

ADMISSION, TRANSFER, PROGRESSION POLICIES FOR THE PRELICENSURE BSN CURRICULUM

ADMISSION AND TRANSFER INTO PL-BSN PROGRAM POLICY

The AMC PL-BSN program admission and transfer criteria are detailed in the most current *Anna Maria College Academic Catalog*.

The Admission and Transfer Policy accompanies an application for nursing admission. This Policy includes eligibility; admission and transfer requirements; Testing requirements; and, selection process.

Admission and Transfer

All courses in the PL-BSN curriculum plan must be taken as scheduled in the published plan; therefore, students will need to take additional courses or semesters if an evaluation of their transcript indicates that they are not in compliance with the published curriculum plan.

All candidates for admission or transfer into the Anna Maria College Pre-licensure BSN (PLBSN) program (direct admission freshmen, internal and external transfers) will be evaluated by the Admission Office to validate that they are in full compliance with the following *AMC PLBSN Admission and Transfer Policy* requirements.

To be considered for admission to the PL-BSN Nursing Program, the following documents must be submitted to the College Admission Office: **ADMISSION (Freshman Admission)**

1. Satisfactory evidence of graduating from high school or having earned a GED or HiSET certificate. High school seniors may apply to the nursing program by submitting all other required documents; letter of recommendation, and an Essay. Although a preliminary acceptance may be offered, the student cannot matriculate into the College for the nursing major until proof of high school graduation has been received.
2. An official high school transcript that validates that the candidate has completed the following:
 - 4 units in English;
 - 3 units in mathematics;
 - 2 units in social science;
 - 2 units in laboratory science;
 - 2 units in a language other than English, is recommended.
3. Official score results from either the ACT exam, SAT exam or the ATI Test of Essential Academic Skills, (TEAS V exam). The required scores to be considered for admission to the PL-BSN program are:
 - a. ACT Composite score 19 or higher.
 - b. SAT Scores:
 - i. The minimum required scores for the SAT taken prior to March 2016 are:
 - Critical reading: 450
 - Writing: 450
 - Mathematics: 450
 - ii. The minimum required scores for the SAT taken March 2016 and onward are:
 - Evidence-Based Reading and Writing Section: 500

- Math Section: 490
- c. ATI TEAS V exam score of proficient (58.7% minimum) or higher in the ATI Preparedness Category on the TEAS V exam.

Students are only allowed two (2) attempts on the TEAS V exam to achieve the required minimum score; this includes any ATI TEAS V exam taken at another location.

It is strongly suggested that an applicant wait 45 days between TEAS exams. The TEAS test is administered at Anna Maria College (fee required). More information can be found on the College website at <https://www.annamaria.edu/admission-process/teas-test>. Information about the test content and resources to prepare for the exam can be found at <https://www.atitesting.com/Solutions/PreNursingSchool/TEAS.aspx>

Students who have either an ACT Composite score or SAT section score below the minimum acceptable scores must take and score proficient (58.7% minimum) or higher in the ATI Preparedness Category on the TEAS V exam.

TRANSFER Admission

1. Satisfactory evidence of graduating from high school or having earned a GED or HiSET certificate to validate the above units of English, mathematics, social science, laboratory science; and, language requirements.
2. Official transcripts of all colleges or universities attended.
3. Official score results from either the ACT exam, SAT exam or the ATI Test of Essential Academic Skills, (TEAS V exam). The required scores to be considered for admission to the PL-BSN program are:
 - a. ACT Composite score 19 or higher.
 - b. SAT Scores:
 - i. The minimum required scores for the SAT taken prior to March 2016 are:
 - Critical reading: 450
 - Writing: 450
 - Mathematics: 450
 - ii. The minimum required scores for the SAT taken March 2016 and onward are:
 - Evidence-Based Reading and Writing Section: 500
 - Math Section: 490
 - c. ATI TEAS V exam score of proficient (58.7% minimum) or higher in the ATI Preparedness Category on the TEAS V exam.

