University of Guam **School of Health**

Revised Nursing Program Manual

Bylaws and Policies

Effective April 2022

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Nursing Program Mission and Philosophy

The mission and philosophy of the nursing program are aligned with the mission of the University. The UOG mission and that of the nursing program demonstrate a commitment to the needs of the island and the region.

Mission Statement:

The Bachelor of Science in Nursing Program is committed to the mission of a Land Grant university serving the people of Guam and the Western Pacific island communities.

The mission of the Bachelor of Science in Nursing Program is three-fold:

1. *To offer professional nursing education to the culturally and academically diverse population of the region. To realize this mission, the nursing program: provides non-nurses, licensed nurses, and graduate nurses with undergraduate studies in nursing; implements, evaluates, and refines the curriculum to produce culturally competent, caring nurses who think creatively and critically, and meet national professional nursing standards.*
2. *To increase the body of nursing knowledge through research and creative endeavors. To realize this mission, the nursing programs encourages faculty and students to participate in research, projects, programs, and advanced study; and to conduct, and disseminate findings of research and health-related projects.*
3. *To serve culturally diverse people and health care providers of the region. To realize this mission, the nursing program offers continuing education and consultation locally and through distance technology; and provides leadership to raise standards, enhance health and well-being, and promote collegiality between providers.*

Philosophy:

The philosophy of the nursing program supports the mission and goals of the School of Health and the University of Guam in the commitment to the people of the Western Pacific. The philosophy of the nursing program blends the four major concepts of man, environment, health, and nursing with its educational purpose. The philosophy reflects the values and beliefs of the faculty and is the foundation of the nursing curriculum:

Man has an inherent creative drive towards higher and more positive levels of existence and self-actualization, and that caring provides the energy that compels this positive impetus. Man makes his own life choices within those available to him, and is therefore accountable for the consequences of these choices. Individual aspirations and personal accountability for one's own actions make man unique.

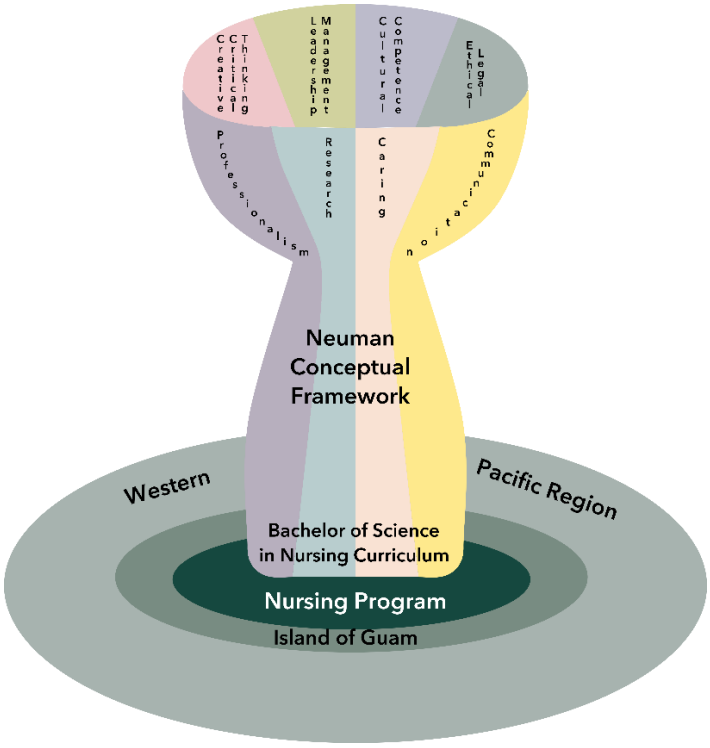
Promoting optimum health and wellness is the purpose of all nursing behavior. Health is determined by the ability of the individual, family, group, or community to set personally meaningful and realistic goals, and to mobilize energy resources to attain these goals efficiently. This is accomplished while caring for and about self and others, helping others feel good about themselves, and with the fewest possible negative effects on the environment.

Latte Stone Model of the Conceptual Framework

In 1996, the Nursing Program selected the Latte Stone to represent the curricular conceptual framework and model for the Program. The indigenous people of Guam are known as Chamorros. In ancient times, the Chamorros built Latte Stones believed to be pillars for ancient houses. Latte Stones are noted for their two-piece construction: the supporting column (halagi) topped with a capstone (tasa). The Latte Stone was selected to represent the conceptual model for the Nursing Program. In the model, the Latte Stone stands in the middle of the Western Pacific Region, the University of Guam, the School of Health and the Nursing Program.

Within Guam, the program is supported by the three-fold mission of the University and the School: To enlighten (teach), to discover (research), and to serve (service). Entrenched within the region, the University provides a stable environment for the Program to achieve its primary purpose which is to offer a BSN curriculum.

The Program philosophy is set in motion by the elements of the Neuman Systems Model (NSM) which are represented by the supporting column (halagi) of the Latte Stone. The NSM forms the basis of the curriculum and provides the foundation for a holistic approach to client systems, a critical appraisal of various degrees of client-environment interactions, management of diverse nursing care issues, and implementation of multi-level nursing interventions. Woven into the curriculum, the NSM provides the framework for assessing, implementing and monitoring learning and utilization of the ten Core Concepts which are the Program Outcomes. The top of the Latte Stone, known as tasa represents the ten Core Concepts. As capstone, Core Concepts identify the expected behaviors or characteristics of the graduate.



BYLAWS

UNIVERSITY OF GUAM
SCHOOL OF HEALTH

NURSING PROGRAM
BYLAWS

ARTICLE I

Name

The name of this body shall be the Nursing Program in the School of Health (SOH) at the University of Guam (UOG), Mangilao, Guam.

ARTICLE II

Purpose

The purpose shall be to maintain standards of excellence in nursing education, community service, and conduct research and/or scholarly endeavors.

ARTICLE III

Membership

The membership shall include the nursing administrator, nursing faculty members, and student representative(s).

ARTICLE IV

Officers

Section 1. There shall be one Division Chair voted into office by the nursing faculty as identified in the union contract.

Section 2. The Division Chair for the Nursing Program is designated as Chairperson.

Section 3. The Chairperson shall chair all meetings of the nursing faculty membership and shall be the official spokesperson.

Section 4. In the absence of the Chairperson, the Nursing Program Division Chair shall select another faculty member to act in her/his absence.

Section 5. The recording secretary shall be responsible for recording the meeting minutes. Recording secretarial duties shall be rotated among the nursing faculty members

Minutes shall be circulated within seven (7) days of the meeting and maintained in a permanent file in the nursing office.

ARTICLE V

Nursing Faculty Business Meeting

The nursing faculty business meeting of the Nursing Program membership shall be held monthly at least seven times during the academic year unless decided otherwise by the membership.

ARTICLE VI

Closed Session

The nursing faculty and its committees may declare itself in closed session when confidential matters need to be discussed.

ARTICLE VII

Nursing Program Committee Guidelines

Section 1. Standing Nursing Program Committees shall be:

- Admissions and Academic Standards Committee
- Curriculum Committee
- Policy and Bylaws Committee
- Program Evaluation Committee

Section 2. Membership of each committee shall consist of:

- Nursing Program faculty members (minimum of three)
- One nursing student representative

Section 3. Nursing Program faculty members are expected to serve on no less than (2) Nursing program Committees in an academic semester.

Section 4. Each committee shall select its own chairperson.

Section 5. Each committee shall submit a beginning and an end of the academic year report utilizing the appropriate forms. These reports shall be kept in a permanent file in the Nursing Program office.

Section 6. All committees shall meet monthly, at least 7 times per year unless decided otherwise by the membership.

Section 7. Minutes of each meeting shall be kept in a permanent file in the Nursing Program office.

Section 8. Committee chairperson(s) shall report issues and decisions to the Nursing Director on a regular basis.

Section 9. All committees shall report to the nursing faculty membership on a regular basis by committee minutes and/or nursing faculty business meetings.

Section 10. All recommendations from committees will go to the faculty business meeting for distribution, presentation and action. This process may be conducted by e-mail or hard copy distribution.

Nursing Program Committees

Section 1. Admissions and Academic Standards Committee

Purpose:

Coordinates recruitment and retention activities for the nursing programs.
Establishes academic standards.
Manages student admissions and progression in the nursing programs.

Functions:

- Develops, recommends, and coordinates implementation of recruitment strategies that will improve enrollment into the pre- nursing program.
- Develops, recommends, coordinates implementation of retention strategies that will improve success and reduce attrition rates.
- Uses nursing statistical data base for planning and decision making relevant to recruitment and retention.
- Develops, recommends, and coordinates activities that will prepare graduates for passing NCLEX.
- Develops, recommends, and coordinates implementation of enhancement strategies for student success in the nursing program.
- Recommends standards, policies and procedures for admission, progression, and graduation of students.
- Selects student for acceptance to the pre-nursing major and admission to the nursing major.
- Responds to eligibility appeals.
- Addresses matters relating to progression and/or reinstatement of students.
- Responds to student academic issues referred by faculty or students.

Section 02. Nursing Curriculum Committee

Purpose:

Develops the program and makes curricular recommendations.

Functions:

- Develops the curriculum design to reflect the philosophy and achieve the objectives of the Nursing Program.
- Reviews the nursing curriculum.
- Recommends to the nursing faculty matters pertaining to the nursing curriculum for appropriate action.
- Recommends changes in courses or approval of new courses.
- Monitors the relevance of the curriculum to the health needs of society and educational trends, and the requirements of accrediting agencies.
- Monitors nursing program curriculum files. See policy on Curriculum Files for guidance.

Section 03. Nursing Policy and Bylaws Committee

Purpose:

To coordinate Policy and Bylaws function of the membership.

Functions:

- Processes recommendations for changes in Bylaws from nursing committees, and from individual faculty.
- Provides a copy of the amended Nursing Bylaws to the Nursing Director no later than seven (7) working days after the meeting at which the amendments were approved.
- Reviews Bylaws of the Nursing Program faculty in the Nursing Program Manual every two years and revises as necessary.
- Reviews the Nursing Program policies in the Nursing Program Manual every two years and revises as necessary.

Section 04. Nursing Program Evaluation Committee

Purpose:

Maintains an ongoing evaluation process of the following areas: conceptual framework, philosophy, program goals, administration, faculty, curriculum, outcomes (student/graduates), ancillary resources and research activities.

Functions:

- Designs instruments for the evaluation process.
- Gathers and analyzes data for self-study reports for program review/accreditation

- Makes recommendations of evaluation process for course/faculty.
- Monitors Evaluation Plan.
- Prepares annual report of Program Activities/Outcomes.
- Monitors resolution of student complaints.
- Monitor nursing program center activities such as grant writing, research, continuing education, and scholarly activities.

ARTICLE IX

Special Committees

Section 1. Nursing Advisory Committee Membership:

Seven or more members, selected by the nursing faculty membership with recommendations from the School of Health.
Members are selected from following groups: consumers, representatives of health care agencies and other professions to serve for a renewable 2 (two) year term.
A nursing faculty member, endorsed by the Nursing Program faculty members, will serve as Secretary for a one year renewable term.
The Chairperson will be elected by NAC for a two year term in the month of September.
The UOG Nursing Director will serve as Vice Chair.

Meetings:

The NAC will meet twice in an academic year, unless decided otherwise by the committee members.

Purpose:

To ensure the involvement of stakeholders in the nursing program.
To advise the faculty on how best it can prepare nurses to meet community health needs.

Functions:

- Reviews current health problems and nursing care needs in the community.
- Reviews information about health programs, resources, and future plans in the community.
- Shares information about current health care education and direction of future health care programs.
- Provides recommendations relative to proposed activities or program

Section 02. Ad Hoc Committees and Task Forces will convene for one (1) year. The committee/task force will meet to evaluate the need for continuation**.**

ARTICLE X

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, newly revised shall

govern the nursing membership meetings in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the faculty may adopt.

ARTICLE XI

Amendment of Nursing Bylaws

These bylaws may be amended at any regular meeting of the nursing faculty membership by a two-third vote of the members present, provided that the amendment has been submitted in writing at the previous regular meeting.

Reviewed: 5/2004, 5/2005, 2/2008
Revised: 5//94, 12//94, 5//96, 5//99, 5/04, 5/06, 2/08

POLICIES

University of Guam
School of Health
Nursing Program

Policy Title: Academic Petitions and Appeals

Date: May 3, 1994

Purpose: To provide due process for students to file an academic petition or appeal with the Nursing Admissions and Academic Standards Committee (AASC).

Policy Statement: Students must petition to repeat a nursing course (after receiving a "D" or "F" or withdrawing after the deadline for voluntary withdrawal), re-enter the program, take nursing courses out of sequence, and transfer nursing credits from another institution (see Transfer of Nursing Credits policy).
Students may appeal to change a grade or an academic decision.

Procedure:

I. A student who intends to file a petition or an appeal with the AASC shall first discuss the request with the assigned advisor. The student and the advisor will decide if a petition or appeal is required or desired.

