



Grand View University

Department of Nursing

RN to BSN Handbook

2019/2020

Effective October 2019

TABLE OF CONTENTS

Introduction	1
Philosophy Statement	2
Program Outcomes and Descriptive Statements	3
Requirements for Admission to the Baccalaureate Nursing Program	5
Procedure for Admission to the RN to BSN Program	5
Post-Admission Requirements.....	7
Health Insurance Portability and Accountability Act (HIPAA) Education	7
Criminal Background and Abuse Registry.....	7
Nursing Student Expenses	8
Grand View University Nursing Student Association (GVNSA)	8
National Student Nurses’ Association (NSNA), Inc. Code of Professional Conduct	8
Academic & Clinical Conduct Policies	10
National Student Nurses’ Association, Inc. Code of Academic and Clinical Conduct.....	10
Clinical Agency Policy.....	11
Professional Boundaries	11
Patient Confidentiality, Privacy, and Security	11
Civility in the Online Classroom	11
Student Concerns/Grievance Procedure	12
Formal Complaint Policy.....	12
Academic Progression Policies.....	13
Grading in Nursing Courses	13
Succeeding in an Online Course	13
Progression in the Nursing Major.....	14
Failed Nursing Courses	14
Leave of Absence.....	15
Program Completion Time Limit.....	15
Veteran’s Readmission Policy.....	15
Dismissal from the RN to BSN Program.....	15
Readmission to the RN to BSN Program.....	16
Honesty Policy	16
Accountability Contract	16
Mandatory Student Referral for Health Care	17
Student Referral Outcomes Based on Health Care Recommendation	17
Nursing Pin.....	18

Graduation Policies	19
Policy.....	19
Graduation Petition Procedure	19
Reference Option Form and Summative Graduation Profile	19
Student Success Resources	20
Center for Learning.....	20
Grand View University Nursing Student Association (GVNSA).....	21
Membership on Standing Committees of the Department of Nursing Faculty	21
Sigma (Honor Society of Nursing) Zeta Chi Chapter-at Large.....	21
Membership Criteria	21
Awards and Scholarships.....	22
Helen Danielson Scholarship	22
Iowa Lutheran Auxiliary Scholarship	22
Amy Leshner McCleary Scholarship.....	22
O.E. Ryen Nursing Scholarship.....	23
Darleen Sickert Memorial Scholarship	23
Wirtz Scholarship.....	23
Winifred Van Oel Scholarship	23
Lady-In-White Award.....	24
Appendices.....	25
Student Written Warning.....	26
Student Accountability Contract.....	27
Appendix F: Release of Information Form.....	28
Appendix G: Referral for Student to Seek Health Care	29
Appendix H: Reference Option Form.....	30

INTRODUCTION

Welcome to the Nursing Major at Grand View University. The RN to BSN sequence is specially designed for the registered nurse (RN). As an RN to BSN student, you will need to complete a total 124 credit hours to graduate with a BSN. These credit hours include both general education courses, nursing courses, and select credits transferred in from another institution. RN courses must be completed at Grand View University. The RN to BSN nursing courses are offered in a sequential manner with each nursing course offered as a prerequisite to the next nursing course in the sequence. Coursework in the RN to BSN sequence are offered in an accelerated format. This means a typical 15 week, 3-credit course is offered in an 8-week session. Students will engage in a variety of clinical assignments throughout their program as they complete assignments within their own workplaces and in a simulated environment. Grand View University's RN to BSN program is designed for the working nurse and values your previous nursing education and experience.

Grand View University is committed to assisting the RN in obtaining a baccalaureate degree in nursing. Grand View University participates in the Iowa Articulation Plan. For additional information about this, please go to the Iowa Board of Nursing website at <http://www.state.ia.us/nursing>.

The **RN to BSN Student Handbook** identifies expectations for student responsibility and accountability and serves as an important guide for decision-making. Nursing students are responsible for the Handbook content (e.g.) policies and procedures). Signed confirmation of having read this Handbook is required. Nursing students need to be aware that communications from the Department of Nursing (including new policies and procedures) will be conveyed via the Grand View e-mail system. Nursing students are responsible for setting up and maintaining a GV e-mail account. If you have not heard from the IT department regarding a GV web mail account, please contact the Information Technology Department at 263-6028.

Please do not hesitate to seek clarification of any content you do not understand. We encourage your comments and wish you success in your studies.

You will need to access your NSGP 325 course to download, sign, and reupload this document indicating you have read the RN to BSN Student Handbook policies and procedures.

Name: _____
(Please print)

Signature: _____

Date: _____

PHILOSOPHY STATEMENT

The faculty of the Department of Nursing at Grand View University believe that nursing is a discipline whose professionals are grounded in unique caring. We further believe that baccalaureate education is essential for professional nursing practice and provides the foundation for graduate nursing education. Caring, the essence of nursing, is expressed through nurturing of self and relationships between client-nurse, student-faculty, faculty-faculty, and student-student. Caring relationships in nursing are revealed, developed, and discovered through lived experiences. The lived experiences in nursing occur within the context of nursing situations. Well-being is creating and living the meaning of life. The knowledge and understanding derived from nursing situations fosters well-being. Nurses use the art and science of nursing in developing caring responses in the context of caring relationships.

Person is viewed as a unique individual who has the potential to care and to be dynamically interconnected with others and the environment in caring relationships. Within these caring relationships, well-being of clients which includes persons, families, groups, communities, and societies are nurtured.

Nursing knowledge and understanding is embedded in practice, embraces theory, and encompasses a variety of ways of knowing and understanding. Direct patient care is the cornerstone to practice, however, simulation compliments knowing and understanding, equipping and empowering students to develop clinical reasoning while engaging in interprofessional relationships. Knowing as well as understanding is shaped by context and interactions with others, with respect for own and other's voice. The learning environment which is a creative and ever-changing caring process emphasizes collegial relationships. The relationships are interactive processes benefiting student, faculty, client, and society.