Students are only allowed two (2) attempts on the TEAS V exam to achieve the required minimum score; this includes any ATI TEAS V exam taken at another location.

It is strongly suggested that an applicant wait 45 days between TEAS exams. The TEAS test is administered at Anna Maria College (fee required). More information can be found at <https://www.atitesting.com/Solutions/PreNursingSchool/TEAS.aspx>.

Information about the test content and resources to prepare for the exam can be found at https://www.atitesting.com/Solutions/PreNursing_School/TEAS.aspx

Students who have either an ACT Composite score or SAT section score below the minimum acceptable scores must take and score proficient (58.7% minimum) or higher in the ATI Preparedness Category on the TEAS V exam.

International Candidates for Admission

In addition to meeting the admission criteria for admission into the AMC PL-BSN program the following policy applies:

1. International students will need to meet the College's requirement for English proficiency, as described in the College *International Student Application process*:
2. International students whose first language is not English, will need to meet the College's requirement for English proficiency. There are multiple ways to satisfy this requirement. Applicants can submit the results of one of the following standardized tests: SAT or ACT test results, TOEFL, IELTS, Cambridge Advanced English Exam (CAE) or the Pearson Test of English (PTE) exam. The recommended English scores for direct admission into undergraduate degree programs are as follows. TOEFL 72, IELTS 6.0, PTE 50 or higher. CAE 58.
3. Students applying for direct admission into the nursing program that have taken the SAT after March 2016 are required to achieve a minimum SAT score of 500 on the Evidence Based Reading section and 490 on the Math section of the SAT for students taking the test from March 2016 or direct entry in the Anna Maria College nursing program. Minimum test scores for students that have taken the SAT test prior to March 2016: 450 Reading, 450 Math, 450 Writing. The minimum ACT score for consideration of direct admission into the nursing program is a composite score of 19. The minimum TEAS test score result for consideration of direct admission in the nursing program is (58.7% minimum) or higher in the ATI Preparedness Category on the TEAS V exam.

Course Exemption and Transfer of Credit Policy

General Education Course Exemption

The general education course exemption policy can be found in the most current *Anna Maria College Academic Catalog*, the information states that Transfer students with 30 or greater transferrable college credits (as evaluated by the Anna Maria College Registrar's Office) but fewer than 60 transferrable college credits may be eligible for first year General Education exemptions. Transfer students with fewer than 12 credits in transfer will be required to take AMC100. Students with an earned Bachelor's degree from a regionally accredited institution who are pursuing a second Bachelor's degree may transfer in up to 90 credits. Regardless of the number of transfer credits, all major requirements will need to be satisfied.

Course Exemptions for nursing majors will NOT be granted for the following courses, they are:

- General Psychology (**3 credits**)
- Freshman Composition (**3 credits**)
- Writing through Literature (**3 credits**)
- Human Lifespan Development (**3 credits**)
- Introduction to Sociology (**3 credits**)
- Applied Statistics/Quantitative Analysis (**3 credits**)

Students granted course exemptions will be required to complete the total number of program credits for the degree.

Transfer of Credit

Anna Maria College generally grants transfer credit for courses taken at other colleges or universities that correspond to or are comparable to those offered at Anna Maria College. Courses taken at the remedial level, usually designated by a course number that is less than at the 100 level (e.g. 090 level) will not be accepted in transfer. AMC reserves the right to require transfer students to successfully complete ENG103 and/or ENG 104 and any additional first and second year General Education course(s), if needed for the major.

A grade of C- or better must be earned to be considered for transfer (exceptions include C or better in courses deemed equivalent to AMC100, ENG103, and ENG104) unless the applicant has an earned Associate's Degree and/or completed 60 credits or more elsewhere. In such cases credit will be granted for courses completed for which a passing grade was earned.

