ADVANCEMENT GUIDE

Post-Baccalaureate Clinical Nursing Program (PBCNP)

COMPLETE APPLICATION MATERIALS DUE BY:

Thursday, September 1, 2016 at 5:00PM

Revised March 2016
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Bachelor of Science in Nursing
Post-Baccalaureate Clinical Nursing Program
Advancement Process Overview for Application Deadline

I. Academic Items
- Coursework and Grades
- Test of Essential Academic Skills (TEAS)

II. Admission and Transcripts
- Admitted to Arizona State University as Community Health major
- Official Transcripts for Transfer Coursework posted at ASU

III. Non-Academic Items
- Immunizations or Titters
- Fingerprinting and CPR
- Uploading documents into CastleBranch

IV. Submit Application by Deadline

V. Selection Process Approximately Two Months

VI. Provisional Advancement Notification
- Three Months After Deadline
  - Statement of Health Clearance
  - Health Insurance Coverage
  - Background Check
  - Drug and Alcohol Screening
  - Welcome Meeting
  - Course Registration
ADVANCEMENT PATHWAY

Applicants are selected through a Competitive Application Process (CAP) based on an Advancement Score. This Advancement Score is 50% based on a Select GPA and 50% based on the Test of Essential Academic Skills (TEAS) score. At this time, no other academic, professional, or philanthropic items are considered.

Select GPA and Prerequisite GPA

Grade eligibility for advancement is measured in two ways: the first is called the “Select GPA,” and the second is called the “Prerequisite GPA.” Both GPA’s must meet or exceed 3.50 for eligibility, though typically applicants who advance have a higher GPA. Plus (+) and minus (-) grades will not be used in either computation (e.g. a “B+” grade becomes a “B,” an “A-” grade becomes an “A,” etc.). Grades earned at ASU and at other colleges are given the same weight.

1. The Select GPA must meet or exceed 3.50 and is calculated from 8 of the 10 critical course grades. A student may have up to two classes in progress while an application is being considered, though only completed courses may be used in the Select GPA. Each applicant identifies which courses to use in the Select GPA on the application. Please review APPENDIX A for directions on how to complete the coursework page of the application. The 8 critical courses used to compute the Select GPA must include:
   - Three of the four required laboratory science courses (BIO 201, BIO 202, CHM 101 and MIC 205/206 or approved equivalent courses). Science courses must have been taken within 7 years of the semester in which the clinical nursing program will start.
   - Five (5) additional critical courses.

2. After all 10 courses are completed in Fall 2016, a Prerequisite GPA is calculated and must meet or exceed 3.50 to retain a space in the program. All 10 critical courses are included in this GPA calculation which occurs in December 2016.

Required Coursework

<table>
<thead>
<tr>
<th>BIO 201 – Human Anatomy and Physiology w/ Lab I</th>
<th>BIO 202 – Human Anatomy and Physiology w/ Lab II</th>
<th>CDE 232 – Human Development</th>
<th>CHM 101 – Introductory Chemistry w/ Lab</th>
<th>HCR 220 – Introduction to Nursing and Healthcare Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCR 240 – Human Pathophysiology</td>
<td>MIC 206 and MIC 206 – Microbiology w/ Lab</td>
<td>NTR 241 – Human Nutrition</td>
<td>PSY 101 – Introduction to Psychology</td>
<td>Statistics (CS)</td>
</tr>
</tbody>
</table>

Only whole grades are used (e.g. B+ is a B, A- is an A, etc.).

All transfer coursework must be evaluated and approved by the Transfer Credit Guide (transfer.asu.edu/credits) prior to applying. If a transfer course is not deemed equivalent, students are expected to meet with an Academic Advisor to discuss additional options.
Test of Essential Academic Skills (TEAS)

All applicants must take the TEAS test prior to September 1, 2016. It is strongly recommended that applicants take it through ASU’s University Office of Evaluation and Educational Effectiveness (uoeef.asu.edu). For tests taken outside of ASU, applicants must contact ATI Testing to request that an official transcript is sent to the Student Academic Services Office.

The TEAS measures essential skills in reading, mathematics, science, and English language and usage. Applicants are allowed one attempt at the TEAS per application cycle, unless a failing score below 58.7% is earned. If a student earns less than 58.7%, one retest is permitted but the student must wait a minimum of 30 days between tests. For example, if a student takes the TEAS test on June 30th and earns a 48.9%, the TEAS test could be attempted a second time on any testing date starting July 30th, but prior to the September 1, 2016 application deadline. Scores are valid up to one year from when a student took the test.

Registering for the TEAS at ASU

1. Registration, information regarding cost, special accommodations, parking, and more can be found through the following website: https://uoeef.asu.edu/exam/TEAS
2. Prior to arriving to take the exam, students need to create an account with ATI. Please go to www.atitesting.com and click on “Create New Account.” It takes about five minutes to complete this process. Under the institution section, please also note that Arizona State University is listed as “AZ State U” when selecting an institution. Remember the login ID and password, as students will need to reenter this information the day of the examination.

Preparing for the TEAS

Students should adequately prepare for the TEAS prior to their testing date. Preparation materials can be found through a number of different vendors, including https://atitesting.com. Look for ATI Product Solutions and the “Test of Essential Academic Skills."

- TEAS Pre-Test Study Manual
- TEAS Online Practice Assessments

How an Advancement Score is Calculated

**Part One:** Identify which 8 courses will be used in the “Select GPA,” and calculate that GPA.

The Select GPA is then converted to a range of 0.875 to 1.000 by dividing the Select GPA by 4.00. For example, a Select GPA of 3.832 will be divided by 4.000, to be converted to 0.958 out of a possible 1.000.