Education is a dynamic, creative activity perceived by scholars of caring (Benner & Wrubel, 1989; Boykin & Schoenhofer, 1994; Leininger, 1995; Parse, 1981; Watson, 1985). "At its heart, it requires a relationship between teacher and learner, an obligation to impart and receive information. Education does not allow for indifference or denial of responsibility" (Ray, 2010, p. 43). Caring is modeled by establishing environments of learning that provide learners the "opportunity for a caring moment that engages body, mind, and spirit" (Ray, 2010, p. 43). Each learner brings with them the richness of their unique culture and modeling, dialogue, practice through multiple ways of knowing (Carper, 1978; Chinn & Kramer, 2011; White, 1991).

At the completion of the program, the graduate will actualize professionalism by:

1. Valuing life-long learning.
2. Integrating critical inquiry into practice.
3. Nurturing of self and engaging in caring relationships with peers, clients, and society.
4. Providing a culturally sensitive continuum of care.
5. Empowering self and others to influence health care and society.

Philosophy of Evaluation

Evaluation is an interactional process between students and faculty regarding nursing situations. The process is accomplished through reflection of meaning and understanding, seeing present, and future possibilities, and creating new ways of being. The evaluation process reflects the interweaving of practical and theoretical knowledge.

Initial approval 1996, Revised & approved July 2015 (amended October 2015)

PROGRAM OUTCOMES AND DESCRIPTIVE STATEMENTS

The graduate will actualize professionalism by:

Program Outcome 1: Valuing life-long learning.

In the practice of nursing as caring, life-long learning is an ongoing endeavor to seek understanding, meaning, and integration of lived experiences into a new way of being. The endeavor is dynamic and includes critical thinking and multiple ways of knowing. Examples include, but are not limited to:

professional contribution to others' learning	collegial caring
scholarship	heightened sense of self
writing	being
dialogue	presence
involvement in research	scholarly reciprocity
evidence-based practice	reading professional journals
collaboration	professional socialization
	ongoing education

Program Outcome 2: Integrating critical inquiry into practice.

Critical inquiry is a composite of attitudes and ways of considering knowledge. In the practice of nursing, critical inquiry is used to develop meaning and understanding as well as to see present and future possibilities through interpretation of both the nurse's and client's lived experiences. Examples include, but are not limited to:

observation	interpretation
reflection	rationality
creativity	analysis
directed thinking	dialogue/social interaction
evidence-based practice	synthesis
acquisition of empirical and practice knowledge	use of a clinical decision making trail
critical thinking	

Program Outcome 3: Nurturing of self and engaging in caring relationships with peers, clients, and society.

Caring relationships among clients, faculty, students, and nurses are the foundation for the practice of nursing. They are ways of relating that provide opportunity to develop both person's caring potential and possibility. Specifically, in caring relationships within nursing situations, the clients and student seek meanings of the client's well being. Within this context clients and students are transformed. Caring relationships are unique to the persons involved and evolve moment to moment. Caring relationships evolve from caring responses such as:

presence	openness to new ways of being
seeking meaning	centeredness
imagining	choices
sensing	touch
multiple perspectives of knowing	self understanding
theoretical basis of care	clinical judgment
communication	colleagueship
awareness	advocacy
accountability	integrity
authenticity	mentoring

Grand View University: Department of Nursing

Program Outcome 4: Providing a culturally sensitive continuum of care.

Culturally sensitive care is a set of congruent interactions, behaviors, values, attitudes, and policies that come together in community and foster caring relationships. Culturally sensitive care could include but is not limited to:

- sensitive interactions with diverse cultures
- search for an obtaining educational foundations regarding various worldviews
- engaging directly in cross-cultural interactions demonstration of caring responses in interactions with diverse cultures.
- Self discovery
- enculturation into nursing

Program Outcome 5: Empowering self and others to influence health care and society.

In the practice of nursing as caring, nurses empower themselves and others. Empowerment involves influencing policy that affects nursing, health care, and society. Examples include, but are not limited to:

- colleagueship
- research utilization
- policymaking
- political activity (such as networking, lobbying, testifying at hearings)
- professional organization involvement
- advocacy
- evidence-based practice*
- social responsibility
- influencing health outcomes

***Definition of Evidence-Based Practice**

Evidence-based practice (EBP) is a process by which nurses and health care professionals make clinical decisions using the best available research evidence, their clinical expertise, and patient preferences, within the context of available resources.

EBP is reflective and embraces multiple patterns of knowing, philosophy, theory, critical thinking, and integration of research driven information.

STUDENT ADMISSION TO THE NURSING PROGRAM

The Department of Nursing abides by the non-discrimination policy of the University. The applicant must be admitted to Grand View University before being eligible to be admitted to the Department of Nursing.

REQUIREMENTS FOR ADMISSION TO THE BACCALAUREATE NURSING PROGRAM

These requirements will apply to all applicants to the major regardless of the catalog year of admission to the university.

- Scholastic Ability – must have a minimum cumulative GPA of 3.0 to be admitted to Nursing.
- Evidence of Registered Nurse licensure in the state of Iowa. The original license must be shown to the Nursing Administrative Assistant for copying. Your license must remain updated throughout your career in Grand View's nursing program. Nursing courses with a clinical component may not be taken by a person:
 - Who has been denied licensure by the Iowa Board of Nursing.
 - Whose license is currently suspended, surrendered or revoked in any U.S. jurisdiction.
 - Whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action.

PROCEDURE FOR ADMISSION TO THE RN TO BSN PROGRAM

Complete the following forms and return them along with any other requested information to the Department of Nursing as soon as possible:

- **RN to BSN Program Application:** Please complete the application to the program found at <https://www.grandview.edu/academics/undergraduate/nursing-rn-bsn>
- **Processing of Application:** All completed forms, and information needed for the applicant file must be received before the Nursing Admissions, Progression, Graduation and Scholarship Committee (APGS) considers the applicant for entry into the program. The APGS Committee is composed of a chair, who is a member of the nursing faculty, additional nursing faculty, representatives of University admissions, the University for Professional and Adult Learning (CPAL) program, the Nursing Administrative Assistant, and student representatives. The APGS Committee considers all qualified applicants to the nursing program.

The APGS Committee will consider all applications during monthly meetings during fall and spring semesters and as needed during the summer. Within 10 business days after this meeting, applicant notifications will be mailed. Receipt of all required materials does not guarantee admission. Applications submitted after the application deadline will be considered on a space available basis. Students may be admitted pending successful completion of all requirements, including RN licensure. Licensure requirement must be met prior to attending the first nursing course.

