IVY TECH COMMUNITY COLLEGE  
CENTRAL INDIANA-REGION 08  
NURSING PROGRAMS  

OVERVIEW AND APPLICATION PROCESS  

NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY  

Ivy Tech Community College provides open admission, degree credit programs, courses and community service offerings, and student support services for all persons regardless of race, color, creed, national origin, religion, sex, physical or mental disability, age or veteran status. The College also provides opportunities to students on the same non-discriminatory opportunity basis. Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Director of Human Resources, or Dean of Student Affairs.  

BOOKLET DISCLAIMER  

This booklet is intended to supply accurate information to the reader. The College reserves the right to change the Program and course requirements; however, every effort will be made to inform students of any program changes. This handout and its provisions are not in any way a contract between an applicant and the College.  

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INTRODUCTION

This packet introduces you to the Nursing Programs at Ivy Tech Community College Central Indiana

HISTORY

ASN PROGRAM
The Central Indiana campus of Ivy Tech Community College (formerly Indiana Vocational Technical College) was approved for a generic/traditional Associate of Science in Nursing Program in February of 1991. The Indiana State Board of Nursing approved the program in June, 1991. This nursing program, which is strongly supported by all of the hospitals and extended care facilities in the geographic region, offers a nursing curriculum at the registered nurse level to non-nurses and advanced placement for licensed practical nurses who desire to further their nursing education.

PN PROGRAM
The Practical Nursing Program, which at one time was the largest in the U.S., was first discussed in 1943 during World War II. By 1945 several school systems were approached and the Indianapolis Public School System (IPS) agreed to incorporate the Practical Nursing Program into its school.

The first director of the school was Fern Goulding, an educator. The school was first established at Harry Wood High School. In addition to Ms. Goulding, the first faculty included Belgen Wells, a nutritionist; Helen Rowan; and Helen Layton Moor.

The Practical Nursing School was eventually moved to North Arsenal, which the Indianapolis Foundation allowed them to rent for $2.00 a year. The program remained a part of the IPS System until 1978, when it became a part of Indiana Vocational Technical School.

Fern Goulding remained director of the PN Program until 1961, when Marguerite Clark, the next director, came from the IU Medical Center with a degree in Nursing Administration; and she remained as director until she retired in 1978. Under Mrs. Clark’s directorship, the enrollment in the school and the number of faculty increased. It was during her time at the school that the PN Program received its first NLN accreditation and all faculty were required to have a degree.

As you read the admission process as outlined, you may find it amusing to realize that at one time to recruit people the faculty “stood at the escalators of Block’s and Ayres department stores downtown to sign people up for the program.” The College has undergone three name changes since that time and is now known as Ivy Tech Community College. Today we have more applicants than we can accommodate.

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ACCREDITING ORGANIZATIONS
The College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The nursing programs are approved by the Indiana State Board of Nursing and are accredited by the National League for Nursing Accreditation Commission.

Higher Learning Commission of the North Central Association of Colleges and Schools
(312-263-0456).

Indiana State Board of Nursing
Indiana Professional Licensing Agency
402 W. Washington Street, Room W072
Indianapolis, IN 46204
Phone: 317-234-2043
www.in.gov/pla

National League for Nursing Accrediting Commission, Inc.
3343 Peachtree Road NE, Suite 500
Atlanta, GA 30326
Phone: 404-975-5000
Fax: 404-975-5020
www.nlnac.org

PURPOSE
The purpose of the programs is to provide education leading to a Technical Certificate in practical nursing or an Associate of Science in Nursing degree, including career mobility for Paramedics and Licensed Practical Nurses. Upon successful completion of the program, the graduates of the Practical Nursing Program are eligible to apply to take the NCLEX-PN examination, which is required to obtain state licensure as a Licensed Practical Nurse, and graduates of the Associate of Science in Nursing Program are eligible to apply to take the NCLEX-RN examination, which is required to obtain state licensure as a Registered Nurse.

While the theoretical component of nursing education takes place at the College, clinical practice, an essential part of nursing education, takes place in the health care setting under the supervision and direction of professional nurse educators. Nursing students have the educational opportunities and auxiliary services of the college offered to all members of the student body.

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PHILOSOPHY

The nursing programs of Ivy Tech Community College utilize the metaparadigm of individual, environment, health, and nursing to organize and unify the curricula. The concepts of student, educator, and nursing education are defined by our beliefs about the interrelationships between these overriding themes.

Individual
Individuals are unique and complex organisms, with integrated physiological, psychosocial, cultural, intellectual, and spiritual dimensions, all of which are in a continuous state of change. Individuals are endowed with dignity, rights, responsibility and power of choice, which facilitate self-awareness and interactions with others, and the environment. The individual’s ability to meet needs is enhanced by awareness, perception, decision-making, and motivation for learning and applying knowledge.

Environment
The external environment is all that exists physically external to the individual, including other individuals. The internal environment is all that is within the complex individual and is influenced by individual genetic makeup and response to changes that occur as a result of both internal and external factors. The individual and the environment are in constant, dynamic interaction. The individual interaction in the environment should be guided by principles of ethical conduct.

Nursing
Nursing is an art and science focused on the ethical, culturally competent, and holistic care of Individual. Prevention of illness and the maintenance, promotion and restoration of health, as well as the support of death with dignity are integral to nursing care. The nurse-patient interaction is a purposeful collaboration that requires critical thinking, interpersonal involvement, and communication skills central to the establishment of a caring, therapeutic relationship. The patient is defined as an individual, family, group, or community that is in need of nursing care. The nursing process provides a methodology of progressive scientific problem solving and critical thinking by which the nurse can provide care. Nursing care is delivered in accordance with the role differentiation of the licensed practical nurse and the registered nurse in accordance with the Indiana Nurse Practice Act.

Health
Health is a dynamic state, unique to each individual, relative to the wellness-illness continuum. Health is more than the absence of illness; it is the optimal functioning of the individual physiologically, psychosocially, culturally, intellectually, and spiritually. The individual response to internal and external environmental factors influences awareness, perception, decision-making, and motivation for health-seeking behaviors.

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Student
The student learner is an individual with integrated physiological, psychosocial, cultural, intellectual, and spiritual dimensions. The student brings to the educational process lifelong learning that has occurred as a result of environmental diversity and life experiences. Each student enters the learning process with unique strengths, learning needs, and learning styles. Student learning is influenced by both the internal and external environments.

Through active participation in the educational process, the student will assimilate the knowledge necessary to apply the art and science of nursing to provide collaborative, safe, ethical, culturally competent, and holistic care. This includes the development of interpersonal skills, communication skills, caring therapeutic relationships, critical thinking, and the use of scientific principles to guide nursing practice. The student is empowered to engage in health promotion through the enhancement of awareness, perception, decision-making, and motivation for learning and the application of knowledge. The student is accountable for self-direction, independent study, and self-evaluation.

Educator
The educator is an individual with integrated physiological, psychosocial, cultural, intellectual, and spiritual dimensions. Embracing the values that shape the art and science of nursing, the educator models the caring attitudes and behaviors necessary to provide collaborative, safe, ethical, culturally competent, and holistic care. The educator reinforces the principles of health promoting behaviors.

The educator creates a learning environment, based upon diverse professional and educational experiences, which provides for differences in individual learning needs. As a facilitator of learning, the educator utilizes a multi-sensory approach in presenting content, encouraging critical thinking and problem solving, promoting independence and self-directed learning.

Nursing Education Process
The nursing curricula at Ivy Tech Community College are built on the foundation that learning is a dynamic lifelong growth process and that education is ongoing and continuous. Nursing education is a systematic endeavor to facilitate change through knowledge, practice, and experiences proceeding from simple to complex. Furthermore, there must be collaboration among the student, the educator, the College, and the community at large. Learning is facilitated when concepts are presented sequentially to provide continuity and to express coherent relationships. Correlation between theory and practice promotes an optimal learning environment by combining cognitive, affective, and psychomotor components of the desired behavior.

The nursing curricula allow the student to determine the career track, which meets his/her individual needs, and provide a seamless transition between paramedic, practical nursing, and associate degree nursing. Nursing education assists the student to grow personally and to demonstrate the attributes of professional responsibility and accountability.

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Curricular experiences assist students to define the role of both the practical nurse and the associate degree nurse, and provide opportunities for students to acquire and broaden their knowledge base in nursing and interdisciplinary health promotion. The curricula incorporate concepts directed toward promoting, maintaining and restoring health, and supporting death with dignity. The nursing process is included throughout the curricula as the foundation for critical thinking and decision making.

The curricula will prepare graduates for entry level positions. Role differentiation will be defined throughout the curricula. Complexity of coursework and the expected outcomes will increase sequentially to provide knowledge essential to the specific roles of the licensed practical nurse and the registered nurse as determined by the Indiana Nurse Practice Act.

The College is responsible for providing an academic environment and services, which enhance student life and promote personal as well as professional growth. The nursing faculty strives to create an educational culture of respect for dignity, rights, responsibility and power of choice, which facilitates caring interactions between students, educators, the health care team, patients, and significant others. Systematic evaluation of the programs provides a measure of accountability to the student, the College, and the community (approved April, 2006).