**Part Two:** A passing TEAS score can range from 58.7% to 100%, which is converted to a 0.587 or 1.000 respectively. For example, if a student earned an 87.3% on the TEAS, that student will earn 0.873 points out of a possible 1.000. To calculate the score, divide the TEAS score by 100 for the point value.

The maximum advancement score a student can earn is 2.000, which would be a 4.000 Select GPA and 100% on the TEAS. All applicants requesting advancement are ranked from highest to the lowest score. Students are then assigned spaces based on their ranking.
ADMISSIONS AND TRANSFER COURSEWORK

Overview

Advancement into the clinical nursing program is a two-step process:

1. Earn admission into Arizona State University (ASU) as an undergraduate degree-seeking student, preferably a Community Health major
2. Earn advancement into the clinical nursing program through this application process

Applying to Arizona State University

Students who attended ASU in Spring 2016 or Fall 2016 do not need to reapply to the university, unless they graduated during that time. This section is for students who are transferring, have graduated from ASU, or who have not attended ASU for an extended period of time.

Applicants must be admitted to ASU for the Spring 2017 enrollment term by the September 1, 2016 application deadline. It is critical for transfer applicants to confirm that their admission is valid for Spring 2017. Accordingly, it is recommended one applies to ASU 2-3 months before the September 1, 2016 application deadline.

The application for ASU is conveniently located online:

1. Complete an application to the university: https://students.asu.edu/apply
2. Send official transcripts from all colleges and universities attended directly to Admission Services. This should be done well in advance of the application deadline to account for processing time.
3. Students who have completed Advanced Placement credit (AP) or CLEP credit must contact Collegeboard.org for AP and CLEP scores, and International Baccalaureate (IB) scores can be sent directly to ASU via ibo.org.
4. Official transcripts and test scores must be sent directly from your institution to the address below for them to be considered official. Electronic transcripts will only be accepted from the Maricopa County Community College District, and official transcripts should never be in a student’s possession:

   Admission Services
   Arizona State University
   P.O. Box 870112
   Tempe, AZ 85287-0112
**In-Progress Coursework for Fall 2016**

Students who are taking their final courses at ASU do not need to attach unofficial transcripts to show enrollment during the Fall 2016 semester, as the university already has this coursework on record. However, those who are taking coursework outside of ASU in Fall 2016 must follow the guidelines below:

1. Attach an [unofficial transcript](https://www.asu.edu) to the application showing proof of enrollment during Fall 2016.
2. After Fall 2016 grades have posted, request that official transcripts are sent to Admissions Services (address above).
3. Verify that the final transfer course grades have posted at ASU no later than December 31, 2016 to retain eligibility.

Confused if you need to apply to ASU? Follow the chart below.

<table>
<thead>
<tr>
<th>Current Student Status</th>
<th>Admitted for Spring 2017 Enrollment Term</th>
<th>Apply for Spring 2017 Enrollment Term</th>
<th>Steps to take</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled in ASU coursework during Fall 2016 semester as a degree seeking student</td>
<td>✔</td>
<td></td>
<td>Confirm with Admission Services at (480) 965-7788 that status is current.</td>
</tr>
<tr>
<td>Not currently enrolled at ASU, but took ASU coursework within one year (and did not graduate)</td>
<td>✔</td>
<td></td>
<td>Confirm eligibility for quick re-entry with Admission Services at (480) 965-7788.</td>
</tr>
<tr>
<td>Have not been enrolled in ASU courses for over one year</td>
<td></td>
<td>✔</td>
<td>Student must reapply as a degree seeking student for Spring 2017.</td>
</tr>
<tr>
<td>Graduate of ASU Fall 2016 or earlier</td>
<td></td>
<td>✔</td>
<td>Student must reapply as a degree seeking student for Spring 2017.</td>
</tr>
<tr>
<td>Applied to ASU for a previous semester and never attended (including Fall 2016)</td>
<td></td>
<td>✔</td>
<td>Student must reapply as a degree seeking student for Spring 2017.</td>
</tr>
<tr>
<td>Never admitted or applied to ASU</td>
<td></td>
<td>✔</td>
<td>Student must apply as a degree seeking student for Spring 2017.</td>
</tr>
</tbody>
</table>
NON-ACADEMIC ITEMS REQUIRED FOR ADVANCEMENT

Overview

All students requesting advancement must complete and submit the following non-academic requirements prior to September 1, 2016.

Non-Academic Requirements

<table>
<thead>
<tr>
<th>Immunization or Positive Titer</th>
<th>Other Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles (Rubeola)</td>
<td>Tdap or Dtap (Within 10 years)</td>
</tr>
<tr>
<td>(2 immunizations, or positive titer)</td>
<td></td>
</tr>
<tr>
<td>Mumps</td>
<td>Negative TB Skin Test, Chest X-Ray, or IGRA Blood Test</td>
</tr>
<tr>
<td>(2 immunizations, or positive titer)</td>
<td></td>
</tr>
<tr>
<td>Rubella</td>
<td>CPR/Basic Life Support for the Healthcare Provider</td>
</tr>
<tr>
<td>(2 immunizations, or positive titer)</td>
<td></td>
</tr>
<tr>
<td>Varicella (Chicken Pox)</td>
<td>Valid Arizona Level One Fingerprint Clearance Card*</td>
</tr>
<tr>
<td>(2 immunizations, or positive titer)</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td></td>
</tr>
<tr>
<td>(3 immunizations, or positive titer)</td>
<td></td>
</tr>
</tbody>
</table>

*May take 10-12 weeks to complete

Immunizations vs. Titers

Most applicants will fulfill the MMR, Varicella, and Hepatitis B requirements by submitting proof of immunization. However, if one cannot locate immunization records, a titer is also acceptable for these categories, though in some cases it is more expensive. A titer is a blood test used to check the level of antibodies in the blood and measures the strength of a person’s immunity to a disease. Most can have a titer drawn from a primary care provider.
Measles (Rubeola), Mumps, and Rubella (MMR)

For Measles, Mumps, and Rubella, or (MMR), one of the following must be demonstrated. Either documentation of two MMR immunizations, given after the first birthday, and at least 28 days apart, OR... Positive titers for Measles, Mumps, and Rubella. Titers require a blood draw, while immunizations only require documentation of the vaccination dates.

