



ANNA MARIA
COLLEGE

3/30/2022

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PRE-LICENSURE BSN CURRICULUM

The undergraduate Bachelor of Science in nursing program is a traditional four-year program with eight academic semesters. The full-time program of study incorporates the exploration courses of Anna Maria College with nursing curriculum, totaling 121 credits.

Fall Semester	Spring Semester
Freshman Year	
<ul style="list-style-type: none"> • ENG 103: Freshman Composition (3 cr) • AMC 100: First Year Experience (3 cr) • PSY 101: General Psychology (3 cr) • Global Language I (3 cr) * <li style="padding-left: 20px;">See approved course listing • BIO 212: Human Anatomy & Physiology I (4 cr) <p style="text-align: right;">16 credits</p>	<ul style="list-style-type: none"> • ENG 104: Writing through Literature (3 cr) • PHL 110: Intro to Philosophy (3 cr) • SOC 201: Intro to Sociology (3 cr) (Fulfills Societies in the World Requirement) • Global Language II (3 cr) <li style="padding-left: 20px;">See approved course listing • BIO 213: Human Anatomy & Physiology II (4 cr) <p style="text-align: right;">16 credits</p>
Sophomore year	
<ul style="list-style-type: none"> • THE 210: Intro to Theology (3 cr) • Exploring Western Cultures & History (3 cr) <li style="padding-left: 20px;">See approved course listing • PSY 217: Human Lifespan Development (3 cr) • Explorations in Creativity and Imagination (3 cr) See approved course listing • CHM 110: Introduction to Chemistry I (4 cr) <p style="text-align: right;">16 credits</p>	<ul style="list-style-type: none"> • US in the World (3 cr) See approved course listing • BIO 222: Microbiology (4 cr) • BUS 250: Applied Statistics/Quantitative Analysis (3 cr) (Fulfills Quantitative Reasoning Requirement) • NUS 211: Professionalism in Patient Centered Care (3cr) (30 class hrs/ 42 laboratory/3 clinical hrs) • NUS 212: Pathophysiology for Nursing (3 cr) (45 class hrs) <p style="text-align: right;">16 credits</p>
Junior Year	
<ul style="list-style-type: none"> • Catholic Intellectual Tradition (3 cr) <li style="padding-left: 20px;">See approved course listing • NUS 300: Fundamentals of Nursing (6 cr) (52.5 class hrs/45 lab hrs/ 67.5 clinical hrs) • NUS 305: Nursing Health Assessment (3 cr) (37.5 class hrs/ 22.5 lab hrs) • NUS 309: Pharmacology for Nursing (3 cr) (45 class hrs) <p style="text-align: right;">15 credits</p>	<ul style="list-style-type: none"> • NUS 314: Scholarly Inquiry in Evidence-Based Nursing Practice (3 cr) (45 class hrs) (Fulfills 3rd Writing Requirement) • NUS 325: Promoting Physiological & Psychological Health (11 cr) 112.5 class hrs/157.5 clinical hrs <p style="text-align: right;">14 credits</p>
Senior Year	
<ul style="list-style-type: none"> • NUS 401: Family Health Nursing (10 cr) (97.5 class hrs/157.5 clinical/laboratory hrs) • NUS 402: Community Health Nursing (4 cr) (54.75 class hrs/ 16 clinical/laboratory hrs) (Fulfills Global Dynamics Requirement) <p style="text-align: right;">14 credits</p>	<ul style="list-style-type: none"> • NUS 425: Comprehensive Nursing Practice (11 cr) (97.5 class hrs/202.50 clinical/laboratory hrs) • NUS 490: Senior Seminar in Nursing (3 cr) (45 class hrs) <p style="text-align: right;">14 credits</p>

- All courses, e.g., general education, science courses, must be successfully completed in sequence to continue in the nursing program as stated in the college handbook and nursing student handbook. A withdrawal or repeated science and/or nursing course within the PLBSN curriculum plan is considered a separation from the nursing program. Students must complete the PL-BSN program within seven (7) academic semesters after entering the nursing program course sequence as offered (NUS211 and NUS 212) for the first time. Students granted course exemptions will be required to complete the total number of program credits for the degree.

- *Exempt with 2 or more years of High School language

- Nursing course credit hours/classroom hours are equated as follows:

Theory/classroom: 1:1 (one credit hour/one classroom hour);

College Lab/Clinical practice: 1:3 credit hours for laboratory and clinical.

ADMISSION, TRANSFER, PROGRESSION POLICIES FOR THE PRE-LICENSURE BSN CURRICULUM

ADMISSION AND TRANSFER INTO PL-BSN PROGRAM POLICY

The AMC PL-BSN program admission and transfer criteria are detailed in the most current *Anna Maria College Academic Catalog*.

The Admission and Transfer Policy accompanies an application for nursing admission. This Policy includes eligibility; admission and transfer requirements; Testing requirements; and selection process.

Nursing Program Requirements

Students accepted into the nursing major will be required to:

- take and pass a criminal background check,
- provide documentation of immunizations recommended for healthcare workers in Massachusetts, undergo drug screening; and,
- meet core performance (Essential Functions) standards for nursing students.

According to the *Commonwealth of Massachusetts Board of Registration in Nursing Licensure Policy 00-01*, any individual convicted of a felony or misdemeanor conviction, and/or who has been disciplined by a licensure/certification body must be evaluated by the Board to determine an applicant's compliance with the "good moral character" licensure requirements established at Massachusetts General Laws, Chapter 112, section 74 and 74A. Individuals convicted of certain criminal convictions are permanently excluded from nurse licensure in Massachusetts. Further information may be found on the Massachusetts Division of Health Profession Licensure's website (<http://www.mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/>).

College Health Immunization Policy and Clinical/Laboratory Sites

In accordance with Department of Public Health and MA Board of Registration in nursing regulations, candidates for admission to the nursing education program must provide satisfactory evidence of compliance to the Anna Maria College Health Office and the Castle Branch system. The nursing program follows the regulation of the Department of Public Health and clinical sites. Clinical immunizations and requirements, e.g., clinical site orientation, are listed in this AMC Nursing Student handbook and any updates communicated on the course Engage site, if warranted.

