ADVANCEMENT GUIDE

Traditional Pre-Licensure Clinical Nursing Program (TPCNP)

COMPLETE APPLICATION MATERIALS DUE BY:
Wednesday, February 1, 2017 by 11:59 PM

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INTRODUCTION AND OVERVIEW

This application guide is designed to help prospective applicants through the application process into Arizona State University’s Traditional Pre-Licensure Clinical Nursing Program (TPCNP).

This cycle, applicants have two cohort options to choose from: Summer 2017 and Fall 2017 on the Downtown Phoenix campus. Students who advance into the Summer 2017 or Fall 2017 Downtown Phoenix cohorts attend didactic courses on the Downtown Phoenix campus. Clinical rotations for the Downtown Phoenix cohorts will take place at various sites throughout the Phoenix metropolitan area. A typical week is 8:00am-4:00pm Monday through Friday, with some weekend/evening commitments. Students are responsible to provide their own transportation.

The summer year-round program is a 16-month program that will begin May 2017 and graduate August 2018. Summer tuition is required. The university does not provide a separate commencement ceremony for August graduates. Students who graduate in August are encouraged to participate in the Fall commencement and convocation ceremonies.

The fall 2017 program is a traditional academic year program that will begin August 2017 and graduate May 2019. The program duration is four semesters with no summer enrollment required.

In addition to tuition and fees set by the university, students in all TPCNP clinical nursing programs are subject to programmatic fees of $1,750 per semester. Students may estimate tuition and fees at the following link: https://students.asu.edu/tuition

Following the successful completion of this program, a student will earn a Bachelor of Science in Nursing (BSN) and will be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

<table>
<thead>
<tr>
<th>Upper Division Start Date</th>
<th>Application Deadline</th>
<th>Length of Upper Division Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>February 1st</td>
<td>16 months (Year-Round Program) - No summer breaks</td>
</tr>
<tr>
<td>Fall</td>
<td>February 1st</td>
<td>24 months (Academic Year Program)</td>
</tr>
</tbody>
</table>
Advancement Process Overview

I. Academic Items
- Direct Admission or Competitive Applicant
- 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 Titers
- Fingerprinting and CPR
- Uploading documents into CastleBranch

IV. Submit Application by Deadline

V. Selection Process Approximately Two Months

VI. Provisional Advancement Notification
- Statement of Health Clearance
- Health Insurance Coverage
- Background Check
- Drug and Alcohol Screening
Required Coursework

There are 17 critical courses that students must complete to be eligible for consideration. 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.

<table>
<thead>
<tr>
<th>BIO 201</th>
<th>BIO 202</th>
<th>CDE 232</th>
<th>CHM 101</th>
<th>ENG 101</th>
<th>ENG 102</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Anatomy &amp; Physiology I/Lab (SG)</td>
<td>Human Anatomy &amp; Physiology II/Lab</td>
<td>Human Development (SB)</td>
<td>Introductory Chemistry/Lab (SQ)</td>
<td>First Year Composition</td>
<td>First Year Composition</td>
</tr>
<tr>
<td>HCR 210</td>
<td>HCR 220</td>
<td>HCR 230</td>
<td>HCR 240</td>
<td>Humanities/ Fine Arts (HU)</td>
<td>MAT 142</td>
</tr>
<tr>
<td>Clinical Health Care Ethics (HU)</td>
<td>Introduction to Nursing &amp; Healthcare Systems (H)</td>
<td>Culture &amp; Health (C,G)</td>
<td>Human Pathophysiology</td>
<td>or Social Behavioral Science (SB)</td>
<td>College Mathematics or higher (MA)</td>
</tr>
<tr>
<td>MIC 205 + 206</td>
<td>NTR 241</td>
<td>PSY 101</td>
<td>Statistics</td>
<td>Elective</td>
<td>3-credit course</td>
</tr>
<tr>
<td>Microbiology with Lab (SG)</td>
<td>Human Nutrition</td>
<td>Introduction to Psychology (SB)</td>
<td>(CS)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ADVANCEMENT PATHWAYS

Students earn advancement into the TPCNP two ways: through Direct Admission or through the Competitive Application Process (CAP). Students who are directly admitted into the nursing major must meet specific standards each semester to maintain guaranteed advancement into the TPCNP. Advancement of qualified Direct Admission students will take place within one year of the semester where all 17 critical courses are completed. Remaining spaces, or those spaces not filled by Direct Admission students, are earned through the Competitive Application Process.

