

**University of Guam**  
**Margaret P. Hattori-Uchima School of Health**  
**(MPHUSOH)**



**Revised Nursing Program Manual**  
**Bylaws and Policies**  
Updated as of May 2026

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05/28/2026

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## **Nursing Program Mission and Philosophy**

The mission and philosophy of the nursing program are aligned with the mission of the University. The UOG mission and that of the nursing program demonstrate a commitment to the needs of the island and the region.

### **Mission Statement:**

The Bachelor of Science in Nursing Program is committed to the mission of a Land Grant university serving the people of Guam and the Western Pacific island communities.

The mission of the Bachelor of Science in Nursing Program is three-fold:

- 1. To offer professional nursing education to the culturally and academically diverse population of the region. To realize this mission, the nursing program: provides non-nurses, licensed nurses, and graduate nurses with undergraduate studies in nursing; implements, evaluates, and refines the curriculum to produce culturally competent, caring nurses who think creatively and critically, and meet national professional nursing standards.*
- 2. To increase the body of nursing knowledge through research and creative endeavors. To realize this mission, the nursing programs encourages faculty and students to participate in research, projects, programs, and advanced study; and to conduct, and disseminate findings of research and health-related projects.*
- 3. To serve culturally diverse people and health care providers of the region. To realize this mission, the nursing program offers continuing education and consultation locally and through distance technology; and provides leadership to raise standards, enhance health and well-being, and promote collegiality between providers.*

### **Philosophy:**

The philosophy of the nursing program supports the mission and goals of the Margaret P. Hattori-Uchima School of Health and the University of Guam in the commitment to the people of the Western Pacific. The philosophy of the nursing program blends the four major concepts of man, environment, health, and nursing with its educational purpose. The philosophy reflects the values and beliefs of the faculty and is the foundation of the nursing curriculum:

*Man has an inherent creative drive towards higher and more positive levels of existence and self-actualization, and that caring provides the energy that compels this positive impetus. Man makes his own life choices within those available to him, and is therefore accountable for the consequences of these choices. Individual aspirations and personal accountability for one's own actions make man unique.*

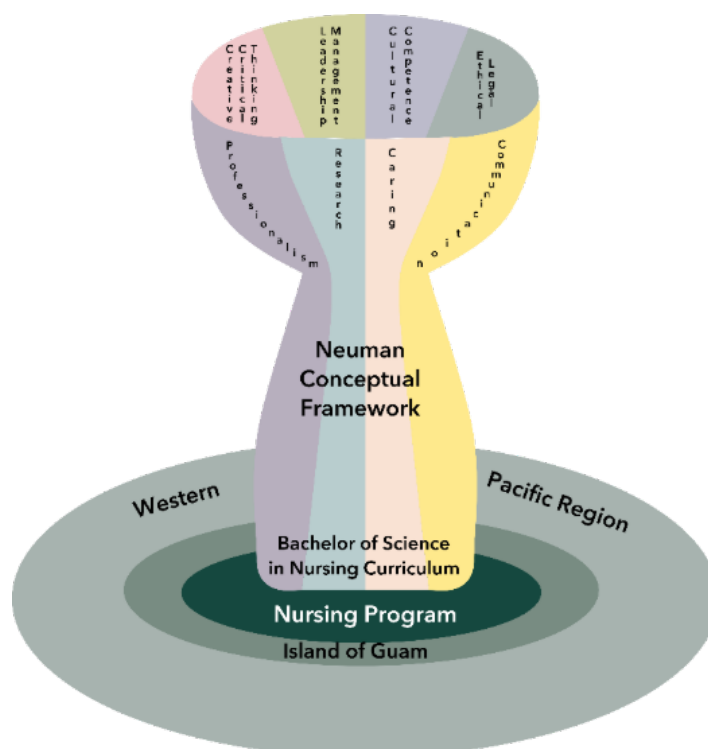
*Promoting optimum health and wellness is the purpose of all nursing behavior. Health is determined by the ability of the individual, family, group, or community to set personally meaningful and realistic goals, and to mobilize energy resources to attain these goals efficiently. This is accomplished while caring for and about self and others, helping others feel good about themselves, and with the fewest possible negative effects on the environment.*

## Latte Stone Model of the Conceptual Framework

In 1996, the Nursing Program selected the Latte Stone to represent the curricular conceptual framework and model for the Program. The indigenous people of Guam are known as Chamorros. In ancient times, the Chamorros built Latte Stones believed to be pillars for ancient houses. Latte Stones are noted for their two-piece construction: the supporting column (halagi) topped with a capstone (tasa). The Latte Stone was selected to represent the conceptual model for the Nursing Program. In the model, the Latte Stone stands in the middle of the Western Pacific Region, the University of Guam, the School of Health and the Nursing Program.

Within Guam, the program is supported by the three-fold mission of the University and the School: To enlighten (teach), to discover (research), and to serve (service). Entrenched within the region, the University provides a stable environment for the Program to achieve its primary purpose which is to offer a BSN curriculum.

The Program philosophy is set in motion by the elements of the Neuman Systems Model (NSM) which are represented by the supporting column (halagi) of the Latte Stone. The NSM forms the basis of the curriculum and provides the foundation for a holistic approach to client systems, a critical appraisal of various degrees of client-environment interactions, management of diverse nursing care issues, and implementation of multi-level nursing interventions. Woven into the curriculum, the NSM provides the framework for assessing, implementing and monitoring learning and utilization of the ten Core Concepts which are the Program Outcomes. The top of the Latte Stone, known as tasa represents the ten Core Concepts. As capstone, Core Concepts identify the expected behaviors or characteristics of the graduate.



# **BYLAWS**

UNIVERSITY OF GUAM  
MARGARET P. HATTORI-UCHIMA SCHOOL OF HEALTH  
**NURSING PROGRAM**  
**BYLAWS**

**ARTICLE I**

**Name**

The name of this body shall be the Nursing Program in the Margaret P. Hattori-Uchima School of Health (MPHUSOH) at the University of Guam (UOG), Mangilao, Guam.

**ARTICLE II**

**Purpose**

The purpose shall be to maintain standards of excellence in nursing education, community service, and conduct research and/or scholarly endeavors.

**ARTICLE III**

**Membership**

The membership shall include the nursing administrator, nursing faculty members, and student representative(s).

**ARTICLE IV**

**Officers**

Section 1. There shall be one Division Chair voted into office by the nursing faculty as identified in the union contract.

Section 2. The Division Chair for the Nursing Program is designated as Chairperson.

Section 3. The Chairperson shall chair all meetings of the nursing faculty membership and shall be the official spokesperson.

Section 4. In the absence of the Chairperson, the Nursing Program Division Chair shall select another faculty member to act in her/his absence.

Section 5. The recording secretary shall be responsible for recording the meeting minutes. Recording secretarial duties shall be rotated among the nursing faculty members. Minutes shall be circulated within seven (7) days of the meeting and maintained in a permanent file in the nursing office.

## **ARTICLE V**

### **Nursing Faculty Business Meeting**

The nursing faculty business meeting of the Nursing Program membership shall be held monthly at least seven times during the academic year unless decided otherwise by the membership.

## **ARTICLE VI**

### **Closed Session**

The nursing faculty and its committees may declare itself in closed session when confidential matters need to be discussed.

## **ARTICLE VII**

### **Nursing Program Committee Guidelines**

- Section 01. Standing Nursing Program Committees shall be:
- Admissions and Academic Standards Committee
  - Curriculum Committee
  - Policy and Bylaws Committee
  - Program Evaluation Committee
- Section 02. Membership of each committee shall consist of:
- Nursing Program faculty members (minimum of three)
  - One nursing student representative
- Section 03. Nursing Program faculty members are expected to serve on no less than (2) Nursing program Committees in an academic semester.
- Section 04. Each committee shall select its own chairperson.
- Section 05. Each committee shall submit a beginning and an end of the academic year report utilizing the appropriate forms. These reports shall be kept in a permanent file in the Nursing Program office.
- Section 06. All committees shall meet monthly, at least 7 times per year unless decided otherwise by the membership.
- Section 07. Minutes of each meeting shall be kept in a permanent file in the Nursing Program office.
- Section 08. Committee chairperson(s) shall report issues and decisions to the Nursing Administrator on a regular basis.
- Section 09. All committees shall report to the nursing faculty membership on a regular basis by committee minutes and/or nursing faculty business meetings.

Section 10. All recommendations from committees will go to the faculty business meeting for distribution, presentation and action. This process may be conducted by e- mail or hard copy distribution.

## **ARTICLE VIII**

### **Nursing Program Committees**

Section 01. Admissions and Academic Standards Committee

Purpose:

Coordinates recruitment and retention activities for the nursing programs.  
Establishes academic standards.  
Manages student admissions and progression in the nursing programs.

Functions:

- Develops, recommends, and coordinates implementation of recruitment strategies that will improve enrollment into the pre-nursing program.
- Develops, recommends, and coordinates implementation of retention strategies that will improve success and reduce attrition rates.
- Uses nursing statistical data base for planning and decision making relevant to recruitment and retention.
- Develops, recommends, and coordinates activities that will prepare graduates for passing NCLEX.
- Develops, recommends, and coordinates implementation of enhancement strategies for student success in the nursing program.
- Recommends standards, policies and procedures for admission, progression, and graduation of students.
- Selects student for acceptance to the pre-nursing major and admission to the nursing major.
- Responds to eligibility appeals.
- Addresses matters relating to progression and/or reinstatement of students.
- Responds to student academic issues referred by faculty or students.

Section 02. Nursing Curriculum Committee

Purpose:

Develops the program and makes curricular recommendations.

Functions:

- Develops the curriculum design to reflect the philosophy and achieve the objectives of the Nursing Program.
- Reviews the nursing curriculum.

- Recommends to the nursing faculty matters pertaining to the nursing curriculum for appropriate action.
- Recommends changes in courses or approval of new courses.
- Monitors the relevance of the curriculum to the health needs of society and educational trends, and the requirements of accrediting agencies.
- Monitors nursing program curriculum files. See policy on Curriculum Files for guidance.

### Section 03. Nursing Policy and Bylaws Committee

#### Purpose:

To coordinate Policy and Bylaws function of the membership.

#### Functions:

- Processes recommendations for changes in Bylaws from nursing committees, and from individual faculty.
- Provides a copy of the amended Nursing Bylaws to the Nursing Administrator no later than seven (7) working days after the meeting at which the amendments were approved.
- Reviews Bylaws of the Nursing Program faculty in the Nursing Program Manual every two years and revises as necessary.
- Reviews the Nursing Program policies in the Nursing Program Manual every two years and revises as necessary.

### Section 04. Nursing Program Evaluation Committee

#### Purpose:

Maintains an ongoing evaluation process of the following areas: conceptual framework, philosophy, program goals, administration, faculty, curriculum, outcomes (student/graduates), ancillary resources and research activities.