Effective for Spring 2020 university admission cycle, students who have been enrolled in a RN to BSN nursing program elsewhere must show evidence they left their previous nursing program in good standing (e.g. was not dismissed from program, did not fail to meet academic requirements for nursing, is not prohibited from returning to the nursing program, etc.) and are currently eligible to continue enrollment in that program. This requires that a letter from the director of their previous program (Dean, Chair, or Department Head) be sent directly to the Grand View University Nursing Department Chair confirming good standing. Students who

Grand View University: Department of Nursing

cannot provide evidence of good academic standing will not be considered for admission to Grand View's BSN program.

POST-ADMISSION REQUIREMENTS

The Department of Nursing maintains contractual agreements with clinical practice agencies throughout central Iowa. These agencies have specific requirements associated with regulatory or accreditation bodies. Students are asked to meet specific requirements related to these contractual agreements. Grand View University RN to BSN nursing students must provide routine verification of the requirements prior to beginning the RN to BSN program.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) EDUCATION

Federal legislation, the Health Insurance portability and Accountability Act (HIPAA) of 1996, which includes the HIPAA Privacy Rule, the HIPAA Security Rule, and the HIPAA Breach Notification Rule, was established to provide individuals with certain rights to their health information. This information applies to most health care professionals and health care organizations. As a nursing professional you play a critical role in protecting the privacy and security of patient information. Students will review the HIPAA content in their NSGP 325 course and complete the quiz. Students are required to upload the signed verification form to NSGP 325 by the end of week one of that course.

CRIMINAL BACKGROUND AND ABUSE REGISTRY

All students as a condition of admission must complete a criminal background check and record of dependent adult and/or child abuse through CastleBranch. Students accepted for admission to the Department of Nursing will be notified in the acceptance letter that their matriculation is contingent upon the evaluation and acceptable outcome of all required background checks.

The following procedure will be followed:

1. Upon admission or readmission, the APGS committee chair will review the certified background check information for all students.
2. If a student is found to have a record of dependent adult and/or child abuse and/or criminal record (convictions/deferred judgments), other than minor traffic violations, this record will be sent to the Iowa Department of Human Services for evaluation in order to determine the student's ability to complete the nursing program.
3. The student will complete the evaluation form at <http://dhs.iowa.gov/sites/default/files/470-2310.pdf>
The student needs to include a detailed work history (employer, dates, position) on the evaluation form. Recent abuse and criminal checks must be included with the form. Students with recent history of criminal convictions/deferred judgments should include supporting documents.
4. The evaluation form and supporting documentation are submitted to the Department of Human services by Department of Nursing staff or faculty. If the Department of Human Services determines that the student cannot complete the Grand View nursing program, the student may be dismissed from the nursing program.
5. All nursing students must self report to their nursing advisor if they have acquired a criminal conviction or deferred judgment or have a record of dependent adult and/or child abuse since their initial certified background check. The advisor will notify the Admissions, Progression, Graduation, and Scholarship Committee chair. The student will be asked to complete another criminal background check.

Grand View University: Department of Nursing

6. If any faculty or staff becomes aware of abuse or criminal record of a current nursing student, the student's advisor will be asked to speak with the student of question. The advisor will notify the Admissions, Progression, Graduation, and Scholarship Committee chair. The student will be asked to complete another criminal background check at the student's own expense.

NURSING STUDENT EXPENSES

The following expenses are included in the University "charges" and will appear on your GV bill:

1. Criminal Background and Abuse Registry Checks.
2. Students must provide their own transportation to complete course activities.
3. Optional: National Student Nurses' Association membership (includes membership in IANS and GVNSA.) or other professional membership.

GRAND VIEW UNIVERSITY NURSING STUDENT ASSOCIATION (GVNSA)

Grand View RN to BSN students have the opportunity to belong to the National Student Nurses Association (NSNA) through Grand View's Total School Membership Plan. Membership in NSNA includes membership in the Iowa Association of Nursing Students (IANS) and Grand View University Nursing Student Association (GVNSA). Membership affords the students multiple opportunities to become involved in recruitment activities, community service and health activities, legislation and education activities, and leadership development activities. Members participate in organizational meetings, committee meetings, and conventions. Participation activities are integrated into the nursing courses throughout the program of study. Newsletters and the student magazine *Imprint* are also membership benefits. The membership fee is included in the billing for student's University tuition and fees.

The RN to BSN student who chooses not to belong to NSNA/IANS/GVNS is encouraged to belong to their state nurses' association or another professional organization with similar goals and objectives. Membership dues for organizations others than NSNA are not included as part of the RN to BSN student's tuition.

If questions arise regarding GVNSA membership, the student must meet with the Department Chair of Nursing. Only the Department Chair of Nursing may excuse the student from professional nursing organization membership.

All expenses are subject to change.

NATIONAL STUDENT NURSES' ASSOCIATION (NSNA), INC. CODE OF PROFESSIONAL CONDUCT

The Department of Nursing has adopted this code of conduct. It applies to all students in the nursing program regardless of their membership in NSNA or other professional nursing organizations.

As a member of the National Student Nurses' Association, I pledge myself to:

- Maintain the highest standard of personal and professional conduct.
- Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses' association.
- Uphold all Bylaws and regulations relating to the student nurses' association at the chapter, state and national levels reserving the right to criticize rules and laws constructively, but respecting the rules and laws as long as they prevail.
- Strive for excellence in all aspects of decision making and management at all levels of the student nurses' association.

Grand View University: Department of Nursing

- Use only legal and ethical principles in all association decisions and activities.
- Ensure the proper use of all association funds.
- Serve all members of the student nurses' association impartially, provide no compensation from another member or non-member.
- Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or appointed position in the association.
- Refuse to engage in, or condone, discrimination on the basis of race, gender, age citizenship, religion, national origin, sexual orientation, or disability.
- Refrain from any form of cheating or dishonesty, and take action to report dishonorable practices to proper authorities using established channels.
- Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is integrity in the data and information used by the student nurses' association.
- Cooperate in every reasonable and proper way with association volunteers and staff and work with them in the advocacy of student rights and responsibilities and the advancement of the profession of nursing,
- Use every opportunity to improve faculty understanding of the role of the student nurses association.
- Use every opportunity to raise awareness of the student nurses' association's mission, purpose, and goals at the school chapter level.
- Promote and encourage entering nursing students to join and become active in NSNA
- Promote and encourage graduating senior to continue their involvement by joining professional nurses' associations upon licensure as Registered Nurses.

