

# HERITAGE UNIVERSITY BACHELOR OF SCIENCE IN NURSING

## STUDENT HANDBOOK 2024-2025



WELCOME TO THE HERITAGE UNIVERSITY BSN PROGRAM

Dear Nursing Student:

Congratulations on your admission to the Heritage University Bachelor of Science in Nursing (BSN) Program! We are pleased to serve students with your dedication and motivation.

The BSN Student Handbook has been prepared to help orient you to the program. The Handbook expresses the BSN Program mission, philosophy, purposes and program outcomes, and supersedes the Heritage University Student Handbook. The Program Outcomes introduced in this handbook provide the foundation for the curriculum and learning activities. This Handbook provides pertinent information and guidelines for achieving the BSN Program Outcomes.

The BSN Program director, department chair, faculty and staff want your Heritage Nursing experience to be pleasant and successful. We are devoted to your learning needs. We are available to clarify any policy or procedures outlined in this handbook. We wish you success in the program and look forward to helping you achieve your dreams and goals in nursing.

Sincerely,

A handwritten signature in black ink that reads "Daniel Mick". The signature is written in a cursive style with a large, looped initial "D".

Daniel Mick, PhD, RN  
Interim Director of Nursing  
Coord. of Experiential Learning & Simulation  
Associate Professor of Nursing

## Table of Contents

<b>Program Overview</b> .....	<b>5</b>
Vision and Mission.....	5
Core Themes .....	5
Nursing Department Goals and Outcomes .....	6
BSN Program Student Learning Outcomes.....	7
BSN Curriculum Description .....	8
BSN Plan of Study .....	9
<b>Heritage University Policies and Resources</b> .....	<b>12</b>
Statement on Diversity .....	11
Heritage University Nondiscrimination Policy .....	11
Students with Disabilities .....	11
University Academic Calendars.....	12
Student Handbook and Catalog.....	12
Student Support Programs.....	12
TRiO Student Support Services (S3).....	12
The Office of Academic Advising.....	12
College Assistance Migrant Program (CAMP) .....	13
Early Learning Center.....	13
Student Life Department .....	13
Social and Mental Health Counseling Services .....	14
Student Resource Page .....	14
Academic Support .....	14
Library .....	14
Information Technology (IT).....	16
PaperCut (Printing) .....	16
Campus Security .....	16
My Heritage.....	16
Registrar .....	16
Registering for Classes Online.....	17
Documentation .....	17
Financial Resources.....	17
Nursing Scholarships and Financial Awards.....	18
Expenses .....	19
Employment.....	19
Nursing Technician Information .....	19
<b>Academic Standards</b> .....	<b>20</b>
Academic Progression Guidelines .....	20
Academic Progression Sequence Guidelines .....	20
Repeating a Course.....	20
Professionalism .....	21
Suspension from Clinical Practice .....	21
Dismissal from the BSN Program.....	21
Student Status – Good Standing.....	22
<b>Department of Nursing Resources</b> .....	<b>22</b>
Use of Technology .....	22
Communication .....	23
Student Advisement.....	23

Developing the BSN Student Portfolio .....	24
Written Assignments.....	24
Time Management.....	24
Taking Quizzes, Tests, and Exams .....	25
<b>Opportunities for Student Government and Leadership .....</b>	<b>25</b>
Committee Membership of the Department of Nursing.....	25
Committee General Job Description .....	25
National Student Nurses Association .....	26
Graduation.....	26
<b>Clinical Policies and Resources.....</b>	<b>27</b>
Clinical Rotations and Facilities .....	27
Transportation .....	27
Clinical Dress Code.....	27
Clinical and Lab Experience Attendance.....	28
Expectations for Nursing Care .....	29
Acute Illness .....	29
Emergency care .....	29
<b>Health Requirements for the Department of Nursing .....</b>	<b>29</b>
Background Check .....	30
BLS Certification .....	30
Health and Accident Insurance .....	30
Immunization / Testing Requirements .....	30
<b>Evaluation and Progression in the Department of Nursing .....</b>	<b>31</b>
Calculation of Course Grades .....	31
Student Laboratory and Clinical Evaluations.....	31
Professional Behavior .....	32
Admission, Progression, and Dismissal.....	32
Student Progress Report.....	32
Just Culture.....	32
Medication Safety .....	33
Standardized Testing – HESI.....	33
Preparation for the NCLEX.....	34
NCLEX-RN Review Course .....	34
HESI Exit Exam .....	34
NCLEX (National Council Licensure Examinations).....	35
BSN Program Evaluation.....	37

# WELCOME TO HERITAGE UNIVERSITY DEPARTMENT OF NURSING

## PROGRAM OVERVIEW

### Vision

Preparing highly qualified nurse leaders to serve multicultural populations.

### Mission

The BSN program mission is to advance the health of multicultural families and communities in rural environments through excellence in nursing education, service, practice and community based research.

The Heritage University Department of Nursing embraces the three key values of the University: “Honoring each person’s human dignity and potential; seeking intellectual growth and challenges; and celebrating the shared spiritual roots of all humankind.” The Nursing Department also endorses the core values of caring, connectivism, autonomy, integrity, and social justice.

### Core Themes

Four core themes unify the mission of Heritage University:

- I. Access, Equity and Diversity
- II. Academic Excellence
- III. Community Engagement
- IV. Institutional Vitality

The BSN program fulfills the four Heritage core themes in the following ways:

#### **Heritage Core Theme I: Access, Equity and Diversity.**

Heritage is in the heart of the Yakima Valley, an area with significant population health disparities related to poverty and cultural equity issues of the diverse ethnicities of the Valley. This setting provides unique opportunities for training nurses to provide culturally competent, community focused care. Heritage University BSN students are educated to serve communities in which they have resided all of their lives, for which they express a caring passion.

#### **Heritage Core Theme II: Academic Excellence.**

The Heritage University BSN curriculum is built on the *Essentials of Baccalaureate Education for Professional Nursing Practice* (2008) as required by the *American Association of Colleges of Nursing* (AACN) and is eligible for national certification by the *Commission on Collegiate Nursing Education* (CCNE).

#### **Heritage Core Theme III: Community Engagement.**

BSN students learn community health nursing principles in their didactic coursework, and practice those principles in the local community. The senior capstone includes partnering with a faculty mentor to participate in ongoing community-based collaborative action research. With a firm Heritage Nursing program commitment to prioritize the needs of the local community, the BSN program will return a permanent workforce of highly skilled nurses to transform the health of the community.

#### **Heritage Core Theme IV: Institutional Vitality.**

BSN students are integral to the Heritage University Community, contributing to the intellectual vigor of the University and to the overall well-being of the campus through active engagement with student government and Heritage University Nursing Students chapter of the Nursing Students of Washington State (NSWS).

## NURSING DEPARTMENT GOALS AND OUTCOMES

### **1. INQUIRY: We cultivate a vibrant environment of inquiry where our community of nursing scholar students and faculty and thrive.**

- We create and maintain a support a learner-centered culture.
- We procure and care for our resources.
- We recruit and retain a student body capable of withstanding the academic rigors of the BSN program, and promote progression toward the BSN
- We recruit and retain outstanding staff and faculty
- We define student and faculty success and create measurable goals to attain it.
- We provide faculty access to professional development.
- We promote positive interactions among faculty, students and staff to increase engagement and success.
- We use best practices in technology to optimize strategies for instruction.
- We engage in a university ethos of liberal education to nurture understanding of the human response.
- We promote active service to the University through participation on Committees and Dept. of Nursing projects, and other activities.

### **2. EQUITY: We prepare an effective multicultural nursing workforce to meet the needs of the diverse populations in which we exist.**

- We recruit, retain and graduate students reflective of our diverse communities.
- We seek and hire faculty and staff who resonate with the diverse backgrounds of our students.
- We ensure equitable access to robust learning resources, excellent teachers, and leading-edge clinical learning opportunities.
- We foster a diverse and inclusive learning ethos, where uniqueness of beliefs, backgrounds, experience, talents, capabilities, and ways of living are welcomed and leveraged for understanding the human response.

### **3. FAMILY & COMMUNITY: We form collaborations with community partners to promote health and resilience in families and the community..**

- We are deliberate in integrating family and community knowledge in the curriculum.
- We support nursing practice inquiry with emphasis on advancing family and community health and healing.
- We participate with the community to discover and take action to reduce health inequities and improve health outcome.
- We seek community- and family-focused clinical practice experiences.
- We respect the traditions, laws, history of the Yakama people, on whose land we reside; and we demonstrate gratitude by being thoughtful in our partnerships and our use of resource.
- We honor and care for the families and community that raise and continue to nurture our faculty, students and staff.

### **4. EDUCATION: We prepare professional bachelor of science in nursing (BSN) nurses for safe and effective nursing practice and for lifelong development.**

- We prepare BSN students who are able to obtain Registered Nurse (RN) licensure.
- We nurture a strong Heritage Nursing identity by socializing students to the unique value and learning outcomes in the BSN program.
- We engage our students and faculty in collaborative, inter-professional education (IPE) with students and faculty from other health professions
- We provide our students with a strong foundation for graduate education.

## BSN PROGRAM STUDENT LEARNING OUTCOMES

The BSN Program is consistent with the rich tradition of liberal arts and sciences at Heritage University. While unique to Heritage University, the Heritage BSN Program Outcomes are aligned with the American Association of Colleges of Nursing (AACN) Essentials of Baccalaureate Education for Professional Nursing Practice (2021). The Heritage baccalaureate nursing degree will prepare the graduate to function competently as:

### 1. Provider of Care

- *The Heritage professional nurse* is prepared to provide leadership and assume accountability in the design, delivery, and education of safe, holistic nursing care.
- *The Heritage professional nurse* plans, implements, and evaluates nursing intervention from an ecological perspective for the individual family, and community as the units of care.
- *The Heritage professional nurse* practices the art of nursing by integrating aesthetic knowing in nursing care.

### 2. Scholar

- *The Heritage professional nurse* approaches nursing with a spirit of inquiry for application of nursing theories that explain & predict the outcomes of care.
- *The Heritage professional nurse* explains how knowledge of the physical world and scientific methodology contribute to understanding the complexity of nursing care in the treatment of human response.
- *The Heritage professional nurse* explains how nursing's fundamental patterns of knowing -- ethical, aesthetic, personal, empirical & emancipatory -- contribute to understanding the complexity of nursing care in the treatment of human response.

### 3. Leader and Collaborator

- *The Heritage professional nurse* utilizes effective written and oral communication and professional behaviors to foster shared decision-making and accountability among team members to optimize outcomes of care.
- *The Heritage professional nurse* integrates technological and mathematical knowledge to create a culture of quality and safety to prevent systems errors.

### 4. Member of the Profession

- *The Heritage professional nurse* embodies professional values and responsibilities defined by the American Nurses Association's Scope and Standards of Nursing Practice (ANA, 2015), Code of Ethics for Nurses with Interpretive Statements (ANA, 2015), Nursing's Social Policy Statement: The Essence of the Profession (ANA, 2010).
- *The Heritage professional nurse* assumes accountability for maintaining professional practice through self-reflection; and demonstrates continuous professional engagement and lifelong learning.
- *The Heritage professional nurse* demonstrates courage and resilience from practicing self-care as requisite for creating a culture of safe and effective nursing care.