Nursing Program Criteria for Acceptance of Transfer Courses

The official transcript and the course description applicable to the time the student took will be reviewed by the Admission Office to validate course equivalency to the Anna Maria College course(s). In order to be approved for transfer credit the following criteria must be met:

1. The course must have been completed at a regionally accredited College or University.
2. The course description, course content, and syllabi (if needed) for the course must be equivalent to the Anna Maria College courses.
3. The AMC PL-BSN nursing program has minimum acceptable grades for all science and select general education courses. The official transcript must validate that the student meets the criteria:

- a. Science Courses:

The AMC PL-BSN program requires that to be accepted for transfer by the nursing program a minimum grade of "C+" is required for the following science courses taken at another regionally accredited college or university:

- Anatomy & Physiology I (4 credits with a lab)
- Anatomy & Physiology II (4 credits with a lab)
- Microbiology (4 credits with a lab)
- Introduction to Chemistry I (4 credits with a lab)

To be accepted for transfer, science course grades cannot be older than 7 years and less than a "C+" grade.

- b. **General Education Courses:**

The AMC PL-BSN program requires that to be **accepted** for transfer by the nursing program a minimum grade of "C" is required for the following **general education courses taken at another regionally accredited college or university:**

- General Psychology (**3 credits**)
- Human Lifespan Development (**3 credits**)

- Introduction to Sociology (**3 credits**)
- Applied Statistics/Quantitative Analysis (**3 credits**)

College Health Immunization Policy

In accordance with Massachusetts Board of Registration in Nursing regulations, candidates for admission to the nursing education program must provide satisfactory evidence of compliance to the Anna Maria College Health Office with the immunization requirements specified by the Massachusetts Department of Public Health. Failure to provide all required documentation may exclude the nursing student from clinical practice. Clinical immunizations listed within this handbook.

Nursing Course Exemption

There are NO nursing course exemptions for nursing courses within the PL-BSN program. Students transferring from other pre-licensure nursing programs must take all nursing courses at Anna Maria College.

Licensed practical nurses applying for advanced placement can apply for limited nursing course exemption, as defined in the AMC PL-BSN Advanced Placement Policy.

ACADEMIC AND CLINICAL PROGRESSION AND WITHDRAWAL POLICY

A student who does not meet the progression policies for nursing will be dismissed from the nursing major. The progression policies are as follows:

1. Students are required to complete all required course work and clinical hours to progress in the nursing program according to the published program curriculum. All published general education and science courses, must be successfully completed prior to the second year Spring semester; and, then as published in the curriculum plan in effect for the class the student is enrolled into.
2. A withdrawal or separation from either a required science or nursing course, at anytime during the program, is considered as one unsuccessful attempt to pass a course. If the course grade at the time of withdrawal is below the passing standard, the grade recorded, in nursing, will be a Withdrawal Failure (WF).
3. Nursing students must obtain a minimum grade of “C+” (numeric grade of 77 or higher) for all science and nursing courses.
4. Nursing courses’ class, clinical, and lab experiences must be completed concurrently at Anna Maria College.
5. Students must receive a satisfactory clinical and laboratory evaluation in order to pass the course and progress in the curriculum. Failing the clinical or lab component of a course means the total course (class, lab, and clinical) will have to be repeated. The AMC PLBSN program considers this to be one nursing course failure/separation.
6. Satisfactory Academic Progress according to the policies outlined in this Pre-licensure BSN Student Handbook, including but not limited to, attendance requirements, in order to be in good Academic Standing. Students not in good academic standing may be placed on Academic or Clinical Warning or dismissed from the program.

A student who is absent 10% or more in a nursing course within the nursing program that includes lab, and clinical experience, WILL be withdrawn from the nursing program and given a grade of C- or grade earned, if grade lower, at the time of dismissal. Absence from lab and clinical experiences are considered when calculating the total amount of absence from a nursing course. The student who is

absent in excess of 5% of the scheduled lab and clinical hours is deemed to be on Probationary Status. Students are responsible for any missed course material; for example, lecture, lab content prior to clinical experience.

