



**LINDSEY
WILSON
COLLEGE**

Lindsey Wilson College

Program of Nursing

ADDENDUM 1 to BSN Student Handbook

Bob & Carol Goodin Nursing & Counseling Center

210 Lindsey Wilson Street
Columbia, KY 42728

Office: 270-384-7352

Email: nursing@lindsey.edu

FAX: 270-384-7353
Office 117

LWC Main Number: (270) 384-2126 or (800) 264-0138

www.lindsey.edu

REVISION SECTION II-A PAGE 36 Replace Entrance Criteria

Admission Criteria

All nursing applicants must first apply and be admitted to the College before applying to the BSN program. Admission to the College does not guarantee admission to the pre-licensure BSN program.

Before an application to the BSN program will be considered for admission, all applicants must meet and complete the following requirements:

- Admission to Lindsey Wilson College. All admission and transfer requirements outlined in the current catalog apply.
- Submission of completed electronic application to the pre-licensure BSN program by designated deadline of the calendar year for which the student is seeking admission.
- A minimum cumulative GPA of 3.0.
- Completion of all pre-licensure BSN program prerequisite coursework with an earned minimum grade of C:
 - Human Anatomy (BIOL 2614) - 4 hours
 - Principles of Chemistry (CHEM 1104) - 4 hours
 - Writing Studies I (ENGL 1013) unless waiver requirements are met - 3 hours
 - Writing Studies II (ENGL 1023) - 3 hours
 - First-Year Experience Seminar (FYE 1001) unless waiver requirements are met - 1 hour
 - Medical Communication (HLCA 2013) - 3 hours
 - College Algebra (MATH 1013) unless waiver requirements are met – 3 hours
 - Fundamentals of Nutrition (NUTR 1003) - 3 hours
 - Principles of Psychology (PSYC 1003) - 3 hours
- Demonstration of overall passing standard score of 83 on the Test of English as a Foreign Language (TOEFL iBT) by applicants who document English as a second language.
- Completion of the HESI Nursing Admission Assessment (A2) Exam. The HESI A2 Exam will be given at Lindsey Wilson College. A copy of the scores should accompany the application. The HESI A2 Exam evaluates general knowledge in the areas of Reading Comprehension, Anatomy & Physiology, Math, Chemistry, Learning Styles, Vocabulary, and Grammar. Students may take the HESI A2 Exam one time during each application cycle. The HESI A2 Exam scores are valid for one calendar year. Scores will be ranked to determine admission.
- Possible participation in a preadmission interview.

Admission to the pre-licensure BSN program is a very competitive process during which the best qualified applicants are ranked by admission criteria. The most qualified are chosen to fill a limited number of seats. Meeting the minimum criteria does not

guarantee admission to the pre-licensure BSN program and the nursing major. The number of students admitted to the pre-licensure BSN program is based on Kentucky Board of Nursing regulations and recommendations for number of students admitted per nursing program/per admission cycle.

- Students may apply to the pre-licensure program beginning January 1 through March 1. In the event the March 1 deadline falls on a weekend, the deadline for application will be extended to the following Monday at 5:00 pm.
- Students seeking admission to the BSN degree program must complete additional BSN program requirements.
- All applicants are required to complete the HESI Nursing Admission Assessment (A2) Exam. HESI exam information including dates will be available at <http://www.lindsey.edu/academics/Division-Nursing-Health.cfm>
- Correspondence to applicants regarding admission status will be sent to the email address on record.
- Email confirmation of acceptance of conditional admission and intent to enroll to the pre-licensure BSN program by designated date. Non-compliance with this requirement will forfeit the seat allotted for the student.
- The entry point into the pre-licensure BSN program occurs with enrollment in the NURS 2002 Intro to Professional Nursing Course on the last day to register for a seated or online course established by the College Academic Calendar.

REVISION SECTION I I-A Page 38 Replace Transfer Student Admission

TRANSFER STUDENTS AND CREDIT BY EXAMINATION AND TRANSFER

Students desiring to transfer from another accredited Pre-Licensure BSN Program must complete all admission criteria and application steps as outlined above.

A letter of good standing from the Chair of the Nursing Program from which the student is transferring must accompany the application.

Transfer applicants from another accredited Pre-licensure BSN Program will be evaluated on an individual case by case basis.

REVISION SECTION II-A PAGE 39 Academic Criteria for Progression

Academic Criteria for Progression in the BSN Program

Pre-licensure BSN students and RN BSN students are subject to the College's policies pertaining to academic standing. These College policies can be found in the College catalog. In addition, students admitted to the pre-licensure BSN and RN BSN programs are expected to attain the following minimum progression standards during the course of study.