II. Petitions or appeals must be in writing (use approved form) with a rationale for the request to be granted.

III. A petition to repeat a nursing course, take a course out of sequence, or re-enter the program must include a written recommendation from the student's academic advisor and a proposed plan for success.

IV. The AASC shall review and consider all submitted documents and the student's academic record prior to making decisions.

V. A petition for transfer of nursing credits must be accompanied by a course syllabus and/or course description. These documents will be reviewed by the faculty teaching the comparable course at UOG. Recommendation(s) will be made by course faculty to accept the course as equivalent, recommend additional learning activities to assure equivalency, or deny the request. The AASC will then make a recommendation to the registrar.

VI. Faculty of the relevant course(s) shall be consulted by the AASC when a student files a petition or appeal.

VII. For all petitions and appeals, the student, advisor, course faculty, or the AASC may request to meet with any or all of the parties involved.

VIII. Students petitioning to repeat a nursing course or courses, re-enter the nursing program, take a nursing course or courses out of sequence, or transfer nursing credits must be available to meet with AASC when the petition is scheduled to be considered.

IX. The AASC shall deliberate in closed session and send a written response to the student and the advisor within four working days of the decision.

X. The final decision of the AASC may be appealed in writing to the Nursing Program Administrator. Subsequent appeals will follow the UOG Grievance Policy (see UOG Student Handbook).

XI. Timelines for petitions or appeals:

A. Shall be received by 8 A.M. the business day prior to the scheduled AASC meeting. Regular AASC meeting schedules will be posted.

B. Petitions to repeat nursing courses or take nursing courses out of sequence must be submitted prior to the last meeting of AASC for the semester. This meeting is held during finals week or after grades have been posted.

C. Petitions for transfer of nursing credit shall be submitted by the first day of the beginning of regular registration in which the student intends to enroll.

D. Petitions for re-entry into the nursing program shall follow the deadlines in the UOG catalog for re-admission into the university at the beginning of the semester.

Reviewed: 5/03, 5/04, 5/05, 2/08, 12/12, 4 / 14, 5/17, 9/19, 9/21
Revised: 5/17/94, 12/5/95, 5/11/99, 5/06, 5/17, 9/19

University of Guam
School of Health
Nursing Program

Policy Title: Academic Integrity in the Classroom and Clinical Setting

Date: December 7, 1993

Purpose:

I. Nursing students shall demonstrate honesty and integrity in the classroom and in the clinical setting.

II. All nursing students are expected to conduct themselves in accordance with the Code of Student Conduct of the University of Guam as set forth in the UOG Student Handbook available in Learning Resource Center. While this list is not exclusive, the code prohibits the following behaviors:

A. "Cheating," defined as:
   1. Use of unauthorized aids, documents or books.
   2. Copying another student's work.
   3. Giving or receiving aid during an examination.
   4. Other deceitful or fraudulent acts and practices with respect to academic work.

B. Plagiarism (publishing or submitting the work, thoughts, language or writings of another as one's own without appropriate credit to the source) or using one's prior assignments.

C. Unlawful taking of property or academic work of another or knowingly receiving such materials.

D. Lying to academic personnel with regard to academic work, dishonesty regarding same. (UOG Student Handbook)

E. Unlawful removal of facility records or information through any means such as but not limited to copying, screenshots, printing, taping, photography, downloading, and emailing.

III. Dishonest behavior is also prohibited and includes, but is not limited to, behavior that involves lying, using techniques that enable a student to gain an unfair advantage, falsifying academic work, copying one's own academic work without citing it, jeopardizing safe client care by dishonest omission or commission in the clinical setting, making or perpetuating libelous or slanderous statements.

IV. Any student who does not display the required academic integrity may fail

the assignment in which dishonesty occurred, fail the course, or be suspended or expelled from the nursing program. In addition, a request to expel the student from the University may be submitted.

Procedure:

I. Students shall be referred to this policy in each course syllabus produced by the faculty in the Nursing Program.

II. The faculty member shall, when possible, confiscate the evidence upon observing behaviors s/he has reason to believe are dishonest and inform the student verbally of the incident or observed behavior.

III. The faculty member shall inform the student, in writing, within three working days of the incident or observed behavior, that there is reason to believe that the student has breached the Academic Integrity Policy.

IV. The faculty member shall send a copy of the report of the alleged breach of academic integrity to the Nursing Administrator.

V. The student shall have an opportunity to respond to the allegation, verbally and in writing, within three working days upon receipt of notice.

VI. The faculty member, after hearing the student's response, may decide that:

A. No breach of academic integrity has occurred and no further action shall be taken.

B. A breach of academic integrity has occurred. One or all of the following actions may be taken.

1. A grade of "F" shall be given for the assignment or the course.

2. The student may be prohibited from continuing in the clinical setting if the faculty member determines that the breach of academic integrity represents a threat to the physical or psychological safety of clients pending resolution of the issue.

3. The student may be allowed to continue to attend or may be excluded from attending theory classes.

4. The student will be informed of the appeal process by the course faculty.

VII. The final decision of the faculty member shall be documented with a copy

to the student, student file, student advisor and Nursing Administrator.

Appeals Process:

VIII. The student may appeal the final decision of the faculty member by submitting a letter to the school's Nursing Program Admissions and Academic Standards Committee (AASC), requesting a review within five working days of the decision.

A. The faculty member and the student shall be asked to appear before the AASC to discuss the alleged breach of academic integrity.

B. The AASC shall review the process and facts presented and make one or more of the following recommendations.

1. The faculty member's decision be upheld.

2. The faculty member reconsiders his/her decision.

3. The case be referred to the Nursing Program Administrator.

4. The case be referred to the Vice-President of Student Affairs and the University Student Discipline and Appeals Committee for further disciplinary action.

C. The AASC will make its recommendation in writing to the student and faculty member, with a copy to the student file, student's advisor and Nursing Administrator.

IX. The student may appeal the decision of the AASC to the Vice-President of Student Affairs and the University Student Discipline and Appeals Committee.

. Should the student initially present him/herself to the Vice-President of Student Affairs, it is the normal practice for the Dean of Student Affairs to refer the student to attempt resolution at the college level (UOG Student Handbook).

Reviewed: 5/04, 5/05, 2/08, 4/11, 10/11, 12/12, 10/17, 5/20
Revised: 5/17/94, 5/2/95, 12/3/96, 5/11/99, 5/06, 2/08, 11/11, 10/17, 5/20

University of Guam
School of Health
Nursing Program

Policy Title: Accelerated Progress in the Nursing Program

Date: December 11, 2007

Purpose: To establish guidelines for students who request to accelerate the time frame in which to complete the BSN nursing program.

Policy Statement:

I. Students who request to accelerate the time frame to complete the generic BSN nursing program must submit their request in writing to the Admission and Academic Standards Committee (AASC) stating the need and justification for their request.

II. Requirements for approval to an accelerated schedule of courses in the nursing program are as follows.

a. The student must have applied and received acceptance into the university and into the BSN nursing program.
b. The student must have a GPA of 3.0 or better in university courses and in any nursing courses completed without any record of course repeats or withdrawals.
c. The student must provide a physician's statement attesting to the student's good health without any physical or mental limitations.
d. The student must provide supporting documents that indicate why a shorter time frame is necessary in order to complete the nursing program.
e. The student must adhere to course pre-requisites and must complete nursing theory and clinical courses in the recommended level sequence, i.e. 200 before 300 level, 300 level before 400 level.
f. Should there be more applicants than spaces available in the courses, admission priority shall be determined according to the priority enrollment policy.

III. Any student who is unable to pass required nursing courses on an accelerated schedule will be referred to the advisor and reassigned to the regular course schedule and in accordance with policies regarding probation or suspension.

Reviewed: 2/08, 12, 05/17, 5/20
Revised: 05/17

University of Guam
School of Health
Nursing Program

Policy Title: Admission Process – Generic BSN Program

Date: May 11, 1993

Purpose: To establish the admission process into the BSN Program at the Pre-Nursing Level

Policy Statement: There are two levels in the Generic BSN program: Pre-Nursing

I. Acceptance at PRE-NURSING LEVEL
The Pre-Nursing Level is designated for any student who intends to pursue nursing as a major but has not yet completed the pre-requisite courses to enroll in the nursing major courses. Students at this level declare pre-nursing (PRNU) as their major. Acceptance to the pre-nursing level does not guarantee admission to the Nursing Major Level.

Acceptance Requirements at the Pre-Nursing level:

1. Students without college credit.
   a. Graduation from high school or GED equivalent with a cumulative GPA of 2.7 or better.
   b. Completion of one year of high school chemistry.
   c. Completion of one year of high school biology.
   d. Completion of one year of high school algebra and geometry or equivalent.
   e. Admission to the University of Guam.
   f. Application for acceptance to the Nursing Program with high school transcript.
   g. Disclosure of any misdemeanor conviction.
   h. Misdemeanor convictions disclosed will be referred to AASC.
   i. No felony convictions.

2. Students with college credit.
   a. Admission to the University of Guam.
   b. One semester of college chemistry if chemistry is not listed on high school transcript.
   c. One semester of a college biology course if biology is not listed on high school transcript.
   d. One semester of college math if algebra and geometry or equivalent is not listed on high school transcript (developmental math will not be accepted).
   e. Cumulative GPA of 2.7 or better.
   f. Application for acceptance to the Nursing Program with high school and college transcripts.
   g. Submission of transcripts for evaluation by the university registrar of all previous course work taken at other education institutions. (Unofficial college

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Procedure:

I. A student who intends to pursue nursing as a major shall complete and submit the application for acceptance to the Pre-Nursing Level with the required transcripts and other documents to Administrative Office staff.

II. Students who have disclosed a misdemeanor conviction must submit police and court clearances with application. Clearances must be obtained within 60 days of the application deadline.

III. Applications will be reviewed by the AASC chair once the admission packet is complete.

IV. The Office Administrative Assistant shall initiate/update a student file/record.

V. The Nursing Program AASC will review the files of students whose applications for admission are complete.

VI. The Nursing AASC Chair or designee shall determine the level and assign a nursing faculty advisor for each student. (Refer to Advisement Policy.)

VII. The Nursing AASC shall transmit letters of admission to the Nursing Program Director.

VIII. Should there be more applicants than spaces available in the courses, admission priority shall be determined according to the priority enrollment policy. (Refer to policy on Admission to the Nursing Major and Priority Enrollment into Nursing Courses.)

IX. All nursing majors shall be advised by the nursing faculty unless they are restricted (per UOG criteria). Restricted students shall be advised by the English department.

X. Falsification of information on the acceptance or admission application form will result in the applicant being removed from the list of eligible students. The applicant will no longer be eligible for acceptance or admission into the nursing program.

XI. All students must successfully complete the Pre-Admission Examination (PAX), with no less than 50th percentile in each section and with a minimum composite score of 120 overall before acceptance to NU200 and NU214The Pre-Nursing level student who is ready to request for admission to the Nursing Major Level will consult with one's academic advisor and, with the advisor's knowledge, will submit a letter to the Nursing Admissions and Academic Standards Committee (AASC) requesting admission to the Nursing Major Level of the BSN program. This letter will include the current pre- requisite and cumulative GPA, evidence of completion

of all pre-requisites, and plans for success in the program, and evidence of acceptance at the Pre-Nursing Level. (Refer to policies on Admission to the Nursing Major and Priority Enrollment into Nursing Courses

Reviewed: 5/2004, 2005, 2006, 11/06, 2/08, 5/09, 4/11, 10/11, 12/12, 02/16, 05/17, 10/19, 9/21
Revised: 5/17/94, 5/6/97, 5/11/99, 2006, 2/08, 5/5/09, 11/11, 02/16, 10/1, 9/21

University of Guam
School of Health
Nursing Program

Policy Title: Admission Process - Second Degree Students

Date: December 11, 2007

Purpose: To establish the admission process into the BSN program at the pre-nursing and nursing level.

Policy Statement:

I. Prior to admission to the BSN program, the student must meet the following requirements:
   a. Pre-requisite courses: human growth and development, psychology, sociology or anthropology, nutrition, microbiology, anatomy and physiology, chemistry, and/or equivalent courses.
   b. PAX:
      - minimum composite score of 120 overall
      - No less than 50th percentile in each section
   c. GPA of 2.7 or better for transfer credits.
   d. Application to and acceptance by the University of Guam.
   e. Application to the Nursing Program.
   f. Submission of official transcripts for evaluation by the university registrar of all previous course work taken at other education institutions. (Unofficial transcripts may be given to the Nursing Program for an unofficial evaluation.)
   g. . Disclosure of any misdemeanor conviction.
   h. Misdemeanor convictions disclosed will be referred to AASC.
   i. No felony convictions.