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PRACTICAL NURSING TERMINAL PROGRAM OBJECTIVES

Upon completion of the program, the graduate will be able to:

1. Function within the role of the practical nurse to provide collaborative, safe, ethical, culturally competent, and holistic care.

2. Analyze the relationships of the biological, psychosocial, cultural and spiritual components of patient needs.

3. Utilize the nursing process to contribute to the patient’s plan of care in order to prevent illness; maintain, promote and restoration of health; or provide support of death with dignity.

4. Utilize individualized teaching plans collaboratively with patients(s) and their support persons to meet health needs.

5. Demonstrate appropriate communication techniques in interacting with patients, their support persons, and members of the health care delivery system.

6. Maintain safe, effective, collaborative nursing care for groups of assigned patients to meet identified patient needs.

7. Evaluate personal effectiveness in fulfilling the role of the practical nurse, demonstrating responsibility and accountability for professional growth, personal growth and nursing actions.

PRACTICAL NURSING TERMINAL PROGRAM OUTCOME STATEMENTS

1. **GRADUATION RATE:** 70% within 24 months of admission.

2. **Pass rate:** 85% of graduates will pass NCLEX-PN first writing.

3. **Employment rate:** 85% will be employed in nursing within six (6) months as indicated in self or agency report six month after graduation.

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ASSOCIATE OF SCIENCE IN NURSING TERMINAL PROGRAM OBJECTIVES

Upon completion of the program, the graduate will be able to:

1. Function within the role of the associate degree nurse to provide collaborative, safe, ethical, culturally competent, and holistic care.

2. Analyze the relationships of the biological, psychosocial, cultural and spiritual components of patient needs.

3. Utilize the nursing process to develop the patient’s plan of care in order to prevent illness; maintain, promote and restoration of health; or provide support of death with dignity.

4. Design individualized teaching plans collaboratively with patient(s) and their support persons to meet health needs.

5. Employ advanced communication techniques in interacting appropriately with patients, their support persons, and members of the health care delivery system.

6. Manage care collaboratively for groups of assigned patients to meet identified patient needs.

7. Evaluate personal effectiveness in fulfilling the role of the associate degree nurse, demonstrating responsibility and accountability for professional growth, personal growth and nursing actions.

ASSOCIATE OF SCIENCE IN NURSING TERMINAL PROGRAM OUTCOME STATEMENTS

1. **GRADUATION RATE**: 70% within 36 months of admission for traditional students or within 24 months of admission for transitional students.

2. **Pass rate**: 85% of graduates will pass NCLEX-RN first writing.

3. **Employment rate**: 85% will be employed in nursing within six (6) months as indicated in self or agency report six month after graduation.

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TEACHING FACILITIES

All facilities and resources of the Ivy Tech Community College – Central Indiana, are available to nursing students. The nursing courses are taught at the Richard M. Fairbanks Center for Health Professions located at 9301 East 59th Street. The Center has a complete library facility with computer access, a full range of student services including a tutoring lab, and a bookstore on site.

CLINICAL FACILITIES

Clinical experience is an integral part of the educational experience for all nursing students. The nursing programs have affiliation agreements with: Clarian Health Partner, Wishard Health Services, Community Hospitals of Indianapolis, St. Vincent’s Hospitals, St. Francis Health Centers, Westview Hospital, Hancock Regional Healthcare Center, Hendrick’s Community Hospital, Select Specialties Hospital, Kindred Hospitals and variety of long term care facilities, clinics and health care organizations.

STUDENT SUPPORT SERVICES

Advising

Ivy Tech Community College uses a faculty advisor system. On admission, each degree student is assigned a program advisor whose purpose is to:

- Assist the student in course selection and program planning.
- Guide the student in meeting the requirements for graduation as prescribed by the College.
- Ensure that appropriate technical and general education courses are included in the chosen course of study.

Students in the Nursing Program may meet with their program advisor during a designated registration session and as need during each semester.

Health Services

For students registered in credit courses, the College provides accident insurance in a designated amount for injuries sustained while participating in College-sponsored activities. The activity must take place on College premises or on any premises designated by the College. Students are also covered while traveling to and from College-sponsored activities as a member of a group under College supervision. It is the student’s responsibility to report injuries or accidents occurring on campus promptly to the instructor or to the Office of Student Affairs so that proper medical treatment may be administered. If the College officials deem necessary, emergency medical technicians may be requested. If a student has a seizure or black out while on campus emergency medical technicians will be notified. Ivy Tech Community College does not provide on-campus medical or mental health services. Medical and mental health services are available at local hospitals and clinics. (SAPPM section 12.1)

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Career and Employment Services

The Office of Career and Employment Services is available to help you in a number of ways:

* Employment Referral
* Career Assessment
* Labor Market Information
* Occupational Reports
* Work-Study Positions
* Resume/Cover Letter Assistance
* Job Shadowing
* Practice Interviews
* Community Employer Portfolios
* Co-op Education Opportunities

Housing

Ivy Tech Community College is a commuter college and does not operate residence halls. However, the Office of Student Affairs may be able to respond to questions concerning housing in the community. Ivy Tech accepts no responsibility for locating, approving, or supervising local student housing.

Transportation

All necessary transportation to clinical experience is the student’s responsibility and is not provided by the school. Students are expected to comply with parking designations. Handicapped parking spaces and visitors areas are reserved for those purposes, and vehicles improperly parked in those areas may be ticketed or towed at the owner’s expense.

Disability Services:

Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. College programs and facilities are designed to be accessible to students with disabilities. Each campus has designated parking and special restroom facilities for these students. Support services also will aid students with disabilities with career planning, financial aid, and placement. The College staff works with the Department of Vocational Rehabilitation and other service agencies to assist students with disabilities through available local community resources.

It is the student’s responsibility to contact the campus Disability Services representative to request accommodations; any information shared will be kept confidential unless the student authorizes release and exchange of specified information. Requests for accommodations and documentation of disability must be received one month prior to enrollment for the next academic term. Additional time may be required for some requests. Every effort will be made to provide reasonable accommodations in a timely manner.

Students who request accommodations are expected to participate in an intake interview with Disability Services if requesting specific services, academic adjustments or other accommodations for a disability. Perspective students should schedule an intake interview prior to attempting any part of the admission process if accommodations will be required for the information session, academic assessment, completing forms or scheduling classes. The intake

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process, including intake interview and documentation on file, should be completed at least **one month prior to the need for accommodations**. Documentation of the disability must be on file with the Disability Services office prior to services being provided. Late requests may delay accommodations. In accordance with the above procedure, federal guidelines and respect for individual privacy, no action will be taken without a specific request.

If you would like more information about the Disabled Student Development program at Ivy Tech Community College Central Indiana or would like to schedule an appointment for an intake interview, please contact 917-5975. All students are expected to meet entry requirements. Essential elements of courses and programs and licensing requirements relevant to a program curriculum cannot be waived, although they may be reasonably accommodated.

If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.

**FINANCIAL INFORMATION**

Ivy Tech Community College offers various types of financial aid to students who need assistance to continue their education. Students are encouraged to carefully survey the available financial aid options. Students must be accepted for admission to the college in an eligible program to receive financial aid.

Some financial aid programs are administered by the College Financial Aid Office under policies and guidelines established by the state and federal governments. Other programs are administered directly by a state or federal agency or outside organization. Eligibility for most financial aid at Ivy Tech State College is based upon demonstrated financial need. To qualify for any form of financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) and meet permanent resident status, draft compliance and satisfactory academic progress requirements. Additional information concerning federal, state and college financial aid is available in the campus Financial Aid Office.

To be eligible for all aid programs, you must submit your application prior to March 1. To insure that your application is completed prior to the start of classes, you should apply as early as possible.

Many individual hospitals now sponsor financial aid programs for nursing students. Hospitals concerned with retaining nursing staff and providing employees the opportunity for career mobility offer tuition reimbursement as a benefit of employment. In some areas, hospitals fund low interest loans for local nursing programs, or offer loans, which are canceled in return for working at the hospital for a given time after graduation. The pattern is different among hospitals and localities. Inquiries should be directed to the local hospitals.

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The Business Office is responsible for the collection of any outstanding obligations to the College. A person with an outstanding account will be denied certain College services. For example, official transcripts may not be obtained, registration forms will not be processed, and diplomas will not be issued.

