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This handbook applies to all National University College Nursing students.
NOTE: National University College reserves the right to change the terms and conditions outlined in this student handbook at any time without notice. The online academic catalog and student handbook are updated as needed. The student handbook is an extension of the catalog. It is the responsibility of applicants and students to check for updates in our publications and abide by the policies within. The catalog and handbook published online supersede all previously published editions and are in effect until a subsequent catalog or handbook is published. Information contained herein is effective April 2016.
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Welcome to Nursing Education Unit
National University College

Start your academic career on a path full of challenges and transitions by acquiring new knowledge and skills development, you will achieve an educational experience in the nursing profession. You're not alone, we believe in you and therefore will be with you every step of your career. We appreciate your presence on our site and your trust in National University College (NUC), the University that will take you to another level of education to serve the health and welfare of the community.

This manual is designed for you, with the purpose of presenting the basic information of NUC Nursing Program, facilitating your integration into university life successfully. It is important to know the rules, policies and procedures of the Department of Nursing and the institution. I invite you to study this manual and log in to the website of the institution, www.nuc.edu, for more information.

One more time, WELCOME, it will be a pleasure to work with you in this new adventure that will bring you the professional education to be part of our health care system.

Sincerely,

Dr. Aixa M. Flores Pérez
VP Nursing Programs
National University College
CHOOSE YOUR PATH

National University College (NUC) offers two Nursing Education Programs: Bachelor’s Degree of Science in Nursing, and Associate Degree in Nursing. These help you achieve your academic goals. Also, NUC offers a bridge alternative where ADN graduates can obtain their BSN. Such professionals have to have their RN license during their BSN education.

BEFORE STARTING YOUR TRIP

Listed below is your to do list. This is a checklist of everything to take care of before you can begin classes at NUC. It is important that you verify you have all the necessary documents to complete the process on your journey as a nursing student.

- Transcript
  Did you submit official transcripts from all previous academic institutions?

- Financial Aid
  Have you completed your application for federal student aid (FAFSA)?

- Registration
  Do you have your course schedule? Do you have a class program?
  Do you have your academic calendar?
Clinical Experience Requirements
Have you started compiling the requirements for your clinical nursing experience?

Student Affairs
Did you get your ID photo?
Have you visited the Office of Student Affairs to familiarize yourself with the services they provide?
Do you know about our counseling services?

Payment Plan
Do you need a payment plan?
Have you visited the Bursal Office?

National University College
Nursing Program Organizational Chart

¡MAY YOU HAVE SUCCESS IN YOUR JOURNEY AS A NURSING STUDENT!
MEET OUR INSTITUTION

Mission

At National University College we develop educated and enterprising individuals, competent in their professional field, with an attitude to continue learning throughout their whole life, proud of belonging to National and capable of inserting themselves successfully in the labor market to contribute effectively to the economic, social and political progress of their environment.

Vision

At National University College we want to be an academic community where students receive an excellent education that promotes their continuous integral development across a diversity of innovative modalities.

Philosophy

National University College firmly believes in the professional and personal development of its students, who as responsible citizens, will be capable of working efficiently for their own well being as well as making significant contributions for the social and economic welfare of Puerto Rico and the world in general. National University College as a whole is inspired in the highest human values and sound principles of good administrative practices.

Institutional Value

Respect

The willingness to understand and accept the different ways of acting and thinking of another human being. It is a feeling of acceptance of human diversity and the need for tolerance, kindness and compliance with rules and regulations established to ensure harmony among human beings.

Social Commitment

An institutional decision shared in order to promote the welfare of Puerto Rico and our community by participating in research, guidance, and the solving of pressing problems in the community, mainly represented by student.
Responsibility

Moral action that allows us to make commitments, reflect, guide, and assess the consequences of our actions in our personal, community, and workplace environment.

Service

A permanent attitude that moves us to spontaneously help others achieve their immediate or long-term goals. This attitude is present and expressed in all areas of life.

Quality

Degree of excellence with which all the activities and services of the institution, whether academic or administrative, will be carried out. As a result, the level of satisfaction will be high, reflecting the acceptance of efforts done well.

Innovation

A continually evolving process that makes it possible to increase the competitive capacity of the institution in order to meet the dynamics and proposals of a changing scenario.

Compliance

The execution of a particular obligation under the terms agreed according to the requirements set by regulatory agencies. It allows us to acquire, achieve, and conclude commitments in a responsible manner and to act in accordance to these.

ACCREDITATION, LICENSING AND ASSOCIATIONS

National University College is licensed by the Puerto Rico Council of Education to offer Master’s, Bachelor’s and Associate’s Degrees. The Institution is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267)284-5000. The Middle States Commission on Higher Education is a regional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. The Institution is certified by the United States Department of Education as an eligible institution to administer Title IV federal funds. The Institution is also approved for veterans training. The Institution is authorized by the Indiana Board for Proprietary Education 101 W. Ohio St., Suite 670 Indianapolis, IN 46204-1984.
The Institution is a member of the Puerto Rico Association of Private Education, the Association of Private Sector Colleges and Universities and the College Board. Membership is also maintained in the National Association of Student Financial Aid Administrators, the Puerto Rico Association of Student Financial Aid Administrators, and the American Association of Collegiate Registrars and Admissions Officers.

**Programs with a Status of Candidacy for Accreditation**

“National University College's nursing education program (Bachelor’s Degree in Science in Nursing; Associate’s Degree in Nursing) is a Candidate for accreditation by the Accreditation Commission for Education in Nursing”.

**PERSONS YOU NEED TO KNOW TO HELP YOU ON YOUR SUCCESS**

**Nursing Director**

Head of the Department; offers academic guidance so you can achieve your academic goals.

**Contact to Your Nursing Directors**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Director Name</th>
<th>Telephone/Ext.</th>
<th>Email</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bayamon</td>
<td>Marmil Ramos Moran, MSN</td>
<td>(787) 780-5134</td>
<td><a href="mailto:mramos5@nuc.edu">mramos5@nuc.edu</a></td>
<td>PO Box 2036</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ext. 4900</td>
<td></td>
<td>Bayamón, P.R. 00960</td>
</tr>
<tr>
<td>Bayamon</td>
<td>Dr. Wilma R. Rivera Solla</td>
<td>(787) 780-5134</td>
<td><a href="mailto:wirivera@nuc.edu">wirivera@nuc.edu</a></td>
<td>PO Box 2036</td>
</tr>
<tr>
<td>Online Students</td>
<td></td>
<td>Ext. 4090</td>
<td></td>
<td>Bayamón, P.R. 00960</td>
</tr>
<tr>
<td>Arecibo</td>
<td>Joseph W. Román Suarez, MSN</td>
<td>(787) 879-5044</td>
<td><a href="mailto:jroman@nuc.edu">jroman@nuc.edu</a></td>
<td>PO Box 144035</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ext. 5214</td>
<td></td>
<td>Arecibo, P.R. 00614-4035</td>
</tr>
<tr>
<td>Río Grande</td>
<td>Aida Y. Colón Hernández, MSN</td>
<td>(787) 809-5100</td>
<td><a href="mailto:acolon02@nuc.edu">acolon02@nuc.edu</a></td>
<td>PO Box 3064</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ext. 6352</td>
<td></td>
<td>Río Grande, P.R. 00745</td>
</tr>
<tr>
<td>Ponce</td>
<td>Waleska I. Ortiz Rosa, MSN</td>
<td>(787) 840-4474</td>
<td><a href="mailto:waortiz@nuc.edu">waortiz@nuc.edu</a></td>
<td>PO Box 801243</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ext. 7029</td>
<td></td>
<td>Ponce, P.R. 00780-1243</td>
</tr>
</tbody>
</table>
Faculty

The faculty is committed to your professional success. They will direct you through the teaching and learning process, problem solving, analysis, and critical and clinical judgment in your classroom, laboratory, and clinical experiences. The Faculty is committed to participate actively in your education. Faculty members offer office hours and tutoring in order to maintain interaction with students outside of the classroom.

Clinical Experiences Coordinator

Will guide the student through their clinical experience. Will identify cooperating agencies for clinical experiences. Will guide the student about the requirements and procedures of clinical experiences.

Students Services

Professional Counseling

Counseling and guidance services are offered to students to help them fulfill their educational goals. These services include vocational and academic orientation, personal counseling, group discussions, referral services, workshops, support services through student associations and guidance and counseling to special groups. The office of Counseling and Guidance prepares different activities to inform students about the negative consequences of alcohol, drugs and violence, among other information. It also works closely with the Registrar’s Office in the evaluation and counseling regarding the standards of academic progress. The Counseling and Guidance Office also maintains contact with the faculty in order to address any situation which may occur in the institution and may require a referral to the Discipline Committee.

Registrar Office

This officer provides students all the information they may need regarding academic progress, grade, grade point average, transcript and any other general information.

Financial Aid
National University College offers financial aid to students who are eligible for the programs currently administered by the Institution. The aid offered to each eligible student is subject to the availability of funds for the specific award year. The Financial Aid programs currently available at the Institution are the following:

- Federal Pell Grant Program
- Federal Work Study (FWS) Program
- Federal Supplemental Educational Opportunity Grant (FSEOG) Program
- Federal Direct Loan Program
- PRCE Supplementary Educational Sub-graduate and Graduate Program
- PRCE Students with Merit Program
- PRCE High Honor Students Program
- Special Fund for Students Exceeded Pell LEU > 600%
- PRCE Scholarship Program Specific Academic Areas

**Tutorial Support: Academic Development Center (CDA for Spanish Abbreviation)**

Is designed to help students reinforce the skills and knowledge acquired. These can be offered by the teacher or student tutor.

**Placement**

The Placement Counseling Office aids students and graduates in the job search process to obtain gainful employment by providing job market information. It advises students regarding resume preparation, job interviews and job offers. It is also responsible for the development of relationships with employers and referrals of students to prospective employers.

**Mentoring**

The student receives direct mentoring from an assignment professor for a year period. The professor guides the students until the end of the first years. Through academic mentoring he receives continuous monitoring, during each term the students and the professor meet at least on three occasions to discuss his academic progress academic counseling or other situations that may arise during his years in the university. Through an assigned professor, the student will receive academic mentoring and continuous monitoring during the first year of studies. During each term, the student and professor meets at least three times to discuss academic progress, receive academic counseling and/or discuss situations that may arise in the first year.
**Student Organization**

Bayamón Branch  
- Nursing Student Association

Arecibo Branch  
- Nursing Student Association

Rio Grande Branch  
- Nursing Student Association  
- Asociación de la Universidad que Canta (AUC)

Ponce Branch  
- Nursing Student Association

Caguas Branch  
- Nursing Student Association

**Technical Support**

The support technician helps the student create their online account for an effective communication between the student, professor and administration. The technician also helps the student access the platform for online courses and will be available to help you create your new email account.

