



Seattle Pacific
UNIVERSITY

Engaging the culture, changing the world®

RN to BS Program

*School of Health Sciences
Lydia Green Nursing Program*



Supplement to the
Undergraduate Student Handbook
2009–2011

Seattle Pacific University
School of Health Sciences
Lydia Green Nursing Program

Dear RN to BS Student,

Welcome to the School of Health Sciences and the RN to BS (Bachelor of Science in Nursing) Program! We look forward to working with you as you seek to achieve your educational goals through this opportunity. In developing the curriculum, our faculty worked carefully to identify the educational content and experiences necessary for the continuing formal education of registered nurse; both for the current and future world. The SPU School of Health Sciences RN to BS Program is designed to help you develop the characteristics and skills you will require not only for the healthcare environment as it is today, but for nursing roles in the system of the future.

As you study here, you will have the opportunity to build your theoretical knowledge in nursing and to apply it in the clinical setting, as well as to experience a variety of community health opportunities. You will also work closely with your faculty and classmates. I am confident that you will find these groups very valuable to you; providing support, stability, and information.

Excellence, competence, and character matters at Seattle Pacific University. Our standards are high and our program of study is rigorous. Much thought has been given to identification and implementation of systems and elements to support you. You can expect to find answers to many of your questions here in the RN to BS Program Student Handbook. We expect that you will use the handbook as your guide for policies and procedures. I encourage you to explore this and other resources made available to you through the School of Health Sciences RN to BS Program. Each has been created to make your experience as unique and fulfilling as possible and to assist you to achieve the highest levels of thinking, knowing, and practice.

Again, welcome to the School of Health Sciences! I am excited for you to work and learn together with your faculty during your program of study.

Sincerely,

Lucille Kelley, Ph.D., M.N. R.N.
Dean, School of Health Sciences

PREFACE

The RN to BS Program Supplement to the Undergraduate Student Handbook has been written solely to provide the learner with information specific to the curriculum, SHS policies and procedures, and campus facilities and resources. Every effort has been made to ensure its accuracy. However, its contents do not constitute a contract between the School of Health Sciences and its students. This handbook is subject to change at the University's sole discretion. The handbook may be revised as policies and procedures are officially changed through Program and committee processes of the school. Notice of such changes should be distributed to all students through the established communication processes of the school.

This handbook is intended to be complementary to the current Seattle Pacific University Undergraduate Catalog and Seattle Pacific University Student Handbook. If regulations, program requirements or services described herein conflict with current regulations or practice, the current regulations and practice will prevail. The University reserves the right to amend, supplement or revise this handbook at any time without prior notice.

It is suggested that individuals refer to the material that is provided in the handbook as they progress through the program.

The following terms are used throughout the handbook:

ASAC: Academic Student Affairs Committee

Clinical: Practicum experience at location of the practicum/clinical setting may be referred to as "internship." Must be pre-approved by the Director of the RN to BS Program.

Nursing Program: Lydia Green Nursing Program

Practicum/Internship: Clinical experience at location of the practicum/clinical setting. May also be referred to as "internship." Must be pre-approved by the Director of the RN to BS Program.

Program: RN to BS Program

SAS Advisor: University advisor in Student Academic Services who oversees process toward achievement of requirements for the baccalaureate degree in nursing and decides when criteria have been met.

School: School of Health Sciences

SHS: School of Health Sciences

SPU: Seattle Pacific University

University: Seattle Pacific University

TABLE OF CONTENTS

1.0	Dean's Welcome Letter	i
	Preface	ii
	Table of Contents	iii-iv
	Expectations in the Lydia Green Nursing Program.....	1
	Appropriate Resources for Questions and Concerns During Program.....	2-3
2.0	Overview of Undergraduate Nursing Curriculum.....	4
2.1	SHS Mission Statement.....	4
2.2	Purpose of SHS and the Undergraduate Program	4
2.3	SHS Philosophy Statement.....	4-5
2.4	Philosophy of Nursing Education	5
2.5	Accreditation	5
2.6	Program Description and Curricular Outcomes.....	6
2.7	Organizational Framework.....	7
2.8	Curriculum Information.....	8
	2.8.1 Overall Program Requirements.....	8
	2.8.2 Nursing Program.....	9
	2.8.3 Course Descriptions.....	10
	2.8.4 Sample Curriculum Plan.....	11
	2.8.5 Baccalaureate Degree requirements.....	12-13
	2.8.5.1 Graduation Requirements Checklist Form 2009-2010.....	12-13
	2.8.6 Foundations	15
	2.8.7 Math and Writing Skills Competency.....	15-16
	2.8.8 College Transfer Credits.....	16
	2.8.9 Direct Transfer Degree (Optional)	17
3.0	Academic Policies and Procedures.....	18
3.1	Admission Requirements.....	18
3.2	Application Process.....	18
3.3	Students of Concern.....	19
3.4	Criminal Background Check.....	19
3.5	Math and Writing Skills Competency.....	19
3.6	Satisfactory Progression in the Program.....	20
3.7	Grading Scale for Nursing Courses.....	20
3.8	Class Attendance.....	20
3.9	Academic Integrity.....	20
3.10	Graduation Requirements.....	21
3.11	Application for Graduation.....	21
3.12	Graduation Checklist Evaluation.....	21
3.13	Withdrawal From the RN to BS Program.....	21
3.14	Dismissal From the RN to BS Program.....	22
3.15	Re-enrollment in the RN to BS Program.....	23
3.16	Student Academic Appeals Process.....	25
	3.16.1 Filing an Appeal.....	25
	3.16.2 Procedures.....	25
	3.16.3 SHS Appeals Committee.....	25
3.17	Christian Faith Exploration Requirements.....	26
3.18	Changes in Current Name, Address, Phone, or Email.....	26
4.0	General Information and Other Policies.....	26
4.1	Policy Guidelines for Writing Papers.....	26
4.2	Policy Guidelines for Applying for an Independent Study.....	26
	4.2.1 Definition	26
	4.2.2 Purpose	26
	4.2.3 Credits	26
	4.2.4 Eligibility.....	26
	4.2.5 Procedure for the School of Health Sciences	26
	4.2.6 Registration	26
4.3	Advising and Support	27
	4.3.1 Program Advising	27
	4.3.2 Counseling	29
	4.3.3 Center for Learning	30
4.4	Communication	28
4.5	Participation on SHS Committees.....	30
	4.5.1 Committee Opportunities.....	30
	4.5.2 Policy on Student Responsibilities as committee members.....	30
4.6	Nurses Christian Fellowship (NCF)	29
4.7	Celebrations and awards.....	30
	4.7.1 Pinning Celebration.....	30
	4.7.2 Sigma Theta Tau International.....	30
5.0	Selected Academic Policies and Procedures.....	32
5.1	Registration for Courses.....	32
5.2	Tuition Changes	33
5.3	Refund of Tuition.....	32
	APPENDIX A: SPU Policies and Procedures.....	32

EXPECTATIONS IN THE LYDIA GREEN NURSING PROGRAM

Welcome to the Seattle Pacific University's School of Health Sciences, Lydia Green Nursing Program, RN to BS Program ("Program"). Students admitted to the RN to BS Program are now part of a very rigorous course of study. In admitting a student to the Program, the University does not promise that the student can complete the Program, be granted a degree, or be recommended for employment or further study. The Program requires a great deal from its students and their success depends solely on their efforts. In keeping with the University Mission and professional nursing standards, the School of Health Sciences adheres to the following expectations. These expectations spring from our commitment to reflect Jesus in all we say and do, to respect each other as a part of a community, and to provide a challenging and positive academic environment as well as rigorous program of professional study.

And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him. Whatever your task, put yourselves into it, as done for the Lord and not for your masters, since you know that from the Lord you will receive the inheritance as your reward; you serve the Lord Christ. For the wrongdoer will be paid back for whatever wrong has been done, and there is no partiality. (Col 3:17, 23-25; NRSV)

THEREFORE:

- Students are expected to be on time for class. Arriving late demonstrates disrespect and unprofessional behavior and is distracting to others in class.
- Students are expected to remain in class for the entire class period and leave when the professor indicates the session is finished. Leaving class prior to dismissal by faculty demonstrates disrespect and is distracting to others in the class. All students deserve to have the best environment in which to learn. Packing up books before the professor has finished is also a distraction and communicates a lack of respect. This behavior is unacceptable in large as well as small classes. The professor may ask the student demonstrating such behaviors to leave the classroom.
- Students are expected to refrain from talking during videos, lectures, guest lectures or PowerPoint presentations. Active listening aids in retention and increases learning potential. The professor may ask the student demonstrating such behaviors to leave the classroom.
- Students are expected to turn off cell phones and pagers during class.
- If absent, the student is expected to obtain handouts, notes, etc. from other students. It is not the role of the professor to ensure the student has received missed information. It is the student's responsibility. The professor is also not expected to provide a private lecture on the material the student missed.
- If the student needs to miss class or leave early, it is courteous to contact the professor beforehand to inform the professor about the need to leave and to leave as unobtrusively as possible.

Additional policies related to these expectations are expanded upon in the sections such as "Academic Policies and Procedures," and may be stated in a course syllabus.

APPROPRIATE RESOURCES FOR QUESTIONS AND CONCERNS DURING THE PROGRAM

A. Program Resources

1. Director and Associate Director, RN to BS Program

- Employed by Seattle Pacific to be overall responsible and accountable for the entire RN to BS Program.
- Work collaboratively with Program partners, students, faculty, SHS committees, administration and SPU departments to facilitate a successful educational program.

2. RN to BS Program Coordinator

- Employee of each partner organization who, as part of his/her job description, has responsibility for the organization's role in the partnership.

3. Program Assistants

- Employees of Seattle Pacific University.
- Each partnership has a Program Assistant specifically assigned to it.
- Assist RN to BS Program Director and Associate Director in communication with students.
- Liaison for students and SPU to assist with issues, resources and events.

4. Theory Course Faculty

- Employees of Seattle Pacific University who are fully responsible for a specific theory course.

5. Clinical Adjunct Faculty

- Masters and higher degree prepared nurses who are employed by a partner organization or who work in the surrounding community.
- Have applied for and been approved for the position of clinical adjunct faculty by the SPU School of Health Sciences.
- Help teach internships and independent studies.
- May be assisted by preceptors.
- Have authority and responsibility for grading students.