**LIABILITY STATEMENT**

Malpractice insurance coverage is provided to all students enrolled in clinical nursing courses. The limits of liability for the Institutional Professional Liability coverage are $1,000,000 for each medical incident and $3,000,000 aggregate. This coverage extends to clinical experience at an institution other than the College when it is a part of the College training program. Each student may obtain additional individual liability insurance. This coverage does not apply to employment situations such as externships and summer employment.
ADMISSION, PROGRESSION, AND GRADUATION POLICIES
COLLEGE-WIDE NURSING HHS TEMPLATE

I. Admission / Selection
A. Admission to the College and the program follow statewide policy. (1.1SAP-Admissions) Consistent with Indiana State Board of Nursing requirements, an official high school transcript from a state- approved high school or its equivalent, or original GED test scores must be on file.
B. Assessment testing or substitution
C. New student orientation and registration
D. Mandatory Nursing Information Session
E. Nursing Program Application
   (1) A completed application must be submitted to each program and region for which application is being made.
   (2) Copies of college transcripts, including Ivy Tech must be attached to each completed application.
   (3) Consistent with Indiana State Board of Nursing requirements, an official high school transcript from a state- approved high school or its equivalent, or original GED test scores must be on file. These must be provided in the nursing application packet.
F. Required pre-requisite courses (APHY 101; APHY 102; ENGL 111, PSYC 101)
   (1) Points will be assigned for grades earned in the prerequisite courses completed. (Per ISBN 848 IAC 1-2-22, all courses in the curriculum must be completed with a grade of “C” or better)
      A = 30 points
      B=  20 points
      C= 10 points
   (2) Points will NOT be awarded for courses taken in the semester immediately preceding the program start.
   (3) Points for verified credit received for advanced placement testing scores (CLEP, DANTES, etc.) that meet or exceed passing standard level will be awarded at the “C” grade equivalent.
   (4) Points for verified credit from High School AP placement courses will be determined from the grade on the high school transcript for the course(s) that allowed advance placement credit. It is the student’s responsibility to include a copy of the high school transcript in the nursing application packet; otherwise points will be awarded at the “C” equivalent.
   (5) Statewide equivalency for all prerequisite courses will be established for public and private colleges and universities within Indiana and in contiguous states. The deadline for submitting transcripts from other Colleges for consideration of spring course points for fall admission is May 16. For spring and summer admission applications, transcripts must be submitted by the application

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deadline dates (September 1 for spring admission and February 1 for summer admission).

G. TEAS test completion: Applicants must complete the TEAS exam.
   (1) The TEAS may be taken up to 3 (three) times in a two year period regardless of the testing location. Only the first three scores will be considered.
   (2) There must be at least 30 (thirty) days between the test dates.
   (3) The student must pay the approved testing fee each time.
   (4) Exam scores will be valid for 2 (two) years from the date of the initial TEAS test. Applicants to the LPN to ASN Transition Program who were admitted to the Ivy Tech Practical Nursing Program on or after January 1, 2007 and who are applying to the Transition program within 2 years of graduation from the PN program may use the TEAS scores they used for admission to the PN program.
   (5) TEAS tests will include all four test components listed below.
   (6) All components must meet the passing standards. Scores from multiple tests will not be combined to meet the standard.
   (7) Applicants must meet or exceed the following scores:
      a. Reading – 80%
      b. Math – 60%
      c. Science – 60%
      d. English – 70%
   (8) “Adjusted Composite Score” will be used for determination of points for the selection process.
   (9) The individual sections scores and “composite score” will be rounded using standard rounding practices (.1-.4 rounded down and .5-.9 rounded up).

H. Region of residence: Three (3) points will be awarded to residents applying to their own region.

I. Rank order of applicants
   (1) Applicants will be rank ordered (highest to lowest score) by summing the following scores:
      a. The TEAS “Adjusted Composite Score”
      b. Points allotted to the grades of the completed general education prerequisite courses
      c. Points for region of residence
      d. In the event of a tie score, one (1) point for each ITCC completed general education prerequisite course will be added to the total score
      e. If #4 does not break the tie, the absolute TEAS scores (not rounded) will be used and if necessary the date of program application will be used.
   (2) Applicants having the highest scores will be offered admission to the program according to the number of clinical spots available.

J. Students have the opportunity to apply to each program. Class selection will be made separately. The ASN program will be selected first and the
mail notifications sent. The PN program selection process will follow with a new set of applications. This process will assure that the most qualified individuals are chosen for each program.

Applications for the Traditional ASN program from students who are currently enrolled in the PN program will not be considered.

K. PN-TO-ASN TRANSITION STUDENT SELECTION:
The PN to ASN transition student must complete the steps listed above. In addition, the following must also be completed:

1. Applicant must hold a current, unencumbered license or eligibility for LPN status in the state of Indiana. A copy of the license must be provided to the nursing program with application submission. A current out-of-state license will be accepted with the application; however, if the applicant is admitted to the program, a current unencumbered Indiana license must be submitted by the first day of the program.

2. The same Selection Decision scoring process listed above will be utilized to rank-order candidates.

3. Students who have graduated from the ITCC Practical Nursing program on the previous curriculum, those who graduated ITCC Practical Nursing program on the current curriculum but are more than two years post-graduation, and those students who have graduated from an external institution will be required to take the NRSG 120 Transition to ASN for LPN course.

4. Students who have not had a separate equivalent Pharmacology in their Practical Nursing curriculum will be required to take NRSG 106 Pharmacology as a co-requisite with NRSG 120.

L. Paramedic to ASN Transition Student Selection:

1. The Paramedic to ASN transition student must complete the steps listed above.

2. In addition, the following must also be completed:

3. Applicant must hold current, unencumbered Indiana PMT certification or registration. A copy must be provided to the nursing program by the first day of the Transition course.

4. The same Selection Decision scoring process listed above will be utilized to rank-order candidates.

M. CNA advanced placement for NRSG 101

1. Applicant must hold a current certification. A copy must be provided to the nursing program with application submission.

2. Applicant must also submit documentation of CNA employment within the last two years with the application to the program. Documentation must be on the employing agency’s letterhead.

N. Acceptance Timeline

1. Letters of acceptance will be sent to students utilizing the following timeframe:

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<th>Start of nursing program</th>
<th>Application Deadline ASN (RN) &amp; PN</th>
<th>Official Verification of Grades from other Colleges Due</th>
<th>Letters Sent on or before RN</th>
<th>Letters Sent on or before PN</th>
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<td>Fall</td>
<td>April 1</td>
<td>May 16</td>
<td>May 30</td>
<td>June 15</td>
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<td>Spring</td>
<td>September 1</td>
<td>September 1</td>
<td>September 30</td>
<td>October 15</td>
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<td>Summer</td>
<td>February 1</td>
<td>February 1</td>
<td>February 28</td>
<td>March 15</td>
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(2) Applications are due by 4 PM on the deadline date.
(3) If application date falls on a Saturday or Sunday, the application will be due the Monday immediately following the application date listed.

O. Reapplication Process
   (1) Students who are not selected for the program may reapply for the next class.
   (2) The entire application packet must be resubmitted with each new application.

P. A physical examination is required prior to enrollment in the program to identify health status and accommodation needs. Record of current immunization status is required by the affiliating clinical institutions and the Indiana State Department of Health.
INSTRUCTIONS FOR APPLICATION TO THE NURSING PROGRAMS
AT IVY TECH COMMUNITY COLLEGE CENTRAL INDIANA

1. Nursing Applications are available for pick-up in the nursing office at the Lawrence Campus in room F217. The application is available once you have completed your TEAS testing. Note that applications are specific to each nursing program—ASN, LPN and LPN to ASN Transition and Paramedic to ASN Transition. It will be your responsibility to select the correct application form. Forms will not be mailed; you MUST come to the nursing office and obtain a copy of the application.

2. **Only the complete application packet, consisting of the following, will be accepted:**

   - Completed application form
   - Copies of all college transcripts. This includes Ivy Tech Community College and all other colleges you have attended; these may be official transcripts or copies of official transcripts.
   - Copy of your TEAS score report.
   - If you are a CNA, you must also submit verification of certification and a letter from an employer, verifying employment as a CNA within the past 2 years. The verification must be on the employer’s official letterhead.

3. Applications will be due in the Nursing Office, located in Room F217 at the Lawrence Campus, by 4:30 p.m. on the date of deadline. NO EXCEPTIONS will be made.

   - If the application date falls on a Saturday or Sunday, the application will be due the Monday immediately following the application date listed
   - Please keep a copy of everything that you submit.

OTHER REGION-SPECIFIC INFORMATION

To contact an admissions representative
921-4800 or visit [www.ivytech.edu/indianapolis](http://www.ivytech.edu/indianapolis)

To contact the Nursing Administrative Assistant
921-4428 or [afecteau@ivytech.edu](mailto:afecteau@ivytech.edu)

To contact the Nursing Program Chairs
Mary Brown: 921-4437 [mbrown@ivytech.edu](mailto:mbrown@ivytech.edu)
Angie Koller: 921-4413 [akoller@ivytech.edu](mailto:akoller@ivytech.edu)

THERE WILL BE NO DEFERRALS from one semester to the next.
If you are denied admission and wish to be reconsidered for the next class you must contact you must resubmit an application packet.

Please note the dates for application submission and notification of acceptance or denial. Please limit your phone calls during this time as they will not be returned in a timely fashion.