**Activating Your Email-Account**

After January, 2012 you will be able to access your account on the Student Portal CANVAS and your Office 365 email using a single login account. Your new university email will be your username on all the different platforms.

So how will you know what your email is? Here we show you how to know:

Learning your email and password is easy. You only need:

- Your name and last name
- The last four (4) digits of your student number
- The last four (4) digits of your social security number

Email Formula:  
First_name_initial + first_last name + last_4_digits_student_number + @stu.nuc.edu
Example:
Name: José Nevárez
Last four digits of student number: 1010

Email: jnevarez1010@stu.nuc.edu

Password Formula:
first_name_initial+first_lastname_initial+last_4_digits_social_security_number

Example:
Name: Jose Nevarez
Last four digits of Social Security Number: 2020

Password: jn2020

You can now access your Student Portal. It's very easy!

1. Just go to http://www.nuc.edu and select Student Portal.
2. Once you enter and place your email and password for the first time, the system will ask you to change it (password must be at least 6 characters).
3. As soon as you complete this process you have activated your Portal account and are ready to go in and take advantage of the services offered.
4. You can also access CANVAS directly from the portal without having to reenter your email and password. This is done through a link on the menu called "Online Courses".
5. Remember, very important! To activate your new email in Office 365, you just have to visit Microsoft Office 365: (http://mail.office365.com) and enter the your email and new password.

Information Technology Requirements of Distances Education Courses

National University College has selected Canvas as a technological tool to support its online courses, starting on July, 16 2014. Canvas is a platform for delivering online courses, is simple and allows you remote access to your courses.

Minimum technical requirements to use Canvas:
This is an institutional account exclusively to contact professors and classmates and receive official notifications from the Institution. (Do not mix up with your personal e-mail.)

Minimum Hardware required for PC (Windows)

- Pentium 4 Processor 2 Ghz or faster
- Operating System: Windows XP, Windows 7 or W8
- Minimum 2 Gb memory
- 80 Gb hard disk
- Audio Card (integrated)
- Video Card (optional)
- Monitor
- Webcam
- Headset for oral presentations and interaction in live class sessions

Minimum Hardware required for MAC (Macintosh)

- Intel Processor or faster
- Mac OSX 10.6 Operating System or latest
- Minimum 2 Gb memory
- 80 Gb hard disk or greater
- Audio Card (integrated)
- Video Card (optional)
- Monitor
- Webcam
- Headset for oral presentations and interaction in live class sessions

If the student wants to view Canvas on a device with a screen smaller than 1024 x 600 resolution, is recommended to use Canvas Mobile App available at http://guides.instructure.com.

Software1 and Plugins2

- ADOBE Acrobat Reader 1
- Apple Quicktime1
- Windows Media Player2
- Flash Player1
- Mozilla Firefox (Latest version. Uninstall previous versions.) Language preferences
- JAVA Player2 (Latest version. Uninstall previous versions.) Should be enabled in your browser.
- Respondus Lockdown Browser (Used for taking course tests in Blackboard platform.)
- Office for MAC 2008 or latest: Word, Excel, PowerPoint
- If you do not have Microsoft Office, you can download Open Office (Free software compatible with Microsoft Office) at www.openoffice.org
- With your institutional e-mail you have access to online Microsoft Office applications: Word, PowerPoint y Excel. To get value from this benefit, just sign in with your institutional e-mail account at https://skydrive.live.com/.

Internet Connection

- Wired connection: Cable, DSL, Modem 256k or faster
- Wired connection preferable. Wireless connections are sensitive to weather changes; thus, they are unstable and may cause trouble when you are working or taking a test in the platform.

Basic Knowledge

- How to manage, send and receive e-mails
- Ability to open, close and save files in the following formats: Word (DOC), Plain text (TXT), Rich text format (RTF) and PDF
- Basic knowledge on software used for course content (Example: Word, PowerPoint, Excel, among others)

Recommended Browser

- Google Chrome
- Internet Explorer versión 9.0 or higher
- Firefox versión 19 or higher

**NURSING DEPARTMENT**

*Mission*

The graduates of National University College, upon licensure, will be proficient professionals with a strong commitment toward the discipline of nursing and public service. They will be critical/ethical thinkers who use positive clinical judgment in their professional practice within the multidisciplinary health team and their service to diverse individuals, families and the community. As such, they will be committed to learning, as a dynamic and continuous process, throughout life.
Vision

The creation of nursing professionals committed to confident and competent practice as leaders in new healthcare trends and challenges for the improvement of a diverse, dynamic and complex society.

Nursing Program Philosophy

Nature of Person:

Each individual is a unique personality who is shaped by their genetic and environmental exposure to the world. In turn this forms a person’s moral and ethical value system. Through a process of growth and development, the individual reaches adulthood where the expectation is that of a responsible being who promotes independent and competent thinking with socially acceptable actions. Human life has value and every person has the right to achieve their optimum state of health (wellness).

Nature of Society:

Every human being is a social being. Individuals may form community aggregates to satisfy their needs, whether that is a family, a local, regional or national community or the world. It is the society that determines the mores and values that regulate its existence. These interactions are the basis for the type of socialization that exists among its members. It is through the family and society that a human being acquires knowledge and internalizes values. Individuals, families and, social groups work together on their individual and collective behaviors to effectively and significantly contribute to the bio-psychosocial, economical welfare and quality of life for all.

Health:

Society must be healthy in order to survive. Health within the society is a continuous and cyclic process that is defined within the individual, family, groups (both small and larger) and the global community. Optimum health is more than the absence of physical illness as it also includes the mind and spirit. There are various levels on the health/illness continuum – primary, secondary and tertiary- which emphasizes that an individual’s health can vary according to their own life stage and development. Maximum health can, therefore, include illness prevention; promotion and maintenance of health; or, maintenance of disease.

Nature of Nursing:
Nursing is the art and science of holistically caring for individuals, families and communities. It draws on the biological and social sciences as the background for providing care and incorporates the fine arts into one’s portrait of wholeness for the person – maximum physical, mental, social and spiritual welfare. Within its realm is the ability to think critically, draw conclusions, make decisions and act with clinical judgment in different scenarios within various cultural venues. Nursing includes both dependent and independent functions in relation to the multidisciplinary healthcare team.

**Teaching/Learning:**

Through instruction or study, skills and knowledge are acquired. This is learning. Through the recognition of an individuals’ learning style, faculty facilitates student learning. Teaching strategies are student centered and selected to encourage autonomy and self-direction while providing individual support. These strategies encourage critical thinking, exploration of research and evidence based practice. Learning is meaningful when faculty plan and select rich and varied experiences that progress from the simple to complex. Participation in learning is necessary for achieving goals and establishing patterns of life-long learning. This life-long process may include the desire to: continue learning, seek answers for questions, remain connected with the profession, create new personal opportunities, etc.

**Nursing Education:**

Nursing education is a systematic and continuous process based on scientific knowledge. It includes both general education and nursing specific content. It is further defined, in Puerto Rico, according to the type of nursing practice the individual will perform (Rule 254).

The ASN or associate nurse may perform basic client care skills under the direction of a general BSN nurse, doctor or dentist in hospitals, doctors’ offices, laboratories, ambulatory and elderly care facilities.

The BSN or general nurse may perform independently across the life care spectrum and in all healthcare environments.

**Program Outcome**

The five (5) Program Learning Outcomes (PLOs) reflect licensing pass rates, program completion, job placement, student and employer satisfaction with the nursing program(s)

**Student Learning Outcomes (SLOs)**

<table>
<thead>
<tr>
<th>NUC Learning Goals</th>
<th>Nursing Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree</td>
<td>Bachelor Degree</td>
</tr>
</tbody>
</table>

17 | Page
<table>
<thead>
<tr>
<th>NUC Learning Goals</th>
<th>Nursing Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Professional Competence</strong></td>
<td>Perform basic nursing skills safely, in hospitals, doctors’ offices, laboratories, ambulatory and elderly care facilities, within the legal and ethical limits of the scope of practice for the associate degree nurse in Puerto Rico.</td>
</tr>
<tr>
<td><strong>2. Communication Skills</strong></td>
<td>Choose effective verbal, non-verbal, written, or electronic communications with patients, families and the collaborative interdisciplinary health team, to achieve positive client care outcomes.</td>
</tr>
<tr>
<td><strong>3. Critical and Creative Thinking</strong></td>
<td>Use critical thinking and the nursing process to provide holistic and caring strategies, for clients of all ages, to maintain and re-establish wellness.</td>
</tr>
<tr>
<td><strong>4. Logic Mathematical Reasoning</strong></td>
<td>With an awareness of technological advances, research and evidence based practice, identify and apply the steps of the nursing process to perform nursing care for clients across the lifespan.</td>
</tr>
<tr>
<td><strong>5. Information Literacy (Digital Competency)</strong></td>
<td>Use technology to manage data for safe client care decisions.</td>
</tr>
<tr>
<td>NUC Learning Goals</td>
<td>Nursing Program</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>6. Legal/Ethical</td>
<td>Demonstrate the use of: the cannons of professional ethics; social norms; and, the regulations and laws governing the practice of nursing in Puerto Rico</td>
</tr>
<tr>
<td>7. Respect for Diversity</td>
<td>Recognize and incorporate individual uniqueness, cultural diversity, and human responses when formulating holistic nursing interventions.</td>
</tr>
</tbody>
</table>

**Admission Criteria**

Admission to the Nursing Program at National University College:

1. Admission to the College: This is in compliance with the process described in the National University College Catalog and includes:

   - National University College Admissions Application and documents
   - Proof of high school graduation or GED or its equivalent
   - Official transcripts from high school and all colleges attended
   - Completion of the entrance/placement exam

2. Admission index requirements and minimum grade point average for graduation

<table>
<thead>
<tr>
<th>GRADE</th>
<th>Admission Index (High school graduation index)</th>
<th>Admission Index</th>
<th>Transfer Admission Index</th>
<th>Minimum grade point average for Graduation</th>
<th>Approved courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADN</td>
<td>2.00</td>
<td>220 points</td>
<td>GPA 2.00 Minimum 1 approved course</td>
<td>GPA 2.25 All courses Minimum C</td>
<td>All courses Minimum C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>GPA 2.25</th>
<th>GPA 2.50</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BSN</strong></td>
<td>Minimum 1 approved course</td>
<td>All courses Minimum C</td>
</tr>
<tr>
<td><strong>RN to BSN</strong></td>
<td>GPA 2.25</td>
<td>All courses Minimum C</td>
</tr>
<tr>
<td>(on-line/Presencial)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Nursing Department Grading System**

The nursing program follows a modified College grading system. Theory courses are graded as:

- A = 100-90
- B = 89-80
- C = 79-70
- D = 69-60
- F = Below 59-0

*Only grades of “C” qualify as acceptable grades for progression.*

**SECUENCIAL CURRICULAR**

*Bachelor's Degree in Sciences in Nursing*

The Bachelor’s Degree in Science in Nursing prepares generalist nurses capable of carrying out professional interventions applying learned leadership and administrative skills, critical thinking, assertive communication and ethical and responsible decision-making. The bachelor’s degree emphasizes the needs of the profession, human care, teaching and knowledge integration. It aims to develop a professional nurse with the following qualifications: leadership and creativity, assertive communicator conscious of the need to distinguish between different needs groups, populations and situations; knowledge of the clinical and psychosocial development aspects of the individual, capable of working in different scenarios, such as with the individual, hospital and community in the primary, secondary, and tertiary levels. It also aims to contribute with our graduates to the betterment of the quality of life of our society.