6. Other Commonly Used Resources

- Librarians – both at Seattle Pacific and at partner organizations
- SPU Student Academic Services (SAS)
- SPU Student Financial Services (SFS)
- SPU Writing Center
- SPU Math Lab
- SPU Computer Information Services (CIS)

B. Who to Approach with Questions or Concerns

TOPICS	RESOURCES
Advising about degree requirements, transfer credits, appropriate general education courses, program planning	RN to BS Program Director or assigned SAS advisor
Course registration	Appropriate Program Assistant
Specific course – related issues, e.g. content, assignments, grading	Theory course faculty or clinical adjunct faculty (or preceptor) as appropriate
Reimbursement issues	Program Coordinator
Billing issues	Student Financial Services (SFS)
Financial Aid issues	Specific Financial Aid Counselor
Work scheduling issue	Program Coordinator
Appointment with Director	Appropriate Program Assistant
Textbooks and Syllabi, and other course materials	Appropriate Program Assistant
Fulfilling remedial math requirements	Appropriate Program Assistant
Taking writing skills test	Appropriate Program Assistant
Scholarship sources	Appropriate Program Assistant
Withdrawing from a course	Course faculty or clinical adjunct faculty, as appropriate, AND Director, IMMEDIATELY
Withdrawing from the program, temporarily or permanently	RN to BS Program Director, IMMEDIATELY
Change in employer	Director and Program Coordinator if student was or is now employed at partner facility
Change of address, phone, email address or change of name	Appropriate Program Assistant, and can be done online in Banner .
Computer issues	Computer Information Services Help Desk or appropriate Program Assistant
Blackboard issues	Appropriate Program Assistant
Writing issues, including APA format	Course faculty or clinical adjunct faculty, as appropriate, or SPU Writing Center
Math content issues	SPU Math lab and Program Assistant
Locating content sources for courses	Course faculty, clinical adjunct faculty or Agency resource as appropriate, or librarian at SPU and/or partner organizations
End-of-Program and Graduation activities	Appropriate Program Assistant
Receipt of Degree Certificate	Appropriate Program Assistant
Identification cards	Appropriate Program Assistant
Grade reports	Check transcript online or check in Banner after due date for grade submission (not mailed). Check with Program Assistant.
All other questions and concerns not listed above	Appropriate Program Assistant for answer or appropriate referral

2.0 OVERVIEW: UNDERGRADUATE NURSING CURRICULUM

2.1 SHS Mission Statement

The SHS mission is to partner with the community, to develop graduates who engage the culture, change the world, and:

- *Serve all people with the highest level of professional care;*
- *Demonstrate competence in a diverse and changing environment;*
- *Act with wisdom, character, and caring;*
- *Demonstrate leadership in all aspects of nursing; and*
- *Promote optimum health of body, mind and spirit.*

2.2 Purpose of the SHS and the Undergraduate Program

The purpose of the School of Health Sciences is to prepare graduates to meet the health needs of a community through promoting wellness and providing illness care for its members.

The purposes of the RN to BS Program are to:

1. Provide a liberal and professional education that integrates the humanities, sciences, nursing theory, and nursing research with personal faith and values.
2. Foster an appreciation of the nursing profession's commitment to facilitate change in the service of health promotion.
3. Provide a theory and practice base for professional nursing practice.
4. Foster collaboration with other members of the health care team to provide holistic health care.
5. Provide a basis for graduate nursing study.

2.3 SHS Philosophy Statement

The philosophy of the faculty of the School of Health Sciences reflects the ideals of the community of Christian scholars, servants, and leaders described in the Seattle Pacific University *Mission Statement*. The faculty's philosophy of nursing includes our beliefs about the client, the environment, health and the profession of nursing and nursing education.

Individuals are integrated beings with physiological, psychological, social, cultural, and spiritual components; all of which are affected by developmental changes. They are created in the image of God, and have the capacities for self-determination, love, and the reflection of God's goodness and grace. As God's creation, each person is unique, while sharing the characteristics and needs of all others. Individuals need support, guidance, and self-expression in order to experience growth, healing, and wholeness.

Individuals and their environments are part of a larger community. Adaptation is necessary to attain and maintain health in a diverse and changing environment. It is the client in the context of the cultural environment who is the focus of professional nursing care. The School of Health Sciences is committed to helping students to become leaders and to serve in an increasingly diverse world.

Health is a dynamic process that reflects the state of wholeness and harmony with the environment. Wellness is a state of optimal health and functioning, while illness is a disrupted functional state. Wellness and illness are uniquely experienced by each person or group, according to their individual experiences and the behavioral expectations of the society in which they live. The needs of human beings include the attainment of an optimal state of health.

Every individual has the right to health care. Health care systems should work toward providing cost-effective and accessible services for wellness promotion and illness care. In order to promote health care that attends to persons' needs, professional nursing functions collaboratively with other professions and with clients, their families, and the community.

Professional nursing is concerned with helping individuals, families, communities and groups in the process of adapting to their environment. Nurses assist by utilizing nursing and related theories to promote optimal health or to support persons to a peaceful death. Professional nursing is both a science and an art. The science of nursing is based on research and theory from nursing, the sciences, and the humanities. Nurses utilize critical thinking within the nursing process. The art and science are reflected in professional activities such as patient advocacy, health education, innovative planning of care, and the development of nursing roles to meet changing societal health needs.

2.4 Philosophy of Nursing Education

The best environment for learning is one in which learners can feel challenged, accepted, respected, and supported, and in which they can relate new learning to prior knowledge and life experiences. The learning environment embodies a commitment to collaboration, creativity and leadership. The faculty and students share responsibility for the development of each individual's potential. A variety of teaching strategies are used. Teachers are role models and allow for exploration of ethical choice, show love and concern for the students as well as faith and commitment to the Christian goals of the institution.

2.5 Accreditation

The School of Health Sciences RN to BS Program is accredited by the Commission on Collegiate Nursing Education.

2.6 Program Description and Curricular Outcomes

The Seattle Pacific University faculty shares a conviction that the ultimate purpose of a university education is the formation of Christian character. Specifically, a liberal arts education at SPU seeks to build these qualities of heart, mind and action:

- Love of God and neighbor
- Love of God's creation
- Love of learning
- Moral judgment
- Intellectual, moral and spiritual discernment
- Critical thinking
- Aesthetic awareness
- Self-understanding
- Discipline of habits
- Active service in the wider world
- Responsiveness to human diversity
- Responsiveness to change

The RN to BS Program prepares graduates to assume entry-level practice and leadership roles in a variety of settings, in keeping with the University model of competence, character and becoming people of wisdom. The aim is to foster the development of self-understanding, caring, collaboration, ethical thought and action, intellectual curiosity, critical thinking and judgment, as well as the integration of Christian faith with scientific knowledge and clinical expertise.

Upon completion of the RN to BS Program at SPU, graduates should have developed proficiency in:

Critical Thinking →	Demonstrate reflective thinking that is self-directed, self-disciplined, and self-corrective.
Communication →	Demonstrate complex, ongoing, interactive processes using a variety of methods: oral, written, nonverbal, and technological.
Assessment →	Demonstrate an ability to gather information about the health status of the client and/or community, analyze the data, make judgments about nursing interventions and evaluate outcomes.
Nursing Skills →	Use technical skills required for the delivery of nursing care; demonstrate their ability to teach, delegate, and supervise skilled tasks by others.
Role Development →	Demonstrate professional behaviors and an integration of faith, spiritual values, and ethics in their nursing practice.

2.7 Organizational Framework

Figure 1: The Model of Nursing Action

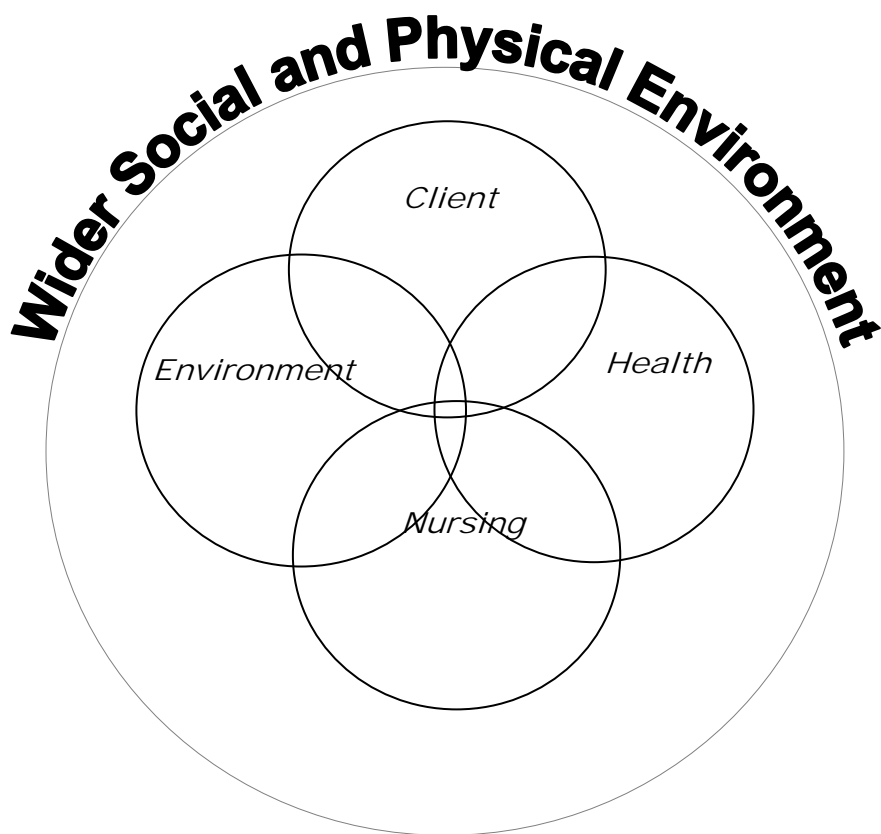


Figure 1: The Model of Nursing Action

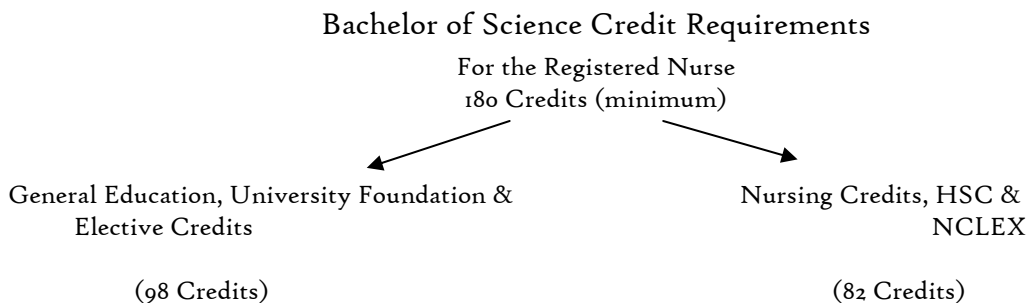
For any setting, patients/clients, the immediate environment, the health goal, and the nursing role can be described and used as context for the nursing process. The Model of Nursing Action can be used with any nursing theory, to show how that theory would influence the view of the patient/client, health, the environment, and the role of nursing. This model can also be embedded in a larger environment. For instance, nursing care of a client at home would include the client's condition, the client's interaction with caregivers and the physical environment, the definition of health held by the client and caregivers (thus defining the goal that they would work toward), and the role of the home health nurse, all embedded in the larger health care system and the outside environment that is available to the client and caregivers for support or that increases the difficulty of care. Assessments and interventions would use nursing diagnosis and the six holistic parameters, and would work with integrated content as appropriate.