Varicella (Chicken Pox)

Applicants are required to provide proof of Varicella, or Chicken Pox, through one of the following. Documentation of two Varicella immunizations given at least 28 days apart, OR... a positive Varicella titer.

Hepatitis B

Completion of one hepatitis B series. The series includes three (3) inoculations in the following sequence: first dose, second dose one (1) month later, and third dose five (5) months or more after the second dose. If your immunization schedule did not follow the recommended series sequence given above, the alternative immunization series sequence must meet the minimum durations between doses listed below, OR... a positive Hepatitis B titer.

**All of the following minimum durations between doses must be met:**
- a) At least 4 weeks (28 days) between Doses 1 and 2
- b) At least 8 weeks (56 days) between Doses 2 and 3
- c) At least 16 weeks (112 days) between Doses 1 and 3

The Hepatitis B immunization series must be completed by the application deadline.

Tetanus, Diphtheria, Pertussis (Tdap or Dtap)

Students must provide proof of a tetanus, diphtheria, pertussis immunization *within the last ten years*. Students are required to keep this immunization current throughout the advancement process and when enrolled in the clinical nursing program.

Tuberculin Skin Test (TB)

Proof of a negative Tuberculosis, or TB test can be obtained through one of the following methods. Students are required to keep this requirement current throughout the advancement process and when enrolled in the clinical nursing program. Most applicants will submit either a negative TB skin test (option 1) or a QuantiFERON blood test (option 3).

1. Documentation of a negative TB Skin Test within the past 12 months
2. Chest x-ray administered from a qualified healthcare provider, accompanied with a medical clearance letter from the provider to confirm the negative TB result.
3. Negative IGRA blood test, often times called QuantiFERON.
Cardiopulmonary Resuscitation (CPR)

Students must have a current CPR certification before the September 1, 2016 application deadline, and are required to keep this requirement current throughout the advancement process and when enrolled in the clinical nursing program. The training curriculum must include Automated External Defibrillator (AED) certification and must have an in-person component. The following table provides a number of locations where student can complete the correct CPR certification:

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Name of CPR Certification Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arizona State University (fitness.asu.edu)</td>
<td>CPR/AED for the Professional Rescuer and First Aid</td>
</tr>
<tr>
<td>American Heart Association (cpr.heart.org)</td>
<td>CPR/Basic Life Support for Healthcare Providers</td>
</tr>
<tr>
<td>Community Wellness and Safety of Arizona (cwsoa.com)</td>
<td>CPR/Basic Life Support for Healthcare Providers</td>
</tr>
</tbody>
</table>

Arizona Level One Fingerprint Clearance Card

All ASU nursing students must possess a valid, unrestricted Level One Fingerprint Clearance card from the State of Arizona to be advanced to and maintain enrollment in ASU’s clinical nursing programs. Students are required to keep this requirement current throughout the advancement process and when enrolled in the clinical nursing program.

Fingerprints can be taken through a local law enforcement agency or through private fingerprinting organizations such as Community Wellness and Safety of Arizona (www.cwsoa.com). For an example of a completed fingerprint clearance card request form, please review APPENDIX C. Please note that students should check ARS 15-1881 on the form when asked why the card is being obtained.

IMPORTANT NOTE: This requirement may take up to 10 weeks to complete. Applications without fingerprint clearance cards by September 1, 2016 will not be accepted. We recommend you start this process as soon as possible, and no later than June 1, 2016.

Additional information regarding Level One Fingerprint clearance be found at the following website: http://www.azdps.gov/services/fingerprint/

Influenza (Flu) Vaccine

Due after advancing into the clinical nursing program. Disregard the flu vaccine requirement in Certified Profile until after you have been selected for the program.

Hepatitis A

For enhanced safety during clinical experiences, we recommend that students obtain a Hepatitis A immunization, but at this time it is not a requirement for the clinical nursing program.
CastleBranch and Certified Profile

CastleBranch is a verification service that allows students to upload immunization records and other medical documents online. All non-academic documentation and records will be submitted and verified online through CastleBranch, and the Student Academic Services Office has administrative access.

**IMPORTANT NOTE:** CastleBranch is a parent company that owns CertifiedBackground.com together with Certified Profile. It is all the same company, so you may see different iterations of the name throughout this process.

Information collected is secure, tamper proof, and confidential. This service costs $30 and is a one-time fee to students. As an added benefit, the company keeps track of records and notifies a user if a requirement is approaching its expiration date to ensure compliance with program and professional requirements.

The College of Nursing and Health Innovation verifies that a student has met all of the non-academic requirements before September 1, 2016. Students are responsible for making sure that all documents have been verified and posted by the September 1, 2016 deadline.

**To create an account and begin submitting records, please follow the steps below:**

1. Go to [www.CertifiedBackground.com](http://www.CertifiedBackground.com)
2. In the “Place Order” Package Code box, enter the code: **AH91im**
3. Enter your payment information. Follow the online instructions to complete your order.
4. Your package requires you to submit immunizations, medical, and certification records. At the end of the order process you will be prompted to visit a secure web page where you will view additional instructions for uploading your records.

*Example Screen Shot of some Certified Profile Requirements:*
Consent to Release Health and Immunization Information

Students will be asked to authorize the college to release health, immunization, and other information kept in their file or on Certified Profile to clinical placement agencies in order for students to participate in a clinical experience.