**MINIMUM REQUIREMENTS:**

- 36 Credits in General Education
- 22 Credits in Core Courses
- 64 Credits in Major Courses
- **122 Total Credits**

**FIRST TERM 12 CREDITS**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Corequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1010</td>
<td>Basic Mathematics</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 1010</td>
<td>Introduction To Biology</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 1000</td>
<td>Nursing Theory And Evolution</td>
<td>2</td>
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**SECOND TERM 13.5 CREDITS**

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**THIRD TERM 14.5 CREDITS**

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**FOURTH TERM 15.5 CREDITS**

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**FIFTH TERM 14.5 CREDITS**

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**SIXTH TERM 15 CREDITS**

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<td>NURS 3015</td>
<td>Physical Assessment</td>
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<td>BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, NURS 1011L, NURS 1000, NURS 1300, NURS 1311L, NURS 1321P, NURS 2550, NURS 2551P, NURS 2620, NURS 2621P, NURS 2630, NURS 2631P, NURS 2710, NURS 2721, NURS 2730</td>
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<td>NURS 3055</td>
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<td>NURS 3130</td>
<td>Critical Interventions In Professional Nursing With Adults</td>
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### NINETH TERM 13 CREDITS

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<td>NURS 4000</td>
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<td>Social Sciences I</td>
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Total 122 Credits
SECUENCIAL CURRICULAR
Bachelor’s Degree in Sciences in Nursing
RN to BSN

OBJECTIVE

The objective of the Bachelor’s Degree in Science in Nursing (RN to BSN) is to prepare health professionals with a solid foundation in theoretical knowledge, leadership and managerial skills, innovative and technological advances, investigation, communication, clinical judgment, and decision-making. The Bachelor’s in Sciences in Nursing (RN to BSN) program emphasizes the needs within the profession, the holistic care of the human beings, and the integration of knowledge within the discipline.

MINIMUM REQUIREMENTS:

18 Credits in General Education
  8 Credits in Core Courses
26 Credits in Major Courses
52 Total Credits

Admission Requirements:

☐ Complete and submit the admission application.

☐ Have an associate degree in nursing from an accredited institution that is recognized by the United States Department of Education or by an official agency from the country of origin.

☐ Have a minimum GPA of 2.25 or its equivalent, according to the grading system of the institution of origin.

☐ Have a permanent RN license in United States or Puerto Rico and show evidence that such license is active. *All students must keep their license active during their time of study.

Transfer of credits for the Bachelor’s Degree in Science in Nursing (RN to BSN) Program
Academic Degree: Bachelor’s Degree in Science in Nursing (RN to BSN)

Terms: 4 full-time
Total credits: RN to BSN-52 credits

Credits required for graduation: 122 credits
### FIRST TERM 15 CREDITS

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### FOUR TERM 13 CREDITS

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<td>Global And National Health Policies</td>
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<td>NURS 4020</td>
<td>Nursing Interventions With Families And Communities</td>
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<td>SOSC 1020</td>
<td>Social Sciences I</td>
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SECUENCIAL CURRICULAR
Associate’s Degree in Nursing

The Associate’s Degree in Nursing Program focuses in preparing entry level nurses with the knowledge and skills needed for position in a community hospital, laboratory, doctor’s office or elderly facility.

The objectives of the Associate’s Degree in Nursing is designed towards those students interested in applying their knowledge, abilities, skills and strategies to collaborate and participate in the planning and providing patient centered care, integrate safety while employing patient –centered care, integrated safety while employing evidence-based practice, into nursing care and practice in a variety of setting. The graduates will apply their abilities, skills and fundamentals in the procedure of the natural sciences and human behavior, always under the direct supervision of a nurse, general physician, or specialist.

Minimum Requirements:

18 Credits in General Education
14 Credits in Core Courses
38 Credits in Major Courses
70 Total Credits

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<td>B I O L 2000</td>
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<p>| THIRD TERM 14.5 CREDITS |</p>
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
<th>Prerequisites</th>
<th>Corequisites</th>
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<tbody>
<tr>
<td>NURS 1061L</td>
<td>Pharmacology And Skills Laboratory For The Medicines Administration</td>
<td>2</td>
<td>BIOL 2000, MATH 1010, NURS 1000, NURS 1300, NURS 1311L, NURS 1321P</td>
<td>NURS 1050</td>
</tr>
<tr>
<td>NURS 1050</td>
<td>Pharmacology And Nursing Implications</td>
<td>3</td>
<td>BIOL 2000, MATH 1010, NURS 1000, NURS 1300, NURS 1311L, NURS 1321P</td>
<td>NURS 1061L</td>
</tr>
<tr>
<td>NURS 2540</td>
<td>Nursing Care In Mental Health And Psychiatry</td>
<td>2</td>
<td>BIOL 2000, MATH 1010, NURS 1000, NURS 1300, NURS 1311L, NURS 1321P</td>
<td>NURS 2541P, NURS 1050, NURS 1061L, PSYC 2510</td>
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<tr>
<td>NURS 2541P</td>
<td>Practice Of Nursing Care In Mental Health And Psychiatry</td>
<td>1.5</td>
<td>BIOL 2000, MATH 1010, NURS 1000, NURS 1300, NURS 1311L, NURS 1321P</td>
<td>NURS 2540, NURS 1050, NURS 1061L, PSYC 2510</td>
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**FOURTH TERM 15.5 CREDITS**

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<tr>
<td>NURS 2550</td>
<td>Nursing Interventions With Adult And Elder I</td>
<td>3</td>
<td>BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, MICR 1011L, NURS 1000, NURS 1300, NURS 1311L, NURS 1321P, NURS 1050, NURS 1061L</td>
<td>NURS 2551P</td>
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<tr>
<td>NURS 2551P</td>
<td>Simulation And Practice Of Nursing Interventions With The Adult And Elder I</td>
<td>2</td>
<td>BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, MICR 1011L, NURS 1000, NURS 1300, NURS 1311L, NURS 1321P, NURS 1050, NURS 1061L</td>
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<tr>
<td>NURS 2620</td>
<td>Nursing Intervention In Mother And Newborn</td>
<td>3</td>
<td>BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, MICR 1011L, NURS 1000, NURS 1300, MICR 1311L, MICRO 1321P, NURS 1050, NURS 1061L</td>
<td>NURS 2621P</td>
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<tr>
<td>NURS 2621P</td>
<td>Simulation And Practice Of Nursing With The Mother And Newborn</td>
<td>1.5</td>
<td>BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, MICR 1011L, NURS 1000, NURS 1300, NURS 1311L, NURS 1321P, NURS 1050, NURS 1061L</td>
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<td>ENGL 1010</td>
<td>Basic English I</td>
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<td>PSYC 2510</td>
<td>Psychology</td>
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**FIFTH TERM 14.5 CREDITS**

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<tr>
<td>NURS 2630</td>
<td>Nursing Interventions In Adult And Elderly</td>
<td>3</td>
<td>BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, MICR 1011L, NURS 1000, NURS 1300, NURS 1311L, NURS 1321P</td>
<td>NURS 2631P</td>
</tr>
</tbody>
</table>
Courses Description

**NURS 1000: Nursing Theory and Evolution: 2 credits**
In this course the student will examine the origin and evolution of the practice of nursing and its historical background. Students will explore the ethical standards, moral principles and legal regulations governing the practice of nursing as a profession and those specific to Puerto Rico. Also concepts related to the promotion and maintenance of health, the importance of computer skills, and, the integration of technology in contemporary nursing practice will be discussed. (Co-requisites: None) (Pre-requisites: None)

**NURS 1050: Pharmacology and Nursing Implications: 3 credits**
In this course the student will analyze the basic principles of pharmacology and its implications on drug administration when providing nursing care to clients and their families. It will examine
the professional standards and regulations for prescription law, administration and control of
drugs in Puerto Rico and the United States and the implications for nursing practice. It will
highlight the importance of the knowledge of pharmacology to safely manage drugs or
medication for clients/families. It will integrate the knowledge of the different body systems and
pharmacology into managing and administering medications as part of nursing practice. (Co-
requisites: NURS 1061L) (Pre-requisites: BIOL 2000, MATH 1010, NURS NURS 1000, NURS
1300, NURS 1311L, NURS 1321P)

NURS 1061L: Pharmacology and Skills Laboratory for the Medicines Administration: 2 credits
In this course the student will integrate the nursing process into the safe administration of
medications for the client at any stage of growth and development. The student will identify
prescription language for the safe administration of medications. The course will develop in the
student the basic skills necessary for the calculation, dosing and safe administration of
medications when providing nursing care to clients and their families. Students will integrate
manual and electronic documentation skills into administering medications safely. The passing
grade for the Lab is 80%. (Co-requisites: NURS 1050) (Pre-requisites: BIOL 2000, MATH 1010,
NURS 1000, NURS 1300, NURS 1311L, NURS 1321P)

NURS 1300: Fundamentals of Nursing: 3 credits
In this course, the student will analyze attitudes and critical thinking skills used by a professional
nurse in the process of making decisions and solving problems in providing health care to the
client- family. The student will integrate the nursing process as a tool for solving the health
needs of the client and family. The importance of communication to interact with the client-
family, colleagues and members of the health team are studied. Students will integrate client
knowledge into the nursing care to clients, family and significant others. (Co-requisites:
BIOL 2000, NURS 1311L, 1321P) (Pre-requisites: BIOL 1010, MATH 1010, NURS 1000)