7. Students enrolled in nursing courses with a clinical component are required to pass a medication/dosage administration competency exam within the first 3 weeks of the course and before administering medication at a clinical site. The student will be withdrawn if unable to pass (grade of 85% or above) after three attempts (**Appendix H**). The AMC PL-BSN program considers this to be one nursing course failure/separation.
8. A minimum grade of “C+” is required for Anatomy & Physiology I and Anatomy & Physiology II, Microbiology, and Intro. to Chemistry I. Science course grades in transfer cannot be older than 7 years and less than a “C+” grade.
9. A minimum grade of “C” is required for Introduction to Psychology, Human Lifespan Development, Sociology, and Applied Statistics.
10. Only one science course, of any title, may be repeated once to remain in the nursing major.

If a student is unsuccessful in two science courses of any title, it is considered as two unsuccessful attempts in a science course.

A withdrawal or separation is considered as one unsuccessful attempt to pass a course.

A request to take a repeat science course at another college must be submitted and approved by the Health Science Director, along with notifying their nursing advisor, prior to taking the course. Upon completion of the course, it is the student’s responsibility to provide AMC with an official transcript of completion or withdrawal. An unsuccessful grade of C+ or higher, a separation, or its Withdrawal from this course is considered an unsuccessful attempt and dismissal from the nursing program will result. If an undisclosed failing grade is discovered, immediate dismissal will result from the nursing program.

Two unsuccessful science course failures, even in the same semester, is considered two failures; therefore, the student is **dismissed from the nursing program** and placed in an undeclared major.

11. Only one nursing course may be repeated once to remain in the nursing major.

After one unsuccessful nursing course grade, the student is withdrawn from the nursing major and placed into an undeclared major and may be **eligible to apply for readmission** into the nursing program within a one year period.

Two unsuccessful nursing course failures, even in the same semester, is considered two failures; therefore, the student is **dismissed from the nursing program** and then placed as an undeclared major.

A withdrawal or separation is considered as one unsuccessful attempt to pass a course.

All nursing courses must be taken at Anna Maria College.

12. All courses, e.g., general education, science courses, and nursing courses must be passed in sequence, according to the curriculum plan in effect for the class the student is enrolled into to be able to continue in the nursing program.
13. Students in the pre-licensure BSN program must complete the program within six academic years.
14. Readmission into the AMC nursing program is not allowed when a student is dismissed from the nursing major and placed into an undeclared major. As an undeclared major an appointment should be made by the student with an Associate Vice President of Academic Affairs for their change of major coursework.

WITHDRAWAL PROCEDURE

Students withdrawing from a nursing course and/or the program must make an appointment with the Dean of Nursing for an exit interview and follow the procedures and policies of the *Anna Maria College Undergraduate Student Catalog and Student Nursing Handbook*; e.g. Readmission to Nursing Major Process. Students who withdraw with “*intent to return*” must notify the Dean of Nursing 3 months prior to the start of the re-entering semester and meet the Readmission criteria (Refer to Readmission to Nursing Major Process). Students who do comply with the Nursing Readmission process and do not return within the specified timeframe will forfeit their return to the nursing major. **Students with a failing academic grade at the time of withdrawal from a nursing course is eligible** to return only once if no other nursing courses have been repeated. Students who are on clinical warning at the time of withdrawal or following a clinical course failure will not be eligible for readmission. Approval to repeat a course must be granted by the Dean of Nursing.

Returning students must abide by the College policies and guidelines for the semester that they reenter and have signed the AMC Nursing Student Handbook for the semester.

Voluntary Withdrawal 1. Individual Course or College Withdrawal

Refer to Anna Maria College course catalog (<http://www.AnnaMaria.edu/academics/academic-resources/course-catalog/>)

2. Nursing Program Withdrawal

Any student withdrawing from a nursing course or the nursing program must notify the nursing course coordinator and the Dean of the Nursing Department. The student must submit in writing his/her intention to withdraw, complete the required paperwork for the Registrars’ Office, and, comply with College policies and procedures. Students requesting readmission to the program must submit a letter of request to the Dean of the Nursing Program within one year of their withdrawal from the program.