While enrolled in the clinical nursing program, students must make sure all non-academic items stay current.

Students may need to submit non-academic information and documentation directly to clinical placement agencies before they are eligible to participate in any college clinical experiences or practice related to course work. The college will provide students plenty of notice when applicable.

Inaccurate, incomplete and/or outdated information regarding health status, immunizations, TB skin test, or CPR training may prohibit any student from participating in required clinical experiences.

FINISHING AND SUBMITTING YOUR APPLICATION

The Application for Advancement must be submitted to the front desk of Student Academic Services Office by September 1, 2016, 5:00pm AZ time. Applications will be time stamped to confirm on time submission.

The Student Academic Services Office is located at the following address:

Arizona State University – Downtown Phoenix Campus
ATTN: Application for Advancement
502 East Monroe Street
Suite C 250
Mail Code 8220
Phoenix, Arizona 85004-4431

The office is open from 8:00am to 5:00pm Monday through Friday and is closed on Saturdays and Sundays. You are advised not to send an application through standard mail, though our office will certainly accept the application so long as it is postmarked on or before September 1, 2016.

Many students choose to review their application with an academic advisor prior to submitting it. If you would like to utilize this resource, please call the front desk at (602) 496-0888 to see when appointments or walk-in advising hours are available. All students must have a scheduled appointment or arrive during designated walk-in advising hours to meet with an advisor.
COMMUNICATION TIMELINE FOR APPLICANTS

Communication with students through the advancement process will be done via ASU email or by telephone. It is the applicant’s responsibility to seek assistance from the academic advising office if communication is not received. Please make sure that the phone number you wish to be contacted at is listed on the MyASU account.

Review Email: October 2016
Students whose advancement materials are complete will receive a Review Email when data entry is complete. At that time students will mark needed corrections and return this information to our office.

Withdrawal from Consideration Email: September – October 2016
Students will receive an email informing them that the Application for Advancement has been withdrawn from consideration if the application is incomplete for any reason.

Selection Process: November 2016
Once all students have had the chance to review the information that was sent to them during the review period and all corrections have been made, our office will determine who has advanced into the program.

Notification of Advancement Status Email: November 2016
Notification of advancement will be sent via email to ASU email addresses. Students will receive one of three notifications:

- **Provisional Advancement Status**: given to students with all eligibility items satisfied and an advancement score above the cut-off. There are additional requirements to be fulfilled before students are fully qualified for advancement. For all purposes, this student has been selected to the program.

- **Alternate Status**: given to students with an advancement score just below the cut-off. If students higher on the advancement list decline or forfeit their spaces, alternates will advance.

- **Denied Advancement**: given to students who are below the cut-off score; are not on the alternate list, and/or did not meet advancement criteria.

Subsequent Reapplication
Students who have applied for advancement in an earlier cycle and now wish to be considered in a new cycle are not given preference in the advancement process. There is no limit on the number of times students can apply for advancement to the clinical nursing program, but students who are reapplying must meet with an academic advisor in the college to discuss academic options. For Post-Baccalaureate applicants who are not selected, it is beneficial to speak with an academic advisor as there is a year-round traditional program option beginning each summer with an application deadline of February 1st. Application requirements are identical to the Post-Baccalaureate program, with the exception of two extra courses (HCR 210 and HCR 230) that may be taken in spring.
PROVISIONAL ADVANCEMENT

Overview

Students who earn provisional advancement have a space secured in the clinical nursing program, pending the following items being successfully fulfilled. Information on how and when to complete these requirements is provided by the Student Academic Services Office after selections have been made.

If a student is unable to complete the required documentation, unable to pass the background check, or does not pass the drug and alcohol screening, provisional advancement status is forfeited for that advancement cycle.

Successful Completion of Fall 2016 courses

Students must successfully complete all Fall 2016 classes with a grade of a C or better. Applicants must meet the 3.50 prerequisite GPA for all 10 nursing prerequisite courses. If enrolled in any of the final two classes outside of ASU, please make sure ASU has all your official transcripts no later than December 31, 2016. It is the student’s responsibility to verify that Admission Services has received the official transcripts. Failure to have transcripts to ASU by the deadline would require that a student forfeit their space in the PBCNP.

Statement of Health Clearance

The Statement of Health Clearance will be e-mailed to students with the advancement letter. Provisionally advanced students must have a healthcare professional sign the form verifying that they meet the requirements to be a nursing student. The signed Statement of Health Clearance will be returned to the Student Academic Services Office.

Health Insurance Coverage

Clinical sites require nursing students have health insurance coverage. Students must provide proof of health insurance coverage to CastleBranch. Students can purchase private health insurance, or enroll in ASU student health insurance. If there are changes to a student’s health insurance coverage while in the clinical nursing program, students must notify the Student Academic Services Office within ten business days with the new information. Please visit the following link for additional information on ASU student health insurance: https://eoss.asu.edu/healthcoverageoptions.

Drug, Alcohol, and Nicotine Screening

Provisionally advanced students must provide evidence of a passing drug, alcohol, and nicotine screen. With the exception of the nicotine screen, all results must come back negative. The nicotine screen can be positive, though students with a positive nicotine screen will not be allowed to complete clinical rotations in “tobacco free” clinical sites. Students will be given more information on how and when to order the drug, alcohol, and nicotine screen in November 2016 and have a two-week period in which to provide their specimen. Failure to comply with this requirement will forfeit their advancement status.
Students who are currently on approved prescription or over-the-counter drugs that can result in a positive drug screen will need to work with the Medical Officer from Certified Profile if a test is failed. This allows a student to provide sufficient documentation for legal prescriptions.