#### Functions:

- Designs instruments for the evaluation process.
- Gathers and analyzes data for self-study reports for program review/accreditation
- Makes recommendations of evaluation process for course/faculty.
- Monitors Evaluation Plan.
- Prepares annual report of Program Activities/Outcomes.
- Monitors resolution of student complaints.
- Monitor nursing program center activities such as grant writing, research, continuing education, and scholarly activities.

## **ARTICLE IX**

### **Special Committees**

Section 01. Nursing Advisory Committee Membership:

- Seven or more members, selected by the nursing faculty membership with recommendations from the Maragret P. Hattori-Uchima School of Health.
- Members are selected from following groups: consumers, representatives of health care agencies and other professions to serve for a renewable 2 (two) year term.
- A nursing faculty member, endorsed by the Nursing Program faculty members, will serve as Secretary for a one-year renewable term.
- The Chairperson will be elected by the Nursing Advisory Committee (NAC) for a two-year term in the month of September.
- The UOG Nursing Administrator will serve as Vice Chair.

Meetings:

The NAC will meet twice in an academic year, unless decided otherwise by the committee members.

Purpose:

- To ensure the involvement of stakeholders in the nursing program.
- To advise the faculty on how best it can prepare nurses to meet community health needs.

Functions:

- Reviews current health problems and nursing care needs in the community.
- Reviews information about health programs, resources, and future plans in the community.
- Shares information about current health care education and direction of future health care programs.
- Provides recommendations relative to proposed activities or program

Section 02. Ad Hoc Committees and Task Forces will convene for one (1) year. The committee/task force will meet to evaluate the need for continuation.

## ARTICLE X

### Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, newly revised shall govern the nursing membership meetings in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the faculty may adopt.

## **ARTICLE XI**

### **Amendment of Nursing Bylaws**

These bylaws may be amended at any regular meeting of the nursing faculty membership by a two-third vote of the members present, provided that the amendment has been submitted in writing at the previous regular meeting.

# **POLICIES**

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

- Policy Number: 01
- Policy Title: Academic Petitions and Appeals
- Date: May 3, 1994
- Purpose: To provide due process for students to file an academic petition or appeal with the Nursing Admissions and Academic Standards Committee (AASC).
- Policy Statement: Students must petition to repeat a nursing course (after receiving a grade of less than 75% or withdrawing after the deadline for voluntary withdrawal), re-enter the program, take nursing courses out of sequence, and transfer nursing credits from another institution (see Transfer of Nursing Credits policy). Students may appeal to change a grade or an academic decision.
- Procedure:
- I. A student who intends to file a petition or an appeal with the AASC shall first discuss the request with the assigned advisor. The student and the advisor will decide if a petition or appeal is required or desired.
  - II. Petitions or appeals must be in writing (use approved form) with a rationale for the request to be granted.
  - III. A petition to repeat a nursing course, take a course out of sequence, or re-enter the program must include a written recommendation from the student's academic advisor and a proposed plan for success.
  - IV. The AASC shall review and consider all submitted documents and the student's academic record prior to making decisions.
  - V. A petition for transfer of nursing credits must be accompanied by a course syllabus and/or course description. These documents will be reviewed by the faculty teaching the comparable course at UOG. Recommendation(s) will be made by course faculty to accept the course as equivalent, recommend additional learning activities to assure equivalency, or deny the request. The AASC will then make a recommendation to the registrar.
  - VI. Faculty of the relevant course(s) shall be consulted by the AASC when a student files a petition or appeal.
  - VII. For all petitions and appeals, the student, advisor, course faculty, or the AASC may request to meet with any or all of the parties involved.

- VIII. Students petitioning to repeat a nursing course or courses, re-enter the nursing program, take a nursing course or courses out of sequence, or transfer nursing credits must be available to meet with AASC when the petition is scheduled to be considered.
- IX. The AASC shall deliberate in closed session and send a written response to the student and the advisor within four working days of the decision.
- X. The final decision of the AASC may be appealed in writing to the Nursing Program Administrator. Subsequent appeals will follow the UOG Grievance Policy (see UOG Student Handbook).
- XI. Timelines for petitions or appeals:
  - A. Shall be received by 8A.M. the business day prior to the scheduled AASC meeting. Regular AASC meeting schedules will be posted.
  - B. Petitions to repeat nursing courses or take nursing courses out of sequence must be submitted prior to the last meeting of AASC for the semester. This meeting is held during finals week or after grades have been posted.
  - C. Petitions for transfer of nursing credit shall be submitted by the first day of the beginning of regular registration in which the student intends to enroll.
  - D. Petitions for re-entry into the nursing program shall follow the deadlines in the UOG catalog for re-admission into the university at the beginning of the semester.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number: 02

Policy Title: Academic Integrity in the Classroom and Clinical Setting

Date: December 7, 1993

Purpose:

- I. Nursing students shall demonstrate honesty and integrity in the classroom and in the clinical setting.
- II. All nursing students are expected to conduct themselves in accordance with the Code of Student Conduct of the University of Guam as set forth in the UOG Student Handbook available in Learning Resource Center. While this list is not exclusive, the code prohibits the following behaviors:
  - A. "Cheating," defined as:
    1. Use of unauthorized aids, documents or books.
    2. Copying another student's work.
    3. Giving or receiving aid during an examination.
    4. Other deceitful or fraudulent acts and practices with respect to academic work.
  - B. Plagiarism (publishing or submitting the work, thoughts, language or writings of another as one's own without appropriate credit to the source) or using one's prior assignments.
  - C. Unlawful taking of property or academic work of another or knowingly receiving such materials.
  - D. Lying to academic personnel with regard to academic work, dishonesty regarding same. (UOG Student Handbook)
  - E. Unlawful removal of facility records or information through any means such as but not limited to copying, screenshots, printing, taping, photography, downloading, and emailing.
- III. Dishonest behavior is also prohibited and includes, but is not limited to, behavior that involves lying, using techniques that enable a student to gain an unfair advantage, falsifying academic work, copying one's own academic work without citing it, jeopardizing safe client care by dishonest omission or commission in the clinical setting, making or perpetuating libelous or slanderous statements.

- IV. Any student who does not display the required academic integrity may fail the assignment in which dishonesty occurred, fail the course, or be suspended or expelled from the nursing program. In addition, a request to expel the student from the University may be submitted.

Procedure:

- I. Students shall be referred to this policy in each course syllabus produced by the faculty in the Nursing Program.
- II. The faculty member shall, when possible, confiscate the evidence upon observing behaviors s/he has reason to believe are dishonest and inform the student verbally of the incident or observed behavior.
- III. The faculty member shall inform the student, in writing, within three working days of the incident or observed behavior, that there is reason to believe that the student has breached the Academic Integrity Policy.
- IV. The faculty member shall send a copy of the report of the alleged breach of academic integrity to the Nursing Administrator.
- V. The student shall have an opportunity to respond to the allegation, verbally and in writing, within three working days upon receipt of notice.
- VI. The faculty member, after hearing the student's response, may decide that:
  - A. No breach of academic integrity has occurred and no further action shall be taken.
  - B. A breach of academic integrity has occurred. One or all of the following actions may be taken.
    1. A grade of "F" shall be given for the assignment or the course.
    2. The student may be prohibited from continuing in the clinical setting if the faculty member determines that the breach of academic integrity represents a threat to the physical or psychological safety of clients pending resolution of the issue.
    3. The student may be allowed to continue to attend or may be excluded from attending theory classes.
    4. The student will be informed of the appeal process by the course faculty.
- VII. The final decision of the faculty member shall be documented with a copy to the student, student file, student advisor and Nursing Administrator.

Appeals Process:

- VIII. The student may appeal the final decision of the faculty member by submitting a letter to the school's Nursing Program Admissions and Academic Standards Committee (AASC), requesting a review within five working days of the decision.
- A. The faculty member and the student shall be asked to appear before the AASC to discuss the alleged breach of academic integrity.
  - B. The AASC shall review the process and facts presented and make one or more of the following recommendations.
    - 1. The faculty member's decision be upheld.
    - 2. The faculty member reconsiders his/her decision.
    - 3. The case be referred to the Nursing Program Administrator.
    - 4. The case be referred to the Vice-President of Student Affairs and the University Student Discipline and Appeals Committee for further disciplinary action.
  - C. The AASC will make its recommendation in writing to the student and faculty member, with a copy to the student file, student's advisor and Nursing Administrator.
- IX. The student may appeal the decision of the AASC to the Vice-President of Student Affairs and the University Student Discipline and Appeals Committee.

Should the student initially present him/herself to the Vice-President of Student Affairs, it is the normal practice for the Dean of Student Affairs to refer the student to attempt resolution at the college level (UOG Student Handbook).

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number: 03

Policy Title: Accelerated Progress in the Nursing Program

Date: December 11, 2007

Purpose: To establish guidelines for students who request to accelerate the time frame in which to complete the BSN nursing program.

Policy Statement:

- I. Students who request to accelerate the time frame to complete the generic BSN nursing program must submit their request in writing to the Admission and Academic Standards Committee (AASC) stating the need and justification for their request.
  
- II. Students who request to accelerate the time frame to complete the generic BSN nursing program must submit their request in writing to the Admission and Academic Standards Committee (AASC) stating the need and justification for their request.
  - a. The student must have applied and received acceptance into the university and into the BSN nursing program.
  - b. The student must have a GPA of 3.0 or better in university courses and in any nursing courses completed without any record of course repeats or withdrawals.
  - c. The student must provide a physician's statement attesting to the student's good health without any physical or mental limitations.
  - d. The student must provide supporting documents that indicate why a shorter time frame is necessary in order to complete the nursing program.
  - e. The student must adhere to course pre-requisites and must complete nursing theory and clinical courses in the recommended level sequence, i.e. 200 before 300 level, 300 level before 400 level.
  - f. Should there be more applicants than spaces available in the courses, admission priority shall be determined according to the priority enrollment policy.
  
- III. Any student who is unable to pass required nursing courses on an accelerated schedule will be referred to the advisor and reassigned to the regular course schedule and in accordance with policies regarding probation or suspension.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number: 04

Policy Title: Admission Process – Generic BSN Program

Date: May 11, 1993

Purpose: To establish the admission process into the BSN Program at the Pre-Nursing Level

Policy Statement: There are two levels in the Generic BSN program: Pre-Nursing

I. Acceptance at PRE-NURSING LEVEL  
The Pre-Nursing Level is designated for any student who intends to pursue nursing as a major but has not yet completed the pre-requisite courses to enroll in the nursing major courses. Students at this level declare pre-nursing (PRNU) as their major. Acceptance to the pre-nursing level does not guarantee admission to the Nursing Major Level.

