

# ASSOCIATE OF APPLIED SCIENCE IN NURSING- LPN TO RN TRACK

The Associate of Applied Science in Nursing degree qualifies the graduate to sit for the National Council Licensing Examination (NCLEX) in Nursing at the Registered Nurse (RN) level. When the graduate successfully passes the examination, the nursing graduate will be licensed as a Registered Nurse by the State Board of Nursing. RNs are employed in a variety of settings, including hospitals, clinics, surgical centers, insurance companies, rehabilitation facilities, resorts, cruise ships, nursing homes, the military, and community and public health agencies. There are no electives in the program. The LPN to RN track is designed for Practical Nurses with current licensure. Many graduates continue their studies to attain a Bachelor of Science in Nursing (BSN) and Master of Science in Nursing (MSN) credentials, with some achieving licensure as Nurse Practitioners (NP) upon completion of the MSN.

This program prepares you to take the NCLEX exam in the state of Michigan. Graduates who want to practice in other states should review those requirements via the Board of Nursing. For Board of Nursing requirements in other states please see <https://www.ncsbn.org/14730.html>

## Admission of Nursing Students (Policy 3.1)

Glen Oaks Community College has an Associate of Applied Science in Nursing Degree Program. The program prepares students to sit for the National Council Licensing Examination (NCLEX) in Nursing at the Registered

Nurse (RN) level. In addition to meeting the general requirements of the college for admission, there are requirements pertinent to the nursing program. After acceptance into the program, documentation of having met health guidelines must be submitted and remain current for the duration of the program. Glen Oaks Community College admits 40 students every Fall Semester.

Policies and guidelines reflecting the nursing program policies shall be published in the Nursing Program Handbook which is issued to each student at the initial orientation class. Students must sign the handbook receipt form indicating they have received a copy.

## Admission Requirements for Nursing Students

1. Complete the admission process for Glen Oaks Community College.

- Complete college admission application
- Complete GOCC orientation process
- Submit a transcript from all other institutions of higher education that were attended indicating completion of the Practical Nursing certificate with a 2.5 GPA or higher.

2. Complete or transfer ENG-122 (English Composition II) or its equivalency.

3. Meet with the Director of Nursing (DON) and submit a nursing application

- Submit a copy of current unencumbered LPN license
- Submit 1 professional letter of recommendation

- Confirmation of minimum of 540 hours' employment as an LPN within last year

4. Student will complete a dosage calculation test administered in the Nursing office. The top 10 students will be placed into NUR-204 Nursing Transitions. If students complete NUR-204 with a GPA of 2.5 or higher, students will be eligible to begin second year nursing classes beginning the following Fall semester.

5. Acceptance into the Nursing Program is conditional until documentation supports the student has met the following health guidelines:

- Passing a physical examination
- Record of current immunizations per the immunization policy
- Current CPR for the health care provider card from the American Heart Association.
- CPR card and the immunizations must be kept current for the duration of the program.
- Negative criminal background check
- Negative drug plus alcohol screen
- All of the above must be submitted prior to start of classes

8. Liability insurance is required for all students and is carried through GOCC. Students are charged per semester for this coverage. This fee is paid at the time of registration for classes.

9. Seats are limited and set by the Michigan Board of Nursing. Enrollment is limited to 10 students each year. Priority for admission will be given to the highest ranked applicants.

## Readmission to the Nursing Program

NURSING STUDENTS WHO HAVE WITHDRAWN OR BEEN DISMISSED FROM THE NURSING PROGRAM, FOR ANY REASON, ARE NOT GUARANTEED READMISSION.

**I. Students seeking readmission to the next immediately occurring class (no longer than 1 year after withdrawal or dismissal), must follow the process defined below:**

1. Meet with the Director of Nursing (DON) and submit a signed Application for Re-Admission. The application MUST address the following:
  2. Detailed nature of the circumstances leading to exit from the program.
  3. Detailed interventions which the student has successfully implemented to resolve the circumstance(s) that led to exit from the program. Documentation if appropriate shall be provided to support the student's position.

The Nursing Faculty Readmission Committee shall evaluate the student's Application for Re-Admission and evaluate whether the student has been able to reconcile the reasons that led to withdrawal/failure or dismissal.

B. If the Nursing Faculty Readmission Committee determines the reasons for withdrawal or exiting the program have been corrected or improved, the student shall be required to repeat any course in the nursing curriculum for which they received a grade less than 3.0 or W.