See APPENDIX D for additional details on which substances are screened during this process.

**Background Check**

Students participating in clinical experiences must pass an extensive background check in addition to possessing a valid, unrestricted fingerprint clearance card. The background check is conducted by Certified Profile after students are provisionally advanced into the clinical nursing program. The cost of the background check is the student’s responsibility, and provisionally advanced students are notified when to do their background check. The background check must be within two months prior to beginning the upper division clinical nursing program. For more information on the background check, please see APPENDIX F.

**Welcome Event**

Provisionally advanced students are able to attend a Welcome Event prior to their program start date. The date of the Welcome Event is included in the advancement letter sent during November 2016. This event is designed to get you ready to start the clinical nursing program. Additional information on books, uniforms, equipment, financing, and student clubs are reviewed.

**Spring Course Registration**

Registration for nursing classes will **not** occur at the Welcome Event. Students will be given the exact section numbers and deadlines to enroll prior to beginning the clinical nursing program. If a student must show proof of full-time enrollment for financial aid, scholarships, grants, or other reasons, a student can add a “mock schedule” to temporarily meet those obligations. Once the nursing coursework session numbers have been provided, the “mock schedule” can be dropped and the official schedule can be added.

Thank you for your interest in the Post-Baccalaureate Clinical Nursing Program at Arizona State University. Please contact the Student Academic Services Office at (602) 496-0888 if there are any additional questions.

On behalf of the college, we wish you the best of luck throughout this process!
## APPENDIX A: Course Information Page Example

<table>
<thead>
<tr>
<th>Include in Select GPA</th>
<th>ASU Critical Courses</th>
<th>Course Taken</th>
<th>College/University</th>
<th>Semester Hours</th>
<th>Grade (no + or -)</th>
<th>Check if enrolled in this course during Fall 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>BIO 201 (SG) Human Anatomy &amp; Physiology I</td>
<td>BIO 201</td>
<td>ASU</td>
<td>4</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIO 201 lab</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>BIO 202 Human Anatomy &amp; Physiology II</td>
<td>BIO 202</td>
<td>ASU</td>
<td>4</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIO 202 lab</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>CDE 232 (SB) Human Development</td>
<td>PSY 240</td>
<td>MCC</td>
<td>3</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHM 101 (SQ) Introductory Chemistry</td>
<td>CHM 130</td>
<td>MCC</td>
<td>3</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHM lab</td>
<td>CHM 130LL</td>
<td>MCC</td>
<td>1</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>HCR 220 (H) Health Care Organizations</td>
<td>HCR 220</td>
<td>ASU</td>
<td>3</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HCR 240 Human Pathophysiology</td>
<td>HCR 240</td>
<td>ASU</td>
<td>4</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>*</td>
<td>MIC 205 (SG) Microbiology (and Lab)</td>
<td>MIC 205</td>
<td>ASU</td>
<td>3</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MIC 206 lab</td>
<td>MIC 206</td>
<td>ASU</td>
<td>1</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>NTR 241 Human Nutrition</td>
<td>FON 241</td>
<td>MCC</td>
<td>3</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>PSY 101 (SB) Introductory Psychology</td>
<td>PSY 101</td>
<td>College Board</td>
<td>3</td>
<td>AP</td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>Statistics (CS)</td>
<td>PSY 230</td>
<td>MCC</td>
<td>3</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

MCC = Mesa Community College
APPENDIX A: Course Information Page Example (continued)

Criteria Used for Advancement

Fall 2016 courses cannot be used in calculating the “Select GPA” as these courses would still be in progress when decisions for advancement are made. However, students must attach proof of enrollment with unofficial transcripts in any remaining courses taken during Fall 2016 if they are taken outside of Arizona State University.

Applications will NOT be considered for students who fail to have official transfer transcripts sent to ASU Admission Services or to verify that the transcripts have been posted by the respective deadlines (September 1, 2016 and December 31, 2016).

Completing the Course Selection Page in the Packet

When filling out the Course Selection page of the application, students must provide the following information on all 10 critical courses:

❖ **Course Prefix & Number**—Please list the course and prefix of the course taken to fulfill an ASU requirement, regardless of where the course was taken. For example, if FON 241 was taken for NTR 241, then write “FON 241” in this column. If CHM 151 and 151L were taken for CHM 101, write CHM 151 and CHM 151L in the respective spaces.

Students who took a replacement course should write the course prefix and number in the “Course Prefix & # Taken” column. For example, PSY 350 was taken to replace the grade for PSY 101, then write “PSY 350” in the PSY 101 area.

❖ **College/University**—Students must provide information about where the courses were taken. For example, critical courses taken at the University of California Santa Barbara, should be listed as “UCSB” and then the full name of the institution included, University of California Santa Barbara, at the bottom of the page.

❖ **Semester Hours**—Students must provide the number of credit hours for each course. For transferred science with lab courses, be sure to indicate the lecture and lab credits. For example, chemistry taken at Mesa Community College, would be listed as “CHM 130”, for 3 credits, and “CHM 130LL” for 1 credit and the grade listed for each. Science with lab courses taken at a college where the lecture and lab were all rolled into 4 credits will be reported with the grade for the course on the top line and leave blank the credit-hour box next to the lab. All elective courses are limited to 3 credits as indicated on the form.

❖ **Grade**—Do not include plusses (+) or minuses (-), only whole grades. Only list earned grades—do not write in expected grades.