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II. Attendance
   A. College
      Students are expected to attend class meetings, or other activities assigned as a part of a
course of instruction, on a regular basis. Instructors are responsible for maintaining
attendance records. A statement regarding the College’s expectations for class attendance
will be included in the Student Catalog/Handbook. Instructors will also supply students
with a written statement at the beginning of the term, which identifies attendance
expectations. These expectations will be further delineated in the individual course
syllabi.
      Students should confer with instructors in advance if absences are anticipated. If the
option for making up work exists (for anticipated or unexpected absences), the student is
responsible for consulting with instructors immediately upon return in order to make
necessary arrangements. Instructors will complete Student Status Reports when
classes/activities are missed a sufficient number of times to jeopardize successful course
completion, and will forward forms to appropriate personnel for follow-up. (4.4APPM-
DEGREE REQUIREMENTS/GRADUATION).

   B. Nursing Classroom, Lab, and Clinical
      (1) Classroom and Lab Attendance Policy
         a. Students are expected to attend all lecture and lab sessions. Attendance is
necessary to maximize student-learning opportunities. Students who are
absent are responsible for missed material. Attendance will be kept for the
purpose of financial aid qualification. Specific expectations will be found
in each course syllabus.
      (2) Clinical Attendance Policy
         a. Clinical courses require the presence of the student for evaluation of
having met course objectives and clinical course objectives cannot be
accomplished or evaluated outside the clinical setting. Furthermore, it is
not possible to provide make up for clinical experiences. Therefore,
regular clinical attendance is mandatory for successful clinical course
completion. Clinical attendance policies for nursing programs are
defined in the Nursing Programs Handbook given to students upon admission to
the nursing program.

Progression in Nursing Courses
   A. Students who withdraw or do not successfully complete a course with a
minimum grade of “C” in a required program course will not be
allowed to progress to any subsequent courses for which that course is a
prerequisite until the course is successfully completed with a grade of “C” or
better. (ISBN 848 IAC 1-2-21)
   B. The maximum time frame for completion of the Practical Nursing program is two
years plus 1 semester from the date of admission to the nursing program.
   C. The maximum time frame for completion of the traditional ASN track is four
years from the date of admission to the nursing program.

Revised 7/09
D. The maximum time frame for the completion of the LPN-to-ASN and the PMT-to-ASN Transition tracks is two years from the original date of admission.

E. Students who are admitted to the LPN-to-ASN Transitional track must maintain a current, unencumbered Indiana LPN license throughout the program. Any student whose license is not current or is encumbered by any pending disciplinary action by the Indiana State Board of Nursing will not be permitted to progress in the program until such time that a current, unencumbered license is regained. Maximum time frame for completion will not be extended due to such circumstances.

F. Students who are admitted to the Paramedic-to-ASN Transitional track must maintain a current, unencumbered Indiana PMT certification or registration throughout the program. Any student whose certification/registration is not current or is encumbered by any pending disciplinary action will not be permitted to progress in the program until such time that a current, unencumbered certification or registration is regained. Maximum time frame for completion will not be extended due to such circumstances.

IV. Readmission

*Re-Enrollment in Nursing Courses Following a Period of Non-Enrollment*

A. The student must remain in continuous enrollment in technical nursing courses (NRSG prefix). Any student who is not able to maintain continuous enrollment must request in writing to the Nursing Program/Department Chair, permission to re-enroll in Nursing (NRSG) courses. Re-enrollment will be granted only on a clinical space available basis. Returning students will be held accountable for knowledge and skills learned in previously taken NRSG coursework. It is the student’s responsibility to seek remediation as needed prior to resuming progress in the Program.

B. The following criteria will be utilized for granting permission to re-enroll in nursing courses:
   a. There must be space available.
   b. If the number of requests for re-enrollment exceeds clinical space availability, selection will be based on the earliest date of written application for re-enrollment.
   c. A returning student is subject to the program policies in effect at the time of re-enrollment.

*College Readmission Policy:*

If a student is dismissed from any campus/region of Ivy Tech Community College of Indiana, that individual is dismissed from the College.
A. *For violations of the College Rules of Conduct:* The year starts at the time/date of the official notification to the student by the Chief Administrative Officer. After one calendar year, the individual under suspension may apply for reinstatement. If the student is dismissed, the student may appeal for reinstatement after five years.

The individual must begin the reinstatement appeal process by informing the Chief Student Affairs Officer at the campus where the dismissal took place of her/his intentions. The appeal for reinstatement may be applied for at any campus/region of Ivy Tech where the individual hopes to attend. The campus/region Student Status Committee will act on the appeal within thirty (30) days of its receipt. The recommendation of the Student Status Committee will be forwarded to Chief Administrative Officer of the campus/region. That individual will render a judgment on the appeal. That judgment will be final. (9.ISAP – STUDENT RIGHTS AND RESPONSIBILITIES)

B. *For failure to meet and maintain academic standards:*

1. A student who has declared a degree or certificate objective and has 15 or more cumulative quality hours must maintain a 2.00 minimum cumulative GPA to be considered in satisfactory academic standing.
2. A student who fails to maintain satisfactory academic progress will be subject to a series of intervention activities and related restrictions until such time as he/she restores satisfactory progress or is dismissed as a degree/certificate seeking student due to repeated unsatisfactory progress.
3. A student who is dismissed for unsatisfactory academic progress faces one term of non-enrollment as a certificate or degree/declared student prior to resuming progress toward that certificate or degree, at which time re-enrollment is allowed on a probationary status.
4. A student who is dismissed twice for unsatisfactory academic progress will be terminated for up to five years as a degree or certificate-declared student unless he/she chooses to participate in an extensive Basic Skills Advancement program to correct academic deficiencies.
5. Dismissal from one campus constitutes dismissal from the College. Petition for readmission must be initiated at the site where dismissal occurred via the Academic Status Committee. (4.3APPM-DEGREE REQUIREMENTS/GRADUATION)
6. Satisfactory academic progress is restored when a student successfully earns at least six credit hours and re-establishes a 2.00 cumulative grade point average.

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(7) Intervention strategies and related restrictions for any student who does not maintain satisfactory academic progress are initiated in accordance with the following procedures:

a. A student who has a GPA under 2.00 after attempting six or more credit hours is selected for Academic Monitoring for the following term and is referred to his/her academic advisor to select classes for that term. If the student does not achieve a 2.00 cumulative GPA by the time he/she completes fifteen (15) credit hours, he/she will be placed on Academic Probation.

b. A student who does not achieve the minimum cumulative GPA of 2.00 for 15 or more semester quality hours earned at the end of each term will be placed on Academic Probation for the following term. The student will be able to enroll for the first term on Academic Probation with the understanding that he/she must raise the minimum cumulative GPA by the end of that term.

c. A student on Academic Probation who does not meet Standards of Progress and does not improve by the end of the first term on Academic Probation will not be allowed to register as a degree or certificate seeking student for the following term, and (if applicable) financial aid will be denied. (No improvement means that the student has not achieved the applicable minimum cumulative GPA required in accordance with the Academic Standards Policy or has not successfully earned at least six quality credit hours and attained a minimum 2.00 GPA for the probationary term.)

d. Intervention procedures which may be initiated for students who are on Academic Monitoring or Academic Probation may include one or more of the following:
   (1) Restriction of enrollment to a probation registration period
   (2) Course load limited to 12 semester hours of new credit and no more than a maximum total of 15 semester hours during any probationary term with the College. (If taking more than 12 credit hours, the balance will be limited to repeated courses in which grades of D or F were received.)
   (3) Required attendance at special counseling sessions
   (4) Enrollment in Basic Skills Advancement classes
   (5) Disqualification for graduation

e. A student determined not to be making academic satisfactory progress in accordance with guidelines may appeal to the Chief Academic Officer/Student Status Committee for review of that determination based upon the possibility of administrative error or due to extenuating circumstances.

Revised 7/09
f. The College may elect to address individual mitigating circumstances administratively, with appropriate documentation to justify continuation of academic eligibility. The student may always exercise his/her right of due process.

C. *For reasons of illness:* If a student who is otherwise in good standing has to drop out of a program for one semester because of well-documented health reasons, that student will be allowed to repeat the course(s) without penalty and that student will not be considered a readmit when he/she returns to the program.

V. *Transfer*

The College encourages articulation between programs offered at each campus and similar programs offered at secondary or post-secondary levels. To ensure that articulation between programs at the high school level and Ivy Tech and between Ivy Tech and four-year institutions is established on a permanent and educationally sound foundation, formal written articulation agreements with secondary and/or post-secondary institutions must be developed.

Local articulation agreements between Ivy Tech campuses and post-secondary institutions and statewide post-secondary articulation agreements should include a statement listing all conditions under which the courses or degree programs transfer. (6.3APPM – CREDIT TRANSFER/AWARDING)

The Registrar will accept in transfer any course appearing on the SIS+ transfer list. For courses not appearing on SIS+, recommendations for transfer of credit are made by the Department/Program head. Credits to be considered for transfer must have been earned at a post-secondary institution accredited by a regional accrediting board, and the student must have earned a grade of “C” or better in the course(s) involved. Grades below “C-“ do not transfer. Transferred credit is included in earned hours, but does not affect the grade point average. Final authority for transfer credit rests with the Chief Academic Officer. Credits taken more than 10 years prior must be reviewed by the Chief Academic Officer if applied to a degree or certificate objective.

