concordia University Nursing program.

- If a student receives two marginal passes in two practica, the student **will be required** to withdraw from the major.
- If a student has used their ONE appeal option, the student **will be required** to withdraw from the major.
- No student in nursing will be required to withdraw from the nursing program without a thorough and careful review of that student's record and evaluation of total performance by the Chairperson of the Nursing Department.

### STUDENT NURSES ASSOCIATION

#### MEMBERSHIP

The role of the professional goes beyond what is learned in the classroom. To foster this professional development, Student Nurses Association membership is recommended and participation in professional meetings, and community and interdisciplinary activities is encouraged and supported. The purpose of Concordia's Student Nurses Association is to enhance nursing education in order to provide for the highest quality health care; to provide programs representative of nursing professional interests and concerns; and to aid in the development of the whole person, her/his professional role, and her/his responsibility for health care of people in all walks of life.

Membership is open to students preparing for registered nurse licensure or registered nurses completing their baccalaureate in nursing. Any student enrolled in Concordia University Wisconsin's nursing program may become a member of the association.

Officers are annually elected by nursing students. Officers of Concordia Student Nurses Association shall be: president, vice president secretary and treasurer. A faculty advisor will be selected by the Chairperson annually.

#### STUDENT REPRESENTATIVES

During the fall semester of each academic year, a nursing student will be elected by the sophomore, junior, and senior classes and will become the student representative for that year. One student representative will be elected for each 25 members of each class. A student representative serves for a period of one year with the right to be re-elected. Class time will be provided for the nominations and elections of the student representative.

The representatives will have the following responsibilities:

1. Disseminate information to the class and peers from faculty and administration.
2. Identify academic needs of students.
3. Coordinate networking between students and other student groups.
4. Coordinate social activities.
5. Represent the class on the Faculty/Student Subcommittee.

#### SCHOLARSHIPS AND AWARDS

**Scholarships** will be awarded each year to nursing students as money is available per

Concordia's Financial Aid office based on a student's GPA and need.

**The "Flossie Behrens Memorial Scholarship Endowment"** was presented to Concordia in December of 1996. The earnings from this endowment will be distributed by the Director of Financial Aid to assist full-time students enrolled in the Parish Nurse Program and our undergraduate students in the Nursing Program. Nursing Department Faculty will make recommendations to the Financial Aid Director.

The **\$1000 Birnschein Nursing Scholarship** is offered to nursing students in the spring semester of each year. If interested, students should submit an application in writing to the Department of nursing by February 15th of each year. Specific criteria is as follows:

- JUNIOR or SENIOR student
  1. Cumulative grade point average in nursing of 3.0 or above.
  2. The student should be active in campus activities, and especially hold membership and be active in the Student Nurses Association.
  3. Full-time generic student
  4. Financial aid offices will have final approval if there is a demonstrated financial need.
- FRESHMAN or SOPHOMORE student
  1. Has demonstrated evidence of scholastic ability.
  2. Demonstrates interest in completing the Nursing program.
  3. Full-time generic student
  4. Active in campus activities

The **Lutheran Hospital Alumni Association Scholarship** will be awarded to BSN Undergraduate nursing students entering their junior year. This endowment was funded in June of 1998 by a gift of \$9,000.00 from the Lutheran Hospital of Milwaukee School of Nursing Alumnae Association. The earnings from this endowment will be distributed by the Director of Financial Aid. Nursing Department Faculty will make recommendations to the Financial Aid Director.

**Caroline F. Stains Memorial Endowment Scholarship in Nursing will be awarded each year.** The earnings from this endowment will be distributed by the Director of Financial Aid. Nursing Department Faculty will make recommendations to the Financial Aid Director.

#### NIGHTINGALE AWARD

Each year, the Nightingale Award will be given to a graduating generic student from the Department of Nursing. Criteria used in the selection of the student will include:

1. selected by the nursing Department as a majority vote
2. Nursing cumulative grade point average at least 3.0
3. competency in nursing practice
4. potential for leadership as a professional nurse
5. participation in community activities
6. participation in on-campus extra-curricular activities, especially SNA.