❖ **Will complete/courses in progress** — Place a check mark in the rightmost column for any courses in progress during Fall 2016.
APPENDIX B: GPA Calculator

Students may wish to use a Grade Point Average (GPA) calculator to compute the Select GPA. There are many GPA calculators available on the internet. For an example of a GPA calculator see the Iowa State University GPA calculator (http://www.registrar.iastate.edu/gpa-calc/gpaCalculator.html). To estimate your GPA using a GPA calculator:

1. Enter the course number (e.g., PSY 101) in the “Course” field. Only enter courses that are given a letter grade (no pass/fail or credit/no credit).
2. Enter the number of credits for the course and the letter grade earned for each course in the appropriate fields.
3. For the Select GPA and Prerequisite GPA, only input whole grades without plusses and minuses (use “A,” “B,” “C,” etc., not A-, B+, etc.). To estimate your potential Term GPA, please use plusses and minuses accordingly.

The total number of credits, GPA for the courses entered, and total quality points will appear at the bottom. Reset the fields by clicking on the “Reset” button.
APPENDIX C: Fingerprint Clearance, Lawful Presence, and Legal Limitations for Nurse Licensure
APPENDIX C: Continued

Lawful Presence

The College follows the Arizona State Board of Nursing policy regarding lawful presence in the United States.

“On January 2, 2008, ARS 1-504 (HB2467) was implemented by the Board requiring ALL applicants to provide the Board with satisfactory documentation demonstrating the applicants’ citizenship, alien status, legal residency or lawful presence in the United States.”


Legal Limitations for Nursing Licensure

Legislation regarding the Board of Nursing (SB 1096) became law, and was effective August 21, 1998. The law prohibits an individual convicted of a felony from applying for licensure or certification until five years after the date of absolute discharge of sentence. This means that all court-ordered terms of probation or parole must be completed at least five years prior to the date of application. If five years has not elapsed since the date of absolute discharge, the individual is not eligible to apply for licensure or certification and the application, if submitted, will be returned to the applicant. If five years or more has elapsed, the individual can apply for licensure or certification, however, each case will be considered by the Board on its own merits. The elapse of more than five years does not guarantee licensure or certification; it simply permits the submission and Board consideration of an application.

In addition, the Arizona State Board of Nursing can deny anyone for a license if the applicant has committed any acts of unprofessional conduct, such as those listed below. Contact the Arizona State Board of Nursing at 602-771-7800 with questions concerning licensure.

Visit the Arizona State Board of Nursing website at http://www.azbn.gov/

A. Committing fraud or deceit in obtaining, attempting to obtain, or renewing a license.
B. Aiding or abetting in a criminal abortion or attempted, agreed, or offered to procure or assist in a criminal abortion.
C. Any conduct or practice that is or might be harmful or dangerous to the health of a patient or the public.
D. Addiction to alcohol or other drugs.
E. Mentally incompetent or physically unsafe to a degree that is or might be harmful or dangerous to the health of a patient or the public.
F. Having a license to practice practical or professional nursing denied, suspended, or revoked in another jurisdiction and not reinstated by that jurisdiction.
G. Willfully or repeatedly violating a provision of this charter or a rule adopted pursuant to this chapter.
H. Committing fraud or deceit in obtaining or attempting to obtain a registered nurse practitioner certificate.
I. Committing an act that deceives, frauds, or harms the public.
J. Failing to comply with a stipulated agreement, consent agreement, or Board order.
K. Violating a rule adopted by the Board which relates to the practice of nursing.
APPENDIX D: Drug Screening Requirement

Students selected for the clinical nursing program must provide evidence of a negative drug, alcohol, and nicotine screen during the period identified by the Student Academic Services Office. Students are allowed a two-week period in which to provide their specimen.

Students who refuse to comply with this requirement will forfeit their advancement status.

Students whose drug screen results are positive, and who do not submit data about prescription drugs that can result in a positive drug screen will forfeit their placement status to the clinical nursing program. Inconclusive drug test results or drug test results below acceptable levels for creatinine and specific gravity indicate dilution of urine and will require retesting at the student’s expense. Two dilute specimens will be considered a positive drug screen and will result in forfeiture of the student’s placement status.

Students whose nicotine screening results are positive will not forfeit their placement status to the PBCNP but will not be placed in a “smoke free” facility for clinicals.

Cost of the Drug Screen is approximately $75.00, and the cost is the responsibility of the student. Payment must be made to Certified Profile. If a second drug screen is required, the cost of this second drug screen is also the student’s responsibility.

Additional laboratory test, and/or immunizations, or documentation can be required for clinical experiences by certain health care agencies.

<table>
<thead>
<tr>
<th>The Drug Screen will include the following 29 substances:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Alcohol</td>
</tr>
<tr>
<td>2. Amphetamine</td>
</tr>
<tr>
<td>3. Barbiturate</td>
</tr>
<tr>
<td>4. Benzodiazepine</td>
</tr>
<tr>
<td>5. Buprenorphine &amp;/or metabolite</td>
</tr>
<tr>
<td>6. Butorphanol</td>
</tr>
<tr>
<td>7. Cocaine metabolites</td>
</tr>
<tr>
<td>8. Cotinine ** Nicotine</td>
</tr>
<tr>
<td>9. Creatinine</td>
</tr>
<tr>
<td>10. Dextromethorphan</td>
</tr>
<tr>
<td>11. Fentanyl</td>
</tr>
<tr>
<td>12. Ketamine</td>
</tr>
<tr>
<td>13. Ketamine metabolites</td>
</tr>
<tr>
<td>14. Marijuana metabolites</td>
</tr>
<tr>
<td>15. Meperidine</td>
</tr>
<tr>
<td>16. Meprobamate</td>
</tr>
<tr>
<td>17. Methadone</td>
</tr>
<tr>
<td>18. Methaqualone</td>
</tr>
<tr>
<td>19. Nalbuphine</td>
</tr>
<tr>
<td>20. Naltrexone</td>
</tr>
<tr>
<td>21. Naltrexone metabolites</td>
</tr>
<tr>
<td>22. Opiates</td>
</tr>
<tr>
<td>23. Oxycodone</td>
</tr>
<tr>
<td>24. Pentazocine</td>
</tr>
<tr>
<td>25. pH</td>
</tr>
<tr>
<td>26. Phencyclidine</td>
</tr>
<tr>
<td>27. Propoxyphene</td>
</tr>
</tbody>
</table>
APPENDIX E: Functional Expectations and Equal Access of the Undergraduate Nursing Student

As part of the advancement process, students are asked to read the “Functional Expectations of the Undergraduate Nursing Student”. Once you are accepted into the program you will be asked to sign a copy of this statement indicating that you can and will perform the functions expected of you in the program.