References:

Fawcett, J. (1989). *Analysis and evaluation of conceptual models of nursing* (2nd ed.). Philadelphia: McGraw-Hill.
Gordon, M. (1987). *Nursing diagnosis: Process and application* (2nd ed.). New York: McGraw-Hill.

2.8 Curriculum Information

2.8.1 Overall Program Requirements



I. General Education as specified by the University Catalog or an approved Associate Transfer Degree from a Washington, Oregon, or California community college, or from Central Christian College of Kansas or with a B.A/B.S. Degree.	[Variable]
II. Electives	[Variable]
III. SPU allows a maximum of 90 credits to be transferred from community colleges. Only previous general education coursework can be accepted as transfer credits. No previous lower division nursing courses will be transferred.	90
IV. 45 Advanced Placement upper-division Credits (granted for prior NCLEX Exam)	45
V. Christian Formation* and/or Christian Scriptures** (5-10) credits depending on University entry status)	5-10
VI. Christian Theology** (5 credits depending on University entry status)	5
VII. Statistics	5

*For students entering SPU with Freshman or Sophomore standing; may take this online through Taylor University

**Must be SPU or SPU accepted courses.

45 credits must be earned as a matriculated student, with the last 15 credits earned at SPU. Nursing, General Education, and Foundations credits may exceed but must equal at least 180 total credits.

2.8.2 Nursing Program

Baccalaureate Degree Program for Registered Nurses (RN to BS Program)

The following information describes the Baccalaureate Degree Program for Registered Nurses at Seattle Pacific University including coursework for nursing and general education requirements. The University reserves the right to make changes of any nature in the Program; the student is responsible to follow the (online) SPU Undergraduate Catalog in effect at the time of admission.

The Bachelor of Science Degree with a Major in Nursing

- Bachelor of Science degree with a Major in Nursing requires a minimum of 180 credits consisting of 82 nursing credits (NCLEX and Nursing and Health Sciences courses) and 98 University Foundation and General Education credits. For students in the RN to BS Program, these credits can be earned in several ways:
 - College transfer credits from other accredited educational institutions (maximum 90 credits from a community college)
 - Advanced placement credits granted for prior NCLEX Exam (45 credits)
 - Credits from required program courses taken off-campus through the RN to BS Program (35-37 credits), and also from General Education and University Foundation courses taken at SPU.

RN TO BS REQUIRED COURSEWORK

The following nursing, foundation, and statistics courses are required.

NUR 3050 Professional Nursing Concepts: RN.....	5 credits
NUR 3947 Family and Community Nursing: RN.....	5 credits
NUR 4051 Professional Nursing Role: RN.....	4 credits
NUR 4944 Health Care Delivery Models: RN.....	3 credits
NUR 4971 Nursing Research: RN.....	2 credits
NUR 4899 Professional Synthesis Theory.....	5 credits
NUR 4860 Professional Nursing Synthesis Internship- Project Planning	4 credits
NUR 4861 Professional Nursing Synthesis Internship- Project Implementation and Evaluation	4 credits
UFDN 3001 Christian Scriptures.....	5 credits
UFDN 3100 Christian Theology.....	5 credits
HSC 4044 Biomedical Statistics.....	5 credits
TOTAL	47 credits

UFDN 1000 - Christian Formation 5 credits

Note: Students who enter SPU with a Freshman or Sophomore standing are required to take a third University Foundation course currently done online through Taylor University (in addition to UFDN 3001 & UFDN 3100); students who enter SPU with Junior or Senior standing (90 credits or more) are required to take only UFDN 3001 and UFDN 3100.

*HSC 4044 Biomedical Tests, Measurements & Statistics (5 credits) is required prior to taking Nursing Research but it is not a prerequisite to enter the program. Statistics may be taken at SPU or at another college or university. Three additional credits upper division credits are required if a lower division non-nursing Statistics is taken at another college.**

**If Statistics is taken through a course with a prefix other than Nursing or Health Sciences, such as math, business or psychology, the student will need to take 3 upper division SPU credits in nursing or health sciences to fulfill requirements for the major.*

2.8.3 Course Descriptions

NUR 3050: PROFESSIONAL NURSING ROLE: RN (5 credits) Designed specifically for Registered Nurses who are beginning a program of study for the baccalaureate degree in nursing. The course encourages self-directed study based on adult learning concepts and facilitates adjustment to the education-human environment system experience in general and to the student role at SPU in particular. Professional nursing and research provide the focus of the course, extending from historical and philosophical concepts to contemporary trends, and future possibilities for the professional nursing role. Emphasizes group work, elements of groups, group theory, and collaboration through group work.

NUR 3947: FAMILY AND COMMUNITY NURSING: RN (5 credits) Pre-requisite: NUR 3050. Analysis, application and evaluation of community health nursing processes at the levels of family, small groups, community, and at risk populations. Identification of community health diagnoses as the basis for interventions to maintain and/or promote health, prevent disease and enable self-care within and by a community.

NUR 4051: PROFESSIONAL NURSING ROLE: RN (4 credits) Pre-requisite: NUR 3050. Theoretical investigation of leadership and organizational concepts and their application to the professional nursing role as leader within the health care system and the nursing profession. Focuses on health care delivery systems, effective leadership, team development, change, and health policy.

NUR 4944: HEALTH CARE DELIVERY MODELS: RN (3 credits) Explores selected models of health care delivery in the United States with a primary focus on the professional nurse's role in negotiating and influencing these systems now and in the future. Looks at historical development; elements of the models; impact on health care consumers, providers, and provider organizations; ethical issues; and roles and responsibilities for professional nurses, including skills needed; and anticipated future directions for health care delivery.

NUR 4899: PROFESSIONAL NURSING SYNTHESIS THEORY (5 credits) Pre-requisites: NUR 3050, NUR 3947, NUR 4051, NUR 4944. Focus is on the future of health care and nursing and on continued professional development. This is a capstone course that integrates all prior coursework including core curriculum concepts, and (previous courses from the program).

NUR 4860: PROFESSIONAL NURSING SYNTHESIS INTERNSHIP – PROJECT PLANNING (4 credits) Focus is on synthesis of past educational experiences within a variety of organizational and community settings. Interdisciplinary work, application of leadership skills, and working in partnerships with selected organizations and communities provide opportunities to demonstrate effective integration and synthesis of prior learning. The purpose of this first capstone internship course is to demonstrate advanced knowledge and skill in planning a major project within an institution or an organization.

NUR 4861: PROFESSIONAL NURSING SYNTHESIS INTERNSHIP – PROJECT IMPLEMENTATION AND EVALUATION (4 credits) Focus is on synthesis of past educational experiences within a variety of organizational and community settings. Interdisciplinary work, application of leadership skills, and working in partnerships with selected organizations and communities provide opportunities to demonstrate effective integration and synthesis of prior learning. The purpose of this second capstone course is to demonstrate advanced knowledge and skill in implementing and evaluating a major project within an institution or an organization.

NUR 4971: NURSING RESEARCH: RN (2 credits) Pre-requisites: HSC 4044. The examination of clinical practice for development of researchable problems. Gives opportunity for systematic investigation of a health related topic of the student's choice.



RN to BS Program

Sample Curriculum Plan

XXXX Cohort

20xx-20xx

If you are admitted to SPU as a Junior (90 transfer credits), or have a Community College Direct Transfer Degree in addition to your Associate Degree in Nursing, your part-time program of nursing coursework study would look like this:

Quarter 1	Quarter 2	Quarter 3	Quarter 4
NUR 3050: Professional Nursing Concepts (5 credits)	UFDN 3001: Christian Scriptures (5 credits)	UFDN 3100: Christian Theology (5 credits)	HSC 4044 Biomedical Tests, Measurements and Statistics (5 credits)
Quarter 5	Quarter 6	Quarter 7	Quarter 8
NUR 3947: Family and Community Nursing (5 credits)	NUR 4051: Professional Nursing Role (4 credits) NUR 4944: Health Care Delivery (5 credits)	NUR 4899: Professional Synthesis Theory (5 credits) NUR 4860: Professional Synthesis Internship- Project Planning (4 credits)	NUR 4861: Professional Synthesis Internship- Project Implementation and Evaluation (4 credits) NUR 4971: Nursing Research: RN (2 credits)

Total = 37 required Nursing credits. Additional University Foundations credits (10-15) are a requirement for graduation. The BS degree requires a total of 180 credits, including at least 60 upper division credits. At least 45 credits must be completed at SPU, including the last 15 credits. Additional General Education requirements are not listed in the above curriculum pattern and should be taken into consideration when planning for graduation. The University reserves the right to make changes of any nature in programs, calendar, academic policy, or academic schedule whenever these are deemed necessary. 3/2009

2.8.5 Baccalaureate Degree Requirements

Students completing the alternative Curriculum for Special Programs must adhere to policies, complete requirements and fulfill competency areas listed under “**Graduation Requirements.**” This alternative curriculum replaces only the University Core courses and Exploratory Curriculum.

University Foundations15 credits

University Foundations (UFDN) 1000-
Christian Formation (5)
University Foundations (UFDN) 2000/3001-
Christian Scriptures (5)
University Foundations (UFDN) 3100-
Christian Theology (5)

Note: Students who enter SPU with junior or senior standing (90 credits or more) are required to take only UFDN 2000/3001 and UFDN 3100.