### 5. Advocate

- *The Heritage professional nurse* participates in the policy processes impacting the health of individuals, families, communities and populations.
- *The Heritage professional nurse* works to increase access to care, especially for vulnerable populations and to overcome social determinants of health.
- *The Heritage professional nurse* works to overcome barriers to the provision of culturally inclusive nursing care.
- *The Heritage professional nurse* expresses passion for sustainability and justice.

## **BSN Curriculum Description**

### **Overview of the Curriculum.**

The Department of Nursing BSN program provides broad professional preparation based on the biological, physical and behavioral sciences, and on the humanities.

The program is approved by Washington State Board of Nursing. The nursing program requires the completion of prerequisite coursework prior to three (3) levels of coursework within the nursing major. Additional General University Required Courses in liberal arts complete the degree requirements. Graduates of the Nursing Program at Heritage University receive a Bachelor of Science in Nursing (BSN) degree. Graduates are qualified to take the National Association of State Boards of Nursing NCLEX-RN®, and to become a Registered Nurse.

### **General University Course Requirements and Prerequisites/Co-requisites.**

The Heritage University liberal arts lay the foundation for students to cultivate exemplary clinical judgment skills. The foundational courses comprise a solid core of established Heritage General University Course Requirements (GUCRs) as well as Prerequisites and Co-requisites for Nursing, including the biological, behavioral, and social sciences course.

### **Nursing Courses.**

In the prerequisite freshman year students will take two introductory nursing courses in the *Fundamental Patterns of Knowing in Nursing* to prepare them for nursing practice based on nurse's ways of knowing and knowledge for nursing. These are *NURS 114W Personal Knowledge Development*, and *NURS 206W Ethical Nursing Practice*. After admission to the BSN program in the sophomore year, students will take three additional courses in the *Fundamental Patterns of Knowing in Nursing*: *NURS 205 Aesthetics of Nursing Practice*, *NURS 207 Relationship Based Nursing Practice*, and *NURS 208 Empirics of Nursing Practice*.

The upper division didactic nursing courses consist of five curricular themes. Each curricular theme is developed by courses.

- Applied Nursing Foundations
- Leadership in Professional Nursing
- Nursing Practice Core I - Individual as the Unit of Care
- Nursing Practice Core II - Family and Community as the Units of Care
- Senior Nursing Capstone

Lab courses are substantive pragmatic courses, designed to give students practice solving clinical problems in caring for the individual, the family, and the community. Students will receive approximately 1,200 clock hours of supervised clinical practice across the curriculum in *Applied Nursing Foundations*, *Nursing Practice Core I*, *Nursing Practice Core II*, and *Professional Role Integration of the Senior Nursing Capstone*.

The projected program completion time is four to five years depending on student readiness for admission to the BSN program at the end of the freshman year for fall sophomore start. The BSN program consists of 139 total semester credits; 75 of these credits are devoted to the nursing major. Thirty of the credits fulfill the general university course requirements (GUCR). The total number of hours required for supporting general university requirements and core courses is consistent with national accreditation standards for the BSN. The didactic portion of the program will be offered on the Heritage University campus. Students fulfill the clinical practicum portion of the program at clinical sites with which the Heritage Nursing Department has established affiliation agreements.

### **BSN Plan of Study**

The generic program of study for high school graduates entering Heritage University as freshmen may take four or five years to complete the BSN degree requirements, depending on readiness for this rigorous program of study. Eligible students are admitted to pre-nursing in the freshman year. Multiple factors impact a new college student's successful completion of a rigorous schedule of arts and science courses in pre-nursing. Together with their academic advisors, students will schedule a program of pre-nursing that takes one or two academic years. Students who demonstrate success in the Pre-Nursing Pathway will be advised to apply to the BSN program during the Spring Semester prior to beginning the BSN program in following Fall Semester. Transfer students also are eligible for



admission to the BSN program. Consult the BSN Admission Guide for more information about admission for Heritage Pre-Nursing Pathway students and for Transfer Students.

The nursing program includes nursing, science and liberal arts courses. The ratio of clinical laboratory or practice hours to credit hours is 4 to 1. Students may be registered for courses alternate semesters, depending upon clinical agency placement. The following sample study plan demonstrates how an entry-level pre-nursing student might schedule the required courses:

<b>Pre-Nursing Pathway (1 - 2 Years)</b>		
<b>Semester 1 (Fall)</b>		
BIOL 111	General Biology	3
BIOL 111L	General Biology Lab	1
CHEM 101	Intro to Chemistry	3
CHEM 101L	Intro to Chemistry Lab	1
ENF 101	English Composition I	3
MATH 140	College Algebra	3
MATH 140L	College Algebra Lab	1
<b>NURS 100</b>	<b>Pre-Nursing Pathway</b>	<b>0</b>
<b>NURS 114W</b>	<b>Personal Knowledge Development</b>	<b>2</b>
	<b>Total Nursing</b>	<b>2</b>
	<b>TOTAL</b>	<b>17</b>
<b>Semester 2 (Spring)</b>		
BIOL 340	Human Anatomy	3
BIOL 340L	Human Anatomy Lab	1
CHEM 202	Organic & Biochemical Processes of the Human Body	4
CHEM 202L	Organic & Biochemical Processes of the Human Body Lab	1
ENG 102	English Composition II	3
<b>NURS 100</b>	<b>Pre-Nursing Pathway</b>	<b>0</b>
PSY 101	Introduction to Psychology	3
UNIV 101	Foundations/Success I	3
	<b>Total Nursing</b>	<b>2</b>
	<b>TOTAL</b>	<b>18</b>
<b>BSN Program (Sophomore)</b>		
<b>Semester 3 (Fall)</b>		
BIOL 322	Microbiology	3
BIOL 322L	Microbiology Lab	1
BIOL 341	Physiology	3
BIOL 341L	Physiology Lab	1
<b>NURS/DRMA 205*</b>	<b>Aesthetics of Nursing Practice</b>	<b>3</b>
<b>NURS 208</b>	<b>Empirics of Nursing Practice</b>	<b>3</b>
MATH 221	Introduction to Probability & Statistics	3
MATH 221L	Introduction to Probability & Statistics Lab	1
	<b>Total Nursing</b>	<b>6</b>
	<b>TOTAL</b>	<b>18</b>

<b>Semester 4 (Spring)</b> Begin clinical experience, 1 day/week (Sat, Sun, and/or Mon)		
NURS 206W	Ethical Nursing Practice	2
NURS 207	Relationship Based Nursing Practice	2
NURS 292L	Health and Physical Assessment Lab	3
NURS 300A	Pharmacology for Nursing	3
NURS 300AL	Pharmacology for Nursing Lab	1
NURS 310	Pathophysiology for Nursing	3
	<b>Total Nursing</b>	<b>14</b>
	<b>TOTAL</b>	<b>14</b>
<b>BSN Program (Junior)</b>		
<b>Semester 5 (Fall)</b> Continue clinical experience, 1.5 day/week (Sat, Sun, and/or Mon and Wed morning)		
NURS 209L	Nursing Procedures Lab	2
NURS 215	Nutrition for Nurses	2
NURS 215L	Nutrition for Nurses Lab	1
NURS 216	Thinking Like a Nurse	3
NURS 306	Family Nursing Inquiry	3
NURS 306L	Family Nursing Practice Lab	2
PHIL 210	Logic and Critical Reasoning	3
	<b>Total Nursing</b>	<b>13</b>
	<b>TOTAL</b>	<b>16</b>
<b>Semester 6 (Spring)</b> Expand clinical experience to up to 3 day/week		
HIS 102W	World Civilization	3
NURS 312	Physiological Clinical Reasoning I (Prevention and Promotion)	3
NURS 321L	Physiological Clinical Reasoning I Lab (Prevention and Promotion)	2
NURS 312	Psychosocial Clinical Reasoning	3
NURS 314L	Psychosocial Clinical Reasoning Lab	2
PSY 325W	Human Growth & Development	3
	<b>Total Nursing</b>	<b>10</b>
	<b>TOTAL</b>	<b>16</b>
<b>Semester 7 (Summer)</b> Intensive clinical experience 4 weeks in Seattle, 4 weeks in valley		
NURS 316	Physiological Clinical Reasoning II (Pediatrics)	3
NURS 316L	Physiological Concepts in Clinical Reasoning II Lab (Pediatrics)	2
NURS 322L	Physiological Concepts in Clinical Reasoning III Lab (Maternal)	1
Language	Language (students can receive credit for competency test-out) SPAN 110 Spanish for Nursing/Health Professionals recommended	3
	<b>Total Nursing</b>	<b>6</b>
	<b>TOTAL</b>	<b>9</b>
<b>BSN Program (Senior)</b>		
<b>Semester 8 (Fall)</b> Clinical experience to up to 3 day/week		
NURS 304**	Quality, Safety & Informatics in Nursing Practice	3
NURS 307	Policy, Power & Politics of Nursing	3
NURS 317	Community Oriented Nursing Inquiry	4
NURS 317L	Community Oriented Nursing Practice Lab	2
NURS 322L	Physiological Clinical Reasoning III	3
	<b>Total Nursing</b>	<b>15</b>
	<b>TOTAL</b>	<b>15</b>

<b>Semester 9 (Spring)</b> Intensive clinical senior practicum Jan-Feb		
ENG 324W	Advanced Composition Writing in the Health Sciences	3
NURS 318	Nursing Leadership and Management	3
NURS 417	Community-based Collaborative Action Research	2
NURS 418L	Professional Role Integration	4
PHIL 310W	Philosophy and Culture	3
	<b>Total Nursing</b>	<b>9</b>
	<b>Total</b>	<b>15</b>
	<b>Total Nursing Credits</b>	<b>74</b>
	<b>Total Liberal Arts Credits</b>	<b>65</b>
	<b>TOTAL CREDITS</b>	<b>139</b>

\*NURS/DRMA 205 fulfills the General University Education Requirements for a Performing Arts course, and is cross-listed under DRMA and NURS

\*\*NURS 304 fulfills the General University Education Requirement for a Technology course.

Upon successful completion of the BSN curriculum, graduates will be eligible to sit for the **NCLEX examination** for licensure as a Registered Nursing (RN). Satisfactory completion of the NCLEX enables the graduate to practice as an RN in the state for which the examination was written.

### Sequencing of the Nursing Curriculum.

#### *Overview.*

The Bachelor of Science in Nursing (BSN) Program requires completion of 139 total credits over a period of 4 or 5 academic years.

#### *Preparation coursework.*

Qualified Heritage University students may be placed in the pre-nursing pathway in order to complete prerequisite courses – essential science and liberal arts courses. Students may transfer from any accredited community college, 4-year college or university.

Students are required to complete the Heritage University core curriculum requirements and all nursing major prerequisites before starting the fall semester of the nursing sequence. Students must also meet prerequisite program requirements prior to entry. Therefore, it is advisable to carefully study the published requirements and consult advisors regularly for planning.

After beginning the nursing sequence of courses, students are expected to work closely with their faculty advisor to complete the program of study in the required sequence of courses. Nursing students are enrolled in a combination of theory, lab, seminar, and clinical practicum courses. Clinical courses are paired with theory courses to provide an opportunity to learn the process and skills involved in caring for a certain group or population of patients. Therefore, both the theory and clinical course must be successfully completed before a student may progress to the next courses in the sequence. Throughout the sequence of nursing courses, students experience a variety of clinical settings including hospital, long term care, home, and community settings. During all clinical experiences, faculty supervisors are available to students for consultation, collaboration, and supervision related to course objectives.