**II. Students seeking readmission greater than 1 year after withdrawing or being dismissed must take the Kaplan Entrance Exam and meet the same criteria as newly entering students, plus meet the above criteria.**

Students out longer than 1 year shall be evaluated by the Nursing Readmission Committee on an individual basis. The student seeking reentry shall be ranked along with the other new applicants.

**If denied readmission by the Nursing Faculty Readmission Committee, the student is encouraged to follow the APPEALS PROCESS, SEE BELOW:**

#### **Appeals Process**

Students denied readmission by the Nursing Faculty Readmission Committee may appeal to the Director of Nursing. If the Director denies readmission, then the student may appeal in writing to the Vice president of Academics. Denial for re-entry by the Vice-President of Academics means the student may appeal to the President of GOCC. This step however is the END of the appeals process.

If the student is readmitted following this Appeals Process, they shall be required to successfully complete with a 2.5 or higher, any NUR course for which they had received a grade below 3.0.

#### **Right to Know**

Information about completion rates of certificate or degree-seeking students is available in the Registrar's Office and/or Institutional Effectiveness & Research Analyst Office.

Adopted by Board of Trustees 1/13/93, revised 4/10/96, revised 9/14/05, #11 revised 4/12/06, revised 7/19/11, revised 9/17/14, 8/12/15, position titles updated 11/1/2019, 1/2020, Nursing Program updated 5/2020

## **GPA Requirements in Nursing**

Students in the Nursing program must receive a grade of 2.5 (C+) or better in each course taken in the nursing curriculum as well as all prerequisites. An overall grade point average (GPA) of 2.5 (C+) is required for graduation. See the Director of Nursing for more information.

**Attention Students!** If you are considering a career in Nursing, please note the following:

- All high school and college transcripts must be submitted by the schools to Glen Oaks immediately.
- A syllabus must be submitted for any course which appears to meet a prerequisite course.
- Any course being considered as a replacement for a nursing prerequisite must have earned a grade of 2.5 or higher and have been taken no more than ten (10) years ago.

## **Attendance Policy For Nursing Students**

#### **Policy 3.21A**

Any student missing 15% of the total hours in a clinical, classroom and/or lab course, will result in the student's final grade being lowered one whole number. As an example, if the student's final grade is a 3.5, the student's grade will be lowered to 2.5.

Any Student missing 20% or more of the classroom lecture will result in a course failure; regardless of scores in other graded components of the course, a 2.0 will be assigned as a final grade.

The student must notify the faculty by phone when absent or tardy one hour before class. In an emergency, the student must notify the faculty member by phone as soon as possible. If you are to be in clinical that day, call the clinical agency and notify them of your absence.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, 9/14/05, reviewed 9/17/14, revised 5/2020.

## **Grievance Procedure: Nursing Students**

#### **Policy 3.21B**

Students must try to resolve clinical/lab or theory instruction concerns through discussion with the involved party/parties. If a satisfactory solution has not been reached the student may request a meeting with the Director of Nursing and the party/parties involved.

Should resolution fail, students may complete a student concern report (Policy 3.65A) and submit it to the Vice President of Academics.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, 8/13/14.

(Position titles updated 07/02, 9/17/14.)

## **Nursing and Allied Health Policy Substance Abuse Policy**

#### **Policy 3.21C**

Many federal and state laws are now in effect to protect the safety of patients. Healthcare agencies are now charged with certain actions to protect the safety of the public from employees who are working under the influence of drugs/and or alcohol or who have criminal backgrounds. Students in nursing and healthcare occupations must be in compliance with these agency stipulations in order to participate in clinical experiences/internships.

To comply with our agency contracts, drug plus alcohol screening is incorporated into the health status evaluation required prior to entrance to each Nursing and Allied Health Program.

Positive test results will result in denial of admission.

The student will incur the cost of drug plus alcohol screening. The nursing and allied health department contracts with an outside agency to conduct these services.

January 2004 Governor Granholm signed a law that says "it is now a misdemeanor punishable by up to 180 days in jail and /or a maximum fine of up to \$1,000.00 to be a drunk health care provider who conducts any part of his or her practice with a blood alcohol level of 0.05 or higher". Therefore, GOCC reserves the right to drug plus alcohol screen nursing and allied health students when behavior or conduct makes staff/faculty suspect substance abuse. The student will incur the cost of any drug plus alcohol screening.