3. Withdrawal from a nursing course at any time is considered a separation from the nursing program. If the course grade at the time of withdrawal is below passing standard, the grade recorded will be a WF and it counts as a separation or repeat of a nursing course.
4. Refer to, *Readmission to the Nursing Program Following Separation from Program, Including Nursing Course Failure* (in this handbook).

Dismissal

Students may be dismissed from the nursing program for several reasons, including, but not limited to, violation of the confidentiality policy, violation of the alcohol and drug policy, violation of the academic integrity policy, being refused a clinical placement due to criminal background issues, toxicology findings, violation of the student attendance policy, violation of the assignments policy, and violation of certain clinical policies. Clinical policies that constitute a forced

withdrawal may be (but not limited to) unsafe clinical practice, unprofessional or unethical behavior, leaving the clinical facility without permission, and violation of confidentiality policies. Forced withdrawal makes a student ineligible for re-admission to the nursing major.

Attendance Policies

Students are expected to arrive on time and attend all academic lectures, classroom, and clinical and laboratory sessions. Students are expected to notify instructors by phone or email prior to the class/lab/clinical for absences. Excessive absences will result in the student's inability to meet the learning objectives of the course and consequently course failure. Students are responsible for and expected to obtain any missed information due to absence.

A student who is absent 10% or more in a nursing course within the nursing program that includes lab, and clinical experience, WILL be withdrawn from the nursing program and given a grade of C- or grade earned, if grade lower, at the time of dismissal. Absence from lab and clinical experiences are considered when calculating the total amount of absence from a nursing course. The student who is absent in excess of 5% of the scheduled lab and clinical hours is deemed to be on Probationary Status. Students are responsible for any missed course material; for example, lecture, lab content prior to clinical experience.

If a student is absent from course laboratory or is unsuccessful at competency assessment, he/she is expected to contact the appropriate laboratory instructor within twenty-four (24) hours of missing the lab to schedule a makeup assignment. **Missed course laboratory experiences must be made up within 1 week , as scheduled by the course coordinator, with successful completion of the competency.**

Missed course laboratory and clinical hours are accrued as absent hours, even after make-up, and can result in course failure and/or program dismissal.

Attendance at all clinical experiences, including pre- and post-conference, is mandatory.

In the event of an absence or tardiness, students are required to leave a message on the clinical instructor's voice mail or email (defined by clinical instructor) at least 60 minutes prior to scheduled clinical hours. If, for any reason, a student needs to leave a clinical lab or clinical observational experience, due to an unforeseen matter, prior to the scheduled time, the instructor and Course Coordinator/lead faculty member must be notified. Failure to do so is grounds for dismissal.

No call or No Show: Failure to notify the clinical instructor, coordinator, or department of an absence from a scheduled lab or clinical assignment will result in a clinical/lab warning. In the event of a second offense at **any time during the nursing program**, the student will be immediately withdrawn from attending scheduled clinical or lab experience pending a Nursing Department evaluation. The outcome will result in remediation or termination from the course.

All students are expected to be regular in attendance at all classes, as absence is considered an unfulfilled obligation. College commitments take precedence over any other engagement, including employment. Absence for any reason does not relieve the student from the responsibility of completing all assigned work.

Nursing course learning outcomes cannot be met successfully without completing assignments as scheduled. If a student misses one scheduled College lab, clinical practice, or clinical observation within the course, the student will be issued a warning/incomplete or withdrawal from the course may result. Nursing course learning outcomes cannot be met successfully without completing assignments as scheduled.

In the event of illness or injury in the clinical area, the clinical instructor in accordance with the policy of the clinical site will refer students for treatment. The student is responsible for payment of any medical services.

Clinical absences for any reason place a student in jeopardy of failing. All clinical absences require a make-up assignment. Accommodations for make-up assignments are subject to fees (\$40/hr.) and will be based on the extent of absenteeism and clinical performance evaluation. Successful completion of the assigned make-up learning experience is required to pass the course. Absent time is accrued for those students who are held from clinical experiences due to noncompliance with mandatory requirements (e.g. annual TST, BCLS certification, Flu vaccine, etc.).