## HERITAGE UNIVERSITY POLICIES AND RESOURCES

### Statement on Diversity

The objectives of the Heritage University Equal Opportunity Program are to eliminate discrimination and, in conformity with state and federal laws and in keeping with the university's mission, to develop and maintain a workforce and a student body that reflect the communities of the regions that the university serves. Applications for employment and student admission are especially solicited from groups underrepresented in various levels of the workforce and/or in the region's higher education student bodies.

### Heritage University Nondiscrimination Policy

Heritage University subscribes to the principles and laws of the federal government and the state of Washington pertaining to civil rights and equal opportunity, including Title IX of the Education Amendments of 1973. The university has a policy of equal educational opportunity, equal employment opportunity, and nondiscrimination in the provision of educational and other services to the public. Heritage does not discriminate in admission or access to its educational facilities or in its treatment of students or employees in its programs and activities on the basis of race, ethnicity, national origin, gender, sexual orientation, religion, age, veteran status, or disabling conditions, in violation of federal or state law.

### Students with Disabilities

Americans with Disabilities Act of 1990 (ADA Policy): The current law of the Americans with Disabilities Act of 1990, states that “a disability can be a physical or mental impairment that substantially limits one or more major life activities of an individual. The ADA law prohibits discrimination and ensures that individuals with disabilities have the same opportunities to participate in the mainstream of American life – to enjoy employment, education, to purchase goods, to participate in State and local government programs and services.” As an institution of higher education, Heritage University is committed to providing reasonable accommodations for students with documented disabilities.

If you believe you have a disability which may warrant an accommodation, the first step is to contact the Office of Ability Services to schedule an appointment.

### Contact Information

Website: <http://www.heritage.edu/Current-Students/Office-of-Ability-Services>

Phone: 509-865-8544

Email: [OfficeofAbilityServices@heritage.edu](mailto:OfficeofAbilityServices@heritage.edu)

### University Academic Calendars

The annual academic Heritage University is published online <http://catalog.heritage.edu/>. The calendar includes final exam week. The Department of Nursing clinical calendar may extend beyond the parameters of the Heritage University academic calendar in order to schedule students for clinical experiences. This is necessary to accommodate clinical agencies and other nursing education programs. Nursing students are to make plans for work, travel, weddings, other social events, etc. based on the Heritage University academic calendar, and based on arranged laboratory or clinical time. Students will be notified of special clinical calendars in advance. Travel arrangements should be made to depart after the final day of the exam schedule and arrive at least the day before the first day of nursing courses. Students should not ask faculty for exceptions.

### Student Handbook and Catalog

The Heritage University Catalog is the resource for all students at the university. It contains information about resources on campus, activities, organizations, policies, rules, and regulations. In addition, it has emergency numbers and often-called numbers of university offices. You are responsible for being informed about the university's policies and regulations in the Catalog, most notably the Academic Policies and Code of Conduct. <http://catalog.heritage.edu/>

### Student Support Programs

There is an array of programs designed to support specific groups of students with specific academic and college enrichment. Students are encouraged to research the various programs and apply for assistance.

### **TRiO Student Support Services (S3)**

TRiO (S3) Program mission is to increase retention and graduation rates of student by offering academic and personal support. It is committed to serving 160 low-income, first-generation college students and students with disabilities to earn a bachelor's degree within six years. While student financial aid programs help students overcome financial barriers to higher education, TRIO programs help students overcome class, social, and cultural barriers to higher education.

Services Provided:

Types of services the TRIO/SSS Program provides:

- Career Guidance
- Free Tutoring
- Mentoring
- College Success Workshops
- Grant Aid
- Resume Writing Seminars
- Cultural Enrichment Activities
- Assistance applying for financial aid and internships
- Scholarship Awareness
- Summer Academic Enrichment Program

#### Contact Information

Phone: 509-865-0701

Fax: 509-865-0724

Email: [TRIOS3@heritage.edu](mailto:TRIOS3@heritage.edu)

### **The Office of Academic Advising**

The Office of Academic Advising provides students with opportunities to find their voice and fully engage in their academics in order to enrich their personal and intellectual growth. We promote a positive climate of respect and cooperation between advisor and student. This relationship will support students in developing the skills to think critically and make responsible choices.

#### Contact Information

Website: <https://myheritage.heritage.edu/ICS/Students/Advising/>

Phone: 509-865-0725

Email: [Advising@heritage.edu](mailto:Advising@heritage.edu)

### **College Assistance Migrant Program (CAMP)**

The CAMP is a federally funded program designed for first-year college students from migrant and seasonal farm worker families. CAMP at Heritage University provides college transition services to develop the skills and understanding necessary to excel in a four-year college environment. The CAMP staff is committed to four service areas: academic assistance, career planning, cultural enrichment, and support services. Throughout the first year of college, CAMP activities may include trips, workshops, guest speakers, seminars, and events to stimulate personal, cultural, and academic growth. To be eligible for CAMP, students must be first-year students at Heritage University who participate, or whose immediate family participates, in migrant and/or seasonal farm work, who have participated in the Title I Migrant Education Program, or who have participated in the National Farmworker Job Program..

#### Contact Information

Website: <https://heritage.edu/student-resources/college-assistance-migrant-program/>

Phone: 509-865-8695 or 888-272-6190 (toll free)

Email: [hucamp@heritage.edu](mailto:hucamp@heritage.edu)

### **Early Learning Center**

The Heritage University Early Learning Center (HUELC) offers an educational experience within a nurturing environment for children ages 1 year to kindergarten age. The center is available to all students, all faculty and all families in our community. Families receiving outside support through Department of Social Health Services or Yakama Nation Child Care Grant are welcomed as well. The Early Learning Center is fully licensed through the state of Washington. The staff meets all state licensing requirements for first aid and food handling. Many hold credentials in early childhood education and child development.

### Contact Information

Website: <https://heritage.edu/student-resources/early-learning-center/>

Phone: 509-865-8630

Email: [Childcare@heritage.edu](mailto:Childcare@heritage.edu)

### **Student Life Department**

The Student Life Department is dedicated to enriching the college experience for Heritage University students. Student clubs, Student Government Association, and all student events and activities are coordinated through the Student Life Department.

<https://heritage.edu/student-life/>

### Student Government Association (SGA)

All currently enrolled full-time students are members of the SGA and may participate in the election of representatives to its chief governing board, the SGA. The responsibilities of the Student Government Association are to serve as the organized student voice to faculty and administration regarding students' needs and opinions in matters of students' life and welfare, and to plan extracurricular activities that enhance the educational and interpersonal experiences of students while they are at Heritage.

<https://heritage.edu/student-life/student-government/>

### Student Clubs and Organizations

The Heritage University values the importance of student participation in Student Organizations and recognizes that they play an essential role in student and campus engagement. By joining a club or organization, students have the opportunity to meet new people with similar interests, learn new things, and participate in activities and events. Students who would like assistance in planning and financing student activities are encouraged to contact the Student Life Coordinator.

<https://heritage.edu/student-life/clubs/>

### **Campus Recreation**

#### *Recreational Sports.*

Heritage University supports HU students, staff, and faculty to participating in recreational leagues throughout the Yakima Valley. Some of the current sports the HU community participates in are indoor and outdoor soccer, co-ed softball, and basketball (men's & women's) to name a few. For more information about establishing a team, contact the student life department at [studentlife@heritage.edu](mailto:studentlife@heritage.edu).

#### *Intramural Sports.*

Intramural Sports provide opportunities on campus to participate in a variety of sports. Currently HU offers soccer, volleyball, flag football, ultimate frisbee. As student interest and participation grows, there is an opportunity to expand our offerings.

### Contact Information

Website: <https://www.heritage.edu/student-life/recreation/>

Phone: 509-865-0701 or 888-272-6190 (toll free)

Fax: 509-865-0724

Email: [studentlife@heritage.edu](mailto:studentlife@heritage.edu)

### **Social and Mental Health Counseling Services**

Students who are currently enrolled at Heritage University who are experiencing personal issues impacting their academic performance can work with a licensed mental health counselor. These services are free and totally confidential. Students may contact the Northwest Employee Assistance Program at (509) 575-4313 to schedule an appointment.

### **Student Resource Page**

The Student Resource Page on My Heritage contains a list of resources from local communities and Washington State that are available to students as well as a list of emergency contacts.

<https://www.heritage.edu/student-resources/>

## **Academic Support**

Heritage University is committed to providing students with learning communities for students seeking additional academic support and help. The Kathleen Ross Center houses the array of student support services at the University.

The Academic Skills Center offers students the opportunity to work with skilled tutors to help students achieve their academic goals and improve their knowledge in specific subject areas. The Writing Center focuses on supporting students with idea generation and development, research papers, citation, and general composition writing for scholarships or graduate school applications. The Academic Skills Center provides group tutoring, one-on-one tutoring, and online tutoring in core content areas such as mathematics, science, accounting, and general study skills.

The Testing Center provides services to future students with complete placement testing for new or transfer students who have applied for admission to Heritage University. Faculty and Current Students can use the Testing Center to administer make-up and accommodation testing. Community members can also request proctored testing services.

Career Services provides assistance with resume/cover letter reviews, interview preparation, employment connection, and Myers-Briggs assessment.

<https://www.heritage.edu/student-resources/academic-skills-center/>

## **Library**

The Donald K. C. North Library, located in the Kathleen A. Ross, SNJM Center, provides a central focus for the scholarly and intellectual life of its students, faculty and staff, and meets the informational and educational needs of the university and local community. The library develops, augments and maintains collections of print material, electronic products and other non-print resources to support all areas of the university curriculum; to facilitate the development of research skills for students, faculty, and staff on and off campus; and to contribute to the cultural enrichment of the Heritage community.

### **Resources**

Library users have access to 70,000 print and 104,000 electronic volumes. The library subscribes to serial publications such as magazines, journals, newspapers and newsletters. Computer terminals provide online access to Voyager, an electronic catalog, which lists the university holdings. Membership in OCLC (Online Computer Library Center) and WIN (Washington Idaho Network) provides access to millions of additional records and materials from member libraries through interlibrary loan. Internet access is available, with web-based indexes, electronic journals, electronic books and reference databases licensed for use by the university community. Audiovisual materials for instructional support are located in the circulation area. Microform materials are located in the reference area. The library archive, called the K ROSS Collection, consists of rare research materials of regional and cultural interest. Consult the library Web pages for titles and access information. Please contact the library for assistance and access to these resources and services.

### **Information Literacy**

Library personnel offer a wide range of opportunities for instruction and research strategies in the use of printed and electronic resources. Training includes library orientation, research strategies, library information retrieval, instruction for new students, instruction to support university courses, instruction sessions for classes or individuals and training of students who work in the library. Off-campus students and faculty have equal access to information literacy training and skills development. Additionally, students and faculty may contact the library staff via telephone, fax, email and the university website.

### **Services Provided**

The HU Library Web Page offers information regarding all aspects of library service and facilitates requests for such service. Links to online catalogs, licensed databases, useful Internet sites, tutorials, citation styles and other educational material address the needs of both faculty and students.

Library staff assists students, faculty and staff in the location and use of circulating and reference books as well as

electronic databases.