Adopted by the 1999 House of Delegates
Pittsburgh, PA at the 47th Annual NSNA Convention

References: American Society of Association Executives and the National Society for Fundraising Executives.

ACADEMIC & CLINICAL CONDUCT POLICIES

NATIONAL STUDENT NURSES' ASSOCIATION, INC. CODE OF ACADEMIC AND CLINICAL CONDUCT

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

Code For Nursing Students

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we;

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate, and professional manner.
5. Communicate client care in a truthful, timely, and accurate manner.
6. Actively promote highest level of moral and ethical principles and accept responsibility for actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse or mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by NSNA House of Delegates, Nashville, TN, April 6, 2001. Interpretive Statements available <https://www.nсна.org/nsna-code-of-ethics.html>

CLINICAL AGENCY POLICY

Students enrolled in a nursing course with a clinical component are expected to follow the policies and procedures of the assigned clinical agency. The first violation of a clinical agency policy will result in a student being placed on an accountability contract. A second violation may result in failure of the nursing course and possible dismissal from the nursing program.

PROFESSIONAL BOUNDARIES

Professional codes of conduct are the foundation for caring relationships. These relationships exist primarily during the student's education within the timeframe of their enrollment in the nursing program. These relationships are developed between client/patient-nurse, student-faculty, faculty-faculty, and student-student. The client/patient-nurse relationship exists within the timeframe of the nursing course. The National Council of State Boards of Nursing has developed a document that provides the basis for understanding the boundaries for such relationships. The document is available at <https://www.ncsbn.org/3757.htm>

The student who wishes to continue this student-patient/client relationship beyond the end of the course must discuss this with the course faculty prior to the end of the course. Patients/clients may express gratitude to the student for care provided in the context of the student-patient relationship. The Department of Nursing limits a student's acceptance of gifts from a patient/client to those of less than \$3.00 in value.

PATIENT CONFIDENTIALITY, PRIVACY, AND SECURITY

Patients and clients are entitled to confidentiality, privacy, and security of their medical information. All practicum policies and procedures are in compliance with HIPAA. While students may share non-identifiable information for course and learning purposes, no patient information of any kind should be shared outside confidential settings in the practicum site or classroom.

No facility or facility staff information should be shared via email, on social networking sites, or by other means outside the learning environment. The instructor may direct students to share select de-identified patient information via email for course preparation or learning purposes. Sharing on Blackboard is permissible, as directed by the instructor, because Blackboard access is password-protected. Pictures of patients must never be taken, whether a patient gives permission or not. If patient pictures are being considered for an educational purpose, the student must check with the instructor who will determine policies at the practicum site. Absolutely NO reference to a patient, even if de-identified, should ever be shared electronically via email or on social networking sites such as Facebook. In addition, the National Council of State Boards of Nursing's (NCSBN) delineates expectations in The Nurse's Guide to the Use of Social Media. The document is also available at https://www.ncsbn.org/Social_Media.pdf

CIVILITY IN THE ONLINE CLASSROOM

It is inherent in the role of the Professional Caring nurse to behave in a professional and ethical manner as outlined in the NSNA Code of Academic and Clinical Conduct.

According to the American Nurses Association, incivility may be exhibited through behaviors such as rudeness, condescension, passive aggressiveness, bullying, psychological abuse, or deliberate undermining of activities. These types of incivility may lead to a non-supportive organizational climate

Grand View University: Department of Nursing

in which students feel pressured by peers to look the other way, and thus fail to support the person experiencing such incivility.

Students are expected to conduct themselves ethically, honestly, and with integrity. This requires the demonstration of mutual respect and civility in academic and professional discourse. See Standardized Syllabus statements for specific expectations.

STUDENT CONCERNS/GRIEVANCE PROCEDURE

A student who has concerns about a grade on a course assignment, a final course grade, or other matters must adhere to the following process and in the following order:

- First discuss the concern with the course faculty member. If the student is unable to resolve the concern after talking with the faculty member, the student should...
- Discuss the concern with his or her academic advisor. If the student is unable to resolve the concern after talking with the advisor, the student should...
- Direct the concern in writing to the Nursing Department Coordinator of Student Success (email is acceptable). If the student is unable to resolve the concern with the Coordinator of Student Success, the student should...
- Direct the concern in writing to the Department Chair of Nursing.

The student must follow the process and not automatically take his or her concern about an assignment or grade to the Department Chair of Nursing, as exclusion or avoidance of the course faculty member involved is considered unprofessional. Student pursuance of a concern will end at the Department Chair of Nursing level, unless a violation of policy is being presented in which case the student would direct the concern in writing to the College Dean.

Faculty members and academic departments are expected to follow their internal policies and procedures as well as University policies and procedures. If a student, faculty member, or staff member believes that another faculty member or an academic department has not followed applicable policies or procedures, they should notify the Provost and Vice President of Academic Affairs in writing within 10 days of the incident that leads to concern.

FORMAL COMPLAINT POLICY

Formal complaints made by students, parents of students, community members, clients, or others must be in writing and directed to the Department Chair of Nursing. All formal complaints will be evaluated by the Department Chair of Nursing and a written reply to the complaint will be given within one month. Records of formal complaints and the written reply will be kept on file for three (3) years.

ACADEMIC PROGRESSION POLICIES

GRADING IN NURSING COURSES

The grading scale for the Department of Nursing is as follows:

94-100	A	4.0
90-93	A-	3.7
84-89	B+	3.3
80-83	B	3.0
77-79	B-	2.7
74-76	C+	2.3
70-73	C	2.0
67-69	C-	1.7
64-66	D+	1.3
60-63	D	1.0
57-59	D-	0.7
<57	F	0.0

- Grades are calculated as percentages. If the calculated grade results in a portion of a point, those ≥ 0.5 will be rounded up.
- A cumulative faculty-made exam score of $\geq 70\%$ is also required to pass a nursing course. HESI specialty and exit exams are not included in the cumulative calculation.
- Refer to the “Exams” policy in the Nursing Standard Syllabus Statements

A student must successfully complete the course by receiving an A, B, or C letter grade. If a student receives a C-, D, or an F as a final grade in the nursing major, the student must repeat the course. For each course retaken, the most recent grade will be computed into the GPA. The failing grade remains on the student transcript. In the event that the student is unable to successfully complete a nursing course the second time with a C or above, the student will be dismissed from the nursing program (see Dismissal Policy). A student may drop a nursing course if it is within the University time frame limits.

