Acknowledgment Form - Limited Enrollment Programs
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.
- Exposure to latex is high in the healthcare field. I should notify my advisor if I have a documented latex allergy/sensitivity.

**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 the 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.
- Students are required to maintain health insurance during all clinical quarters and are responsible for any medical expenses incurred throughout the program.
- I may be required to submit to a drug screen as part of my clinical affiliation. I am responsible for all associated cost. Failure to comply by given deadline will result in dismissal from the program.
- 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 social media is prohibited in the clinical site. I agree to abstain from using personal cell phones, personal electronic devices and computers to access social media at the clinical site.

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.

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.

Student Responsibilities:

I am responsible to contact my campus Program Coordinator/Director/Dean of Health Sciences/Dean of the School of Nursing with any questions regarding program entry, reentry, retention, or completion.


**Essential Functions and Technical Requirements**

The essential functions required by the curriculum are in the following areas: motor, sensory, communication, and intellectual (conceptual, integrative, quantitative abilities for problem solving, and the behavioral and social aspects that impact the performance).* Technical requirements, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum and the development of professional attributes required by the faculty of all students at graduation. These essential functions and technical requirements are referred to as the "Essential Functions."

___ I may be required to sign an additional waiver upon entrance to my program.

These Essential Functions are not conditions of admission to the College or the program. The Essential Functions provide information regarding continued eligibility in this program. A student may be qualified for and admitted to the program, but later be redirected due to a failure to develop and exhibit the Essential Functions. 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.

By initialing each line below, I acknowledge and understand I am expected to possess the following Essential Functions:

___ Cognitive abilities necessary to master relevant content in courses at a level deemed appropriate by the College. These skills may be described as the ability to comprehend, memorize, analyze, and synthesize material in a timely manner. The student must maintain the minimum grade point average (GPA) determined by each program in order to continue with coursework to complete a chosen degree. Students must have a cumulative GPA of at least 2.0 to graduate from any program; however, please note that some programs require a higher GPA in order to continue with coursework.

___ Ability to assess all information. The student must be capable of responsive and empathetic listening to establish rapport in a way that promotes openness on issues of concern and sensitivity to potential cultural differences.

___ Emotional stability to function effectively under stress and to adapt to an environment, which may change rapidly without warning, and/or in unpredictable ways.

___ Ability to master information presented in coursework in the form of lectures, written material, and projected images, and the ability to seek and synthesize information from appropriate and varied sources.

___ Ability to recognize one's own limits, both personally and professionally, as related to one's skill and knowledge.

___ Ability to effectively communicate in English, both verbally and in writing, using accurate and appropriate terminology with classmates, faculty, and individuals of all ages, races, genders, and socioeconomic, and cultural backgrounds.

___ Ability to use computers and related technology.

___ Ability to prioritize, organize, and utilize time management skills.

___ Ability to identify, recognize, maintain, and disseminate accurate information.

___ Ability to correctly interpret, and/or clarify, verbal and written communications.

___ Ability to conduct oneself in a professional manner.

___ Ability to think critically and demonstrate problem-solving skills.

___ Ability to fulfill requirements of productivity and varying workloads.
Ability to demonstrate appropriate professional and procedural judgment decisions.

Ability to adhere to professional standards and Baker College professional conduct guidelines, policies, and procedures, including but not limited to, if at any time during a student's enrollment at Baker College, a student is charged with a felony, he/she MUST disclose this charge to a Baker College official. Failure to do so will result in immediate expulsion from the College.

I have reviewed and acknowledge that I am expected to possess the program-specific Essential Functions located on the Program Information document.

The faculty content expert, program official, clinical coordinator, or employment supervisor is qualified and competent to assess the student's ability to perform the Essential Functions.

*The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990 (ADA), as amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

**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:**

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.

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.

**CRITERIA I**

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. (GPA is defined as the value on a 4.0 scale corresponding to a letter grade.)

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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 II
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CRITERIA III
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 one more time, for a maximum of two attempts. Students reapplying to the program must complete the program reapplication process. Refer to the program information for program specific information.

* Reapplication timeframe: Students may only be eligible to reapply within 12 months or the next application period, whichever comes first.

Should two or more students obtain the same score and are applying for the last available open seat in the program, then students will be selected based on the highest overall GPA. (This includes required, single- and double-weighted courses.)

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: 2015/12/22
BAKER COLLEGE
Waiver Form - Student Copy
Practical Nurse
Certificate

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**CRITERIA I**

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  * required prior to program application and acceptance
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Should two or more students obtain the same score and are applying for the last available open seat in the program, then students will be selected based on the highest overall GPA. (This includes required, single- and double-weighted courses.)

**CRITERIA II**

**CRITERIA III**

Reapplication timeframe: Students may only be eligible to reapply within 12 months or the next application period, whichever comes first.

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: 2015/12/22
Campus: Jackson.

Program Description
The Practical Nurse Program at Baker College prepares students to attain the necessary knowledge, attitudes, and skills for a career as a practical nurse. Upon completion of the program, graduates will obtain a certificate in Practical Nursing and be eligible to sit for the PN-NCLEX Exam. The curriculum is designed to assist students to become critical thinkers and problem solvers. Students are encouraged to develop an appreciation for the legal, moral, ethical, and cultural dimensions of issues they confront in an ever-evolving healthcare system. 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.

Accreditation Status: The Baker College of Jackson Practical Nurse program has received initial approval from the Michigan Board of Nursing. Graduates of this program are eligible to take the NCLEX-PN licensing exam, which is a standard exam developed by the National Council of State Boards of Nursing. The Michigan Board of Nursing may deny LPN licensure to an applicant who has been convicted of a crime or is addicted to drugs or alcohol.