Direct Admission

Some applicants have earned “Direct Admission” status upon entering ASU as a freshman nursing major. These students must meet specific eligibility criteria each semester to maintain this status. If direct admission is retained throughout the advancement process, these students are guaranteed placement into the clinical nursing program.

Direct admission candidates must have met the Continuing Eligibility Criteria listed below to advance:

- Full time (12 or more credits per semester) and continuous enrollment in accordance with Major Map
- Maintain “On Track” status for terms 1-4
- 3.50 minimum semester ASU GPA in terms 1-4 (includes +/- in computation)
- Complete remaining 4 or fewer prerequisites in the 4th term
- Successful completion of all screening items
- Grades of C or better in critical (prerequisite) courses

To calculate an estimated GPA, please review the GPA calculator located in APPENDIX A.
Test of Essential Academic Skills (TEAS)

While Direct Admission students are not required to take the TEAS, opting to complete the examination can provide a safeguard if a student is concerned about meeting the 3.50 semester GPA requirement in Spring 2017. By opting to take the TEAS, a Direct Admission student may still be considered as a competitive applicant should their GPA drop below a 3.50 in Spring 2017. One can review additional TEAS information under the Competitive Applicants section.

Competitive Applicants

Most students will apply through the Competitive Application Process (CAP). After Direct Admission students are placed into the program, all remaining spaces will be offered to competitive applicants with the highest Advancement Scores. The 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. Competitive applicants must be in good academic standing at Arizona State University to apply.

Competitive applicants 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.

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 3.25 for eligibility, though typically applicants who advance have a much 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 3.25 and is calculated from 13 of the 17 critical course grades. A student may have up to four of the remaining 17 critical courses in progress while an applicant 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 Traditional Pre-Licensure Clinical Nursing Advancement Worksheet. Please review APPENDIX A for an example of how to fill out Traditional Pre-Licensure Clinical Nursing Course Information Worksheet. The 13 critical courses used to compute the Select GPA must include:
   - First-Year Composition courses—ENG 101 and ENG 102 or approved equivalent courses. Students who have already earned a baccalaureate degree may use grades of “Pass” rather than letter grades for their first-year composition courses. Students who took ENG 105 will enter their ENG 105 grade under ENG 101, and then enter a “P pass” for their ENG 102 grade.
   - 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 TPCNP will start.
   - Eight (8) additional critical courses.

2. After all 17 courses are completed in Spring 2017, a Prerequisite GPA is calculated and must meet or exceed 3.25 to retain a space in the program. All 17 critical courses are included in this GPA calculation which occurs in May 2017.
Test of Essential Academic Skills (TEAS)
All competitive applicants must take the TEAS test by January 31, 2017. It is strongly recommended that applicants take the exam through ASU’s University Office of Evaluation and Educational Effectiveness (uoeee.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, and received no later than February 1, 2017.

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 December 3rd and earns a 48.9%, the TEAS test could be attempted a second time on any testing date starting January 2nd, but prior to the February 1, 2017 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://uoeee.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 an 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 Study Guide
- Online TEAS Practice Test

How an Advancement Score is Calculated

**Part One:** Identify which 13 courses will be used in the “Select GPA,” and calculate that GPA.

The Select GPA is then converted to a range of 0.8125 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. Direct Admission students will be given a TEAS score of 100% in lieu of taking the test.