II. Acceptance to the PRE-NURSING LEVEL (PRNU). A pre-nursing level student is any student who has chosen nursing as a major but has not yet completed the pre-requisites to enroll in the first nursing practicum and theory courses. Pre-requisite courses are: Freshman Composition EN110, Freshman Composition EN111, Math 151, Fundamentals of Speech and Communications CO210, Chemistry CH100, Chemistry CH101, Anatomy & Lab and Physiology BI124, Anatomy and Physiology BI125, Intro to Microbiology & Lab BI225, Nutrition for Health Professionals AL185, Human Growth and Development ED201, Psychology PY101, Anthropology AN101, Communication/Mental Health Concepts NU200B, Dosage Calculation NU214. (Refer to the acceptance requirements for the BSN Program and refer to current UOG catalog.

III. Admission at the NURSING LEVEL (NURS). A nursing major level

student is any student who has satisfactorily completed the pre-requisites for enrollment into the first nursing major theory and clinical course. Refer to the admission requirements for the BSN program.

IV. For students with advanced medical degrees, the student will be scheduled to take the National League for Nursing Acceleration Challenge Examinations (ACE) administered by the Nursing Program. Placement will be determined on an individual basis.

Any or all of the following tests may be required:
RN-BSN Care of the Client During Childbearing and Care of the Child
RN-BSN Care of the Adult Client
RN-BSN Care of the Client with a Mental Disorder

The student will pay for each examination prior to ordering the examination.

If a 75 percent or better is achieved, this will constitute credit by examination for the theory course. The student will still be required to complete nursing clinical courses as required by the Nursing Program.

If the student does not pass the ACE tests at 75 percent, the student will be required to take the respective nursing major course(s).

V. Falsification of information on the acceptance or admission application form will result in the applicant being removed from the list of eligible students. The applicant will no longer be eligible for acceptance or admission into the nursing program.

Reviewed: 5/09,4/11, 10/11, 05/17, 10/19, 2/2020,9/21
Revised: 2/08, 5/12/09, 11/11, 12/12, 05/17, 10/19, 9/21

University of Guam
School of Health
Nursing Program

Policy Title: Admission Process—Second Step BSN Program

Date: April 14, 1998

Purpose: To establish the admission criteria for the Second-Step BSN Program. The program is designed for nursing graduates of diploma or associate degree professional nursing programs.

Policy Statement:

Prior to admission to the Second Step BSN Program, the applicant must meet the following criteria:

1. Be admitted to UOG.
2. Apply and be accepted at the pre-nursing level of the BSN Program. (Refer to Admission Process- Generic BSN)
3. Provide evidence of completion of an ADN Program.
4. Provide copy of current nursing license.
5. Meet all pre-requisite course and GPA requirements of the BSN program.
6. Disclosure of any misdemeanor conviction
7. Misdemeanor convictions disclosed will be referred to AASC.
8. No felony convictions
9. Complete the admission procedure

Procedure: The applicant must:

I. Submit the application for admission to UOG with appropriate official transcript(s) and other documents to the University of Guam Registrar's Office.
II. Submit a completed nursing program application with a copy of official transcripts and current nursing license to the Nursing Program Office.
III. Arrange with the Nursing Administrator or Faculty Advisor to take the National League of Nursing (NLN) Acceleration Challenge Exam (ACE) tests for 200 or 300 level nursing theoretical courses being considered for credit transfer from their ADN program.
IV. Pay current testing fees prior to the tests being ordered.

The Nursing Program will:

I. Initiate a student file/record and send notice to student of any missing data.

II. Forward the completed application to the AASC Chair or designee. (Students with misdemeanor conviction must be cleared by AASC before scheduling NLN Tests)

III. Determine which courses will transfer for credit in accordance with "Transfer of Nursing Credits" policy.

IV. Order the NLN ACE tests.
All of the following tests will be required:
RN-BSN Care of the Client during Childbearing and Care of the Child
RN-BSN Care of the Adult Client
RN-BSN Care of the Client with a Mental Disorder

V. Schedule the tests with the student.

VI. Review (AASC Chair or designee) the test results and recommend student placement based on the following:
   a. If a 75 percent or better is achieved, credit by examination for the theory course will be granted. Note: Successful completion of the NLN tests and skills check off will constitute substitution for the equivalent nursing major course(s).
   b. Applicants who achieve 75 percent will be rank ordered with other applicants to the nursing program or relevant courses per the Priority Enrollment Policy using the GPA from the AD program or, if applicable, an average GPA from the basic AD/ diploma program and UOG.
   c. If the student does not achieve 75 percent, the student will be required to take the respective nursing major course(s).

VII. Inform the applicant of admission status by letter, under signature of the AASC Chair and Division Chair.

VIII. Forward (by the AASC Chair) the list of students to the Nursing Administrative Assistant so that students who plan to register for courses, and are on the list, may register and change their major if necessary.

IX. Apply Admission to the Nursing Major, Progression, and Priority Enrollment into Nursing Courses Policy in the event the number of students requesting admission and progression to the 300 and 400 level exceeds course capacity.

X. Assign a nursing advisor.

XI. Falsification of information on the acceptance or admission application form will result in the applicant being removed from the list of eligible students. The applicant will no longer be eligible for acceptance or admission into the nursing program.

Reviewed: 5/11/99, 5/2004/5/2006, 11/06, 2/08, 5/09, 4/11,10/11, 12/12, 05/17, 10/18, 10/20, 9/21
Revised: 5/11/99, 5/2004, 5/2006, 2/08, 5/12/09, 11/10, 11/11, 10/18, 9/21

University of Guam
School of Health
Nursing Program

Policy Title: Admission to the Nursing Major, Progression, and Priority Enrollment into Nursing Courses.

Date: May 11, 1993

Purpose: To establish clear and specific guidelines regarding:

1. Admission to the nursing major
2. Progression in the nursing courses and program
3. Priority enrollment in nursing major courses in the event that anticipated enrollment exceeds the maximum number of available spaces.

Policy Statement: Student selection for admission to the 200 level nursing major course(s) will be based on:

1. Evidence of acceptance into pre-nursing level.
2. Successful completion of the nursing pre-requisites and the following criteria for the Pre-Admission Examination (PAX).
   A. No less than 50th percentile in each section
   B. A minimum composite score of overall 120
3. Attainment of cumulative GPA of 2.7 or better
4. Attainment of pre-requisite GPA of 2.7 or better.
5. Assessment of total number of repeats of pre-requisite courses based on a review of transcripts from all colleges/universities attended.
6. Disclosure of any misdemeanor conviction.
7. Misdemeanor convictions disclosed will be referred to AASC.
8. No felony convictions.
9. NLN pre-admission exam (PAX) for RN. PAX cannot be taken more than two times. Each PAX score is valid for only one admission cycle. If a PAX had to be repeated, only the most recent score will be applied.
10. The student will pay the current fees prior to the test being ordered.

Procedure:

I. The student will submit a letter of request and Worksheet for Placement form to the Admissions and Academic Standards Committee (AASC) via his/her advisor for admission into the NU202/203/204/205/207 courses. The advisor will verify accuracy of the information and sign the form.

II. Students who have disclosed a misdemeanor conviction must submit police and court clearances with application. Clearances must be obtained within 60 days of the application deadline.

III. The AASC Committee shall review the letter of request and worksheet from each student

seeking admission into the first 200 level nursing clinical and theory courses. Students who meet all of the following criteria will be eligible for admission into the first 200 level nursing major clinical and/or theory courses:

A. Successful completion of each pre-requisite course with a C or better.
B. Cumulative GPA of 2.7 or better.
C. Pre-requisite GPA of 2.7 or better.
D. Admission Examination NLN PAX-
   - No less than 50th percentile in each section
   - A minimum composite score of overall 120
E. No more than a total of three (3) repeats in pre-requisite courses. Withdrawals will be treated as repeats.
F. Misdemeanor convictions will be reviewed on case-by-case basis to decide if student should be admitted.
G. Attendance at the Nursing Major Orientation
H. Completion of NLN pre-admission exam for RN

IV. Students who are eligible for admission into the first nursing clinical and theory courses according to the above criteria will be rank ordered as follows:

A. Highest to lowest NLN pre-admission test score
B. Highest to lowest pre-requisite GPA
C. Highest to lowest cumulative GPA

V. The course shall then be filled starting with the first student on the rank-ordered list and continuing down the list until the course capacity is reached.

VI. Since most applications for admission are reviewed prior to completion of all pre-requisite courses, provisional acceptance into the nursing level is made pending successful completion of course work in pre-requisite courses that are currently in progress. Students who do not successfully complete pre-requisite courses will be deleted from the list when the final grades are received.

VII. AASC chair will forward the list to the Nursing Administrator and the Nursing Administrative Assistant so that students who plan to register for courses, and are on the list, are able to register for the course and change their major from pre-nursing to nursing.

VIII. For all 300 level nursing courses: If a student fails one course, she/he MUST repeat and pass the failed course before progression is allowed. Progression will be based on space availability and instructor approval. See policy on Repeating Nursing Courses.

IX. In the event the number of students requesting progression to the 300 or 400 level exceeds courses and cumulative GPA and will be admitted as resources permit. In the event the number of students requesting progression to the 300 or 400 level exceeds course capacity, students will be rank ordered based on the number of repeats of nursing major courses and cumulative GPA and will be admitted as resources permit.

X. Students who have petitioned and been approved by AASC to re-enter into 200 level

nursing major courses will be included in the number of students to be admitted.

XI. Falsification of information on the acceptance or admission application form will result in the applicant being removed from the list of eligible students. The applicant will no longer be eligible for acceptance or admission into the nursing program.

Reviewed: 2/08, 5/09, 4/11, 10/11, 12/12, 04/14, 3/2015, 12/2015, 9/18, 4/21, 9/21
Revised 5/17/94, 4/4/95, 5/6/97, 4/14/98, 5/11/99, 5/1/01, 5/2003, 5/2005, 5/2006, 11/06, 5/12/09, 11/11, 5/2015, 9/18, 4/21, 9/21

University of Guam
School of Health
NURSING PROGRAM
Worksheet for Placement for NU202B and NU203B

Student:_____ ID#: _____

Required pre-requisites for NU202B and NU203B. A minimum of "C" must be earned in any pre-requisite courses.

COURSE	CREDIT	GRADE	POINTS	# TIMES TAKEN
AN101/SO101	3			
BI124	3			
BI124L	1			
BI125	3			
BI125L	1			
BI225	3			
BI225L	1			
CH100	3			
CH100L	1			
CH101	3			
CH 101L	1			
CO210	3			
ED201	3			
EN110	3			
EN111	3			
MA GE	3			
NU200B	3			
NU214	1			
PY101	3		_____	
Total	_____	_____	_____	_____

TO CALCULATE THE PRE-REQUISITE GPA, USE THE FOLLOWING FORMULA:

A = 4 POINTS
B = 3 POINTS
C = 2 POINTS
D = 1 POINT

TOTAL #POINTS = Prerequisite GPA
TOTAL #CREDITS

PRE-REQUISITE GPA = _____
CUMULATIVE GPA = _____
PAX SCORE & DATE TAKEN = _____
Verbal, Math, & Science percentile= _____
Police and Court Clearance received = (YES)_____or (N/A) _____

I certify that all information is complete and current. _____
Advisor's Signature

Revised (5/1/01, 5/06, 9/07, 11/11, 10/12, 12/15,4/21, 5/20)

University of Guam
School of Health
Nursing Program

Policy Title: Confidentiality

Date: April 09, 2000

Purpose: To protect the confidences of students and clients in the classroom and clinical setting.

Policy Statement: The nurse-client relationship is built on trust. The client trusts that the nurse will protect his/her confidence(s). This trust carries an ethical, moral and legal obligation. The nurse must respect the confidential nature of the client's information and behave in a professional manner concerning it.

Procedure:

I. Students will adhere to the ANA Code for Nurses in the classroom and clinical setting.

II All students are required to sign the Professional Commitment to Confidentiality form upon entry into each clinical course.

III. All students are required to attend an in-service on client privacy and confidentiality (e.g. Health Insurance Portability and Accountability Act (HIPAA).

IV. Failure to exhibit integrity and ethical conduct may warrant dismissal from the program.

Reviewed: 5/2005, 5/2006, 2/2008, 12/12, 04/16, 05/17, 10/19, 4/22
Revised: 2/ 2004, 04/16

University of Guam
School of Health
Nursing Program

PROFESSIONAL COMMITMENT TO CONFIDENTIALITY

It is assumed that all health care professionals respect the legal and ethical rights of patients/clients, in all care giving situations. It should not be necessary to sign separate statements, indicating adherence to basic principles. However, a number of institutions feel it necessary to have signed statements. Rather than have students sign several statements, the following statement will apply to all classroom activities, clinical agencies, public and private agencies, and physician offices.

I, the undersigned, agree to abide by all agency policies and procedures regarding confidentiality of patient/client information.

I agree not to remove any identified or not identified electronic or hard copy document obtained from patient records from the facility.

I agree not to divulge any information obtained in the course of my employment, educational training, and/or research involving person(s) who receive services from any agency where I may be assigned.

I agree to not publish or otherwise make public any information regarding person(s) who have received services such that the person(s) who received services are identifiable.