Failure to provide required documentation to the Department of Public Health, MA Board of Registration in nursing; and clinical partners will exclude the nursing student from clinical practice; therefore, be unable to successfully complete a nursing course with a clinical/lab component. At any time during the nursing program or course, clinical and health immunizations and requirements may change, and students must maintain compliance to continue at the respective clinical site, e.g., regulation compliance, vaccines. If student compliance is not met for any clinical immunization or clinical requirement at any time during the semester, the nursing student would be required to change their major and withdraw from the nursing program. (See, Nursing Program Clinical Health and Immunization Requirements) (Refer to nursing program re-admission and vaccine compliance requirements as listed in this Anna Maria College Nursing Student handbook.

The satisfaction of all the above clinical health immunizations does not guarantee admission into the Pre-licensure BSN program.

In compliance with policies of the Massachusetts State Board of Nursing, nursing applicants must be aware that completion of the BSN degree does not guarantee admittance to the registered nurse licensure examination (NCLEX-RN).

Admission and Transfer

All courses in the PL-BSN curriculum plan must be taken as scheduled in the published plan; therefore, students will need to take additional courses or semesters if an evaluation of their transcript indicates that they are not in compliance with the published curriculum plan. Students must complete the PL-BSN program within seven (7) academic semesters after entering the nursing program course sequence as offered (NUS 211 and NUS 212) for the first time. All candidates for admission or transfer into the Anna Maria College Pre-licensure BSN (PL-BSN) program (direct admission freshmen, internal and external transfers) will be evaluated by the Admission Office to validate that they are in full compliance with the following *AMC PL-BSN Admission and Transfer Policy* requirements.

To be considered for admission to the PL-BSN nursing program, the following documents must be submitted to the College Admission Office:

ADMISSION (Freshman Admission)

1. Satisfactory evidence of graduating from high school or having earned a GED or HiSET certificate. High school seniors may apply to the nursing program by submitting all other required documents, letter of recommendation, and an essay. Although a preliminary acceptance may be offered, the student cannot matriculate into the College for the nursing major until proof of high school graduation has been received.
2. An official high school transcript that validates that the candidate has completed the following:
 - 4 units in English.
 - 3 units in mathematics.
 - 2 units in social science.
 - 2 units in laboratory science.
 - 2 units in a language other than English, is recommended.
3. **During the COVID pandemic, a successful score in the ACT, SAT, or TEAs exam will be required prior to the end of the completion of the first semester of College.** Official score results from either the ACT exam, SAT exam or the ATI Test of Essential Academic Skills, (most current edition of the TEAS exam). The required scores to be considered for admission to the PL-BSN program are:
 - a. ACT Composite score 19 or higher.
 - b. SAT Scores:

The minimum required scores for the SAT are:

 - Evidence-Based Reading and Writing Section: 500
 - Math Section: 470
 - c. ATI TEAS exam score of proficient (58.7% minimum) or higher in the ATI Preparedness Category on the TEAS exam.

Students are only allowed two (2) attempts on the TEAS exam within one year from the date of the first TEAS attempt. A third attempt is allowed after one year of the initial attempt of TEAS the exam; and, every 6 months, to achieve the required minimum score; this includes any ATI TEAS exam taken at another location.

It is strongly suggested that an applicant wait 45 days between TEAS exams. The TEAS test is administered at Anna Maria College (fee required). More information can be found on the College website at <https://annamaria.edu/academics/undergraduate-studies/nursing/pre-licensure-bsn-2/#course> (Test of Essential Academic Skills [TEAS] section at the bottom of the page).

Information about the test content and resources to prepare for the exam can be found at <https://www.atitesting.com/teas-prep>

Students who have either an ACT Composite score or SAT section score below the minimum acceptable scores must take and score proficient (58.7% minimum) or higher in the ATI Preparedness Category on the TEAS exam.

International Candidates for Admission

In addition to meeting the admission criteria for admission into the AMC PL-BSN program the following policy applies:

1. International students will need to meet the College's requirement for English proficiency, as described in the College *International Student Application process*:
2. International students whose first language is not English, will need to meet the College's requirement for English proficiency. There are multiple ways to satisfy this requirement. Applicants can submit the results of one of the following standardized tests: SAT or ACT test results, TOEFL, IELTS, Cambridge Advanced English Exam (CAE) or the Pearson Test of English (PTE) exam. The recommended English scores for direct admission into undergraduate degree programs are as follows. TOEFL 72, IELTS 6.0, PTE 50 or higher. CAE 58.
3. Students applying for direct or transfer admission into the nursing program that have taken the SAT after March 2016 are required to achieve a minimum SAT score of 500 on the Evidence Based Reading section and 470 on the Math section of the SAT. Minimum test scores for students that have taken the SAT test prior to March 2016: 450 Reading, 450 Math, 450 Writing. The minimum ACT score for consideration of direct admission into the nursing program is a composite score of 19. The minimum TEAS test score result for consideration of direct admission in the nursing program is 58.7% (minimum) or higher in the ATI Preparedness Category on the TEAS exam.

TRANSFER Admission (Internal and External)

1. Satisfactory evidence of graduating from high school or having earned a GED or HiSET certificate to validate the above units of English, mathematics, social science, laboratory science; and, language requirements.

Official transcripts of all colleges or universities attended. **Please note:** Only one science course may be repeated once, and a withdrawal is considered as one unsuccessful attempt to pass a course.