Students, faculty and staff must have valid library accounts. Inquire at the circulation desk regarding establishment of accounts. All patrons must present a picture ID at the circulation desk to borrow materials. Books are loaned for up to four weeks, with one renewal permitted. Reference books, reserve materials and current periodicals may be used throughout the library. These items do not circulate.

The library issues a number of its own publications, including library use and research guides, subject bibliographies, newsletters, and user policies and regulations. Consult the circulation and reference areas for these handouts. Interlibrary loan of materials not held in the library is available to students, faculty and staff. Requests may be made via email, telephone or forms available online. There is usually no charge for this service.

The university licenses electronic databases. These are available on and off campus via the Internet. Consult the library staff or instructors for information on how to access these databases and electronic journals off-site.

A network printer is available for printing online material. These printers are for school-related purposes only. Non-university research can be saved to a portable device or emailed to a private account.

The library houses a photocopier machine, microfilm reader/printer, video and audio equipment, typewriter and basic office equipment for patrons.

Numerous ready-reference books and materials are available at the main reference desk. These include guides to database use and items of local interest.

The library staff will accommodate students with special needs.

Please consult the library Web page for current hours of operation. Changes in the posted schedule may vary during intersession and summer sessions. Contact the library with further inquiries at (509) 865-8521 or check the HU Library Web Page.

<https://libguides.heritage.edu/>

### **Information Technology (IT)**

Heritage is committed to providing our students hands-on access to state of the art computing technology. Located in common areas, formal computer labs, and computer teaching centers located all across campus, these high technology resources include a Gigabit research network, Linux super computer array, and multiple dedicated student-computing labs.

High-speed Internet connectivity and access to a wide range of online classes and student support resources including IT HELP Center services, are provided by state-of-the-art, multi-gigabit fiber optic connections across the entire campus. Students, faculty, and guests are provided unlimited access to high-speed wireless (Wi-Fi) services. Students can find technology assistance in person at the Help Desk in Rick and Myra Gagnier Hall, at (509) 865-8579, or at [ITHelpDesk@heritage.edu](mailto:ITHelpDesk@heritage.edu).

### **PaperCut (Printing)**

Heritage University provides each student with a \$12.50 credit for printing from campus printers for each semester a student is enrolled. Instructions for downloading PaperCut software for Windows or Mac can be found on MyHeritage>Help Center> PaperCut Windows Installation or MyHeritage>Help Center> PaperCut Mac Installation.

### **CAMPUS SECURITY & SAFETY:**

In an emergency, call 911. If you need campus security assistance please call 509-865-8555 or ext. 8555 from any campus land line or email: [CampusSecurity@heritage.edu](mailto:CampusSecurity@heritage.edu)

For a list of Campus Security services and Crisis Response Steps please go to this link:

<http://www.heritage.edu/safety-security/> or reference the posted Campus Safety Boards located in each building main entry way.



**RAVE Alert:** The University uses Rave Mobile Safety to provide an emergency alert and notification system capable of delivering messages to University staff, faculty and students email addresses, and cell phone. These messages include campus emergencies, inclement weather and closures as they pertain to the entire campus community. Register by logging into <https://www.getrave.com/login/Heritage>. Regional Sites, please reference the Host Campus Security Information and Emergency Safety Plan.

### My Heritage

My Heritage is the Heritage University web portal containing news and announcements, upcoming event information, and course information. It is located at <https://myheritage.heritage.edu>

### Registrar

The Registrar's Office at Heritage University is dedicated to supporting the educational purpose and mission of the University. We strive to serve the college community in a timely, friendly and accurate manner. At the same time, it is our job to guard the integrity and security of all student records in a manner consistent with ethical and legal standards. The Registrar's Office supports students in all phases of university life, including registration, class scheduling, and graduation. Our office is located in the Student Services building.

To contact the Registrar's Office:

Registrar Staff Associate (Transcripts and Registrations): 509-865-8506

Credentials Evaluator (Transfer Credits and Graduation): 509-865-8509

Registrar: 509-865-8505

Email: [registrar@heritage.edu](mailto:registrar@heritage.edu)

Order transcripts: <https://heritage.edu/student-resources/registrar-and-transcripts/>

Degree and Education (Enrollment) Verification: <https://www.studentclearinghouse.org/>

(Degree and Enrollment is verified by the National Student Clearing House)

### Registering for Classes Online

Follow the steps listed below to register for classes online:

1. Log into **MyHeritage** (<https://myheritage.heritage.edu/ics>)
2. Click on **Students tab**
3. Under the heading **Registration** click on **Online Registration**
4. Complete **Information Update** first before registering for courses.
5. Click **Add/Drop Courses**
6. Change the **year and term** to reflect the term you want to register for.
7. Start your search by clicking on the **Course Search Tab**
8. Add courses that you find will fit your schedule and academic plan.

Contact your Academic Advisor to schedule your registration appointment.

Contact the Registrar's Office for any registration questions at [registrar@heritage.edu](mailto:registrar@heritage.edu).

### Documentation

The Department of Nursing maintains and retains student records in accordance with the Heritage University policies, as well as federal and state laws governing student privacy.

In keeping with the Family Educational Rights and Privacy Act (FERPA), students have the right to expect that information stored in their Nursing Department files will be kept confidential.

The Department of Nursing will maintain a file in the office for each student in the nursing major. These files will be maintained and monitored by the faculty and staff of the department of nursing only. All student files will remain in a locked security cabinet and/or password protected computer when not specifically in use. Files may be accessed only by Heritage University Department of Nursing personnel involved in advising, instructing or assisting students in an official capacity or in filing or maintaining paper or electronic databases. Those who have direct access include the Director of the Heritage University Department of Nursing, the Administrative Coordinator for Nursing, faculty and designated staff. No other party may view the contents of a student's file without the student being present unless the student has provided written permission. A signed permission form must be placed in the file to document such access has occurred. Such third party review will only be provided in the presence of designated personnel, and will require valid photo identification.

## Financial Resources

<https://heritage.edu/student-resources/financial-aid/>

At Heritage University, we're committed to making sure nothing stands in the way of your college education, especially finances. With financial assistance in the form of loans, grants, scholarships and work study programs available to all qualified students, you can reach your educational goals without putting a huge financial burden on your life.

Both federal and state financial aid is available to students through FAFSA, and, since Heritage is a private university, we're able to further supplement student aid through institutional scholarships. Currently, Heritage awards nearly \$1.6 million annually, and over 95% of our students are able to take advantage of some sort of financial aid. So no matter what your situation, continuing your education and achieving your goals is more possible than ever.

We encourage all students to complete the Heritage University Academic Scholarship Application for consideration of merit scholarships. Additional scholarships can be found under the Financial Aid <https://heritage.edu/student-resources/financial-aid/> section of the MyHeritage student portal and in the [washboard.org](https://heritage.edu/washboard.org).

## Nursing Scholarships and Financial Awards

There are a variety of scholarships available for nursing students. Below are links to websites where some of these can be accessed. Announcements of additional scholarship opportunities will be made throughout the year via email.

- [AACN Scholarships & Financial Aid](#)
- [AfterCollege Succurro Scholarship](#)
- [Alexander Graham Bell Foundation College Scholarship Award](#)
- [American Assembly for Men in Nursing](#)
- [American Nurses Foundation \(ANF\)](#)
- [Army ROTC Nurse Program and Scholarships](#)
- [Barbara Rhomberg Excellence in Nursing Scholarship](#)
- [Chosenursing.com](#)
- [Discovernursing.com](#)
- [Edmund F. Maxwell Foundation Scholarship](#)
- [FNSNA Undergraduate Scholarship Program](#)
- [Global Health Nursing Scholarship](#)
- [Hispanic Scholarship Fund](#)
- [HRSA Nurse Corps Loan Repayment Program](#)
- [Hurst Review Services AACN Scholarship](#)
- [Inland Empire Nurses Association \(IENA\) Scholarship](#)
- [Marine Corp Scholarship Foundation](#)
- [MinorityNurse.com](#)
- [National American Arab Nurses Association](#)
- [National Association of Hispanic Nurses](#)
- [National Black Nurses Association](#)
- [Navy Nursing Scholarships](#)
- [NURSE Corps Scholarship Program](#)
- [Nurses.info](#)
- [Nursing Students of Washington State \(NSWS\)](#)
- [PEO International](#)
- [Philippine Nurses Association of America](#)
- [Pride Foundation](#)
- [Sigma Theta Tau \(STT\)](#)
- [The Army Nurse Corps Association](#)
- [U.S. Airforce ROTC Scholarships](#)

- [U.S. Department of Education](#)
- [Washington Center For Nursing - Scholarships, Loans, and Grants](#)
- [Washington League for Nursing \(NLN\)](#)
- [Washington State Opportunity Scholarship](#)
- [Washington Student Achievement Council](#)

## Expenses

Nursing students will have some expenditure in addition to tuition, books, and living expenses. Planning for these costs may help to lessen the strain on the budget. First, please note that fees are assessed for college lab and clinical lab courses that require small class sizes and for evaluative HESI testing as well as costs associated with laboratory courses.

Other expenses include, but are not limited to, the following (approximate cost of some items is included):

- Health and accident insurance
- Professional liability insurance
- Annual health requirements (TB screening, immunizations, health assessment)
- CPR Certification fees
- Uniform and shoes
- Stethoscope
- Watch with seconds feature
- Pen light
- Transportation to clinical agencies
- Textbooks (whole program) - \$1500
- Software/resource subscriptions - \$500
- Graduation Fee
- Filing fees for NCLEX Exam and RN Licensing - \$250

## Employment

Many students pursue a nursing degree and successfully balance a variety of non-academic responsibilities. To be a successful student your primary focus is to devote adequate time to your studies. For every hour of academic course work, you can plan to spend approximately 3 hours a week outside the classroom to study and be prepared for class. So a 3 credit hour class would require 9 hours a week outside the classroom to accomplish homework, work on group projects, study for tests, and keep up with assigned reading. Once you begin the BSN program, we strongly suggest you not work if possible, and that if you must work that you work no more than a minimal amount of hours (e.g., up to 12 hours per week). You can always increase your work hours during semester breaks and during the summer between your first and second year in the program. Students are encouraged to discuss employment commitments, financial difficulties, and academic plans with their advisors.

## Nursing Technician Information

A nursing technician (nurse tech) is a nursing student preparing to get an RN or LPN license. Nurse techs are licensed to work in hospitals, nursing homes, or clinics. This is a wonderful opportunity to apply and improve nursing skills and develop relationships with possible future employers while being paid.

To begin working as a nursing technician in Washington State:

- Are currently enrolled in or have completed clinical experiences (sophomore Spring term which includes NURS 292L and NURS 300AL)
- Be a student in “good standing” in the HU nursing program
- Complete the Education Verification, Employer Verification, and Nurse Tech application forms from WABON <https://nursing.wa.gov/licensing/apply-license/nurse-tech-license>

To continue working as a nurse tech in Washington State:

- Be enrolled in nursing courses and a student in “good standing.”
- Your employing agency must verify your satisfactory completion of each semester and your good standing in the nursing program by sending a memo to the Department of Nursing. If you are on probation,

dismissal, suspension, or non-compliant with your health record, you are not in good standing.

- You must provide your employer with an updated skills checklist if requested. These are mapped per term across the program. Please be certain to retain a copy of this skills checklist in your portfolio to provide to prospective employers upon request.