#### REFERENCE LETTERS

Faculty are willing to write reference letters for students. It is a professional courtesy

that a student discuss this with faculty prior to naming the faculty as a reference. **Reference letters will be sent or given to the student within 2 weeks after the formal request.**

### ***HIV/AIDS AND UNIVERSAL BLOOD AND BODY FLUID PRECAUTIONS POLICY***

This policy has been formulated based on current available information on infectious diseases. It is based on Center for Disease Control (CDC) recommendations and information from the American Nurses Association.

1. All nursing faculty and students will abide by CDC's "Universal Precautions" in all client contacts.
2. Nursing students will be introduced to Universal Precautions during their first nursing clinical as a sophomore student. Each clinical nursing instructor will review specific Universal Precautions unique to each agency during each clinical rotation. The instructor will review the following with the students: general universal blood and body fluid precautions, use of protective gloves, management of contaminated waste and needle disposal, linen disposal, hand washing practices, certain individual procedures such as IV therapy and other procedures that a student may be exposed to. The instructor will also discuss the psychosocial impact of AIDS and the HIV virus and the individual student's feelings.
3. Following review of Universal Precautions, all nursing students will be expected to care for HIV-positive clients as part of routine clinical experiences.
4. If a student refuses to take care of a HIV-positive client, the clinical instructor will counsel the student as an initial response. The student should also be counseled that a reevaluation of career objectives be part of the process. The issue of risk cannot be used as justification for refusal to provide care to clients with HIV infection/AIDS.
5. Nursing faculty will serve as positive role models for students by demonstrating Universal Precautions at all times. The nurse instructor will also demonstrate a caring and Christian attitude to the HIV-infected client. Each clinical nursing instructor will keep informed of new developments in CDC guidelines and give such information to other nursing faculty, nursing Department chairperson and students. Finally, each clinical instructor will ensure that agency policies, including confidentiality policies, are being followed by all students.
6. As CDC recommends, students who are pregnant or whose skin is not intact will not be assigned to clients with known HIV infection. **Students are expected to report their pregnancy to the instructor and Department in writing as soon as possible.**

7. If a student or faculty member is accidentally exposed to blood or other drainage from a HIV-positive client or has a needlestick, **the individual will follow the hospital or other agency's present procedures and policies; and IMMEDIATELY notify his/her instructor of the exposure incident.** The individual must complete an incident report and present the incident to the agency's occupational health department and manager of the unit. A separate incident report will be filed with Concordia University's Director of Health Services (See appendix). It is the responsibility of the student to bear all financial obligations as a result of the exposure (recommended blood draws, etc.).
8. If the facility or agency that Concordia University has contracted with provides such testing as part of their occupational health, the student and/or instructor should use that facility for initial HIV testing. The individual exposed should also request that the agency be responsible for testing the source patient.
9. If the "source" patient tests positive for HIV, additional testing is advised at 6 month intervals to the exposed student and/or faculty.
10. Continued health care follow-up is the student's responsibility.
11. All students must carry health insurance.

### ***REVIEW OF UNIVERSAL BLOOD AND BODY-FLUID PRECAUTIONS***

Medical history and examination cannot reliably identify all patients infected with HIV or other blood-borne pathogens; blood and body-fluid precautions should be consistently used for all patients. Therefore, the need to adhere to Universal Precautions for all clients must be followed at all times.

Equipment that should be available to personnel in all agencies.

1. protective gloves
2. masks
3. gowns
4. protective eyewear
5. melt-a-way bags for soiled linen
6. needle disposal systems

#### A. Review of General Precautions:

1. Barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids of any client are anticipated.
  - a. Gloves - Should be worn for:
    - (1) touching all blood and body fluid, mucous membranes, or non-intact skin of all clients.
    - (2) handling items or surfaces soiled with blood or body fluids and
    - (3) performing venipuncture, intramuscular injections and other vascular access procedures.