This policy applies to credits accepted in transfer from another institution and to credits taken at Ivy Tech prior to declaring the new degree or certificate objective to which the credits may apply. (4.2APPM – GRADING POLICIES)

Revised 7/09
Transfer of Nursing Courses

A. Transfer of a non-Ivy Tech Community College student occurs on a space available basis, only in the 2nd semester of the program. Positions are not held in advance for possible transfers. Returning Ivy Tech Community College students will have priority admission for available student positions.

B. Transfer candidates must provide documentation of transferable prerequisite general education courses: APHY 101, APHY 102, PSYC 101, ENGL 111.

C. The student must submit course syllabi from the prior nursing and pharmacology courses for evaluation of content and contact hour equivalency to Ivy Tech NRSG 100, NRSG 101, NRSG 102, NRSG 103, NRSG 105, and NRSG 106. Equivalency and transferability of courses will be determined by the Nursing Program Chair on a case-by-case basis.

D. Transfer candidates must have completed comparable nursing course-work covering fundamentals of nursing, nursing assessment, and pathophysiology of health disorders at the school previously attended with a grade of C or higher and a three credit Pharmacology course with a grade of C or better prior to admission. Those nursing courses may not be older than 10 years old. Enrollment in and successful completion of the pharmacology course does not imply or guarantee admission into either of the nursing programs.

E. To be considered for admission by transfer, the candidate must complete the following steps at least 2 months prior to the semester requested for admission.
   1. Complete an Application for Admission to Ivy Tech Community College
   2. Have on file in the Ivy Tech Community College's Office of the Registrar, an official copy of the College transcript from the College(s) or University(ies) where prior work was completed.
   3. Complete the required entrance test for the nursing program with scores that meet the established standards. Note: admission requirements for the nursing program are subject to change.
   4. The following competencies must be completed:
      a. Comprehensive written exams which cover material presented in NRSG 100, NRSG 101, NRSG 102, NRSG 106. The applicant must score a 75% or better on each exam.
      b. Satisfactorily demonstrate competence of nursing skills as covered in NRSG 101 and NRSG 103.
      c. Math competency examination as covered in NRSG 102 at 80% or better.
   5. Any applicable College Test Out fees per credit hour must be paid prior to the test out attempts.
F. Transfer admission to the program will be determined by rank order of the nursing entrance test scores and prerequisite general education grades. However, space availability may not be known until the end of the semester. In the event of equal rank order scores, applicants with the earliest application date will be awarded the available space.

Movement with the Ivy Tech System

A. Movement within the Ivy Tech system is based on the following:
   (1) Clinical space availability
   (2) Written request by the student indicating the desire to complete the studies at another Ivy Tech campus
   (3) Good academic standing with a cumulative GPA of 2.0 or higher
   (4) The student is held harmless in the transfer of co-requisite credit of the General Education courses required region-to-region.

B. Movement within in a region between the ASN and PN programs is based upon the following:
   (1) Transfer between PN and ASN programs, within the same admission cohort, may occur on a space available basis only at the start of the second semester of nursing classes.
   (2) The program chair will initiate contact with students who are eligible for cross-over to offer the available seat(s). Information on cross-over openings will not be provided on general inquiry.
   (3) Crossover students will be rank-ordered by their original admission selection decision score, including tie breaker points where needed.
VI. Graduation

Certification requirements for students seeking a degree include:

A. Successful completion of all courses within program certification requirements at a minimum cumulative grade point average of 2.00.
B. Successful completion of the required number of credits.
C. Completion of at least 15 degree credits as a regular student at Ivy Tech, and not through test-out or other means of advanced placement.
D. Satisfaction of all financial obligations due the College.
E. Satisfaction of program accreditation standards that may have additional requirements. (4.1 APPM – DEGREE REQUIREMENTS/GRADUATION)

The Indiana State Board of Nursing regulations require that all courses in the nursing curriculum must be passed with a minimum grade of “C”. (ISBN 848 IAC 1-2-21)

VIII. Grievance Process

The student grievance process provides the College an appropriate mechanism to deal with violations of student rules of conduct and conversely allows a student with a disagreement to grieve against a College employee’s decision affecting that student. The College encourages students to resolve their complaints informally.

The informal grievance procedures are designed to accomplish a quick resolution that is most expeditious and effective. Whenever the informal process does not result in a satisfactory resolution, the College formal grievance procedure is also available. A full description of the informal and formal grievance procedures can be found in pages 10-13 of 9.1SAP – STUDENT RIGHTS AND RESPONSIBILITIES.

IX. Student Disciplinary System/Student Code of Conduct

Students enrolled at the College are expected to conduct themselves in a mature, dignified and honorable manner. Students are entitled to a learning atmosphere free from discrimination, harassment, sexual harassment and intimidation. This applies to the conduct between faculty and staff to student, student to student, and student to faculty and staff.

Students are subject to College jurisdiction while enrolled at Ivy Tech. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of Ivy Tech representatives, is not in the best interests of the student, other students, or the College.

Revised 7/09
All Ivy Tech students are expected to abide by the College rules of conduct listed in pages 3-8 of 9.1SAP – STUDENT RIGHTS AND RESPONSIBILITIES.

Anyone found in violation of College regulations shall be subject to disciplinary action by the College through due process procedures for student conduct violations. Cases of student misconduct and/or lack of academic integrity are to be referred to the Chief Academic Officer or Chief Student Affairs Officer. A student who violates the rules and regulations of the College may be subject to disciplinary actions, which may include, but not limited to the following:

A. Verbal reprimand;
B. Restitution for damages;
C. Restriction of privileges;
D. Failure of the assignment or course;
E. Withdrawal from a course, program or the College for the remainder of the semester or term;
F. Suspension from the College (one calendar year);
G. Dismissal from the College (five years; student may appeal for reinstatement).

In addition, the College representative will be responsible to review all initial disciplinary procedures and may suspend a student for a period of time until the Student Status Committee can meet.

Students are provided an opportunity to appeal any disciplinary decision and are required to sign a waiver if they choose to waive the right to appeal. The basic process in discipline cases is as follows: to notice of charges, notice of possible penalty, and opportunity to explain a defense to some authority.

The Student Status Committee hears all appeals relating to disciplinary actions. (9.1SAP – STUDENT RIGHTS AND RESPONSIBILITIES).

Guidelines for Professional Conduct in Clinical Settings
Expectations for student behavior in clinical settings are governed by clinical agency affiliation agreements, the American Nurses Association Code of Ethics, and the Indiana Nurse Practice Act and are outlined in the Nursing Program Handbook, given to students upon admission to the nursing program. These guidelines are consistent with Ivy Tech State College policies for student conduct and are subject to the Student Disciplinary System as described above.

Revised 7/09
**Academic Honesty Statement**

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

**X. Grading Practices**

The Nursing Program will use the following grading scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92-100</td>
</tr>
<tr>
<td>B</td>
<td>83-91</td>
</tr>
<tr>
<td>C</td>
<td>75-82</td>
</tr>
<tr>
<td>D</td>
<td>70-74</td>
</tr>
<tr>
<td>F</td>
<td>0 – 69</td>
</tr>
</tbody>
</table>

**XI. Charges to Students**

In 1998, an NCA self-study committee identified the issue of charges for consumables was identified as a concern, particularly in light of inconsistent practices among the regions for the provision of such materials. There was renewed interest in this subject when the Indiana Commission for Higher Education conducted a survey on fees and other charges in public institutions.

A Fees Committee was formed and issued a final report in the Fall of 1999 with the recommendations about how and what fees should be charged. Their recommendations follow:

1. In order to achieve consistency in regard to the selling of instructional supplies, a list of specific items must be identified for which charges can be made. Other instructional consumables not on that list must be provided in the classroom without additional charge. Charges were set by course, are the same in each region and include, e.g., materials in some of the welding, drafting, science, and visual communications courses.

2. Course kits may still be sold in the bookstore that include miscellaneous disposable practicum items, such as gloves, masks, safety glasses, tape, etc.

3. It is appropriate and allowable to charge students for tests, uniforms, and other similar charges either through the bookstore or the bursar’s office.

Revised 7/09
XII. Affiliation Agreements

Agreements should state the responsibilities and privileges of both parties. Affiliation agreements should be obtained for internships, externships, practicum’s, co-ops, clinical experiences, or other types of off-campus educational experiences required of students in the course of fulfilling their educational objectives. Observational experiences do not require written agreements, but they are recommended.

Affiliation agreements should follow the procedures documented in 7.7APPM – OPERATONS.