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

<table>
<thead>
<tr>
<th>Converted Select GPA</th>
<th>+</th>
<th>TEAS</th>
<th>=</th>
<th>Advancement Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

The application for ASU is conveniently located online:

1. Complete an application to the university: [https://students.asu.edu/apply](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](https://www.collegeboard.org) for AP and CLEP scores, and International Baccalaureate (IB) scores can be sent directly to ASU via [ibo.org](https://www.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 Spring 2017
Students who are taking their final courses during the Spring 2017 semester must disclose on the application where they are taking the coursework.

If any of the remaining coursework is being completed outside of ASU in Spring 2017, the following guidelines must be followed:

1. After Spring 2017 grades have posted, request that official transcripts are sent to Admissions Services (address above).
2. Verify that the final transfer course grades have posted at ASU no later than May 15, 2017 to retain eligibility.

IMPORTANT NOTE: Some Spring 2017 courses taught through the Maricopa County Community College District do not end until May 12, 2017, which does not allow enough time to process the grade and get the official transcript sent to ASU by May 15, 2017. If any of the final critical courses are taken outside of ASU, students should look for courses with an end date that allows for at least a couple of weeks of processing time prior to the May 15, 2017 deadline (i.e., end date no later than May 1, 2017).
Confused if you need to apply to ASU? Follow the chart below.

<table>
<thead>
<tr>
<th>Current Student Status</th>
<th>Admitted for Summer/Fall 2017 Enrollment Term</th>
<th>Apply for Summer/Fall 2017 Enrollment Term</th>
<th>Steps to take</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled in ASU coursework during Spring 2017 semester as an undergraduate 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 in coursework at ASU, but completed ASU coursework within the last two semesters (and did not graduate) as an undergraduate degree seeking student</td>
<td>✅</td>
<td></td>
<td>Confirm eligibility for quick re-entry with Admission Services at (480) 965-7788.</td>
</tr>
<tr>
<td>Admitted to ASU as an undergraduate degree seeking student for Spring 2017 but did not take any coursework</td>
<td>✅</td>
<td></td>
<td>Confirm with Admission Services at (480) 965-7788 that status is current.</td>
</tr>
<tr>
<td>Have not been enrolled in ASU courses for over two semesters</td>
<td></td>
<td>✅</td>
<td>Student must reapply as a degree seeking student for Summer/Fall 2017.</td>
</tr>
<tr>
<td>Graduate of ASU Spring/Summer 2017 or earlier</td>
<td></td>
<td>✅</td>
<td>Student must reapply as a degree seeking student for Summer/Fall 2017.</td>
</tr>
<tr>
<td>Never admitted to ASU, or currently admitted as a graduate/non-degree seeking student</td>
<td></td>
<td>✅</td>
<td>Student must apply as a degree seeking student for Summer/Fall 2017.</td>
</tr>
</tbody>
</table>
NON-AKADEMIC ITEMS REQUIRED FOR ADVANCEMENT

Overview
All students requesting advancement must have the following items approved in their CastleBranch student portal by February 1, 2017.

Non-Academic Requirements

<table>
<thead>
<tr>
<th>Immunization or Positive Titer</th>
<th>Other Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mumps (MMR)</td>
<td>Tdap or Dtap Vaccination (current within last 10 years)</td>
</tr>
<tr>
<td>(2 vaccinations or positive titer)</td>
<td></td>
</tr>
<tr>
<td>Rubeola (MMR)</td>
<td>AZ Level One Fingerprint Clearance Card (unrestricted and unexpired)</td>
</tr>
<tr>
<td>(2 vaccinations or positive titer)</td>
<td></td>
</tr>
<tr>
<td>Rubella (MMR)</td>
<td>Negative TB Skin Test, Chest X-Ray, or IGRA Blood Test (current within last 12 months)</td>
</tr>
<tr>
<td>(2 vaccinations or positive titer)</td>
<td></td>
</tr>
<tr>
<td>Varicella (Chicken Pox)</td>
<td>CPR Basic Life Support for the Healthcare Provider or Professional Rescuer (current within last 2 years)</td>
</tr>
<tr>
<td>(2 vaccinations or positive titer)</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td></td>
</tr>
<tr>
<td>(3 vaccinations or positive titer)</td>
<td></td>
</tr>
</tbody>
</table>