General Education Requirements

(55-70 credits)

1. Foreign Language 0-15 credits

SPN 1105 or fulfillment of requirements listed under “Foreign Language Competency.”

Note: RN to BS Program students are exempt from this requirement.

2. Communication 5 credits

Choose from among the following courses:

COM 1101 Intro to Interpersonal Communication (5)
COM 1321 Public Speaking (5)

3. Social Sciences..... 15 credits

3A. Anthropology, Psychology, Sociology5 credits

Choose from among the following courses:

ANT 1110 General Anthropology (5)
ANT 2250 Cultural Anthropology (5)
PSY 1180 General Psychology (5)
SOC 1110 Introduction to Sociology (5)
SOC 2310 or SOC 4310 Foundations of Social Service (5)

3B. Economics, Geography, History,

Political Science 5 credits

Choose from among the following courses:

ECN 1100 Fundamentals of Economics (5)
ECN 2101 Microeconomics (5)
ECN 2102 Macroeconomics (5)
GEO 1110 World Regional Geography (5)
GEO 3170 Geopolitics (POL 3170) (5)
HIS 1200 Ancient and Medieval Worlds (5)
HIS 1201 Medieval Europe (5)
HIS 1202 Modern Europe (5)
HIS 2502 The U.S. to 1876 (5)
HIS 2503 The U.S. Since 1876 (5)
HIS 3345 Modern Russia (POL 3345) (5) [Writing course]
HIS 3440 International Peace and World Order (POL 3440)(5)
HIS 3501 Colonial and Revolutionary America (5)[Writing course]
HIS 3670 American Foreign Relations (POL 3670) (5)[Writing course]
HIS 3710 Comparative Non-Western History (5)[Writing course]
HIS 3720 Rise of Islamic Civilization (5) [Writing course]
HIS 3730 Modern Middle East (5) [Writing course]
HIS 3765 Traditional East Asia (5)
HIS 3785 Modern East Asia (5)
POL 1110 Introduction to Politics (5)
POL 1120 American Government and Politics (5)
POL 2330 International Relations (5)
POL 2641 Christianity and American Politics (5)

3C. Choose one additional class from the two lists above ... 5 credits

4. Natural Sciences 15 credits

4A. Biological Science 5 credits

Choose from among the following courses:

BIO 1100 Biological Science (5) Specific topics offered
BIO 1100 Biological Science: Human Nutrition (5)
BIO 1100 Biological Science: Human Biology (5)
BIO 1100 Biological Science: Biological Diversity (5)
BIO 1100 Biological Science: Marine Biology (5)
BIO 1100 Biological Science: Environment (5)
BIO 2101, BIO 2102, BIO 2103 General Biology (5 each)
BIO 2129, BIO 2130 Anatomy and Physiology (5 each)

4B. Physical Sciences 5 credits

Choose from among the following courses:

CHM 1100 Introduction to Chemistry (5)
CHM 1110 Introduction to Nature of Science (PHY 1110) (5)
CHM 1211 General Chemistry (5)
CHM 1330 Organic and Biological Chemistry (5)
PHY 1101, PHY 1102, PHY 1103 General Physics (5 each)
PHY 1121, PHY 1122, PHY 1123 Physics for Science and Engineering(5 each)
PHY 1135 Astronomy (5)
PHY 1142 Earth Systems Sciences (5)
PHY 1145 Oceanography (5)
PHY 1150 Introduction to Geology (5)

4C. Mathematics 5 credits

Choose from among the following courses:

BUS 2700 Statistics for Business and Economics (5)
HSC 4044 Biomedical Tests, Measurements and Statistics (5)
MAT 1221 Survey of Calculus (5)
MAT 1225 Calculus I (5)
MAT 1360 Introduction to Statistics (5)
MAT 1521 Introduction to Contemporary Math (5)
MAT 2530 Survey of Mathematics I (3)**
MAT 2531 Survey of Mathematics II (2)**
SOC 2360 Introduction to Statistics in SBS (PSY 2360) (5)
***For education certification students only: Taken prior to or concurrently with Professional Quarter Two.*

5. Humanities and Fine Arts 20 credits

5A and 5B. Humanities 10 credits

Choose courses from among the following:

CLA 3100 Ancient Civilization (HIS 3100) (5)
CLA 3104 Survey of Ancient Greek Literature (5)
CLA 3170 Classical Civilization (HIS 3170) (5)
CLA 3204 Survey of Classical Latin Literature (5) [Writing course]
CLA 3304 Latin Literature Pre-Modern Christian (3)
ENG 1110 Literature and Faith (5)
ENG 2230 Literature of the American West (5)
ENG 2234 Literature by Women (5)
ENG 2248 New International Fiction (5)
ENG 3334 American Ethnic Literature (5)
EUR 1110 Heritage of Europe (5)
EUR 3287 Mythology in Literature (5) [Writing course]
FRE 2101, 2102, 2103 Niveau Intermediaire (5 each)
FRE 3105 Composition Conversation (3)
FRE 3205 Topics in French Literature (5)
GER 2101, 2102, 2103 Das Zweite Jahr (5 each)

GER 3206 Topics in German Language and Literature (5)
 GRK 4920 Readings in Classical Greek (3-6)
 HUM 3000 Other Peoples, Other Faiths (5)
 LAT 4920 Readings in Classical Latin (3-6)
 LIN 2100 Foundations of Language Study (5)
 PHI 1001 Power of Logic (5)
 PHI 1002 History of Ethics (5)
 PHI 1004 Survey of Western Philosophy (5)
 PHI 1100 Faith and Philosophy (5)
 PHI 2500 Philosophy of Science (3)
 PHI 2999 Aesthetics (3)
 RUS 2207 Modern Russian Culture Through Literature (5)
 SPN 2101, 2102, 2103 Intermediate Spanish (5 each)
 SPN 4401 Topics in Spanish Literature (3)
 SPN 4501 Topics in Latin American Literature (3-5)

5C and 5D. Fine Art 10 credits

Choose from among the following courses:

ART 1102 Drawing Studio (3)
 ART 1103 Drawing Studio (3)
 ART 1104 Drawing Studio (3)
 ART 1180 The Visual Arts (5)
 ART 2302 Painting Studio—Oil or Acrylic (3)
 ART 2422 Metals Studio (3)
 ART 2428, ART 3428, ART 4428 Media Studio—Ceramics (3 each)
 ART 3602 History of Ancient Art (5)
 ART 3603 History of Christian Art (5)
 ART 3604 History of Renaissance Art (5)
 ART 3605 History of Modern Art (5)
 ART 3606 History of Asian Art (5)
 ART 3607 History of American Art (5)
 EUR 3100 Foundations of European Art (2)
 FCS 1710 Design Fundamentals (5)
 FCS 2870 Seeing History Through Clothes (5)
 FCS 3870 History of Costume (5) [Writing course]
 FPA 4100 Arts and Religious Experience (5) [Writing course]
 MUS 1600 Exploring and Understanding Music (5)
 MUS 1250, 1251 Keyboard Class (2)
 MUS 1260, 1261 Class Instruction: Voice (2)
 MUS 2305 or MUS 4305 Women's Choir (2)**
 MUS 2311 or MUS 4311 Jazz Ensemble (1) **
 MUS 2312 or 4312 Men's Choir (2)**
 MUS 2313 or MUS 4313 Vocal Jazz Ensemble (1)**
 MUS 2350 or MUS 4350 Concert Choir (2)**
 MUS 2351 or MUS 4351 Symphonic Wind Ensemble (2)**
 MUS 2353 or MUS 4353 Symphony Orchestra (2)**
 MUS 2604 Soundscape (5)
 MUS 2605 Survey of Popular Music (5)
 MUS 2654 World Music (3)*
 MUS 2655 World Music Lab (2)*
 MUS 3401 Music and Worship (2)
 MUS 3602 Magic of Opera (5)
 MUS 4401 Song of the Church (3)
 MUS 4402 History and Appreciation of Jazz (5)
 TRE 1110 The Theatre Experience (5)
 TRE 3780 (COM 3780) Introduction to Film (5)
 TRE 1310 The Actor's Art (5)
 TRE 1340 Acting I: Fundamentals (5)
 TRE 1930, 3930 Performance Practicum (2)**
 TRE 1931, 3931 Production Practicum (2)**
 TRE 2420 Theatre and Drama: Tragedy (5)
 TRE 2421 Theatre and Drama: Comedy (5)

*Must take both lecture and lab simultaneously to fulfill category requirements.

**May be repeated for up to 6 credits toward general education requirements.

2.8.6 Foundations

The three University Foundations courses are centered in the foundations of faith: Christian Formation, which explores the lived experience of faith; Christian Scriptures, which provides a way of conceptualizing, reading, and practicing the truth of Scripture as the authority for Christian Formation; and Christian Theology, which reflects upon the relationship between God and humankind as expressed in the Scriptures and experienced in a life of faith. These courses are in the Curriculum Pattern for the RN to BS Program:

UFDN 3001 Christian Scriptures (5 credits) This course is only open to transfer students who begin their studies at SPU as juniors or seniors. It explores the formative role that Christian Scriptures perform within the community of believers. It seeks to introduce students to the literature and theology of both Old and New Testaments and to provide them with the necessary skills to make responsible use of Scripture as the church's principal authority in nurturing a Christian's faith and witness.

UFDN 3100 Christian Theology (5 credits) This course studies the basic doctrines and practices of historic Christianity, such as the being, attributes, and workings of the Triune God; the nature, fallenness, and redemption of human beings; the character and mission of the church; the disciplines and duties of personal faith; and the hope for "last things." Attention will be given to major formative events and key persons in the history of the church that have helped to shape what Christians believe and how they live.

Students who enter SPU with fewer than 90 transferable credits must take 15 credits in foundations courses. To fulfill the additional 5 credits of foundation course, online courses from **Taylor University** are accepted. You must work with the SAS advisor to be sure the course you take will fulfill the requirement.

Taylor University is on a semester system. Therefore, a 3-credit course at Taylor will translate to 4.5 credits at SPU and this will meet your requirements for a third Foundations course. ALSO, tuition quoted online for Taylor University is the cost of the course, NOT a per credit rate.