In an off-campus setting, it is the policy of the College that faculty and students shall conform to the health policies of the affiliating agency. (7.8APPM – STUDENT AND FACULTY HEALTH REQUIREMENTS)
ESSENTIAL FUNCTIONS OF NURSING STUDENTS

Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential functions. **Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative, at 917-5975.**

<table>
<thead>
<tr>
<th>FUNCTION ABILITY CATEGORY</th>
<th>REPRESENTATIVE ACTIVITY/ATTRIBUTE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GROSS MOTOR SKILLS</strong></td>
<td>Move within confined spaces</td>
</tr>
<tr>
<td></td>
<td>Sit and maintain balance</td>
</tr>
<tr>
<td></td>
<td>Stand and maintain balance</td>
</tr>
<tr>
<td></td>
<td>Reach above shoulders (e.g., IV poles)</td>
</tr>
<tr>
<td></td>
<td>Reach below waist (e.g., plug electrical appliance into wall outlets)</td>
</tr>
<tr>
<td><strong>FINE MOTOR SKILLS</strong></td>
<td>Pick up objects with hands</td>
</tr>
<tr>
<td></td>
<td>Grasp small objects with hands (e.g., IV tubing, pencil)</td>
</tr>
<tr>
<td></td>
<td>Write with pen or pencil</td>
</tr>
<tr>
<td></td>
<td>Key/type (e.g., use a computer)</td>
</tr>
<tr>
<td></td>
<td>Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)</td>
</tr>
<tr>
<td></td>
<td>Twist (e.g., turn objects/knobs using hands)</td>
</tr>
<tr>
<td></td>
<td>Squeeze with finger (e.g., eye dropper)</td>
</tr>
<tr>
<td><strong>PHYSICAL ENDURANCE</strong></td>
<td>Stand (e.g., at client side during surgical or therapeutic procedure)</td>
</tr>
<tr>
<td></td>
<td>Sustain repetitive movements (e.g., CPR)</td>
</tr>
<tr>
<td></td>
<td>Maintain physical tolerance (e.g., work entire shift)</td>
</tr>
<tr>
<td><strong>PHYSICAL STRENGTH</strong></td>
<td>Push and pull 25 pounds (e.g., position clients)</td>
</tr>
<tr>
<td></td>
<td>Support 25 pounds (e.g., ambulate client)</td>
</tr>
<tr>
<td></td>
<td>Lift 25 pounds (e.g., pick up a child, transfer client)</td>
</tr>
<tr>
<td></td>
<td>Move light object weighing up to 10 pounds (e.g., IV poles)</td>
</tr>
<tr>
<td></td>
<td>Move heavy objects weighing from 11 to 50 pounds)</td>
</tr>
<tr>
<td></td>
<td>Defend self against combative client.</td>
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<tr>
<td></td>
<td>Carry equipment/supplies</td>
</tr>
<tr>
<td></td>
<td>Use upper body strength (e.g., perform CPR, physically restrain a client)</td>
</tr>
<tr>
<td></td>
<td>Squeeze with hands (e.g., operate fire extinguisher)</td>
</tr>
</tbody>
</table>

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| MOBILITY | Twist  
| Bend  
| Stoop/squat  
| Move quickly (e.g., response to an emergency  
| Climb (e.g., ladders/stools/stairs  
| Walk  
| HEARING | Hear normal speaking level sounds (e.g., person-to-person report)  
| Hear faint voices  
| Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)  
| Hear in situations when not able to see lips (e.g., when masks are used)  
| Hear auditory alarms (e.g., monitors, fire alarms, call bells)  
| VISUAL | See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)  
| See objects up to 20 feet away (e.g., client in a room)  
| See object more than 20 feet away (e.g., client at end of hall)  
| Use depth perception  
| Use peripheral vision  
| Distinguish color (e.g., color codes on supplies, charts, bed)  
| Distinguish color intensity (e.g., flushed skin, skin paleness)  
| TACTILE | Feel vibrations (e.g., palpate pulses)  
| Detect temperature (e.g., skin solutions)  
| Feel differences in surface characteristics (e.g., skin turgor, rashes)  
| Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks)  
| Detect environment temperature (e.g., check for drafts)  
| SMELL | Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.)  
| Detect smoke  
| Detect gases or noxious smells |
| READING ARITHMETIC COMPETENCE | Reading and understand written documents (e.g., policies, protocols)  
|                              | Read and understand columns of writing (flow sheet, charts)  
|                              | Read digital displays  
|                              | Read graphic printouts (e.g., EKG)  
|                              | Calibrate equipment  
|                              | Convert numbers to and/or from the Metric System  
|                              | Read graphs (e.g., vital sign sheets)  
|                              | Tell time  
|                              | Measure time (e.g., count duration of contractions, etc.)  
|                              | Count rates (e.g., drips/minute, pulse)  
|                              | Use measuring tools (e.g., thermometer)  
|                              | Read measurement marks (e.g., measurement tapes, scales, etc.)  
|                              | Add, subtract, multiply, and/or divide whole numbers  
|                              | Compute fractions (e.g., medication dosages)  
|                              | Use a calculator  
|                              | Write number in records |
| EMOTIONAL STABILITY | Establish therapeutic boundaries  
|                      | Provide client with emotional support  
|                      | Adapt to changing environment/stress  
|                      | Deal with the unexpected (e.g., client going bad, crisis)  
|                      | Focus attention on task  
|                      | Monitor own emotions  
|                      | Perform multiple responsibilities concurrently  
|                      | Handle strong emotions (e.g., grief) |
| ANALYTICAL THINKING | Transfer knowledge from one situation to another  
|                      | Process information  
|                      | Evaluate outcomes  
|                      | Problem solve  
|                      | Prioritize tasks  
|                      | Use long term memory  
|                      | Use short term memory |
| CRITICAL THINKING | Identify cause-effect relationships  
|                      | Plan/control activities for others  
|                      | Synthesize knowledge and skills  
|                      | Sequence information |
| INTERPERSONAL SKILLS | Negotiate interpersonal conflict  
|                      | Respect differences in clients  
|                      | Establish rapport with clients  
<p>|                      | Establish rapport with co-workers |</p>
<table>
<thead>
<tr>
<th>COMMUNICATION SKILLS</th>
<th>Teach (e.g., client/family about health care)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Explain procedures</td>
</tr>
<tr>
<td></td>
<td>Give oral reports (e.g., report on client’s condition to others)</td>
</tr>
<tr>
<td></td>
<td>Interact with others (e.g., health care workers)</td>
</tr>
<tr>
<td></td>
<td>Speak on the telephone</td>
</tr>
<tr>
<td></td>
<td>Influence people</td>
</tr>
<tr>
<td></td>
<td>Direct activities of others</td>
</tr>
<tr>
<td></td>
<td>Convey information through writing (e.g., progress notes)</td>
</tr>
</tbody>
</table>

*Adapted from Validation Study: "Functional Abilities Essential for Nursing Practice, National Council of State Boards of Nursing, Inc. 1996.
INDIANA STATE BOARD OF NURSING LICENSURE ELIGIBILITY

Successful completion of the nursing program, as described in the Admission, Progression, and Graduation policy, provides eligibility for a student to apply to a state board of nursing to take the licensure examination. The following questions are asked by the Indiana State Board of Nursing (ISBN) in the application to take the examination. Similar questions are found on other state board of nursing applications. If you answer YES to any of these questions, the State Board of Nursing may deny you to sit for the licensing examination, even if you satisfactorily complete one of Ivy Tech State College’s nursing programs. It is the student’s responsibility to resolve those issues with the Board of Nursing at the time of initial application to the Board of Nursing following program completion. (Indiana Code 25-23-1-11; Indiana Code 25-23-1-12)

1. Has disciplinary action ever been taken regarding any health license, certificate, registration or permit that you hold or have held in any state or country?
   Yes_______ No_______

2. Have you ever been denied a license, certificate, registration or permit to practice as a nurse or any regulated health occupation in any state or country?
   Yes_______ No_______

3. Are there charges pending against you regarding a violation of any Federal, State or local law relating to the use, manufacturing, and distribution or dispensing of controlled substances, alcohol or other drugs?
   Yes_______ No_______

4. Have you ever been convicted of, pled guilty or nolo contendre to:
   A. A violation of any Federal, State or local law relating to the use, manufacturing, distribution or dispensing of controlled substances, alcohol or other drugs?
      Yes_______ No_______
   B. To any offense, misdemeanor or felony in any state? (Except for minor violations of traffic laws resulting in fines).
      Yes_______ No_______

5. Have you ever been terminated, reprimanded, disciplined or demoted in the scope of your practice as a nurse or another health care professional?
   Yes_______ No_______

6. Have you ever had a malpractice judgment against you or settled any malpractice action?
   Yes_______ No_______

7. Are now being or have you ever been treated for drug or alcohol abuse?
   Yes_______ No_______


Revised 7/09
# NURSING CURRICULA

## PRACTICAL NURSING PROGRAM

<table>
<thead>
<tr>
<th>GEN-ED PRE-REQS:</th>
<th>GEN-ED CO-REQS:</th>
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<tbody>
<tr>
<td>ENGL 111 English Composition</td>
<td>IVYT XXX Life Skills</td>
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<tr>
<td>PSYC 101 Introduction to Psychology</td>
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<td>APHY 101 Anatomy and Physiology I</td>
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<tr>
<td>APHY 102 Anatomy and Physiology II</td>
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<table>
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<th>SEM</th>
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Total Credits: 43
# ASN TRADITIONAL PROGRAM