- **BSN program suspension:** A student does not meet progression criteria in the course of study for the major to progress in the program. A student will be suspended from the BSN program for not meeting the following criteria:
 1. Maintain an **overall** cumulative grade point average (GPA) of C (2.0). A student may be suspended only one time while in the BSN program for overall cumulative grade point average (GPA) of less than 2.0.
 2. Maintain a minimum grade of C and a cumulative grade point average (GPA) of 2.0 for all **pre-requisite and pre-licensure BSN program required courses**. A student may be suspended only one time while in the BSN program for cumulative grade point average (GPA) of less than 2.0.
 3. Achieve a **minimum grade of C (77%) or higher in each nursing course before proceeding to the next sequential nursing course** [one NURS or NURN course failure or one Withdrawal (W)]. Students should note that the nursing program's grading policy differs from the College's grading policy.
 4. Achieve a **pass (P) grade in the laboratory/clinical component of each nursing course**. If a student receives a final grade of unsatisfactory in any laboratory/clinical component of a course, the unsatisfactory constitutes failure of the course (grade of F) (one NURS course failure). **Note: This does not apply to RN BSN.**
 5. Maintain all **clinical compliance** requirements and adhere to all College, Division of Nursing and Health, and clinical agency policies, procedures, and standards. **Note: This does not apply to RN BSN.**
 - Clinical compliance documentation must be on file by designated dates for application to the pre-licensure BSN program to be complete.
 - Students progressing in the pre-licensure BSN program must demonstrate continued clinical compliance by designated dates.
 - Failure to demonstrate clinical compliance at any time while enrolled in the pre-licensure BSN program constitutes suspension from the program.
 - In order to comply with clinical requirements of affiliating health care agencies, students who are admitted to the pre-licensure BSN program must obtain a criminal background check and drug screening test and must comply with all clinical compliance requirements. Affiliating agencies may deny the student with a criminal background and students who fail the drug screening test the right to participate in clinical learning experiences at their facilities.

- The Kentucky Board of Nursing requires that all criminal convictions (misdemeanors and felonies) be reported at the time of application for licensure. The Board has the power to deny the applicant the right to take the licensure exam if an individual has a criminal background that involves acts bearing directly on the practice of nursing.
- 6. Adhere to all College academic policies regarding dropping a course or withdrawing from the College. Must make an appointment with nursing advisor to complete Drop/Add form, adhering to all designated College catalog policies and calendar dates. Dropping a nursing course or withdrawing from the College places the student out of progression sequence in the BSN program.
- **BSN program re-enrollment:** A student does not meet progression criteria in the course of study for the major to progress in the program and has been suspended. **A student may have suspension lifted and be considered for re-enrollment to the BSN program pending seat and/or clinical availability and completion of the following:**
 1. Must meet with academic advisor to initiate and develop an individual academic success plan for remediation to be placed on file in the advising folder.
 2. Must complete Request for BSN Re-enrollment form and email the completed form to nursing@lindsey.edu by the start of the following semester. For example, if you are placed on suspension in the Spring, your re-enrollment form would need to be submitted by the start of classes the following August. If you are placed on suspension in the Fall, your re-enrollment form would need to be submitted by the start of classes the following January.
 3. Must raise and maintain grade point average (GPA) to C (2.0) or greater until the next sequential nursing course is offered.
 4. Demonstrate skills competency, numeracy competency, and HESI competency at the same level of the cohort for which the student will be re-enrolling. This is to be completed on the student's own time and expense. **Note: This does not apply to RN BSN.**
 5. Interview with Admission Progression Graduation (APG) committee for re-enrollment may be required.
 6. Completion of steps 3-5 are required by the 10th of the month prior to expected enrollment period. For example December 10th if planning to re-enroll in January or July 10th if planning to re-enroll in August.

Note: Completing the above does not guarantee a student re-enrollment to the BSN program.

- **BSN program dismissal:** A student does not meet progression criteria at a level that constitutes dismissal from the program. Students dismissed from the BSN program may progress at Lindsey Wilson College, but they can no longer be a nursing major. **A student will be dismissed for the following and is not eligible for readmission to the BSN program:**
 1. A student fails (grade below a C) a required NURS or NURN course twice.
 2. A student fails (grade below a C) two different required NURS or NURN courses.
 3. A student withdraws (W assigned on transcript) or drops a required NURS or NURN course twice.
 4. A student withdraws (W assigned on transcript) or drops from two different required NURS or NURN courses.
 5. A student fails (grade below a C) one required NURS or NURN course and withdraws (W assigned on transcript) or drops one required NURS or NURN course.
 6. A student who does not complete the pre-licensure BSN program within five years of entry point into the pre-licensure BSN program. The entry point into the pre-licensure BSN program occurs with enrollment in the NURS 2002 Intro to Professional Nursing course on the last day to register for a seated or online course established by the College Academic Calendar.

