



NURSING

1-2-1 Dual Degrees in Nursing



2022-2023 Student Handbook

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Nursing Mission, Philosophy, Goals, and Learning Outcomes

Mission:

In preparing Baccalaureate educated nurses, the Nursing Department shares the mission and vision of King's College and embraces the values of academic excellence, creative pedagogy, engaged mentorship, co-curricular participation and a collaborative spirit. The nursing program pursues the values and beliefs of nursing as a humanistic service which continues to embody the role of the professional nurse as a future leader utilizing evidence-based decision making while adapting to healthcare changes in a multicultural society.

Philosophy:

Undergraduate education in nursing is built on a strong core of general education requirements, principles of leadership and health care technology. The undergraduate program prepares nurse generalists who are critical thinkers, capable of using nursing research and understanding ethical and legal responsibilities in a variety of practice settings. Faculty members believe that professional nursing is committed to making quality health care available and accessible to all. Teaching and learning are a collaborative process in which a student assumes progressive responsibility for learning. Students are prepared for graduate study in nursing.

Department Goals:

1. Achieve an academic environment which promotes learning communities which successfully engages students in Critical Thinking, Effective Oral Communication, Effective Written Communication, Information Literacy, Moral Reasoning, Quantitative Reasoning, and Technological Competency within the context of nursing.
2. Ensure academic excellence by maintaining the college's commitment to the liberal arts.
3. Foster a learning environment that teaches our students to become professionals as well as being prepared to live in a pluralistic society.
4. Integrate the Catholic tradition and professional values related to ethics, moral, and legal aspects of nursing into professional practice.

Learning Outcomes:

Successful completion of the program will enable a degree earner to:

- Incorporate science and theoretical knowledge from the liberal arts and basic sciences to promote health, disease prevention, and illness/disease management for the welfare of others.
- Utilize an evidence-based approach in the delivery of health care and evaluation of healthcare policies to a diverse community within the global society.
- Use critical thinking skills, nursing process, and collaboration with other disciplines to design, provide, manage, and coordinate quality nursing care.
- Participate with patients and interdisciplinary team members to improve quality patient care and culturally competent healthcare across the lifespan.
- Incorporate knowledge of leadership/management principles in professional role development.

- Provide safe nursing care to patients in a variety of healthcare environments by demonstrating respect for patient rights, professionalism, and ethical decision-making.
- Demonstrate information literacy and utilization of healthcare technologies used to support the delivery of competent healthcare

INFORMATION AND GUIDELINES FOR NURSING STUDENTS

The title of this document is the 1-2-1 Dual Degrees in Nursing Student Handbook. The policies found in this handbook are specific to students in the nursing major while at King's during the first year and supplement the policies found in the King's College Student Handbook, LCCC Student Handbook, Academic Catalogs, and websites. This handbook dated May 2022 supersedes all previous Nursing Program handbooks.

ANY POLICY IN THIS HANDBOOK MAY CHANGE AT ANY TIME BASED ON THE RECOMMENDATION OF THE NURSING FACULTY, AND COLLEGE ADMINISTRATION. STUDENTS ARE HELD ACCOUNTABLE FOR ALL POLICIES IN THIS HANDBOOK AND ARE RESPONSIBLE FOR OBTAINING A REVISED COPY EACH ACADEMIC YEAR. OFFICIAL NOTIFICATION OF POLICY CHANGES OCCURS VIA E-MAIL. IT IS THE STUDENT'S RESPONSIBILITY TO REGULARLY CHECK EMAIL AND ELECTRONIC SOURCES. FACULTY MEMBERS ARE NOT RESPONSIBLE FOR STUDENT FAILURE TO BE INFORMED ABOUT POLICY CHANGES OR FOR LACK OF STUDENT KNOWLEDGE OF POLICIES FOUND IN THIS HANDBOOK.

IN ADDITION, STUDENTS ARE RESPONSIBLE TO REFER TO THE LCCC STUDENT HANDBOOK FOR THE REQUIREMENTS AND POLICIES OF THE PROGRAM. THE LCCC HANDBOOK CAN BE FOUND ON THE LCCC NURSING WEBPAGE.

General Information

I. Current Names, Addresses, Phone Numbers

Any changes in a student's name, mailing address, and/or phone number must be submitted to the Administrative Assistant in the Department of Nursing office and the Registrar's Office.