Acceptance Requirements at the Pre-Nursing level:

1. Students without college credit.
  - a. Graduation from high school or GED equivalent with a cumulative GPA of 2.7 or better.
  - b. Completion of one year of high school chemistry.
  - c. Completion of one year of high school biology.
  - d. Completion of one year of high school algebra and geometry or equivalent.
  - e. Admission to the University of Guam.
  - f. Application for acceptance to the Nursing Program with high school transcript.
  - g. Disclosure of any misdemeanor conviction.
  - h. Misdemeanor convictions disclosed will be referred to AASC.
  - i. No felony convictions.
2. Students with college credit.
  - a. Admission to the University of Guam.
  - b. One semester of college chemistry if chemistry is not listed on high school transcript.
  - c. One semester of a college biology course if biology is not listed on high school transcript.
  - d. One semester of college math if algebra and geometry or equivalent is not listed on high school transcript (developmental math will not be accepted).
  - e. Cumulative GPA of 2.7 or better.
  - f. Application for acceptance to the Nursing Program with high school and college transcripts.
  - g. Submission of transcripts for evaluation by the university registrar of all previous course work taken at other education institutions. (Unofficial college transcript).

Procedure:

- I. A student who intends to pursue nursing as a major shall complete and submit the application for acceptance to the Pre-Nursing Level with the required transcripts and other documents to Administrative Office staff.
- II. Students who have disclosed a misdemeanor conviction must submit police and court clearances with application. Clearances must be obtained within 60 days of the application deadline.
- III. Applications will be reviewed by the AASC chair once the admission packet is complete.
- IV. The Office Administrative Assistant shall initiate/update a student file/record.
- V. The Nursing Program AASC will review the files of students whose applications for admission are complete.
- VI. The Nursing AASC Chair or designee shall determine the level and assign a nursing faculty advisor for each student. (Refer to Advisement Policy).
- VII. The Nursing AASC shall transmit letters of admission to the Nursing Program Administrator.
- VIII. Should there be more applicants than spaces available in the courses, admission priority shall be determined according to the priority enrollment policy. (Refer to policy on Admission to the Nursing Major and Priority Enrollment into Nursing Courses).
- IX. All nursing majors shall be advised by the nursing faculty unless they are restricted (per UOG criteria). Restricted students shall be advised by the English department.
- X. Falsification of information on the acceptance or admission application form will result in the applicant being removed from the list of eligible students. The applicant will no longer be eligible for acceptance or admission into the nursing program.
- XI. All students must successfully complete the Nursing Entrance Exam (NEX), with no less than 50th percentile in each section and composite scores will be ranked from highest to lowest before acceptance to NU200 and NU214. The Pre-Nursing level student who is ready to request for admission to the Nursing Major Level will consult with one's academic advisor and, with the advisor's knowledge, will submit a letter to the Nursing Admissions and Academic Standards Committee (AASC) requesting admission to the Nursing Major Level of the BSN program. This letter will include the current pre-requisite and cumulative GPA, evidence of completion of all pre-requisites, and

plans for success in the program, and evidence of acceptance at the Pre-Nursing Level. (Refer to policies on Admission to the Nursing Major and Priority Enrollment into Nursing Courses).

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number: 05

Policy Title: Admission Process – Second Degree Students

Date: December 11, 2007

Purpose: To establish the admission process into the BSN program at the pre-nursing and nursing level.

Policy Statement:

- I. Prior to admission to the BSN program, the student must meet the following requirements:
  - a. Pre-requisite courses: human growth and development, psychology, sociology or anthropology, nutrition, microbiology, anatomy and physiology, chemistry, and/or equivalent courses.
  - b. NEX:
    - composite score will be ranked from highest to lowest.
    - No less than 50th percentile in each section.
  - c. GPA of 2.7 or better for transfer credits.
  - d. Application to and acceptance by the University of Guam.
  - e. Application to the Nursing Program.
  - f. Submission of official transcripts for evaluation by the university registrar of all previous course work taken at other education institutions. (Unofficial transcripts may be given to the Nursing Program for an unofficial evaluation).
  - g. Disclosure of any misdemeanor conviction.
  - h. Misdemeanor convictions disclosed will be referred to AASC.
  - i. No felony convictions.
  
- II. Acceptance to the PRE-NURSING LEVEL (PRNU). A pre-nursing level student is any student who has chosen nursing as a major but has not yet completed the pre-requisites to enroll in the first nursing practicum and theory courses. Pre-requisite courses are: Freshman Composition EN110, Freshman Composition EN111, Math 151, Fundamentals of Speech and Communications CO210, Chemistry CH100, Chemistry CH101, Anatomy & Lab and Physiology BI124, Anatomy and Physiology BI125, Intro to Microbiology & Lab BI225, Nutrition for Health Professionals AL185, Human Growth and Development ED201, Psychology PY101, Anthropology AN101, Communication/Mental Health Concepts NU200B, Dosage Calculation NU214. (Refer to the acceptance requirements for the BSN Program and refer to current UOG catalog.

III. Admission at the NURSING LEVEL (NURS). A nursing major level student is any student who has satisfactorily completed the pre-requisites for enrollment into the first nursing major theory and clinical course. Refer to the admission requirements for the BSN program.

IV. For students with advanced medical degrees, the student will be scheduled to take the National League for Nursing Acceleration Challenge Examinations (ACE) administered by the Nursing Program. Placement will be determined on an individual basis.

Any or all of the following tests may be required:

- RN-BSN Care of the Client During Childbearing and Care of the Child
- RN-BSN Care of the Adult Client
- RN-BSN Care of the Client with a Mental Disorder

The student will pay for each examination prior to ordering the examination.

If a 75 percent or better is achieved, this will constitute credit by examination for the theory course. The student will still be required to complete nursing clinical courses as required by the Nursing Program.

If the student does not pass the ACE tests at 75 percent, the student will be required to take the respective nursing major course(s).

V. Falsification of information on the acceptance or admission application form will result in the applicant being removed from the list of eligible students. The applicant will no longer be eligible for acceptance or admission into the nursing program.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number: 06

Policy Title: Admission Process – Second Step BSN Program

Date: April 14, 1998

Purpose: To establish the admission criteria for the Second-Step BSN Program. The program is designed for nursing graduates of diploma or associate degree professional nursing programs.

Policy Statement:

Prior to admission to the Second Step BSN Program, the applicant must meet the following criteria:

1. Be admitted to UOG.
2. Apply and be accepted at the pre-nursing level of the BSN Program. (Refer to Admission Process- Generic BSN)
3. Provide evidence of completion of an ADN Program.
4. Provide copy of current nursing license.
5. Meet all pre-requisite course and GPA requirements of the BSN program.
6. Disclosure of any misdemeanor conviction
7. Misdemeanor convictions disclosed will be referred to AASC.
8. No felony convictions
9. Complete the admission procedure

Procedure: The applicant must:

- I. Submit the application for admission to UOG with appropriate official transcript(s) and other documents to the University of Guam Registrar's Office
- II. Submit a completed nursing program application with a copy of official transcripts and current nursing license to the Nursing Program Office.

The Nursing Program will:

- I. Initiate a student file/record and send notice to student of any missing data.
- II. Forward the completed application to the AASC Chair or designee. (Students with misdemeanor conviction must be cleared by AASC)
- III. Determine which courses will transfer for credit in accordance with "Transfer of Nursing Credits" policy.
- IV. Inform the applicant of admission status by letter, under signature of the AASC Chair and Division Chair.

- V. Forward (by the AASC Chair) the list of students to the Nursing Administrative Assistant so that students who plan to register for courses, and are on the list, may register and change their major if necessary.
- VI. Apply Admission to the Nursing Major, Progression, and Priority Enrollment into Nursing Courses Policy in the event the number of students requesting admission and progression to the 300 and 400 level exceeds course capacity.
- VII. Assign a nursing advisor.
- VIII. Falsification of information on the acceptance or admission application form will result in the applicant being removed from the list of eligible students. The applicant will no longer be eligible for acceptance or admission into the nursing program.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

- Policy Number: 07
- Policy Title: Admission to the Nursing Major, Progression, and Priority Enrollment into Nursing Courses.
- Date: May 11, 1993
- Purpose: To establish clear and specific guidelines regarding:
1. Admission to the nursing major Progression in the nursing courses and program
  2. Progression in the nursing courses and program
  3. Priority enrollment in nursing major courses in the event that anticipated enrollment exceeds the maximum number of available spaces.

Policy Statement:

Student selection for admission to the 200-level nursing major course(s) will be based on:

1. Evidence of acceptance into pre-nursing level.
2. Successful completion of the nursing pre-requisites and the following criteria for the Nursing Entrance Exam (NEX).
  - a. No less than 50<sup>th</sup> percentile in each section
  - b. Composite score will be ranked from highest to lowest
3. Attainment of cumulative GPA of 2.7 or better
4. Attainment of pre-requisite GPA of 2.7 or better.
5. Assessment of total number of repeats of pre-requisite courses based on a review of transcripts from all colleges/universities attended.
6. Disclosure of any misdemeanor conviction.
7. Misdemeanor convictions disclosed will be referred to AASC.
8. No felony convictions.
9. NLN Nursing Entrance Exam (NEX) for RN. NEX cannot be taken more than two times. Each NEX score is valid for only one admission cycle. If a NEX had to be repeated, only the most recent score will be applied.
10. The student will pay the current fees prior to the test being ordered.

Procedure:

- I. The student will submit a letter of request and Worksheet for Placement form to the Admissions and Academic Standards Committee (AASC) via his/her advisor for admission into the NU202/203/204/205/207 courses. The advisor will verify accuracy of the information and sign the form.

- II. Students who have disclosed a misdemeanor conviction must submit police and court clearances with the application. Clearances must be obtained within 60 days of the application deadline.
- III. The AASC shall review the letter of request and worksheet from each student seeking admission into the first 200-level nursing clinical and theory courses. Students who meet all of the following criteria will be eligible for admission into the first 200-level nursing major clinical and/or theory courses:
  - a. Successful completion of each pre-requisite course with a grade of 75% or better.
  - b. Cumulative GPA of 2.7 or better.
  - c. Pre-requisite GPA of 2.7 or better.
  - d. Admission Examination NEX-
    - No less than 50<sup>th</sup> percentile in each section
    - Composite score will be ranked from highest to lowest
  - e. No more than a total of three (3) repeats in pre-requisite courses. Withdrawals will be treated as repeats.
  - f. Misdemeanor convictions will be reviewed on case-by-case basis to decide if student should be admitted.
  - g. Attendance at the Nursing Major Orientation
- IV. Students who are eligible for admission into the first nursing clinical and theory courses according to the above criteria will be rank ordered as follows:
  - a. Highest to lowest NLN pre-admission test score
  - b. Highest to lowest pre-requisite GPA
  - c. Highest to lowest cumulative GPA
- V. The course shall then be filled starting with the first student on the rank-ordered list and continuing down the list until the course capacity is reached.
- VI. Since most applications for admission are reviewed prior to completion of all pre-requisite courses, provisional acceptance into the nursing level is made pending successful completion of course work in pre-requisite courses that are currently in progress. Students who do not successfully complete pre-requisite courses will be deleted from the list when the final grades are received.
- VII. AASC chair will forward the list to the Nursing Administrator and the Nursing Administrative Assistant so that students who plan to register for courses, and are on the list, are able to register for the courses and change their major from pre-nursing to nursing.
- VIII. For all 300 level nursing courses: If a student fails one course, she/he MUST repeat and pass the failed course before progression is allowed. Progression will be based on space availability and instructor approval. See policy on Repeating Nursing Courses.