**\*Note: Some health care agencies used for clinical experiences/externships are initiating random drug plus alcohol screening for staff and students assigned to their agency.**

Refusal to allow mandatory or requested drug plus alcohol screens in the clinical agency will result in immediate program dismissal and potential college disciplinary actions. Please refer to Glen Oaks Community College Catalog for the Student Code of Conduct which describes behaviors that will result in disciplinary action.

Adopted by Board of Trustees 4/12/06, reviewed 9/17/14, revised 5/2020.

## Nursing & Allied Health Policy Criminal Background Check Policy

### Policy 3.21E

Changes are taking place within the healthcare facilities at the national and state levels in order to maintain the safety of clients within their agencies who are receiving care.

In September 2004 the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), now known as The Joint Commission, which accredits healthcare facilities across the nation, enforced background screening and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees.

February 2006, Governor Jennifer Granholm signed legislation to strengthen criminal background checks in long term care facilities stating, "This legislation is to protect our state's most vulnerable citizens". Long term care will include skilled nursing facilities, long-term care hospitals, hospitals with swing beds, intermediate care facilities for persons with mental retardation, home health agencies, residential care and assisted living facilities and hospices. This law is in effect as of April 1, 2006.

To be in compliance with JCAHO requirements, the above law and the Michigan Compiled Laws Section 333.20173a, students in nursing and allied health programs must complete background investigations to be able to use clinical sites. The student will incur the cost of the background investigation either directly or through course fees. Make sure that you are following directions from your programs prospective department before starting any background investigation.

Admission or readmission to any healthcare program will be denied for the following:

Certain felony convictions or attempt/conspiracy to commit a felony within 15 years preceding the date of admission; such as criminal sexual conduct, abuse or neglect, health care fraud involving a firearm, prescription drugs or similar felonies. For a full list of felonies, see MCL 333.20173a at <http://www.legislature.mi.gov>. Or any misdemeanor within 10 years prior to application that involved or is similar to the following:

- Abuse, neglect, assault, battery
- Criminal sexual conduct
- Fraud or theft against a vulnerable adult (as defined by the Michigan penal code or similar misdemeanor in state or federal law), but not limited to such crimes against a vulnerable adult.
- Criminal activity involving controlled substances such as sale, possession, distribution or transfer of various narcotics or controlled substances.
- For a full list of misdemeanors, see MCL 333.20173a at <http://www.legislature.mi.gov>.

Once admitted to an Allied Health/Nursing program or nurse aide course, students subsequently convicted of crimes listed above will be dismissed from the Allied Health/Nursing Program or Nurse Aide Course. It is the student's responsibility to report changes in the status of his/her criminal background to the Director of Allied Health or Nursing no later than 3 days after the occurrence.

Adopted by Board of Trustees 4/12/06, revised 2/10, 2/13, 2/16, reviewed 5/2020.

## Grades: Nursing Program Requirements

### Policy 3.22A

#### Classroom

Students accepted into the Nursing Program must earn a grade of 2.5 or higher in each of the required courses in the nursing curriculum and maintain an overall GPA of 2.5 or higher if they are to continue in the program. It should be noted that this requirement holds for not only nursing courses but also other general education courses.

Nursing students who receive final grades of less than 2.5 in a required course will not be allowed to progress to the next clinical course until they have repeated the course and achieved at least a 2.5 final grade.

#### Clinical

Students must meet with their clinical faculty member at midpoint if required, and again at the end of their clinical rotation to participate in a self-evaluation/faculty evaluation of their clinical performance.

The purpose of these evaluations is to provide the student the opportunity for feedback, to reinforce strengths and to correct any weak areas by the end of the clinical rotation. The Evaluation of Clinical Performance is to be completed and signed by both the student and faculty member at both mid-point, if appropriate and final evaluation.

Grades for clinical nursing courses will be determined by utilizing a percentage for each component (theory, clinical, lab) based on the number of credits attributed to each of those components. For example, a 4 credit class which assigns 1 credit for clinical practice and 3 credits for theory will determine the final grade using  $\frac{1}{4}$  for clinical and  $\frac{3}{4}$  for theory. Students must achieve a passing lab/clinical performance evaluation. Students who receive a failing classroom/lab/clinical performance evaluation will receive a maximum final grade of 2.0 in the clinical course regardless of their grade point in the theory portion of the clinical nursing course.

#### Written Warning Notice

The nursing instructor will list in writing the reasons for issuing a warning notice based on established, but not limited to, criteria. The criteria and process to be followed will be published in the nursing program's student handbook. If the student does not show satisfactory improvement after receiving a warning notice, the student will fail the course. The student may not continue in the program after failing the course. The student has the right to appeal.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, revised 7/19/11, reviewed 9/17/14, revised 5/2020.