II. Communication

The major source of communication within the Nursing Department will be myKing's email and the 1-2-1 Dual Degrees in Nursing Web Page. It is the responsibility of the student to check e-mail regularly for policy changes. The Nursing Web Page contains important information relevant to your first year at King's. It can be found at:

https://www.kings.edu/academics/undergraduate_majors/nursing/1-2-1-dual-degrees . The site is updated on a regular basis. Lack of knowledge about a policy or procedural change found in Student handbook will not be an acceptable reason for failure to comply with such policies and procedures, whenever such information is posted. In addition, students will need to follow Luzerne County Community College's handbook for information related to communication while taking courses at LCCC.

III. Nursing Department Office and Personnel

The Nursing Offices are in Richard Abbas Alley Center of Health Sciences. The Chairperson's telephone number is (570) 208-5900 ext 5205. The Nursing Program's administrative assistant can be reached at (570)-208-5900 ext 8408. A directory of current Nursing Faculty teaching at King's, including office address, phone number and e-mail address can be found in the Appendix E of this handbook.

IV. Special Expenses

In addition to the tuition and fees assessed by the College (See King's Catalog), additional fees and expenses are incurred by nursing majors. All students will be billed these extra fees during the semester in which the course is offered connected to the fee schedule. The fees for King's and LCCC are included in Appendix A. These are estimated fees for LCCC some of which are incurred in the second semester.

Academic Policies

V. Maintenance of Student Status

Once accepted into the 1-2-1 Dual Degrees in Nursing, students must maintain matriculation on a continuing basis until they have completed all requirements of both degrees. For students, a continuous full-time registration must be maintained. Students who do not register as full-time students each semester must notify the chairperson at Kings' of their intent to stay in the program or withdraw while at King's during the first year. Generally, students who are in good academic standing, at the time of withdrawal, are granted a period of up to one calendar year (One time) from the time of withdrawal to return to the institution. In extraordinary circumstances, students may request an extension of the time period by petitioning the chairperson in writing. Each request will be evaluated on an individual basis. Students should contact the chairperson for specific requirements for returning to the nursing program. That date will determine if any refund of tuition is warranted. The cancellation of charges will depend on the date that the

withdrawal is official (See Refund Policy in the appropriate King's Catalog). Students who withdraw after the last day to withdraw will receive a grade of "F". Refer to LCCC Student Handbook for additional requirements during years 2 & 3.

VI. King's Student Withdrawal Policy

Purpose:

The Nursing Program's Student Voluntary Withdrawal Policy addresses: 1) nursing majors who do not continuously enroll in courses from matriculation to graduation; and 2) students who voluntarily withdraw from the major and do not intend to return.

Procedure:

1. Any student, who elects to formally withdraw from King's College, must follow the college policy as published in the college's undergraduate catalog. Failure to follow college policy for withdrawal will affect the student's status in the nursing major. Nursing majors who fail to complete the college's withdrawal procedures, and who fail to continuously enroll in nursing cognate courses or core courses in the major, will be automatically withdrawn **from the nursing major only** by the Nursing Chairperson.
2. Students who withdraw from the College in accordance with college policy are in good academic standing at the time of the official withdrawal, and have completed the King's Nursing Program Voluntary Withdrawal Form as required in step #3 below will be given the opportunity to return to the 1-2-1 Dual Degrees in Nursing, within one **calendar** year, as a first-year student (ONE TIME ONLY) without making a formal application. In addition, the return to the 1-2-1 will be based on space availability and is not guaranteed.
3. The Nursing Program Voluntary Withdrawal Form (Appendix B) must be submitted to the Nursing Chairperson **no later than** 4:00 p.m. on the last day of the college's official Drop period of the semester in which the student fails continuous enrollment. Failure to submit the Nursing Program Voluntary Withdrawal Form according to these requirements will result in the Nursing Program considering the student in violation of step #2 above, and the student **will not** be allowed to return to the nursing major, regardless of whether the college policy has been followed. The college policy requires students to notify the provost's office (Academic VP of Student Success) at King's and complete the College withdrawal paperwork.
4. Refer to LCCC Student Handbook related to request for readmission during years 2 & 3.