NURS 1311L: Fundamentals of Nursing Lab: 2 credits
In this course, the student will develop the knowledge and technical skills necessary to safely
perform basic nursing procedures for intervening in the health care of client and family. Students
will: use the nursing process as a framework for making decisions; demonstrate the development
of critical thinking skills; and, practice safe and effective basic procedures/skills. This will
include the effective use of verbal and nonverbal communications and the technological/written
skills for conveying healthcare information to clients, families, colleagues and members of the
multidisciplinary team. (Co-requisites: BIOL 2000, NURS 1300, NURS 1321P) (Pre-requisites:
BIOL 1010, MATH 1010, NURS 1000)

NURS 1321P: Simulation and Practice of Fundamentals of Nursing: 1.5 credits
In the course, Simulation and Practice of Fundamentals in Nursing, the student will continue to develop and apply the basic skills necessary for the direct care of the client/family by using the program conceptual framework and the nursing process. Practice will occur in primary and secondary health care setting. Students will use the 5 steps to the nursing process (assessment, diagnosis, planning, implementing and evaluating) to plan and implement care for the improvement of the client/family’s health. (Co-requisites: BIOL 2000, NURS 1300, NURS 1311L) (Pre-requisites: BIOL 1010, MATH 1010, NURS 1000)

**NURS 2540: Nursing Care in Mental Health and Psychiatry: 2 credits**

In this course, students will examine the historical evolution of psychiatric nursing and its’ basic theoretical concepts and mental health. Students will examine the professional, legal and ethical responsibilities in providing holistic nursing care with a focus on mental health at the primary, secondary and tertiary levels. They will learn to have good therapeutic communication in order to establish effective relationships with client in mental health care. They will also integrate the nursing process in the management of common mental health disorders and psychiatry. (Co-requisites: NURS 1050, 1061L, 2541P, PSYC 2510) (Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, MICR 1011L, NURS 1000, NURS 1300, NURS 1311L, NURS 1321P)

**NURS 2541P: Practice of Nursing Care in Mental Health and Psychiatry: 1.5 credits**

Students will apply the nursing process to provide direct care to clients with mental health and psychiatric disorders at various stages of growth and development. Students will develop nursing activities aimed at promoting, restoring and maintaining mental health. At all times a focus will be toward the ethical-legal responsibilities of the nurse when providing mental health care and psychiatric care at the primary, secondary and tertiary levels. (Co-requisites: NURS 1050, 1061L, 2540, PSYC 2510) (Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, MICR 1011L, NURS 1000, NURS 1300, NURS 1311L, NURS 1321P)

**NURS 2550: Nursing Interventions with Adult and Elder I: 3 credits.**

In this course, the student will evaluate the management of individual therapeutic regimens, including activities that are used to promote health and prevent disease which affects adults and the elderly. Issues discussed relate to the concepts of oxygenation (cardiac and respiratory), inflammation, fluid/electrolyte balance, sensory/perceptual, cellular damage (surgery) and reproductive stability. (Co-requisites: NURS 2551P) (Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, MICR 1011L, NURS 1000, NURS 1050, NURS 1061L, NURS 1300, NURS 1311L, NURS 1321P)

**NURS 2551P: Simulation and Practice of Nursing Interventions with the Adult and Elder I: 2 credits**
In this course, the student will demonstrate an evidence-based practice through clinical experiences with adults and the elderly who exhibit commonly occurring human responses to health challenges from within the concepts of oxygenation (cardiac and respiratory), inflammation, fluid/electrolyte balance, sensory/perceptual, cellular damage (surgery) and reproductive stability. Student will also demonstrate skills with therapeutic communication, nursing care planning, attention to diversity, and, the incorporation of legal/ethical considerations during nursing interventions with the adult and elderly client. (Co-requisites: NURS 2550) (Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, MICR 1011L, NURS 1000, NURS 1050, NURS 1061L, NURS 1300, NURS 1311L, NURS 1321P)

**NURS 2620: Nursing Intervention in Mother and Newborn: 3 credits**
In this course the students will analyze the fundamental concepts, historical evolution and ethical-legal aspects in the care of the mother and newborn. Students will review the anatomy and function of the female and male reproductive system and evaluate the process of nursing intervention in the direct care of the mother and newborn. They will discern the nursing role during antepartum, childbirth, postpartum and newborn stages. This includes discussion of the anticipated physical and neurological changes and the general complications during the maternal and newborn periods. (Co-requisites: NURS 2621P) (Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, MICR 1011L, NURS 1000, NURS 1050, NURS 1061L, NURS 1300, NURS 1311L, NURS 1321P)

**NURS 2621P: Simulation and Practice of Nursing with the Mother and Newborn: 1.5 credits**
In this course, students will demonstrate their skills in evidence-based practice through clinical experiences and the application of necessary nursing skills for assisting the mother and newborn to adapt to physiological and psychological changes that occur in childbearing and the newborn phases of development. This includes care of the high risk mother and newborn. (Co-requisites: NURS 2620) (Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, MICR 1011L, NURS 1000, NURS 1050, NURS 1061L, NURS 1300, NURS 1311L, 1321P)

**NURS 2630: Nursing Interventions in Adult and Elder II: 3 credits**
In this course, students will examine the physiological changes that occur in adults and the elderly during the aging process. They will analyze the causes and common patho-physiology that affects individual stages of adulthood and old age. Students will use the nursing process to assess, plan, implement and evaluate selected nursing interventions required for the direct care of adult and elderly with health disorders within the digestive, renal, endocrine, nervous and skeletal muscle systems. (Co-requisites: NURS 2631P) (Pre-requisites: BIOL 1010, BIOL 2000, NUC©2016
MATH 1010, MICR 1000, MICR 1011L, NURS 1000, NURS 1050, NURS 1061L, NURS 1300, NURS 1311L, NURS 1321P, NURS 2550, NURS 2551P)

**NURS 2631P: Simulation and Practice of Nursing Interventions with the Adult and Elderly II: 2 credits**
In this course, students will demonstrate an evidence-based practice through their clinical experiences while caring for clients with health challenges to the digestive, renal, endocrine, nervous and muscle/skeletal systems. They will apply the principles of growth and development, therapeutic communications, information management, legal/ethical behaviors and cultural sensitivity while implementing skills in the care of adults and the elderly. They will discuss the nursing process in the care of adults and elderly with functional changes of the gastrointestinal, neurological and skeletal muscle, urinary elimination and endocrine system. (Co-requisites: NURS 2630) (Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, MICR 1011L, NURS 1000, NURS 1050, NURS 1061L, NURS 1300, NURS 1311L, NURS 1321P, NURS 2550, NURS 2551P)

**NURS 2710: Nursing Interventions with Children and Adolescents: 3 credits**
In this course, students will describe concepts related to the health of children and adolescents, as well as the historical background and evaluation of pediatric nursing care. They will integrate the education process into the pediatric client and family in the promotion and prevention of health through different stages of growth and development. Students will integrate the process of nursing interventions to maintain and promote the physiological, psychological, social and spiritual integrity of children and adolescents. (Co-requisites: NURS 2721P) (Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, MICR 1011L, NURS 1000, NURS 1050, NURS 1061L, NURS 1300, NURS 1311L, NURS 1321P, NURS 2550, NURS 2551P)

**NURS 2721P: Simulation and Practice of Nursing Interventions with Child and Adolescent: 1.5 credits**
In this course, students will demonstrate an evidence-based practice through their clinical experiences. They will apply the knowledge, skills and attitudes required of the nurse while providing care to children and adolescents. Students will assess health and fitness to collect data and write nursing plans for children and adolescents. They will present the findings of research-based health disorders in children and adolescents using the nursing process as a tool to plan and implement evidence-based care. (Co-requisites: NURS 2710) (Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, MICR 1011L, NURS 1000, NURS 1050, NURS 1061L, NURS 1300, NURS 1311L, NURS 1321P, NURS 2550, NURS 2551P)

**NURS 2730: Integrating Seminar of Nursing: 2 credits**
This course provides an introduction to the Nursing Board Examination in Puerto Rico. By utilizing the concepts used by the Examining Board to organize and design the licensing exam and the client need categories of the NCLEX-RN exam, the student will fully understand the extent and scope of the licensing exam. Emphasis is given to the health concepts and levels of care found in Puerto Rico as reflected in the professional competences necessary to offer nursing care to clients, families and communities. The use of case studies/scenarios assists the student to critically think through situations. (Co-requisites: 2630, 2631P, NURS 2710, 2721P) (Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, MICR 1011L, NURS 1000, NURS 1050, NURS 1061L, NURS 1300, NURS 1311L, NURS 1321P, NURS 2540, NURS 2541P, NURS 2550, NURS 2551P, NURS 2620, NURS 2621P)

**NURS 3006: Transition of the Role of Nurses in Current Society: 3**
In this course, the student will examine the historical evolution of the nursing profession, holistic concepts, nursing theories and the educational levels of nursing practice. Additionally, the student will examine critical thinking skills, which will enable him/her to make clinical judgments. The student will analyze the legal and ethical aspects and cultural diversity in the face of professional challenges; nursing roles within the changing healthcare systems; and, the use of research, evidence based practice and technology in today’s nursing environment. (Co-requisites: None) (Pre-requisites: NURS 1000)

**NURS 3015: Physical Assessment: 3 credits**
In this course, students will assess the history of the role of nursing in holistic care health assessment for adult and elderly clients. They will learn about physical assessment methodology and the techniques of performing the physical exam as part of the nursing professional role. Included will be attention to documenting a clients’ health history and physical exam as part of the process for clinical decision-making. (Co-requisites: None) (Pre-requisites: NURS 1000, NURS 1050, NURS 1061L, NURS 1300, NURS 1311L, NURS 1321P, NURS 2540, NURS 2541P, NURS 2550, NURS 2551P, NURS 2620, NURS 2621P, NURS 2630, NURS 2631P, NURS 2710, NURS 2721P, NURS 2730)

**NURS 3040: Informatics in Healthcare Systems: 3 credits**
In this course, students will examine the fundamental concepts and roles of nursing professionals regarding informatics and their use. They will also analyze the management, practices and applications of information systems in clinical and educational settings; and, explain the ethical and legal controversies involved when dealing with information in a healthcare system. At the same time, they will evaluate the impact of technology and its applications in clinical, educational and research environments. (Co-requisites: None) (Pre-requisites: NURS 1000)