SUCCEEDING IN AN ONLINE COURSE

What is an Online Course?

Grand View University and faculty are committed to offering quality online courses. The University uses Blackboard (Bb) as an electronic course management tool that enables faculty and students to communicate and collaborate. You have access to Bb via the myView site. Access can be obtained by clicking on Blackboard in the banner at the top of the myview page.

Succeeding in an Online Environment

RN to BSN classes will be conducted entirely online. The benefit of an online course is the convenience to access and complete the activities on your own time. A challenge with online learning is the level of self-direction and motivation required. It is expected that you log on and “attend” class just as you would in a face-to-face environment. Participation is an essential, integral component of any on-line course.

Grand View University: Department of Nursing

Assignments, announcements, and all course information will be posted on Blackboard; you should get in the habit of checking your GV email and the announcements page regularly as this is how the instructor will communicate with you individually. You are responsible for any and all material communicated via email and Blackboard.

What You Will Need

To be able to participate in this course, and to successfully complete its requirements, you need to have a high-speed internet connection. If you don't have this at home, most libraries are equipped with high-speed internet connections. You will need to have a good web browser. It is recommended you use either Firefox or Chrome as your browser for this course. Both of them are free and can be download at Mozilla.org or at google.com/chrome/.

For mobile devices, we recommend Chrome as your browser. If you sign into Chrome with a Google account, you can sync your browsing data across devices (including history and saved passwords). There is a Blackboard mobile app, Blackboard Learn, which is optimized for mobile devices. You will need to have an understanding of audio, voice, and video capabilities, proficient in word processing.

PROGRESSION IN THE NURSING MAJOR

Students must maintain a cumulative Grand View (GV) grade point average ≥ 3.0 . If a student's GV cumulative GPA falls below 3.0, the student will be placed on Nursing Program Academic Probation for one semester (this is different than the Institutional Academic Probation process). During this probationary period, the student must meet with their academic advisor and the Coordinator for Student Success to develop an academic plan, no later than the second week of the probationary semester. The student must also meet with their academic advisor throughout the semester as delineated in the academic plan.

The student's GPA will be re-evaluated at the completion of the probationary semester. The following outcomes will apply:

- If the student obtains a cumulative GPA ≥ 3.0 after the probationary semester, the student may continue to progress in the program.
- If the student's cumulative GV GPA remains below 3.0 after the probationary semester, the student will not be eligible to register for any nursing courses until GPA is ≥ 3.0 .
- If the student's cumulative GV GPA is below 3.0 for three (3) consecutive semesters, the student will be dismissed from the nursing program.

Students who are admitted to the nursing program, but who do not register for the nursing courses as specified in the admission letter are considered to have declined the admission. These students would need to reapply for admission.

Students who are admitted to the nursing program and do not register for nursing courses or withdraw from nursing courses for two consecutive semesters are considered to be inactive. They are not eligible to register for nursing courses until they reapply to the nursing program and are readmitted.

FAILED NURSING COURSES

All failed (C-, D, or F grade) courses with a NURS number must be repeated at Grand View) in order to earn credit for that course.

LEAVE OF ABSENCE

A leave of absence may be granted to a nursing student for up to one semester. The process is as follows:

1. The student contacts the nursing advisor to discuss the leave of absence request.
2. The student writes a letter (may be an email) to the APGS Committee Chairperson stating the time frame for the leave of absence. (A personal interview may be requested.)
3. If the leave is approved by Nursing APGS, student contacts Registrar's Office to start the withdrawal process.
4. The Coordinator of Student Advancement will be notified and document the student's leave.
5. When the student plans to return, the student must notify the APGS Committee by letter (may be an email).
6. If the student leave is only one semester, Nursing APGS will contact the Registrar's Office to reactivate student in the system (if student is away for more than one semester, student would contact Admissions to reapply to Grand View).
7. The student will register for nursing courses at the **end** of the registration period and admitted to class pending space available.

PROGRAM COMPLETION TIME LIMIT

The time limit for completion of nursing courses must be six (6) years following admission to the nursing major.

VETERAN'S READMISSION POLICY

The Department of Nursing will comply with the University policy on military leave of absence (see Veteran's Readmission Policy.)

DISMISSAL FROM THE RN TO BSN PROGRAM

A student may be dismissed from the nursing program for any of the following reasons:

1. Providing false or incomplete information on the application form.
2. Receiving a "C-", "D" or "F" twice in the same nursing course and/or failing two different nursing courses.
3. Dishonesty (see policy statement in the University Student Handbook and the NSNA Code of Academic and Clinical Conduct).
4. Placement on an Accountability Contract for the third time.
5. Cumulative GV grade point below 3.0 for 3 consecutive semesters.
6. Determination by the Department of Human Services that the student cannot complete the clinical education component of the Grand View nursing program.

Procedure:

The APGS Committee will consider the individual situations and make recommendation to the Department Chair for dismissal.

1. Students who are dismissed from the Nursing Program will be dropped from their Nursing courses immediately upon notification of the registrar by the Nursing Admissions, Progression, Graduation and Scholarship Committee.
2. A dismissed student may no longer participate in nursing classes or clinical activities.
3. Students who are dismissed from Grand View University for non-academic reasons will receive a grade of W in all courses if the dismissal is before the withdrawal deadline unless the student

Grand View University: Department of Nursing

has been found guilty of academic dishonesty or other failed accountability contract and a penalty of a F grade for a course or series of courses has been sanctioned.

