

**BAKER COLLEGE**  
Waiver Form - Office Copy  
**Nursing - LPN to ADN Ladder**  
Associate Degree in Nursing

**Acknowledgment Form**

I have received the Health Sciences Program Information and understand each/all of the following: (Initial each line)

**Health Requirements**

- I may be required to provide documented proof of immunization and/or titers, current Tuberculosis (TB) test results, and other screenings pertinent to my chosen career field. I am responsible for all associated cost.
- Declination of immunization may prevent me from clinical placement. (edited 08/23/11)
- Exposure to latex is high in the healthcare field. I should notify my advisor if I have a documented latex allergy.

**Clinical Requirements**

- Clinical or externship experiences are based on site availability and determined by the Program Coordinator/Director/Dean of Health Sciences.
- Students are required to have reliable transportation to and from the assigned clinical location.
- Due to the limited number of clinical sites, some students may be required to travel a distance from the College. In some instances, students may need to relocate.
- Clinical experiences may require students to attend up to 40 hours per week. As a continuation of the student's education, the clinical experience is to be performed without remuneration. In the event a student is offered employment, this should be discussed with the Program Coordinator/Director/Dean of Health Sciences.
- The College provides professional liability insurance for all students during the clinical affiliation educational portion of his/her program, which covers any incident which might occur during the clinical affiliation experience. It does not cover any incident where the student is attempting to practice outside the scope of his/her education or outside the clinical affiliation site.
- I may be required to submit to a drug screen as part of my clinical affiliation. I am responsible for all associated cost.
- I understand that if drugs are reported on my drug screen results, it may impact my ability to complete program requirements, including though not limited to, clinical experience.
- I may be required to undergo a background check, as an entrance requirement for the health program I've selected or for some clinical affiliations. I am responsible for all associated cost.
- I am required to complete the requirements for my background check by the specified deadline. Failure to do so may result in my being denied entry into the program, at which time my core classes may be dropped without advance notice to me.
- I will immediately report, in writing, any conviction, pending court action, or other

recorded event not yet reported, or which subsequently occurs, to my campus program director/Dean of Health Sciences.

- \_\_\_ A criminal record may prevent clinical placement, licensure or certification, and employment opportunities. Baker College reserves the right to deny entry into or remove from a program, any student whose background check reveals any conviction or recorded event of any nature.
- \_\_\_ I may be temporarily or permanently denied financial aid funding if I have been or am subsequently convicted of the possession or sale of illegal drugs for an offense that occurred while receiving federal student aid (such as grants, loans, work-study).
- \_\_\_ I may be required to undergo fingerprinting prior to clinical placement.
- \_\_\_ I may be required to complete the Central Registry Clearance form prior to placement in certain clinical settings.

### ***Program Reentry***

- \_\_\_ Eligibility for reapplication to the program is based on previous reasons for dismissal or withdrawal and is at the discretion of the Program Coordinator/Director/Dean of Health Sciences. Readmission is not guaranteed.
- \_\_\_ Reentry into some programs may be dependent upon limited program capacity and/or the availability of clinical sites.
- \_\_\_ Didactic and competency testing may be required according to accreditation, state, and/or program guidelines. Retesting may involve a fee.

### ***Professionalism***

- \_\_\_ I must abide by the ethics and standards accepted by professionals and technicians in my chosen career field, while in all classroom and clinical settings. This includes personal conduct, professional attitude, appropriate dress, and the confidentiality of student, client, and patient information. Any breach of these standards may result in dismissal from the program.
- \_\_\_ I understand that students are not allowed to use personal cell phones or other personal electronic devices to transmit clinical information, including photos.
- \_\_\_ I understand clinical site information is not to be discussed on any form of social network or any electronic account outside of those required by the instructor for class participation.
- \_\_\_ I agree to abstain from using computers at my clinical site for personal use and/or social networking.
- \_\_\_ Professional appearance may require a specified uniform. In all instances students are to refrain from low-cut tops, and clothing that reveals trunk skin when standing or sitting. Closed-toed shoes are required for laboratory and clinical settings. Hair, side-burns, facial hair, and nails are to be neat, clean, and trimmed to a length that will not interfere with safety and asepsis. Visible tattoos must be covered. Body piercing jewelry is not allowed.
- \_\_\_ I must comply with any changes in program requirements during my course of study.