2.8.7 Math and Writing Skills Competency

There are four areas of competency students must meet to receive a bachelor's degree from Seattle Pacific University. These competencies may be fulfilled in a variety of ways. All undergraduate students at Seattle Pacific must demonstrate Math and English competency early in their career at SPU and as a condition of graduation. In order to determine competency and assign any necessary remedial coursework, a Math Proficiency Test is administered to incoming students. Math Proficiency Tests are administered during the first nursing course, NUR 3050. The English Placement Test is taken if a student does not transfer in an acceptable college-level writing course. Transfer students who are required to take the test may do so by scheduling an appointment with the RN to BS Program Assistant.

Students will not be permitted to register for their second quarter until these tests have been taken or the student registers for all necessary remedial coursework. Math and English competencies must be completed within the first four quarters of attendance at SPU. Unless stipulated by their major, post-baccalaureate students are not required to take the proficiency or placement tests.

Math Skills Competency

Competency in basic mathematics is essential in our technologically oriented society. Students may demonstrate competency in basic mathematics in one of the following ways:

1. By scoring 500 or more on the math portion of the SAT-I exam, if taken prior to April 1995.
2. By scoring 580 or more on the math portion of the SAT-I exam, if taken April 1995 or later.
3. By scoring 25 or more on the math portion of the ACT test.
4. By receiving a grade of C (2.0) or better in a transferable college-level calculus course, or its equivalent. (Survey of calculus classes do not meet this requirement.)
5. By passing the University's Mathematics Proficiency Examination.

6. By completing all 5 credits of work in MAT 0121–MAT 0125 at the required level of proficiency during the first year of enrollment. If after taking the University’s Mathematics Proficiency Examination 5 credits are required, a student may take MAT 0131 (2 credits) and MAT 0132 (3 credits) to meet this competency.
7. Students holding an acceptable Direct Transfer Agreement A.A. degree from an approved community college have fulfilled this requirement. See Admissions section under Transfer Students for approved degrees.

The Mathematics Proficiency Test covers pre-high school mathematics and emphasizes problem solving. An analysis of errors is done and areas of weakness are determined. Any student whose score on this test falls below accepted college entrance level norms will be required to strengthen these areas of weakness through work in arithmetic review courses during the first year of registration. Before students are permitted to take any mathematics courses (other than arithmetic review) or any courses using mathematics, they must either pass the Mathematics Proficiency Exam or complete the required work in MAT 0121–MAT 0125, or in MAT 0131 (2 credits) and MAT 0132 (3 credits).

Arithmetic review courses are not considered college-level courses. Credits earned in MAT 0121–MAT 0125 or in MAT 0131 and MAT 0132 do not count toward the 180 minimum credits required for graduation. All required coursework in arithmetic review must be completed by the end of a student’s fourth quarter at SPU.

Writing Skills Competency

Students who have not already taken and passed, with a grade of C or better, a college-level writing (composition) course on a college or university campus are required to take the English Placement Test, which samples their writing. (AP, CLEP, and IB credit in English composition do not substitute in this context for a college-level writing course. Nor does any composition course taken as part of Running Start or other “college in the high schools” program.)

Students whose score on this test indicates they do not yet write on the college level will be required during their first year of registration to enroll in a designated section of Intermediate College Writing (ENG 2201) and simultaneously ENG 0102, a writing tutorial attached to this section of ENG 2201. Taken in tandem, these courses are intended to raise students’ writing ability to the college level. (Credits earned in ENG 0102 do not count toward the 180 minimum credits required for graduation.) Students whose scores indicate that they can write minimally at the college level but need the intermediate course in writing (ENG 2201) in order to succeed in college will be required to take that course. All required coursework in writing must be completed by the end of a student’s fifth quarter at SPU.

2.8.8 College Transfer Credits

General Education courses may be taken at a community college or accredited university. Before registering for an equivalent course at another educational institution, **always check to be sure that the course you are planning to take will fulfill Seattle Pacific University requirement.** Checking can be done through the *Equivalency Guide* on the SPU website, www.spu.edu/depts/sas/transferguide05.asp, your Student Academic Advisor, or RN to BS Program Director.

- Like most universities and 4-year colleges, SPU allows a maximum of 90 credits to be transferred from community colleges
- An undergraduate transfer student must earn a minimum of 45 upper-division advanced placement SPU credits as a matriculated student
- **The last 15 credits prior to degree completion must be earned in residence at SPU**
- Credits earned through the SPU RN to BS Program are resident credits even though the classes are held off-campus

2.8.9 Direct Transfer Degree (optional)

Seattle Pacific University Transfer Agreements

Students who transfer to Seattle Pacific University with one of the associate degrees listed below will enter with Junior standing and fulfill University Core and Exploratory Curriculum. They will still be required to complete 10 credits in University Foundations. This same agreement holds true for students who complete the Uniform Oregon Associate of Arts Degree or a degree from a California junior college that includes the IGETC (Intersegmental General Education Transfer Curriculum) to matriculation at SPU. This agreement pertains only to those students who have completed their associate degree prior to matriculation at SPU.

Transfer students who enter SPU without an associate degree (or with a degree other than those specified) will be required to complete additional General Education requirements as well as additional Foundations Requirements. Their transfer courses will be reviewed on a course-by-course basis to determine how the course(s) might transfer toward specific degree requirements.

Associate degrees from Washington state community colleges that transfer directly to SPU to fulfill University Core and Exploratory Curriculum requirements includes the following:

Bellevue Community College, *Associate in Arts and Sciences*
Big Bend Community College, *Associate in Arts and Sciences*
Cascadia Community College, *Associate in Integrated Studies*
Centralia College, *Associate in Arts, Associate in Liberal Arts*
Clark College, *Associate in Arts*
Columbia Basin Community College, *Associate in Arts and Sciences*
Edmonds Community College, *Associate of Arts, Option I*
Everett Community College, *Associate in Arts and Sciences, Option II*
Grays Harbor College, *Associate in Arts*
Green River Community College, *Associate in Arts*
Highline Community College, *Associate of Arts, Option A*
Lower Columbia College, *Associate in Arts and Sciences, Plan B*
North Seattle Community College, *Associate of Arts, Associate of Science*
Northwest Indian College, *Associate of Arts and Sciences*
Olympic College, *Associate in Arts and Sciences, Option A*
Peninsula College, *Associate of Arts or Associate of Arts, Honors*
Pierce College, *Associate in Arts and Sciences*
Seattle Central Community College, *Associate of Arts, Associate of Sciences*
Shoreline Community College, *Associate in Arts and Sciences, Option A*
Skagit Valley College, *Associate in Arts, University and College Transfer*
South Puget Sound Community College, *Associate of Arts*
South Seattle Community College, *Associate of Arts, Associate of Science*
Spokane Community College, *Associate of Arts*
Spokane Falls Community College, *Associate of Arts*
Tacoma Community College, *Associate in Arts and Sciences, Option A*
Walla Walla Community College, *Associate in Arts*
Wenatchee Valley College, *Associate in Arts and Sciences*
Whatcom Community College, *Associate in Arts and Sciences*
Yakima Valley College, *Associate of Arts*

3.0 ACADEMIC POLICIES AND PROCEDURES

3.1 Admission Requirements

Admission to the RN to BS Program is based on the applicant's total profile. The following is a list of the requirements:

- **AN EARNED HOSPITAL DIPLOMA OR ASSOCIATE DEGREE IN NURSING FROM A STATE APPROVED OR NATIONALLY ACCREDITED NURSING PROGRAM**
- Completion of the University RN to BS Program Application (Admission to the University is based on a 2.5 cumulative grade point average for transfer students. The RN to BS Program expects a 2.75 GPA in the natural and social-science courses.)
- Admission to the University
- American Data Bank background check
- Unencumbered Washington State RN licensure

- Depending on your academic history, you may be required to take Math and English proficiency exams upon admission to the University to assure success in the program and meet graduation requirements.

Applications for admission are accepted year round. You may enroll as a non-matriculated student in Nursing electives and General Education courses before entering the RN to BS program of required Nursing courses.

3.2 Application Process

Step One: Call or email the RN to BS Program Assistant. Plan an academic meeting with the Director of the RN to BS Program in order to discuss the RN to BS Program, candidate's previous coursework, degree requirements, application process and other questions.

Step Two: Application to Seattle Pacific University RN to BS Program. Submit the following to the RN to BS Program Assistant:

- SPU Application form for RN to BS students which is available from RN to BS office or the SPU website at the Office of Admissions link.
- \$45 Application Fee made payable to SPU
- Official sealed transcripts from all schools (Nursing program, and college/university) attended after high school.
- Professional recommendation
- Personal recommendation
- Personal essays (3)
- Evidence of current unencumbered licensure in Washington State
(Do not send a copy to SPU. Verification will be done with WA State Dept. of Health)
- Personal career goals statement

Step Three: Seattle Pacific University and the School of Health Sciences will send you separate Official letters of acceptance or denial.

3.3 Students of Concern

The School of Health Sciences is committed to providing opportunities for the success of all its students. Students who are of concern are at risk for not successfully completing a course and will be notified by their instructor of the behaviors that place them at risk. Examples of behaviors that place students at risk include (but are not limited to) lateness to class, low grades, absences, low exam scores, or poor writing skills. The instructor and student should meet to discuss the issues and to develop a plan to promote student success. Written documents of concern become permanent part of the student's file.

3.4 Criminal Background Check

The University SHS requires that each nursing student who will enter the healthcare setting must complete a national background check for criminal history and that each student must have a "clean record." Although the University does not disclose to anyone the contents of a criminal record, the University may need to assure healthcare agencies that it has conducted a national background check. Therefore, the following information is required before allowing the student to enter a clinical agency.

National Background Check. The criminal background check is obtained through American DataBank. Students can order this report by going online at to the following website www.spubackgroundchecks.com and following the detailed directions. Students are responsible to pay the \$40 fee which is requested on the website when they order the background check. A copy of the background check is available to the student at no extra charge by American DataBank. The clinical agency has the right to refuse entry of students into the clinical setting based on criminal history.

Disclosure and Release Form. Students will find the **RN to BS Program Disclosure and Release Form** on the website (www.spubackgroundchecks.com). Students need to fill out the form, sign it and fax or send it to RN to BS office (fax: 206-281-2767). This form will be retained in the student's file.

Upon receipt of the confidential American DataBank report, the SHS will retain a copy for the student's permanent file. The student's information will not be released to any individual or agency, except as required by law. If the student wishes to give a copy of the Report to an agency, it is the student's responsibility to deliver it to the requesting person or agency. Under no circumstances may the University share background check information directly with an internship site. If the student loses or misplaces the copy of the Report, the student may submit to the SHS a written request for an additional copy. At the time of the student's request the student will be informed of the process for obtaining another copy. Agencies may have additional requirements.