Gloves should be changed after contact with each client.
  - b. Masks and protective eyewear - should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose and eyes.
  - c. Gowns and protective eyewear should be worn during procedures that are likely to generate splashes.
2. Hands and other skin surfaces should be washed immediately and thoroughly with soap and water if contaminated with blood or body fluids. Hands should be washed immediately after gloves are removed.
3. All grossly contaminated blood spills are to be cleaned first with a detergent and then with a 1:10 dilution of bleach. Student should inform instructor and/or other staff. Housekeeping personnel of the agency should be called.

4. Precautions should be taken to prevent injury caused by needles, scalpels and sharp instruments or devices:
  - a. during procedures
  - b. when cleaning used instruments
  - c. when handling sharp instruments after procedures
  - d. during disposal of used needles or other sharps
    - (1) Needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes or otherwise manipulated by hand.
    - (2) After use disposable syringes, needles, scalpel blades and other sharps should be placed in puncture resistant containers for disposal.
    - (3) Large-bore reusable needles should be handled according to agency
5. Review the need for mouth to mouth resuscitation versus mouthpieces, resuscitation bags or other ventilation devices during resuscitation efforts. Most agencies have mouth pieces in all client rooms.
6. Students with exudative lesions or weeping dermatitis should refrain from direct client care and from handling patient-care equipment until the condition resolves.
7. Pregnant students should adhere to Universal Precautions since the infant is at risk of infection resulting from perinatal transmission.

#### B. Precautions for Invasive Procedures

An Invasive Procedure is defined as a surgical entry into tissues, cavities, organs or repair of major traumatic injuries.

1. In an operating or delivery room, emergency department or outpatient department including physicians' or dentists' offices.
2. Cardiac catheterization or angiographic procedures.
3. Vaginal or Cesarean delivery or other invasive obstetric procedures during which bleeding may occur, or,
4. the manipulation, cutting or removal of any oral or perioral tissues including tooth structure during which bleeding occurs or the potential for bleeding exists.

The general blood and body-fluid precautions listed above, combined with the precautions listed below, should be the minimum precautions for all such invasive procedures.

1. All student nurses who participate in invasive procedures must routinely use appropriate barrier precautions to prevent skin and mucous-membrane contact with blood and other body fluids of all patients.
  - a. Gloves and/or surgical masks should be worn for invasive procedures.
  - b. Protective eyewear or face shields should be worn for procedures that commonly result in the generation of droplets, splashing of blood or other body fluids, or the generation of bone chips.
  - c. Gowns or aprons made of materials that provide an effective barrier should be worn during invasive procedures that are likely to result in the splashing of blood or other body fluids.
2. All student nurses who perform or assist in vaginal or cesarean deliveries should wear gloves and gowns when handling the placenta or the infant until blood and amniotic fluid have been removed from the infant's skin and should wear gloves during post-delivery care of the umbilical cord.
3. If a glove is torn or a needlestick or other injury occurs, the glove should be removed and a new glove used as promptly as client safety permits.

C. Precautions for Handling Specimens

Blood and other body fluids from all clients should be considered infective. Follow General Infection Control and Safety Policies for Laboratory of the agency.

Resources – A videotape, put out by OSHA, will be used to introduce the nursing student to blood and body fluid precautions with a test following the video. It is kept in the Nursing Department's Learning Center video library.

If there is an unfortunate incident or illness, please complete the Incident/Illness Report.

CONCORDIA UNIVERSITY  
Department of Nursing  
Incident/Illness Report

To be completed by nursing student and/or clinical instructor.