VII. Admission

1. King's and LCCC agree that students shall be required to meet the following minimum requirements for admission into the PROGRAM: 1) a "C" or better Algebra II/Trigonometry level, 2) a "C" or better in Chemistry, 3) a "C" or better in Biology, 4) TEAS score at the proficient level, 6) endorsement of his/her high school, and 7) student must not have been suspended or dismissed for any reason.
2. Competency in English by passing the TOEFL exam with a 90% or better if English is not the native language. The passing score on the TOEFL will vary depending on the type of exam you take (internet-based, computer-based, or paper and pencil). TOEFL scores

must be submitted with application deadline. If you have a bachelor's degree from a U.S. college or university, you do not need to take the TOEFL.

3. The offer of admission will clearly articulate that in order to matriculate *into year 2, the LCCC Nursing Program*/clinical portion of the PROGRAM, the student must: have a grade of proficiency on the TEAS exam *by December 20 PROGRAM Year 1*. Students shall have two opportunities to pass (fall then spring). Out of area students may submit a TEAS exam score, taken within two (2) years, from a reputable Pearson Vue testing center.); 2) *Achieve* a minimum cumulative GPA of 2.75 *by the end of the Fall semester, PROGRAM Year 1*; and 3) meet the Health Science Admissions Background Check Requirement Policy criteria by March 15 of PROGRAM Year 1. All students admitted to the program who meet the matriculation requirements will be permitted to continue into year 2, the LCCC Nursing PROGRAM.

Transfer students must fill out an external transfer/internal change of major form found on the nursing webpage. Students must meet all high school criteria and have a college GPA of 2.75. Admission is competitive and is based on seats available. Application and TEAS scores must be submitted by Dec 20st.

VIII. Progression and Retention Policy

Progression in the nursing major is based upon the student's ability to meet the following academic criteria:

A. GPA and TEAS

1. Students must attain an overall GPA of 2.75 and a TEAS score of proficiency at the end of the first semester at King's in order to progress to LCCC in the second year.
2. Transfer students once accepted based on the combination of transfer credits and King's credits; need to be aware, that only the King's credits and LCCC credits while dually enrolled will be used for calculation of GPA for graduation with honors. A minimum of 60 credits taken at King's are necessary to graduate with honors.
3. Once the student has progressed to LCCC a GPA of 2.0 must be maintained for the remainder of the 1-2-1 Dual Degrees in Nursing.
4. Achievement of a grade of at least a ("C") is required in all pre-requisites BIO 135 (A&P 1), BIO 136 (A & P II), BIO 251 (Microbiology), MTH 126, Developmental Psychology and Soc 217) and all nursing courses (NSG courses). Students who fail A&P 1, however, obtain a combined GPA of 2.75 during the first semester, may take A&P 1 in the spring and if successful A&P 2 in the summer at LCCC. If successful, the student may progress to LCCC in year 2. Students who do not achieve a grade of ("C") or better in MTH 126 or Microbiology must successfully grade replace to progress through the LCCC program.
5. If a student fails a nursing course, re-admission into the program at LCCC is based on a LCCC GPA of 2.75.
6. Refer to LCCC Student Nursing Handbook for any additional policies related to progression and retention policies in year 2 & 3.

B. Probation Policy and Procedures

1. **Probation:** A student will be placed on probation at King's if the following situation occurs:
 - a. A recorded violation of the Nursing Student Code of Ethics or a serious breach of the Civility and Professional Behavior Policy takes place. (The nursing faculty will decide on the degree of seriousness of the infraction leading to probation and/or dismissal.)
2. **Removal from Probation:** The student will be removed from probation when:
 - a. all specified terms of probation for the probationary semester have been met.
3. **Dismissal:** The following conditions relative to probationary status will result in dismissal from the nursing major:
 - a. Students can be placed on probation only one time during the nursing program.
 - b. The second time any serious infraction of the Nursing Code of Ethics or the Professional Nursing Civility and Professional Behavior Policy the student will be dismissed.
 - c. The Nursing Department Faculty endorses the American Nurses Association Code for Nurses and uses this framework as a Student Code of Ethics (See Appendix C).

Serious infractions of the Student Code of Ethics will result in immediate dismissal.

1. The nursing faculty will decide on the degree of seriousness of the infraction. Students dismissed for ethical violations cannot re-apply to the Nursing Program.