Note: A suspension or dismissal related to extenuating circumstances may be appealed to the APG committee and will be reviewed on a case by case basis.

SECTION II-A PAGE 47 (Add this after the Numeracy Competency Exam Policy

LWC Pre-Licensure Nursing Program Math Guidelines for Students

Rules:

- Always show your work
- Always write out units within your computation (HINT: make sure all units, except what you are solving for, cancels out within the problem)
- Give only **one** answer and **circle** final answer
- Make sure you read the question entirely.
 - Some questions may ask for milligrams, micrograms, milliliters, tablets, etc
 - Some questions may ask you to solve for Daily amount instead of dose
 - **Unless** the question specifies per a specific time frame (ex- how many tablets per DAY); then question is referring to per dose

Utilize the most direct conversion

No partial credit will be given (answers will be counted as correct or incorrect)

Do not use trailing zeros (Ex- 0.50 mg should not be used; instead use 0.5 mg)

Always use leading zero when decimal value is less than 1 (Ex- .8mL should not be used; instead use 0.8 mL). Omission of leading zero can lead to critical medication errors. Also, do not use leading zero when decimal value is greater than 1 (Ex- 01.25mL should not be used; instead use 1.25 mL).

The LWC Pre-licensure nursing program has adopted The Joint Commission's Official "Do Not Use" Abbreviation List (please see Attachment B)

All answers within the metric system should be expressed as decimals, not fractions. (Ex- $\frac{1}{2}$ mg should not be used; instead use 0.5 mg)

All answers within the apothecary system are expressed in fractions not decimals. (Ex- drams 0.5 should not be used; instead use drams $\frac{1}{2}$)

Never round within the middle of a problem

Follow instructions on individual questions with regard to rounding and labeling.

If specific instructions are not noted on the question, follow the below general rounding rules:

- When solving for mL round to the nearest tenth (unless otherwise stated). Example-TB syringe rounded to nearest hundredth.
- When solving for mL/hour (setting an IV pump flow rate)- round to nearest whole number
- Critical Care drips should be rounded to the nearest tenth
- When solving for gtts/min (drop factor)- round to nearest whole number (you cannot see/measure half of a drop)
- When solving for units- round to the nearest whole number
- When solving for a temperature round to the nearest tenth

Dimensional Analysis:

Dimensional analysis will be taught within the pre-licensure nursing program. The advantage of using dimensional analysis is that only 1 formula will be utilized for every drug calculation. Rule: Place the desired answer (what you are solving for) on left side of equation. HINT: Make sure all units (except what you are solving for) cancel out within the problem.

Common terms to be familiar with:

- Milliequivalent (mEq)- number of grams a solute contains in 1 mL of normal solution
- Metric system- deals with weights and measures. Rule: All answers within the metric system should be expressed as decimals, not fractions. (Ex- $\frac{1}{2}$ mg should not be used; instead use 0.5 mg)
- Apothecary system- a very old system being replaced by the metric system; commonly used with compounding and liquid medications. Rule: All answers within the apothecary system are expressed in fractions not decimals. (Ex- drams 0.5 should not be used; instead use drams $\frac{1}{2}$)
- Parenteral- routes that bypass the gastrointestinal tract; example- intravenous and intramuscular injections

- Units- Some medications are ordered in units (examples- insulin, heparin, epogen).
- Reconstitution- Some medications must be reconstituted. These medications are available in a powder form. A diluent (see medication label for type and amount of solution to be added) should be used to change the powder to a liquid form of medication
- Drop factor- infusion sets will deliver a specific number of drops in 1 mL (this will be noted on the package label)
 - Macrodrop sets- deliver 10, 15, 20 drops per mL
 - Microdrop sets- deliver 60 drops per mL

Intravenous piggyback (IVPB) - you will utilize a shorter IV tubing to attach an IVPB solution to the primary (main) IV tubing. This medication will be infused in addition to the regular IV fluids.

Titration- some medications require very specific, precise measurement and delivery (this may be weight based, unit based and delivered by the minute or hour). These medications should always be given via IV infusion pump and can be adjusted according to protocol (titrate) to achieve desired outcomes.