4. If the dismissal is after the withdrawal deadline, the earned grade for the course will be determined including zero credit for the incomplete course work after the date of dismissal

READMISSION TO THE RN TO BSN PROGRAM

Students who are eligible to re-apply to the nursing program must do so within six (6) years of leaving the program and must complete the following:

1. Write a letter to the APGS Committee requesting re-admission to the program. The letter must address evidence of potential and a plan for success in the program.
2. Reapply to Grand View University.
3. Submit transcripts of any additional course work at other colleges and universities to the Registrar's Office.
4. Reapply to the Department of Nursing.
5. Readmission interview(s) may be scheduled with nursing faculty. (See Readmission Interview Process).
6. The APGS Committee will review previous student file and reason of dismissal.
7. The APGS Committee will act upon the re-admission request and may require proficiency examinations or other requirements prior to re-entering the nursing program.
8. Student's registration in nursing courses will be contingent upon the following:
 - a. Completion of the registration process.
 - b. Available space in the courses to resume the sequence of nursing courses. The student will register at the end of the registration period.
 - c. Passing proficiency exam and/or other requirements of the APGS Committee.
9. Students who have been dismissed may reapply only once.

HONESTY POLICY

See Academic Honesty Policy in University Student Handbook. Also see the NSNA Code of Academic and Clinical Conduct.

ACCOUNTABILITY CONTRACT

An accountability contract is a behavioral contract developed by the course faculty and the student's advisor to clarify expected students behavior. This contract is created when a student has been found to demonstrate action that is not consistent with course policies or expectations. Through dialogue with the faculty, the student is able to reflect on ways to meet course outcomes. The student will earn a failing grade in the course if the outcomes are not met.

1. A student who demonstrates behavior not consistent with course policies/expectations will receive written warning notification by course faculty. (See Appendix A)
2. An Accountability Contract may be developed if the behavior continues. The student will meet individually with course faculty and academic advisor. (See Appendix B)
3. The student, course faculty, and advisor must sign and date the Accountability Contract. The contract must be signed by the student in order for the student to continue in the course or the student will receive a grade of F for the course. The student may respond with written comments.
4. An original contract will be placed in the advising file. The student and advisor will receive a copy of the contract.

Grand View University: Department of Nursing

5. At the completion of the contract time frame or semester, the course faculty will write a resolution statement, describing the outcome of the contract. Copies of the updated contract will be given to the student and advisor.
6. A student can be placed on accountability contract two (2) times while in the nursing program. When course faculty need to place a student on an accountability contract for the third time, this is grounds for dismissal from the nursing program. The APGS Committee will notify the student of their dismissal from the nursing program.

MANDATORY STUDENT REFERRAL FOR HEALTH CARE

Students will be referred to appropriate health care providers when a faculty member thinks that there is a problem that is interfering with the student's progress.

Purpose

The purposes are twofold:

1. To protect the student's well-being.
2. To protect the well-being of clients.

Procedure

1. The faculty member will initiate a conference with the student to discuss the problem.
2. A specific description of the problem will be written out and signed by both the instructor and the student.
 - a. Plan of action will be developed
 - b. Decision to do nothing
3. Referral made to appropriate health care person/agency:
 - a. Medical
 - b. Nursing
 - c. Counseling
 - d. Health Care Agency
4. The student will sign a release of information form to be used by faculty in consultation with health care provider.
5. Referral form will be completed and returned to the faculty member initiating the referral and placed in the student's advising file.
6. Student may be denied admittance to or restricted in attendance at class and/or clinical until seen by the referral person/agency and recommendations carried out.

STUDENT REFERRAL OUTCOMES BASED ON HEALTH CARE RECOMMENDATION

1. If the health care provider checks a specific letter on the "Referral for Student to Seek Health Care" form, the student must complete that action before returning to clinical/class.
 - a. The student may return to the clinical area and/or classroom as determined appropriate by the faculty member.
 - b. The student may return to the clinical area and/or classroom in the time designated by the health care provider, granted other recommendations (i.e. d., e., f.) have been met; this is indicated if the student had infectious illness, needs lab tests, should rest at home, etc.
 - c. The student may return to the clinical area and/or classroom as designated with no follow-up.
 - d. The student may return to the clinical area and/or classroom as approved by health care provider and faculty member; the illness and/or treatment must not endanger the health

Grand View University: Department of Nursing

- and welfare of the student or health care clients; the student might be on medication, etc., but is able to function in the clinical area.
- e. The student may return to the clinical area and/or classroom with referred health care provider and faculty member approval to see a designated specialist or attend designated treatment program as soon as possible.
 - f. The student has made a return appointment for a specified date at a designated office. Attendance at appointment will be verified. Permission to return to the clinical area and/or classroom is granted by the health care provider, but is also at the discretion of the nursing faculty member who can more appropriately decide if the student can function in the given assignment in the clinical area and/or classroom.
2. If student does not comply with the request for referral, he/she may be denied attendance at clinical/class and the matter referred to the Department Chair of Nursing.

NURSING PIN

Students may purchase the Grand View Nursing pin and receive it at a pinning ceremony.

GRADUATION POLICIES

In general, a student is eligible for graduation based on the following criteria:

1. Meet general University requirements for the baccalaureate degree.
2. Successful completion of course requirements for a Bachelor of Science in Nursing degree.
3. Completion of 124 semester hours and all required lower and upper division courses in the Nursing major curriculum.
4. Minimum 3.0 nursing major GPA **and** minimum 3.0 cumulative GPA.

POLICY

- A Baccalaureate track student must have a Nursing GPA of ≥ 3.0 to graduate.
- Courses used to figure Nursing GPA are STAT241, NSGP325, 355, 425, 465, and 485.
- If a student does not have the required Nursing GPA, the only means of raising the Nursing GPA, is to repeat a required major course.

GRADUATION PETITION PROCEDURE

See University catalog or link at

<https://myview.grandview.edu/academics/advising/PlanOfStudy/Pages/default.aspx>

REFERENCE OPTION FORM AND SUMMATIVE GRADUATION PROFILE

In the final semester of the program, a Reference Option Form will be distributed to students. Upon completion, this document and the NSGP 485 Summative Evaluation form will be given to the Nursing Administrative Assistant to be placed in the student's permanent file. (Reference Option form available in Appendix G.)

STUDENT SUCCESS RESOURCES

CENTER FOR LEARNING

The Center for Learning will be open for you to learn new therapies as well as refresh your knowledge of therapies prior to utilizing them in the clinical setting. The hours for the Center for Learning will be posted. Clinical lab times will be indicated on the Center for Learning schedule.