Educational Mobility:

Is a process by which individuals complete formal and/or informal educational offerings to acquire additional knowledge and skills. To the extent possible, educational mobility should build on previous learning without unnecessary duplication of that learning and be focused on outcomes.

Taken from the *AACN Position Statement-White Papers, Educational Mobility*

<http://www.aacnnursing.org/News-Information/Position-Statements-White-Papers/EducationalMobility>

Advanced Placement

As part of the Anna Maria College Nursing Program commitment to educational mobility in nursing, licensed practical nurses, with a current unrestricted license in the Commonwealth of Massachusetts, who meet the defined criteria for advanced placement in the PL-BSN program to pursue a curriculum leading to a Bachelor of Science Degree in Nursing and eligibility to take the National Council Licensure Examination (NCLEX-RN®).

Licensed Practical Nurses (LPNs Applying for Advanced Placement Admission into the PL-BSN Program):

Applicants for Advanced Placement Admission into the PL-BSN Program must meet the general requirements for admission to Health and Science programs, as well as the specific nursing program admission requirements.

Nursing students are required to complete a minimum of 61 nursing credits at Anna Maria College for the Pre-Licensure Bachelor in Science (PL-BSN) Degree in Nursing, if not exempt.

Transfer of Science and General Education course credits must be from a regionally accredited college or university.

LPN candidates that have been approved for advanced placement admission to the Anna Maria College Pre-Licensure BSN program may also be required to complete additional pre-entrance requirements, i.e., complete assigned ATI tutorial program(s), competencies, and entrance exams.

LPN students seeking advanced admission into the PL-BSN nursing program must have:

1. A letter of recommendation from the Dean/Director of the nursing program where they obtained their LPN diploma or current nursing supervisor.
2. Current valid LPN license.
3. An official transcript from the LPN program with an overall GPA of 2.0 or higher

4. An official transcript indicating successful completion of the first two years of the published Anna Maria College PL-BSN curriculum college courses. The seven (7) year course expiration for science courses, taken at the college level, will be waived for LPN candidates who have been in active nursing employment during the last five (5) years.
5. A score of Level 2 or higher on the ATI RN Fundamentals exam for NUS300: Fundamentals of Nursing course with a clinical experience and a successful score (6 cr. awarded) on the National League of Nursing (NLN) Physical Assessment Exam for the NUS305: Nursing Health Assessment will be required (3 cr. Awarded). A Level 1 or higher on the ATI RN Pharmacology for the NUS309: Pharmacology for Nursing, or transfer credit approval for a 3-credit pharmacology course. All ATI and/or NLN testing will be administered at Anna Maria College.
6. If unsuccessful on the ATI exam and/or NLN exam, the student will have to take the required nursing course(s) and achieve a grade of C+ or higher at Anna Maria College.

READMISSION/APPLYING FOR REINSTATEMENT TO THE NURSING MAJOR POLICY:

Students who do not achieve the minimum final nursing course grade will be required to apply for reinstatement into the nursing program. This request must be made within one year of a course failure or separation for any reason from the nursing program.

Students are readmitted to the curriculum plan in effect for the class to which they are entering upon reinstatement. Students readmitted to a different curriculum plan will be required to complete the curriculum plan in place upon their return. This may include taking additional courses and/or repeating courses.

The following readmission policies are in effect:

1. The readmission process requires a letter to the Dean of Nursing requesting readmission. This letter is to be sent 3 months prior to the start of the re-entering semester. If any conditions were placed on readmission, they must be addressed and fulfilled in that letter.
2. Students with an unsuccessful nursing course attempt due to a clinical failure are ineligible for readmission into the nursing program.
3. Students may be readmitted to the nursing major **only once** following one course failure or separation from a science or a nursing course failure.
A second readmission into a nursing course or the program is not allowed. After a second science or nursing course failure or separation, the student is dismissed from the nursing major, placed into an undeclared major, and ineligible to reapply
4. A withdrawal, separation, or leave of absence from the nursing major may not exceed two academic semesters and is considered to be one separation from the nursing program.
5. Reinstatement into the nursing program will be granted on a space available basis. Assessment of candidates' application for readmission will consider the following candidate parameters:
 1. Date last attended program
 2. Nursing course to be repeated
 3. Adherence to published nursing program promotion and progression policies.
 4. Successful completion of readmission or remediation requirements
 5. Available space in the program
6. All students seeking readmission into the nursing program following a nursing course failure or separation will be required to:

1. Complete a readmission assessment and remediation assignment before reinstatement is granted.
2. Criminal background checks (CORI/SORI) and drug screening are required after any leave of absence prior to resuming nursing courses.
3. Update or additional immunizations may be required prior to resuming nursing courses.
4. Returning students must abide by the policies and guidelines of the Nursing Student Handbook for the entering semester.

Graduation and End of Program Graduation Requirements:

Candidates for Graduation from the PL-BSN Program must complete both the College and PLBSN Nursing Program Graduation Requirements:

Anna Maria College Bachelor Degree Requirements (from 2017-2018 Academic Catalog, p. 37) <https://www.annamaria.edu/quick-links/course-catalog/file>

Graduation Requirements - Bachelor Degree

The requirement for graduation for the PL-BSN program is a minimum of 122 credits. To obtain a degree from Anna Maria College, a student must:

- fulfill the requirements for a field of concentration;
- complete the requirements of the General Education Requirements;
- complete Intent to Graduate Form one semester before the planned date of graduation

Failure to comply with this last requirement will mean a delay in graduation. Details of college requirements and major course requirements may be found in section two of this catalog, Programs and Majors

Pre-licensure Nursing Major Graduation Requirements

- Successfully pass the courses within the published PL-BSN curriculum, 122 credits (See PL-BSN Curriculum Plan) which includes:
 - Complete all nursing courses at AMC, achieving a minimum nursing course GPA of 2.3. The minimum passing grade for nursing courses is 77 for theory and passing for lab and clinical components of a course.
 - Achieving a minimum science course (A & P 1, A & P 2, Chemistry, Microbiology) GPA of 2.3 (C+)
 - Achieving a minimum grade of C in all other required general education courses in the published PL-BSN curriculum.
- Complete the required NCLEX-RN review course.

Eligibility for NCLEX-RN and Licensure

1. Graduation for the AMC PL-BSN program (see Graduation Requirements).
2. Must meet the MA BORN *Good Moral Character* and *Licensure Eligibility* requirements.
3. Student payment of the licensing fee required by the Board of Registration in Nursing as part of the NCLEX-RN application process.
<http://www.mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/nursing/licensing/applications-and-other-forms.html>

4. Student payment to the Professional Credential Services (PCS) fee that is required for the administration of the NCLEX-RN examination.

<https://www.pcshq.com/?page=health,MA-examination>

Massachusetts BORN requires all applicants for initial nurse licensure be of good moral character. BORN determines whether an applicant meets this requirement based on whether an individual's character poses a risk to public health, safety or welfare and/or the likely provision by the individual to provide safe, competent nursing care. The burden of demonstrating GMC is on the applicant. The applicant must meet this burden by submitting to the Board required documentation of all available pertinent information as to the applicant's present and past conduct, disciplinary history, and criminal history. Determination of non-compliance with GMC by BORN or the AMC nursing program will result in denial of a licensure application.

Anna Maria College Nursing Department supports NCLEX-RN success. In the event that a student is not successful or the re-examination date is over a one-year timeframe from nursing program graduation, the Dean of Nursing may require an NCLEX review course.

GOOD MORAL CHARACTER

Students must be in compliance with the Massachusetts Board of Registration in Nursing Good Moral Character (GMC) licensure requirement found on the MA BORN website <http://www.mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/nursing/licensing/goodmoral-character-requirements-for-licensure.html>. Students who are violation of the GMC requirement prior to or at any time during the nursing program must report the violation to the Dean of Nursing.