3.5 Math and Writing Skills Competency

As determined by Student Academic Services, all undergraduate students, including transfer students, may be required to demonstrate math and writing competency by taking math and writing competency tests administered by the University. Post-baccalaureate students are not required to take the competency tests. Completion of the tests is a prerequisite for registration for the second quarter in the program. See the online University Undergraduate Catalog for baccalaureate degree requirements. **It is the student's responsibility to check with the appropriate RN to BS Program Assistant for passage of these tests; students will not be notified of the results.** SPU students with deficiencies must complete any required additional coursework or credits. Graduation is dependent upon the completion of this requirement.

3.6 Satisfactory Progression in the Program

Progression in the nursing program (and graduation) is dependent on satisfactory completion of course assignments, which include both theoretical and internship performance. The University may consider factors in addition to academic performance when determining whether or not a student may continue in the program. These factors include class attendance, respect for others, and professional behavior.

Progression in the nursing program is dependent upon meeting the minimum standards of core nursing courses as outlined in the course syllabi at a **C (75%)** level or above, as well as other factors. **Any student receiving a final course grade of C- or below will be required to satisfactorily repeat that nursing course.** Because certain courses must be taken in sequence, repeating a course may delay the student by at least year. Students who fall behind in the normal progression must schedule an advising appointment with the Director of the RN to BS Program. The student is not eligible for progression until all conditions for progression have been satisfied.

3.7 Grading Scale for Nursing Courses

A	94-100	
A-	90-93	
B+	87-89	
B	84-86	
B-	81-83	
C+	78-80	
C	75-77	
C-	71-74	Grades 74 or below are failing grades in nursing
D+	68-70	
D	65-67	
D-	61-64	
E	> 60	

All nursing students must maintain a minimum of C (75%) in the nursing courses to continue in the nursing program. (See individual course syllabi for specific application of this policy.)

3.8 Class Attendance

Regular attendance at all classes is required unless illness or other emergency prevents otherwise. The student **must report an absence to the faculty member whose class was missed.** Voice mail messages and email messages can be left 24 hours a day. The student is responsible for all knowledge and materials covered during absence and is responsible to obtain that information from peers. Course syllabi may set forth additional attendance requirements.

3.9 Academic Integrity

It is particularly important for Seattle Pacific University students in the nursing profession to adhere to the highest ethical and moral standards, including exemplary standards of academic conduct. Any breach of generally accepted professional and academic standards is unacceptable. Students aware of academic dishonesty by others should be responsible in reporting this to the supervising faculty. Examples of academic dishonesty include cheating on examinations, plagiarism, theft or alteration of another’s work for the purposes of academic credit.

Any alleged incident of academic dishonesty should be handled by the faculty member and the student following the guidelines set forth in the SPU Student Handbook and the University Catalog, except that all references to the “school dean” shall refer to ASAC. If the student does not agree with the decision of the faculty member of ASAC, the Guidelines for Academic Appeals of the University stated in the University Student Handbook and University Catalog shall apply. **Student academic integrity incidents are reported by the SHS Dean to the Associate Vice President for Academic Affairs Curriculum and Assessment.**

3.10 Graduation Requirements

In order to qualify for a Bachelor of Science Degree with a major in nursing, the following must be satisfactorily completed:

- ✓ All required general education and foundation curriculum courses as listed in the University Undergraduate Catalog for Special Programs.
- ✓ A total of 82 nursing and health science credits as required by the School of Health Sciences.
- ✓ 180 total credits and all baccalaureate degree graduation requirements listed in the University Undergraduate Catalog.

Transcripts documenting completion of the degree will not be released until all “holds,” for whatever reason, have been removed from the student’s account. The student is responsible to take actions necessary to remove “holds.”

3.11 Application for Graduation

Every student anticipating graduation must file an Application for Graduation form. This form is available online in Banner and online at <http://www.spu.edu/depts/sas/students/forms.asp>. **Students must submit this form to the SHS RN to BS Program Assistant during the fourth quarter of their nursing program in order to plan the right courses to graduate the following year.** An original Graduation Requirements Checklist from the University Undergraduate Catalog for the year in which the student entered the University is the basis for determining completion of graduation requirements, except for any changes required by applicable laws, regulations, or accreditation requirements.

Following the Application for Graduation, a Graduation Requirements Checklist “Update” is completed by SAS with input from the Director of the RN to BS Program regarding Nursing Major requirements. The Graduation Requirements Checklist Update is sent to the student by SAS to assist the student in identifying the remaining requirements necessary for graduation. The SHS Major Requirements review is limited to the nursing major and prerequisites, not general education requirements. The School of Health Sciences endeavors to be sure that all Graduation Requirement Checklists are accurate; however, **the student remains responsible for completing all requirements and should ensure that the Checklist is accurate and understood.**

3.12 Graduation Checklist Evaluation

It is the student’s responsibility to carefully review and understand the completed graduation checklist.

It is important for the student to note the section on total credits: number required (180), number completed, and number needed for graduation. Any courses taken with a number below 1000 (or below 100 at most technical and community colleges and other universities) do not count toward graduation. For example, MAT 0120, math review, is not included in credits toward graduation. In addition, not all credits received from other institutions may be accepted by University as meeting general education requirements of the University. The student should review the curriculum requirements as described in the online University Undergraduate Catalog for mandatory categories. Questions should be directed to the RN to BS Program Director or SAS advisor.

After receiving the completed Checklist, the student is responsible to make an appointment with the RN to BS Director to review plans for completing the requirements. If there are discrepancies in the curriculum requirements, or total credits requirements, the student is responsible for contacting the SAS advisor. If there is a discrepancy in the nursing requirements, the student is responsible for contacting the RN to BS Program Director. It is the student’s responsibility to follow through and complete all requirements as noted on the Checklist.

3.13 Withdrawal from the Nursing Program

To withdraw from the nursing program (for whatever reason, personal or academic), it is necessary for the student to:

- ✓ Notify instructors in all courses for which the student is registered.
- ✓ Meet with the nursing instructor and RN to BS Director, immediately, to discuss reasons for withdrawal, future plans, and the University withdrawal process.
- ✓ Schedule an exit interview with the RN to BS Program Director in which the student may discuss plans for the future including possible re-enrollment. Re-enrollment cannot be guaranteed.
- ✓ At the exit interview, an Exit Interview Form must be completed and signed by both the student and the RN to BS Program Director. At the time of the exit interview, the student is given a Re-enrollment Statement describing the re-enrollment policy and process along with a Re-enrollment Application for future use.

Follow general University policy for withdrawal. See guidelines stated in the online SPU Undergraduate Catalog under Academic Policies and Procedures.

3.14 Dismissal from the RN to BS Program

Dismissal from the RN to BS Program may result from, but is not limited to, any of the following reasons as determined by a faculty member:

- Violation of standards of nursing conduct or practice. (See Washington Program Code (WAC) 246-840-710); RCW 18.130.180 (March 2004)
- Pattern of behavior or conduct or a single incident of serious misconduct or inappropriate behavior that reflects poorly on SPU, the School of Health Sciences or clinical agencies, including failure or refusal to follow agency requirements/standards/guidelines, boundary violations with patients or staff, or speaking negatively about SPU, clinical agencies or anyone affiliated with SPU or clinical agencies.
- Academic or other types of dishonesty.
- Lack of safety or integrity in internship.
- Evidence of unethical or unprofessional conduct or behavior. (ICN Code of Ethics; ANA Code of Ethics for Nurses; ANA Scope and Standards of Practice; National Student Nurses Association Code of Professional Conduct; National Student Nurses Association Code of Academic and Clinical Conduct).
- Unacceptable nursing theory or internship performance as evidenced by a grade lower than a passing grade of C (75%).
- Other acts of misconduct.

Dismissal from a course will result in dismissal from the RN to BS Program. A professor will submit a grade of E (failing) if a student is dismissed for any reason because the E grade does not meet the SHS requirement of C or better grade required for progression. The dismissal from a course is final and the student must withdraw immediately from all coursework. The student may or may not receive a tuition refund, depending on the time in the quarter when refunds are available (see University Undergraduate Catalog.)

If a student is asked by the Director of the RN to BS Program or course faculty to withdraw for any reason from a course or the Program, the student must have an exit interview with the Director of the RN to BS Program. During this exit interview, the reason(s) for withdrawal must be documented in writing, with a copy for the student and a copy for the student's SHS advising folder. If appropriate, criteria for re-entering the RN to BS Program will also be developed and documented. The situation will also be reported to the Chair of SHS Academic and Student Affairs Committee (ASAC). At the time of planned re-entry to the Program, the student needs to complete a student re-activation form available through the RN to BS Program Assistant, and submit it to the Director of the RN to BS Program by the fourth week of the quarter preceding the desired re-enrollment quarter. The Director will submit the form to the Chair of ASAC.

3.15 Re-enrollment in the Nursing Program

The enrolled student who has withdrawn or been dismissed from the nursing program *and desires to be re-enrolled*, must adhere to the following re-enrollment procedures:

- Review the exit interview the student had with the Director of the RN to BS Program. The information from the discussion with the Director should be used to prepare a written statement indicating how the issues that led to withdrawal or dismissal have been resolved, and how the student plans to avoid a repeat of the issues.
- Submit the summary and plan to the Director of the RN to BS Program who will submit it to the chair of the Academic and Student Affairs Committee (ASAC) no later than the fourth week of the quarter prior to the desired re-enrollment quarter.
- ASAC will review the summary and plan and decide if it satisfies the issues. While a student always has the privilege of applying for re-enrollment, ASAC looks for evidence documenting a strong potential for successfully completing the program of study after re-enrollment. The student will only be re-enrolled if satisfactory evidence exists.
- The student must agree to the re-enrollment plan, in writing, and follow all the conditions to re-enroll. Failure to meet any of the conditions may result in the offer of re-enrollment being rescinded immediately and the student may be dismissed from the program.