I am aware that unauthorized release of confidential information may make me subject to a civil action under provisions of both Federal and Government of Guam Codes.

I further recognize that if I am responsible for, or associated with, unauthorized release or transfer of confidential information, I am subject to immediate dismissal from the UOG nursing program.

Name (print)_____

Signature_____

Date_____

Witness_____

Reviewed: 10/19, 4/22
Revised: 5/2006, 2/2008, 12/12, 05/17, 10/19

University of Guam
School of Health
Nursing Program

Policy Title: Curriculum Files

Date: October 12, 1993

Purpose: To ensure complete and available syllabi and course materials on all courses taught within the Nursing Program.

Policy Statement: It is the responsibility of each faculty member to maintain the curriculum files on the courses s/he teaches.

Procedure:

I. The contents of each file shall include the signed course approval form, original and all subsequent syllabi, copies of relevant handouts. Copies of all quizzes, tests (with computer analysis, if available) and evaluation tools will be maintained and secured by respective course faculty.

II. Electronic copies of the syllabus will be submitted to the Program office.

III. At the end of each semester, the instructor(s) will ensure the above information is on file and the office staff will remove materials after the student graduates from the program and place in archive except for the signed course approval form.

Reviewed: 5/2004, 5/2005, 2/2008, 12/12, 05/17, 11/19, 11/21
Revised: 5/17/94, 05/11/99, 5/2006, 2/2008; 12/12, 05/17, 11/19

University of Guam
School of Health
Nursing Program

Policy Title:	Distribution of Nursing Program Manual
Date:	May 2, 1995
Purpose:	To provide a method and structure for the distribution of new and revised policies to faculty, students, and staff.
Policy Statement:	New and revised policies shall be available to all faculty, students, and staff.
Procedure:	Student related policies will be on the UOG Nursing Program Web Page with a hard copy on file and the Nursing Program main office. In addition, a hard copy of the complete Nursing Program manual will be on file in the Nursing Program main office for faculty access. The Policy and Bylaws Committee will be responsible for forwarding any changes to appropriate persons and notifying faculty and students of update.

Reviewed: 5/2004, 5/2005, 2/2008, 12/12, 05/17, 10/19, 11/21
Revised: 5/11/99, 5/2006, 2/2008, 05/17

University of Guam School of Health

NEW FACULTY ORIENTATION—NURSING PROGRAM

(Indicate date each item is completed. Adjunct faculty need to complete items with an asterisk (*) only.)

Administrative and Faculty Support

____*Employment paperwork completed at HRO

See Nursing Administrator

____*Assignment of mentor and issuance of orientation packet.

____Schedule for UOG new faculty orientation.

____*Review of college/school and nursing program structure.

____*Nursing program philosophy and mission, curriculum sequence, graduate outcomes, and academic master plan.

____*Class and faculty workload schedule for academic year; get workload assignment.

____Tenure/non-tenure; promotion; contractual responsibilities.

____*Performance evaluation; informal peer feedback; formal written evaluation; 3 roles of faculty.

____Faculty office hours and posting

See Office Administrative Staff

____*Assignment of office/keys and computer system.

____*Allocation of office supplies.

____*Application for UOG email and Colleague System (student records).

____*Review of secretarial/admin. office support; sample forms (i.e. work requests); conference room use. Issuance of office procedures packet.

____*Review of admin. office resources (forms, photocopying, faxing, files, computer, etc.).

____*Curriculum vitae on file with faculty secretary.

____*Copy of RN license on file with faculty secretary.

____*Library card. Go to RFK front desk. (Bring copy of UG-1 or Contract)

____*UOG ID card. Go to RFK Library. (Bring copy of UG-1 or Contract)

____*Source for getting instructor name tag (self pay).

See Mentor

____*Introduction to faculty of all divisions and staff. Introduction to course faculty/coordinator.

____Review of nursing program committees and membership listing; sign-up for committees.

Self Paced Reviews: Resources in Admin. Office.

____Schedule of faculty meetings and committee meetings. Check admin. Office calendar.

____Review UOG Student Handbook, UOG rules and regulations, Nursing Program Manual, Board/Union agreement, GBNE regulations

____Review of NLN academic standards, CCNE standards

____Review of College/School bylaws.

____Review of ACEN self-study report.

Curriculum/Instructor Responsibilities See Mentor

____*Location of course syllabi, teaching plans, course materials

____*Neuman Conceptual Framework; complete self-study module

____*FIRE critical thinking model and rubric

____Advisement procedure

See LRC Coordinator

____*Tour/use of LRC facility, resources and procedures; sample forms.

____*Tour/use of RFK library--reference area, AV

Course Coordinator or Mentor

____*Review of teaching methodologies (lecture, case studies, group work, games, etc.)

____*Review of clinical requirements, skills, and grading.

____*Review of student clinical evaluation process and forms.

____*Team teaching and opportunities for peer feedback (i.e. content, clarity, delivery style, use of audiovisuals)

____*Inter-rater reliability, test reviews
____*Computer lab (test scanning)

Advisor Responsibilities

See Office Administrative Staff

____Advisee listing
____Issuance of UOG catalogue, registration schedule; academic calendar
____Office procedures

See Mentor

____Advisor responsibilities and guidelines to most commonly asked questions; sample forms
____BSN, & SSBSN student schedule
____Documentation of student advisement

Skill Building

See Mentor or faculty as referred

____Computer programs/skills (word processing)
____Use of email
____Development of lesson plans
____Use of audiovisual equipment (video tape, overhead)
____Use of electronic grade book.
____Use of UOG student electronic record
____Use of Internet
____Test construction and blue print
____Use of power point
____CPR certification
____Request for specific clinical skills updating_____
____Other_____

Mentor Responsibilities

____Facilitate orientation process
____Serve as a resource person
____Be available for peer feedback
____Active listener
____Offer positive reinforcement
____Other(s), as mutually agreed upon_____

Nursing Program

Evaluation of orientation process as new faculty

____4-excellent: met my needs
____3-good: met most of my needs
____2-satisfactory: met some but not all of my needs
____1-poor: did not meet my needs
___0-was not implemented

Orientation/Re-orientation goals for next year:

Submit completed evaluation and goals to Nursing Administrator.

Print Name/Signature:_____Date:_____
Nursing Administrator Signature_____Date
Received_____

Reviewed: 2/2008, 4/21
Revised: 5/2006, 2/2008; 12/12, 10/17

University of Guam
School of Health
Nursing Program

Policy Title: Nursing Faculty Reference Material

Date: April 5, 1999

Purpose: To establish a process for cataloging desk copies.

Definition: Desk copy (DC) is defined as copies of textbooks, instruction manuals, and educational resources requested by the Nursing Program for the purpose of teaching a course.

Policy Statement:

I. All desk copies will be forwarded to the SOH Nursing Office for cataloging.
II. Instructors' Manuals (DC) and Test Bank books (DC) will be maintained by the respective course faculty.

Procedure:

I. Individual faculty members needing to use desk copies may check out the materials with the SOH office.
II. An Instruction Materials Check-Out List will be filled out accordingly with the title of text, author/publisher/date, initial of faculty receiving the text and date of receipt. (See attached form). This form will be kept in the SOH office.

Reviewed: 2/2008, 12/12, 2/20, 2/22
Revised 5/11/99, 5/2006; 12/12, 2/20

University of Guam
School of Health
Nursing Program

Policy Title: Grading

Date: December 14, 2003

Purpose: To establish grading criteria for specific nursing courses

Policy Statement:

I. A minimum of 75.0% of overall course grade will be from written tests/quizzes.

II. A 75.0% average on the written (multiple choice or NCLEX format) tests are required to pass the following courses: NU200B Communication/Mental Health, NU202B Fundamentals in nursing, NU204B Health assessment, NU207B Pharmacology in nursing, NU302B Adult Health Nursing, NU304B Nursing care of the family, NU310 Pathophysiology, NU308 Psychiatric nursing, NU412 Community health nursing.

III. A 75.0% grade average is required to pass ALL required nursing theory courses.

IV. An 80.0% is required on the final clinical evaluation to pass NU203B Fundamentals of Nursing Practicum. A minimum of eight must be attained on each clinical performance outcome in order to pass the course.

V. An 80.0% is required on the clinical performance evaluation (form EF6) to pass each rotation in 300 and 400 level clinical courses.

VI. An overall grade of 75.0% is required to pass the required nursing clinical courses.

VII. A zero on any of the ten (10) concepts in the clinical evaluation tool will result in failure of the clinical course.

VIII. Grading scale
a. 90.0-100.0 = A
b. 80.0-89.0 = B
c. 75.0-79.0 = C
d. 60.0-74.0 = D
e. 59.0 and below = F

IX. All required nursing courses must be completed with a "C"(75-79) or better in order to progress in the Nursing Program.

Reviewed: 2/08, 12/12,10/16,05/17, 8/17, 4/21. Revised: 12/07, 12/12,05/17, 08/17

University of Guam
School of Health
Nursing Program

Policy Title: SOH Learning Resource Center - Use of LRC by Outside Agencies

Date: October 25, 1999

Purpose: To set guidelines and usage fees for agencies use of SOHLRC equipment, facility, and supplies for practicum purposes.

Policy Statement:

I. Outside agencies may reserve the SOH LRC for practicum purposes by coordinating with SOH LRC coordinator. A faculty/community checkout agreement form must be filled out in its entirety before approval is granted. If lab is needed after hours, the person making the request must make arrangements with the SOH LRC Coordinator 3 days to 1 week in advance.

II A fee for use of the SOH LRC will be determined by the Nursing Program, School of Health and the University administration and governing body.

III. Equipment will be made available for agency usage by SOHLRC Coordinator.

IV Agencies using the LRC will be responsible for the upkeep and for reporting any damaged equipment or shortage of supplies to the SOH LRC Coordinator.

Reviewed: 5/2004, 5/2005, 2/2008, 12/12, 10/17, 2/20, 2/22
Revised: 5/17/00, 4/3/01,

University of Guam
School of Health
Nursing Program

Policy Title: SOH Learning Resource Center - Faculty and Student Access to LRC

Date: May 17, 2000

Purpose: To set guidelines for faculty and student/community access to LRC.

Policy Statement:

I. Keys to the SOH LRC are held by the SOH LRC Coordinator. An extra set of keys to the SOH LRC are kept in the Nursing Program main office and must be signed out/in with the staff when used.

II. Hours of Operation for the SOH LRC are from 8:30am. to 5:00p.m. Monday through Friday unless otherwise posted.

III. Requests to use the SOH LRC during off hours by faculty, student/community users, must be in the form of a written request to the SOH LRC Coordinator one week to three days in advance and must include the following information:

A. Date
B. Time
C. Purpose
D. Hours required

(See SOH LRC Responsibility Agreement Form, below. This form must accompany a LRC request)

III. Requests will be approved or denied by the Dean and/or SOH LRC Coordinator.

IV. Denial or approval of requests will be on the basis of past usage. Students, faculty, graduates, or persons within the community wanting to use the facility, but, who have been delinquent in returning equipment or videos in the past, or who have returned damaged equipment will not be allowed to use the LRC during off hours.

V. Upon approval, the student or faculty member making the request will obtain the keys from the SOH LRC Coordinator and will be responsible for the upkeep and any problems that occur during

these hours of operation.

VI. Only the approved persons will be allowed in the LRC during this time.

VII. Users will be responsible for making sure that the keys are returned to the SOH LRC Coordinator and that the lab and all equipment is in the same condition as when checked out.

VIII. Groups may request to use the facility with one person being in charge of clean up and equipment return. All equipment must be returned in its' original condition

IX. A sign in/out sheet is located at the SOH LRC counter, and all students or faculty are to sign in and out when using the LRC during hours of operation and during off hours.

Reviewed: 2/2004, 5/2005, 2/2008, 12/12, 10/17, 2/20, 2/22
Revised: 4/3/01, 5/2006, 10/17, 2/20

University of Guam
School of Health
Learning Resource Center (LRC)
Responsibility Agreement

It is the responsibility of the Faculty, Students/Community users to maintain the upkeep of the SOH Learning Resource Center during requested usage times. All items used during this time, must be returned in its original condition. It is the user's responsibility to notify the LRC coordinator for any damage or loss. If items are damaged or in any way altered upon return, the user is ultimately responsible for the cost of repairs or the current cost of purchasing a replacement, whether it be the same identical item, or a similar item.

Computer usage during extended hours will be granted, however, computers will be checked daily for working condition and must be in working order after use. The user will be ultimately responsible for any repairs or replacements caused by misuse, or damage to property.

AGREEMENT
I have read the above policy regarding the use of SOH LRC equipment, and agree to its terms. I agree to pay the full cost of repairs or replacement of items that may have been damaged or altered during my use. I agree that all equipment, supplies, computers, and property will be left in its original condition upon return.