Program Status: Limited Enrollment

Approval Information:
The nursing programs within the Baker College System have been approved by the Michigan Board of Nursing.

Accreditation Status: The Baker College of Jackson Practical Nurse program has received initial approval from the Michigan Board of Nursing. Graduates of this program are eligible to take the NCLEX-PN licensing exam, which is a standard exam developed by the National Council of State Boards of Nursing. The Michigan Board of Nursing may deny LPN licensure to an applicant who has been convicted of a crime or is addicted to drugs or alcohol.

Program Status
Limited Enrollment

Conditional Acceptance Requirements:
Students must complete all prerequisite courses with a B- (2.7) or above before the application can be reviewed. The grade requirement includes transfer credit. Students transferring college credit obtained at a college/university other than Baker College for prerequisite course requirements may ONLY transfer up to 25 credits of acceptable credit. Transfer credits will not be accepted for any courses with an NUR or PN prefix. 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 10 years prior to the date of application to the nursing professional track: SCI101C, SCI102C, SCI211, and HSC141.

Required Courses:
* ENG101
* HSC151
* INF161
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. Based on clinical placement requirements, students may be required to undergo fingerprinting. Students having certain felony convictions or certain misdemeanors are not allowed in the clinical settings by law, and therefore, will not be accepted into the nursing program. 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.

Nursing Program Dismissal:
Nursing students may be dismissed from and not allowed re-entry into the Baker School of Nursing due to, but not limited to, any of the following issues:
1. Unsatisfactory academic Progression (i.e. failure of two (2) NUR courses).
2. Unsafe clinical practice as evaluated by nursing faculty.
4. Improper professional behavior.
5. Absenteeism/tardiness.
6. Substance abuse during class, clinical, or lab time or positive drug test.
7. Program or course withdrawal if already on academic probation (students have already re-entered the program once).
8. Violation of social networking policy.

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.

Entrance Exam Value:
All students taking the Kaplan Nursing Entrance Exam will receive points for the exam. The scores are scaled proportionately so that a score of 100% on the Kaplan allows for a maximum of 40 test points in the limited enrollment criteria. The Kaplan Nursing Entrance Exam may be taken twice within a 12-month timeframe. A minimum score of 66 on the Kaplan Entrance exam is required for application into the program.

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.

Single-Weighted Courses:
* PSY111
* SCI101C

Double-Weighted Courses:
* HSC221
* SCI102C
* SCI211

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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 tasks that require 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, which may require prolonged walking or standing over several hours without nourishment or restroom breaks.
* Perform transfers, lifts, move, position, and manipulate the patient.
* 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.
* Adhere to Baker College's Social Media Policy.

**Application Process**

Students must complete a formal application to the nursing program and a standardized entrance 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 may only apply to one Baker College School of Nursing campus PN program during any application cycle. Students may apply a maximum of two times to any program within the Baker College School of Nursing.

Students must complete all of the weighted prerequisite courses with a B- (2.7) grade or better or successful waiver testing by the end of the quarter they are applying in order to be considered for selection. Any or all transferred credits must be resolved and accepted prior to application.

**Reapplication:**

No waiting list will be kept. Students may apply a total of two times. Students must submit a complete application if they wish to be considered for a second application to the PN program. Second application must be completed within a 12 month period of the first unsuccessful application.

**Other Program Requirements**

**ADDITIONAL GRADUATION REQUIREMENT:**

Students must pass all nursing courses (NUR and PN) with a B- (2.7) or better in order to graduate with a PN Certificate, Nursing major from Baker College. A minimum grade of B- (2.7) is required for health science courses (SCI, HSC). Students must have a grade point average (GPA) of B- (2.7) to graduate from the Baker College, School of Nursing.

**Health Requirements**

Students must submit a completed Health Information form documenting immunization history and
Clinical Requirements

Students will be placed in clinical sites based on availability of those sites and the educational needs of the student. Students are responsible for reliable transportation and/or housing and all expenses incurred in fulfilling clinical requirements.

Nursing students must have current Healthcare Provider Level Basic Life Support (BLS) certification in adult, child and infant CPR including AED. Students may obtain this certification by completing Healthcare Provider Training through the American Heart Association. Certification must be maintained throughout their clinical courses.

Professionalism

Students are expected to conduct themselves in a professional manner both in the classroom and at their clinical sites. A dress code and honor code have been established and are printed in the Baker College Undergraduate Student Handbook and the Nursing Program Handbook. It is the student’s responsibility to know the policies of the College and clinical sites. Baker College is not obligated to reassign students to another clinical site, if rejected from a site for unprofessional conduct.

Re-entry into the Program

A student wishing to be readmitted to the Nursing program for reasons other than those listed above, must notify their campus Program Director of Nursing in writing according to the timelines listed in the Nursing Re-Admission Policy. The specific protocol to follow is described in that policy.

Students are only allowed to re-enter the program one time and will take a proficiency exam in the last courses successfully completed. Students must re-enter the program at the same point where they withdrew and must do so within one year of withdrawal or course failure according to the Nursing Re-Admission Policy.

Students cannot progress to the next nursing level if less than a B- was received in any NUR or PN course for that level. Students may enroll in other courses within that level as long as the prerequisites for those courses have been satisfied but they will not progress to the next level until all NUR or PN courses within a level have been completed with a grade of B- or better. The Re-Admission Policy will address the re-entry guidelines for the student.

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