**Functional Expectations of Students**

In collaboration with other health team members, nursing students work toward the goal of lifting the burden of physical and emotional pain of those assigned to their care. In order to assist others in regaining health, students must attain and maintain their own level of wellness.

Nursing students must have the ability to direct client care, engage in therapeutic communication and counseling, and function effectively in stressful situations. They must be able to communicate with faculty, clients and their families, healthcare professionals, and others. Therefore, they must demonstrate English speaking and writing skills as well as reading and listening comprehension before consideration for advancement to the Upper Division Nursing program.

**Clinical Experiences and Requirements**

There are many settings in which nursing students gain experience—hospitals, nursing homes, public health and community agencies, private homes, school settings, and clinics—and students are responsible for providing their own transportation to clinical locations. The terrain at the clinical sites will vary and students must be able to walk long distances and stand for many hours. In addition, clinical nursing experiences are active and complex and require that nursing students have the ability to simultaneously keep track of a large number of activities. Clinical experiences may be scheduled during the daytime, evening, or on weekends and may be for as long as 12-hour time periods.

Essential functions for clinical experiences include the use of all of the senses to gather information—the ability to see color changes in skin, the ability to hear heart and lung sounds through a stethoscope, and to feel pulses and the temperature of skin. During clinical experiences nursing students administer medication and direct client care so the needs of the clients must be placed first, over the nursing students’ own needs. Client care requires the ability to synthesize information from a variety of sources and apply it in making decisions regarding safe care. Nursing students must be focused and alert to maintain client safety and must be prepared to respond appropriately to medical emergencies.

Nursing students are expected to respect and care for persons whose appearance, condition, behaviors, and values may be in conflict with their own. Quality nursing care is to be provided regardless of the race, ethnicity, age, gender, religion, sexual orientation, or diagnosis of clients. Nursing students may be asked to participate in procedures which conflict with their own personal beliefs and values. They must conduct themselves in a composed, respectful manner in all situations and with all persons.
Nursing students will be responsible for client assessment and evaluation; planning client care and performing nursing care; reviewing client charts; developing individual nursing plans; implementing physicians’ orders; assessing the physical-psychosocial-cognitive-spiritual aspects of the client and client’s family; and communicating verbally, in writing and with a computer, with healthcare professionals, faculty, peers, and others. Students must be able and willing to accept professional supervision from faculty and other supervisors and effectively integrate the feedback they receive into practice.

**Client care will include:**

a) Assisting clients with meals  
b) Moving and positioning clients in bed  
c) Assisting clients with walking, with and without mechanical devices  
d) Lifting, transferring, and transporting clients using wheelchairs and stretchers  
e) Administering medications  
f) Providing direct client care such as catheterization, suctioning, bathing, toileting, dressing changes, other care  
g) Educating clients and their families  
h) Responding to emergencies  
i) Supervising others in community based and clinical settings

**Nursing Students must be able to:**

<table>
<thead>
<tr>
<th>See</th>
<th>Hear</th>
<th>Touch</th>
<th>Smell</th>
<th>Stoop/Bend</th>
<th>Squat</th>
<th>Climb</th>
<th>Kneel</th>
<th>Push</th>
<th>Pull</th>
<th>Lift</th>
<th>Grasp/handle</th>
</tr>
</thead>
</table>

Reach: over shoulders, at waist level, and below waist level; stand, lift and walk for the duration of assigned clinical hours; physically negotiate around tables and chairs in clients’ rooms; stoop/bend/reach to retrieve supplies from storage areas; push and pull to operate medical equipment, administer medications, and manage other items for client care; lift clients with and without mechanical devices; and, use their senses to assess clients and changes in their conditions.

Nursing students use many different kinds of equipment and supplies including computers, stethoscopes, blood pressure cuffs, IV poles, tubing and pumps, portable monitoring units, clamps and scissors, needles and syringes, client support bars, hospital beds, wheelchairs, stretchers, bed scales, and traction units.
Equal Access of Students

The ASU College of Nursing and Health Innovation is committed to making learning experiences accessible and inclusive for all students including those with an identified disability or disabling condition.

In compliance with the ASU policy on Students with Disabilities USI 701-02, http://www.asu.edu/aad/manuals/usi/usi701-02.html, every effort will be made to accommodate students with special needs, to find cost effective methods to address the identified student condition, and serve the needs of the patients. These accommodations can include resources and assistive aids for those students with cognitive and perceptual disabilities, specialized equipment for hearing or vision deficits, and modifications to the physical environment or clinical hours.

Students with disabilities are required to document their condition with the Disability Resource Center upon admission to the college, and to be key participants in identifying their needs. The College will provide reasonable and appropriate accommodations for all students who have documented a disability or disabling health condition.