Nurse tech licenses expire 30 days after graduation from the BSN program.

## ACADEMIC STANDARDS

**NOTE: all current Heritage University Nursing Department policies can be found at <https://heritage.edu/academic-paths/undergraduate-degrees/nursing/nursing-department/nursing-policies/>**

### Academic Progression Guidelines

Heritage University Department of Nursing recognizes the need to set expectations for how students shall progress toward academic degree completion. Students are reviewed each academic term by the student's academic advisor and the BSN Program Director to determine that students remain within good standing in the university and nursing, and are progressing toward the BSN degree.

Preparation for the professional practice of nursing requires that students demonstrate certain essential behaviors in addition to acquisition and application of knowledge. Therefore, in addition to academic progression, to progress in the BSN program, the student must show evidence of continuing development in interpersonal relations and communication with patients, peers, faculty and other health care personnel; demonstrate sensitivity to the effect of behavior on others; demonstrate responsible fulfillment of class and practicum obligations; provide safe nursing care in the practicum setting; and demonstrate honesty and integrity in all academic and professional matters.

### Academic Progression Sequence Guidelines

Progression is based on the sequential arrangement of the curriculum. Students may not take a succeeding level course without completion of the previous level course(s) or prerequisite course(s), without recommendation of the Admission, Retention, Progression and Graduation (ARPG) Committee and/or the approval of the BSN Program Director.

A student who takes fewer than the required nursing credits for the specified program of study will be considered 'out of sequence.' Courses are not offered every semester, which will affect the timing of re-entry and program completion. Out of sequence students will be allowed to register for nursing courses on a space-available basis.

### Repeating a Course

A student who receives a grade lower than B- or a WP (withdrawal passing) in any nursing course must repeat that course. A student may repeat any nursing course only once.

A student who fails or withdraws from a clinical course must repeat the clinical course and may be required to repeat the related theory course(s) concurrently, at the discretion of the ARPG Committee. Students must pass the repeated clinical course in order to progress. The student will be permitted to register for a course being repeated on a space-available basis.

Because repeating a course may put the student out of sequence, a new plan of study must be developed by the student in consultation with his/her nursing advisor for progression through the sequence of nursing courses. A copy of the plan will be placed in the student's academic file.

### Professionalism

The education of the students in the Heritage University BSN Program is based on the concept that integrity, sense of responsibility, and self-discipline are inherent to the profession of nursing. The responsibility of the individual student to sustain high ethical standards is parallel to the concept that the professional nurse must be accountable for professional standards in the practice of nursing (American Nurses Association Code for Nurses with Interpretive Statements, 2015). The continuation and enhancement of ethical standards within the academic community and nursing profession are the individual responsibility of each student and faculty member. Mutual respect and

trustworthiness between the faculty and students promote optimal learning.

Nursing students at Heritage University are expected to exhibit behavior appropriate to the profession of nursing. They must assume personal responsibility for being in physical and mental condition to provide safe nursing care and for the knowledge and skills necessary to give this care. The purpose of this policy is to provide the student with information to meet these expectations.

Failure to comply with Nursing Policy #009 Professionalism may result in the student earning a grade failing to meet academic criteria for the course.

### **Suspension from Clinical Practice**

Heritage University clinical faculty supervisors reserve the right to suspend a student from the clinical practice setting if the student is ill, unprepared, late, or a risk to patient safety. Suspension from clinical practice for any reason, excluding student illness, is unexcused, thus carrying the requisite grade consequences as described in the course syllabus for unexcused absence.

### **Dismissal from the BSN Program**

#### **Disciplinary Dismissal.**

Disciplinary dismissal may result from the following:

1. Violation of the Heritage University Code of Conduct.
2. Violation of Washington State Board of Nursing (NCQAC), Washington Administrative Code (*WAC* 246-840-700), *Standards for nursing conduct and practice*.
3. Unsafe, unethical, illegal or unprofessional behavior in violation of National Student Nurses Association (NSNA) *Code of Academic and Clinical Conduct* (2017) or the American Nurses Association (ANA) *Code of Ethics with Interpretive Statements* (2015).
4. Violations of the *Health Insurance Portability and Accountability Act (HIPAA)*; Pub.L. 104–191, 110 Stat. 1936 (1996).

#### **Disciplinary Suspension.**

A student under investigation for alleged unprofessional, unethical, or illegal activities or behaviors listed under “Disciplinary Dismissal” will be suspended from the clinical setting. Cause for disciplinary suspension will be reviewed by Admission, Retention, Progression, & Graduation (ARPG) Committee and may lead to dismissal if the student is found to be in violation of professional and/or academic codes of conduct.

#### **Academic Dismissal.**

Consistent with Policy #008 Progression, academic dismissal may result from failure to remain in good academic standing in the BSN program.

As stated in the grading and progression policies, an academic failure results from achieving a grade lower than 80% (B-), a grade of “No Pass” in a “Pass/No Pass” course, or a recorded “withdrawal (“WX” or “WA”). If a grade of 80% (B-) is not achieved in a required nursing course, that course must be repeated before the student will be permitted to fully progress to the next academic term within the program. Students may repeat a course only once following academic failure. If the student fails to achieve a grade of 80% or “Pass” (in a Pass/No Pass course) a second time, the student will be dismissed from the program. An academic failure in two or more courses required for the BSN degree will result in academic suspension and may result in dismissal from the program.

Students that are not making progress toward the BSN degree by currently taking and/or completing a course required for the BSN degree for more than one year will be dismissed from the BSN Program.

#### **Academic Withdrawal in Good Standing.**

Students who withdraw in good standing are not dismissed from the BSN program.

To withdraw in good standing, a student must meet both of the following criteria:

1. Withdrew passing from coursework
2. No violation of professional or academic codes of conduct on record

### **Appeals.**

1. Alleged violations of the Heritage University Code of Conduct will be adjudicated through the procedures described in the Heritage University Student Code of Conduct and Disciplinary Action.
2. Following a decision of dismissal, the student has the right to appeal following the Heritage University Student Rights and Responsibilities policy.

### **Student Status – Good Standing**

A Department of Nursing student is considered to be in “good standing” when the student:

- is compliant with all Department of Nursing health and other related requirements, and
- is not on probation for any reason, and
- is currently enrolled fulltime and attending classes in the BSN program or in the Pre-Nursing Pathway, and
- Registers for each semester of their program of study.

## **DEPARTMENT OF NURSING RESOURCES**

### **Use of Technology**

#### **MyHeritage.**

MyHeritage is the online learning management system used across the Heritage University campuses. When registered for nursing courses, students are automatically loaded onto the course site. Click on “My Heritage” from the Heritage University homepage. Use your Heritage University username and password. Courses in which the student is enrolled using the *MyHeritage* will list. Detailed information for specific readings in each module is provided on *MyHeritage*.

#### **Browsers.**

For optimal *My Heritage* use, download Chrome or Mozilla Firefox. Do not use Internet Explorer.

#### **Unsupported Browsers.**

*America Online (AOL), Prodigy, Juno, MSN, Yahoo* and other internet service providers (ISPs), provide their own internal and proprietary web browsers. These browsers may not be compatible with Heritage University. *Internet Explorer* is not fully compatible with *MyHeritage*. Connections may be broken, causing the student to be logged off in the middle of submitting an assignment or taking a quiz, and this can be aggravating.

Some applications in courses use *Java, JavaScript*, browser plug-ins, helper applications and cookies. It is **essential** that the student have these elements installed and enabled in their web browser for optimal viewing of the content and functions of the course.

#### **Additional Software Packages:**

Students will be oriented to how to use additional software resources as they become necessary for use.

### **Communication**

#### **Electronic Messaging**

The official means of communicating with students is through the Heritage University email system. It is the University’s expectation that students check their Heritage University email account at least daily to keep current with pertinent information. Official correspondence may include academic-related deadlines, registration, advising and graduation information, virus alerts, student government notices, etc. Additionally, faculty will direct course information, assignments, discussions, and clarifications to students through email. Students are responsible and accountable for messages and information sent through HU email. Emails to faculty, staff, and administration that comes through other providers such as Yahoo, AOL, or Gmail may not be opened. Do not link the Heritage University email account to any personal email account. Use each account separately.

One major advantage of using your Heritage University email account is that, while your mailing address may change throughout the course of your enrollment, your email account may always be accessed via mail.heritage.edu

## **Faculty**

Faculty members are available in their offices during office hours and by appointment. Please feel free to ask them questions and seek out additional help when needed. Location of administrative and faculty offices can be found in the course syllabi. To contact faculty members, students may use the instructor office telephone number or email. Faculty members will supply you with additional contact information, such as a pager or cell phone number as needed for access from clinical sites.

## **Student Advisement**

Each student is assigned a faculty advisor and will be notified of the assignment via email. The faculty academic advisors work closely with the Nursing Director to serve as a guide and resource for each assigned student advisee for smooth entry and progression in the Department of Nursing.

The student's responsibilities in the academic advising relationship are to:

- Take the initiative to contact and get know the faculty advisor, and help the faculty advisor get to know the student. Be mindful of the need to work with the faculty advisor during posted office hours or make other arrangements in advance.
- Consult with the faculty advisor about changes in the student's academic progress, course selection, and academic, career, and life goals.
- Notify the faculty advisor immediately whenever a serious problem (e.g., medical, financial, personal) disrupts the student's ability to attend classes or interferes with the student's ability to focus on their education and to perform their best work.
- Prepare for meetings with the faculty advisor by gathering relevant decision-making information, creating a list of questions and drafting a course schedule (if the meeting is focused on course selection for the coming semester).
- Keep a personal record of the student's progress toward the BSN degree. Organize official Heritage University documents (catalog, Heritage Curriculum Worksheet, etc.) and bring them to advising meetings.
- Be familiar with the BSN curriculum requirements. Schedule courses each semester in accordance with those requirements.
- Follow Heritage University procedures when registering for courses and making adjustments in class schedule.
- Observe academic deadlines. Know when to register and when to drop or add classes. Schedule an appointment with the faculty advisor well in advance of these deadlines.
- Take the initiative to investigate options for changing advisors if a positive relationship is not developing.

## **Developing the BSN Student Portfolio**

The goal of the Heritage University BSN program is for each student to graduate, pass the NCLEX on the first attempt, and to be a competent, confident, and ethically grounded professional nurse. Heritage University professional nurses are known for their ability to use reasoned clinical judgment in the provision of effective nursing care, while embodying social justice and life-long learning.

BSN Program Outcomes state "The Heritage professional nurse assumes accountability for maintaining professional practice through self-reflection; and demonstrates continuous professional engagement and lifelong learning." To promote accountability for lifelong learning, students track and reflect on individual performance and progress toward professional nursing goals. To this end students maintain a professional portfolio. The portfolio is an excellent method for review and reflection on personal development toward achievement of the BSN program objectives.

Students will start their portfolio in their first nursing class. In courses to follow, students will add to their portfolio by reflecting on key assignments related to ethical knowing, empirical knowing, aesthetic knowing, relationship and communication skills; care management skills; nurse provider skills; understanding of the individual, family and community as units of nursing care; nursing action skills, as well as values and nursing knowledge. It is essential that the portfolio be current, as it is necessary that key assignments documenting development, as well as personal reflections, be readily available to faculty, external reviewers, and in a more limited format to future employers.