### ***LIMITED ENROLLMENT CRITERIA - PROGRAM APPLICATIONS***

There are two sets of Limited Enrollment Criteria requirements. Please see your program advisor for which set applies to you.

#### **LIMITED ENROLLMENT CRITERIA FOR PROGRAM APPLICATIONS - SPRING 2012 AND BEYOND:**

- \_\_\_ Full acceptance into the professional track of some programs is limited due to clinical site availability. Students compete to earn acceptance into these programs. Selection criteria have been developed to choose the most qualified students for limited enrollment

programs. Students who have successfully completed the conditional acceptance requirements for their program are eligible to apply for full acceptance into the professional track of the program. Refer to the program information supplement for program specific details on the application process, the criteria used, and the courses used in the GPA calculations. (edited 10/11)

Once selected through the limited enrollment criteria, for full acceptance into a program, students must complete program requirements including, but not limited to: program specific orientations, background checks, drug screens, etc. Please contact your campus official for additional information. (edited 10/11)

### **CRITERIA I (Spring 2012 and Beyond)**

**Weighted Prerequisite GPA of Selected Courses:** The program will base the majority of admission points on prerequisite grades of selected courses. Each health science program has designated specific prerequisite courses where a minimum grade requirement must be met. Refer to the program pages for this information and a listing of the identified courses to be used in the calculations below. The grades earned in transferred courses will also be utilized in these calculations. (GPA is defined as the value on a 4.0 scale corresponding to a letter grade.)

- \* **Non-Weighted Courses:**
  - \* required prior to program application and acceptance
  - \* hold no weight in the GPA calculation for admittance
  - \* must be satisfactorily completed, per program requirements
  - \* are not subject to withdrawal, repeat, and transfer policies
- \* **Single-Weighted Courses:**
  - \* required prior to program application and acceptance
  - \* provide some significant prerequisite knowledge and skills and therefore holds some weight in the GPA calculations for admittance.
  - \* subject to withdrawal, repeat, and transfer policies
- \* **Double-Weighted Courses:**
  - \* required prior to program application and acceptance
  - \* provides significant prerequisite knowledge and skills and therefore holds more weight in GPA calculations for admittance.
  - \* subject to withdrawal repeat, and transfer policies
- \* **Test-Out Courses:**
  - \* these are not weighted courses

### **CRITERIA II (Spring 2012 and Beyond)**

**Withdrawal and Repeat of Prerequisite Selected Courses:** Withdraw and/or repeat of single-weighted and double-weighted prerequisite courses will result in a reduction of admission points. Refer to the program information for a listing of the identified courses to be used in the calculations below.

#### **Withdrawal:**

- \* does not apply to non-weighted classes
- \* first incident of withdrawal of single-weighted and/or double-weighted courses (one or more courses in a given quarter) = forgiveness quarter with no reduction of admission points
- \* subsequent withdrawals of single-weighted and/or double-weighted courses = 5 point reduction for each weighted course withdrawn

#### **Repeats:**

- \* single- and double-weighted courses only
- \* does not apply to non-weighted courses
- \* repeat courses in which a grade is earned do not receive forgiveness and will result in a 5 point reduction for each attempt
  - \* exception is course greater than 60 months old repeated will not result in a loss of points

### **CRITERIA III (Spring 2012 and Beyond)**

Transfer of single- and double-weighted prerequisite courses may result in a deduction of up to five admission points.

**Transfer Credits:**

- \* single- and double-weighted courses only
- \* does not apply to non-weighted courses
- \* 0-5 credit transfer = 5 points earned
- \* >5 credits = 0 points earned

**CRITERIA IV (Spring 2012 and Beyond)**

Entrance Exam Score: A program may require applicants to take an assessment test chosen by the College. Students may be allowed to repeat this test to improve his/her performance based upon program guidelines. Admission points will be added based on the score attained. Refer to the program requirements for entrance exam program specific information.