2. If transferring from another nursing program, a letter from the former Director/Dean of Nursing stating compliance to the alignment of the MA Board of Registration good moral conduct <https://www.mass.gov/service-details/good-moral-character-requirements-for-nursing-licensure>
3. Official score results from either the ACT exam, SAT exam or the ATI Test of Essential Academic Skills, (most current edition of the TEAS exam). The required scores to be considered for admission to the PL-BSN program are:
 - a. ACT Composite score 19 or higher.
 - b. SAT Scores:

The minimum required scores for the SAT are:

 - Evidence-Based Reading and Writing Section: 500
 - Math Section: 470
 - c. ATI TEAS exam score of proficient (58.7% minimum) or higher in the ATI Preparedness Category on the TEAS exam.

Students are only allowed two (2) attempts on the TEAS exam within one year from the date of the first TEAS attempt. A third and final attempt is allowed after one year of the initial attempt of TEAS the exam, to achieve the required minimum score; this includes any ATI TEAS exam taken at another location.

It is strongly suggested that an applicant wait 45 days between TEAS exams. The TEAS test is administered at Anna Maria College (fee required). More information can be found on the College website at <https://annamaria.edu/academics/undergraduate-studies/nursing/pre-licensure-bsn-2/#course> (Test of Essential Academic Skills [TEAS] section at the bottom of the page).

Information about the test content and resources to prepare for the exam can be found at <https://www.atitesting.com/teas-prep>

Students who have either an ACT Composite score or SAT section score below the minimum acceptable scores must take and score proficient (58.7% minimum) or higher in the ATI Preparedness Category on the TEAS exam.

Course Exemption and Transfer of Credit Policy

General Education Course Exemption

The general education course exemption policy can be found in the most current *Anna Maria College Academic Catalog*; that transfer students with 30 or greater transferrable college credits (as evaluated by the Anna Maria College Registrar's Office) but fewer than 60 transferrable college credits may be eligible for first year General Education exemptions. Transfer students with fewer than 12 credits in transfer will be required to take AMC100. Students with an earned Bachelor's degree from a regionally accredited institution who are pursuing a second Bachelor's degree may transfer in up to 90 credits. Regardless of the number of transfer credits, all major requirements will need to be satisfied.

Students are required to complete the following courses with a grade of C or higher. Course exemptions for nursing majors will NOT be granted for the following courses:

- General Psychology (3 credits)
- Freshman Composition (3 credits)
- Writing through Literature (3 credits)
- Human Lifespan Development (3 credits)
- Introduction to Sociology (3 credits)
- Applied Statistics/Quantitative Analysis (3 credits)

Students granted course exemptions will be required to complete the total number of program credits for the degree.

Transfer of Credit

Anna Maria College generally grants transfer credit for courses taken at other colleges or universities that correspond to or are comparable to those offered at Anna Maria College. Courses taken at the remedial level, usually designated by a course number that is less than at the 100 level (e.g., 090 level) will not be accepted in transfer. AMC reserves the right to require transfer students to successfully complete ENG103 and/or ENG 104 and any additional first- and second-year General Education course(s), if needed for the major.

A grade of C- or better must be earned to be considered for transfer (exceptions include C or better in courses deemed equivalent to AMC100, ENG103, and ENG104) unless the applicant has an earned Associate Degree and/or completed 60 credits or more elsewhere. In such cases credit will be granted for courses completed for which a passing grade was earned.

Anna Maria College does award transfer credits for College Level Examination Program (CLEP) exams.

Courses beyond those that are currently in progress at the time of acceptance will not be accepted in transfer. All courses taken after an applicant has been accepted can only be taken at Anna Maria College or must have prior approval from the respective Program Dean or Chairperson.

Nursing Program Criteria for Acceptance of Transfer Courses

The official transcript and the course description applicable to the time the student took will be reviewed by the Admission Office to validate course equivalency to the Anna Maria College course(s). In order to be approved for transfer credit the following criteria must be met:

1. The course must have been completed at a regionally accredited College or University.
2. The course description, course content, and syllabi (if needed) for the course must be equivalent to the Anna Maria College courses.
3. The Anna Maria College PL-BSN nursing program has minimum acceptable grades for all science and select general education courses. The official transcript must validate that the student meets the criteria:
 - a. Science Courses:
The AMC PL-BSN program requires that to be accepted for transfer by the nursing program a minimum grade of “C+” is required. **Only one science course may be repeated once, and a withdrawal is considered as one unsuccessful attempt to pass a course.**

The following science courses taken at another regionally accredited college or university that will be reviewed for acceptance are:

- Anatomy & Physiology I (4 credits with a lab)
- Anatomy & Physiology II (4 credits with a lab)
- Microbiology (4 credits with a lab)
- Introduction to Chemistry I (4 credits with a lab)

To be accepted for transfer, science course grades cannot be older than 7 years and less than a “C+” grade.

b. General Education Courses:

The AMC PL-BSN program requires that to be **accepted** for transfer by the nursing program a minimum grade of “C” is required for the following **general education courses taken at another regionally accredited college or university:**

- General Psychology (**3 credits**)
- Human Lifespan Development (**3 credits**)
- Introduction to Sociology (**3 credits**)
- Applied Statistics/Quantitative Analysis (**3 credits**)

Nursing Course Exemption

There are NO nursing course exemptions for nursing courses within the PL-BSN program. Students transferring from other pre-licensure nursing programs or disciplines must take all nursing courses at Anna Maria College.

Licensed practical nurses applying for advanced placement can apply for limited nursing course exemption, as defined in the AMC PL-BSN Advanced Placement Policy.

ACADEMIC AND CLINICAL PROGRESSION AND WITHDRAWAL POLICY

A student who does not meet the progression policies for nursing will be dismissed from the nursing major. The progression policies are as follows:

1. Students must complete all required course work and clinical hours to progress in the nursing program according to the published program curriculum. All published general education and science courses must be successfully completed prior to the second year Spring semester; and, then as published in the curriculum plan.

Three science courses must be successfully completed prior to the first nursing courses, NUS211, NUS212, in accordance to the PLBSN nursing curriculum plan.