**NURS 3050: Research in Nursing: 3 credits**
In this course, students will evaluate the role, as well as the importance, of research in professional nursing practice, including the conducting and dissemination of research and its principles and evidence-based practice models. They will also examine the ethical and legal considerations related to the subjects within nursing research. In addition, they will describe the nursing research process and interpret evidence-based research in order to apply it to nursing practice. (Co-requisites: None) (Pre-requisites: MATH 1010, STAT 2000)

**NURS 3055: Leadership and Management: 3 credits**

In this course, the student will analyze concepts of leadership and management, as well as the necessary tools for the fulfillment of the nursing professional role in light of new perspectives in health services administration. The student will evaluate theories and models for management practice in nursing. The student will design effective organizational structures for determining administrative and management resources applicable to nursing services. Also, the student will justify the importance of establishing effective and safe work environments in order to sustain the motivation of the nursing professional and the quality of the health services. (Co-requisites: None) (Pre-requisites: NURS 3006)

**NURS 3130: Critical Interventions in Professional Nursing with Adults: 3 credits**

In this course, students will examine the importance of the role of nursing and holistic care in the critical care environment for adult patients and their families. They will also value the role of the nursing professional when caring for critically ill adults. Students will differentiate between diagnoses and treatments in the collaborative management of critical conditions. In addition, they will analyze the nursing skills required for care of critical and acute pathological conditions in adults that require intensive care. (Co-requisites: None) (Pre-requisites: NURS 3015)

**POLICES & PROCEDURES**

**Institutional Rules And Regulations**

National University College’s main objective is that its students complete their program within an excellent academic environment and by receiving quality services. Such services require an atmosphere of adequate behavior conducive to an optimum learning environment. To that effect, the following rules must be observed by every student.

1. Students are expected to observe good behavior at all times at National University College.
2. Classrooms are considered study areas where students should maintain silence and act orderly. Silence and order is also required in the Educational Resources Centers, laboratories and halls.
3. Regular and prompt attendance at classes and laboratories is an essential part of the academic program.
4. Appropriate dressing is required at all times. Students should be aware that some programs require a specific uniform to be worn during the internship and/or in certain laboratories.
5. Every student is encouraged to hand-in requested documents at the required time.
6. The administration will expel from the Institution any student who damages or destroys any property of National University College.
7. Students who have officially enrolled in National University College have the right to use the laboratories corresponding to the courses they are enrolled in. However, they must be careful in handling laboratory and computer equipment and follow all rules governing their utilization.
8. Children are not allowed in classrooms and National University College is not responsible for any injuries or accidents they may suffer.
9. Collection of money or any kind of selling without written authorization of the administration is prohibited.
10. Students are not permitted to smoke.
11. The use of alcohol or illegal drugs at National University College, or attending classes under the influence of said products is reason for automatically expelling the students involved in accordance with the Institution’s policy.

Additional information regarding rules and regulations to be observed by students can be found in the publication entitled “Reglamento Estudiantil,” a student manual provided for the Institution’s students.

**Academic Integrity Policy**

NUC’s principles of academic integrity will not tolerate acts of falsification, misrepresentation, intellectual dishonesty, whether intentional or unintentional or deception. Such acts of intellectual dishonesty include, but are not limited to, cheating, plagiarism, fabricating data or citations, stealing examinations, selling or distributing stolen examinations, using faculty member editions of textbooks without authorization, taking an exam for another student, using technology to disseminate exam questions and answers, tampering with the academic work of another student, misuse of grant or institutional funds, facilitating other students’ acts of academic dishonesty, academic sabotage, and resubmitting work completed in another course (with the exception of compiling previous coursework, if approved, into a Directed Research Project). The student will be responsible for reading and complying with the Academic Integrity Policy available on the Institution’s Website.

**Grievance Procedures**
**Internal Grievance Policy**

An internal grievance policy has been established to consider complaints received from students, employees, and other interested parties. The process is the following:

1. The student should submit his complaint in writing to the Students Affairs Office. In the case of employees or interested parties, they should submit their complaint in writing to the Institutional Human Resources Director.
2. The complaints will be reviewed by the designated officials within five business days after filing.
3. Once the complaint is investigated a response should be submitted to the complainant within the following 10 business days of the final decision.

**Grievances Procedure**

The following procedure should be followed in order to file/address complaints of discrimination on the basis of sex in educational programs and activities at this institution.

1. The student or employee should submit his complaint in writing to the Human Resources Office to the attention of the Institutional Human Resources Director of the National University College.
2. The complaint will be reviewed by the designated officials within five business days after filing.
3. Once the complaint is investigated a response should be submitted to the complainant within the following 10 business days of the final decision.

**Complaints submitted by students against possible violations of academic or administrative staff**

Complaints submitted by students against possible violations of academic or administrative staff are referred to the Human Resources Department. The following procedure is performed:

1. The Director of Student Affairs or the Student Services Coordinator investigate the allegations made in the complaint.
2. If any possible violation of rules and institutional policies are determined, the employee shall refer to the immediate supervisor. In case of an academic staff, it is referred to the Academic Dean of the Campus. After evaluating the situation with the employee, the Director of Human Resources, the Chancellor and the immediate Supervisor will determine the corrective measures, and will notify the determination by written communication to the Director of Student Affairs or Student Services Coordinator.
3. The Director of Student Affairs or the Student Services Coordinator will notify the determination, by written communication, to the student.
4. If the complaint was related to the use of drugs or alcohol, sexual harassment, discrimination because of race, color, age, sex, sexual preference, religion, nationality, marital status, national origin, political affiliation, disability or social status, it will be attended and processed under the protection of institutional policies and laws applicable to these matters.

5. Once the actions taken are notified if the student does not agree may appeal to the President of the institution or his deputy, no later than three (3) working days. The decision taken by the President, regarding the appeal, be notified in writing within a period of ten (10) working days and the same shall be final and unappealable.

Non Discrimination Policy

In accordance with the requirements of Title IX of the Education Amendments of 1972 and its implementing regulations, National University College designated its Human Resources Director as its Title IX coordinator. The following non discrimination policy and grievance procedures are hereby published to address any complaints of discrimination on the basis of sex in educational programs and activities at this institution.

1. National University College does not discriminate on the basis of sex in admission to or employment in its education programs or activities.

2. The Title IX Coordinator for the Institution is the Institutional Human Resources Director, National University College. She can be contacted at the Human Resources Office, National

3. All inquiries concerning the application of Title IX and its implementing regulations may be referred to the Institutional Human Resources Director or to the Office for Civil Rights of the US Department of Education at 75 Park Place, 14th floor, New York, NY 10007-2146, telephone (212) 637-6466.

4. Any complaints of discrimination based on age, race, color, place of birth, social origin or condition, physical or mental handicap or political or religious beliefs will also follow the grievance procedures policy mentioned below and as described in the Student Handbook.

FERPA ACT: Family Educational Rights and Privacy Act

Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, intends to protect the privacy of post-secondary level student academic records, and of the parents and guardians of students under 18 years. The Act applies to any institution that receives federal funds and provides the right to review the academic records, to request, amend these records and limit the disclosure of the information contained therein. Students enrolled in a postsecondary institution, regardless of age or status in relation to dependence on their parents, are protected by FERPA. The scope of the Act includes records, documents, and information directly related to the student. This also includes credit transcripts and any other documents obtained from the institution in which the student was previously enrolled. The student has the
right to examine records that are directly related to him or her and that correspond to an educational institution or an entity authorized to keep the institution's records. Any person or entity wishing to obtain information from the file must submit a written consent updated and signed by the student before showing the information requested. In addition, you must present a photo ID.

Disability Accommodations in Academic Programs

Policy for students with disabilities in National University College’s Nursing Program complies with the Americans with Disabilities Act of 1990 (ADA) and ADA Amendments Act (ADAAA). The program's goal is include students with disabilities. The students with disabilities who apply to the program must meet the essential functions of the program. Students with disabilities have the right to belong required by law, and access to all the services offered.

With the goal of providing equal opportunities to students with disabilities nursing program they may request:

- Reasonable Accommodation in their courses or services
- Library Services
- Technological Assistance
- Counseling and Psychological Services
- Extended admission committee

*See Policy for students with disabilities in the NUC Student Regulations Handbook

Competency Exams

Undergraduate students can apply for and take competency exams for any course in their program of study, subject to academic evaluation, availability and depending upon the regulations and/or the accreditation standards of those academic programs. Not all program courses will be available for competency exams. Only those students who understand that they have the necessary knowledge of the course material for which they are interested in taking a competency exam should apply for it. This exam will be authorized to students after they have been officially enrolled in the institution and active in the term in which they apply for the exam. Competency exams will only be offered to students in courses in which they have never been enrolled. If the student passes the exam with a grade of 70 per cent or higher, he will obtain the value in credits assigned to that course. No grade will be assigned for competency exams. The competency exam may be taken up to a maximum of two times, which means that the student can only repeat the exam once. Each attempt requires a new application and payment. The student may only take two competency exams per academic term, and up to a total of four tests in his academic life at National University College, while not exceeding the amount of allowed transfer credits as stated in the transfer credit policy. If the student should fail the exam on both
attempts, the student must enroll and take the course. Solicitor el examen de competencias. (Week 7 for students 14 weeks and week 4 for 7 weeks)

Withdrawals

For the purpose of measuring the satisfactory academic progress of a student, withdrawals will be considered as courses not approved. This will not affect the student’s cumulative grade point average, but will have an effect on the number of credits that the student should have completed successfully at the moment in which his academic record has been evaluated to measure the time frame for academic progress.

Make-up Examinations

Any student who misses a scheduled exam must contact the instructor regarding the possibility for make-up exams. The student must contact the instructor within five (5) days after returning to class.

Pregnancy

If pregnancy occurs, it is the student's responsibility to:

- Advise the course instructor and department director of the pregnancy.
- Provide a statement from the physician as to:
  a. Advice regarding continuing in the Nursing Program and disclosure of any physical limitations.
  b. The expected date of delivery.
  c. Comply with institutional policies of the health care agencies where student receives clinical experience

Re-admission

Any student who discontinues his studies in the institution and is later re-admitted, will re-enter under the academic progress status that he had at the moment of discontinuing his studies. Notwithstanding the above, the students so re-admitted, should be bound by academic program and other requirements in the Catalog and other established guidelines effective as of the date of this re-admission.

Transfer Students

All the transfer credits (TC) from other institutions that are equivalent to the program of studies will be included in the maximum time frame. Transfer credits (TC) will be counted as attempted
and completed credits, but they will not be included in the grade point average (GPA) calculation.