**CRITERIA V (Spring 2012 and Beyond)**

Reapplication students who have applied for entrance into a program's professional track in the past, who had completed all program entrance requirements and prerequisite coursework at or above the minimum grade required, but were not awarded a seat due to their standing and the limited program seat capacity may reapply to the program. Students reapplying to the program must complete the program reapplication process. Refer to the program information for program specific information. Students successfully completing the reapplication process will be awarded a maximum of 2 admission points - total admission point value not to exceed 100 points.

- \* Students are eligible for reapplication points at the campus/program of original application.
- \* Students are not eligible for reapplication points when applying to another campus/program.
- \* Reapplication timeframe: Students are only eligible to reapply within 12 months or the next application period, whichever comes first. (edited 08/11)

**LIMITED ENROLLMENT CRITERIA FOR PROGRAM APPLICATIONS - PRIOR TO SPRING 2012:**

- Full acceptance into the professional track of some programs is limited due to clinical site availability. Students compete to earn acceptance into these programs. Selection criteria have been developed to choose the most qualified students for limited enrollment programs. Students who have successfully completed the conditional acceptance requirements for their program are eligible to apply for full acceptance into the professional track of the program. Refer to the program information supplement for program specific details on the application process, the criteria used, and the courses used in the GPA calculations. (edited 10/11)

**CRITERIA I (Prior to Spring 2012)**

Weighted Prerequisite GPA of Selected Courses: The program will base the majority of admission points on prerequisite grades of selected courses. Each health science program has designated specific prerequisite courses where a minimum grade requirement must be met. Refer to the program pages for this information and a listing of the identified courses to be used in the calculations below. The grades earned in transferred courses will also be utilized in these calculations. (GPA is defined as the value on a 4.0 scale corresponding to a letter grade.)

- \* GPA of specified general education prerequisite courses X 1
- \* GPA of specified science/health/program prerequisites courses X 2

**CRITERIA II (Prior to Spring 2012)**

Testing (if applicable to program requirements - see program information supplement for details) Students may take the assessment test chosen by the College. Students may be allowed to repeat this test to improve his/her performance based upon program guidelines. The following program points will be added to the student's total admission points score based on the composite score of 75 as the required score to attained. The score will be valid for two years.

**HESI**

- \* Test score of <75 = 0 points
- \* Test score of 75-100 = 7-11 points

**KAPLAN**

- \* Test score of <60 = 0-6.999 points
- \* Test score of 60-100 = 7-11 points

**CRITERIA III (Prior to Spring 2012)**

Transfer of Prerequisite Selected Courses: Each health science program has designated specific courses where a minimum grade requirement must be met. Refer to the program information for a listing of the identified courses to be used in the calculations below:

- \* 0-8 prerequisite transfer credit(s) of selected weighted courses applied = 2 points
- \* Transfer of 9-16 prerequisite credits of selected courses = 1 point
- \* Transfer of more than 16 pre-requisite credits of selected courses = 0 points

**CRITERIA IV (Prior to Spring 2012)**

Repetition of Prerequisite Selected Courses: Each health science program has designated specific courses where a minimum grade requirement must be met. Refer to the program information for a listing of the identified courses to be used in the calculations below. If students avoid retaking program prerequisite selected courses, the following points will be added to the student's total score:

- \* 0 prerequisite courses repeated = 3 points
- \* 1 repeat of 1 prerequisite course = 2 points
- \* 1 repeat for each of 2 prerequisite courses = 1 point
- \* All other prerequisite repeat scenarios = 0 points

A repeated course is defined as a duplicate course wherein a letter grade or "W", "WP", or "WF" appears on the transcript. Developmental education courses are not included in the repeat calculations.