_____ _____
Date SOH LRC Coordinator's Signature
APPROVED [ ] NOT APPROVED [ ]

_____
Time

_____
Users name (please print)

_____
Users signature

_____
Phone/Contact#

Reason for Disapproval

_____

_____

Reason for extended hours

_____

_____

Reviewed: 2/2004, 5/2005, 2/2008, 12/12, 10/17, 2/20, 2/22
Revised: 5/2006, 2/20

University of Guam
School of Health
Nursing Program

Policy Title: SOH Learning Resource Center - Check out and Return of AudioVisual Media

Date: October 25, 1999

Purpose: To set guidelines for Checking out and returning videos.

Policy Statement:

I. Original AV media may be checked out for campus use only.
   A. Two AV media for two hours.
   B. May be watched in the SOH LRC or in the library.
   C. Must be signed out on the borrowers list with time out and time in and returned in two working days.

II. Original AV media may be checked out by faculty to view for classes.
   A. Check out card must be filled out.
   B. Three AV media may be checked out.
   C. AV media must be returned in five days.

Reviewed: 4/3/01, 2/2004, 5/2005, 5/2006, 2/2008, 12/12, 10/17, 2/20, 2/22
Revised: 10/17, 2/2020

University of Guam
School of Health
Learning Resource Center (LRC)

Faculty/Community Checkout Agreement

Equipment, instruments, and audiovisual are the property of SOH, NURSING PROGRAM. Items may be checked out but must be returned on the date agreed upon by the SOH LRC and the borrower. Requests for borrowing materials may be filled out in advance and these will be honored on a first come first serve basis.

All items must be returned in the same condition that it was checked out in. Items will be checked by SOH LRC staff before and after checkout with the borrower to make sure it is in proper working order. If the item is damaged or in any way altered upon return, the borrower is ultimately responsible for the cost of repairs or the current cost of purchasing a replacement, if not similar, item. It is the borrower's responsibility to notify the LRC coordinator for any damage or loss.

Should borrowers fail to meet the terms of this agreement, the SOH LRC reserves the right to deny borrowing privileges to that person or group for a period of one month from the date of return. If the item involved is lost or damaged in any way, SOH LRC also reserves the right to deny privileges until the cost of repairs or replacement has been fully paid by the borrower. This applies to all equipment, instruments, and audiovisual materials.

AGREEMENT

I have read the policy above regarding the borrowing of equipment, instruments, and audiovisuals from the SOH Learning Resource Center and agree to its terms. I agree to pay the full cost of repairs or replacement to items that may have been damaged or altered while on loan to me.

Date	Due Date
Borrower's Name (print)	SOH LRC Staff
Borrower's Signature	Item Description
Phone/Contact #	Date/time Returned
Organization name	Receiving Staff

Reviewed: 10/17, 2/20, 2/22
Revised: 2/2020

University of Guam
School of Health
Learning Resource Center

Student Checkout Agreement

Equipment, instruments, and audiovisual are the property of SOH, NURSING PROGRAM. Items may be checked out overnight and must be returned before 9:00 the following morning or the morning of the next business day. Due to a limited supply, items may not be checked out by the same person until the following day. This will give others an equal chance to utilize the resources. Requests for borrowing materials may be filled out in advance and these will be honored on a first come first serve basis.

All items must be returned in the same condition that it was checked out in. Items will be checked by SOH LRC staff before and after checkout with the borrower to make sure it is in proper working order. If the item returned is damaged or in any way altered upon return, the borrower is ultimately responsible for the cost of repairs or the current cost of purchasing a replacement, if not similar, item. It is borrower's responsibility to notify the LRC coordinator for any damage or loss.

Should students fail to meet the terms of this agreement, the SOH LRC will consult with corresponding course faculty and reserve the right to deny checkout privileges to the students for a period of one month or until the cost of replacement or repairs has been fully paid by the student.

AGREEMENT
I have read the policy above regarding the borrowing of equipment, instruments, and audiovisuals from the SOH Learning Resource Center and agree to its terms. I agree to pay the full cost of repairs or replacement to items that may have been damaged or altered while on loan to me.

Date	Due Date
Student/Borrower's Name (print)	SOH LRC Staff
Student/Borrower's Signature	Item Description
Phone/Contact #	Date/time Returned
Course #/Faculty Name	Receiving Staff

Reviewed: 10/17, 2/20, 2/22
Revised: 2/2020

University of Guam
School of Health
Learning Resource Center

Space Request/Reserve Form

Name:_____
Date:_____Time:_____
Tel. #_____

REQUEST (check one and please specify):
_____Study Area_____Skills Lab
Videos_____
Other _____

DATE(S) NEEDED:_____
TIME(S) NEEDED: _____

Request met?_____Yes_____No
Comments:
**If person above does not show up 30 minutes after requested time, the requested space or resources will be considered free and will be allotted to others. Rev18Feb08

UNIVERSITY OF GUAM
School of Health
Learning Resource Center

Space Request/Reserve Form

Name:_____
Date:_____Time:_____
Tel. #_____

REQUEST (check one and please specify):
_____Study Area_____Skills Lab_____
Videos_____
Other _____

DATE(S) NEEDED:_____
TIME(S) NEEDED: _____

Request met?_____Yes_____No
Comments:
**If person above does not show up 30 minutes after requested time, the requested space or resources will be considered free and will be allotted to others.

University of Guam
School of Health
Nursing Program

Policy Title: Licensed Practical Nurse (LPN) and Associate Degree Nurse (ADN) Articulation to UOG nursing program

Date: December 11, 2007

Purpose: To provide guidelines for articulation of LPNs and ADNs seeking admission to the UOG nursing program.

Policy Statement:

I. LPNs who have successfully completed a LPN program with a current, unencumbered license must apply and meet all pre-requisite requirements of the Bachelors of Science in Nursing (BSN) program. LPNs are not required to take the NLN PAX for admission into the Pre-Nursing NU200 and NU214 courses.

II. LPNs can test out of National League of Nursing (NLN) examinations for 200 level nursing courses if the course was successfully completed in their LPN curriculum. The LPN must achieve a minimum of 75 percent for each NLN test taken or for the average of NLN tests taken for the same course. The NLN achievement test cannot be taken twice. Any LPN who does not achieve a minimum of 75 percent will be required to take the course in order to achieve course credit. Current testing fees will be applied.

III. LPNs who achievethe 75 percent on the NLN achievement test must successfully complete a clinical skills practical exam before starting any BSN nursing clinical courses.

IV. Graduates of the UOG ADN program can articulate directly into the 400 level courses and complete any outstanding general education requirements needed to graduate. Change of major from ADN to BSN must be requested and approved.

V. ADNs who have successfully completed an Associate Degree in Nursing program must apply and meet all pre-requisite requirements of the BSN program.

VI. ADNs can test out of National League of Nursing (NLN) examinations for 200 and 300 level nursing courses if the course was successfully completed in their ADN curriculum. The ADN must achieve a minimum of 75 percent for each NLN test taken or for the average of NLN tests taken for the same course. The NLN achievement test cannot be taken twice. Any ADN who does not achieve a minimum of 75 percent will be required to take the course in order to achieve course credit. Current testing fees will be applied.

VII. ADNs who achieve the 75 percent on the NLN achievement test must successfully complete a clinical skills practical exam before starting any BSN nursing clinical courses.

VIII. Refer to Admission Enrollment Policy.

Procedure:

I. For LPNs: Refer to policy *Admission Process – Generic BSN Program*

II. For ADNs: Refer to policy *Admission Process – Second Step BSN Program*

Reviewed: 2/2008, 12/12, 2/14, 11/16, 4/2015, 9/18, 9/21
Revised: 4/2015, 11/16, 10/19, 9/21

University of Guam
School of Health
Nursing Program

Policy Title: Medication Calculation Testing

Date: April 5, 1994

Purpose: To assess students' ability to calculate medication dosages so that students will be able to calculate mediation dosages accurately.

Policy Statement:

I. A medication dosage calculation test shall be given on the first week of the clinical/practicum course.

II. For patient safety, medication dosage calculation tests must be passed with a grade of 90% or better.

III. Students who fails the medication dosage calculation test three times will receive a failing grade from the clinical course and must withdraw from other co-requisite nursing courses.

IV. Prior to taking the alternate test(s), it is recommended that the student seek remediation from Computer Assisted Instruction, practice questions in dosage calculation workbooks and personal tutoring.

V. Students may not administer medications in the clinical course until they have passed the medication dosage calculation test.

Procedure:

I. Instructors of clinical courses shall select a minimum of twelve (12) questions from a test bank. These shall include two questions from each of the following categories:

A. Oral medications - tablets.

B. Oral medications - liquids.

C. Parenteral drugs.

D. Pediatric dosages.

E. Reconstitution of drugs in powder and crystalline form.

F. Intravenous drip rates.

II. Scratch paper and non-programmable calculators may be used. The formula must be shown on the test.

III. The first test shall be given within the first week of the semester or on the first day of class.

IV. Students who fail the test on the 1st attempt shall take an alternate test no sooner than 24 hours but less than one week following the 1st attempt.

V. Students who fails the test three times shall be dismissed from the clinical course and must withdraw from other co-requisite nursing courses.

VI. The course coordinator will inform course faculty of students who do not achieve the requisite score by deadline set by course faculty.

Reviewed: 2/2004, 5/2005, 5/2005, 5/206, 5/2007, 2/2008, 12/12, 4/2015, 02/17, 2/20, 2/22
Revised: 5/17/94, 4/4/95, 5/6/97, 5/11/99, 5/2007; 11/12; 5/2015, 04/17, 2/2020

University of Guam
School of Health
Nursing Program

Policy Title: National League for Nursing (NLN) Achievement Testing

Date: February 1, 1994

Purpose: To allow students to compare their achievement to nursing students across the United States and to expose students to standardized testing. The NLN achievement tests also allow for evaluation of the Nursing curriculum.

Policy Statement:

I. The NLN achievement test shall be administered to each baccalaureate nursing student at the completion of the following theory courses within the curriculum:

   A. Fundamentals of Nursing
   B. Health Assessment
   C. Pharmacology in Nursing
   D. Adult Health Nursing
   E. Family Health Nursing
   F. Community Health Nursing
   G. Psychiatric Nursing

II. The Comprehensive Achievement Test shall be administered to students during the semester prior to their expected graduation from the program.

III. Laboratory fees shall be used to cover the cost of testing.

IV. The test results shall be distributed to the students by the course faculty as soon as the results are available.

Procedure:

I. The appropriate NLN tests shall be obtained by the Nursing Dean.

II. Faculty of course shall proctor the exam.

III. The Administrative Assistant makes a copy of the test results for the file and forwards a copy to the Nursing Program Evaluation Committee.

IV. The Nursing Dean shall relate the results to course faculty.

V. The course faculty shall:

A. Compile, analyze and synthesize the data for all tests.

B. Report the summary of analysis, trend data and recommendations to the nursing Program Evaluation and Curriculum Committees the following semester.

Reviewed: 2/2004, 5/2005, 2/2008, 12/12, 10/17, 5/20
Revised: 5/6/97, 5/11/99, 5/2006, 10/17, 5/20

University of Guam
School of Health
Nursing Program

Policy Title: Non-Discrimination Policy - *SEE UOG CATALOG*

University of Guam
School of Health
Nursing Program

Policy Title: Bachelor of Science Degree in Nursing (BSN) Nursing Pin

Date: March 06, 2001

Purpose: To designate and communicate information regarding the official pin and pinning fee of the BSN Nursing Program.

Policy Statement:

I. The official pin of the BSN Nursing Program is a circular medal pin with a latte stone and Guam seal in the center.

II. Description of the Nursing Pin
The background color of the pin is white and represents integrity, purity, and joy. The latte stone is black. The Guam seal and all lettering are gold. The circular shape of the pin represents the "full circle" of an education. The letters, "BSN' are placed at the top of the latte stone to signify the Baccalaureate Program.

III. Background Information of the Nursing Pin
In 1968, the University of Guam Associate of Arts Nursing Program adopted a pin using the symbols of the latte stone and the official seal of Guam. In 1989, the BSN Nursing Program pin was established with the first graduating BSN class. The official pin of the BSN nursing program incorporated the Associate of Arts Degree pin and the two symbols of Guam.

IV. Nursing students will pay an established pinning fee of $125.00 in their senior year to be included in the graduation fee. The pinning fee will include
A. the cost of the pin
B. funds to defray the cost of the pinning ceremony
C. refreshments for the graduates and attendees
Note: The graduating class or graduating student can request through the Dean of Nursing that the pinning fee be waived if the student will not participate in the ceremony.

V. A student can only receive a UOG nursing pin after one has completed UOG and Nursing requirements to obtain a nursing degree or otherwise approved by the Dean and the Nursing Faculty.

Reviewed: 2/004, 5/2005, 2/2008, 4/2011, 10/11, 10/17, 2/20, 2/22
Revised: 5/2006, 11/11, 2/2020

PHOTO OF BSN PIN

University of Guam
School of Health
Nursing Program

Policy Title: Nursing Student Awards

Date: May 3, 1994

Purpose: To establish a policy for the nursing faculty to recognize nursing student excellence in theoretical knowledge, leadership, and clinical practice at the time of graduation.