All students will need nursing program approval to take a repeat science course after the 1st nursing courses (NUS211, NUS212) the summer prior to the NUS300, NUS305, NUS309. If approved, failure to successfully take the required science course, will prohibit the student from matriculating into the NUS300, NUS 305, NUS 309 nursing courses in accordance to the PL BSN curriculum course plan.

2. A withdrawal or separation from either a required science or nursing course, at any time during the program, is considered as one unsuccessful attempt to pass a course. If the course grade at the time of withdrawal is below the passing standard, the grade recorded, in nursing, will be a Withdrawal Failure (WF).
Any break in the PLBSN curriculum's NUS course(s) sequencing is considered a separation or withdrawal from the nursing program.
3. Nursing students must obtain a minimum grade of "C+" (numeric grade of 77 or higher) for all science and nursing courses.
4. Nursing courses' class, clinical, and lab experiences must be completed concurrently and at Anna Maria College.
5. Students must receive a satisfactory clinical and laboratory evaluation in order to pass the course and progress in the curriculum. Failing the clinical or lab component of a course means the total course (class, lab, and clinical) will have to be repeated. The AMC PL-BSN program considers this to be one nursing course failure/separation.
6. Satisfactory Academic Progress according to the policies outlined in this Pre-licensure BSN Student Handbook, include but are not limited to, attendance requirements, in order to be in good Academic Standing. Students not in good academic standing may be placed on Academic or Clinical Warning or dismissed from the program.
7. **A student who is absent 10% or more in a nursing course (for example, lecture; 2 clinical/simulation days; or 2 scheduled lab days); WILL be withdrawn from the nursing program and given a grade of C- (C minus) or grade earned; if grade lower, at the time of dismissal then that grade will be given. Absence from all class, lab and clinical/sim experiences are considered when calculating the total amount of absence from a nursing course. The student who is absent more than 50% of the 10% indicated nursing course absence is deemed to be on Probationary Status. Students are responsible for any missed course material(s). Students must make up missed skill lab content prior to the next scheduled lab or within 1 week. NOTE: Make-up is required to ensure clinical competency and safe patient care. Makeup of missed class, lab and clinical hours does not negate the student absence(s).**
8. Students enrolled in nursing courses with a clinical component are required to pass a medication/dosage administration competency exam within the first 3 weeks of the course and before administering medication at a clinical site. The student will be withdrawn if unable to pass (grade of 85% or above) after three attempts (**Appendix I**). The Anna Maria College PL-BSN program considers this to be one nursing course failure/separation.
9. A minimum grade of "C+" is required for Anatomy & Physiology I and Anatomy & Physiology II, Microbiology, and Intro. to Chemistry I. Science course grades in transfer cannot be older than 7 years and less than a "C+" grade.
10. A minimum grade of "C" is required for General Psychology, Human Lifespan Development, Introduction to Sociology, and Applied Statistics.
11. Only one science course of any title, may be repeated once to remain in the nursing major. All required science courses must be successfully completed prior to entering the Fall semester Junior year nursing courses.
If a student is unsuccessful in two science courses of any title, it is considered as two unsuccessful attempts in a science course.

A withdrawal or separation is considered as one unsuccessful attempt to pass a course.

A request to take a repeat science course at another college must be submitted and approved by the Health Science Director, along with notifying their nursing advisor, prior to taking the course. Upon completion of the course, it is the student's responsibility to provide AMC with an official transcript of completion or withdrawal. An unsuccessful grade of C+ or higher, a separation, or a withdrawal from this course is considered an unsuccessful attempt and dismissal from the nursing program will result. If an undisclosed failing grade is discovered, immediate dismissal will result from the nursing program.

Two unsuccessful science course failures, even in the same semester, is considered two failures; therefore, the student is **dismissed from the nursing program** and placed in an undeclared major.

12. Only one nursing course may be repeated once to remain in the nursing major.

After one unsuccessful nursing course grade, the student is withdrawn from the nursing major and placed into an undeclared major and may be **eligible to apply for readmission** into the nursing program within a one-year period.

A withdrawal or separation is considered as one unsuccessful attempt to pass a course, or a withdrawal that results in an interruption in the nursing course semester sequence for academic or non-academic reasons, e.g., any missed nursing course semester in the sequence of the PLBSN curriculum plan.

Two unsuccessful nursing course failures, even in the same semester, is considered two failures; therefore, the student is **dismissed from the nursing program** and then placed as an undeclared major.

13. A nursing student withdrawing from a nursing course(s) on or before the College published add/drop date will be granted a one-time exemption from the nursing course withdrawal policy that counts this withdrawal policy as a program separation. Students seeking readmission to the nursing major after withdrawing must re-enter the program within one year and follow the nursing program policies for readmission into the nursing major.
14. Readmission into the AMC nursing program is not allowed when a student is dismissed from the nursing major and placed into an undeclared major (Refer to the withdrawal procedure). As an undeclared major an appointment should be made by the student with an Associate Vice President of Academic Affairs for their change of major coursework.
15. All nursing courses must be taken at Anna Maria College and only AMC Nursing Majors can take a NUS course.
16. All courses, e.g., general education, science courses, and nursing courses must be passed in sequence, according to the curriculum plan in effect for the class the student is enrolled into to be able to continue in the nursing program.
17. Students must complete the PL-BSN program within seven (7) academic semesters after entering the nursing program course sequence as offered (NUS211 and NUS 212) for the first time.

WITHDRAWAL PROCEDURE

Students withdrawing from a nursing course and/or the program must make an appointment with the Dean of Nursing for an exit interview and follow the procedures and policies of the *Anna Maria College Undergraduate Student Catalog* <https://annamaria.edu/campus-life/registrars->

[office/undergraduate-catalogs/](#) and *Student Nursing Handbook* <https://annamaria.edu/wp-content/uploads/2020/09/2020-PL-BSN-NURSING.pdf>; e.g. Readmission to Nursing Major Process. Students who withdraw with “*intent to return*” must notify the Dean of Nursing 3 months prior to the start of the re-entering semester and meet the Readmission criteria (Refer to Readmission to Nursing Major Process). Students who do comply with the Nursing Readmission process and do not return within the specified timeframe will forfeit their return to the nursing major.