IX. Academic Advisement at King's College

Students are required to schedule a meeting or make direct contact via phone or e-mail with their faculty advisor **at least once each semester**. This normally occurs during registration periods for the fall and spring semesters. **Faculty will not approve access to registration for students who do not complete an advising appointment.** Nursing students who are experiencing academic difficulty should meet with their advisors more frequently. The faculty member will assist students in planning their academic schedules each semester. *Faculty serves in an advisory role only. Students maintain responsibility for meeting all program requirements and adherence to policies.* (See King's Student Handbook for more detail) (Refer to LCCC advisement policy and counseling referral process).

Academic Difficulty

King's College and the Nursing Program have policies in place to address the student who is experiencing academic difficulties. The following represents a guideline for the student. It is the goal of each of these services to assist the student in mastering effective learning strategies that will contribute to their academic success at King's College. (See King's Student Handbook for more detail)

As soon as any academic problem is identified, the student should meet with the course faculty. Delay in doing so tends to be detrimental to the student and their academic performance overall.

Generally, problems can be solved at the instructor level. If further action is necessary, the student should seek advice by following the sequence below:

1. Meet with their Academic Advisor
2. Meet with Chairperson of the Department
3. If not resolved, the issue will be referred to the appropriate College Officer.

Please keep in mind that under all circumstances, it is the student's responsibility to notify their advisor of any academic problems and initiate the procedures to obtain academic assistance.

Academic Skills Center

Located in the lobby area of the Mulligan Physical Science Center, the Academic Skills Center (570-208-5800) is a coordinated program of learning assistance services that aides the student in areas including peer tutoring, writing assistance, and development in learning and study skills.

X. Undergraduate Academic Grievance

Please refer to the College Undergraduate Academic Catalog. When taking courses at LCCC refer to the LCCC Academic catalog.

XI. Academic Integrity

Any form of cheating, plagiarism, or dishonestly will not be tolerated by the Nursing Program. Sanctions will be imposed on any student suspected of such violations of conduct. Course syllabi will describe these sanctions. In addition, the College may impose additional sanctions as outlined in the King's College and LCCC Student Handbook. Guidelines to avoid plagiarism can be found in Appendix D of this handbook.

Following the college policy, students who have been identified as committing acts of academic dishonesty will be dealt with on a case by case basis. If the action(s) is/are serious, the student may be recommended for dismissal from the program.

XII. Social Media Policy

The King's College Nursing Program recognizes that social networking and applications, including but not limited to Twitter, Facebook, Snapchat, Yik-Yak, YouTube, and blogs, are currently a common form of communication. There is the potential for misinterpretation of the relationship or the potential of sharing protected information via these social media sites. Relationships such as faculty-student, nurse-student, student patient, and instructor-student merit close consideration of the implications and the nature of the social interaction as a student in the nursing program. Students are reminded that they should have no expectation of privacy on social networking sites. Students must also be aware that posting certain information is illegal. Violation may expose the offender to criminal and civil liability. Offenses may be considered non-academic misconduct or a violation of professional behaviors and be subject to the college and departmental policies and procedures and may even result in immediate dismissal from the nursing program. Individuals should make every effort to present themselves in a mature, responsible and professional manner while utilizing social media. Discourse should always be civil and respectful. Any violation of the Nursing Social Media Policy will be documented as a professional behaviors violation and will be subject to the disciplinary actions outlined in the Nursing Civility and Professional Behavior Policy. Refer to the LCCC handbook – sign the policy

XIII. Civility and Professional Behavior Policy

A classroom and community clinical site climate that is characterized by civility and respect contributes to a positive learning environment. To this end, students are expected to conduct themselves civilly and professionally when interacting with faculty, staff, students, and community members in all affiliated college settings, whether a classroom, online, or a clinical affiliation site. Students are expected to display behaviors such as, but not limited to:

- Arrive at class on time.
- Make proper notification of inability to attend scheduled classes
- Conduct themselves in a courteous and professional manner whether on or off-campus.
- Turn off all cell phones and electronic devices, or put them into silent/vibrate mode, during class and when in patient care environments. **A cell phone conversation or text messaging during class or clinical experiences (unless directly related to clinical practice) are not permitted.**
- Address faculty, peers, and community partner representatives respectfully and by appropriate titles, i.e., “Dr.” or “Professor”. Addressing faculty or professional community partner individuals by first names is only appropriate when individuals request one does not use their professional title when addressing them.
- Recording of classes without permission
- Avoid disruptive behaviors such as, but not limited to, social conversation with peers during the classroom or clinical learning activities; speaking out of turn during directed discussions; monopolizing discussions and using aggressive or offensive language.
- Defaming or conducting oneself negatively while representing the College, its programs, or its faculties on-campus or in the community.
- Posting of pictures of clinical agencies or classrooms without permission
- Use appropriate Netiquette in any electronic correspondence.