Immunizations vs. Titers
Most applicants will fulfill the MMR, Varicella, and Hepatitis B requirements by submitting proof of vaccinations. However, if one cannot locate vaccination 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)
Applicants are required to provide proof of Measles, Mumps, and Rubella (MMR) through one of the following:

1. Documentation of two MMR vaccinations, given after the 1st birthday, and at least 28 days apart; OR
2. Positive antibody titer for Measles, Mumps, and Rubella (lab report required for all three)
Varicella (Chicken Pox)
Applicants are required to provide proof of Varicella through one of the following:

1. Documentation of two Varicella vaccinations at least 28 days apart;
   OR
2. Positive antibody titer for Varicella (lab report required)

Hepatitis B
Applicants are required to provide proof of Hepatitis B through one of the following:

1. Documentation of three Hepatitis B vaccinations that meets the minimum durations listed below:
   a. Dose 1
   b. Dose 2 – At least 4 weeks (28 days) after Dose 1
   c. Dose 3 – At least 8 weeks (56 days) between Doses 2 and 3 and at least 16 weeks (112 days) between Doses 1 and 3
   OR
2. Positive antibody titer for Hepatitis B (lab report required)

Tetanus, Diphtheria, Pertussis (Tdap or Dtap)
Applicants are required to provide proof of a tetanus, diphtheria, pertussis vaccination administered within the last ten years. A titer is not acceptable to fulfill this requirement. Students are required to keep this immunization current throughout the advancement process and while enrolled in the clinical nursing program.

Tuberculin Skin Test (TB)
Applicants are required to provide proof of negative Tuberculosis through one of the following:

1. Documentation of a negative 1 step TB Skin Test within the past 12 months
   OR
2. Negative IGRA blood test, often times called QuantiFERON (lab report required), within the past 12 months
   OR
3. Written note from qualified healthcare provider within the past 12 months indicating that you have received a chest x-ray within the last two years and you are clear of Tuberculosis.

Students are required to keep this requirement current throughout the advancement process and while enrolled in the clinical nursing program.

Cardiopulmonary Resuscitation (CPR) Certification
Applicants are required to provide proof of a current Healthcare Provider or Professional Rescuer basic life support course. The training curriculum must include CPR for the professional rescuer, AED training, and obstructed airway for adult, child, and infant patients. 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</td>
<td>CPR/AED for the Professional Rescuer and First Aid</td>
</tr>
<tr>
<td>(fitness.asu.edu)</td>
<td></td>
</tr>
<tr>
<td>American Heart Association</td>
<td>Basic Life Support for the Health Care Provider</td>
</tr>
<tr>
<td>(cpr.heart.org)</td>
<td></td>
</tr>
<tr>
<td>Heart Savers</td>
<td>Basic Life Support for the Health Care Provider</td>
</tr>
<tr>
<td>(heartsaversinc.com)</td>
<td></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 B. Please note that students should check ARS 15-1881 (Health Science Student & Clinical Assistant) on the form when asked why the card is being obtained.

IMPORTANT NOTE: This requirement may take up to 10 weeks to complete. We recommend you start this process as soon as possible, and no later than November 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 CastleBranch 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
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.

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 by February 1, 2017. Students are responsible for making sure that all documents have been uploaded and approved by CastleBranch by the February 1, 2017 deadline.

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

1. Go to https://www.castlebranch.com/
2. Click on “Place Order”
3. In the Package Code box, enter the code: AH91im
4. Enter your payment information. Follow the online instructions to complete your order.
5. 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.
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 CastleBranch 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.