Students with a failing academic grade at the time of withdrawal from a nursing course are eligible to return only once if no other nursing courses have been repeated. Students who are on clinical warning at the time of withdrawal or following a clinical course failure will not be eligible for readmission. Approval to repeat a course must be granted by the Dean of Nursing.

Returning students must abide by the College policies and guidelines for the semester that they re-enter and have signed the AMC Nursing Student Handbook for the semester.

Voluntary Withdrawal

1. Individual Course or College Withdrawal

Refer to Anna Maria College course catalog <https://annamaria.edu/campus-life/registrars-office/undergraduate-catalogs/>.

2. Nursing Program Withdrawal

Any student withdrawing from a nursing course or the nursing program must notify the nursing course coordinator and the Dean of the Nursing Department. The student must submit in writing their intention to withdraw, complete the required paperwork for the Registrars’ Office, and, comply with College policies and procedures. Students requesting readmission to the program must submit a letter of request to the Dean of the nursing program within one year of their withdrawal from the program.

Withdrawal from a nursing course at any time is considered a separation from the nursing program. If the course grade at the time of withdrawal is below passing standard, the grade recorded will be a WF and it counts as a separation or repeat of a nursing course.

Refer to, *Readmission to the Nursing Program Following Separation from Program, Including Nursing Course Failure* (in this handbook).

Dismissal

Students may be dismissed from the nursing program for several reasons including, but not limited to, violation of the confidentiality policy, violation of the alcohol and drug policy, violation of the academic integrity policy, being refused a clinical placement due to criminal background issues, toxicology findings, violation of the student attendance policy, violation of the assignments policy, and violation of certain clinical policies. Clinical policies that constitute a forced withdrawal may be (but not limited to) unsafe clinical practice, unprofessional or unethical behavior, leaving the clinical facility without permission, and violation of confidentiality policies. Forced withdrawal makes a student ineligible for re-admission to the nursing major.

ATTENDANCE POLICIES

Students are expected to arrive on time and attend all academic lectures, classroom, and clinical and laboratory sessions. Students, when remote, will indicate their written attendance in the Zoom chat section and must be in a live face view for attendance purposes during the class or as requested by the course faculty. When a Zoom class is indicated, the student should consider himself or herself as if they were in an on-campus class/clinical/lab setting. Students are expected to notify instructors by phone or email prior to the class/lab/clinical for absences. Excessive absences will result in the student's inability to meet the learning objectives of the course and consequently course failure. Students are responsible for and expected to obtain any missed information due to absence.

A student who is absent 10% or more in a nursing course (for example, lecture; 2 clinical/simulation days; or 2 scheduled lab days); WILL be withdrawn from the nursing program and given a grade of C- (C minus) or grade earned; if grade lower, at the time of dismissal then that grade will be given. Absence from all class, lab and clinical/sim experiences are considered when calculating the total amount of absence from a nursing course. The student who is absent more than 50% of the 10% indicated nursing course absence is deemed to be on Probationary Status.

Students are responsible for any missed course material(s). Students must make up missed skill lab content prior to the next scheduled lab or within 1 week. NOTE: Make-up is required to ensure clinical competency and safe patient care. Makeup of missed class, lab and clinical hours does not negate the student absence(s).

If a student is absent from course laboratory or is unsuccessful at competency assessment, he/she is expected to contact the appropriate laboratory instructor or course coordinator within twenty-four (24) hours of missing the lab to schedule a makeup assignment. **Missed course laboratory experiences must be made up within 1 week, as scheduled by the course coordinator or Sim/Lab coordinator, with successful completion of the competency.**

Missed course laboratory and clinical hours are accrued as absent hours, even after make-up, and can result in course failure and/or program dismissal.

Attendance at all clinical experiences, including pre- and post-conference, is mandatory.

In the event the students are required to complete a **Symptom Assessment for a clear status and/or acquire a negative COVID test**, the information **must be provided prior to the attending the scheduled clinical site; e.g., usually within 72 hours of attendance. Failure to complete this requirement will result as a clinical absence.** Students should **NOT** attend the clinical setting without this requirement being met. Students with a positive COVID test or symptoms are to notify the Dean of Nursing.

In the event of an absence or tardiness, students are required to leave a message on the clinical instructor's voice mail or email (defined by clinical instructor) as well as the course coordinator at least 60 minutes prior to scheduled clinical hours. If, for any reason, a student needs to leave a clinical lab or clinical observational experience, due to an unforeseen matter, prior to the scheduled time, the instructor and Course Coordinator/lead faculty member must be notified. Failure to do so is grounds for dismissal.

No call or No Show: Failure to notify the clinical instructor, coordinator, or nursing department of an absence from a scheduled lab or clinical assignment will result in a student being placed on probationary status/clinical/lab warning. In the event of a second offense at **any time during the nursing program**, the student will be immediately withdrawn from attending scheduled clinical or lab experience pending a Nursing Department evaluation. The outcome will result in remediation or termination from the course.

All students are expected to be regular in attendance at all classes, an absence is considered an unfulfilled obligation. College commitments take precedence over any other engagement, including employment. Absence for any reason does not relieve the student from the responsibility of completing all assigned work.

Nursing course learning outcomes cannot be met successfully without completing assignments as scheduled. If a student misses a scheduled College lab, clinical practice, or clinical observation within the course, the student is on warning. Depending on the nursing faculty review, the student may be incomplete or withdrawn from the course (Refer to no show/no call and absence policies). Nursing course learning outcomes cannot be met successfully without completing assignments as scheduled.

In the event of illness or injury in the clinical area, the clinical instructor in accordance with the policy of the clinical site will refer students for treatment. The student is responsible for payment of any medical services.