Attachment A

Common Prefixes and Conversions/Equivalents

Please note this may not be all inclusive; please refer to your textbook for all conversions

Common Prefixes in the Metric System	
*Used with any base unit of weight (gram), volume (liter) or length (meter)	
micro=	one millionth
milli=	one thousandth
centi=	one hundredth
kilo=	one thousand

Common Metric Measures	
Metric Measure of Weight	
1,000,000 micrograms (mcg)=	1 gram (g)
1000 micrograms (mcg)=	1 milligram (mg)
1000 milligrams (mg)=	1 gram (g)
1000 grams (g)=	1 kilogram (kg)
Metric Measure of Volume	
1000 milliliters (mL)=	1 liter (L)
1 cubic centimeter (cc)=	1 milliliter (mL)
Metric Measure of Length	
1 meter (m)=	1000 mm or 100 cm
1 centimeter (cm)=	10 mm or 0.01 m
1 millimeter (mm)=	0.1 cm or 0.001 m

Metric to Household Equivalents	
5 milliliters (mL)=	1 teaspoon (tsp)
15 milliliters (mL)=	1 tablespoon (Tbsp)
30 milliliters (mL)=	1 ounce (oz)
240 milliliters (mL)=	1 standard measuring cup
1 kilogram (kg) or 1000 grams (g)=	2.2 pounds (lb)
2.5 cm=	1 inch
1 foot=	12 inches

Household/Apothecary/Metric Equivalents		
<u>Household Measure</u>	<u>Apothecary Measure</u>	<u>Metric Measure</u>
	1 fluid ounce (fl oz)=	30 milliliters (mL)
	6 fluid ounces (fl oz)=	180 milliliters (mL)
1 standard measuring cup=	8 fluid ounces (fl oz)=	240 milliliters (mL)
	2.2 pounds (lb)=	1000 grams (g) or 1 kilogram (kg)
	1 inch=	2.5 cm

Converting Celsius and Fahrenheit Temperatures	
Fahrenheit to Celsius=	(F - 32) divide by 1.8
Celsius to Fahrenheit=	(C x 1.8) + 32

Common Apothecary System Unit of Measure of Liquid	
16 fluid ounces (fl oz)=	1 pint (pt)
32 fluid ounces (fl oz)=	2 pints (pt) or 1 quart (qt)
4 quarts (qt)=	1 gallon (gal)

Intersystem Measurements between Metric, Household, and Apothecary

1 g = gr 15

Gr 1 = 60 or 65 mg

1 tsp = 5 mL

1 Tbsp = 3 tsp = 15 mL = ½ fl oz

1 fl oz = 30 mL

1 L = 1 qt = 32 fl oz = 2 pt = 4 cups

1 pt = 500 mL = 16 fl oz = 2 cups

8 fl oz = 1 standard measuring cup

Attachment B

The Joint Commission's Official "Do Not Use" Abbreviation List

Do Not Use	Use
U, u (unit)	Write out "unit"
IU (International Unit)	Write out "International Unit"
Q.D., QD, q.d., qd (daily)	Write out "daily"
Q.O.D., QOD, q.o.d., qod (every other day)	Write out "every other day"
Trailing zero (X.0 mg)	Write Xmg
Lack of leading zero (.Xmg)	Write 0.X mg
MS	Write out "morphine sulfate"
MSO ₄ and MgSO ₄	Write "magnesium sulfate"

REVISION SECTION II-A PAGE 61 to PAGE 68 RN BSN Academic Criteria for Progression

Admission Criteria

All nursing applicants must first apply to the College before applying to the RN BSN program. Admission to the College does not guarantee admission to the RN BSN program.

Before your application to the RN BSN program will be considered for admission, all applicants must meet and complete the following requirements:

- Admission to Lindsey Wilson College. All admission and transfer requirements outlined in the current catalog apply. Students must be unconditionally accepted before they can be accepted into the RN BSN Program.
- Submission of completed electronic application to the RN BSN Program.
- Cumulative minimum GPA of 2.0 at the entry point to the program.
- Completion of Associate of Applied Science or Associate of Science degree from an accredited institution of higher education and a state-approved pre-licensure associate degree nursing program, as evidenced by the transcript.