Please contact the Disability Resource Center, Arizona State University, (602) 496-4321 (voice) or (602) 496-0378 (Tone Deaf Device) to receive information regarding disability accommodations and documentation requirements. To ensure appropriate accommodations, it is the student’s responsibility to request accommodation in a timely manner and to provide appropriate documentation to verify eligibility for support services. http://campus.asu.edu/downtown/drc
APPENDIX F: Criminal Background Clearance Requirements

Students who are selected for advancement into the Clinical Nursing program are required to complete a Criminal Background Clearance in order to enroll in the PBCNP. The requirements for the Clearance are:

- Students must pass the required background clearance obtained from ASU’s authorized vendor.
- Students are required to pay for the cost of obtaining the background clearance.
- Background clearances must be completed within two months prior to enrollment in a clinical or research program.
- Students will be required to pass an additional background clearance if they have a break in continuous enrollment in the clinical or research program.
- Students may be required to pass additional background clearances to meet the specific requirements of clinical or research agency partners.
- At all times during enrollment in a clinical or research program, students must maintain a passing disposition on all background clearances.
- Enrollment requirements related to background clearances are subject to change as mandated by clinical or research partners.

During the Background Clearance process students have a duty to provide updated information as requested by the background clearance vendor promptly. The following information may be requested by the background clearance vendor:

- Legal name, maiden name, and other names used
- Social Security number
- Date of birth
- All places of residence
- Arrests, charges or convictions of any criminal offenses, even if dismissed or expunged, including dates and details.
- Pending criminal charges that have been filed against you including dates and details. Participation in a first offender, deferred adjudication or pretrial diversion or other probation program or arrangement where judgment or conviction has been withheld.

The authorized ASU background clearance vendor will determine pass or fail status for each student based on the standards of Arizona State University and the College of Nursing & Health Innovation.

The sole recourse of any student who fails the background clearance and believes that failure may have been in error is with the background clearance vendor and not ASU or the College of Nursing & Health Innovation.

Students must disclose on all background clearance inquiries all required information including any arrests, convictions, or charges (even if the arrest, conviction or charge has been dismissed or expunged), or participation in first offender, deferred adjudication, pretrial diversion or other probation program. That includes any misdemeanors or felonies in Arizona, any other state, or other jurisdiction.

Failure to disclose relevant or required information on all background clearance inquiries will result in a violation of the ASU student code of conduct and may be subject to sanctions under that code.

Students will not be able to complete a clinical or research program, if a clinical or research agency to which they have been assigned does not accept them based on the results of my background clearance.

Arizona State University and the College of Nursing & Health Innovation reserves the authority to determine eligibility to enroll in a clinical or research program, and that enrollment or background clearance requirements may change without notice.

Students have a duty to report to the Program Director within 3 business days, any arrests, convictions, or placement on exclusion databases.

The following databases will be searched for the required background clearance. Searchable information may include but is not limited to the following:
Social Security verification
Searches of all names and aliases
Searches of all counties of residence
Criminal history search including local state and county and nation
National and local sex offender database search
Motor vehicle records
Professional licenses
Government watch list
FACIS
Nationwide Federal Healthcare Fraud and Abuse Databases
Health care sanction history (exclusions, termination of license, debarments)
- Health and Human Services/Office of Inspector General (HHS/OIG)
- List of Excluded Individuals/Entities (LEIE)
- General Services Administration List of Contractors Excluded from Federal Procurement and Non Procurement Programs (GSA)
- Excluded Parties List System (EPLS)
- U.S. Food and Drug Administration Debarment List and Disqualified/Totally Restricted List for Clinical Investigators (FDA)
- Drug Enforcement Administration (DEA)
- Tri-Care (Military Health System)
- Public Health Services (PHS)

Homeland Security Search - 47 different National, International Terrorists and Fugitive Lists including
- Office of Foreign Assets Control (OFAC) Specially Designated Nationals/Terrorist List
- Specially Designated Nationals
- U.S. Bureau of Industry and Security Denied Persons
- Postal Inspection Service
- Most Wanted Fugitives by U.S. Secret Service
- U.S Immigration and Customs Enforcement (ICE)
- Bureau of Alcohol, Tobacco and Firearms (ATF)
- FBI
- DEA

The criminal offenses for disqualification may include but are not limited to any or all of the following:

Social Security Search - Social Security number does not belong to applicant.
Any inclusion on any registered sex offender database.
Any inclusion on any of the Federal exclusion lists or Homeland Security watch list.
Any conviction of felony no matter what the age of the conviction.
Any warrant in any state.
Any misdemeanor conviction for the following - No matter age of crime

- Violent crimes
- Murder, attempted murder
- Abduction
- Extortion
- Pandering
- Fraud
- Aggravated DUI

- Assault
- Robbery
- Arson
- Burglary
- Any abuse or neglect
- Illegal drugs

Any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
Sex crime of any kind including non-consensual sexual crimes and sexual assault
Any misdemeanor controlled substance conviction within last 7 years.
Any other misdemeanor convictions within last 3 years.

Exceptions: Any misdemeanor traffic (DUI is not considered traffic)
APPENDIX G: Academic Responsibility and Advancement

Disclaimer

Students that are selected for the program will be asked to sign a Statement of Understanding regarding academic advising and graduation from the nursing program. In the statement students will agree to the following terms;

☞ The academic advisement they receive from the ASU College of Nursing & Health Innovation Student Academic Services Office is to assist students in their endeavors to obtain a college education. It is the student’s responsibility to seek academic advisement for degree completion.

☞ It is the student’s responsibility to complete their college education and not the responsibility of academic advisors or members of the faculty.

☞ Admission to the College of Nursing & Health Innovation does not guarantee graduation from the College with a BSN.

☞ Graduation from the College is not the sole criteria for obtaining a license to practice nursing in Arizona. Licensing requirements are the exclusive responsibility of the State Board of Nursing (Nursing Practice Act A.R.S. Sections 32-1632, et seq.),

☞ Students must satisfy requirements independently of completion of any requirements for graduation from the College in order to practice as a nurse.