- IX. In the event the number of students requesting progression to the 300- or 400-level exceeds courses and cumulative GPA and will be admitted as resources permit. In the event the number of students requesting progression to the 300- or 400-level exceeds course capacity, students will be rank ordered based on the number of repeats of nursing major courses and cumulative GPA and will be admitted as resources permit.
  
- X. Students who have petitioned and been approved by AASC to re-enter into 200-level nursing major courses will be included in the number of students to be admitted.
  
- XI. Falsification of information on the acceptance or admission application form will result in the applicant being removed from the list of eligible students. The applicant will no longer be eligible for acceptance or admission into the nursing program.



University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

- Policy Number: 08
- Policy Title: Confidentiality
- Date: April 09, 2000
- Purpose: To protect the confidences of students and clients in the classroom and clinical setting.
- Policy Statement: The nurse-client relationship is built on trust. The client trusts that the nurse will protect his/her confidence(s). This trust carries an ethical, moral, and legal obligation. The nurse must respect the confidential nature of the client's information and behave in a professional manner concerning it.
- Procedure:
- I. Students will adhere to the ANA Code for Nurses in the classroom and clinical setting.
  - II. All students are required to sign the Professional Commitment to Confidentiality form upon entry into each clinical course.
  - III. All students are required to attend an in-service on client privacy and confidentiality (e.g. Health Insurance Portability and Accountability Act (HIPAA)).
  - IV. Failure to exhibit integrity and ethical conduct may warrant dismissal from the program.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

PROFESSIONAL COMMITMENT TO CONFIDENTIALITY

It is assumed that all health care professionals respect the legal and ethical rights of patients/clients, in all care giving situations. It should not be necessary to sign separate statements, indicating adherence to basic principles. However, a number of institutions feel it necessary to have signed statements. Rather than have students sign several statements, the following statement will apply to all classroom activities, clinical agencies, public and private agencies, and physician offices.

I, the undersigned, agree to abide by all agency policies and procedures regarding confidentiality of patient/client information.

I agree not to remove any identified or not identified electronic or hard copy document obtained from patient records from the facility.

I agree not to divulge any information obtained in the course of my employment, educational training, and/or research involving person(s) who receive services from any agency where I may be assigned.

I agree to not publish or otherwise make public any information regarding person(s) who have received services such that the person(s) who received services are identifiable.

I am aware that unauthorized release of confidential information may make me subject to a civil action under provisions of both Federal and Government of Guam Codes.

I further recognize that if I am responsible for, or associated with, unauthorized release or transfer of confidential information, I am subject to immediate dismissal from the UOG nursing program.

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

- Policy Number: 09
- Policy Title: Curriculum Files
- Date: October 12, 1993
- Purpose: To ensure complete and available syllabi and course materials on all courses taught within the Nursing Program.
- Policy Statement: It is the responsibility of each faculty member to maintain the curriculum files on the courses s/he teaches.
- Procedure:
- I. The contents of each file shall include the signed course approval form, original and all subsequent syllabi, copies of relevant handouts. Copies of all quizzes, tests (with computer analysis, if available) and evaluation tools will be maintained and secured by respective course faculty.
  - II. Electronic copies of the syllabus will be submitted to the Program office.
  - III. At the end of each semester, the instructor(s) will ensure the above information is on file and the office staff will remove materials after the student graduates from the program and place in archive except for the signed course approval form.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

- Policy Number: 10
- Policy Title: Distribution of Nursing Program Manual
- Date: May 2, 1995
- Purpose: To provide a method and structure for the distribution of new and revised policies to faculty, students, and staff.
- Policy Statement: New and revised policies shall be available to all faculty, students, and staff.
- Procedure: Student related policies will be on the UOG Nursing Program Web Page with a hard copy on file and the Nursing Program main office. In addition, a hard copy of the complete Nursing Program manual will be on file in the Nursing Program main office for faculty access.

The Policy and Bylaws Committee will be responsible for forwarding any changes to appropriate persons and notifying faculty and students of update.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

**NEW FACULTY ORIENTATION—NURSING PROGRAM**

(Indicate date each item is completed. Adjunct faculty need to complete items with an asterisk (\*) only.)

**Administrative and Faculty Support**

\_\_\_\_\_ \*Employment paperwork completed at HRO

**See Nursing Administrator**

\_\_\_\_\_ \*Assignment of mentor and issuance of orientation packet.

\_\_\_\_\_ Schedule for UOG new faculty orientation.

\_\_\_\_\_ \*Review of college/school and nursing program structure.

\_\_\_\_\_ \*Nursing program philosophy and mission, curriculum sequence, graduate outcomes, and academic master plan.

\_\_\_\_\_ \*Class and faculty workload schedule for academic year; get workload assignment.

\_\_\_\_\_ Tenure/non-tenure; promotion; contractual responsibilities.

\_\_\_\_\_ \*Performance evaluation; informal peer feedback; formal written evaluation; 3 roles of faculty.

\_\_\_\_\_ Faculty office hours and posting

**See Office Administrative Staff**

\_\_\_\_\_ \*Assignment of office/keys and computer system.

\_\_\_\_\_ \*Allocation of office supplies.

\_\_\_\_\_ \*Application for UOG email and Colleague System (student records).

\_\_\_\_\_ \*Review of secretarial/admin. Office support; sample forms (i.e. work requests); conference room use. Issuance of office procedures packet.

\_\_\_\_\_ \*Review of admin. Office resources (forms, photocopying, faxing, files, computer, etc.).

\_\_\_\_\_ \*Curriculum vitae on file with faculty secretary.

\_\_\_\_\_ \*Copy of RN license on file with faculty secretary.

\_\_\_\_\_ \*Library card. Go to RFK front desk. (Bring copy of UG-1 or Contract)

\_\_\_\_\_ \*UOG ID card. Go to RFK Library. (Bring copy of UG-1 or Contract)

\_\_\_\_\_ \*Source for getting instructor name tag (self pay).

**See Mentor**

\_\_\_\_\_ \*Introduction to faculty of all divisions and staff. Introduction to course faculty/coordinator.

\_\_\_\_\_ Review of nursing program committees and membership listing; sign-up for committees.

**Self Paced Reviews: Resources in Admin. Office.**

\_\_\_\_\_ Schedule of faculty meetings and committee meetings. Check admin. Office calendar.

\_\_\_\_\_ Review UOG Student Handbook, UOG rules and regulations, Nursing Program Manual, Board/Union agreement, GBNE regulations

\_\_\_\_\_ Review of NLN academic standards, CCNE standards

\_\_\_\_\_ Review of College/School bylaws.

\_\_\_\_\_ Review of ACEN self-study report.

**Curriculum/Instructor Responsibilities See Mentor**

\_\_\_\_\_ \*Location of course syllabi, teaching plans, course materials

\_\_\_\_\_ \*Neuman Conceptual Framework; complete self-study module

\_\_\_\_\_ \*FIRE critical thinking model and rubric

\_\_\_\_\_ Advisement procedure

**See LRC Coordinator**

\_\_\_\_\_ \*Tour/use of LRC facility, resources and procedures; sample forms.

\_\_\_\_\_ \*Tour/use of RFK library—reference area, AV

**Course Coordinator or Mentor**

\_\_\_\_\_ \*Review of teaching methodologies (lecture, case studies, group work, games, etc.)

\_\_\_\_\_ \*Review of clinical requirements, skills, and grading.

\_\_\_\_\_ \*Review of student clinical evaluation process and forms.

- \_\_\_\_\_ \*Team teaching and opportunities for peer feedback (i.e. content, clarity, delivery style, use of audiovisuals)
- \_\_\_\_\_ \*Inter-rater reliability, test reviews
- \_\_\_\_\_ \*Computer lab (test scanning)

**Advisor Responsibilities**

**See Office Administrative Staff**

- \_\_\_\_\_ Advisee listing
- \_\_\_\_\_ Issuance of UOG catalogue, registration schedule; academic calendar
- \_\_\_\_\_ Office procedures

**See Mentor**

- \_\_\_\_\_ Advisor responsibilities and guidelines to most commonly asked questions; sample forms
- \_\_\_\_\_ BSN, & SSBSN student schedule
- \_\_\_\_\_ Documentation of student advisement

**Skill Building**

**See Mentor or faculty as referred**

- \_\_\_\_\_ Computer programs/skills (word processing)
- \_\_\_\_\_ Use of email
- \_\_\_\_\_ Development of lesson plans
- \_\_\_\_\_ Use of audiovisual equipment (video tape, overhead)
- \_\_\_\_\_ Use of electronic grade book.
- \_\_\_\_\_ Use of UOG student electronic record
- \_\_\_\_\_ Use of Internet
- \_\_\_\_\_ Test construction and blue print
- \_\_\_\_\_ Use of power point
- \_\_\_\_\_ CPR certification
- \_\_\_\_\_ Request for specific clinical skills updating
- \_\_\_\_\_ Other\_

**Mentor Responsibilities**

- \_\_\_\_\_ Facilitate orientation process
- \_\_\_\_\_ Serve as a resource person
- \_\_\_\_\_ Be available for peer feedback
- \_\_\_\_\_ Active listener
- \_\_\_\_\_ Offer positive reinforcement
- \_\_\_\_\_ Other(s), as mutually agreed upon\_

**Nursing Program**

**Evaluation of orientation process as new faculty**

- \_\_\_\_\_ 4-excellent: met my needs
- \_\_\_\_\_ 3-good: met most of my needs
- \_\_\_\_\_ 2-satisfactory: met some but not all of my needs
- \_\_\_\_\_ 1-poor: did not meet my needs
- \_\_\_\_\_ 0-was not implemented

**Orientation/Re-orientation goals for next year:**

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Submit completed evaluation and goals to Nursing Administrator.

Print Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Nursing Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number: 11

Policy Title: Nursing Faculty Reference Material

Date: April 5, 1999

Purpose: To establish a process for cataloging desk copies.

Definition: Desk copy (DC) is defined as copies of textbooks, instruction manuals, and educational resources requested by the Nursing Program for the purpose of teaching a course.

Policy Statement:

- I. All desk copies will be forwarded to the MPHUSOH Nursing Office for cataloging.
- II. Instructors' Manuals (DC) and Test Bank books (DC) will be maintained by the respective course faculty.

Procedure:

- I. Individual faculty members needing to use desk copies may check out the materials with the MPHUSOH office.
- II. An Instruction Materials Check-Out List will be filled out accordingly with the title of text, author/publisher/date, initial of faculty receiving the text and date of receipt. (See attached form). This form will be kept in the MPHUSOH office.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number: 12

Policy Title: Grading

Date: December 14, 2003

Purpose: To establish a process for cataloging desk copies.  
Definition: Desk copy (DC) is defined as copies of textbooks, instruction manuals, and educational resources requested by the Nursing Program for the purpose of teaching a course.