SUBMITTING YOUR APPLICATION

The Application for Advancement must be submitted electronically by February 1, 2017 by 11:59 pm AZ time. Applications are time stamped to confirm on time submission. The application will be available early January 2017 at the following link: https://nursingandhealth.asu.edu/student-life/current-students/clinical-nursing-advancement-application

Before beginning the application, students must have the following items completed:

1. Admitted to ASU for Summer/Fall 2017
2. All official transcripts for completed coursework have been posted to your student file at ASU
3. All non-academic items are approved in CastleBranch
4. TEAS score on file with ASU
5. Completed and saved the Traditional Pre-Licensure Clinical Nursing Course Information Worksheet (see example in APPENDIX A)

It is strongly recommended that you’ve reviewed your application items with an advisor prior to submittal. If you would like to utilize this resource, please call the front desk at (602) 496-0888, option 9, 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. It is the applicant's responsibility to ensure proper access to their ASU e-mail account, and that is accessed, read, and acted upon in a timely manner. It is the applicant's responsibility to seek assistance from the academic advising office if communication is not received.

Withdrawal from Consideration Email: February – March 2017
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.

Notification of Advancement Status Email: April 2017
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 in order of highest advancement score.

☞ **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.

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 earn grades “C” or better in final courses, unable to meet Continuing Eligibility Criteria, 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 Spring 2017 courses

Students must successfully complete all Spring 2017 classes with a grade of a C or better. Direct Admission students must also meet the 3.5 ASU Semester GPA for Spring 2017. Competitive students must meet the 3.25 prerequisite GPA for all 17 nursing prerequisite courses. If enrolled in any of the final four classes outside of ASU, please make sure ASU has all of your official transcripts no later than May 15, 2017. 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 will result in a forfeiture of space in the TPCNP.
Statement of Health Clearance
The Statement of Health Clearance will be e-mailed to students within a designated time period: Approximately mid-April for Summer 2017 provisional admits and mid-July for Fall 2017 provisional admits. 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. Students will have approximately a two-week period in which to return the form. The cost of the service to obtain a healthcare provider’s clearance is the student’s responsibility.

Health Insurance Coverage
Students will be prompted to provide proof of health insurance coverage to CastleBranch within a designated time period: Approximately mid-April for Summer 2017 provisional admits and mid-July for Fall 2017 provisional admits. Clinical sites require nursing students have health insurance coverage. 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. The cost of health insurance is the student’s responsibility. Please visit the following link for additional information on ASU student health insurance: https://eoss.asu.edu/healthcoverageoptions.

Drug, Alcohol, and Nicotine Screening
Students will be prompted to order a drug, alcohol, and nicotine through CastleBranch within a designated time period: Approximately mid-April for Summer 2017 provisional admits and mid-July for Fall 2017 provisional admits. 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 have approximately a two-week period in which to provide their specimen. The cost of the drug, alcohol, and nicotine screen is the student’s responsibility.

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 C for additional details on which substances are screened during this process.

Background Check
Students will be promoted to order a background check through CastleBranch within a designated time period: Approximately mid-April for Summer 2017 provisional admits and mid-July for Fall 2017 provisional admits. Students participating in clinical experiences must pass an extensive background check in addition to possessing a valid, unrestricted fingerprint clearance card. The cost of the background check is the student’s responsibility. For more information on the background check, please see APPENDIX E.
APPENDIX A: Traditional Pre-Licensure Clinical Nursing Course Information Worksheet Example

https://nursingandhealth.asu.edu/student-life/current-students/clinical-nursing-advancement-application

<table>
<thead>
<tr>
<th>Course Number</th>
<th>ASU Course Requirement</th>
<th>Course Prefix &amp; Number</th>
<th>Final Grade or — will not be</th>
<th>College or University</th>
<th>Point</th>
<th>Credit Hours in</th>
<th>Quality Points</th>
<th>Course Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ENG 99A or 99S</td>
<td>ENG 99A</td>
<td>A</td>
<td>College of Nursing</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>2</td>
<td>ENG 100</td>
<td>ENG 100</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>Fall 2015</td>
</tr>
</tbody>
</table>