- Verification by transcript from an accredited institution of higher education and a state-approved pre-licensure program of coursework equivalent to the following courses with grade C or higher as equivalent coursework:
 - Microbiology (BIOL 2104) – 4 hours
 - Human Anatomy (BIOL 2614) – 4 hours
 - Human Physiology (BIOL 2624) – 4 hours
 - Public Speaking (COMM 2103) – 3 hours
 - Writing Studies I (ENGL 1013) – 3 hours
 - Writing Studies II (ENGL 1023) – 3 hours
 - Medical Communication (HLCA 2013) – 3 hours
 - Principles of Psychology (PSYC 1003) – 3 hours
 - Life Span Development (PSYC/HS 3103) – 3 hours
 - Introduction to Professional Nursing (NURS 2002) – 2 hours
 - Foundations of Professional Practice (NURS 2024) – 4 hours
 - Adult Health Nursing I (NURS 3105) – 5 hours
 - Maternal/Newborn/Family-Centered Nursing (NURS 3305) – 5 hours
 - Pediatric/Family-Centered Nursing (NURS 3355) – 5 hours
 - Mental Health Nursing (NURS 4105) – 5 hours
 - Adult Health Nursing II (NURS 4307) – 7 hours
 - Nursing Synthesis (NURS 4402) – 2 hours

- Active, unencumbered state Registered Nurse Licensure. Applicants awaiting results of examination for licensure (NCLEX-RN) may be admitted on a conditional basis for one semester until notified of licensure.
- Email confirmation of acceptance of admission and intent to enroll to the RN BSN Program by designated date. Non-compliance with this requirement will forfeit the seat

- allotted for the student.
- Interview may be required.

Application Process and Deadlines

- Lindsey Wilson College uses a rolling admission plan for the RN BSN Program. Applications are accepted year round. It is recommended applications be submitted by July 1 for Fall admission and Nov 1 for Spring Admission.
- Students seeking admission to the RN BSN degree programs must complete additional BSN applications and requirements.
- Correspondence to applicants regarding admission status will be sent to the email address on record.
- Students are notified of admission to the program by the Chair of Division of Nursing & Health.
- The entry point into the RN BSN program is defined by the program as enrollment in the NURN 3012 Transition to Professional Nursing Practice on the last day to register for a seated or online course established by the College Academic Calendar.

Transfer Students and Credit by Examination and Transfer

Students desiring to transfer from another accredited RN BSN Program must complete all entrance criteria admission steps as outlined above.

A letter of good standing from the Chair of the Nursing Program from which the student is transferring must accompany the application.

Transfer applicants from another accredited RN BSN Program will be evaluated on an individual case by case basis.

Progression Criteria

Progression criteria for the RN BSN program is outlined in the BSN Handbook that is published at www.lindsey.edu under Division of Nursing and Health link.

Students must comply with current course changes and/or degree requirements as well as with policies and procedures.

Grading Scale

The nursing program uses a grading scale different from other academic units of the College. Consistent with other nursing programs, the grading scale requires students to earn 77% or higher to be awarded a C or better. The nursing program uses the following grading scale: A = 93-100%, B = 85-92%, C = 77-84, D = 70-76%, F = 69% or lower.

Program Requirements: 45-60 hours

Along with the general education program, students must complete the major's program requirements and professional nursing courses.

Program Requirements: 6-9 hours

- College Algebra (MATH 1013) is a prerequisite for MATH 2203, unless waiver

requirements are met – 3 hours

- Experimental Statistics (MATH 2403) – 3 hours
- Christian Beliefs (RELI 1003), Old Testament (RELI 1013), New Testament (RELI 1023), *or* World Religions (RELI 1203) – 3 hours

Program Recommended Coursework: 3 hours

- Fundamentals of Nutrition (NUTR 1003) – 3 hours

Professional Nursing Courses: 39-48 hours

- Transition to Professional Nursing Practice (NURN 3012) – 2 hours*
- Comprehensive Health Assessment (NURN 3024) – 4 hours
- Complex Disease Concepts & Care (NURN 3114) – 4 hours
- Healthcare Informatics (NURN 3122) – 2 hours
- Population Health (NURN 3313) – 3 hours
- Global Health (NURN 4213) – 3 hours
- Healthcare Ethics (NURN 4323) – 3 hours
- Art & Science of Leadership (NURN 4413) – 3 hours
- Evidence-Based Practice (NURN 4423) – 3 hours
- Internship (NURN PN00) – 3-12 hours
- Organizational & Systems Leadership (NURN 4614) – 4 hours
- Interprofessional Education & Collaboration (NURN 4622) – 2 hours
- Nursing Certification & Credentials (NURN 4713) – 3 hours

**This course must be taken during the first session of the first term of enrollment.*

General Electives

A minimum of 120 hours is required for graduation, thus some students may need to take general electives to meet that requirement.