Policy Statement:

- I. A minimum of 75.0% of overall course grade will be from written tests/quizzes.
- II. A 75.0% average on the written (multiple choice or NCLEX format) tests are required to pass the following courses: NU200B Communication/Mental Health Concepts, NU202B Fundamentals in Nursing, NU204B Health Assessment, NU207B Pharmacology in Nursing, NU302B Adult Health Nursing, NU304B Nursing Care of the Family, NU310 Pathophysiology, NU308 Psychiatric Nursing, NU412 Community Health Nursing.
- III. A 75.0% grade average is required to pass ALL required nursing theory courses.
- IV. An 80.0% is required on the final clinical evaluation to pass NU203B Fundamentals of Nursing Practicum. A minimum of eight must be attained on each clinical performance outcome in order to pass the course.
- V. An 80.0% is required on the clinical performance evaluation (form EF6) to pass each rotation in 300 and 400 level clinical courses.
- VI. An overall grade of 75.0% is required to pass the required nursing clinical courses.
- VII. A zero on any of the ten (10) concepts in the clinical evaluation tool will result in failure of the clinical course.

VIII. Grading scale

98.0-100.0 = A+

93.0-97.0 = A

90.0-92.0 = A-

87.0-89.0 = B+

83.0-86.0 = B

80.0-82.0 = B-

70.0-76.0 = C

77.0-79.0 = C+

60.0-69.0 = D

<60.0 = F

IX. All required nursing courses must be completed with a 75.0% or better in order to progress in the Nursing Program.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number: 13

Policy Title: MPHUSOH Learning Resource Center – Use of LRC by Outside Agencies

Date: October 25, 1999

Purpose: To set guidelines and usage fees for agencies use of MPHUSOH LRC equipment, facility, and supplies for practicum purposes.

Policy Statement:

- I. Outside agencies may reserve the MPHUSOH LRC for practicum purposes by coordinating with MPHUSOH LRC coordinator. A faculty/community checkout agreement form must be filled out in its entirety before approval is granted. If lab is needed after hours, the person making the request must make arrangements with the MPHUSOH LRC coordinator 3 days to 1 week in advance.
- II. A fee for use of the MPHUSOH LRC will be determined by the Nursing Program, MPHUSOH, and the University administration and governing body.
- III. Equipment will be made available for agency usage by MPHUSOH LRC coordinator.
- IV. Agencies using the LRC will be responsible for the upkeep and for reporting any damaged equipment or shortage of supplies to the MPHUSOH LRC coordinator.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number: 14

Policy Title: MPHUSOH Learning Resource Center - Faculty and Student Access to LRC

Date: May 17, 2000

Purpose: To set guidelines for faculty and student/community access to LRC.

Policy Statement:

- I. Keys to the MPHUSOH LRC are held by the MPHUSOH LRC coordinator.

An extra set of keys to the MPHUSOH LRC are kept in the Nursing Program main office and must be signed out/in with the staff when used.

- II. Hours of Operation for the MPHUSOH LRC are from 8:30am. to 5:00p.m. Monday through Friday unless otherwise posted.

- III. Requests to use the MPHUSOH LRC during off hours by faculty, student/community users, must be in the form of a written request to the MPHUSOH LRC Coordinator one week to three days in advance and must include the following information:

- A. Date
- B. Time
- C. Purpose
- D. Hours required

(See MPHUSOH LRC Responsibility Agreement Form, below. This form must accompany a LRC request)

- IV. Requests will be approved or denied by the Dean and/or MPHUSOH LRC coordinator.
- V. Denial or approval of requests will be on the basis of past usage. Students, faculty, graduates, or persons within the community wanting to use the facility, but, who have been delinquent in returning equipment or videos in the past, or who have returned damaged equipment will not be allowed to use the LRC during off hours.

- VI. Upon approval, the student or faculty member making the request will obtain the keys from the MPHUSOH LRC coordinator and will be responsible for the upkeep and any problems that occur during these hours of operation.
- VII. Only the approved persons will be allowed in the LRC during this time.
- VIII. Users will be responsible for making sure that the keys are returned to the MPHUSOH LRC coordinator and that the lab and all equipment is in the same condition as when checked out.
- IX. Groups may request to use the facility with one person being in charge of clean up and equipment return. All equipment must be returned in its' original condition.
- X. A sign in/out sheet is located at the MPHUSOH LRC counter, and all students or faculty are to sign in and out when using the LRC during hours of operation and during off hours.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Learning Resource Center (LRC)  
Responsibility Agreement

It is the responsibility of the Faculty, Students/Community users to maintain the upkeep of the MPHUSOH Learning Resource Center during requested usage times. All items used during this time, must be returned in its original condition. It is the user's responsibility to notify the LRC coordinator for any damage or loss. If items are damaged or in any way altered upon return, the user is ultimately responsible for the cost of repairs or the current cost of purchasing a replacement, whether it be the same identical item, or a similar item.

Computer usage during extended hours will be granted, however, computers will be checked daily for working condition and must be in working order after use. The user will be ultimately responsible for any repairs or replacements caused by misuse, or damage to property.

AGREEMENT

I have read the above policy regarding the use of MPHUSOH LRC equipment, and agree to its terms. I agree to pay the full cost of repairs or replacement of items that may have been damaged or altered during my use. I agree that all equipment, supplies, computers, and property will be left in its original condition upon return.

\_\_\_\_\_

Date

\_\_\_\_\_

MPHUSOH LRC Coordinator's Signature  
APPROVED [ ] NOT APPROVED [ ]

\_\_\_\_\_

Time

\_\_\_\_\_

Users Name (please print)

\_\_\_\_\_

Users Signature

\_\_\_\_\_

Phone/Contact #

Reason for Disapproval

\_\_\_\_\_

\_\_\_\_\_

Reason for extended hours

\_\_\_\_\_

\_\_\_\_\_

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

- Policy Number: 15
- Policy Title: MPHUSOH Learning Resource Center – Check out and Return of Audio Visual Media
- Date: October 25, 1999
- Purpose: To set guidelines for Checking out and returning videos.
- Policy Statement:
- I. Original AV media may be checked out for campus use only.
    - A. Two AV media for two hours.
    - B. May be watched in the MPHUSOH LRC or in the library.
    - C. Must be signed out on the borrowers list with time out and time in and returned in two working days.
  
  - II. Original AV media may be checked out by faculty to view for classes.
    - A. Check out card must be filled out.
    - B. Three AV media may be checked out.
    - C. AV media must be returned in five days.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Learning Resource Center (LRC)

**Faculty/Community Checkout Agreement**

Equipment, instruments, and audiovisual are the property of MPHUSOH, NURSING PROGRAM. Items may be checked out but must be returned on the date agreed upon by the MPHUSOH LRC and the borrower. Requests for borrowing materials may be filled out in advance and these will be honored on a first come first serve basis.

All items must be returned in the same condition that it was checked out in. Items will be checked by MPHUSOH LRC staff before and after checkout with the borrower to make sure it is in proper working order. If the item is damaged or in any way altered upon return, the borrower is ultimately responsible for the cost of repairs or the current cost of purchasing a replacement, if not similar, item. It is the borrower's responsibility to notify the LRC coordinator for any damage or loss.

Should borrowers fail to meet the terms of this agreement, the MPHUSOH LRC reserves the right to deny borrowing privileges to that person or group for a period of one month from the date of return. If the item involved is lost or damaged in any way, MPHUSOH LRC also reserves the right to deny privileges until the cost of repairs or replacement has been fully paid by the borrower. This applies to all equipment, instruments, and audiovisual materials.

**AGREEMENT**

I have read the policy above regarding the borrowing of equipment, instruments, and audiovisuals from the MPHUSOH Learning Resource Center and agree to its terms. I agree to pay the full cost of repairs or replacement to items that may have been damaged or altered while on loan to me.

Date	Due Date
Borrower's Name (print)	MPHUSOH LRC Staff
Borrower's Signature	Item Description
Phone/Contact #	Date/time Returned
Organization Name	Receiving Staff

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Learning Resource Center (LRC)

**Student Checkout Agreement**

Equipment, instruments, and audiovisual are the property of MPHUSOH, NURSING PROGRAM. Items may be checked out overnight and must be returned before 9:00 the following morning or the morning of the next business day. Due to a limited supply, items may not be checked out by the same person until the following day. This will give others an equal chance to utilize the resources. Requests for borrowing materials may be filled out in advance and these will be honored on a first come first serve basis.

All items must be returned in the same condition that it was checked out in. Items will be checked by MPHUSOH LRC staff before and after checkout with the borrower to make sure it is in proper working order. If the item returned is damaged or in any way altered upon return, the borrower is ultimately responsible for the cost of repairs or the current cost of purchasing a replacement, if not similar, item. It is borrower's responsibility to notify the LRC coordinator for any damage or loss.

Should students fail to meet the terms of this agreement, the MPHUSOH LRC will consult with corresponding course faculty and reserve the right to deny checkout privileges to the students for a period of one month or until the cost of replacement or repairs has been fully paid by the student.

**AGREEMENT**

I have read the policy above regarding the borrowing of equipment, instruments, and audiovisuals from the MPHUSOH Learning Resource Center and agree to its terms. I agree to pay the full cost of repairs or replacement to items that may have been damaged or altered while on loan to me.

\_\_\_\_\_

Date

\_\_\_\_\_

Due Date

\_\_\_\_\_

Student/Borrower's Name (print)

\_\_\_\_\_

MPHUSOH LRC Staff

\_\_\_\_\_

Student/Borrower's Signature

\_\_\_\_\_

Item Description

\_\_\_\_\_

Phone/Contact #

\_\_\_\_\_

Date/time Returned

\_\_\_\_\_

Organization Name

\_\_\_\_\_

Receiving Staff

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Learning Resource Center (LRC)

**Space Request/Reserve Form**

Name \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_  
Tel. # \_\_\_\_\_

REQUEST (check one and please specify):

\_\_\_\_\_ Study Area \_\_\_\_\_ Skills Lab

Videos \_\_\_\_\_

Other \_\_\_\_\_

DATE(S) NEEDED: \_\_\_\_\_

TIME(S) NEEDED: \_\_\_\_\_

Request met? \_\_\_\_\_ Yes \_\_\_\_\_

Comments:

\*\*If person above does not show up 30 minutes after requested time, the requested space or resources will be considered free and will be allotted to others.