**CRITERIA V (Prior to Spring 2012)**

Reapplication students who have applied for full acceptance into a program's professional track in the past, who had completed all program entrance requirements and prerequisite coursework at or above the minimum grade required, but were not awarded a seat due to their standing and the limited program seat capacity may receive an additional bonus point for reapplication to the program the following application period. Students must provide proof of previously rejected valid application as prescribed by the program. Only 1 bonus point may be granted per student for reapplication, regardless of number of reapplication attempts. (edited 10/11)

**Student Responsibilities:**

- \_\_\_ I am responsible to contact my campus Program Coordinator/Director/Dean of Health Sciences with any questions regarding program entry, reentry, retention, or completion.
- \_\_\_ I may be required to sign an additional waiver upon entrance to my program.

Student Name (Print)

Student UIN

Student Signature

Date

Baker College Representative Signature

Date

Printed: 2011/10/13

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### **CRITERIA II (Spring 2012 and Beyond)**

**Withdrawal and Repeat of Prerequisite Selected Courses:** Withdraw and/or repeat of single-weighted and double-weighted prerequisite courses will result in a reduction of admission points. Refer to the program information for a listing of the identified courses to be used in the calculations below.

#### **Withdrawal:**

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### **CRITERIA III (Spring 2012 and Beyond)**



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**LIMITED ENROLLMENT CRITERIA FOR PROGRAM APPLICATIONS - PRIOR TO SPRING 2012:**

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- \_\_\_ I may be required to sign an additional waiver upon entrance to my program.

Student Name (Print)

Student UIN

Student Signature

Date

Baker College Representative Signature

Date

Printed: 2011/10/13

BAKER COLLEGE  
Program Information  
**Nursing - LPN to ADN Ladder**  
Associate Degree in Nursing

**Campus:** Auburn Hills.

### **Program Description**

This specifically designed Associate Degree in Nursing, at Baker College of Auburn Hills, is a ladder program for individuals interested in becoming a Registered Nurse and desire the option to sit for the LPN licensure exam. This program builds on the patient/client nurse experience and incorporates the knowledge, critical thinking, analytical skills, and professionalism of the Registered Nurse. The student will actively participate in culturally-diverse learning, with an appreciation for the moral and ethical dimensions of the issues they confront in an ever-evolving healthcare system. The faculty seeks to prepare graduates with an Associate Degree in Nursing who, upon graduation, will be eligible to take the licensure examination to become a Registered Nurse. The Michigan Board of Nursing may deny licensure to an applicant who has been convicted of a crime or is addicted to drugs or alcohol.

All nursing programs must complete the approval process of the Michigan Board of Nursing. The nursing programs within the Baker College system have been approved. Baker College of Auburn Hills PN to ADN ladder program has received initial approval from the Michigan Board of Nursing.

Program Status: Limited Enrollment

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### **Accreditation Status**

The PN to ADN Ladder Program has received initial approval from the Michigan Board of Nursing.

### **Credentials**

Graduates of this program are eligible to take the NCLEX-RN licensing exam, which is a standardized examination developed by the National Council of State Boards of Nursing. The Michigan Board of Nursing may deny RN licensure to an applicant who has been convicted of a crime or is addicted to drugs or alcohol.

### **Program Status**

Limited Enrollment

The limited enrollment selection process criteria will be changed for those cohorts entering professional track training Summer 2012 and beyond.

### **Prerequisite Requirements:**

Students must complete all prerequisite courses with a B- (2.7) or above before the application can be reviewed. The grade requirement includes all transfer credit. For students not holding a current LPN license, we will not accept nursing transfer credit, but will accept prerequisite general education credit that meets the B- (2.7) grade requirement. For students holding a current LPN license, the B- (2.7) grade requirement includes all transfer credit. Articulated credit may not be used for credit in the nursing program. It is strongly desired that each student meet with a campus health science advisor to discuss specific requirements for acceptance into the nursing program.

Students must complete the following courses within 60 months prior to the date of application to the nursing professional track: SCI101C, SCI102C, SCI211, and HSC141.