Any student who fails to abide by this policy will be subject to the following disciplinary actions:

First offense –The student is given a written warning from the faculty member involved which will be documented in the student’s advising notes and signed by the student. Should the gravity of the first offense be severe, the student may have additional sanctions imposed, including those normally invoked for a second offense. If the student does not comply with this process, the second offense will be imposed, and the student will be placed on probation or dismissed from the nursing program.

Second offense – The student will be dismissed from the class, clinical setting, activity, office, area, or environment in which the offensive behavior takes place, and will be required to meet with the Nursing Chairperson or a member of the Nursing Program faculty within 2 business days. The Chairperson, in consultation with the faculty, will determine the appropriate sanction to be imposed. This may include, but is not limited to, probation or dismissal from the nursing program.

At any time that a student’s behavior is egregious and deemed by the faculty to be deleterious to the Nursing Program or the College, the student will be dismissed from the nursing program and/or the college with no opportunity for readmission.

Class Expectations

XIV. Attendance

Students are expected to attend all classes at King's. Specific class attendance policies are indicated on course outlines.

XV. Inclement Weather in courses provided at King's College

Cancellation or delay of class will be in accordance with the College policy. Students should be aware of the College's Compressed Schedule. These schedules will be posted on your syllabus. Students should also subscribe to the King's College e2campusEmergency Notification Alert System for up-to-date closings and emergency campus information. Students can subscribe to this system under Emergency Notifications. In the event of hazardous weather consult the Severe weather Hotline at (570) 208-5979 or go to www.Kings.edu and click on weather delays link on the MyKings Page on the right-hand side. King's sends messages regarding school closings or changes in schedule to student email accounts. Classes may need to be rescheduled. The makeup times may vary with Saturday scheduling a possibility. If the college is closed students are not to go to clinical. If a student feels the weather is severe, they should make the decision as to whether to drive to clinical. This can only occur if school district has closed in the area.

XVI. Student Papers

1. All graded written assignments must be done in APA format and demonstrate focus; organization; of evidence; reasoning; correct style of documentation; and proper grammar, syntax, punctuation, and spelling. Students are required to use the Publication Manual of the American Psychological Association for all written assignments. The edition of the manual being used and any exceptions to this will be specified in individual course syllabi.
2. Plagiarism is a serious offense that will result in academic sanctions as specified in the College catalog and the course outlines. A definition for plagiarism is included in Appendix D to assist the student in avoiding inadvertent infractions of this policy.

XVII. Technology Requirements

All students are expected to possess computer literacy. Students in courses at King's require technology literacy in such areas as word processing, PowerPoint, Excel, downloading, internet browsing, and Moodle. Students who do not possess these skills are recommended to complete a continuing education or credit bearing course in introduction to personal computing. Courses require use of the Internet and E-mail for assignments or class communication. The College maintains computer labs for student use. Students who need an E-mail address must request one through the campus.

King's partners with Dell to offer educational discounts on laptops. If you wish, you may access these offers via the Dell Purchase Program link on the MyKings website. Office 365 is available free to all students at <http://www.myKings.edu/myKings/office-365>. Moodle is used for courses, assignments, tests, etc. Moodle currently works best with Mozilla or Firefox. Any technical difficulties contact the Help Desk.

XVIII. Personal Health Requirements:

- a) Health Insurance- Medical/health care coverage is the responsibility of the student. Students must provide documentation of their own health insurance and must meet any

financial obligations not covered by their insurance policy incurred while participating in the nursing program. Documentation of health insurance must be provided to the Student Health Center in Andre Hall and the nursing administrative assistant to receive clearance for clinical practice. Health care insurance is available through the Dean of Students Office during specific enrollment periods.