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University of Guam  
Margaret P. Hattori-Uchima School of Health  
Learning Resource Center (LRC)

**Space Request/Reserve Form**

Name \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_  
Tel. # \_\_\_\_\_

REQUEST (check one and please specify):

\_\_\_\_\_ Study Area \_\_\_\_\_ Skills Lab

Videos \_\_\_\_\_

Other \_\_\_\_\_

DATE(S) NEEDED: \_\_\_\_\_

TIME(S) NEEDED: \_\_\_\_\_

Request met? \_\_\_\_\_ Yes \_\_\_\_\_

Comments:

\*\*If person above does not show up 30 minutes after requested time, the requested space or resources will be considered free and will be allotted to others.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

- Policy Number: 16
- Policy Title: Licensed Practical Nurse (LPN) and Associate Degree Nurse (ADN) Articulation to UOG nursing program
- Date: December 11, 2007
- Purpose: To provide guidelines for articulation of LPNs and ADNs seeking admission to the UOG nursing program.
- Policy Statement:
- I. LPNs who have successfully completed a LPN program with a current, unencumbered license must apply and meet all pre-requisite requirements of the Bachelors of Science in Nursing (BSN) program. LPNs are not required to take the NLN NEX for admission into the Pre-Nursing NU200 and NU214 courses.
  - II. LPNs can test out of National League of Nursing (NLN) examinations for 200 level nursing courses if the course was successfully completed in their LPN curriculum. The LPN must achieve a minimum of 75 percent for each NLN test taken or for the average of NLN tests taken for the same course. The NLN achievement test cannot be taken more than two times. Any LPN who does not achieve a minimum of 75 percent will be required to take the course in order to achieve course credit. Current testing fees will be applied.
  - III. LPNs who achieve the 75 percent on the NLN achievement test must successfully complete a clinical skills practical exam before starting any BSN nursing clinical courses.
  - IV. Graduates of the UOG ADN program can articulate directly into the 400 level courses and complete any outstanding general education requirements needed to graduate. Change of major from ADN to BSN must be requested and approved.
  - V. ADNs who have successfully completed an Associate Degree in Nursing program must apply and meet all pre-requisite requirements of the BSN program.
  - VI. Refer to Admission Enrollment Policy
- Procedure:
- I. For LPNs: Refer to policy *Admission Process – Generic BSN Program*

II. For ADNs: Refer to policy *Admission Process – Second Step BSN Program*

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number: 17

Policy Title: Medication Calculation Testing

Date: April 5, 1994

Purpose: To assess students' ability to calculate medication dosages so that students will be able to calculate medication dosages accurately.

Policy Statement:

- I. A medication dosage calculation test shall be given on the first week of the clinical/practicum course.
- II. For patient safety, medication dosage calculation tests must be passed with a grade of 90% or better.
- III. Students who fail the medication dosage calculation test three times will receive a failing grade from the clinical course and must withdraw from other co-requisite nursing courses.
- IV. Prior to taking the alternate test(s), it is recommended that the student seek remediate from Computer Assisted Instruction, practice questions in dosage calculation workbooks, and personal tutoring.
- V. Students may not administer medications in the clinical course until they have passed the medication dosage calculation test.

Procedure:

- I. Instructors of clinical courses shall select a minimum of twelve (12) questions from a test bank. These shall include two questions from each of the following categories:
  - A. Oral medications - tablets.
  - B. Oral medications - liquids.
  - C. Parenteral drugs.
  - D. Pediatric dosages.
  - E. Reconstitution of drugs in powder and crystalline form.
  - F. Intravenous drip rates.
- II. Scratch paper and non-programmable calculators may be used. The formula must be shown on the test.
- III. The first test shall be given within the first week of the semester or on the first day of class.

- IV. Students who fail the test on the 1st attempt shall take an alternate test no sooner than 24 hours but less than one week following the 1st attempt.
- V. Students who fail the test three times shall be dismissed from the clinical course and must withdraw from other co-requisite nursing courses.
- VI. The course coordinator will inform course faculty of students who do not achieve the requisite score by deadline set by course faculty.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number: 18

Policy Title: National League for Nursing (NLN) Achievement Testing

Date: February 1, 1994

Purpose: To allow students to compare their achievement to nursing students across the United States and to expose students to standardized testing. The NLN achievement tests also allow for evaluation of the Nursing curriculum.

Policy Statement:

- I. The NLN achievement test shall be administered to each baccalaureate nursing student at the completion of the following theory courses within the curriculum:
  - A. Fundamentals of Nursing
  - B. Health Assessment
  - C. Pharmacology in Nursing
  - D. Adult Health Nursing
  - E. Family Health Nursing
  - F. Community Health Nursing
  - G. Psychiatric Nursing
- II. The Comprehensive Achievement Test shall be administered to students during the semester prior to their expected graduation from the program.
- III. Laboratory fees shall be used to cover the cost of testing.
- IV. The test results shall be distributed to the students by the course faculty as soon as the results are available.

Procedure:

- I. The appropriate NLN tests shall be obtained by the Nursing Administrator.
- II. Faculty of course shall proctor the exam.
- III. The Administrative Assistant makes a copy of the test results for the file and forwards a copy to the Nursing Program Evaluation Committee.
- IV. The Nursing Administrator shall relay the results to course faculty.
- V. The course faculty shall:

- A. Compile, analyze and synthesize the data for all tests.
- B. Report the summary of analysis, trend data, and recommendations to the Nursing Program Evaluation and Curriculum Committees the following semester.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number: 19

Policy Title: Non-Discrimination Policy - *SEE UOG CATALOG*

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number: 20

Policy Title: Bachelor of Science Degree in Nursing (BSN) Nursing Pin

Date: March 06, 2001

Purpose: To designate and communicate information regarding the official pin and pinning fee of the BSN Nursing Program.

Policy Statement:

- I. The official pin of the BSN Nursing Program is a circular medal pin with a latte stone and Guam seal in the center.
- II. Description of the Nursing Pin  
The background color of the pin is white and represents integrity, purity, and joy. The latte stone is black. The Guam seal and all lettering are gold. The circular shape of the pin represents the “full circle” of an education. The letters, “BSN’ are placed at the top of the latte stone to signify the Baccalaureate Program.
- III. Background Information of the Nursing Pin  
In 1968, the University of Guam Associate of Arts Nursing Program adopted a pin using the symbols of the latte stone and the official seal of Guam. In 1989, the BSN Nursing Program pin was established with the first graduating BSN class. The official pin of the BSN nursing program incorporated the Associate of Arts Degree pin and the two symbols of Guam.
- IV. Nursing students will pay an established pinning fee of \$125.00 in their senior year to be included in the graduation fee. The pinning fee will include
  - A. the cost of the pin
  - B. funds to defray the cost of the pinning ceremony
  - C. refreshments for the graduates and attendeesNote: The graduating class or graduating student can request through the Nursing Administrator that the pinning fee be waived if the student will not participate in the ceremony.
- V. A student can only receive a UOG nursing pin after one has completed UOG and Nursing requirements to obtain a nursing degree or otherwise approved by the Nursing Director and the Nursing Faculty.

PHOTO OF BSN PIN



University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

- Policy Number: 21
- Policy Title: Nursing Student Awards
- Date: May 3, 1994
- Purpose: To establish a policy for the nursing faculty to recognize nursing student excellence in theoretical knowledge, leadership, and clinical practice at the time of graduation.
- Policy Statement: Nursing student excellence may be recognized for each program by nursing faculty.
- Procedure:
- I. The Admissions and Academic Standards Committee shall solicit nominations for student awards from faculty two months prior to graduation (BNS in May).
  - II. Awards may be presented to the graduating students and may include individual awards in each of the three areas (excellence in theory, excellence in clinical practice, and excellence in leadership).
  - III. Nominations shall be based on the following criteria.
    - A. Excellence in Theoretical knowledge
      1. Student who has the highest overall grade point average of 3.7 or greater.
      2. Student who has no record of disciplinary action against her/him.
      3. Student who has not repeated any nursing courses.
      4. Student who has adhered to the professional nurse code of ethics and UOG Student Code of Conduct.
    - B. Excellence in Clinical Practice
      1. Student who has an overall grade point average 3.5 or greater.
      2. Student who effectively applies theory to clinical practice as evidence by 3.8 average grade in nursing clinical courses.
      3. Student who has no record of disciplinary action against her/him.
      4. Student who has not repeated any nursing courses.
      5. Student who has adhered to the professional nurse code of ethics and UOG Student Code of Conduct.
    - C. Excellence in Leadership
      1. Student who initiates activities/projects that benefit school/community.
      2. Students who effectively implements the role and functions of an elected office in SNAG or an UOG student organization.

3. Student who motivates student participation in SNAG/campus organizations, community organizations, and/or volunteer activities/services.
  4. Student who is actively involved in student and/or student-faculty committees.
  5. Student who has no record of disciplinary action against her/him.
  6. Student who has adhered to the professional nurse code of ethics and UOG Student Code of Conduct.
- IV. Deadlines for nominations will be announced by the AASC each semester for the graduating class.
- V. The AASC shall review nominations, verify eligibility of the nominees, and prepare a ballot for each award.
- VI. Voting will occur at the last AASC meeting of each semester.
- VII. Awards will be announced and presented to the recipients at the Nursing Pinning Ceremony.
- VIII. The names of the students receiving the awards shall be added to each award certificate/plaque annually. In addition, the student award recipients shall receive an award certificate.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number: 22

Policy Title: Policy - New or revised

Date: December 9, 1992

Purpose: To provide a method and structure for creating new policy or revising existing policy.

Policy Statement: Any individual or committee of the Margaret P. Hattori- Uchima School of Health (MPHUSOH) Nursing Program including faculty members, Nursing Administrator, Dean, administrative staff or students, may propose a new policy or a revision to an existing policy. The suggested policy or revision will be submitted to the Policy and Bylaws Committee for review. Following review of the suggested policy or revision, it will be returned to the submitting individual or committee for any necessary changes. The suggested policy or revision will then be circulated to all members of the MPHUSOH Nursing Program ten working days prior to the monthly business meeting in the following format:

Policy Title  
Date  
Purpose  
Policy Statement  
Procedure  
References (as applicable)

If the policy statement or revision is longer than one paragraph, it is to be submitted in outline form. The policy or revision will then be placed on the agenda for the monthly business meeting. All new or revised policy within the MPHUSOH Nursing Program will be approved by the nursing faculty and forwarded to the Dean, and Academic Affairs Committee (AAC) for review.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number: 23

Policy Title: Precepted Learning Experiences

Date: May 11, 1999

Purpose: To provide guidelines for individuals involved in precepted learning experiences.

Policy Statement:

- I. Qualifications of preceptors must comply with the preceptor requirements defined in the MPHUSOH Preceptor Manual.
- II. Preceptors will be oriented to their role.
- III. The precepted learning experience should follow the curriculum plan.
- IV. Evaluation will be done for each precepted learning experience.