Clinical absences for any reason place a student in jeopardy of failing. All clinical absences require a make-up assignment. Accommodations for make-up assignments are subject to fees (\$40/hr.) and will be based on the extent of absenteeism and clinical performance evaluation. Successful completion of the assigned make-up learning experience is required to pass the course. Absent time is accrued for those students who are held from clinical experiences due to noncompliance with mandatory requirements (e.g., annual TST, BCLS certification, Flu vaccine, etc.).

Educational Mobility:

Educational mobility is a process by which individuals complete formal and/or informal educational offerings to acquire additional knowledge and skills. To the extent possible, educational mobility should build on previous learning without unnecessary duplication of that learning and be focused on outcomes.

Taken from the *AACN Position Statement - White Papers, Educational Mobility*

<http://www.aacnnursing.org/News-Information/Position-Statements-White-Papers/Educational-Mobility>

Advanced Placement

Our policy, at this time, is not to grant any other potential applicant other than the Licensed Practical Nurses Advanced Placement.

As part of the Anna Maria College nursing program commitment to educational mobility in nursing, licensed practical nurses, with a current unrestricted license in the Commonwealth of Massachusetts, who meet the defined criteria for advanced placement in the PL-BSN program to pursue a curriculum leading to a Bachelor of Science Degree in Nursing and eligibility to take the National Council Licensure Examination (NCLEX-RN®).

Licensed Practical Nurses (LPNs Applying for Advanced Placement Admission into the PL-BSN Program):

Applicants for Advanced Placement Admission into the PL-BSN Program must meet the general requirements for admission to Health and Science programs, as well as the specific nursing program admission requirements.

Nursing students are required to complete a minimum of 61 nursing credits at Anna Maria College for the Pre-Licensure Bachelor in Science (PL-BSN) Degree in Nursing, if not exempt.

Transfer of Science and General Education course credits must be from a regionally accredited college or university.

LPN candidates that have been approved for advanced placement admission to the Anna Maria College Pre-Licensure BSN program may also be required to complete additional pre-entrance requirements, i.e., complete assigned ATI tutorial program(s), competencies, and entrance exams.

LPN students seeking advanced admission into the PL-BSN nursing program must have:

1. A letter of recommendation from the Dean/Director of the nursing program where they obtained their LPN diploma or current nursing supervisor.
2. Current unencumbered valid LPN license.
3. An official transcript from the LPN program with an overall of 2.0 or higher
4. An official transcript indicating successful completion of the first two years of the published Anna Maria College PL-BSN curriculum college courses. The seven (7) year course expiration for science courses, taken at the college level, will be waived for LPN candidates who have been in active nursing employment during the last five (5) years.
5. A successful score of Level 2 or higher on the ATI RN Fundamentals exam for NUS300: Fundamentals of Nursing course (6 cr. awarded); a successful score of 70% or higher on the National League of Nursing (NLN) Physical Assessment Exam for the NUS305: Nursing Health Assessment will be required (3 cr. awarded). A Level 1 or higher on the ATI RN Pharmacology for the NUS309: Pharmacology for Nursing; or, transfer credit approval for a 3-credit pharmacology course. All ATI and/or NLN testing, with a one-time attempt, will be administered at Anna Maria College with an exam cost to the student.
6. If unsuccessful on the ATI exam and/or NLN exam, the student will have to take the required nursing course(s) and achieve a grade of C+ or higher at Anna Maria College.

READMISSION/APPLYING FOR REINSTATEMENT TO THE NURSING MAJOR POLICY:

Students who do not achieve the minimum final nursing course grade and/or students who separated from the nursing program for non-academic reasons, will be required to apply for reinstatement into the nursing program. This request must be made within one year of a course failure or separation for any reason from the nursing program.

Students are readmitted to the curriculum plan in effect for the class to which they are entering upon reinstatement. Students readmitted to a different curriculum plan will be required to complete the curriculum plan in place upon their return. This may include taking additional courses and/or repeating courses.

The following readmission policies are in effect:

1. The readmission process requires a letter to the Dean of Nursing requesting readmission. This letter is to be sent 3 months prior to the start of the re-entering semester. If any conditions were placed on readmission, they will be addressed in that letter and must be successfully completed prior to return.
2. Students with an unsuccessful nursing course attempt due to a clinical failure are ineligible for readmission into the nursing program.
3. Students may be readmitted to the nursing major **only once** following one course failure (one science course and one nursing course), withdrawal, or separation from a science or a nursing course. A withdrawal or separation is considered as one unsuccessful attempt to pass a course, or a withdrawal that results in an interruption in the nursing course sequence for academic or non-academic reasons.
4. A second readmission into a nursing course or the program is not allowed, unless as criteria cited in #5 below.
After a second science or nursing course failure or separation, the student is dismissed from the nursing major, placed into an undeclared major, and ineligible to reapply.
5. A student that separated from the Anna Maria College PL-BSN program due to a second semester senior year nursing course failure (NUS425 or NUS490) that has obtained a new, unencumbered LPN/LVN license following the course failure and separation from the nursing program, may be considered for readmission beyond the one-year separation period. In this instance the re-entering student must complete the PL-BSN program within a 4.5 consecutive academic year timeframe, starting with the student's original entry date in the nursing course sequence. The graduation date upon re-entry can be no greater than 2 years beyond the original graduation date. For example, a student that started the nursing course sequence with a projected graduation date of May 2021 must complete the program by May 2023.
6. A withdrawal, separation, or leave of absence from the nursing major may not exceed two academic PL-BSN curriculum plan-nursing semesters. This withdrawal, separation, or leave of absence is considered to be one separation from the nursing program.
7. Reinstatement into the nursing program will be granted on a space available basis. Assessment of candidates' application for readmission will consider the following candidate parameters:
 1. Date last attended program
 2. Science and Nursing course to be repeated
 3. Adherence to published nursing program promotion and progression policies.
 4. A withdrawal or repeated science and/or nursing course within the PLBSN curriculum plan is considered a separation from the nursing program. Students must complete the PL-BSN program within seven (7) consecutive academic semesters after entering the nursing program course sequencing as offered; NUS211 and NUS212.
 5. Successful completion of readmission or remediation requirements.
 6. If you are repeating a nursing course, the student must complete all ATI exams and remediation for the co-requisite nursing courses in that semester according to the PLBSN nursing curriculum plan.
 7. Available space in the program
8. All students seeking readmission into the nursing program following a nursing course failure or separation will be required to:

1. Complete a readmission assessment and remediation assignment before reinstatement is granted.
2. Criminal background checks (CORI/SORI) and drug screening are required after any leave of absence prior to resuming nursing courses.
3. Update or additional immunizations and clinical requirements will be required prior to resuming nursing courses.
4. Returning students must abide by the policies and guidelines of the Nursing Student Handbook for the entering semester.