Students will receive a list of key assignments and other required documents to include in the portfolio. Students

will add clinical evaluations, external testing results, academic work and reflections throughout the BSN program. The portfolio will be reviewed by the student along with the faculty advisor during advising sessions, and at the end of the program in one of the BSN capstone courses, NURS 418L *Professional Role Integration*.

### **Written Assignments**

Students in the BSN program cultivate the ability to write in an orderly and logical manner, clearly communicate reflective thinking, as well as critical thinking and clinical judgment. Students use appropriate grammar, punctuation, and syntax in the English language. Research and documentation skills are also essential.

Most nursing journals require the American Psychological Association (APA) format. Thus, papers submitted for nursing courses are required to follow the writing and documentation guidelines referenced in the 2017 Publication Manual of the American Psychological Association (7th ed.). The manual is a required publication and is available for purchase online or from the Heritage University bookstore.

### **Standard File Name Format**

- The Heritage University Department of Nursing uses a standard file naming format for all documents.
- All assignments and other documents are to be named using the following format:
  - LastName.FirstName.NURSXXXX.AssignmentName\_YYYY-MM-DD
  - *Example:* Mick.Daniel.NURS209L.ReflectionWk10\_2024-07-11
- Assignments not meeting this requirement may be returned ungraded for the student to rename and resubmit the assignment. This may result in an assignment being late. Late assignments will be handled according to course policy.

Criteria for evaluating written assignments are determined by the BSN faculty and available to students taking courses. If a paper contains a number of grammatical errors, incorrect format, or other problems, faculty has the option of either requiring corrective action or assigning a grade based on the criteria, including a failing grade. Help with written assignments is available from the Writing Center.

### **Time Management**

Students should plan for approximately three hours of study and library time each week for every one theory credit hour. In addition to actual time in the clinical setting, preparation for practice and patient care requires substantial time outside the clinical setting, and must be an integral part of your time management.

### **Taking Quizzes, Tests and Exams**

In order to promote academic honesty by providing a safe and secure testing environment, the following procedures will be used when quizzes or examinations are given in Nursing (NURS) classes:

- Student must take quizzes, tests and exams during the allotted time frame.
- Students will not be allowed to leave the testing area until finished with the quiz/test/exam. In cases where multiple quizzes/tests/exams are scheduled within a time frame, a break may be taken in-between each quiz/test/exam.
- Students will be required to bring only pencils to quizzes/tests/exams. If calculators are necessary, these will be provided by faculty administering the exam.
- No paper may be taken into or out of the testing center during a test/quiz/exam. Any notes taken during the test must be given to the test proctor prior to leaving the testing environment.
- Students will not be permitted to use cell phones, PDAs, pagers, computers, or other electronic devices during quizzes/tests/exams. These should be turned off and stored along with books and backpacks.
- Students will comply with the seating arrangements designated by the test proctor.
- In the event that a quiz/test/exam is missed, it is the responsibility of the student to make arrangements with the course faculty for make-up. Some faculty will have a designated make-up time; other faculty will make individual arrangements.
- It is expected that students will take quizzes/tests/exams independently; collaboration is not permitted. Access to each quiz/test/exam is only once. If the student becomes logged off but does not physically leave the secure testing environment, the student will notify the attendant/proctor in the testing center to email the instructor.



- Quiz/test/exam questions will be released one at a time in random order. Each question must be answered as it comes up; no backtracking is permitted.
- Any type of recording or discussion of quiz/test/exam items during the testing window is academic dishonesty and will result in disciplinary action as described in the Heritage University student handbook which can include dismissal from the course, nursing program/academic major, and the university. ii.
- Quiz/test/exam items may be discussed amongst students after the testing window closes and the quiz/test/exam items and answers will be revealed after all students have completed the quiz/test/exam.

## **OPPORTUNITIES FOR STUDENT GOVERNMENT AND LEADERSHIP**

### **Committee Membership of the Department of Nursing**

Faculty in the Department of Nursing value student input in addressing issues that affect students and their educational process in the Department of Nursing. For this reason, active participation by students through representation on committees within the Department of Nursing is not only invited, but required by the Department of Nursing Bylaws. Participation on a committee provides the opportunity to advocate for the perspective of students as well as share in the critical analysis of various aspects of the educational experience. Student representation is required for the following committees:

- Nursing Faculty Assembly
- Admission, Progression, Retention, and Graduation
- Bylaws, Policies, and Handbooks
- Curriculum
- Program Evaluation

### **Committee General Job Description**

A responsible, qualified pre-nursing or nursing student will be appointed as a Department of Nursing Committee representative. This student will serve as liaison between the nursing student body and the Department of Nursing faculty. Each nursing committee shall have the appropriate number of nursing student members selected each year by the nursing student body for a one-year term. A student may serve a maximum of two consecutive terms on a committee. Student representatives on committees are voting members.

#### **Qualifications.**

The qualifications for the student committee member shall be in accordance with the Nursing Student Handbook and the requirements of the Department of Nursing.

- Must be a pre-nursing or nursing student at Heritage University
- Must be in good academic standing (not on academic probation/suspension)
- Must be able to commit to attending committee meetings regularly
- Willingness to provide committee with student input
- Able to maintain open communication with designated faculty committee chairperson as well as the nursing student body.
- Student representatives shall maintain appointment in progressing from one course to the next and shall continue until graduation from the program, except for the following conditions:
  - Student relinquishes own representative status
  - Student does not follow the normal progression sequence
  - Student displays unprofessional actions/behaviors in this role

#### **Selection.**

Representatives are selected each year through the official nursing student assembly organization.

### **National Student Nurses Association**

All students are strongly encouraged to join the Heritage University Student Nurses Association (HUNS), an organization active in local community service activities and in student government. HUNS is a constituent member of the state association, [Nursing Students of Washington State](#) (NSWS), and of the [National Student Nurses Association](#) (NSNA). NSNA is a pre-professional association for student nurses that offer students opportunities for involvement in self-governance and leadership. Attendance at the annual state and national convention each spring is encouraged. Further information is available through the chapter meetings, the faculty advisor and/or from the Program Director.

### **AAMN**

The American Association of Men in Nursing (AAMN) is a national organization with local chapters. BSN students of Heritage University proudly started the first AAMN Chapter in the state of Washington during the 2018-2019 academic year – the Central Washington Chapter of the American Association for Men in Nursing (CWAAMN). The

primary purpose of CWAAMN is to provide a framework for nurses as a group to meet, to discuss, and influence factors which affect men as nurses and promote the health and wellness of men within Central Washington. Membership in CWAAMN is open to Registered Nurses, Licensed Practical/Vocational Nurses, nursing students in entry to practice programs, and anyone the Executive Committee deems worthy of membership. Further information is available through the chapter meetings, the faculty advisor and/or from the Program Director.

## Graduation

### Graduation Activities.

The fulfillment of program requirements culminates in a series of university activities in April and/or May, including a Pinning and a Commencement ceremony. Attendance at these functions provides an opportunity for thanksgiving and sharing of accomplishments with loved ones and faculty. All students currently enrolled in the BSN program should plan on attending Graduation.

### Pinning Ceremony.

A tradition in nursing education is that each Department of Nursing has its own unique pin which identifies each nurse as a graduate of that university. Likewise the Nursing Department holds a pinning ceremony to symbolize the welcoming of new nurses into the profession of nursing. It is a special time to celebrate the graduates, their families and faculty. All students currently enrolled in the BSN program are required to attend the Pinning ceremony.

The planning process for the pinning ceremony is shared by the Department of Nursing and the graduating cohort.

The shared responsibilities for the pinning ceremony are outlined below:

Graduating Cohort	Department of Nursing
Choose student speakers	Refreshments, decorations, award plaques, printing, and supplies
Choose MC and faculty keynote speaker	Communicate with catering services
Choose teacher award recipients(s) for faculty recognition	Choose date (in consultation with students) and reserve venue
Choose student to present any awards	Choose student award recipients
Pinned by nurse faculty or preceptor of student's choice	Order student and faculty award plaques
Purchase own pins and ribbons	Develop the Pinning Ceremony program
	Design Pinning Ceremony Invitations

## CLINICAL POLICIES AND RESOURCES

**NOTE: all current Heritage University Nursing Department policies can be found at <https://heritage.edu/academic-paths/undergraduate-degrees/nursing/nursing-department/nursing-policies/>**

It is the student's responsibility to meet all deadline requirements specified by the Department of Nursing in order to participate in any nursing courses and remain in goodstanding.

### Clinical Rotations and Facilities

Clinical experiences occur in a planned sequence which allows for integrating theory with clinical practice. The Heritage University Department of Nursing contracts with numerous health care agencies across the state. This allows students to interact with multi-disciplinary health care professionals and to care for a wide variety of patients and families. Different clinical sections may have varying hours depending on the goals for the experience, the clinical setting and guidelines set by the facility. Clinical hours may include evening and weekend hours.

The Heritage University Department of Nursing is very fortunate to have the ability to place students in a variety of quality clinical sites. However clinical sites are limited. Clinical sites are negotiated each year in coordination with all Nursing programs in the area and with each clinical facility. The clinical facilities make assignments to each nursing

school for a certain number of students, in certain units and on certain days. HU must abide by these decisions. Some clinical sites used regularly are some distance from the university. While travel to some sites may present a challenge, HU is privileged to have many options for clinical placements of students.

Students have important reasons they prefer certain clinical sections. However, it is not realistic that every student will have their primary choice or the most desired clinical placement. Therefore, the Department of Nursing retains the right to assign students to clinical sections. Regardless of clinical placement assignment, each student is expected to assume responsibility for transportation to the clinical sites, and to resolve conflicts with work schedules, and family responsibilities. Students may not participate in clinical experiences on a unit at an agency in which the student or first degree relative is employed as it creates conflicts of interest for student learning.

### **Transportation**

Theory and lab courses are held on the Heritage University campus or the Pacific Northwest University campus in Yakima. Heritage University assumes no responsibility or liability for use of a personal vehicle for transportation.

### **Clinical Dress Code**

A clinical placement dress code has been established for Heritage University BSN students in recognition of the fact that the mode of dress has an effect on the establishment of a rapport and working relationship with patients, families, and other care providers. In uniform, students represent themselves, the Heritage University Department of Nursing, and the profession. The purpose of this professional attire and appearance is to:

1. Identify the person as a Heritage University BSN student.
2. Promote the safety of the patient, family and Heritage University BSN student.
3. Promote the development of trust by reducing barriers to the establishment of a therapeutic nurse-patient relationship.
4. Provide consistency with infection control, safety, and patient comfort guidelines.

It is not intended to stifle individuality or be restrictive; rather, it is an attempt to help students make the transition to professional nursing.

The entire dress code policy can be found in Policy #039 Dress Code. Non-compliance with this policy will result in the student being sent home from clinical or lab, and a possible academic warning. If a student is sent home, he/she may or may not be able to make up missed clinical hours. It is up to the discretion of the clinical faculty supervisor.

### **Clinical and Lab Experience Attendance**

Attendance at clinical practice and lab experiences is required, necessary to achieve learning outcomes, and will be monitored by course faculty. Missed hours can prevent adequate development of knowledge, skills, attitudes and clinical judgment required for safe and effective nursing care. Absence from clinical/lab jeopardizes the student's ability to successfully meet the required clinical course outcomes. Any missed clinical or lab experience for most classes must be made up by students at the convenience and availability of faculty. Scheduling makeups is the responsibility of the student.