Procedure:

- I. The instructor(s) of the course will:
  - A. Identify clinical sites and agencies to use.
  - B. Inform the Nursing Administrator of the clinical agencies to be used for precepted clinical experiences.
  - C. Ensure there is a current Memorandum of Understanding (MOU) with each selected clinical agency.
  - D. Solicit recommendations for preceptors from the nursing administrator of selected agencies. (Refer to preceptor requirement of the MPHUSOH Preceptor Manual)
  - E. Solicit students' preferences for clinical sites (preference 1, 2, 3)
  - F. Confirm preceptor participation by email or phone.
  - G. Assign each student to a preceptor.
  - H. Conduct a preceptor orientation using the Preceptor Manual as a guide. The manual will include the following.
    1. Letter to Nursing Administrator from Preceptor (sample in Preceptor Packet)
    2. Resume
    3. Completed preceptor agreement between student and preceptor
  - I. Make visits to the clinical site for courses involving patient care and communicate with each preceptor a minimum of once per week during the semester.
  - J. Collect the following evaluations by the end of the precepted clinical experience using the following forms and submit to the Nursing Program Evaluation Committee by the end of the semester:
    1. Evaluation of Clinical Experience by Preceptors EF13

2. Evaluation of Student by Preceptor EF14
  3. Evaluation of Preceptor by Student EF12
  4. Evaluation of Clinical Facility by Student EF4
- K. Provide feedback and recommendations to individual preceptors and nurse managers as required.
  - L. Send certificate of appreciate to each preceptor.
  - M. Send a thank you letter to the nursing administrator of each agency used.
  - N. Make recommendations for future use of preceptors and clinical sites.
- II. The Nursing Program office staff will:
- A. Develop and maintain a file of preceptors by clinical agency. The file will include:
    1. Name of preceptor
    2. Date(s) served as preceptor
    3. Resume
    4. Request letter to Nursing Administrator of respective agency
    5. Date(s) agency thank you letters and certificates of appreciation were issued
  - B. Prepare and issue certificates of appreciation for preceptors and agency thank you letters.
- III. The Nursing Administrator will:
- A. Ensure each academic year that the Memorandum of Understanding (MOUs) are signed by all agencies that will be utilized for clinical practice.
  - B. Sign the certificates of appreciation and agency thank you letters.
  - C. Monitor the implementation and effectiveness of precepted learning experiences.
- IV. The Student will:
- A. Collect Preceptor's Letter of Request and resume if not collected by course instructor.
  - B. Submit Preceptor-Student Contract to course instructor.
  - C. Adhere to requirements of the course and Preceptor/Student Agreement.
  - D. Evaluate preceptor and clinical facility.
- V. The Nursing Program Evaluation Committee will:
- A. Compile data forwarded by course instructors.
  - B. Compiled data will be presented in aggregate data to:
    1. Nursing Administrator of clinical site agencies
    2. Course Faculty
    3. Curriculum Committee

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number:	24
Policy Title:	Probation, Suspension, and Dismissal for Nursing Majors
Date:	May 11, 1999
Purpose:	To establish the criteria for probation, suspension, and dismissal. To provide academic guidance for students placed on probation or suspension.
Policy Statement:	<p>The probation, suspension and dismissal criteria apply to all students enrolled in the nursing major courses.</p> <p>A. Probation: Students in any of the following categories will be placed on probation for one semester (*) and may be given a reduced nursing course load:</p> <ol style="list-style-type: none"><li>1. Students with less than a cumulative GPA of 2.7; or</li><li>2. Students who receive a final grade of less than 75% in a nursing course.</li></ol> <p>B. Suspension: Students in any of the following categories will be placed on suspension for a minimum of one semester (*):</p> <ol style="list-style-type: none"><li>1. Students who do not achieve a cumulative GPA of 2.7 or better during the probationary semester; or</li><li>2. Students who receive a grade of less than 75% in two required UOG nursing major courses. The grade of less than 75% in the nursing major courses may occur in the same semester or occur in combination of previous semesters including AASC approved on--line courses.</li></ol> <p>NOTE: Students must achieve a cumulative and nursing GPA of 2.7 or greater in order to graduate from the nursing program. Nursing GPA is calculated from all nursing required courses. *Intersessions (winter or combined summer sessions) in which required nursing major courses are offered will be treated as one semester.</p> <p>C. Dismissal: Students in any one or more of the following categories will be dismissed from the nursing program.</p> <ol style="list-style-type: none"><li>1. Any student who receives a final grade of less than 75% in three or more required nursing major courses;</li><li>2. Any student who has repeated the same nursing major course twice and received a grade of less than 75%;</li></ol>

3. Any student who provides false or inaccurate information on the nursing application form;
  4. Any student who misrepresents his/her identity and/or affiliation with the UOG nursing program;
  5. Any student who does not adhere to nursing program or clinical facility policies;
  6. Any student who is declared unsafe in a clinical course by course faculty.
- D. No student on probation or suspension will be allowed to take any on-line nursing courses. See policy on Substitution with Online Nursing Courses for Credit.

Procedures:

- A. Probation:
1. Faculty/course coordinator will inform AASC in writing of those students who have received a grade of less than 75% in a nursing course.
  2. At the end of each semester after grades have been posted, AASC Chair will request Admissions and Records for the cumulative and nursing GPA of all nursing students and include the Nursing Administrator in the correspondence.
  3. AASC will meet to identify which students shall be placed on probation.
  4. AASC will inform faculty of those students who were placed on probation at the next Nursing Faculty Business meeting.
  5. Students must meet with their advisor to develop and monitor a plan for academic progress.
  6. Students placed on part-time status may be considered for return to full-time nursing status when their cumulative GPA of 2.7 is reached and space is available in the course(s) to be enrolled.
- B. Suspension:
1. The Nursing AASC Chair will inform AASC in writing of those students who have failed to achieve cumulative GPA of 2.7 while on probation or who have received a grade of less than 75% in two required nursing courses.
  2. AASC will meet to identify which students shall be placed on suspension.
  3. AASC will inform faculty of those students who were placed on suspension at the next Nursing Faculty Business meeting.

4. The student will be given a remediation plan for academic improvement by AASC. The student must meet with their advisor to review the requirements of the remediation plan.
5. Once the student has completed the requirements of the remediation plan and achieved a cumulative GPA of 2.7, the student shall submit a petition to the AASC for return to take nursing course(s) including documentation of successful completion of the remediation plan.
6. Once the student's petition is approved by AASC, the student may enroll in required nursing courses following a recommended nursing program course plan. Students may be placed on a part-time track upon return to the program.

C. Dismissal

1. The AASC Chair will inform AASC in writing of those students who have met any of the above criteria for dismissal.
2. AASC will meet to identify students meeting dismissal criteria.
3. AASC will inform faculty of any dismissal action taken at the next Nursing Faculty Business meeting.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number: 25

Policy Title: Professional Behavior of Nursing

Date: December 11, 2007

Purpose: To provide guidelines regarding professional behavior for any student taking nursing courses.

References: Refer to UOG Student Handbook & Code of Conduct.  
Refer to American Nurses Association Code of Ethics.

Policy Statement:

- I. Professionalism is one of the ten program outcomes that students are expected to achieve and for which students are evaluated.
- II. Students will demonstrate self-directed learning and the use of university and program resources to maximize their learning experience.
- III. Students will respect the learning needs of others and their learning environment.
- IV. Students will familiarize themselves with and follow university and nursing program policies.
- V. Students must prevent and avoid disruptions in the learning environment (classroom and clinical) such as the use of cellphones, beepers, pagers, and other electronic devices.
- VI. Students will maintain integrity at all times. The unauthorized use of notes, calculators, computers, or other electronic devices during test-taking is cause for disciplinary action.
- VII. Students will dress appropriately and follow course guidelines for dress codes.
- VIII. The American Nurses Association Code of Ethics, the National Student Nurses Association Code of Academic and Clinical Conduct, and the UOG Student Code of Conduct are used as standards for professional conduct of nursing students.

Procedures:

- I. Students who demonstrate unprofessional behavior may be removed from the nursing classroom.

- II. Nursing faculty reserves the right to remove a student from the classroom for unprofessional behavior.
- III. The nursing faculty will report unprofessional student behavior to respective course coordinator. If unresolved, the course coordinator will refer the matter to AASC.
- IV. The student may appeal any AASC action according to the Nursing Policy Manual.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number: 26

Policy Title: Repeating Nursing Courses

Date: April 5, 1994

Purpose: To describe conditions under which nursing courses may be repeated and to limit the number of times a course may be repeated.

Policy Statement:

- I. Nursing courses may be repeated when a course has been failed or when a student is required to withdraw from a nursing course.
- II. A student may repeat the same nursing course no more than once.
- III. For all 200 and 300 level nursing courses: If a student fails a course or is required to withdraw from a course, she/he MUST repeat and pass the failed course before progression is allowed. Progression will be based on space availability and instructor approval. See policy on Admission to the Nursing Major, Progression, and Priority Enrollment into Nursing Courses.
- IV. For senior level nursing courses: If a student fails or is required to withdraw from a clinical theory course or clinical course, she/he MUST repeat and pass the failed course before progression is allowed to other clinical theory courses or clinical courses.
- V. Students who fail or are required to withdraw from a nursing course must also withdraw from all co-requisite nursing courses.
- VI. The student who fails or is required to withdraw from a nursing course must petition the nursing program Admissions and Academic Standards Committee (AASC) for permission to repeat the course. (See AASC Petitions and Appeals Policy). When considering petitions to repeat nursing courses, the AASC will review the student's academic record.
- VII. The AASC may require individualized remediation per course faculty recommendation before the nursing course may be repeated.
- VIII. Students who receive a grade of less than 75% in three or more required nursing major courses or who have repeated the same nursing course twice and received a grade of less than 75% will be dismissed from the nursing program. Refer to policy on Probation, Suspension, or Dismissal for Nursing Majors.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number: 27

Policy Title: Reporting of Clinical Incidents and/or Accidents

Date: May 3, 1994

Purpose: To provide a mechanism for the reporting of clinical incidents and/or accidents

Policy Statement: Documentation must be filed with the Nursing Administrator, for any incident or accident in which a student or faculty member is involved while participating in clinical activities.

Procedure:

- I. The Agencies' policy must be followed in the event of any incident/accident.
- II. The Nursing Administrator will be notified regarding any incident/accident within one (1) working day of the incident/accident.
- III. Students and faculty members are responsible for the medical expenses incurred as a result of personal injury. Some emergency expenses may be covered by the agency, depending on the contract with the agency.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

**CLINICAL INCIDENTS/ACCIDENTS SUMMARY**

**OCCURRENCE**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

**REPORTING**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**INVOLVED PARTIES**

Name: \_\_\_\_\_

Position:     \_\_\_\_\_ Student   \_\_\_\_\_ Faculty   \_\_\_\_\_ Staff  
                  \_\_\_\_\_ Others (indicate affiliation with UOG-MPHUSOH)

Sex: \_\_\_\_\_ Age \_\_\_\_\_ DOB \_\_\_\_\_

**INCIDENT/ACCIDENT DETAILS**

Describe the incident in detail below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of person reporting: \_\_\_\_\_

Signature \_\_\_\_\_

Contact number(s): \_\_\_\_\_

Witness #1: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Witness #2: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**REFERRAL IN THE EVENT OF AN INJURY**

Involved party in the referral:

\_\_\_\_\_ Emergency Room   \_\_\_\_\_ Student Health Services   Other \_\_\_\_\_

Name of attending physician, nurse, or healthcare worker:

\_\_\_\_\_  
Date/time of exam: \_\_\_\_\_

Immediate instructor/supervisor notified?   Yes   no

Date/time of notification: \_\_\_\_\_

Name of instructor/supervisor \_\_\_\_\_ Signature \_\_\_\_\_

Additional Actions taken:

\_\_\_\_\_

UOG Nursing Administrator: \_\_\_\_\_ Signature \_\_\_\_\_

Time/date: \_\_\_\_\_

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number: 28

Policy Title: Safety in the Clinical Setting

Date: October 12, 1993

Purpose: To provide guidelines for safe nursing practice.