Name(s): \_\_\_\_\_

Agency Where Happened: \_\_\_\_\_

Circumstances: (include rooms, date of incident, location, facility, names, client's name, etc.):

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

Client's Name, Address, Room Number, and Hospital Number: \_\_\_\_\_

List names of any bystanders: \_\_\_\_\_

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

Notification of facility's Occupational Health Department:

Yes \_\_\_\_\_ No \_\_\_\_\_ Name \_\_\_\_\_

Additional Comments and follow up (Lab's drawn, etc.): \_\_\_\_\_

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

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Clinical Instructor \_\_\_\_\_ Date \_\_\_\_\_

Chairperson Signature \_\_\_\_\_ Date \_\_\_\_\_

## GLOBAL EDUCATION

We live in an increasing interdependent world. As such, it becomes a necessity in a liberal arts education to include opportunities for international study. Today students will have to cooperate and compete in a global environment. The most productive form of study is the opportunity to travel to another country, to become an active participant in direct discussions and dialogues with the people of that country to personally experience their culture - all for the purpose of understanding the economic, social, political, and religious dimensions, and to "bring peace on earth and good will to all humankind".

The goal of Concordia is to make it possible for every student during their senior year to travel to Asia, Eastern Europe, or Central or South America as an integral part of their education.

The Office of National and International Study will distribute a finite number of global education grants to students who meet, among others, the following qualifications:

1. Must participate in the international experience for university credit (be registered for the class;
2. Must have completed at least 60 undergraduate or 21 graduate credits from CUW;
3. Must be a citizen or permanent resident of the United States;
4. Must be a full-time student;
5. GPA at acceptable level.

### STUDENT'S FILE

A nursing student's official transcripts will be kept by the Registrar of Concordia University. Other student's records will be kept by the Department of Nursing. These include, but are not limited to, the physical examination record, clinical evaluation records, TB update record, insurance form, anecdotal notes by faculty and cumulative nursing grade point average record. This file will also contain the theoretical and clinical portfolios. These records will be kept for seven (7) years post graduation. If the student leaves Concordia prior to graduation, the student's record will be kept for one (1) year. Once the seven (7) year period is over, the School of Nursing will develop a summary sheet of the graduate. This will include the following:

Name/Address  
Social Security Number (Student's ID number)  
Year entered program  
Year graduated  
Summary of clinical evaluations

CONCORDIA UNIVERSITY  
DEPARTMENT OF NURSING  
SUMMARY OF STUDENT'S FILE

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Maiden Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Year Entered Program \_\_\_\_\_ Year Graduated \_\_\_\_\_

Final Nursing GPA \_\_\_\_\_

Overall GPA \_\_\_\_\_

Clinical Evaluations:

Nurs 212: NA \_\_\_ Points Met \_\_\_\_\_ Point Total \_\_\_\_\_ Pass/Fail \_\_\_\_\_ % \_\_\_\_\_

Nurs 312: NA \_\_\_ Points Met \_\_\_\_\_ Point Total \_\_\_\_\_ Pass/Fail \_\_\_\_\_ % \_\_\_\_\_

Nurs 321: NA \_\_\_ Points Met \_\_\_\_\_ Point Total \_\_\_\_\_ Pass/Fail \_\_\_\_\_ % \_\_\_\_\_

Nurs 322: NA \_\_\_ Points Met \_\_\_\_\_ Point Total \_\_\_\_\_ Pass/Fail \_\_\_\_\_ % \_\_\_\_\_

Nurs 412: NA \_\_\_ Points Met \_\_\_\_\_ Point Total \_\_\_\_\_ Pass/Fail \_\_\_\_\_ % \_\_\_\_\_

Nurs 431: NA \_\_\_ Points Met \_\_\_\_\_ Points Total \_\_\_\_\_ Pass/Fail \_\_\_\_\_ % \_\_\_\_\_

Nurs 341: NA \_\_\_ Points Met \_\_\_\_\_ Point Total \_\_\_\_\_ Pass/Fail \_\_\_\_\_ % \_\_\_\_\_

Nurs 441: NA \_\_\_ Points Met \_\_\_\_\_ Point Total \_\_\_\_\_ Pass/Fail \_\_\_\_\_ % \_\_\_\_\_