- b) Physical Examinations – College requirement for physical examinations.
- c) Hepatitis B Vaccine- Students will not be permitted to attend clinical/functional practice experiences unless they have received the Hepatitis B vaccination or have signed a waiver refusing the vaccination. Documentation of Hepatitis B Education must also be provided. This policy is mandated by OSHA regulations effective August 1992.
- d) Change in health condition (e.g. pregnancy, or any significant change in health condition such as immunocompromised). Any student who experiences a significant change in their health condition is responsible for informing the Director of Student Health Services at King's College located in the Andre Bldg. – ext. 5852. The center is staffed by an RN during the fall and spring semesters, Monday through Friday from 8:30- 4:30. Referral to a consulting physician is made when necessary. Students are responsible for using safe practices and current standards of care to protect themselves from potentially hazardous situations while in clinical/functional practice sites. See the LCCC handbook for additional health clearances for clinical.
- e) Refer to the LCCC handbook for additional health clearances required for clinical.

THE AMERICAN DISABILITIES ACT POLICY

The purpose is to maintain compliance with Title III of the Federal Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, this document presents a list of essential functions for students in the nursing major at King's College.

1. Essential Functions are defined as those skills and abilities that all nursing students must have the capacity to master with or without reasonable accommodations.
2. Policy: To ensure that a student with impaired physical, intellectual or emotional functions does not place faculty, colleagues, and patients in jeopardy, a nursing major at King's College must be able to:
 - a) Accurately hear, touch, see, smell, and distinguish colors.
 - b) Write and speak with accuracy and efficiency.
 - c) Demonstrate manual dexterity in gross and fine movements.
 - d) Learn, think, critically analyze, assess, solve problems, and reach judgments.
 - e) Demonstrate emotional stability and the ability to accept responsibility and accountability. If any or all of these skills and professional behavior cannot be achieved by the student, either unassisted or with the dependable use of assistive devices, the faculty reserves the right to dismiss the student from clinical courses and the nursing program.

Students with Disabilities:

- The goal of disability services is to maximize a student's educational potential while aiding the student to develop and maintain independence.

- Students with disabilities are eligible for and are encouraged to obtain a pre-admission interview with disability services.
- We recommend early identification of any disability with both disability services and the Nursing Program so reasonable accommodations can be made in advance.
- Students requesting accommodations should contact the Academic Skills Center at King's College to help with accommodations that they may need. Disability Services are available to members of the King's College Community who require assistance in areas including but not limited to learning disabilities, or those with mobility, orthopedic, hearing, vision, or speech impairments. Individuals with temporary disabilities are also eligible for services. Reasonable accommodations will be offered to those individuals with documentation of their disability from the appropriate certifying professional.
- Documentation is required for the following areas: (1) qualifications of the evaluator; (2) recency of documentation; (3) appropriate clinical documentation to substantiate the disability; and (4) evidence to establish a rationale supporting the need for accommodations. The goal of Disability Services is to maximize a student's educational potential while aiding the student to develop and maintain independence. Students must meet the technical standards of the King's College Nursing Program in order to remain in the program. (See King's Student Handbook for more detail)

*****Students who are enrolled in the 1-2-1 Dual Degrees may take the following courses in the RN to BS in Nursing program prior to admission with special permission from the chairperson to remain full time. Approval by the Chairperson and Director is required for consideration. Courses include NSG 304 Introduction to Evidence-Based Practice; NSG 306 Informatics for Healthcare Professionals; NSG 308 Global Health and Ethical Decision Making, and NSG 404 Principles of Teaching and Learning.

APPENDIX A

Estimated costs for the clinical component at LCCC
Refer to LCCC for more detail

Textbooks and Nurse Pack- approx. (not including Core Class textbooks) Many purchased for NUR 110 are used in all 4 semesters

\$1800.00

NUR 100-

Cherry, B. & Jacob, S. (2023). *Contemporary nursing issues, trends, & management* (9th ed.). St. Louis, Missouri: Mosby Elsevier. (ISBN # 978-0-323-77687-5)

NUR 110-

Berman, A., Snyder, S. J., & Frandsen, G. (2016). *Kozier & Erb's fundamentals of nursing: Concepts, process, and practice* (10th ed.). Upper Saddle River, NJ: Pearson Education, Inc.

Buchholz, S. (2016). *Henke's med-math: Dosage calculation, preparation, & administration* (9th ed.). Philadelphia, PA: Wolters Kluwer.