Re-enrollment is not automatic, but is dependent upon satisfactory completion of the following re-enrollment procedures and requirements, and ASAC's determination of the quality of the student's evidence of preparedness to re-enter the program. In order to demonstrate preparedness, the student must achieve satisfactory completion of specific, individualized re-enrollment activities identified by ASAC, the instructor of the course in which the student was unsuccessful, and any other re-enrollment requirements imposed at the time of withdrawal. Demonstration of preparedness to re-enroll may include, but is not limited to the following: reference letters (from persons other than relatives), evidence of resolution of precipitating issues, and written documentation of progress as requested by ASAC. ASAC's decisions regarding re-enrollment are final. See Re-enrollment Application and Policy and Procedure for complete details and requirements. See also sections [3.1.9](#) and [3.1.10](#) for additional information.

On occasion, students are faced with major health problems or changes in personal circumstances that make progression in the nursing program difficult. Students are encouraged to seek counsel or advice from the Director of the RN to BS Program as soon as possible so there is opportunity to plan how to best meet their educational goals. The faculty member has the right and responsibility to determine whether or not the student should be allowed to attend class based on generally accepted standards of nursing practice, and standards of safe practice and the well being of others in the classroom setting.

3.16 Student Academic Appeals Process

The purpose of the academic appeals process is to provide guidelines for a timely and equitable resolution of problems or complaints of an academic nature when reasonable direct discussions between the parties have failed to do so. **Academic appeals may be made only on the grounds of unfair treatment against stated standards, and not against the professional judgment of the faculty or personality of the faculty.** See the SPU Undergraduate Catalog, Academic Policies section for details regarding policies and procedures related to unlawful discrimination.

Students should understand that nursing practice is guided by professional standards and behaviors. The academic appeals process is not an opportunity to complain about a faculty member's personality or communication style, and personality conflicts should be dealt with quickly and in private, and not as a part of an academic appeal, unless the complaint involves unfair treatment against stated standards.

3.16.1 Filing an Appeal

- First, an effort should be made to resolve the situation between the parties involved. If the situation cannot be resolved between the two parties, the student may file an appeal.
- Any appeal filed by the student **must be in writing using the Appeal Process Procedure Form**. This form is available from the RN to BS Office. **The student is responsible to provide current and accurate contact information on the form.**
- **The student must complete the entire appeal form (“Appeal”) and hand deliver the signed original and a copy of the Appeal to the to the School of Health Sciences to the attention of the chair of the Academic and Student Affairs Committee (ASAC) in a sealed envelope marked “Confidential, Attention ASAC Chair.” The Appeal must be signed and dated by the student.** The student must file the Appeal within **15 working days** following the event at issue. The completed Appeal must be hand delivered to the SHS Front Office, and the student must request that the envelope be stamped with an official date received stamp showing the date of delivery. This is the date of filing (“Filing Date”).
- The chair of ASAC will **appoint an Appeals Committee** to meet within ten University working days after the Filing Date, but may schedule a meeting beyond that date if necessary or deemed appropriate. The chair of the Appeals Committee will be designated by the ASAC chair. **Failure to follow these procedures may result in the dismissal of the student’s Appeal, which means the original decision will remain in effect.** There have been occasions when students have attempted to appeal decisions by circumventing established procedures. These misinformed attempts usually delay and muddy the process, which may jeopardize the student’s academic progress.

3.16.2 Procedures

- The chair of ASAC will notify all parties directly involved of the receipt of the appeal, nature and content of the appeal, date, time, and place of the Appeals Committee meeting, and names of Appeals Committee members and chair.
- The student may continue in theory classes until the committee has reached a decision and the written decision is sent to the student.
- The student will not continue in internship classes when the appeal issue involves internship situations or behavior that might impact patients, staff or clinical settings. This decision will be made by the course instructor, and this professional decision is not subject to review or appeal.
- The student will be given an opportunity to present written information relevant to the Appeal. The Chair of the Appeals Committee shall decide whether the student will have the opportunity to appear before the Appeals Committee to present the Appeal and additional information relevant to the Appeal.
- The student should submit in the Appeal the names of persons who have information relevant to the Appeal. Those persons with information may submit written statements to the chair of the Appeals Committee, and such statements must be based on direct involvement or observation (not hearsay). Written statements shall be provided to the Appeals Committee chair at least 48 hours prior to the Appeals Committee meeting.
- The Appeals Committee chair should determine the relevance and appropriateness to the Appeal of the persons and their statements, and shall decide whether to make such statements available to the rest of the Appeals Committee. The chair of the Appeals Committee, at his or her discretion, may also limit the number of persons to be heard, and may set reasonable time limits for statements. If the issue is an internship one, and the student wishes to contact staff at the internship site, the student must follow the Human Resources policies of the site before contacting internship staff members.

- Staff members at internship agencies are not obligated to participate in student appeals. Some clinical agencies may not allow their staff to participate in such matters. Therefore, the student must contact the ASAC chair if the student believes agency staff may have information relevant to the student appeal. The student will provide the ASAC chair with the name(s) of the agency staff. The ASAC chair will then contact the agency to determine whether the agency will provide the student and university access to the staff member(s). The ASAC chair will contact the student and inform the student in regard to how to proceed.
- The chair of the Appeals Committee shall have broad discretion in setting the procedures for the conduct of the meeting, including the exclusion of persons who are disrespectful, disruptive, or fail to follow the instructions of the chair.
- The decision of the Appeals Committee will be made in writing and delivered to the student within a reasonable time period. For purposes of this section, delivered means sent electronically, by US certified or registered mail (return receipt requested) or by other means of delivery. Items sent electronically (for example email or fax simile transmission) shall be deemed delivered when sent. The original is mailed to the student, postage prepaid, and sent to the student's address set forth in the Appeal. Items sent by certified or registered US mail (return receipt requested) shall be deemed delivered on the third day after deposited in the US mail, postage prepaid and properly addressed to the student with the address set forth on the Appeal. Items delivered to the student by other means shall be deemed delivered when received by the student. The date of delivery of the Appeals Committee's decision shall be the date from which the student's appeal rights begin to run.
- The decision that was appealed will be overturned by the Appeals Committee only if the Appeals Committee determines that the original decision was unfair against stated standards (whether based on inaccurate or unreliable information, or where it is established that the original decision maker(s) did not exercise professional judgment). The Appeals Committee will not reverse the original decision simply because it might have reached a different decision.
- Until the Appeals Committee reaches its decision, the decision of the original decision maker(s) remains in effect, subject to items 2 and 3 above. Once the Appeals Committee has reached its decision, its decision remains in effect until all of the appeals processes are completed, subject to items 2 and 3 above.

3.16.3 SHS Appeals Committee

- The Appeals Committee should consist of at least three members. The chair of ASAC will select the members of the Appeals Committee from the membership of ASAC and any replacements, if necessary. An ASAC committee member directly involved in the appeal issue is not eligible to serve on the Appeals Committee. The chair of the Appeals Committee will be designated by the ASAC chair.
- The chair of the Appeals Committee will report the decision to the ASAC chair.
- The chair of ASAC will convey the Appeals Committee's decision to the student, the involved faculty member(s), and the SHS dean.
- The Appeals Committee will take all reasonable steps to keep confidential the names of involved parties, and the nature and content of the appeal. The student and witnesses will do the same and will avoid discussing the appeal outside of the Appeals Committee meeting.
- For information regarding appeal of the decision of the Appeals Committee, see the academic appeals process and procedures in the SPU undergraduate catalog. The SHS Appeals Committee replaces level two of the "Levels of Appeal", and the decision of the Appeals Committee may be appealed to the Dean of SHS.

3.17 Christian Faith Exploration Requirements (CFE)

RN to BS students are exempt from most of the requirements of the Christian Faith Exploration (CFE) program developed by the Office of Campus Ministries. Near the end of the program, in NUR 4899, students will complete a synthesis paper which incorporates some faith exploration aspects.

3.18 Changes in Current Address, Phone, Email or Name

It is very important that the SHS RN to BS office have current contact information in order to maintain accurate records and to be able to contact the student. Therefore, it is the student's responsibility to inform the **RN to BS Program Assistant**, as well as current faculty, of any changes in name, address, phone number, or email address. When changes occur, the student can use the online **Banner**, or complete a Change of Directory Information Form available from the **Online Forms Rack** at (<http://www.spu.edu/depts/sas/sasforms.html>) or from Student Academic Services and provide a copy to the RN to BS office.

4.0 GENERAL INFORMATION AND OTHER POLICIES

4.1 Policy for Writing Papers

APA standards apply to all student papers for NUR and HSC courses. Refer to the required text, *Publication Manual of the American Psychological Association* (5th edition) and "Twelve Important Points" for specifics. The latter document is distributed in NUR 3050. Generally, all formal papers are to be double spaced throughout. All papers should have a title page, a reference, and bibliography page as appropriate to the assignment. The need for headings and subheadings will depend upon the length and complexity of the outline of the specific paper. Correct spelling and punctuation is expected. Peer review is a helpful resource. The student may also use the SPU Writing Center located in Lower Moyer Hall as part of the Center for Learning. Call (206) 281-2475 or to Lower Moyer for an appointment. The Writing Center typically opens the 3rd week of the quarter.

4.2 Policy Guidelines for Arranging an Independent Study

The School of Health Sciences offers two course numbers for independent study:

HSC 4900 – Independent Study (1-5 credits)

NUR 4900 – Independent Study (1-5 credits)

Select the appropriate one with the assistance of the instructor. Complete the Independent Study Application (available online at <http://www.spu.edu/depts/sas/sasforms.html>) with the course information and agreement portions to correspond with the proposal. This form requires signatures by the student and the instructor. Registration must be completed by the 10th day of the quarter in which the credit is desired.

Detailed information about Independent Study is available in the RN to BS office. Several kinds of Independent Studies are described: Research, Readings, and Projects. Guidelines are given for the amount of work per credit.

4.2.1 Definition: Independent study is a student-directed learning project. The student determines the particular area of study, and assumes responsibility for initiating the project, its progression, and completion. The independent study must be approved by the University or its delegate prior to the student engaging in the independent study.

4.2.2 Purpose: The purpose of the School of Health Sciences' independent study option is to allow a self directed student to explore, with guidance of qualified faculty, an area of interest not offered as a course within the SHS curriculum.

4.2.3 Credits: The course may be taken for 1-5 credits depending upon the study suggested and recommendation of the faculty review committee.