STUDENT RIGHTS AND GRIEVANCE POLICY

Student's Rights and Responsibilities

The Anna Maria College nursing program is committed to recognizing the legal rights of all students, along with the accompanying responsibilities for these legal rights. Students have the responsibility to:

1. Read, understand and adhere to all AMC College and Nursing Program policies as published in the most current *AMC Academic Catalog* and *AMC PL-BSN Nursing Program Student Handbook*.
2. Read understand and adhere to all course information, policies, and assignments published in the nursing course syllabus.
3. Check the AMC nursing course Engage website at least once a day for announcements and messages.
4. Check their AMC email at least once a day for announcements and messages.
5. Communicate nursing course issues or concerns as they occur to the appropriate person(s).

COMPLAINT, GRIEVANCE, OR APPEALS

The Anna Maria College Nursing Department is committed to resolving student conflict, complaints, grievances, and appeals in a timely manner. If a student experiences difficulty in the classroom, laboratory, or clinical area, it is the student's responsibility to first contact the individual faculty member involved directly or the course coordinator, **unless otherwise stated in a written communication from the Dean**. Students should not proceed to the next step until

a response has been received at each level. It should be noted that many issues are not immediately resolved due to the need to gather information and fully assess the circumstances.

Definition of terms are:

Complaint/Grievance: A formal allegation against a nursing program, typically expressed as a written, signed statement. A grievance is a wrong or hardship suffered that is the grounds for a complaint; the formal expression of a grievance is a complaint.

Appeal: A formal written request for reconsideration of an application of a rule or procedure due to perceived serious circumstances, beyond the student's control.

Complaint/Grievance/Appeal Process (Non Grade-Related)

A non-grade-related complaint or grievance should be presented in **writing** which clearly and specifically what evidence on which the complaint/grievance is based. The appeal process is as follows:

1. Within two business days to the Nursing Course Coordinator or Lead Faculty Member.
2. Within two business days of receipt of the Nursing Coordinator's response, the complaint or grievance shall be presented in writing to the Dean of Nursing Department for further review if not resolved. The Dean of Nursing may present the appeal to the Nurse Faculty Organization (NFO) for their review of decision.
3. Within two business days of the receipt of the Dean's response, the student may continue with the appeal process to the Associate Vice President of Academic Affairs (AVPAA).
4. Within two business days of the receipt of the AVPAA for Professional Studies' response, the student may continue with the appeal process to the Vice President of Academic Affairs.
5. Decisions of the Vice President for Academic Affairs are final.

Grade Appeal Process

The student's written grade appeal should include clearly and specifically what grounds on which the grade appeal is based. The student must explain why he or she believes that the assigned grade was contrary to procedures as specified in the course syllabus or was based on error. The student should attach supporting documentation to the form, such as the following:

- A copy of the course syllabus
- A copy of the graded assignment on which the formal course grade appeal is centered if it is available.
- Any other documents the student believes are relevant to the resolution of the course grade appeal.

The student grade appeal process begins with the student's **written** request for a review of his/her grade(s), in the following order, to:

1. Within two business days to the Nursing Course Coordinator or Lead Faculty Member.
2. Within two business days of receipt of the Nursing Coordinator's response, the complaint or grievance shall be presented in writing to the Dean of Nursing Department for further review if not resolved. The Dean of Nursing may present the appeal to the Nurse Faculty Organization (NFO) for their review of decision.
3. Within two business days of the receipt of the Dean's response, the student may continue with the appeal process to the Associate Vice President of Academic Affairs (AVPAA).

4. Within two business days of the receipt of the AVPAA of Professional Studies' response, the student may continue with the appeal process to the Vice President of Academic Affairs.
5. Decisions of the Vice President for Academic Affairs are final.

Appeals to any program policy will be handled in accordance with College and Nursing Program Policy. The Dean of Nursing and Nursing Faculty Organization reserve the right to admit, retain, and advance students who meet the published nursing program and College policies. scholarship, health and professional requirements. Students who are found to be in non-compliance will be withdrawn or dismissed accordingly.