Time management is a necessary professional skill, and punctuality is expected in professional comportment. Students are expected to arrive on time for clinical/lab and stay for the entire time allotted for that clinical/lab experience. Important information affecting patient care is communicated to students at the start of clinical experiences. Therefore, tardiness for clinical/lab experiences jeopardizes the student's ability to give safe nursing care.

An absence for extenuating circumstances requires notification to the clinical faculty supervisor. All students are responsible for notifying their assigned unit/agency and faculty supervisor of an absence at least 60 minutes prior to the scheduled start time, as directed by course syllabus.

The clinical faculty supervisor has the responsibility to ensure patient safety is not compromised. Therefore, any student unable to participate fully to provide safe and effective care to patients will be dismissed from the clinical experience and incur a clinical absence. Students who are unprepared for a clinical agency or lab experience, as determined by the clinical faculty supervisor, will be sent home. This day will be considered an absence.

A student who is ill must confer with the clinical faculty supervisor to determine how to proceed.

The clinical faculty supervisor reserves the right to send home any student deemed impaired in such a way as to prevent safe and effective nursing care. Impairment may be due to illness, emotional turmoil, substances, or other influences. The missed time is considered an absence. To be excused, the student must present an excuse from a licensed care provider.

A student with a pattern of clinical/lab tardiness or absence will have challenges in achieving the clinical/lab student learning outcomes. The student may receive an unsatisfactory in the clinical component of the course, resulting in clinical nursing course failure.

The impact of missed clinical/lab/agency experience on the student's ability to meet course outcomes will be determined by the clinical faculty supervisor. The clinical faculty supervisor may require additional clinical work in order to meet the course outcomes. If the clinical faculty supervisor determines that the student requires additional work, the makeup work will be mandatory. The make-up hours may be scheduled over a weekend or over the scheduled break. The date and time of the make-up are at the discretion of the course faculty. Students who do not attend a scheduled clinical make-up experience will receive a failing grade for the course.

Heritage University Student Affairs is ready to help solve problems that interfere with attending class. They can be reached by phone at 509-865-0440, ext. 2001, or email at [studentaffairs@heritage.edu](mailto:studentaffairs@heritage.edu). However, if the course head does not hear from a student, the *Heritage University Catalog* attendance policy states "a faculty member may recommend an administrative withdrawal [from a course] whenever a student misses two consecutive class sessions and does not contact the instructor." Prior to any such action, the course instructor will submit a Faculty Advocacy request asking Student Affairs to contact you. Student success is the primary goal.

### **Expectations for Nursing Care**

Heritage University BSN program faculty consider our students to be our junior colleagues. The department faculty hold ourselves and our students to a high level of expectation for learning. We value persistence in seeking to understand the best way to apply evidence to nursing practice. Faculty supervisors provide assistance to students in applying nursing knowledge to practice, and to become skilled and confident in giving safe and effective professional nursing care.

Faculty expect students to be goal directed in the clinical practice learning arena, and to seek learning opportunities to meet their learning goals. Faculty help students cultivate mindfulness and openness to feedback from faculty and nurses in the clinical setting; and to reflect on experiences in order to maximize the learning process.

Heritage nursing faculty and students respect the dignity of each person. Confidentiality is of paramount importance, and each student is responsible for knowing how the clinical agency adheres to HIPAA and confidentiality statements. All patient data as well as other agency specific proprietary data must be respected. Photocopying of any agency/patient record is not allowed for any reason. Student conduct judged unethical or unprofessional in the clinical setting, including but not limited to breaches of confidentiality, may result in sanctions. See the "Professionalism" and "Dismissal" policies.

### **Acute Illness**

Unavoidable absences due to such events as an illness or family emergency, death in the family or severely ill family member sometimes occur. Students should not attend clinical practice with any illness which may be transmitted to a patient, other students or faculty. Students who are unavoidably absent from the classroom session or clinical or lab experiences are expected to notify his/her instructor and preceptor when applicable prior to session or experience so that alternate plans to achieve learning outcomes can be made. In the case of absences due to illnesses or injuries, a health care provider's statement may be required by the instructor for the student to return to the clinical or lab setting.

### **Emergency care**

If injury or illness occurs while a student is at a hospital providing patient care, the hospital will provide emergency care on a fee-for-service basis. The student is responsible for payment of any charges.

## **HEALTH REQUIREMENTS FOR THE DEPARTMENT OF NURSING**

ALL nursing students must have current and up-to-date documentation of meeting ALL health and safety requirements for their Clinical Passport on file with the online CastleBranch.com Tracker. All requirements must be met prior to participation in patient care/clinical experience and in order to maintain a status of good standing. Students will place their background check order on CertifiedBackground.com and then set up their CastleBranch Tracker. Students will be able to view all the requirements mandated by the Department of Nursing for their Clinical Passport. Upon completion of each requirement, students are able to upload, fax, or mail their documentation to their CastleBranch Tracker. Once completed the requirements will be reviewed and verified online. Failure to meet the requirements and specified Department of Nursing deadlines will prevent a student from entering or continuing in nursing courses and thereby alter progression in the program. Specific requirements and compliance dates are outlined in the Heritage University Department of Nursing Student Clinical Passport Requirements and updated via courtesy email notification through your CertifiedBackground.com account.

Students are to keep all health records current and up to date in their online CastleBranch Tracker for Heritage University Compliance and their Clinical Passport. These documents must be available at all times in order to provide immediate verification to clinical agencies, employers and other parties as required. Students have 24/7 access to their online CastleBranch Tracker for convenient management. Agencies conduct compliance audits throughout the program. Failure to meet the Clinical Passport requirements and specified Department of Nursing deadlines will prevent a student from participating in patient care/clinical experience and thereby alter their good standing and progression in the nursing program.

### **Background Check**

Students are expected to undergo a background check through CertifiedBackground.com and provide the report results before they are accepted for assignment to a clinical site. In addition, the clinical site will require students to provide it with a satisfactory criminal background check before beginning clinical assignment or may require students to undergo a criminal background check of the agency's choice prior to beginning a clinical experience in that agency. It is the student's responsibility to meet all deadline requirements specified by the Department of Nursing in order to participate in any nursing courses and remain in good standing.

### **BLS Certification**

Students must hold current certification in an American Heart Association - Health Care Provider Course (2 year certification). Other BLS courses are not accepted.

The BLS Healthcare Provider Course is designed to teach the skills of CPR for victims of all ages (including ventilation with a barrier device, a bag-mask device, and oxygen); use of an automated external defibrillator (AED); and relief of foreign-body airway obstruction (FBAO). It is intended for participants who provide health care to patients in a wide variety of settings, including in-hospital and out- of-hospital.

Students must show evidence of proper certification prior to starting clinical practice. Any lapse in coverage will render the student ineligible for participation in classes and in clinical nursing courses.

### **Health and Accident Insurance**

Students are required to carry comprehensive health and accident insurance. Students must show evidence of current health insurance coverage by providing a copy of their current health insurance card.

Students are expected to maintain continuous insurance coverage data. Evidence of current coverage can be required at any time during the program of study. Lapse of insurance coverage will restrict clinical participation, the consequences of which are the sole responsibility of the student.

Students may be required by clinical agencies to provide evidence of coverage by a comprehensive health and accident plan which will provide continuous coverage during participation in clinical.

### **Immunization/Testing Requirements**

This information outlines the immunizations and testing requirements while in the nursing program of study. All health records must have agency signatures and list the agency name and address. Students will place their background check order on CertifiedBackground.com and then set up their online CastleBranch Tracker. Students

will be able to view all the requirements mandated by the Department of Nursing for their Clinical Passport. Upon completion of each requirement, students are able to upload, fax, or mail in their documentation to the online CastleBranch Tracker. Once completed the requirements will be reviewed and verified online.

A complete list of required immunizations/testing requirements can be found in Nursing Policy #040 Immunization and Other Requirements.

## EVALUATION AND PROGRESSION IN THE DEPARTMENT OF NURSING

**NOTE: all current Heritage University Nursing Department policies can be found at <https://heritage.edu/academic-paths/undergraduate-degrees/nursing/nursing-department/nursing-policies/>**

Heritage University Department of Nursing recognizes the need to set expectations for how students shall progress toward academic degree completion and the importance of maintaining consistent academic standards. Students are reviewed each academic term by the student's academic advisor and the BSN Program Director to determine that students remain within good standing in the university and nursing, and are progressing toward the BSN degree.

Preparation for the professional practice of nursing requires that students demonstrate certain essential behaviors in addition to acquisition and application of knowledge. Therefore, in addition to academic progression, to progress in the BSN program, the student must show evidence of continuing development in interpersonal relations and communication with patients, peers, faculty and other health care personnel; demonstrate sensitivity to the effect of behavior on others; demonstrate responsible fulfillment of class and practicum obligations; provide safe nursing care in the practicum setting; and demonstrate honesty and integrity in all academic and professional matters.

See Policy #008 Progression.

### Calculation of Course Grades

Non-Nursing courses required for the BSN nursing program must be completed with a grade of "C+" or better. If a student receives a "C" or lower grade, the course must be repeated with at least a "C+" achieved before the student may continue.

Successful completion of nursing courses requires students to achieve a grade of 80% or above in the course. If a grade less than 80% occurs, the student must repeat the course. Any single course may be repeated only once. If the student does not obtain a minimum of 80% on the second taking of the course the student is dismissed from the program.

### Grading Scale for Determination of Nursing Course Grades

93	- 100 = A	
90	- 92.9 = A-	
87	- 89.9 = B+	
83	- 86.9 = B	
80	- 82.9 = B-	**Minimum Passing for Nursing Courses
77	- 79.9 = C+	
73	- 76.9 = C	
70	- 72.9 = C-	
67	- 69.9 = D+	
63	- 66.9 = D	
60	- 62.9 = D-	
0	- 59.9 = F	

### Student Laboratory and Clinical Evaluations

Several nursing courses are clinical and/or laboratory experiences. These courses are graded as Pass/Fail. In order to pass these courses the student must successfully achieve all learning outcomes. Thus, attendance at clinical practice and lab experiences is required and necessary to achieve learning outcomes.

If a student does not pass a clinical and/or laboratory course, this course must be repeated. Students may be also asked to repeat the theoretical course connected with the clinical and/or laboratory course. The Department Chair will make this final decision.

The course may be repeated once. However, a student may only repeat up to two nursing courses throughout the Department of Nursing.

### **Professional Behavior**

The education of the students in the Heritage University BSN Program is based on the concept that integrity, sense of responsibility, and self-discipline are inherent to the profession of nursing. The responsibility of the individual student to sustain high ethical standards is parallel to the concept that the professional nurse must be accountable for professional standards in the practice of nursing (American Nurses Association Code for Nurses with Interpretive Statements, 2015). The continuation and enhancement of ethical standards within the academic community and nursing profession are the individual responsibility of each student and faculty member. Mutual respect and trustworthiness between the faculty and students promote optimal learning.

Nursing students at Heritage University are expected to exhibit behavior appropriate to the profession of nursing. They must assume personal responsibility for being in physical and mental condition to provide safe nursing care and for the knowledge and skills necessary to give this care. The purpose of this policy is to provide the student with information to meet these expectations.