4.2.5 Eligibility: Students who have:

- a. Maintained a 3.3 or higher GPA or received permission by the RN to BS Director
- b. Demonstrated ability to work independently

4.2.6 Procedure for the School of Health Sciences: Within the first two weeks of the quarter preceding the project quarter, the student must ask his or her RN to BS advisor to confirm eligibility for Independent Study and to suggest an appropriate faculty member to serve as instructor. The RN to BS advisor may consult with the appropriate partner's coordinator to identify a clinical adjunct instructor for the independent study. The student is responsible to ask this faculty member to serve in this capacity. The student must complete the SHS Application Form for Independent Study and submit it to the instructor. The instructor forwards copies to two additional faculty members who will review the proposal. The instructor and reviewers will make the decision regarding acceptability of the proposal and appropriate number of credits. When the study has received final written approval by the instructor and reviewers, the student can proceed with registration through the RN to BS office.

4.2.6 Registration: Complete an Independent Study Agreement form which can be obtained through the RN to BS office or online at <http://www.spu.edu/depts/sas/sasforms.html>. Fill it out with the course instructor, obtain the Instructor's signature, and submit it to the RN to BS office. It will be sent on to SAS once it has been marked appropriately.

4.3 Advising and Support

4.3.1 Program Advising

RN to BS Advisor: The RN to BS Director aids the student in the planning of a class schedule, registration, and answering questions of an academic nature. The student is responsible for course registration. Although the main function of nursing faculty advisors is to give academic counsel, they also serve as a resource person. The advisor can refer the student to other support services (career counseling, financial aid, counseling center, etc.) available on campus.

Student Academic Services Advisor (SAS): Each student has an assigned SAS advisor who keeps track of the student's progression toward completion of degree requirements, sends periodic reports to the student and RN to BS advisor, and is available for consultation on any questions related to academic progression and graduation.

4.3.2 Counseling

Students are invited to visit the Student Counseling Center (SCC) for help with decision making, personal problems, or dealing with the rigors and demands of the nursing program. A nominal fee is charged for each session. See SPU Catalog or the SPU website for details.

4.3.3 Center for Learning

If the student is having difficulty with classes and believes it may be due to study habits and skills, the Center for Learning in Lower Moyer Hall offers resources and services such as testing and skills advising for students experiencing difficulties. Professional staff are available to support the student. See SPU online Catalog or the SPU website for details.

4.3.4 Writing Center

The SPU Writing Center can assist students with their writing at any step in the process: getting ideas, leaping writer's block, organizing thoughts, focusing an argument, and revision. The Center is located in Lower Moyer Hall in the Center for Learning. Assistance with writing is available on a sign-up basis. Visit the center and sign up early in the quarter for assistance.

4.3.5 Peer Mentoring

The greatest support comes from other nursing students. The student is encouraged to develop relationships with others in the nursing program to study, prepare for a test, or support one another.

4.4 Communication

4.4.1 Blackboard

Found at www.spu.edu under "Online Services;" this on-line learning platform contains all the nursing courses. Blackboard features Announcements, Course Information, Staff Information, course Documents (Syllabi,) Assignments, Communication, Discussion Board, Tools, SPU Library and Online Learning Help. The student is responsible for reading and downloading this information. It is the policy of the University that students only use SPU email addresses when communicating with the University, the School of Health Sciences, or faculty members. Some external email addresses are excluded by virus protection, therefore instructors may not receive some messages. It is the student's responsibility to maintain communication with instructors and RN to BS staff.

4.4.2 Banner

Found at www.spu.edu under "Online Services;" the Banner Information System provides access to student information including, On-line Registration, Holds, Class Schedules and Course Information, Grades, Unofficial Transcripts, and Directory Preferences.

4.4.3 Scholarship Webpages

Nursing scholarship information is posted online on the SHS website. The address is: <http://www.spu.edu/depts/hsc/programs/nursingscholarships.htm>. The American Nurses Association website that identifies scholarships is: www.nursingworld.org

4.5 Participation on SHS Committees

4.5.1 Committee Opportunities

There are two major committees in the School of Health Sciences that have student representation: Academic and Student Affairs Committee (ASAC) and Curriculum and Evaluation Committee (CEC). In the autumn quarter, students are invited to serve for the academic year. It is the responsibility of each committee to recruit student members. Student members of committees are responsible to protect anonymity and privacy of individuals and topics discussed. Unless specified otherwise, **all** committee discussions are confidential.

- ASAC is responsible for admission, progression, and graduation standards, policies, and procedures for all basic and RN to BS nursing students and for student welfare in the areas of academic status, financial aid and scholarships, health, special events, and policies and procedures related to clinical assignments. In addition, this committee oversees international nursing studies and exchanges.
- CEC is primarily responsible for the undergraduate nursing program curriculum development, monitoring, and evaluation. It also reviews and evaluates learning resources, learning needs, and continuing education offerings.

Students are invited to apply to serve as student liaisons at the RN to BS Faculty Meetings. In addition to these committees, there are task forces appointed throughout the year. These taskforces are responsible for planning student activities. Students are strongly encouraged to participate in these planning opportunities.

4.5.2 Policy on Student Responsibilities as Committee Members

The student on a committee represents the ENTIRE nursing student body in committee deliberations. Therefore, open communication channels must be maintained between the committee representative and other students. Student committee members should discuss communication plans and processes with the committee chair.

- **NOTE:** Committee discussions and decisions are confidential unless specified otherwise. **Student representatives MUST maintain strict confidentiality.** At times the committee may meet in an executive session and students will be excused.

Student representatives are expected to actively participate in committee discussion, decisions, and activities. If the student representative cannot attend a committee meeting, the student must contact the committee chair. It may not be appropriate to find a substitute, so this should be discussed with the committee chair.

4.6 Nurses' Christian Fellowship (NCF)

Nurses' Christian Fellowship (NCF) is a department of Inter-Varsity Christian Fellowship, which endeavors to reach men and women in the nursing profession. At SPU, NCF is an open cadre fellowship designed to meet the spiritual needs of pre-nursing and nursing students as they grow and increase awareness of their potential as Christian nurses. Leadership is facilitated by nursing faculty. Cadre announcements are published through SHS and the Office of Campus Ministries (OCM) on a regular basis.

4.7 Celebrations and Awards

4.7.1 Pinning Celebration

The pinning celebration is a final quarter ceremony for students completing the SPU portion of the RN to BS Program. Family and friends are invited to share this occasion with the students. The focus of the celebration has traditionally been the receiving of the SPU Nursing pin, which represents completion of the Seattle Pacific University nursing program. (SPU provides RN to BS students a nursing pin at no charge. Other variations of the nursing pin can be ordered through the SPU Bookstore. Various price ranges are available.)

Special awards may be given to completing students and are announced at this ceremony. The award policies are as follows:

1. *Outstanding Academic Achievement in Nursing.* The student (s) who have the highest GPA in the nursing major (80 credits) coursework.
2. *Outstanding Student of Competence and Character.* This award is given to the student who has demonstrated excellence in scholarship as well as exhibiting honesty and integrity and who values serving others.
3. *Jean Byers Leadership Award.* This award is given to the student who has demonstrated the highest level of leadership behavior during the program.

4.7.2 Sigma Theta Tau International

It is an honor to be invited to join Sigma Theta Tau. Sigma Theta Tau is the international honor society for nursing. Its purposes are to (a) recognize superior achievement, (b) encourage the development of leadership qualities, (c) foster high professional standards, (d) encourage creative work, and (e) strengthen commitment to the ideals and purposes of the profession. It is active at the local, regional, national, and international levels. Psi Chapter-at-Large is a collaborative chapter with Pacific Lutheran University, Seattle Pacific University, and the University of Washington. Membership is by invitation. Undergraduate candidates for STT must have completed at least one half of their nursing program.

Eligibility requirements according to Sigma Theta Tau policy include:

1. Minimum 3.0 cumulative GPA.
2. Demonstrated superior scholastic achievement, evidence of professional leadership potential, and/or marked achievement in the field of nursing.
3. No more than 30% of a graduating class may be selected.

SHS faculty screen potential candidates according to the above criteria and select the persons to be invited from SPU. Interested invitees affirm their acceptance of the invitation and prepare their application materials. The Eligibility Committee of Psi Chapter-at-Large does the final screening. A special induction ceremony is held during spring quarter in which the new members are pinned and honored. Families and friends are also invited.

5.0 SELECTED ACADEMIC POLICIES & PROCEDURES

5.1 Registration for courses

Procedure for How to Register for Courses on Banner

- Go to SPU website at www.spu.edu, find “Online Services” (top, upper right side).
- Click on “Banner”
- Log in using Student ID number (or social security number) for the User ID
- Enter Pin: Default Pin number is students birthday, MMDDYY
- Once logged in, request will be made to change Pin number
- Click on Student Menu
- Click on Registration and Schedules Menu
- Click on Register, Add or Drop Classes
- Select quarter registering for and press Submit
- Type CRN number(s) in the box(s) and press Submit Changes
- Message will show which course(s) registered in

Change of Registration Charges

A change of registration fee of \$50 is charged if a student makes adjustments to his/her schedule of classes outside of the deadlines. A registration petition is required by the student if you register past the deadline. Only one late registration is allowed for the entire program.

Holds

Holds may be attributed to:

- Past Due Account – a late charge (1.25% per month) will be assessed against owing balance shown on the student’s last statement of account
- Non-submission of Health History forms
- Failure to take appropriate proficiency or competency exams
- Failure to register for a Math lab three quarters after the proficiency exam has been taken (if you are required to take the labs)

You will be unable to register for the next quarter courses if you have any holds. The RN to BS Program Assistant can help you with this process.

5.2 Tuition Rate Changes

Tuition rate changes go into effect at the start of the summer quarter.

5.3 Refund of Tuition

A student may withdraw from any course according to the University policy and schedule. Tuition refunds will be given according to the schedule in the University catalog.

APPENDIX A

SPU Policies and Procedures Available on SPU website

Computer Acceptable Use Policy:

www.spu.edu/cishelpdesk/policies/user

Academic Integrity – Definitions of Plagiarism

<http://www.spu.edu/acad/UGCatalog/20090/GeneralInfo/policies.asp#2>

Sexual Harassment:

<http://www.spu.edu/acad/UGCatalog/20090/GeneralInfo/StudentLife/standards.asp>

Lifestyle Expectations:

<http://www.spu.edu/acad/UGCatalog/20090/GeneralInfo/StudentLife/standards.asp>

Notice of Non-Discrimination Policy and Discrimination Complaint Procedures:

<http://www.spu.edu/acad/UGCatalog/20090/GeneralInfo/StudentLife/standards.asp>