Graduation and End of Program Graduation Requirements:

Candidates for graduation from the PL-BSN Program must complete both the College and PL-BSN nursing program Graduation Requirements:

Anna Maria College Bachelor Degree Requirements (2021-2022 Academic Catalog).

Graduation Requirements - Bachelor Degree

The requirement for graduation for the PL-BSN program is a minimum of 121 credits. To obtain a degree from Anna Maria College, a student must:

- fulfill the requirements for a field of concentration.
- complete the requirements of the General Education Requirements;
- complete Intent to Graduate Form one semester before the planned date of graduation

Failure to comply with this last requirement will mean a delay in graduation. Details of college requirements and major course requirements may be found in section two of the AMC Academic Catalog, Programs and Majors.

Pre-licensure Nursing Major Graduation Requirements

- Successfully pass the courses within the published PL-BSN curriculum, 121 credits (See PL-BSN Curriculum Plan) which includes:
 - Complete all nursing courses at Anna Maria College, achieving a minimum nursing course GPA of 2.3. The minimum passing grade for nursing courses is 77 for theory and passing for lab and clinical components of a course.
 - Achieving a minimum science course (A & P 1, A & P 2, Chemistry, Microbiology) GPA of 2.3 (C+)
- Complete the required NCLEX-RN review course.

Eligibility for NCLEX-RN and Licensure

1. Graduation for the Anna Maria College PL-BSN program (see Graduation Requirements).
2. Must meet the MA BORN *Good Moral Character* and *Licensure Eligibility* requirements.
3. Student payment of the licensing fee required by the Board of Registration in Nursing as part of the NCLEX-RN application process.
<http://www.mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/nursing/licensing/applications-and-other-forms.html>
4. Student payment to the Professional Credential Services (PCS) fee that is required for the administration of the NCLEX-RN examination.
<https://www.pcshq.com/?page=health.MA-examination>

Massachusetts BORN requires all applicants for initial nurse licensure be of good moral character. BORN determines whether an applicant meets this requirement based on whether an individual's character poses a risk to public health, safety or welfare and/or the likely provision by the individual to provide safe, competent nursing care. The burden of demonstrating Good Moral Character (GMC) is on the applicant. The applicant must meet this burden by submitting to the Board required documentation of all available pertinent information as to the applicant's present and past conduct, disciplinary history, and criminal history. Determination of non-compliance with GMC by BORN or the AMC nursing program will result in denial of a licensure application.

Anna Maria College Nursing Department supports NCLEX-RN success. In the event that a student is not successful, or the re-examination date is over a one-year timeframe from nursing program graduation, the Dean of Nursing may require an NCLEX review course.

GOOD MORAL CHARACTER

Students must be in compliance with the Massachusetts Board of Registration in Nursing Good Moral Character (GMC) licensure requirement found on the MA BORN website <http://www.mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/nursing/licensing/good-moral-character-requirements-for-licensure.html>. Students who are in violation of the GMC requirement prior to or at any time during the nursing program must report the violation to the Dean of Nursing.

STUDENT RIGHTS AND GRIEVANCE POLICY

Student's Rights and Responsibilities

The Anna Maria College nursing program is committed to recognizing the legal rights of all students, along with the accompanying responsibilities for these legal rights. Students have the responsibility to:

1. Read, understand and adhere to all Anna Maria College and nursing program policies as published in the most current *Anna Maria College Academic Catalog* and *Anna Maria College PL-BSN Nursing Program Student Handbook*.
2. Read understand and adhere to all course information, policies, and assignments published in the nursing course syllabus.
3. Check the Anna Maria College nursing course Engage website at least once a day for announcements and messages.
4. Check their Anna Maria College email at least once a day for announcements and messages.
5. Communicate nursing course issues or concerns as they occur to the appropriate person(s).

COMPLAINTS, GRIEVANCE, OR APPEALS

Complaints and Grievances—*A formal, written allegation against a nursing program, typically expressed as a written, signed statement. Complaints and/or grievances are defined by the nursing education unit and/or the governing organization.* (ACEN Glossary 2020

<https://www.acenursing.org/for-programs/glossary/#C>)

Anna Maria College BSN Program Definition of terms are:

Complaint: A written expression of dissatisfaction about an aspect of a nursing program policy or practice signed by the individual making the complaint. The student expression of a complaint

to the nursing program provides the student an opportunity to have nursing program related problems heard and considered in a formal manner.

Grievance: A grievance is a wrong or hardship suffered stemming from a complaint. Grievances must be expressed in writing and detail the impact of the grievance on the reporting individual. The grievance process provides an opportunity for students to resolve alleged violations of a nursing program policy or practice.

Appeal: A formal written request for reconsideration and reversal of a decision made about a written grievance.

The Anna Maria College Nursing Department is committed to resolving student conflict, complaints, grievances, and appeals in a timely manner. If a student experiences difficulty in the classroom, clinical simulation or nursing skills laboratory, or clinical area, it is the student's responsibility to first contact the course coordinator/faculty, **unless otherwise stated in a written communication from the Dean**. Students should not proceed to the next step until a response has been received at each level. It should be noted that many issues are not immediately resolved due to the need to gather information and fully assess the circumstances.