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<td>APHY 101 Anatomy and Physiology I</td>
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<tr>
<td>3 OR 4</td>
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<td>3 OR 4</td>
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**Total credits: 69**

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### ASN TRANSITIONAL PROGRAM FOR LPNs

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<td>English: ENGL 112 or ENGL 211</td>
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<td>Social Science: SOCI 111, SOIC 164, PSYC 201, or PSY C205</td>
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<td>Math: MATH 117, MATH 118</td>
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**TOTAL CREDITS: 31**

#### ITCC PN Graduate Within 2 years of Graduation Who Has Taken

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<tr>
<th>SEM</th>
<th>NRSG 100, 101, 102, 103, 105, 106, 110, 111, 112, 113, 114, 116, 117</th>
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<td>1 or 2</td>
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**Total Credits: 33 (excluding 12 cr gen. ed. Prereq. completed in PN program)**

#### LPN > 2 YEARS POST GRADUATION; PN GRAD ON OLD CURRICULUM; PN GRAD EXTERNAL PN PROGRAM

<table>
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<tr>
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<td>NRSG 202 Nursing Care of the Complex Family</td>
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**Total credits: 50/53**

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<tr>
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<td>NRSG 201 Complex Medical Surgical Nursing for the ASN Clinical</td>
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<tr>
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<td>NRSG 203 Nursing Care of the Complex Family Clinical</td>
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<tr>
<td>2 or 3</td>
<td>NRSG 204 Psychiatric Nursing</td>
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<tr>
<td></td>
<td>NRSG 205 Psychiatric Nursing Clinical</td>
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</table>

Total Credits: 59 (including all required general education course work)
### NURSING COURSE CONTACT HOURS

Lecture: 1 credit = 1 contact hour  
Lab: 1 credit = 2 contact hours  
Clinical: 1 credit = 3 contact hours

## Practical Nursing Course Hours

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
<th>Lecture</th>
<th>Lab</th>
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<td>NRSG 105</td>
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# Traditional Associate of Science in Nursing Course Hours

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<th>Course Name</th>
<th>Credits</th>
<th>Total Semester Contact Hours</th>
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<td>NRSG 101</td>
<td>Fundamentals of Nursing Lab</td>
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<tr>
<td>NRSG 102</td>
<td>Medical Surgical Nursing I</td>
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<tr>
<td>NRSG 103</td>
<td>Medical Surgical Nursing I Lab</td>
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<td>64</td>
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<tr>
<td>NRSG 105</td>
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<td>96</td>
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<td>NRSG 106</td>
<td>Pharmacology</td>
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<td>Maternal Child Nursing Clinical</td>
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<td>NRSG 114</td>
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<td>NRSG 200</td>
<td>Complex Medical Surgical Nursing for the ASN</td>
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<td>NRSG 201</td>
<td>Complex Medical Surgical Nursing for the ASN</td>
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<td>Total Hrs (hours without NUR 106 &amp; NUR 120)</td>
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## Paramedic to ASN Transitional Associate of Science in Nursing Course Hours

<table>
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<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
<th>Lecture</th>
<th>Lab</th>
<th>Clinical</th>
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</table>

| Total Hrs  | 27     | 288    | 32     | 528 |

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NURSING COURSE DESCRIPTIONS

NRSG 100 Fundamentals of Nursing
Credits: 3  Contact hours: 48 lecture
Prerequisites: Admission to the program
Corequisites: NRSG 101

Examines the roles of the licensed practical nurse and the registered nurse as members of the health care team. Provides an overview of the five components of the nursing process. Explores the nurse’s role in providing for basic physiological, psychosocial, cultural, intellectual, and spiritual needs of patients. Introduces fundamental principles of therapeutic communication and teaching/learning.

NRSG 101 Fundamentals of Nursing Lab
Credits: 1  Contact hours: 32 lab
Prerequisites: Admission to the program
Corequisites: NRSG 100

Simulated patient care provides an opportunity to develop the psychomotor skills necessary to provide nursing care to meet basic patient needs. Emphasis is placed on the use of standard precautions, provision of a safe care environment, and maintenance of patient privacy. Through simulation, basic principles of documentation are practiced.

NRSG 102 Medical-Surgical Nursing I
Credits: 2  Contact hours: 32 lecture
Prerequisites: NRSG 100, NRSG 101
Corequisites: NRSG 103, NRSG 105

Emphasizes the assessment component of the nursing process. Introduces data analysis and nursing diagnosis. Examines the etiology, pathophysiology, clinical manifestations, and diagnostic testing of common alterations in health within the context of all body systems. Introduces mental health concepts and therapeutic communications/milieu management.

NRSG 103 Medical-Surgical Nursing I Lab
Credits: 2  Contact hours: 64 lab
Prerequisites: NRSG 100, NRSG 101
Corequisites: NRSG 102, NRSG 105

Simulated patient care provides an opportunity to develop progressively complex nursing skills. Emphasis is placed on sterile technique, airway maintenance, nutritional and fluid support, elimination devices, specimen collection, medication administration, and drug dosage calculations.
NRSG 105 Medical-Surgical Nursing I Clinical  
Credits: 2       Contact hours: 94 clinical  
Prerequisites: NRSG 100, NRSG 101  
Corequisites: NRSG 102, NRSG 103  
Provides the opportunity to apply nursing skills in diverse patient care situations. Emphasizes assessment skills in determining patient health status. Applies knowledge of etiology, pathophysiology, diagnostic tests, and assessment findings to identify patient needs.

NRSG 106 Pharmacology for Nursing  
Credits: 3       Contact hours: 48 lecture  
Prerequisites: Admission to a Nursing Program or Program Chair Approval  
Corequisites: None  
Introduces principles of pharmacotherapeutics, pharmacodynamics, and pharmacokinetics in relation to the major drug classifications. Utilizes the nursing process to explore pharmacologic aspects of patient care.

NRSG 108 Transition for the Paramedic to the Associate of Science in Nursing  
Credits: 5       Contact hours: 80 lecture  
Prerequisites: Admission to the Associate of Science in Nursing Program  
Corequisites: NRSG 109  
Examines the transition to the role of the registered nurse. Identifies components of the nursing program philosophy. Provides an overview of the five components of the nursing process, emphasizes the assessment component. Introduces data analysis and nursing diagnoses. Reviews etiology, pathophysiology, clinical manifestations, and the diagnostic testing of common alterations in health within the context of all body systems. Introduces mental health concepts and therapeutic communications / milieu management.

NRSG 109 Transition for the Paramedic to the Associate of Science in Nursing Lab/Clinical  
Credits: 3       Contact hours: 32 lab, 96 clinical  
Prerequisites: Admission to the Associate of Science in Nursing Program  
Corequisites: NRSG 108  
Provides the paramedic the opportunity to transition into the role of the associate degree nurse. Allows the opportunity to apply theoretical knowledge to provide ethical, culturally competent, and holistic care for adults experiencing non-complex alterations in health. Emphasis is placed on the prevention of illness and the maintenance, promotion and restoration of health, as well as the support of death with dignity and implementation of the ordered treatment plan. The nursing process provides the framework for problem solving and critical thinking in providing nursing care. Laboratory and clinical experiences are provided to assist the student in identifying appropriate nursing interventions for health needs.

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NRSG 110 Medical Surgical Nursing II
Credits: 3    Contact hours: 48 lecture
Prerequisites: NRSG 102, NRSG 103, NRSG 105, NRSG 106
Corequisites: NRSG 111

Provides an understanding of the health care needs of adults experiencing non-complex alterations in health within the context of all body systems. Examines the roles of the licensed practical nurse and the registered nurse in applying the nursing process and implementing the ordered plan of treatment.

NRSG 111 Medical Surgical Nursing II Clinical
Credits: 2    Contact hours: 96 clinical
Prerequisites: NRSG 102, NRSG 103, NRSG 105, NRSG 106
Corequisites: NRSG 110

Allows the opportunity to apply theoretical knowledge to provide ethical, culturally competent, and holistic care for adults experiencing non-complex alterations in health. Emphasis is placed on the prevention of illness and the maintenance, promotion and restoration of health, as well as the support of death with dignity and implementation of the ordered treatment plan. The nursing process provides the framework for problem solving and critical thinking in providing nursing care.

NRSG 112 Maternal-Child Nursing
Credits: 3    Contact hours: 48 lecture
Prerequisites: NRSG 102, NRSG 103, NRSG 105, NRSG 106
Corequisites: NRSG 113

Applies knowledge of etiology and pathophysiology to provide an understanding of the health care needs of children and childbearing families. Examines the roles of the licensed practical nurse and the registered nurse in applying the nursing process and implementing the ordered plan of treatment for childbearing and childrearing families. Introduces growth and development components and how they impact therapeutic communication, therapeutic interventions, and teaching-learning techniques when providing nursing care to children and child-rearing families.