Policy Statement: Nursing student excellence may be recognized for each program by nursing faculty.

Procedure:

I. The Admissions and Academic Standards Committee shall solicit nominations for student awards from faculty two months prior to graduation (BSN in May).

II. Awards may be presented to the graduating students and may include individual awards in each of three areas (excellence in theory, excellence in clinical practice, and excellence in leadership).

III. Nominations shall be based on the following criteria.

A. Excellence in Theoretical knowledge

1. Student who has the highest overall grade point average of 3.7 or greater.
2. Student who has no record of disciplinary action against her/him.
3. Student who has not repeated any nursing courses.
4. Student who has adhered to the professional nurse code of ethics and UOG Student Code of Conduct.

B. Excellence in Clinical Practice

1. Student who has an overall grade point average 3.5 or greater.
2. Student who effectively applies theory to clinical practice as evidenced by 3.8 average grade in nursing clinical courses.
3. Student who has no record of disciplinary action against her/him.
4. Student who has not repeated any nursing courses.
5. Student who has adhered to the professional nurse code of ethics and UOG Student Code of Conduct.

C. Excellence in Leadership

1. Student who initiates activities/projects that benefit school/community.
2. Student who effectively implements the role and functions of an elected office in SNAG or an UOG student organization.
3. Student who motivates student participation in SNAG/campus organizations, community organizations, and/or volunteer activities/services.
4. Student who is actively involved in student and/or student-faculty committees.

5. Student who has no record of disciplinary action against her/him.
6. Student who has adhered to the professional nurse code of ethics and UOG Student Code of Conduct.

IV. Deadlines for nominations will be announced by the AASC each semester for the graduating class.

V. The AASC shall review nominations, verify eligibility of the nominees, and prepare a ballot for each award.

VI. Voting will occur at the last AASC meeting of each semester.

VII. Awards will be announced and presented to the recipients at the Nursing Pinning Ceremony.

VIII. The names of the students receiving the awards shall be added to each award certificate/plaque annually. In addition, the student award recipients shall receive an award certificate.

Reviewed: 5/17/94, 4/4/95, 5/11/99, 5/2006, 2/2008, 5/2009, 12/12, 10/17, 2/22
Revised: 2/2004, 4/2005, 11/2006, 5/05/2009, 10/17, 2/2020

University of Guam
School of Health
Nursing Program

Policy Title: Policy - New or revised

Date: December 9, 1992

Purpose: To provide a method and structure for creating new policy or revising existing policy.

Policy Statement: Any individual or committee of the School of Health (SOH) Nursing Program including faculty members, Dean, administrative staff or students, may propose a new policy or a revision to an existing policy. The suggested policy or revision will be submitted to the Policy and Bylaws Committee for review. Following review of the suggested policy or revision, it will be returned to the submitting individual or committee for any necessary changes. The suggested policy or revision will then be circulated to all members of the SOH Nursing Program ten working days prior to the monthly business meeting in the following format:

Policy Title
Date
Purpose
Policy Statement
Procedure
References (as applicable)

If the policy statement or revision is longer than one paragraph, it is to be submitted in outline form. The policy or revision will then be placed on the agenda for the monthly business meeting. All new or revised policy within the SOH, Nursing Program will be approved by the nursing faculty and forwarded to the Dean, and Academic Affairs Committee (AAC) for review.

Reviewed: 2/2004, 5/2005, 12/12, 10/17, 2/20, 2/22
Revised: 5/17/94, 5/07/96, 5/11/99, 5/2006, 10/17, 2/2020

University of Guam
School of Health
Nursing Program

Policy Title: Precepted Learning Experiences
Date: May 11, 1999
Purpose: To provide guidelines for individuals involved in precepted learning experiences.
Policy Statement:

I. Qualifications of preceptors must comply with Guam Board of Nurse Examiners (GBNE) requirements.
II. Preceptors will be oriented to their role.
III. The precepted learning experience should follow the curriculum plan.
IV. Evaluation will be done for each precepted learning experience.

I. Procedure: The instructor(s) of the course will:

A. Identify clinical sites and agencies to use.
B. Inform the Nursing Director of the clinical agencies to be used for precepted clinical experiences.
C. Ensure there is a current Memorandum of Agreement (MOA) with each selected clinical agency.
D. Solicit recommendations for preceptors from the nursing administrator of selected agencies. (Refer to requirements of the Guam Board of Nurse Examiners)
E. Solicit students' preferences for clinical sites (preference 1, 2, 3)
E. Confirm preceptor participation by email or phone.
F. Assign each student to a preceptor.
G. Conduct a preceptor orientation using the Preceptor Manual as a guide. The manual will include the following.
    1. Preceptor Requirements
    2. Preceptor Privileges
    3. Role Expectation of Preceptor, Faculty, and Student
    4. Preceptor Letter of Request Form
    5. Framework for Resume Form
    6. A Latte Stone Depiction of the Nursing Program Conceptual Framework, Curriculum Concepts and Characteristic of the Graduate
    7. Agreement Between Student and Preceptor Form
    8. Professional Commitment to Confidentiality Form
    9. Evaluation tools (forms EF4, EF12, EF13, EF 14)
    10. Course syllabus (complete or abbreviated form)
H. Collect the following forms during the first week of the clinical and submit to the Nursing Program office:
    1. Letter to Nursing Dean from Preceptor (sample in Preceptor Packet)
    2. Resume
    3. Completed preceptor agreement between student and preceptor
I. Make visits to the clinical site for courses involving patient care and communicate with each preceptor a minimum of once per week during the

semester.

J. Collect the following evaluations by the end of the precepted clinical experience using the following forms and submit to the Nursing Program Evaluation Committee by the end of the semester:
   1. Evaluation of Clinical Experience by Preceptors EF13
   2. Evaluation of Student by Preceptor EF14
   3. Evaluation of Preceptor by Student EF12
   4. Evaluation of Clinical Facility by Student EF4

K. Provide feedback and recommendations to individual preceptors and nurse managers as required.

L. Send certificate of appreciation to each preceptor.

M. Send a thank you letter to nursing administrator of each agency used.

N. Make recommendations for future use of preceptors and clinical sites.

II. The Nursing Program office staff will:

A. Develop and maintain a file of preceptors by clinical agency. The file will include:
   1.) Name of preceptor
   2.) Date(s) served as preceptor
   3.) Resume
   4.) Request letter to Nursing Administrator of respective agency
   5.) Date(s) agency thank you letters and certificates of appreciation were issued

B. Prepare and issue certificates of appreciation for preceptors and agency thank you letters.

III. Nursing Dean will:

A. Ensure each academic year that the Memorandum of Understanding (MOUs) are signed by all agencies that will be utilized for clinical practice.

B. Sign the certificates of appreciation and agency thank you letters.

C. Monitor the implementation and effectiveness of precepted learning experiences.

IV. The Student will:

A. Collect Preceptor's Letter of Request and resume if not collected by course instructor.

B. Submit Preceptor-Student Contract to course instructor.

C. Adhere to requirements of the course and Preceptor/Student Agreement.

D. Evaluate preceptor and clinical facility.

V. The Nursing Program Evaluation Committee will:

A. Compile data forwarded by course instructors.

B. Compiled data will be presented in aggregate data to:
   1.) Nursing Administrator of clinical site agencies
   2.) Course Faculty
   3.) Curriculum Committee

Reviewed: 2/2004, 5/2005, 2/2008, 12/12, 3/2013, 10/17. 5/20
Revised: 2/02/00, 5/2006, 5/2013, 5/20

University of Guam
School of Health
Nursing Program

Policy Title: Probation, Suspension, and Dismissal for Nursing Majors

Date: May 11, 1999

Purpose: To establish the criteria for probation, suspension, and dismissal.
To provide academic guidance for students placed on probation or suspension.

Policy Statement: The probation, suspension and dismissal criteria apply to all students enrolled in the nursing major courses.

A. Probation:

Students in any of the following categories will be placed on probation for one semester (*) and may be given a reduced nursing course load:

1. Students with less than a cumulative GPA of 2.7; or

2. Students who receive a final grade of D or F in a nursing course.

B. Suspension:

Students in any of the following categories will be placed on suspension for a minimum of one semester (*):

1. Students who do not achieve a cumulative GPA of 2.7 or better during the probationary semester; or

2. Students who receive a D or F in two required UOG nursing major courses. The D or F in the nursing major courses may occur in the same semester or occur in combination of previous semesters including AASC approved on- line courses.

NOTE: Students must achieve a cumulative and nursing GPA of 2.7 or greater in order to graduate from the nursing program. Nursing GPA is calculated from all nursing required courses.

*Intersessions (winter or combined summer sessions) in which required nursing major courses are offered will be treated as one semester.

C. Dismissal

Students in any one or more of the following categories will be dismissed from the nursing program.

1. Any student who receives a D or F in three or more required nursing major courses;
2. Any student who has repeated the same nursing major course twice and received a grade of D or F;
3. Any student who provides false or inaccurate information on the nursing application form;
4. Any student who misrepresents his/her identity and/or affiliation with the UOG nursing program;
5. Any student who does not adhere to nursing program or clinical facility policies;
6. Any student who is declared unsafe in a clinical course by course faculty.

D. No student on probation or suspension will be allowed to take any on-line nursing courses. See policy on Substitution with On-Line Nursing Courses for Credit.

Procedures:

A. Probation:

1. Faculty/course coordinator will inform AASC in writing of those students who have received a D or F in a nursing course.
2. At the end of each semester after grades have been posted, AASC Chair will request Admissions and Records for the cumulative and nursing GPA of all nursing students.
3. AASC will meet to identify which students shall be placed on probation.
4. AASC will inform faculty of those students who were placed on probation at the next Nursing Faculty Business meeting.
5. Students must meet with their advisor to develop and monitor a plan for academic progress.
6. Students placed on part-time status may be considered for return to

full-time nursing status when their cumulative GPA of 2.7 is reached and space is available in the course(s) to be enrolled.

B. Suspension:

1. The Nursing AASC Chair will inform AASC in writing of those students who have failed to achieve cumulative GPA of 2.7 while on probation or who have received a D or F in two required nursing courses.

2. AASC will meet to identify which students shall be placed on suspension.

3. AASC will inform faculty of those students who were placed on suspension at the next Nursing Faculty Business meeting.

4. The student will be given a remediation plan for academic improvement by AASC. The student must meet with their advisor to review the requirements of the remediation plan.

5. Once the student has completed the requirements of the remediation plan and achieved a cumulative GPA of 2.7, the student shall submit a petition to the AASC for return to take nursing course(s) including documentation of successful completion of the remediation plan.

6. Once the student's petition is approved by AASC, the student may enroll in required nursing courses following a recommended nursing program course plan. Students may be placed on a part-time track upon return to the program.

C. Dismissal

1. The AASC Chair will inform AASC in writing of those students who have met any of the above criteria for dismissal.

2. AASC will meet to identify students meeting dismissal criteria.

3. AASC will inform faculty of any dismissal action taken at the next Nursing Faculty Business meeting.

Reviewed: 2/2004, 5/2005, 2/2008, 5/2009, 12/12, 04/15, 10/17, 2/19, 2/21
Revised: 5/09/00, 5/1/01, 5/2006, 11/06, 12/07, 2/08, 5/12/09, 04/15, 2/19

University of Guam
School of Health
Nursing Program

Policy Title: Professional Behavior of Nursing Students

Date: December 11, 2007

Purpose: To provide guidelines regarding professional behavior for any student taking nursing courses.

References: UOG Student Code of Conduct. See attached.
American Nurses Association Code of Ethics. See attached.

Policy Statement:

I. Professionalism is one of the ten program outcomes that students are expected to achieve and for which students are evaluated.

II. Students will demonstrate self-directed learning and the use of university and program resources to maximize their learning experience.

III. Students will respect the learning needs of others and their learning environment.

IV. Students will familiarize themselves with and follow university and nursing program policies.

V. Students must prevent and avoid disruptions in the learning environment (classroom and clinical) such as the use of cell phones, beepers, pagers, and other electronic devices.

VI. Students will maintain integrity at all times. The unauthorized use of notes, calculators, computers, or other electronic devices during test-taking is cause for disciplinary action.

VII. Students will dress appropriately and follow course guidelines for dress codes.

VIII. The American Nurses Association Code of Ethics, the National Student Nurses Association Code of Academic and Clinical Conduct, and the UOG Student Code of Conduct are used as standards for professional conduct of nursing students.

Procedures:

I. Students who demonstrate unprofessional behavior may be removed from the nursing classroom.

II. Nursing faculty reserves the right to remove a student from the classroom for unprofessional behavior.

III. The nursing faculty will report unprofessional student behavior to respective course coordinator. If unresolved, the course coordinator will refer the matter to AASC.