In the event that there are no relevant courses to transfer to the new academic program, the student begins the new curriculum with a new maximum time frame and a new cumulative grade point average.

**Course Validation**

A student who has taken college courses at a university can apply for validation of such courses as per the following requirements.

1. Credit transferability cannot be guaranteed unless documentation of equivalent NUC credit competencies is provided.
2. Unless a degree has been conferred, academic credits expire ten (10) years after the student has studied for the last time.
3. Courses have to be validated at post-secondary level and course competencies must be equivalent to NUC courses.
4. All courses to be transferred must have been approved with a grade of at least "C".
5. The student must submit an official transcript and request for course validation.
6. Once the transcript is received, the student is admitted into the program and their file is complete. Courses requested for validation are reviewed taking into consideration courses descriptions, the number of credits, and their equivalence with courses in NUC. Only those courses with equal or greater number of credits will be considered for transfer.
7. The maximum amount of transfer credits may not exceed 50 (fifty) percent of program credits

**Test Policy**

Course tests will be developed based on course’s SLO and the Matrix Test Plan.

Procedure:

1. The test will be printed using the form approval by Assessment Committee, that include number and percentage of items by skills level.
2. The faculty member shall review test data regarding the reliability and validity of test items as a part of test construction and revision and the Summary of Test review Form for each item.
3. Faculty from each course is required to place a copy of the blueprint and the Summary of Test review Form with each exam.

**Policy to request a grade review**
At the end of each academic term, students receive a grade from their teacher. Said grades will be available at NUC's Student Portal website. If a student understands that there has been an error in any grade, it is the student's responsibility to contact the teacher. If indeed there is an error in the grade, the student must request a "Grade Revision" form in the Registrar's office. The course instructor will complete the form. Said form must be delivered to the Registrar's office no later than the third week of the academic term. For more information on dates, consult the academic calendar.

**Academic Progress**

Nursing courses have both pre and co-requisites that are listed in the College catalog in the “Course Description” section. All students are responsible for this information.

1. All pre-requisite nursing courses must be completed prior to registering for the next nursing course in the sequence.
2. In order to pass a nursing course, a student must receive a minimum average exam grade of 70 and a minimum of 70% on each of the other required course grade component(s). Students receiving a grade below a 70 in a nursing course must repeat that course and achieve a passing grade (“C” or above) to be eligible for progression.
3. Students who have successfully completed a theory course for which they have failed a nursing co-requisite (nursing skills lab or clinical), are permitted and encouraged to audit the theory course while completing the co-requisite skills lab or clinical. All fees apply.
4. Students must satisfy the College graduation requirements from the College catalog under which they entered the Nursing Program.

**Tutoring Services:** Academic Development Center (CDA for Spanish Abbreviation)

Tutoring services are available either by the per tutoring program or external professionals. Contact the Nursing Program Director for specifics or CDA Coordinator in each Campus.

**Counseling, Guidance and Student Retention**

Counseling and guidance services are offered to students to help them fulfill their educational goals. These services include vocational and academic orientation, personal counseling, group discussions, referral services, workshops, support services through student associations, guidance and counseling to special groups. The office of Counseling and Guidance prepares different activities to inform students about the negative consequences of alcohol, drugs and violence, among other information. It also works closely with the Registrar’s Office in the evaluation and counseling regarding the standards of academic progress. The Counseling and Guidance Office also maintains contact with the faculty in order to address any situation, which may occur in the institution and may require a referral to the Discipline Committee.
All students are free to seek counsel at any time throughout the program for personal, academic and/or professional matters. The student may contact any faculty member, the program director or Faculty with function of Academic Advisor, or as mentioned before, the Counseling Department of National University College.

Also, the Institution has a Student Retention SOP, in which the Dean along with other academics and service departments work together to be aware of students who, for any reason, are likely to withdraw from the program. Through this process the academics and different departments work in unison to monitor the students and make appropriate referrals as needed. The Program will follow the Institutional procedures for student retention.

Counseling and Orientation:
Bayamón Campus 787-780-5134
Arecibo Campus 787-879-5044
Río Grande Campus 787-809-5100
Ponce 787-840-4474
Caguas Campus

Grading Program Policy:

The program will follow the Institutional Grading System, which is described in the General Catalog. It is very important to understand that even when the program is using the Institutional Grading System, the program has regulations that the student will follow to have success in the program and to be able to go to the clinical practice courses. These regulations include:

1. Program courses must be approved with a C (70%) or higher.
2. The student must pass the safety component of each practical test in the laboratory courses. If the student does not pass the safety component of the test, even when passing the other components of the test, the student will have to repeat the test with the regulations described in the testing area of this manual.
3. All competencies required in the practical exams must be successfully completed to pass a clinical or technical course. The student may repeat a practical test, one time. Students should demonstrate, through the practical tests that they have completed the skills necessary to pass the course and be able to go to the clinical practice. Students who do not meet the standards of the practical tests will not pass the laboratory courses. No student may participate in a clinical experience who has not completed the prerequisite classes prior to the affiliation.
4. Students must have a grade of 70% or higher in all program courses completed prior to the clinical affiliation.
5. If the student fails in a concentration course, the student will have four opportunities to repeat the course. For clinical practice, the student will have one opportunity to repeat the
course. It is important to note that repetition of a course will be subject to the next course availability. This could delay the progression of the student in the program. If the student fails in the course repetitions, the student will not be able to continue in the program.

**Grading System:** The evaluation of a student’s academic progress in the institution is based on:

100-90 A = Excellent  4.00 Grade Points  
89-80 B = Good  3.00 Grade Points  
79-70 C = Satisfactory  2.00 Grade Points  
69-60 D = Deficient  1.00 Grade Points  
59-0  F = Failure  0.00 Grade Points

**Graduation Requirements**
Students are recommended for graduation under the rules and regulations in the official catalog at the time the student entered or was readmitted to the Institution whichever date is later. A student may apply for graduation at the time he has completed 90 percent of the courses required. The student should have a minimum grade point average of 2.0 if enrolled in an associate’s degree program or in the bachelor’s degree programs which do not require a State certification or licensing exam and a minimum 3.00 grade point average (cumulative and in their major) if enrolled in the Bachelor’s Degree in Education programs upon completing the total number of required credits for requesting graduation. In the case of the Bachelor’s in Science in Nursing Degree Program, the minimum grade point average for graduation is 2.25. Additionally, the student must have satisfied all outstanding debt with the institution in order to graduate.

A graduation application should be submitted with a receipt from the Bursar’s Office for the amount of $50.00. This application will be effective until the next scheduled graduation ceremony held in July of every year. The Registrar will evaluate every application for graduation to determine if the student has completed all graduation requirements. The Registrar will evaluate every application for graduation to determine if the student has completed all graduation requirements. A graduation certification is available upon request. Students who graduate with two different majors will receive two diplomas and will pay a graduation fee for each major.

**Course Policies and Procedures**

*Explanation of Course Numbering System*

The prefix of a course designated in the program outline for each program of study stands for the type of course. Courses are designated with a 4 digit numerical code.

General Education Courses have a 1000 or low 2000 numbering with some exceptions. The higher the number in each category is indicative of a more advanced course. This numbering of
courses can be more easily identified as prerequisites or advanced depending on whether they are assigned lower or higher numbers. Courses designated with a first digit of one or two are lower division courses whereas those with a first digit of three or four are upper division courses. Five thousand and six thousand level courses are courses in graduate programs.

Class Attendance
Students are expected to attend all the courses in which they are officially enrolled. Work missed by absences is the responsibility of the student. This work, whether it be for a grade or not, can be made-up through a consultation with the course professor.

Student Telephone Policy
The nursing program follows the telephone policy of the College. Specific arrangements related to a clinical experience are listed in the course syllabi. Faculty is available through their office phone that is noted in the course syllabi.

Standard of Punctuality
A tardy is when you arrive to the classroom or clinical practice fifteen (15) minutes after the start time. Three (3) tardies are considered one absence. It is the student's responsibility to notify the faculty on occasions when they will be arriving late so that they can receive the corresponding instructions. Being late to a clinical practice is not allowed unless there is a previous authorization from the course professor.

Online Division Programs and Courses Attendance Policy
National University College recognizes students have varied personal and professional responsibilities in addition to their obligations as students and as a consequence many elect to complete a degree through distance learning. NUC Online Division (NUCO) provides academic flexibility and diversity to meet the needs of students varied learning styles. Learning is a combination of individual study and engagement with other students in a structured learning environment. Therefore, NUCO expects that students meet their academic obligations with a high level of responsibility and timeliness, while on the other hand, expects faculty to maintain flexibility to meet student needs.

To stay in compliance with state and federal regulations, National University College is required to maintain accurate attendance records in all courses. Online courses are no different from classroom courses in this regard, however, attendance is monitored in a different manner. Student "attendance" in online courses will be defined as active participation in the course. Online courses will, at a minimum, have weekly activities to monitor student participation. Students are primarily responsible for class attendance and are expected to complete course required activities each week by the required deadline. Students are encouraged to review the course syllabus for details of required activities that constitute active
participation. Failure to meet attendance expectations may result in an administrative withdrawal. (See Institutional Catalog)

**Class Schedule**
The Institution’s academic programs are offered during daily sessions. Students are advised that some courses are offered during evening and/or Saturday sessions and therefore must adjust their programs accordingly. Weekend sessions may be offered depending on enrollment and may vary by campus. Classes are offered daily from 7:00 a.m. to 4:00 p.m.; evenings from 5:00 to 10:30 p.m.; and Saturdays from 8:00 a.m. to Noon. There is a six minute break between classes during the day session schedule.

**Leave of Absence (LOA)**
The student should notify the Registrar’s Office in writing of the reasons why he is requesting a leave of absence. The request for leave of absence should be made prior to the start date of the LOA. The student’s request will be evaluated and, if approved, the student will be notified in writing. It will be the student’s responsibility to enroll in the term immediately following the LOA end date.

**Repeating a Course**
A student can repeat a course if he is interested in improving his grade. Only the highest grade will be used in the calculation of the cumulative grade point average. All courses will also be considered credits attempted for the purpose of determining successful course completion percentages. Repetition of previously failed courses may be counted in the student's enrollment status for Title IV funding purposes. However, repetition of a previously passed course may be counted in the student's enrollment status for Title IV funding purposes only one time and the course repetition cannot be due to the student failing other previous coursework.

**Incompletes (I)**
Removing an incomplete is the sole responsibility of the student. Any student who, due to mitigating or special circumstances, fails to take a final exam will receive an incomplete and a provisional grade in the class upon request to the professor and approval of the incomplete. This grade may be removed by taking the term’s final exam not later than 45 days after the start date of classes of the following term.