NRSG 113 Maternal-Child Nursing Clinical
Credits: 2    Contact hours: 96 clinical
Prerequisites: NRSG 102, NRSG 103, NRSG 105, NRSG 106
Corequisites: NRSG 112

Allows the opportunity to apply theoretical knowledge to provide ethical, culturally competent, and holistic care for children and childbearing families. Emphasis is placed on the prevention of illness and the maintenance, promotion, and restoration of health as well as the support of death with dignity and implementation of the ordered plan of treatment. Knowledge of principles of

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growth and development are utilized to adapt therapeutic communication, therapeutic intervention, and teaching-learning techniques to provide nursing care to children and childrearing families. The nursing process provides the framework for problem solving and critical thinking in providing nursing care.

**NRSG 114 Health Care Concepts in Nursing**
Credits: 1  
Contact hours: 16 lecture  
Prerequisites: NRSG 102, NRSG 103, NRSG 105  
Corequisites: None

Explores strategies utilized to promote lifelong personal and professional development. Analyzes the roles of the licensed practical nurse and the registered nurses within the context of the larger healthcare environment. Examines internal and external influences on nursing practice. Explores basic concepts of nursing leadership and management. Analyzes legal and ethical issues in healthcare.

**NRSG 116 Geriatric/Complex Medical Surgical Nursing III for the Practical Nurse**
Credits: 4  
Contact hours: 64 lecture  
Prerequisites: Admission to Practical Nursing Program NRSG 110, NRSG 111  
Corequisites: NRSG 117

Applies previous knowledge of etiology and pathophysiology to provide an understanding of the health care needs of adults experiencing complex alterations in health within the context of all body systems. Examines the role of the practical nurse in the acute care and long-term care setting. Relates principles of growth and development to the needs of geriatric patients. Examines leadership skills in the geriatric setting.

**NRSG 117 Geriatric/Complex Medical Surgical Nursing III Clinical for the Practical Nurse**
Credits: 2  
Contact hours: 96 clinical  
Prerequisites: Admission to Practical Nursing Program NRSG 110, NRSG 111  
Corequisites: NRSG 116

Allows the opportunity to apply theoretical knowledge to provide ethical, culturally competent, and holistic care for adults within the context of all body systems. Emphasis is placed on the prevention of illness and the maintenance, promotion and restoration of health, as well as the support of death with dignity and implementation of the ordered plan of treatment. The nursing process provides the framework for problem solving and critical thinking in providing nursing care. Leadership activities for practical nurses in the long term care setting are explored.

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NRSG 120 Transition to Associate of Science Nursing for the LPN
Credits: 5  Contact hours: 64 lecture, 32 lab
Prerequisites: Admission to the ASN Program, NRSG 106
Corequisites: NRSG 106 (If not taken as a separate 3 credit course in PN Program)

Examines the role of the registered nurse. Identifies components of the nursing program philosophy. Reviews etiology, pathophysiology, clinical manifestations, and the diagnostic testing of common alterations in health within the context of all body systems. The nursing process will guide the student in analyzing the care of the adult and maternal child patients with noncomplex health disorders. Emphasis will be placed on assessment skills. Laboratory experience is provided to perform basic nursing skills and assist the student in identifying appropriate nursing responses to health needs.

NRSG 200 Complex Medical-Surgical Nursing for the ASN
Credits: 3  Contact hours: 48 lecture
Prerequisites: Admission to ASN Program, NRSG 106, NRSG 110, NRSG 111, NRSG 112, NRSG 113
OR Admission to ASN Program, NRSG 106, NRSG 108, NRSG 109, NRSG 112, NRSG 113
OR Admission to ASN Program, NRSG 106, NRSG 120
Corequisites: NRSG 201

Applies previous knowledge of the etiology and pathophysiology of complex alterations in health in understanding the patient's health care needs within the context of all body systems. Examines the role of the registered nurse in applying the nursing process and implementing the ordered plan of treatment in acute care settings. Examines leadership skills in a variety of healthcare settings.

NRSG 201 Complex Medical-Surgical Nursing for the ASN Clinical
Credits: 4  Contact hours: 192 clinical
Admission to ASN Program, NRSG 106, NRSG 110, NRSG 111, NRSG 112, NRSG 113
OR Admission to ASN Program, NRSG 106, NRSG 108, NRSG 109, NRSG 112, NRSG 113
OR Admission to ASN Program, NRSG 106, NRSG 120
Corequisites: NRSG 200

Allows the opportunity to apply theoretical knowledge to provide ethical, culturally competent, and holistic care for adults experiencing complex alterations in health within the context of all body systems. Emphasis is placed on the prevention of illness and the maintenance, promotion and restoration of health, as well as the support of death with dignity and implementation of the ordered plan of treatment. The nursing process provides the framework for problem solving and critical thinking in providing nursing care. Leadership concepts utilized in the management of direct patient care are explored.

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NRSG 202 Nursing Care of the Complex Family
Credits: 2  Contact hours: 32 lecture
Admission to ASN Program, NRSG 106, NRSG 110, NRSG 111, NRSG 112, NRSG 113
OR  Admission to ASN Program, NRSG 106, NRSG 108, NRSG 109, NRSG 112, NRSG 113
OR  Admission to ASN Program, NRSG 106, NRSG 120
Corequisites: NRSG 203

Explores the theoretical concepts of growth and development, family nursing, and health promotion across the lifespan. Examines the role of the registered nurse in applying the nursing process and in implementing the ordered plan of treatment for families experiencing complex health problems. Identifies community health resources. Discusses the issues of obstetrical and high-risk neonatal emergencies, family violence, acute life threatening illnesses, and chronic debilitating illnesses. Analyzes the needs of the geriatric patient.

NRSG 203 Nursing Care of the Complex Family Clinical
Credits: 2  Contact hours: 96 clinical
Admission to ASN Program, NRSG 106, NRSG 110, NRSG 111, NRSG 112, NRSG 113
OR  Admission to ASN Program, NRSG 106, NRSG 108, NRSG 109, NRSG 112, NRSG 113
OR  Admission to ASN Program, NRSG 106, NRSG 120
Corequisites: NRSG 202

Allows the opportunity to apply theoretical knowledge to provide ethical, culturally competent, and holistic care with the focus on family coping and adaptation across the lifespan. Emphasis is placed on the prevention of illness and the maintenance, promotion, and restoration of health as well as the support of death with dignity, and implementation of the ordered plan of treatment for families experiencing complex health problems. The nursing process provides the framework for problem solving and critical thinking in providing nursing care.

NRSG 204 Psychiatric Nursing
Credits: 2  Contact hours: 32 lecture
Admission to ASN Program, NRSG 106, NRSG 110, NRSG 111, NRSG 112, NRSG 113
OR  Admission to ASN Program, NRSG 106, NRSG 108, NRSG 109, NRSG 112, NRSG 113
OR  Admission to ASN Program, NRSG 106, NRSG 120
Corequisites: NRSG 205

Builds upon previous knowledge of mental health concepts to provide an understanding of psychiatric and behavioral disorders. Examines the role of the registered nurse in applying the nursing process to the care of individuals in the psychiatric setting. Explores the ordered plan of treatment for psychiatric and behavioral disorders. Identifies the registered nurse's accountability for the legal and ethical issues inherent in psychiatric nursing.

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NRSG 205 Psychiatric Nursing Clinical
Credits: 1    Contact hours: 48 clinical
Admission to ASN Program, NRSG 106, NRSG 110, NRSG 111, NRSG 112, NRSG 113
OR   Admission to ASN Program, NRSG 106, NRSG 108, NRSG 109, NRSG 112, NRSG 113
OR   Admission to ASN Program, NRSG 106, NRSG 120
Corequisites: NRSG 203

Allows the opportunity to apply theoretical knowledge to provide ethical, culturally competent, and holistic care for individuals experiencing psychiatric and behavioral disorders. The nursing process provides the framework for problem solving and critical thinking in nursing care.
## ESTIMATED COSTS

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<thead>
<tr>
<th>Item</th>
<th>PN Program</th>
<th>ASN Traditional Program</th>
<th>LPN to ASN Transitional Program</th>
<th>Paramedic to ASN Transitional Program</th>
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<tr>
<td>Tuition (including all pre- &amp; co-requisite general education courses)</td>
<td>In State 4284.95</td>
<td>In State 6875.85</td>
<td>In State 4982.50</td>
<td>In State 5879.35</td>
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<td></td>
<td>Out of State 8894.55</td>
<td>Out of State 14272.65</td>
<td>Out of State 10342.50</td>
<td>Out of State 12204.15</td>
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<td>Technology Fee</td>
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<td>50.00 per sem</td>
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<td>Nursing Fee</td>
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<td>ATI Testing</td>
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<td>Physical Exam &amp; Immunizations</td>
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<tr>
<td>NCLEX &amp; Licensure Expenses</td>
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**Note:** All costs are estimated and subject to change without notice.