## Nursing Course Progression Grading Policy Within The Nursing Division

### Policy 3.22A

The 0.0 to 4.0 grading scale is used by the Division of Nursing for the final grade in each of the Nursing courses. The numerical grade point is assigned using the following scale:

Grade Point	Percentage
4.0	95-100%
3.5	90-94%
3.0	85-89%
2.5	80-84%
2.0	75-79%
1.5	70-74%
1.0	65-69%
0.0	64% and below

**Note: If a student fails two courses in the nursing curriculum, (could be the same course), they are dismissed from the program and shall not be re-admitted.**

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, revised 7/19/11, reviewed 9/17/14, approved 2/9/17, reviewed 5/2020.

## Requirements

Code	Title	Credits
<b>Communication</b>		
Three credit hours		
ENG-122	ENGLISH COMPOSITION II <sup>1,3</sup>	3.00
<b>Required Credential</b>		
Practical Nurse Certificate or Licensure (at least 30 Credits) <sup>3</sup>		30.00
<b>Required Courses</b>		
27 credit hours		
NUR-204	NURSING ROLE TRANSITION	2.00
NUR-211	MEDICAL-SURGICAL NURSING II <sup>1</sup>	6.00
NUR-218	MENTAL HEALTH NURSING <sup>1</sup>	4.00
NUR-219	PHARMACOLOGY III <sup>1</sup>	2.00
NUR-221	MEDICAL/SURGICAL NURSING III <sup>1</sup>	5.00
NUR-224	FAMILY NURSING <sup>1</sup>	6.00
NUR-230	PROFESSIONAL ISSUES IN NURSING <sup>1</sup>	2.00
<b>Total Credits includes pre-requisites</b>		
<b>Total Credits</b>		<b>60.00</b>

1

Course has prerequisite(s).

2

Courses typically transferred in from the student's LPN program. Appropriate substitutions may be approved upon request.

3

Some of the 30 credit-hour block corresponding to the Practical Nurse certificate contains program prerequisites listed above

All courses taken at GOCC that apply towards the degree must be completed with a grade of 2.5 or higher.

Current/Updated: 05/14/2020

## Admission Requirements

All applicants holding a Practical Nurse license must meet the following requirements:

- Submit a completed Nursing program application to the Nursing Division office
- Submit a copy of the applicant's current Michigan LPN license to the Nursing Division office
- Submit a letter from an employer confirming a minimum of 540 hours of employment as an LPN within the past year. Individuals who do not meet the employment requirements may meet with the Director of Nursing to discuss options.
- Submit two (2) references, one from the applicant's Director of Nursing and one from the applicant's nurse supervisor, which speak to the applicant's professionalism and clinical competence
- Complete the NUR-204 NURSING ROLE TRANSITION course with a grade of 2.5 or higher
- Be placed into an open seat in the Nursing Program

## Program Requirements

- Students may enroll in NUR-204 NURSING ROLE TRANSITION prior to acceptance into the Nursing Program.
- Students accepted into the program must receive a grade of 2.5 or higher in each required course taken at GOCC.
- Students who receive any final grades below 2.5 in a course will not be allowed to progress until they have made up their deficiencies by repeating the course(s) and earning at least a 2.5 final grade.
- If a student fails two courses in the nursing curriculum (could be the same course), they are dismissed from the program and shall not be readmitted.
- Any student who leaves the program for any reason cannot be guaranteed readmission.

## Suggested Schedule

Course	Title	Credits
<b>Winter 1</b>		
NUR-204	NURSING ROLE TRANSITION	2.00
<b>Credits</b>		<b>2.00</b>
<b>Fall 2</b>		
NUR-211	MEDICAL-SURGICAL NURSING II	6.00
NUR-218	MENTAL HEALTH NURSING	4.00
NUR-219	PHARMACOLOGY III	2.00
ENG-122	ENGLISH COMPOSITION II	3.00
<b>Credits</b>		<b>15.00</b>
<b>Winter 2</b>		
NUR-221	MEDICAL/SURGICAL NURSING III	5.00
NUR-224	FAMILY NURSING	6.00
NUR-230	PROFESSIONAL ISSUES IN NURSING	2.00
<b>Credits</b>		<b>13.00</b>
<b>Total Credits</b>		<b>30.00</b>