**Pass-No Pass Grades**
Pass-No Pass grades for satisfactory academic progress purposes do not affect the student’s cumulative grade point average but are counted as credits attempted as well as for maximum time frame purposes.
**Program changes**
A change of program will be considered any change which involves a change of curriculum, whether it be within the same program the student is enrolled in or not. Students interested in changing programs should first visit the Counseling Office to be interviewed. At the interview, both the student and the Counselor will evaluate the student’s academic goals and skills and proceed to complete a Change of Program form from the Registrar’s office. The program change will be authorized by the Department Director to whom the student is referred. The program change will be provided to the Registrar to update the system and the student’s record. No more than one (1) program change will be permitted. With regard to the determination of a student’s satisfactory academic progress who changes programs, seeks to earn an additional degree or changes to a different curriculum either voluntarily or through the re-admission process, the credits attempted and grades earned in the new program and credits approved under the previous program that are required in the new program will be counted in academic progress.

**Uniform Policy**

Gala Uniform: This uniform is required for all activities outside NUC, including clinical practice and / or community fairs
- Women’s Uniform: pale green
- Men’s Uniform: white pants and pale green shirt
- Badge NUC: placed on the left arm
- Nursing shoes: white
- Name tag with the following information
  - Surname, Name SN DNA NUC (Associate Degree) or
  - Surname, Name SN NUC BSN (Bachelor)

![Women’s Uniform](image1)
![Men’s Uniform](image2)

**Classroom Rules**
These rules apply to all NUC classrooms:

1. Class attendance is an indispensable requirement.
2. After three (3) consecutive absences from class, the student will be referred to the Nursing Director and Student Affairs.
3. Students who are absent from class are responsible for the material discussed and/or homework assigned.
4. Punctuality in the schedule is essential.
5. Once class has begun, being absent from the classroom for a period of ten (10) or more minutes is equivalent to one absence.
6. Students are prohibited from having company in the classrooms.
7. The use of cell phones in the classroom is prohibited.
8. Smoking or eating food is prohibited.
9. Nursing courses require the use of the Nursing Uniform.
10. Body piercings are not allowed. Tattoos must not be visible.
11. Artificial, acrylic nails are prohibited.
12. Respect for the rights of other students in the classroom is required.
13. Work and assignments must be submitted according to the dates set by the teacher. Assignments delivered to third parties, left in mailboxes, or at the department office will not be accepted.
14. Tests or examinations must be taken on the date and time set according to the allocation of the course. Retests can be provided at the professor's discretion.
15. Students must demonstrate the highest levels of academic and professional integrity. Intellectual dishonesty acts are strictly prohibited.

Skills Laboratory Rules
The following rules apply to the Nursing Department laboratories. The Nursing laboratory at National University College seeks to recreate real health situations where students apply knowledge and skills acquired to generate abilities during their training. Therefore you must comply with the following:

1. Using the Institution photo ID at all times.
2. The student must be uniformed with the scrub or clinical practice uniform as indicated.
3. Be accompanied by the teacher or lab technician at all times.
4. Stay in the assigned area.
5. Keep classroom door closed during laboratory skills.
6. Use a low voice.
7. Show respect, fellowship, and professionalism.
8. No hand games or jokes allowed.
9. No eating, chewing gum or smoking in the laboratory.
10. Listening to music is not allowed inside the laboratory.
11. No movil phone are not allowed or vibration mode.
12. There are no children or non-members of the nursing program allowed inside the laboratory.
13. Do not use acrylic nails, long hair must be tied back, and the use of jewelry should be according to the established standards of clinical practice.
14. Wash hands before starting work and after finishing practice, as required in the procedure.
15. Do not sit or lie on beds, nursing station, or laboratory floor.
16. Do not place your feet on the classroom desks.
17. Do not obstruct the floor with bags and purses.
18. Use the personal protective equipment required for the procedure.
19. Wear gloves for handling anatomical models.
20. Use the anatomical models assigned.
21. Do not mutilate anatomical models.
22. Do not take photos and record videos during procedures.
23. Avoid damage to the facility, equipment, and materials used.
24. Place disposable material in the corresponding trash can.
25. Place needles and sharp objects in the designated containers.
26. Do not handle computers or electronic devices during handling of the virtual model.
27. At the end of practice, place the equipment used in its area.
28. Report equipment failure immediately to the teacher.
29. Expressions of affection between couples should be kept discreet and at a moderate level.
30. Sexual or gender insinuations of any kind are not allowed, regardless of the hierarchy or position of the people involved.
31. Do not disconnect or move simulators or equipment from one place to another, or outside the laboratory, without prior authorization from the responsible personnel.
32. When leaving the laboratory, make sure to take all your belongings and leave everything in order.
33. Know the location of emergency exits and fire extinguishers.

In the case of non compliance with any of the aforementioned norms, the person will be referred to the nursing program Director for the corresponding action.

Clinical Course Rules
The following rules apply to courses that have clinical practices outside of NUC.

1. Attendance to clinical practice is a requirement for achieving the clinical course objectives.
2. In the case where the student cannot attend clinical activities due to an emergency or illness, they should notify the professor with the reasons for being absent as soon as possible.
3. When the student incurs in a second absence (with or without notice, justified by illness, work problems, personal or hospitalization) they will be immediately referred to the Nursing Program Director, Guidance and Counseling. 5% of the final course grade will be deducted with two (2) absences. This puts the student at risk for an unsatisfactory grade.
third absence will lead to failing the clinical course. In case of hospitalization or diagnosed chronic illness, the student will be interviewed by the Department Director to evaluate possible failing or withdrawal from the course. The timeliness of all students in integrating the clinical area is expected. The student is not allowed to arrive at a clinical setting more than ten (10) minutes late. The teacher will remove any student from the practice area who arrives later than the time established and it will be considered as an absence to the clinical course.

4. The student is not allowed to leave the clinical practice area during the established clinical schedule without previous notification of reasons and authorization from the course professor. Any student who incurs in violation of this policy shall be immediately referred to the Nursing Director, the Guidance and Counseling Office, and the Department Director. The violation of this rule represents an absence to the clinical practice that day.

5. The student must complete the cooperating institutions’ required documents before taking orientation. If the student does not provide those documents, they will have to withdraw from the course.

6. Every student must participate in the General Clinical Orientation and the final evaluation of institutional or practice center objectives before beginning and ending clinical activities. Any student who is absent on the day of the General Clinical Orientation, or the day of the final evaluation of institutional or practice center objectives, will fail the course.

7. Once the clinical scenario practice begins, the student will wait for the professor at a pre-established location before moving on to the assigned work area. No student may enter the institution or practice center without authorization and company of the teacher.

8. The student will leave the institution or practice center as soon as they complete their clinical practice, according to the established program. No student is allowed to remain in the facility or practice center after completion of clinical practice hours.

9. The student may not visit patients or enter clinical areas that have not been assigned by the professor, and neither as a student outside of clinical practice hours, according to the norms of the institution.

10. All student educational activity outside the regular clinical practice schedule established in agreement with the institution, must be requested in writing by the teacher and the Nursing Program and, in turn authorized by the institution or clinical practice center. No student may present themselves at the institution without proper authorization.

11. The student will exhibit a professional, crisp, and clean presentation, with the full National University College uniform.

12. The student will comply with Administrative Order # 163 of the Secretary of Health regarding the use of acrylic nails and garments. Only the use of a watch with seconds hands and a wedding ring are allowed.

13. The student will always keep confidentiality and patient privacy as required by HIPAA Law. The student may not provide information of any kind, by phone or in person, on patients and/or employees of the institution.
14. The use of cell phones or personal calls while inside the clinical area are not allowed.
15. Smoking is not allowed inside the assigned practice areas or on the intuition's or clinical practice center's premises in accordance to provision of Law # 40.
16. According to the rules of the institution, the student may not accept gifts, money, or food from patients or their relatives.
17. The student will not establish communication or a non-therapeutic relationship with the patient - family. Nor will they establish communication or emotional relationships with institution employees or health team members.
18. The student is responsible for displaying safe behavior at all times in their clinical performance.
19. If necessary, the authority reserves the right to withdraw a student from his/her clinical practice for violation of any of the general rules established in clinical courses, especially those related to violations of patient rights and behaviors that threaten safe practice. The student will be interviewed by the teacher and referred immediately to the Nursing Director, the Guidance and Counseling Office, and the Department Director.
20. The removal of a student from the clinical area for violations of the established rules represents an absence to practice that day.

Standard Clinical Experiences
To comply with the terms of the agencies used for clinical experiences, Nursing Department Students will submit the following documents in original:

1. Infection Control Certification (OSHA)
   - Effective 1 year
   - certificate issued by agency approved by the Department of Health.
2. Certificate of Confidentiality (HIPAA)
   - Effective 1 year
   - certificate issued by agency approved by the Department of Health.
3. Certificate Inhalable Particles (Mask Adjustment)
   - Effective 1 year
   - certificate issued by agency approved by the Department of Health.
4. Cardiopulmonary Resuscitation Course (CPR) American Heart Association
   - Renewal every 2 years
   - Certificate conferred by the American Heart Association
5. Certificate of Conference/Workshop Preventive Intervention techniques for handling of Aggressive patients (TIP) or Crisis Intervention (CPI) for handling of Aggressive Patients.(Only - NURS 2541P)
   - certificate issued by a person certified in intervention techniques.
6. Health Certificate (valid for 1 year)
7. Negative Criminal Record Certificate (valid 3 months)
8. Certificate of Law 300 - Puerto Rico Police (Sex Offender) (1 year) for all practices
10. Chickenpox Vaccine (2 doses) - If you have had the disease, a laboratory antibody "Varicella Zoster" must be done.
11. Influenza vaccine or Letter of Exemption where the doctor states that the hospital will not be responsible for any disease acquired in hospital facilities (valid for 1 year).
12. Hepatitis B vaccine (3 doses) - initial 1st dose, 2nd dose after 30 days of the initial dose, and the 3rd dose at 6 months after the first dose. If it has been over 10 years since administered, you should do a Hepatitis B Antibody analysis.
13. Identification Card (NUC)
14. 2 Photos 2 x 2 (recent)
15. Medical Insurance (copy)
16. Nose and Throat culture (NURS 2551P, 2631P)

* Requirements may change according to the agency

**Equipment and Materials for Clinical Experience**
The following materials are recommended for clinical experiences:

1. Sphygmomanometer
2. Stethoscope
3. Pen light
4. Black or blue ballpoint pen
5. small notebook
6. Analog wrist watch instead of clock with a second hand

**Privacy and Confidentiality Policy**
The privacy and confidentiality of students, patients and faculty are very important aspects to keep in our program. The Associate and Baccalaurate Degree in Nursing in National University College complies with the FERPA guidelines and our staff has these policies available and has been oriented about these guidelines.

a. The student’s records will be kept in the Program Director’s office/ACCE’s office for the purpose of reference in any situation where necessary, always ensuring that the use of the information will be protected and will be kept in strict confidence by the Director and faculty of the program. Information about the student to others parties will be only given with the student’s authorization. The Director and the faculty of the program will keep all exams, clinical evaluations forms and other documents pertaining to the student in strict confidence.

b. Student must sign a release form in order for information to be released, including personal or medical information to be sent to their clinical affiliations.

c. Student counseling with the program faculty occurs in appropriate private rooms or offices.
d. Our Institution is aware about the importance of students follow HIPAA regulation at each clinical site. The student must sign the Patient Confidentiality and HIPAA Agreement, which states that the student will maintain patient confidentiality while and after participating in clinical affiliations. The patient’s information will be kept at the clinical site.