IV. The student may appeal any AASC action according to Nursing Policy Manual.

Reviewed: 2/2008, 12/12, 5/2015, 04/16, 9/18, 10/20
Revised: 12/12, 10/20

UOG Student Conduct Rules and Regulations (Taken from UOG Student Handbook)

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in section T.2. of this article.

a. Acts of dishonesty, including but not limited to the following:

1) Cheating, plagiarism, or other forms of academic dishonesty.
2) Furnishing false information to any University official, faculty member or office.
3) Forgery, alteration, or misuse of any University document, record, or instrument of identification.
4) Tampering with the election of any University recognized student organization.

b. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other university activities, including its public-service functions on- or off-campus, or other authorized non-University activities, when the act occurs on University premises.

c. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.

d. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property.

e. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

f. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

g. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.

h. Violation of published University policies, rules or regulations.

i. Violation of federal, state or local law on University premises or at university sponsored or supervised activities.

j. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.

k. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and University regulations, or public intoxication.

l. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises.

m. Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

n. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.

o. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored or participated by the University.

p. Theft or other abuse of computer time, including but not limited to:

1) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
2) Unauthorized transfer of a file.
3) Unauthorized use of another individual's identification and password.
4) Use of computing facilities to interfere with the work of another student, faculty member or University official.
5) Use of computing facilities to send obscene or abusive messages.
6) Use of computing facilities to interfere with normal operation of the University computing system.

AMERICAN NURSES ASSOCIATION CODE OF ETHICS FOR NURSES
(Published 2015)

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
   1.1 Respect for human dignity
   1.2 Relationships with patients
   1.3 The nature of health
   1.4 The right to self-determination
   1.5 Relationships with colleagues and others

2. The nurses' primary commitment is to the patient, whether an individual, family, group, community, or population.
   2.1 Primacy of patient's interests
   2.2 Conflict of interest for nurses
   2.3 Collaboration
   2.4 Professional boundaries

3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
   3.1 Protection of the rights of privacy and confidentiality
   3.2 Protection of human participants in research
   3.3 Performance standards and review mechanisms
   3.4 Professional responsibility in promoting a culture of safety
   3.5 Protection of patient health and safety by acting on questionable practice
   3.6 Patient protection and impaired practice

4. The nurse has authority, accountability, and responsibility for nursing practice; make decisions; and takes action consistent with the obligation to promote health and provide optimal care.
   4.1 Authority, accountability, and responsibility
   4.2 Accountability for nursing judgements, decisions, and actions
   4.3 Responsibility for nursing judgements, decisions, and actions
   4.4 Assignment and delegation of nursing activities or tasks

5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
   5.1 Duties to self and others
   5.2 Promotion of personal health, safety, and well-being
   5.3 Preservation of wholeness of character
   5.4 Preservation of integrity
   5.5 Maintenance of competence and continuation of professional growth
   5.6 Continuation of personal growth

6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to

safe, quality health care.

6.1 The environment and moral value
6.2 The environment and ethical obligation
6.3 Responsibility for the healthcare environment

7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
   7.1 Contributions through research and scholarly inquiry
   7.2 Contributions through developing, maintaining, and implementing professional practice standards
   7.3 Contributions through nursing and health policy development

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
   8.1 Health is a universal right
   8.2 Collaboration for health, human rights, and health diplomacy
   8.3 Obligation to advance health and human rights and reduce disparities
   8.4 Collaboration for human rights in complex, extreme, or extraordinary practice settings

9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.
   9.1 Articulation and assertion of values
   9.2 Integrity of the profession
   9.3 Integrating social justice
   9.4 Social justice in nursing and health policy

Note: The full text of the ANA Code of Ethics can be reviewed at http://www.nursingworld.org/codeofethics

University of Guam
School of Health
Nursing Program

Policy Title: Repeating Nursing Courses

Date: April 5, 1994

Purpose: To describe conditions under which nursing courses may be repeated and to limit the number of times a course may be repeated.

Policy Statement:

I. Nursing courses may be repeated when a course has been failed or when a student is required to withdraw from a nursing course.
II. A student may repeat the same nursing course no more than once.
III. For all 200 and 300 level nursing courses: If a student fails a course or is required to withdraw from a course, she/he MUST repeat and pass the failed course before progression is allowed. Progression will be based on space availability and instructor approval. See policy on Admission to the Nursing Major, Progression, and Priority Enrollment into Nursing Courses.
IV. For senior level nursing courses: If a student fails or is required to withdraw from a clinical theory course or clinical course, she/he MUST repeat and pass the failed course before progression is allowed to other clinical theory courses or clinical courses.
V. Students who fail or are required to withdraw from a nursing course must also withdraw from all co-requisite nursing courses.
VI. The student who fails or is required to withdraw from a nursing course must petition the nursing program Admissions and Academic Standards Committee (AASC) for permission to repeat the course. (See AASC Petitions and Appeals Policy). When considering petitions to repeat nursing courses, the AASC will review the student's academic record.
VII. The AASC may require individualized remediation per course faculty recommendation before the nursing course may be repeated.
VIII. Students who receive a D or F in three or more required nursing major courses or who have repeated the same nursing course twice and received a grade of D or F will be dismissed from the nursing program. Refer to policy on Probation, Suspension, or Dismissal for Nursing Majors.

Reviewed: 2/2008, 5/2009, 12/12, 4/2015, 10/17, 9/20
Revised: 12/11/07, 5/05/2009, 5/2015

University of Guam
School of Health
Nursing Program

Policy Title: Reporting of Clinical Incidents and/or Accidents

Date: May 3, 1994

Purpose: To provide a mechanism for the reporting of clinical incidents and/or accidents

Policy Statement:

Documentation must be filed with the Nursing Administrator, for any incident or accident in which a student or faculty member is involved while participating in clinical activities.

Procedure:

I. The Agencies' policy must be followed in the event of any incident/accident.

II. The Nursing Administrator will be notified regarding any incident/accident within one (1) working day of the incident/accident.

III. Students and faculty members are responsible for the medical expenses incurred as a result of personal injury. Some emergency expenses may be covered by the agency, depending on the contract with the agency.

Reviewed: 2/2004, 5/2005, 2/2008, 12/12, 10/17, 9/20
Revised: 5/6/97, 5/11/9, 5/2006, 11/2006, 12/12

University of Guam
School of Health
Nursing Program

CLINICAL INCIDENTS/ACCIDENTS SUMMARY

OCCURRENCE **REPORTING**
Date:_____ Date: _____
Time:___ Time: _____
Location: _____

INVOLVED PARTIES
Name:_____
Position: Student Faculty_____Staff
_____Others (indicate affiliation with UOG-CNHS)_____
Sex:____Age:_____ DOB:_____

INCIDENT/ACCIDENT DETAILS
Describe the incident in detail below.

_____
_____
_____
_____
_____

Name of person reporting:_____Signature:_____
Contact number(s): _____

Witness #1:_____ Contact Number:_____

Witness #2:_____ Contact Number:_____

REFERRAL IN THE EVENT OF AN INJURY
Involved party in the referral:
__Emergency Room __Student Health Services Other _____

Name of attending physician, nurse, or healthcare worker:_____
Date/time of exam:_____
Immediate instructor/supervisor notified? yes no Date/time of notification: Name of instructor/supervisor_____Signature:_____
Additional Actions taken:

_____

_____

UOG Nursing Administrator:_____Signature:_____

Time/date: _____

Reviewed: 10/17, 9/20
Rev18Feb08

University of Guam
School of Health
Nursing Program

Policy Title: Safety in the Clinical Setting

Date: October 12, 1993

Purpose: To provide guidelines for safe nursing practice.

Policy Statement:

I. Students will demonstrate safe nursing practice, which includes physical and emotional safety and asepsis, in the clinical area. Unsafe behavior in the clinical setting is defined as any act which could potentially or actually cause physical or psychological harm to the client. Examples of unsafe nursing practice include but are not limited to:
   (1) being unprepared for clinical assignment;
   (2) failure to seek appropriate guidance in the performance of clinical assignments;
   (3) failure to use universal precautions;
   (4) medication error(s);
   (5) failure to identify, acknowledge or report error(s) or changes in client condition or need(s);
   (6) dishonesty;
   (7) non-compliance;
   (8) use of substance such as alcohol, opiates

II. A student who fails clinical because of unsafe behavior(s) shall be withdrawn from all clinical courses that require patient contact (physically or verbally). In addition, the student will be required to withdraw from all theory courses linked to the clinical course.

Procedure:

I. Students who demonstrate unsafe behavior may be removed from the clinical setting and shall receive in writing, an unsafe/unsatisfactory for the clinical day.

II. If the behavior poses a significant risk to the client or if the student demonstrates a pattern of unsafe behavior or practice, the student shall receive an "F" for the course and shall be excluded from the clinical area. The student will be notified in writing.

III. A clinical instructor reserves the right to remove a student from the clinical setting for suspicion of substance use that impairs the student's performance to practice safe nursing care.

IV. In addition, medical and/or psychiatric clearance may be required by AASC at any time during the nursing program to assure that the student is able to perform safely in the clinical setting.

V. The clinical instructor reserves the right to request for a drug and alcohol screen at the student's expense on the same day.

VI. Failure to comply to a drug and alcohol screen may result in dismissal from the clinical setting.

VII. When the faculty member determines and documents that a student's pattern of unsafe behaviors results in an unacceptable risk to client safety, the student shall be excluded from the clinical area. The course faculty shall make a written recommendation to the Nursing Program, Admissions and Academic Standards Committee to include a recommendation that the student be removed from the Nursing Program.

VIII. Student may appeal any AASC action according to Nursing Policy Manual.

IX. If a student is employed in any health care setting, please refer to Student Employment Policy.

Reviewed: 2/2004, 5/2005, 2/2008, 12/12, 03/16, 02/17, 2/19,3/21
Revised: 4/05/94, 5/07/96. 5/11/99, 5/2006, 12/12, 03/16, 3/21

University of Guam
School of Health
Nursing Program

Policy Title: Student Advising

Date: November 9, 1993

Purpose: To assist pre-nursing and nursing students in the selection of courses toward the completion of the academic goal.

Policy Statement: Each student will be assigned a nursing faculty advisor.

SOH Advisor Procedure:

I. Each student will be assigned a faculty advisor by the Admissions and Academic Standards Committee (AASC) upon admittance to a Nursing Program.

II. The advisor will assist each student through the registration process and provide academic counseling. See advisement packet.

III. The advisor will remain the same throughout the student's nursing education. In the event an advisor leaves, a new advisor shall be assigned by the nursing office.

IV. The office maintains a record which the advisor updates on a regular basis.

V. An updated list of students and advisors will be posted in the Nursing Program main office each semester by AASC.

VI. Each summer the list of advisees will be reviewed by the Nursing Program staff based on current attendance at UOG. This list of inactive and graduated students will be removed from the student listing.

VII. Course faculty shall refer students who are having difficulties (failing classes, etc.) to their advisors via written communication.

VIII. In the event a student has an "emergency" and their advisor is not available, the student shall be referred to the Nursing Administrator or designee. If the Nursing Administrator or designee is unavailable, the student may consult a nursing faculty member. This practice is discouraged as it often results in students being advised improperly and student/advisor relationship is not maintained.

IX. Students who have not been assigned advisors prior to registration shall be advised by the Nursing Administrator or designee.

X. Advisors or advisees desiring to change advisors or advisees shall consult the Chairperson of AASC or the Nursing Administrator regarding reassignment.

Advisee's (student) Procedure:

I. Meet with advisor on a regular basis (minimum of two times/semester).
   A. Meeting should be four (4) and ten (10) weeks after semester begins.
   B. Communicate with advisor via email over the semester
   C. Develop portfolio (see advisement packet)
   D. Update portfolio each semester (bring evidence from previous semester when meeting with advisor to discuss in what areas of portfolio will evidence fit)
   E. Maintain pre-requisite worksheet and calculate cumulative GPA.
   F. Once approved by advisor, submit worksheet and a letter requesting admission to Nursing Major to AASC
   G. Responsible in maintaining and evaluating cumulative GPA of 2.7 throughout the program.
   H. Senior year, fall semester, apply for graduation
   I. Meet with advisor and make sure all courses completed based on transcript evaluation.
   J. Refer to the Probation, Suspension, Dismissal for Nursing Majors

Advisor's procedure:

A. Portfolio development
B. Each semester follow up on portfolio
C. Registration process (see advisement calendar)
D. Submit petitions/appeals (see petition/appeals form)
E. Mid-semester evaluation on student performance
F. Support, coach, guide
G. Assist in the planning for admission and progression into program
H. See student 2-3 times a semester.

Reviewed: 2/04, 5/05, 2/08, 12/12, 9/17, 11/19, 11/19, 5/21
Revised: 5/17/94, 5/6/97, 4/14/98, 5/11/99, 5/06, 12/12, 9/17, 11/19

University of Guam
School of Health
Nursing Program

Policy Title: Student Clinical and UOG Event Dress Code

Date: March 5, 2002

Purpose: To ensure the uniformity of professional attire in the clinical setting and when students are representing UOG for events.