Non-Grade Related Complaint/Grievance/Appeal Process

A. (Non-Grade Related) Complaint/Grievance process

1. A non-grade-related complaint or grievance should be presented in writing to the Nursing Course Coordinator/Lead Faculty within 5 days of the incident.
2. The complaint/grievance must specifically detail the evidence on which the complaint/grievance is based.
3. The Course Coordinator/Lead Faculty will bring the issue to the Nursing Faculty Organization (NFO) or the Dean of Nursing for a review and a decision.
4. A response to the complaint/grievance will be provided within 7- business days.
5. The student will be notified by email communication of the final decision.

B. (Non-Grade Related) Appeal Process

Within two business days of the final decision, the student may proceed to the following steps of the Non-Grade decision Appeal process:

1. Within two business days of receipt of the nursing program's final decision, the complaint or grievance shall be presented in writing to the Associate Vice President of Academic Affairs (AVPAA) for further review.
2. Within two business days of the receipt of the Associate Vice President of Academic Affairs' (AVPAA) response, the student may continue with the appeal process to the Vice President of Academic Affairs (VPAA).
3. Decisions of the Vice President for Academic Affairs (VPAA) are final.

Grade Related Grievance/Appeal process

A. (Grade Related) Grievance/Appeal process

The student's written grade appeal should include clearly and specifically what grounds the grade appeal is based. The student must explain why he or she believes that the assigned grade was contrary to procedures as specified in the course syllabus or was based on error. The student should attach supporting documentation to the form, such as the following:

- A copy of the course syllabus
- A copy of the graded assignment on which the formal course grade appeal is centered if it is available.
- Any other documents the student believes are relevant to the resolution of the course grade appeal.

The student grade grievance/appeal process begins with the student's **written** request for a review of their grade(s), in the following order:

1. Within two business days to the Nursing Course Coordinator or Lead Faculty Member.
2. Within two business days of receipt of the Nursing Coordinator's response, the student may continue with the appeal process by writing to the Dean of Nursing Department for further review. The Dean of Nursing may present the appeal to the Nurse Faculty Organization (NFO) for their review of decision.
3. Within two business days of the receipt of the Dean's response, the student may continue with the appeal process to the Associate Vice President of Academic Affairs (AVPAA).
4. Within two business days of the receipt of the AVPAA's response, the student may continue with the appeal process to the Vice President of Academic Affairs.
5. Decisions of the Vice President for Academic Affairs are final.

Appeals to any program policy will be handled in accordance with College and nursing program Policy. The Dean of Nursing and Nursing Faculty Organization reserve the right to admit, retain, and advance students who meet the published nursing program and College policies, scholarship, health and professional requirements. Students who are found to be in non-compliance will be withdrawn or dismissed accordingly.

SOCIAL MEDIA/ELECTRONICS POLICY

Nursing students at AMC are expected to abide by the guidelines put forth by the Massachusetts Board of Registration in Nursing and the National Council of State Boards of Nursing (NCSBN) (Appendix D). These guidelines clearly detail the expectations and standards by which all AMC nursing students should abide by and are considered to be the basis for the nursing program making determinations about student adherence to the Anna Maria College PL-BSN Social Media Policy. Furthermore, students should be aware that:

1. All Anna Maria College and nursing program policies related to HIPAA, patient confidentiality, and harassment contained in the Anna Maria College Academic Catalog, Anna Maria College PL-BSN Nursing Student Handbook, and Anna Maria College PL-BSN nursing course syllabi also apply to social media.
2. Students are strictly prohibited from taking photographs or capturing digital images of any kind on a clinical patient care unit or within a clinical facility. This includes not only patient/client photographs/digital images, but also any information that may be within the patient's/client's health record or plan of care.
3. All electronics (including but not limited to cell phones/ smartphone watches, beepers, pagers, PDAs, cameras, and videos) are prohibited from use in the nursing clinical/lab site settings. **These devices are not to be brought into the clinical site setting at any time.**
4. Personal communication devices such as cellphones taken to the classroom or clinical/lab setting must be turned OFF and cannot be accessed during the time that class or lab are in session.

5. Students may not post any information on patient/client information on any social network or transmit patient/client information via email or other electronic communication media.
6. All information posted on social media is searchable and shareable, even with privacy settings in place and even on sites that have a time-limited posting period.
7. Nursing students are expected to immediately report any social media or electronics violations by their peers or others.
8. **Inappropriate use of social media and/or electronics by nursing students is grounds for disciplinary action up to and including dismissal from the nursing program and college.**

ACADEMIC INTEGRITY

As an academic community centered in the Catholic Tradition, Anna Maria College expects all members of the College community to act in a responsible and ethical manner and to uphold the values, rules, and regulations of the College. The principles of individual honor, integrity, responsibility, and respect for the rights of others are essential to students. Anna Maria College expects academic honesty. https://annamaria.edu/wp-content/uploads/2020/07/Academic-Integrity_2017_final.pdf

The Anna Maria College community represents a rich variety of backgrounds and perspectives that may enhance course-learning outcomes. However, it is imperative that students not share information that is confidential, or privileged.

Violation of academic integrity includes but is not limited to cheating on exams or quizzes, stealing or having unauthorized access to exams, plagiarism, unauthorized collaboration on academic or clinical preparation, and falsification of data for clinical preparation or documentation. Academic dishonesty will result in disciplinary action and may result in dismissal from the nursing program.

Accessing and utilizing publishing company instructor test banks to prepare for nursing course exams is considered a violation of academic honesty. This will result in an exam grade of zero, with no exam make-up and may result in dismissal from the nursing program. Refer to Anna Maria College catalog.

If a faculty member or fellow student suspects that a student has violated the standards for honesty and integrity in academic work, he or she must report the matter to the Dean of Nursing. If it is determined that a violation has occurred, sanctions may include, but are not limited to, a letter of reprimand, failure on the assignment, failure in the course, suspension, or dismissal from the College. See the Student Code of Conduct in the Anna Maria College Student Handbook for detail.