Program Complaint Procedure

1. The program complaint process is described in the Program Handbook. Possible complainants may include: students, graduates, employers, clinical education sites, clinical educators, patients and the general public.

2. All complaints about the program should be directed to the Dean of Academic Affairs who in turn will refer the complaints to the Program Director. There will be one exception, if the complaint concerns the Program Director, the complaint will be directed to the Dean of Academic Affairs. The Program Director will follow the procedure as described in Article VII of the Student Regulations handbook.

3. Grades complaints will follow the procedure as described in Article VII of the Student Regulations handbook.

4. Complaints related to the Institution’s academic quality would follow the procedure as described in Article VII of the Student Regulations handbook.

5. Complaints about the curricular content will be discussed in the next departmental meeting. We will develop a plan of action and where indicated, the faculty will implement a correction plan. Feedback to the complainant would be by phone, letter or email.

6. Complaints about clinical education will be directed to the ACCE to investigate. After the ACCE investigation, the ACCE will make a formal report to the Program Director. Resolutions to the complaint or changes will be implemented as appropriate. Feedback to the complainant would be by phone, letter or email.

7. Complaints regarding sexual harassment or discrimination will be referred to the Director of Human Resources by the Program Director. The Human Resources Department will follow institutional protocols.

8. The Dean of Academic Affairs will address complaints regarding the Program Director and will keep records of the complaint in his/her office.

9. A record of the complaints and the dispositions will be maintained in the Program Director’s office.

10. Other complaints not directly related with the program will be managed through the Internal Grievance Policy of the Institution or will be managed as described in Article VII of the Student Regulations handbook.

Further information related to grievances procedures is found in NUC’s Student Regulations/Manual.
Infection Control Policy
The students should be aware that they are responsible for personal health and safety. The following procedures will be described with the purpose of assisting students with infection control situations:

1. Universal and standard precautions will be used at all time. Standard precautions are defined by the CDC (Centers for Disease Control and Prevention) as follows:
   a. Hand hygiene
   b. Use of personal protective equipment
   c. Safe injections practices
   d. Safe handling of potentially contaminated equipment of surfaces in the patient environment
   e. Respiratory hygiene/cough etiquette.
      (For more information go to www.cdc.gov)
2. The Institution will have materials available such as gloves, masks, gown,-for use when handling body substances.
3. Gloves, gowns, goggles and masks should be used when:
   a. Contact with body substances is anticipated.
   b. If aerolization or spattering of blood and body fluids is anticipated.
   c. Knowing or having a suspected disease transmission by airborne route.
4. Hands will be washed always, before and after any contact with patient or infected material.
5. Soiled material shall be placed in a plastic bag, tied securely and disposed in an appropriate receptacle.
6. Needles and sharp objects will be placed in the appropriate receptacle.
7. Equipment will be cleaned with soap, water and an appropriate disinfectant solution according to the specific procedure for the equipment.

Hazardous Substances and Exposure Control Procedure

1. Faculty will orient students to any hazardous substances used in laboratory settings.
2. All containers, including the small ones, will be clearly labeled.
3. Any student exposed to a needle stick, a mucous membrane or other occupational injury that results in exposure to body substances of hazardous substances will follow this procedure:
   a. Wash affected area with soap and water. If it is an ocular exposure, flush thoroughly with water.
   b. Inform the instructor/faculty.
   c. Fill and complete the incident report.
   d. The student should maintain the confidentiality of the patient in any event.
Safety of Program Lab Equipment
The laboratory equipment must be used under the supervision or with the approval of a faculty member. This equipment is inspected and calibrated annually. It is also repaired as needed. Operating instructions and calibration reports are available in the Director’s or ACCE office.

Rules in the Classroom and Laboratory Settings
Laboratory and classroom regulations are described in the Rules for Keeping a Safe Environment when Using the Classroom and laboratories. All students should sign this orientation form before using the classroom and laboratories. Rules and Regulations for classroom and laboratory are the following:

Each laboratory or class has a few hours contact during which the student must meet the following:

a. According to the institutional rules, attendance to the laboratories is mandatory.
b. The student should bring a written excuse to the faculty member in charge of the course, before any given absence or as soon as returning to the class. No matter the reason for the absence, it is the student’s responsibility to acquire the material lost due to the absence.
c. The student will keep a respectful behavior all the time.
d. The use of the uniform is required during the labs courses.
e. No cellphones. Any electronic equipment, which interferes with the class/lab, is prohibited.
f. No children are allowed in the laboratories/classroom.
g. Eating or drinking is prohibited in the laboratories or classes.
h. No smoking. (Established by Law 40, August 3, 1993 and amended in March, 2006)

Security Rules
To promote a secure and effective educational environment these rules should be observed and fulfilled at any moment in the classroom and the laboratories:

1. Jewelry should be used conservatively. A watch, small earrings and a wedding band are allowed. Men can’t use earrings. Any necklace should be covered by the shirt.
2. For security reason, nails should be short and should not be painted with color. No acrylics nails are allowed (Health Department, Administrative Order Number 284).
3. Hair should be gathered into a bun, round coil or ponytail.
4. The use of hats is not allowed in the laboratory.
5. The makeup should be light.
6. Hands should be clean before and after the practice of any procedure in the laboratory.
7. Any product spills should be cleaned immediately.
8. Laboratories are for the exclusive use of the program students.
9. The student will have access to the laboratory during the programmed hours, for additional access to the laboratories for practice a faculty member must be present.
10. Laboratory equipment use will be exclusive for students and faculty.
11. The equipment will be used to practice treatments discussed in the class.
12. Students should keep the laboratory clean and in order.
13. The students should not use the equipment until the technique is shown and the students have clarified their doubts.
14. The students and faculty should use shoes with rubber soles, closed and without strings. Colored shoes should be white completely. No high heels or sandals will be allowed.
15. For security reasons the student should use the equipment in an adequate and safe manner, this includes the revision of the cables before the use of the equipment.
16. If the student notices any kind of problem with the equipment, the student will notify it immediately to the faculty member and the equipment will be removed immediately of the laboratory. The faculty member will notify to the Program Director or Laboratory Technician to perform the repair process.
17. To protect the privacy of the simulated patient or patient:
   a. At every moment the student must use an adequate vocabulary and an adequate attitude.
   b. Safe procedures will be followed to undress and dress the patient, always considering the importance of keeping the privacy and dignity of the patient.
   c. Laboratories doors will be closed all the time.
   d. All techniques will be practiced as shown during the class, if the student has doubts no techniques will be practiced until the doubts are clarified by the faculty member.
18. Persons that are not part of the program are not allowed in the laboratory.
19. The student must inform to the faculty member, prior to the class/laboratory session, of any current condition or any changes in the student’s health status that might affect the participation in the training classes.
20. Once the laboratory section is concluded, the students will not remain at the laboratory area.
21. Actions, comments or any inappropriate attitude will be evaluated by the faculty member and will be informed to the Director or Faculty.
22. Gatherings will be avoided in the laboratory area.
23. Any student that does not follow the faculty member’s instructions, jeopardizing the faculty member’s license or the Institution’s prestige, will be subject to sanctions.
24. Inappropriate use of the equipment by the student that results in damage or loss will be the student’s responsibility.
25. No students will be allowed in the laboratory without a faculty member.
26. In any incident/accident, the faculty member and the students will follow the Institution’s protocol.
Glossary

Conceptuals and Curriculum Definitions

Conceptuals

Nursing Students
A person who is acquiring a higher education in nursing at an associate and bachelor's degree level.

Holismo
A way of being in which the integrated whole has a reality independent of and greater than the sum of its parts.

Professionalism
The experience of being part of a profession - in this case the nursing. The nursing profession has a unique body and expansion of knowledge, is responsible for service to society, and is governed by the code of ethics which is incorporated in its "practice".

Health – Wellness
Defined by the individual according to their perception of a positive and unified feeling of body-mind and spirit.

**Health Promotion**
Behavior motivated by the desire to increase wellbeing and upgrade human health potential. The individual must assume responsibility for their own lifestyle.

**Prevention**
It has the purpose of preventing the emergence of health risks for the individual, family, and community.

**Stress**
Any pressure (biological, psychological, social, environmental, etc.) exerted upon an individual that creates negative responses.

**Patient**
Person that receives treatment or services.

**Family**
Any person related biologically or socially, perceived by another as a member of their group or “family.”

**Community**
Anywhere people are: individually or in groups.

**Nurse**
One who provides care or service to another. May be either non-professional as in a nurse assistant or practical nurse or professional as in a registered nurse. Education determines the type of nurse.

**Nursing Process**
Cyclical and systematic process comprised of five steps (estimate, nursing diagnosis, planification, implementation, and evaluation) in order to provide individualized care.

**Critical Thinking**
A search for meaning that uses a variety of strategies in a disciplined, deliberate thought process.

**Communication**
The process of transmitting (verbal, non-verbal, written, electronic or telepathic) thoughts, feelings, facts and other information.

**Diversity in Human Relations**
The individual differences of people that result from ethnic, racial, cultural, biological and gender variables.
Legal/Ethical
Distinguishing right from wrong as defined in practice acts and standards of care.

Teaching and Learning process
Active process of sharing information between faculty and students. The role of the faculty are facilitator, learner, guide, coach and mentor acting in partnership with students.

Lifespan
Encompassing any developmental stage between conception, life and death.

Technical Skills
The practice of psychomotor skill sets from a theoretical understanding.