Policy Statement: Students will adhere to the dress code

Procedure:

Students are expected to come to the clinical site and other UOG events dressed in appropriate attire. The dress requirements are as follows:

I. For clinical preparation and any clinical-related activity, wear the community uniform with a name tag.
Any exceptions to the above shall be outlined in the course syllabus.

- Hair is to be neatly styled and off the collar. Only natural hair colors are allowed.
- Fake eyelashes will not be worn.
- Make-up, if worn, should be modest and visibly unnoticeable. Only neutral colors are to be used.
- Nails must be clean and short, and no bright colored polish or fake/acrylic nails allowed.
- No perfumes, aftershaves, or scented oils. Only unscented lotions can be used.
- Only one post earring per earlobe may be worn and must be less than 10 millimeters in size.
- No other visible body piercing accessories are allowed, and any tattoos must be concealed.
- A plain wedding ring without stones may be worn.
- A wrist watch with a sweep second hand or digital seconds, bandage scissors, penlight, and stethoscope are required.
- Shoes should be clean or polished.
- For clinicals at the Guam Behavioral Health and Wellness Center: ID, name tag, and necklaces should not be worn. Instead a sticker with the student's first name should be worn.
- Areas using scrub attire (Labor and Delivery, OR/RR*)* will provide the linen attire to students. Only hospital laundered attire may be worn in these areas.

II. In-Patient Clinical Sites

- Students are required to wear a white uniform (dress, skirt and blouse, or surgical scrubs for women; trousers and over-blouse or shirt, or surgical scrubs for men)
- Students may wear white jacket/scrub jacket/UOG cardigan over white uniform.
- A University of Guam student nurse name tag
- White or neutral-colored undergarments and hosiery (white or neutral-colored socks for men)
- Low-heeled all-white closed-shoes (toe and heel), with rubber soles.

III. Community Agency Clinical Sites:

Students are required to wear white/UOG green with the official UOG logo collared shirts, loose khaki fitting slacks/pants purchased from program approved vendors, and closed-toe shoes.

IV. Learning Resource Center (LRC) and Other Areas (picking up paperwork at clinical site, outreaches, fundraisers etc.):
Students are required to wear their community T-shirt/class T-shirt and khaki pants purchased from program approved vendors when representing UOG outside of clinical site and LRC. Exceptions to this rule apply to car wash fundraisers.

V. It is recommended that uniforms be worn only from home to the clinical area and back. If not returning directly home, clothing should be changed. In cases where the time between class and clinical does not permit changing clothes, the uniform may be worn to class.

VI. White, hip-length lab coats with UOG logo on the left chest pocket worn over community uniforms will be used for leadership clinical or other community/agency practicum activities as specified by faculty.

VII. The corresponding course syllabus should be consulted for attire during specific course activities not mentioned in this policy.

VIII. Violations in dress code policy will result in disciplinary actions.

Reviewed: 11/12, 9/17, 10/17, 2/19, 5/19, 3/21
Revised: 3/2008, 11/12, 9/17, 11/17, 2/19

University of Guam
School of Health
Nursing Program

Policy Title: Student Clinical Requirements

Date: May 3, 1994

Purpose: To ensure that each student complies with the Physical Examination (PE), Basic Life Support (BLS)/Cardiopulmonary Resuscitation (CPR), and immunization policy outlined in the Nursing Program Manual.

To ensure that the student meets the clearance requirements of the clinical facility/agency to which the student is assigned for required nursing clinical learning experiences.

Policy Statement:

I. The student shall maintain updated immunization status, initial physical examination upon admission to the first clinical course, as required by clinical agencies, and current BLS/CPR certification by the American Heart Association.

II. The student will meet the clearance requirements of the clinical facility/agency prior to starting any clinical learning experience at the facility/agency.

Procedure:

I. The attached Clinical Requirements renewed policy shall be sent to all students admitted to the nursing program. It is the student's responsibility to complete the necessary requirements and return the form to their nursing program clinical course coordinator or course faculty prior to admission to the first clinical nursing course. The student is responsible for any fees associated with meeting these requirements.

II. Each faculty member with students in a clinical agency is responsible for checking the student's file or with the student's clinical course coordinator or course faculty to determine if each student's immunization record, PE, PPD/TB clearance, and BLS/CPR certification are current.

Immunizations will be based on the requirements of the clinical agencies.

III. Clinical course faculty will inform students of needed clearance requirements of the clinical facility/agency and ensure that each student has met the clearance requirements before beginning the clinical learning experience at the facility/agency.

IV. Students will not be admitted to the clinical area if any of the clinical requirements are not met. Students are referred to the course syllabus.

V. In addition, medical and/or psychiatric clearance may be required by AASC at any time during the nursing program to assure that the student is able to perform safely in the clinical setting.

Reviewed: 5/05, 2/08, 12/12, 9/17, 11/19, 2/22
Revised: 5/11/99, 2/2004, 5/2006, 11/2006, 2/2008, 12/12, 09/17, 2/2020

CLINICAL REQUIREMENTS FORM

(Available in the Nursing Program main office)

University of Guam
School of Health
Student Clinical Requirements Form

Student Name _____ **Student ID** _____ **Contact #** _____

Course faculty will initial entries to the clearance form.

Clearance Requirements for Clinicals		200 Level		300 Level		400 Level		
		Date Acquired	Date Received	Date Acquired	Date Received	Date Acquired	Date Received	Remarks
Physical Examination (PE)								
Annual PPD or TB medical clearance								
(AHA) CPR: adult, child and infant								
Confidentiality Form								
Hepatitis B (HepB) Vaccination	1							
	2							
	3							
MMR or Proof of immunity								
Varicella titer or statement of susceptibility								
BLS/CPR								
Drug Screen								
Police Clearance								
Court Clearance	District							
	Federal							

Revised Feb08

University of Guam
School of Health
Nursing Program

Policy Title: Student Employment

Date: May 11, 1999

Purpose: To outline SOH, Nursing Program's position on student employment.

Policy Statement:

I. Students are discouraged from working during the academic year. The pursuit of full-time educational studies requires setting priorities which will allow realistic organization of time for educational endeavors. The faculty recognizes that outside pressures such as employment can be disruptive to the completion of academic goals. It is recommended that students take full advantage of the resources of the University: academic advising, financial assistance, and student services.

II. Nursing students are considered non-licensed persons in their student status. If employed by a health care agency, the student should clarify his/her position to that agency prior to beginning employment. Nursing students cannot wear University of Guam or School of Health, Nursing Program identification while employed or in any way convey or infer that they are representing the University of Guam or the School of Health, Nursing Program. Care must be taken to maintain confidentiality of clients at all times, especially where the employment site is also the clinical site.

Reviewed: 2/2008, 12/12, 09/17, 10/19, 4/22
Revised: 5/2006, 12/12

University of Guam
School of Health
Nursing Program

Policy Title: Student Participation in Outreach Programs

Date: May 11, 1999

Purpose: To enhance student learning experience in performing health screening and health teaching in a community setting.
To establish guidelines for faculty oversight when students provide community service.

Policy Statement:

I. Students participating in the outreach program will have a faculty member on site.
II. Students must be assigned activities in accordance with their level of knowledge and skill(s).

Procedure:

Prior to agreeing to provide any community service, faculty and/or students will:

I. Obtain approval of the Dean for the Outreach Program.
II. Sign the UOG Waiver of Liability forms for off campus outreach activities
III. Confer with faculty, Student Nurses Association of Guam advisors, and class advisors regarding the coordination of activities.
IV. Provide the community service only when University of Guam/School of Health faculty are physically present.
V. Complete the required reports after the outreach program.
VI. Outreach related to clinical courses can be supervised by the course faculty or clinical preceptor.

Reviewed: 2/2008, 11/12, 11/13, 4/15, 9/17, 11/19, 11/21
Revised: 5/2006; 11/12, 11/13, 15, 9/17, 11/19

University of Guam
School of Health
Nursing Program

Policy Title: Substitution with On-line Nursing Courses for Credit

Date: December 11, 2007

Purpose: To provide guidelines for the approval and acceptance of on-line nursing courses for nursing program credit.

Policy Statement:

I. To be eligible to take an on-line course, the student must have a cumulative GPA of 3.0 or better and not be on probation, suspension, or dismissal status in the Nursing Program.

II. No more than six credits will be accepted for transfer to UOG required nursing program credits. Only courses from nursing schools accredited by a US national nursing education accrediting body will be accepted for transfer of credits.

Procedures:

I. The student must submit a written request to the Admissions and Academic Standards Committee to take an on-line course in lieu of a nursing theory course. The student must indicate in the request the title of the course, course dates, course text, grading process, and attach a copy of the course syllabus and outline of course content.

II. The student must have prior approval from the Admissions and Academic Standards Committee before requesting the on-line course.

III. The student must achieve a grade of B or 3.0 or better for the on-line course in order for the course to be transferred for credit to UOG.

IV. Only on-line courses that have verified secured testing and are comparable in content and credits to UOG nursing program courses will be approved.

Reviewed: 2/08, 12/12, 09/17, 2/2020, 2/22
Revised; 2/08, 12/12, 09/17, 2/2020

University of Guam
School of Health
Nursing Program

Policy Title: Test Exam Review

Date: April 5, 1994

Purpose: To establish standards to be used by faculty when constructing and reviewing nursing program tests/exams.

Policy Statement: The nursing program shall use a test/exam blueprint that serves as a guideline for the degree of complexity of questions at the 200, 300, and 400 course level.
The nursing program curriculum committee is responsible for reviewing and revising the test/exam blueprint.
A standardized test/exam analysis shall be used to statistically determine the ability of test/exam questions to determine learning.

Procedure:

I. All course faculty shall review and finalize their tests/exams prior to the date that the test/exam is to be given including a review relative to course objectives and content, previous test/exam statistical data, and test/exam blueprint guidelines.

II. Courses with only one faculty shall consult another faculty with subject matter

III. The faculty administering the test/exam shall revise the test/exam questions considering the findings of the review.

IV. Course faculty shall review the respective course tests/exams after the administration of tests/exams. Faculty may consult with other faculty to assist in the evaluation of the test/exam and before the posting of grades.

V. Faculty will report the test/exam analysis results at the end of semester using the Evaluation of Course by Instructor form.

Reviewed: 2/08, 12/12, 2/15, 10/16, 9/19, 4/22
Revised 5/6/97, 5/11/99, 5/06, 3/15, 9/19

University of Guam
School of Health
Nursing Program

Policy Title: Transfer of Nursing Credits

Date: December 06, 1994

Purpose: To provide a mechanism for the transference of nursing credits from other nursing programs to the University of Guam, School of Health, Nursing Program.

Policy Statement:

I. College credits earned from courses taken at other Schools of Nursing may be accepted in lieu of required courses in the UOG, SOH, Nursing Program curriculum provided these courses cover similar content and objectives.

II. If there are areas of content that are not covered in the course to be transferred, the student will be required to make up these deficiencies by attending part of a required course or completing the objectives via course by conference or a special project course.

III. Student must submit course syllabus to AASC for evaluation. Course must be approved by the faculty as a whole.

IV. Student taking an online course must have a cumulative GPA of 3.0 or better.

V. Student must achieve a transfer grade a "B" or better on an on-line course.

VI. Procedure:

I. Students who have completed nursing courses in other institutions shall be advised to discuss transfer of credits with their nursing advisor or the division chair as soon as possible.

II. The advisor or division chair shall review the student's previous courses and advise the student regarding courses that might be substituted for courses in the UOG curriculum.

III. The student shall submit an official transcript and a letter of petition specifying which nursing credits are to be substituted for required UOG nursing courses. For each course the student shall also submit a syllabus containing the course objectives and course outline. These materials must be received ten working days prior to the beginning of the semester in which the student intends to enroll in UOG nursing courses.

IV. The syllabus and request to transfer credits will be sent to the faculty teaching the UOG course(s) most comparable to the course(s) for which transfer credits are requested.

V. After review of the materials, the course faculty shall recommend to the AASC whether transfer of credit is acceptable or if partial credit may be given toward completion of degree requirements. If partial credit is granted (i.e. there is content included in the UOG course that is not covered in the requested transfer course), the faculty shall recommend a plan for addressing these deficiencies. The student will be integrated into existing courses.

VI. The AASC shall consider the faculty's recommendation and respond to the student's petition in writing prior to registration.

Reviewed: 2/2008, 12/12, 09/17, 9/20
Revised: 5/6/97, 4/14/98, 5/11/99, 5/2006, 11/2006, 09/17, 9/20

Evaluation of Transfer Credits (example form):

Name: _____

Request: _____

_____

_____

_____

_____

Course Taken: (Title/Number of Credits include clinical and theory)

_____

Semester/Quarter/Year:

_____

Location (School): _____

_____

Attach copies of syllabi, catalog description.

****

Office Use Only

Course Instructor: _____

Comments:

_____

_____

_____

_____

_____

Signature: _____ Date Reviewed: _____

AASC Decision:

_____

Date _____

Reviewed Mar 2008, 12/12, 09/17, 9/20