Select 3 laboratory sciences to include in the Select GPA from the drop-down menu below:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>ASU Course Requirement</th>
<th>Course Prefix &amp; Number</th>
<th>Final Grade or — will not be</th>
<th>College or University</th>
<th>Point</th>
<th>Credit Hours in</th>
<th>Quality Points</th>
<th>Course Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>CHM 101</td>
<td>CHM 101</td>
<td>A</td>
<td>Rio Salado Community College</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>Lab (if applicable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>BIO 201</td>
<td>BIO 201</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>Lab (if applicable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select 3 additional prerequisite courses to include in the Select GPA from the drop-down menu below:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>ASU Course Requirement</th>
<th>Course Prefix &amp; Number</th>
<th>Final Grade or — will not be</th>
<th>College or University</th>
<th>Point</th>
<th>Credit Hours in</th>
<th>Quality Points</th>
<th>Course Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>ENG 252</td>
<td>ENG 252</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>Lab (if applicable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select remaining 4 prerequisite courses not included in the Select GPA from the drop-down menu below:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>ASU Course Requirement</th>
<th>Course Prefix &amp; Number</th>
<th>Final Grade or — will not be</th>
<th>College or University</th>
<th>Point</th>
<th>Credit Hours in</th>
<th>Quality Points</th>
<th>Course Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>COB 323</td>
<td>COB 323</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>7</td>
<td>HCR 220</td>
<td>HCR 220</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>Fall 2016</td>
</tr>
<tr>
<td>8</td>
<td>HIS 199</td>
<td>HIS 199</td>
<td>A</td>
<td>Rio Salado Community College</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>9</td>
<td>Math</td>
<td>MAT 122</td>
<td>A</td>
<td>Rio Salado Community College</td>
<td>4</td>
<td>3</td>
<td>3</td>
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</tr>
<tr>
<td>10</td>
<td>PSY 101</td>
<td>PSY 101</td>
<td>A</td>
<td>Arizona State University</td>
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<td>3</td>
<td>3</td>
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</tr>
<tr>
<td>11</td>
<td>Effective</td>
<td>PSY 264</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>Fall 2016</td>
</tr>
<tr>
<td>12</td>
<td>Statistics</td>
<td>STP 220</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>Fall 2016</td>
</tr>
<tr>
<td>13</td>
<td>MGT 290 - 296</td>
<td>BIS 290</td>
<td>A</td>
<td>Chandler Gilbert Community College</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>Fall 2016</td>
</tr>
</tbody>
</table>

Select GPA (Quality Points/Total Hours):

- Quality Points: 3.9750
- Total Credit Hours: 40
- Converting GPA: 0.99375

Enter your TEAS score here: 0.871

Advancement Score: 1.86475
APPENDIX A: Traditional Pre-Licensure Clinical Nursing Course Information Worksheet
Example (continued)

Criteria Used for Advancement

Spring 2017 courses cannot be used in calculating the “Select GPA” as these courses would still be in progress when decisions for advancement are made.

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 (February 1, 2017 and May 15, 2017).

Completing the Traditional Pre-Licensure Clinical Nursing Course Information Worksheet

When filling out the application, students must provide the following information on all 17 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, ENG 217 was taken to replace the grade for ENG 101, then write “ENG 217” in the ENG 101 area.

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

❖ **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.

❖ **Credit 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. Courses limited to 3 credit hours: CDE 232, ENG 101, ENG 102, HCR 210, HCR 220, HCR 230, HU/SB course, Math, NTR 241, PSY 101, Elective, and Statistics. Courses limited to 4 credit hours: BIO 201, BIO 202, CHM 101, MIC 205 + 206, and HCR 240. Courses that exceed the credit hour limit will be adjusted to reflect the apportioned hours.

❖ **Course Completion**— Please list the semester and year the course was completed. If any of the remaining four or fewer critical courses are in progress, please type “Spring 2017” in the Course Completion column.
APPENDIX B: Fingerprint Clearance, Lawful Presence, and Legal Limitations for Nurse Licensure

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**ARIZONA DEPARTMENT OF PUBLIC SAFETY**

**APPLICATION FOR A FINGERPRINT CLEARANCE CARD**

<table>
<thead>
<tr>
<th>Application Number</th>
<th>00002121120</th>
</tr>
</thead>
</table>

Type or print all information in black ink. All fields marked with an * are required.