Guidelines:

In order for everyone to be able to utilize the Center for Learning most expediently, you are asked to follow the established guidelines:

- Audio-visual materials or equipment borrowed from the Center for Learning must be signed out by student when taken and when returned.
- Students are responsible for all materials borrowed from the Center for Learning and must replace any broken, lost, or stolen items.
- The Center for Learning phone number is 515.263-2857. Please call and leave a message if you are unable to keep an appointment or attend a scheduled lab for any reason.

STUDENT OPPORTUNITIES

GRAND VIEW UNIVERSITY NURSING STUDENT ASSOCIATION (GVNSA)

Grand View nursing students have the opportunity to belong to the National Student Nurses Association (NSNA) through Grand View's Total School Membership Plan. Membership in NSNA includes membership in the Iowa Association of Nursing Students (IANS) and Grand View University Nursing Student Association (GVNSA). Membership affords the students multiple opportunities to become involved in recruitment activities, community service and health activities, legislation and education activities, and leadership development activities. Members participate in organizational meetings, committee meetings, and conventions. Participation activities are integrated into the nursing courses throughout the program of study. Newsletters and the student magazine *Imprint* are also membership benefits. The membership fee is included in the billing for student's University tuition and fees. If questions arise regarding GVNSA membership, the student must meet with the Department Chair of Nursing. Only the Department Chair of Nursing may excuse the student from GVNSA membership.

MEMBERSHIP ON STANDING COMMITTEES OF THE DEPARTMENT OF NURSING FACULTY

Student representatives shall be appointed by the Grand View University Nursing Student Association for the below named committees for a term of at least one academic year and no more than two (2) academic year terms. Students who participate in Nursing Faculty committees are responsible to regularly provide a report to the GVNSA.

- Admissions, Progression, Graduation, & Scholarship One or two students
- Nursing Curriculum Committee One or two students

SIGMA (HONOR SOCIETY OF NURSING) ZETA CHI CHAPTER-AT LARGE

The mission of the Honor Society of Nursing, Sigma Theta Tau International, is advancing world health and celebrating nursing excellence in scholarship, leadership, and service.

MEMBERSHIP CRITERIA

Students are invited to join the honor society. To find out more about chapters in your region, including benefits of membership access the website at <http://www.nursingsociety.org/>.

Undergraduate Students must:

- have completed half of the nursing curriculum.
- achieve academic excellence. (At schools where a 4.0 grade-point average system is used, this equates to a 3.0 or higher.)
- rank in the upper 35th percentile of the graduating class.
- meet the expectation of academic integrity.

Registered Nurse Students must:

- have completed 12 credit hours at their current school.
- have completed half of the nursing curriculum.
- achieve academic excellence. (At schools where a 4.0 grade-point average system is used, this equates to a 3.0 or higher.)
- rank in the upper 35th percentile of the graduating class.
- meet the expectation of academic integrity.

Grand View University: Department of Nursing

*Students in graduate programs who are registered nurses, legally recognized to practice in their country and have a minimum of a baccalaureate degree or the equivalent in any field, shall be eligible to be considered as a Nurse Leader at any point in the program.

Nurse Leader Candidates must:

- be legally recognized to practice nursing in their country.
- have a minimum of a baccalaureate degree or the equivalent in any field.
- demonstrate achievement in nursing.

Procedure:

Candidates who meet the qualification for membership will be invited to join.

AWARDS AND SCHOLARSHIPS

Various scholarships available through the Department of Nursing faculty are notified annually by the Financial Aid office, and by the Admissions, Progression, Scholarship and Graduation Committee what monies are available for each scholarship. The Nursing Faculty are asked to help nominate/vote for candidates for such scholarships.

HELEN DANIELSON SCHOLARSHIP

This scholarship is in recognition of Helen Danielson, who was a nurse for over 43 years and an outstanding member of Iowa Lutheran Nurses Association.

Qualifications:

- Full-time nursing student
- Financial need
- Written rationale demonstrating why student should be considered (leadership qualities, caring relationships in clinical, etc.)

IOWA LUTHERAN AUXILIARY SCHOLARSHIP

Iowa Lutheran Hospital and Grand View University have a long-standing relationship and a shared heritage. After the closing of the Lutheran Hospital Nursing Program, the Iowa Lutheran Auxiliary began a tuition assistance program. For each year of several decades, the Auxiliary has generously provided a scholarship to a senior nursing student at Grand View, helping many to achieve their higher education goals.

Qualifications:

- Senior nursing student enrolled for full-time
- Committed to pursuing a career in nursing
- Written rationale provided to demonstrate why student should be considered (leadership qualities, caring relationships in clinical, etc.)

AMY LESHER MCCLEARY SCHOLARSHIP

This scholarship is in memory of Amy Leshner McCleary and is given by St. Mark's Lutheran Church. This is a special award recognizing Amy Leshner McCleary's chosen profession and personal attributes. Amy was educated at Grand View, and was dedicated to the care of mental health patients at Broadlawns Medical Center.

Qualifications:

- Full-time student
- Second semester Junior Nursing student (defined as being in the last year of nursing courses)

Grand View University: Department of Nursing

- Special consideration will be given to employees of Broadlawns Medical Center, or to employees working or planning to major in the mental health area
- Average or satisfactory academic performance under the academic standards established by Grand View
- Member of a church, synagogue, or recognized religion
- Written documentation of personal examples of humanitarian care delivered to individuals who were disadvantaged, needy, or had a crisis situation in their life.

O.E. RYEN NURSING SCHOLARSHIP

This award is available for an incoming freshman or transfer students admitted to nursing.

This scholarship was created to encourage and assist students entering the BSN program at Grand View. The scholarship was established by Olive E. Ryen, who served in the nursing profession through the public school system, county extension service, and private practice in Des Moines. Her desire is to assist a full-time nursing student who demonstrates significant potential for success in the field of nursing and who demonstrates the need for financial support.

Qualifications:

- Entering full-time freshman or
- Incoming transfer student admitted to nursing

DARLEEN SICKERT MEMORIAL SCHOLARSHIP

This scholarship was created by Darleen Sickert, a friend of Grand View University, to provide financial support for nursing students. Darleen, a native of Waverly, Iowa, attended Allen Memorial Hospital Lutheran School of Nursing in Waterloo, and later earned BS and MPH degrees from the University of Minnesota School of Public Health. From 1962 through 1988 Darleen worked for the State of Iowa Department of Health where she held roles from Regional Public Health Nurse Supervisor to Director of the Public Health Nursing Section of the Division of Community Health.