Carpenito, L. J. (2017). *Nursing diagnosis: Application to clinical practice*. (15th ed.). Philadelphia, PA: Wolters Kluwer.

Dillon, P. M. (2018). *Clinical simulations for nursing education* (2nd ed.). Philadelphia, PA: F.A. Davis.

Lewis, S. L., Dirksen, S. R., Heitkemper, M. M., & Bucher, L. (2017). *Medical-surgical nursing: Assessment and management of clinical problems* (10th ed.). St. Louis, MO: Elsevier.

Lippincott Software (2019). *Lippincott DocuCare*. Philadelphia, PA: Wolters Kluwer.

PA: Wolters Kluwer.

Schuster, P. M. (2016). *Concept mapping: A critical thinking approach to care planning* (4th ed.).

Philadelphia, PA: F.A. Davis.

Vallerand, A. H., Sanoski, C. A. & Deglin, J. H. (2019). *Davis's drug guide for nurses* (16th ed.).

Philadelphia, PA: F.A. Davis.

Van Leeuwen, A. M., & Bladh, M. L. (2019). *Davis's comprehensive manual of laboratory & diagnostic tests with nursing implications* (8th ed.). Philadelphia, PA: F.A. Davis. Web Sites:

Uniforms (top, bottom, lab coat, embroidery, shoes, stethoscope, bp cuff, watch):
approximately \$150.00 (Med Plus – Pine Mall W-B)

Also, need prior to NUR 110:

Liability Insurance \$38.00

FBI fingerprint check (due before NUR 100) \$23.00

3 Year Driver History \$22.00

PA Criminal Background check (due before NUR 100) \$8.00

PA Child Abuse Clearance (due before NUR 100) \$10.00

10-panel drug testing \$68.00

Immunizations (cost unknown)

Health Physical (cost unknown)

CPR training \$75.00

PPD \$37.50

Flu Vaccine \$30.00

For NUR 240 (year 2)

Nursing Pin (optional)

Approx. \$30.00-\$68.00

Nursing Pinning Breakfast (optional)

Approx. \$20.00/person

Once completed program successfully:

Temporary Practice Permit \$35.00

License to exam \$35.00

NCLEX Permit to Test \$200.00

APPENDIX B

King's Nursing Program Voluntary Withdrawal

Student: _____ Date: _____

(Please print)

Classification:

_____ Freshman _____ Sophomore _____ Junior _____ Senior

RN to BS in Nursing (# of credits) _____

This form specifies my intent to voluntarily withdraw from the Nursing Program at King's College. I understand that if I am also withdrawing from the college, I must also follow all procedures listed in the current King's College Undergraduate Catalog.

I understand that by withdrawing from the Nursing Program, in accordance with the Nursing Department Student Withdrawal Policy, I will be granted a **one-year period** in which I can return without formal application. I understand this only applies if I leave the program in good academic standing and if the Nursing Program Voluntary Withdrawal Form has been filed in accordance with the requirements of the Student Withdrawal Policy. I further realize that if program requirements change (including but not limited to curriculum, admission and retention) during the time of my hiatus, I must comply with the requirements effective at the time of my return. If I attempt to re-enter the nursing program at a time after the one-year period has elapsed, I must make application through the Admissions Office, and that re-admission is not guaranteed. The anticipated semester of return should be provided below, although lack of this information will not prohibit readmission during the one-year timeframe.

_____ Anticipated date of return *or* _____ No plans to return at this time

Student Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

Department Chair: _____

Date: _____

cc: Registrar
Academic Advisor
Student

APPENDIX C

Code of Ethics for Nurses

The American Nurses' Association: Code of Ethics for Nurses (2015) provides the nursing student with a guide for conduct and relationships in carrying out responsibilities consistent with the ethical obligations of the profession. The provisions in this document can be reviewed at: <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>

APPENDIX D

Plagiarism*

Plagiarism is stealing someone else's idea and passing it off as your own. When you write a college paper, your instructor always considers an idea that is not footnoted to be your own. If you use another person's idea without giving credit, you are cheating as seriously as if you had copied answers from someone else's exam. (See King's Student Handbook for more detail)

APPENDIX E

RN to BS in Nursing Program Faculty

Academic Year 2022-2023

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