Policy #009 Professionalism applies to all students enrolled in the Heritage University BSN Program. In addition, the Professionalism policy covers all student nonacademic and extracurricular activities regardless of whether the activity takes place on or off campus that have an adverse impact on the university, the BSN Program, faculty, staff, students, patients, clinical staff, or impacts fitness for the profession and eligibility for licensure.

Demonstrating professional behavior is required for passing in all didactic/laboratory/clinical practice settings regardless of performance in other areas or grade in the course.

### **Admission, Progression, and Dismissal**

See the following policies addressing student performance criteria, outlining requirements for admission, progression and dismissal.

- Nursing Policy #001 Admission to the Nursing Program
- Nursing Policy #008 Evaluation of Student Progress
- Nursing Policy #003 Dismissal of Students from the Nursing Program

### **Student Progress Report**

The Department of Nursing promotes the early identification of students encountering issues that may impede their successful performance in a course. The Student Progress Report is used to document that faculty have noticed an issue (class absences, low course scores), talked with the student about that issue, and proposed a course of corrective action. A copy of this form will be placed in the student's academic file and a copy forwarded to the Program Director, the Admission, Progression, Retention & Graduation Committee, and the student's advisor. See Nursing Policy #008 Progression.

### **Just Culture**

A Just Culture is a system used to implement organizational improvement by decreasing focus on errors, outcomes, and assigning blame, and at the same time increasing focus on reducing risk through system design and managing behavioral choices by individuals. When reporting of errors and near-misses is encouraged, it is expected that students/faculty will be consistent and honest in their behavior, make the best choices, and learn from mistakes.

A Just Culture improves real accountability by holding students accountable for their performance. It does not hold students/faculty accountable for circumstances or system flaws that are beyond their control. A Just Culture supports critical analysis and constructive feedback, lends itself to continuous quality improvement in work processes, and gives nursing education systems that improve patient safety through feedback to facilities.



Heritage University Nursing is committed to the principles of Just Culture. Students/faculty are encouraged to report all safety issues in clinical facilities, whether real or perceived, to the appropriate person(s). Students/faculty who make errors, experience “near-misses,” or witness other nurses or students make errors are strongly encouraged to report the incident with the purpose of fixing system problems and/or allowing others to learn from mistakes. See Nursing Policy #031 Reporting Errors and Near Misses.

### **Medication Safety**

Medication administration is a common nursing activity that involves risks to patient safety. The IOM (2004) reported that over 770,000 people suffer injury or death as a result of adverse drug events each year. Of those, 38% are the result of errors in drug administration. Poor mathematical skills are cited as one of the major causes of medication errors. According to Park (as cited in IOM, 1997), under normal circumstances, individuals make a mathematical error 3 times out of 100 calculations. However, when asked to perform calculations under stressful conditions, error rates are higher. These findings indicate that it is imperative for students to remediate when they lack the math skills necessary for safe practice. It is equally as important that students learn medication safety skills in an environment that fosters trust and minimizes stress. Therefore, to ensure safety for patients and students, the Department of Nursing has adopted a policy that promotes the progressive skills acquisition necessary for safe medication administration in a safe environment. See Nursing Policy #035 Medication Administration

### **Standardized Testing – HESI**

HESI external standardized examinations evaluate student progress in synthesis of clinical practice principles; to help prepare students for the NCLEX professional nurse licensing examination; and to provide reports of effective learning in specialty practice areas in the undergraduate program. These periodic examinations provide students with an objective assessment of command of nursing knowledge, ability to think critically and inferentially, ability to make sound and appropriate clinical judgments and to evaluate outcomes of care. See Nursing Policy #019 Standardized Testing and Remediation.

#### **Remediation Process for all HESI Exams.**

- 1) All students will remain at their testing station to review missed questions after completion of their HESI exam. This is a one-time only opportunity to directly review the exam questions and rationales – exam questions and answers are not available for review once an exam is closed. Students are encouraged to take notes to reinforce understanding, however, these notes cannot be taken from the testing room.
- 2) Individualized remediation materials can be accessed through students’ personal Evolve account after completion of the HESI exam.
- 3) Remediation check-in appointments will occur with the Nursing Student Success Specialist and/or faculty at completion of ~50% of packet material to determine that the student is learning and addressing gaps in understanding. Faculty can view individual students’ remediation materials and their progress in the HESI portal. Faculty should review each student’s exam report as well as the entire test group’s report to view individual and group areas of strengths and weakness in knowledge, knowledge domain, and in nursing step/action. Remediation appointments are required for:
  - all Sophomores on all HESI Exams
  - Juniors and Seniors scoring <850 on all HESI Exams
  - all Seniors for the HESI Exit Exam
- 4) All students are required to complete all remediation materials following each HESI exam. Additional remediation activities may be required by faculty and will also be described in the course syllabus.
- 5) Students will submit their remediation journal per instructions in each class syllabus to be assessed for completeness and quality by the Nursing Student Success Specialist and/or faculty.

#### **Purpose of Remediation.**

The purpose of remediation is to improve a student’s critical thinking skills, reasoning skills, and test taking strategies. These skills are required to be a successful BSN trained registered nurse and perform at a level needed in order to achieve NCLEX success.

While the Department of Nursing keeps records of HESI results, students keep copies of HESI reports in the Portfolio. Course professors and the student's academic advisor will work to help students interpret the report and to determine what additional methods may be helpful in mastering nursing concepts.

### **Preparation for the NCLEX**

Upon successful completion of the BSN curriculum, graduates will be eligible to sit for the NCLEX examination <https://www.ncsbn.org/nclex.page> for licensure as a Registered Nursing (RN). Satisfactory completion of the NCLEX enables the graduate to be eligible for a license to practice as an RN in the state in which the new graduate has applied.

The Faculty and Nursing Director work with each student to determine readiness to sit for the NCLEX-RN examination and to recommend the time of testing. Students are advised to wait until demonstrating readiness to pass this examination.

### **NCLEX-RN Review Course**

The Nursing Faculty select an NCLEX-RN review course that is best matched to the students' learning needs. Students will attend the review course in the last semester of the BSN program.

### **HESI Exit Exam**

The HESI Exit Exam is administered during the final semester of the BSN program during NURS 418L. Just like the specialty exams, a customized online remediation plan is created for each question missed. All students must remediate according to the following guidelines and submit proof of remediation before taking a second exit exam. Students should aim for a 900 or higher benchmark score on the HESI exam before sitting for the NCLEX exam. However, a score of 850 will be considered passing for the HESI exit exam. The criteria for passing NURS 418L and the incorporated HESI EXIT EXAM will be outlined in the NURS 418L syllabus. As with all HESI exams, students are required to remediate the recommended materials following the HESI Exit Exam.

### **NCLEX (National Council Licensure Examinations)**

#### **Overview of Application Process.**

- Receipt of Application (your license will show pending)
- Criminal background check (Washington State Patrol or FBI if out of state resident)
- Review of Nursing Program completion
- Application approval by Nursing Commission
- Process will take approximately 4-6 weeks

#### **Step 1: State Application.**

- Mail completed application and fee 30 days prior to graduation date.
  - Download [online application](#)
  - Send fee with application.
  - Personal check made out to the Department of Health (DOH).
  - If not a personal check a money order or cashier's check is acceptable.
  - Credit cards and cash only at the front counter in Tumwater only.
  - HIV/Aids training is taught in school you can indicate you received this training on the application.
- Keep your contact information current at all times with the Department of Health.
- Make sure to submit an email address on the application. (Main form of communication)
- Application fee for RN and LPN is \$88.00
- Criminal Background Check
  - A Washington State Patrol criminal (WSP) background check is conducted for all applicants.
  - FBI fingerprint background checks are conducted for applicants with an out-of-state address.
  - DOH sends a fingerprint card with instructions to these applicants once an application is pending.

#### **Step 2: Register for Exam.**

- Register to take the NCLEX exam and submit the \$200 fee to Pearson VUE before graduation.
- Credit or debit card only.
- Pearson VUE is contracted by the National Council of State Boards of Nursing for test development and

administration of the NCLEX Examination. [www.pearsonvue.com/nclex](http://www.pearsonvue.com/nclex)

- When registering for the NCLEX exam please make sure:
  - Your email address is current and correct
  - When registering to test, your school and degree are correctly identified (i.e.: BSN, RN)
  - ID matches your Pearson VUE registration exactly (Middle initials are fine).

### **Step 3: Receive Authorization to Test.**

- Washington State Nursing Commission receives the certificate of completion from your School of Nursing.
- Washington State Nursing Commission will make you eligible to test.
- Pearson VUE sends you the Authorization to test (ATT) via email.

### **Testing Availability.**

- The test date availability varies depending on the time of year.
- First-time test takers are guaranteed testing dates within 30 days.
- Repeat candidates with 45 days.
- You may decline and schedule further out, but this is not recommended.

### **Test Sites.**

There are four sites for testing in Washington:

- Seattle 23 seats
- Renton 15 seats
- Yakima 8 seats
- Spokane 10 seats

Each student has three choices of varying times, dates, and locations.

### **Tips on How to Avoid Delays in Getting Your License.**

- Ensure your application is COMPLETE and the CORRECT fee is sent when applying.
- Check with the school to ensure you signed all necessary paperwork to have your certificate of completion and transcripts sent to the nursing commission.
- When filling out the application for the nursing commission, make sure you indicate your Current Nursing Program and graduation date under the professional education section.

### **Accommodations**

NCLEX testing accommodations must be ADA approved and the following must be submitted with the application:

- A letter from applicant requesting accommodation and why.
- A letter from the school stating what accommodations were provided and why.
- A letter from the physician who made the diagnoses, what the diagnosis is, and what was recommended for the diagnosis.

### **BSN Program Evaluation**

The Heritage University Department of Nursing regularly evaluates the BSN program in order to address student achievement of BSN Program outcomes, the effectiveness of processes used to achieve program outcomes, university, and BSN program nursing mission, and overall Program quality.

All aspects of the BSN program are evaluated on recurring basis. Evaluation is necessary to ensure continuing accreditation and to maintain a high quality program that is responsive to the challenging health care environment.

Curriculum evaluation consists of a planned sequence of assessments and evaluation strategies at various points in the program of study. It is a professional expectation that all students participate in the curriculum evaluation process. Two examples of opportunities for students to participate in the curriculum and program evaluation process are course and course faculty evaluations at the end of each semester, and evaluation of the clinical agencies in which the student are placed. Students also have the opportunity to participate in focus groups conducted by non-nursing faculty experts in program evaluation.

The Department of Nursing creates a climate in which student participation in all forms of evaluation can be responsible, honest, and useful, identifying strengths and areas for potential change. Student feedback is useful to faculty in assessing course content and teaching/learning strategies for possible future revisions. Student evaluations also provide valuable information for the annual performance evaluation of each faculty member.

Course evaluations are conducted via online method. Using the online method for the course evaluation process increases the security of the evaluation process. Faculty do not have access to the student evaluations until after grade submission, and then have access to only aggregate data, not individual student responses. Students can therefore be confident in the anonymity of the course evaluation process.

Students are represented the Heritage University Nursing Program Evaluation Committee by electing members from the Heritage University Nursing Students of Washington State chapter. Student representatives do not view any student evaluation data. Rather, student representatives participate in overall policy related to program evaluation.