Qualifications:

- Full or part-time student
- Financial need as demonstrated by the Free Application for Federal Student Aid

WIRTZ SCHOLARSHIP

The Wirtz Scholarship is given annually to a junior nursing student who has completed at least two nursing situation courses, who has a GPA of 3.0 or higher and has demonstrated the ability to enter into caring relationships in clinical practice.

Qualifications:

- 3.0 GPA
- Student completed at least 2 nursing situation courses (Junior)

Written rationale of how student has demonstrated the ability to enter into caring relationships in clinical practice, has good interpersonal skills, and is a patient advocate.

WINIFRED VAN OEL SCHOLARSHIP

In recognition of many years of service at Grand View as an Associate Professor of Nursing, an endowed award has been established.

Qualifications:

- Is a full time nursing student planning to take or currently taking the first semester of nursing courses

Grand View University: Department of Nursing

- 3.0 GPA or higher
- Written rationale of how the scholarship will impact you and your studies at Grand View University

LADY-IN-WHITE AWARD

The Lady-In-White is a memorial to Jean Peterson, a graduate in 1951 of Iowa Lutheran Hospital School of Nursing awarded each semester by nursing faculty to the outstanding nursing student in the final semester of nursing courses.

Qualifications:

- 3.0 Cumulative GPA
- Outstanding ability in demonstrating the outcomes of the nursing program:
 - Valuing lifelong learning
 - Integrating critical inquiry into practice
 - Nurturing of self and engaging in caring relationships with peers, clients, & society
 - Providing a culturally sensitive continuum of care
 - Empowering themselves and others to influence health care & society

APPENDICES

GRAND VIEW UNIVERSITY DEPARTMENT OF NURSING

STUDENT WRITTEN WARNING

(may use this form but other forms of written warnings are acceptable)

_____ has not demonstrated accountable action in NSGP _____.
(print name) (course # and course name)

Specific actions leading to the issuing of the accountability contract include the following:

In order to meet the outcomes of NSGP _____ the following must be demonstrated in the established timeline:

The student will be placed on an Accountability Contract if the terms of the Written Warning are not met.

This Written Warning is mutually developed and agreed upon by:

	Signature	Date
Student	_____	_____
Course and/or Clinical Faculty	_____	_____
Other (if applicable)	_____	_____

Provide signed copies to student and faculty

initiated 08/2018
revised 07/2019

GRAND VIEW UNIVERSITY DEPARTMENT OF NURSING

STUDENT ACCOUNTABILITY CONTRACT

_____ has not demonstrated accountable action in NSGP _____.
(print name) (course # and course name)

Specific actions leading to the issuing of the accountability contract include the following:

In order to meet the outcomes of NSGP _____ the following must be demonstrated in the established timeline:

The student will earn a failing grade in the course if the terms of the Accountability Contract are not met.

This Accountability Contract is mutually developed and agreed upon by:

	Signature	Date
Student	_____	_____
Course Faculty	_____	_____
Coordinator of Student Success	_____	_____
Department Chair	_____	_____

Provide signed copies to student and advisor (place in student's advising file)

Resolution:

Comments:

cc: advisor, student, and Coordinator of Student Success

revised 08/17

APPENDIX F: RELEASE OF INFORMATION FORM

Students may elect to sign a release of information form myView at this [link](#). Click on the “Relationships and Authorizations” tab.

APPENDIX G: REFERRAL FOR STUDENT TO SEEK HEALTH CARE

(complete and return to faculty)

Student Name: _____ Date of Referral: _____
(Please Print)

Course/Clinical Area: _____ Referred to: _____

Student Statement of Problem:

Signed: _____

Instructor Statement of Problem:

Signed: _____

Health Care Provider

1) Findings:

2) Treatment:

3) Recommendations: (Check appropriate items to indicate when the student may return to the clinical/classroom area, further treatment, and/or follow-up and explain above.)

- (a) Student is physically able to return to clinical/classroom.
- (b) Student is emotionally able to return to clinical/classroom.
- (c) Student may return to clinical area in _____ days.
- (d) No further treatment and/or follow-up required.
- (e) Further treatment is required. Date of next appointment: _____.
- (f) Referred to specialist for follow-up. Appointment made for _____.
- (g) Student may return to clinical with the following restrictions (i.e. meds, diet, rest, attending and completing a program):

In my judgment the student is able to meet the mental and physical demands of the nursing program (see reverse side of this page).

Yes _____ No _____ (If no, please explain.)

Signed: _____
(NO stamped signatures will be accepted)

Address: _____

Phone: _____

Date: _____

Other findings and treatment (if applicable):

APPENDIX H: REFERENCE OPTION FORM

Pursuant to the Family Educational Rights and Private Act of 1974, and the subsequent Buckley-Pell Amendment, you can decide on your access (OPEN or CLOSED) to review the Summative Graduate Profile and Reference Form. Please note that your Summative Graduate Profile and Reference Form will be maintained on file. You must also make a decision regarding the release of this reference to potential employers.

Access

Please check either OPEN or CLOSED:

- OPEN ACCESS. I hereby choose to maintain access to review my Summative Graduate Profile and any references placed in my file in the future.
- CLOSED ACCESS. I hereby choose to waive my right of access to review my Summative Graduate Profile and any references placed in my file in the future.

Please check either GENERAL or RESTRICTED:

- GENERAL RELEASE. I authorize the release of information from my Summative Graduate Profile: 1) to hiring officials at their request, and 2) at the discretion of the Career Planning & Placement office staff. I understand I will not be notified if my reference is sent to an employer.
- RESTRICTED RELEASE. I wish to be contacted each time information from my Summative Graduate Profile is requested by an employer. Information from my Profile may not be released to a hiring official without my written consent.

Graduate Name (print): _____

Graduate Signature: _____

Date form completed: _____

Graduation Date: _____

*** Return completed form to the Nursing Administrative Assistant.**

*** Please see written Student Synthesis and NSGP485 Summative Evaluation form in student file**