### **Required Courses:**

\* ENG101

- \* HSC151
- \* INF Elective
- \* MTH111

**Single-Weighted Courses:**

- \* PSY111
- \* SCI101C

**Double-Weighted Courses:**

- \* HSC141
- \* SCI102C
- \* SCI211

**Entrance Exam Value:**

- \* All students taking the Kaplan will receive points. The scores are scaled proportionately so that a score of 100% on the Kaplan allows for the maximum test points in the limited enrollment criteria.

**Criminal History/Background Check**

A criminal background check is required on each student prior to entering the professional track of the nursing program from state, federal, and sexual offender databases. Students having a felony conviction or certain misdemeanors are not allowed in the clinical settings by law, and therefore, will not be accepted into the professional track of the program.

**Essential Functions/Technical Requirements**

These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the program at Baker College. These standards are not conditions of admission to the program. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program. The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

- \* Effectively communicate in English, both verbally and in writing, utilizing accurate and appropriate terminology with classmates, faculty, clients and their families, and members of the healthcare team and with individuals of all ages, races, genders, socioeconomic and cultural backgrounds.
- \* Accurately provide client education.
- \* Utilize electronic equipment and medical record.
- \* Understand communication even when visualization of mouth/lips is restricted
- \* Recognize and respond appropriately to distress sounds from patient and alarms/warning signals on patient-monitoring equipment directly and through intercommunication systems to ensure patient safety.
- \* Auscultate body sounds, characterizes them, and interprets findings appropriately.
- \* Accurately characterize and interpret the color, odor, clarity, and viscosity of body structures and fluids.
- \* Accurately assesses equipment, medication, solutions, and other products/supplies to ensure client safety.
- \* Observe/guard clients' response before, during, and after treatment.
- \* Perform nursing tasks, such as parenteral/enteral therapy, requiring fine motor control with corresponding hand-eye coordination for safe and effective client care.
- \* Safely access, prepare, and operate equipment and supplies in a variety of settings.
- \* Perform continuous nursing care in the clinical setting (this may require prolonged walking or standing over several hours without nourishment or restroom breaks).
- \* Perform or assist with and/or transfer, lift, move, position, and manipulate the client.
- \* Accurately and proficiently perform testing using manual and automated methodologies including client samples and quality assurance measures.
- \* Correctly interpret and/or clarify verbal, written, and electronic health information.
- \* Identify, recognize, maintain, organize, and disseminate accurate health information utilizing the nursing process.
- \* Demonstrate critical-thinking and problem-solving skills utilizing the nursing process to exercise sufficient judgment recognizing and appropriately implementing nursing interventions based on client need.

- \* Prioritize, organize, and utilize time-management skills to deliver nursing care in a timely and accurate manner.
- \* Fulfill requirements of productivity, rotating schedules, and heavy workloads.
- \* Demonstrate appropriate professional and procedural judgment decisions under stressful and/or emergency conditions (i.e. cardiac arrest), emergent demands (i.e. immediate interventions or actions), and a distracting environment (i.e. high noise levels, crowding, complex stimuli).
- \* Adhere to HIPAA, ANA (American Nursing Association) professional standards, Baker College and clinical site professional conduct guidelines, policies, and procedures.

### **Application Process**

Students must complete a formal application to the nursing program and a standardized examination. A notice will be posted regarding dates and times when the application process is to be completed. Students must check with the campus nursing department for specific application periods and deadlines.

Students having completed PN courses within the 12 months prior to application or who hold a current PN license may apply to enter the ADN completion portion of the NURL program. Limited seating is available for these students. Students interested in this option should contact the campus health sciences advisor.

### **Program Requirements**

The professional track of the Nursing program is full-time with variable schedule of classes and clinical experiences. Students are strongly encouraged to limit work schedules in order to be successful in the program. Students must pass all nursing courses with a minimum of a B- (2.7) and must pass all clinical competencies in order to stay in the program. Students transitioning from the PN courses to ADN courses must meet a minimum score of 70 on the PN Kaplan to qualify for the ADN portion of the NUR Ladder program. The highest scores will be selected to continue to the ADN Ladder portion of the program. (edited 08/23/11)

### **Reentry into the Program**

Refer to the re-entry policies on the Health Sciences Acknowledgment Form for more information.

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