Please provide the following:

- **State**
- **City**
- **Zip Code**
- **Phone Number**

**Print Your Complete Mailing Address (this correspondence concerning your application will be sent to the address):**

- **City**
- **State**
- **Zip Code**

**Print Name of Employer and/or Agency (if unknown or student leave blank):**

- **College of Nursing & Health Innovation, Arizona State University**
- **[Employer's Name or Address]**
- **[City]**
- **[State]**
- **[Zip Code]**

Your email address: [Your Signature] X

**Check here if you volunteer employee. Regular Student Fee is $65.00.**

The fee must be US currency, personal check, cashiers’ check, or check drawn on a bank located within the United States. 

**Why are you applying for a Fingerprint Clearance Card?**

**Department of Economic Security (DES):**

- **Child Care Program (ARS 1-1906)**
- **Child Care Provider (ARS 1-1906)**
- **Foster Care Provider (ARS 1-1906)**
- **Volunteer Foster Grandparent Program (ARS 1-1906)**

**Department of Health Services (DHS):**

- **Child Care Group Home; Certification, Employees or Volunteers (ARS 36-897.01 & 36-897.03)**
- **Child Care Employees and Volunteers (ARS 36-897.02)**
- **Child Care Facility Licensing (ARS 36-832)**
- **Children’s Behavioral Health Programs Employees and Volunteers (ARS 36-425.03)**
- **Residential or Nursing Care Institutions; Home Health Agencies (ARS 36-411)**

**Department of Education (DOE) non-certificated programs:**

- **Exceptional Student Services Program/Surrogate Parents (ARS 15-763.01)**
- **Child Nutrition Programs (ARS 15-321)**
- **At-Risk Youth Program; 22 or older (ARS 15-782.02)**
- **Arizona State Hospital Employee or Volunteer (ARS 30-207)**
- **Board of Fingerprinting Members and Staff (ARS 41-619.52)**
- **Health Sciences Student & Clinical Assistant (ARS 15-1881)**
- **Public and/or Charter School Contractor Subcontract or Vendor or Employee of (ARS 15-512)**
- **Arizona Department of Real Estate License (ARS 22-2108.01)**
- **Nursing Care Administrators & Assisted Living Facility Managers (ARS 36-448.04)**
- **DEMA Employee (ARS 26-123)**
- **Supreme Court Administrative Office of the Court-Juvenile Probation (ARS 8-222)**
- **Department of Juvenile Corrections; Licensee or Contract Provider (ARS 41-2814)**
- **Department of Transportation-Driver Training School (ARS 32-2371)**
- **Arizona Game and Fish-Employee or Volunteer (ARS 17-215)**

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*Requires a Level One Fingerprint Clearance Card*
APPENDIX B: 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.

- 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.

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

The Drug Screen will include the following 29 substances:

1. Alcohol
2. Amphetamine
3. Barbiturate
4. Benzodiazepine
5. Buprenorphine &/or metabolite
6. Butorphanol
7. Cocaine metabolites
8. Cotinine ** Nicotine
9. Creatinine
10. Dextromethorphan
11. Fentanyl
12. Ketamine
13. Ketamine metabolites
14. Marijuana metabolites
15. Meperidine
16. Meprobamate
17. Methadone
18. Methaqualone
19. Nalbuphine
20. Naltrexone
21. Naltrexone metabolites
22. Opiates
23. Oxycodone
24. Pentazocine
25. pH
26. Phencyclidine
27. Propoxyphene
APPENDIX D: 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.
APPENDIX D: Continued

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:

See
Hear
Touch
Smell
Stoop/Bend
Squat
Climb
Kneel
Push
Pull
Lift
Grasp/handle

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/ssm/ssm701-02.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 e-mail DRCDowntown@asu.edu 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.  
[https://eoss.asu.edu/drc](https://eoss.asu.edu/drc)
APPENDIX E: 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 TPCNP. 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.
APPENDIX E: Continued

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 F: 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.