Policy Statement:

- I. Students will demonstrate safe nursing practice, which includes physical and emotional safety and asepsis, in the clinical area. Unsafe behavior in the clinical setting is defined as any act which could potentially or actually cause physical or psychological harm to the client. Examples of unsafe nursing practice include but are not limited to:
  1. being unprepared for clinical assignment;
  2. failure to seek appropriate guidance in the performance of clinical assignments;
  3. failure to use universal precautions;
  4. medication error(s);
  5. failure to identify, acknowledge or report error(s) or changes in client condition or need(s);
  6. dishonesty;
  7. non-compliance;
  8. use of substance such as alcohol, opiates
  
- II. A student who fails clinical because of unsafe behavior(s) shall be withdrawn from all clinical courses that require patient contact (physically or verbally). In addition, the student will be required to withdraw from all theory courses linked to the clinical course.

Procedure:

- I. Students who demonstrate unsafe behavior may be removed from the clinical setting and shall receive in writing, an unsafe/unsatisfactory for the clinical day.
  
- II. If the behavior poses a significant risk to the client or if the student demonstrates a pattern of unsafe behavior or practice, the student shall receive an "F" for the course and shall be excluded from the clinical area. The student will be notified in writing.
  
- III. A clinical instructor reserves the right to remove a student from the clinical setting for suspicion of substance use that impairs the student's performance to practice safe nursing care.

- IV. In addition, medical and/or psychiatric clearance may be required by AASC at any time during the nursing program to assure that the student is able to perform safely in the clinical setting.
- V. The clinical instructor reserves the right to request for a drug and alcohol screen at the student's expense on the same day.
- VI. Failure to comply to a drug and alcohol screen may result in dismissal from the clinical setting.
- VII. When the faculty member determines and documents that a student's pattern of unsafe behaviors results in an unacceptable risk to client safety, the student shall be excluded from the clinical area. The course faculty shall make a written recommendation to the Nursing Program, Admissions and Academic Standards Committee to include a recommendation that the student be removed from the Nursing Program.
- VIII. Student may appeal any AASC action according to Nursing Policy Manual.
- IX. If a student is employed in any health care setting, please refer to Student Employment Policy.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number: 29

Policy Title: Student Advising

Date: November 9, 1993

Purpose: To assist pre-nursing and nursing students in the selection of courses toward the completion of the academic goal.

Policy Statement: Each student will be assigned a nursing faculty advisor upon admission to the Pre-Nursing and Nursing Program.

MPHUSOH Advisor Procedure:

- I. Each student will be assigned a faculty advisor by the Admissions and Academic Standards Committee (AASC) upon admittance to the Pre-Nursing and Nursing Program.
- II. The advisor will assist each student through the registration process and provide academic counseling. See advisement packet.
- III. The advisor will remain the same throughout the student's nursing education. In the event an advisor leaves, a new advisor shall be assigned by the nursing office.
- IV. The office maintains a record which the advisor updates on a regular basis.
- V. An updated list of students and advisors will be posted in the Nursing Program main office each semester by AASC.
- VI. Each summer the list of advisees will be reviewed by the Nursing Program staff based on current attendance at UOG. This list of inactive and graduated students will be removed from the student listing.
- VII. Course faculty shall refer students who are having difficulties (failing classes, etc.) to their advisors via written communication.
- VIII. In the event a student has an "emergency" and their advisor is not available, the student shall be referred to the Nursing Administrator or designee. If the Nursing Administrator or designee is unavailable, the student may consult a nursing faculty member. This practice is discouraged as it often results in students being advised improperly and student/advisor relationship is not maintained.
- IX. Students who have not been assigned advisors prior to registration

shall be advised by the Nursing Administrator or designee.

- X. Advisors or advisees desiring to change advisors or advisees shall consult the Chairperson of AASC or the Nursing Administrator regarding reassignment.

Advisee's (student) Procedure:

- A. Meet with advisor on a regular basis (minimum of two times/semester).
- B. Meeting should be four (4) and ten (10) weeks after semester begins.
- C. Communicate with advisor via email over the semester
- D. Develop portfolio (see advisement packet)
- E. Update portfolio each semester (bring evidence from previous semester when meeting with advisor to discuss in what areas of portfolio will evidence fit)
- F. Maintain pre-requisite worksheet and calculate cumulative GPA.
- G. Once approved by advisor, submit worksheet and a letter requesting admission to Nursing Major to AASC
- H. Responsible in maintaining and evaluating cumulative GPA of 2.7 through out the program.
- I. Senior year, fall semester, apply for graduation
- J. Meet with advisor and make sure all courses completed based on transcript evaluation.
- K. Refer to the Probation, Suspension, Dismissal for Nursing Majors

Advisor's procedure:

- A. Portfolio development
- B. Each semester follow up on portfolio
- C. Registration process (see advisement calendar)
- D. Submit petitions/appeals (see petition/appeals form)
- E. Mid-semester evaluation on student performance
- F. Support, coach, guide
- G. Assist in the planning for admission and progression into program
- H. See student 2-3 times a semester.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

- Policy Number: 30
- Policy Title: Student Clinical and UOG Event Dress
- Date: March 5, 2002
- Purpose: To ensure the uniformity of professional attire in the clinical setting and when students are representing UOG for events.
- Policy Statement: Students will adhere to the dress code
- Procedure: Students are expected to come to the clinical site and other UOG events dressed in appropriate attire. The dress requirements are as follows:
- I. For clinical preparation and any clinical-related activity, wear the community uniform with a name tag.  
Any exceptions to the above shall be outlined in the course syllabus.
    - Hair is to be neatly styled and off the collar. Only natural hair colors are allowed.
    - Fake eyelashes will not be worn.
    - Make-up, if worn, should be modest and visibly unnoticeable. Only neutral colors are to be used.
    - Nails must be clean and short, and no bright colored polish or fake/acrylic nails allowed.
    - No perfumes, aftershaves, or scented oils. Only unscented lotions can be used.
    - Only one visible post earring per earlobe may be worn and must be less than 10 millimeters in size.
    - No other visible body piercing accessories are allowed, and any tattoos must be concealed.
    - A plain wedding ring without stones may be worn.
    - A wrist watch with a sweep second hand or digital seconds, bandage scissors, penlight, and stethoscope are required.
    - Shoes should be clean or polished.
    - For clinicals at the Guam Behavioral Health and Wellness Center: ID, name tag, and jewelry should not be worn. Instead, a sticker with the student's first name should be worn.
    - Areas using scrub attire (Labor and Delivery, OR/RR) will provide the linen attire to students. Only hospital laundered attire may be worn in these areas.
  - II. In-Patient Clinical Sites
    - Students are required to wear a white uniform (dress, skirt and blouse, or surgical scrubs for women; trousers and over-blouse or shirt, or surgical scrubs for men)

- Students may wear white jacket/scrub jacket/UOG cardigan over white uniform.
  - A University of Guam student nurse name tag
  - White or neutral-colored undergarments and hosiery (white or neutral-colored socks for men)
  - Low-heeled all-white closed-shoes (toe and heel), with rubber soles.
- III. Community Agency Clinical Sites:  
Students are required to wear white/UOG green with the official UOG logo collared shirts, loose khaki fitting slacks/pants and closed-toe shoes.
- IV. Learning Resource Center (LRC) and Other Areas (picking up paperwork at clinical site, outreaches, fundraisers etc.): Students are required to wear their community T-shirt/class T-shirt and khaki pants when representing UOG outside of clinical site and LRC. Exceptions to this rule apply to car wash fundraisers.
- V. It is recommended that uniforms be worn only from home to the clinical area and back. If not returning directly home, clothing should be changed. In cases where the time between class and clinical does not permit changing clothes, the uniform may be worn to class.
- VI. White, hip-length lab coats (with optional UOG logo affixed to the left side) worn over community uniforms will be used for leadership clinical or other community/agency practicum activities as specified by faculty.
- VII. The corresponding course syllabus should be consulted for attire during specific course activities not mentioned in this policy.
- VIII. Violations in dress code policy will result in disciplinary actions.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number: 31

Policy Title: Student Clinical Requirements

Date: May 3, 1994

Purpose: To ensure that each student complies with the Physical Examination (PE), Basic Life Support (BLS)/Cardiopulmonary Resuscitation (CPR), and immunization policy outlined in the Nursing Program Manual. To ensure that the student meets the clearance requirements of the clinical facility/agency to which the student is assigned for required nursing clinical learning experiences.

Policy Statement:

- I. The student shall maintain updated immunization status, initial physical examination upon admission to the first clinical course, as required by clinical agencies, and current BLS/CPR certification by the American Heart Association.
- II. The student will meet the clearance requirements of the clinical facility/agency prior to starting any clinical learning experience at the facility/agency.

Procedure:

- I. The attached Clinical Requirements renewed policy shall be sent to all students admitted to the nursing program. It is the student's responsibility to complete the necessary requirements and return the form to their nursing program clinical course coordinator or course faculty prior to admission to the first clinical nursing course. The student is responsible for any fees associated with meeting these requirements.
- II. Each faculty member with students in a clinical agency is responsible for checking the student's clearances or with the student's clinical course coordinator or course faculty to determine if each student's immunization record, PE, PPD/TB clearance, and BLS/CPR certification are current. Immunizations will be based on the requirements of the clinical agencies.
- III. Clinical course faculty will inform students of needed clearance requirements of the clinical facility/agency and ensure that each student has met the clearance requirements before beginning the clinical learning experience at the facility/agency.
- IV. Students will not be admitted to the clinical area if any of the clinical requirements are not met. Students are referred to the course syllabus.

- V. In addition, medical and/or psychiatric clearance may be required by AASC at any time during the nursing program to assure that the student is able to perform safely in the clinical setting.

**CLINICAL REQUIREMENTS FORM**  
(Available in the Nursing Program main office)

University of Guam  
School of Health  
Student Clinical Requirements Form

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Contact # \_\_\_\_\_

Course faculty will initial entries to the clearance form.

Clearance Requirements for Clinicals	200 Level		300 Level		400 Level		Remarks
	Date Acquired	Date Received	Date Acquired	Date Received	Date Acquired	Date Received	
Physical Examination (PE)							
Annual PPD or TB medical clearance							
AHA BLS/CPR: adult, child, and infant							
Confidentiality Form							
Hepatitis B (HepB) Vaccination	1						
	2						
	3						
MMR or Proof of immunity							
Varicella titer or statement of susceptibility							
Drug Screen							
Police Clearance							
Court Clearance	District						
	Federal						
Others							

Revised 2/08, 3/23, 3/25

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number: 32

Policy Title: Student Employment

Date: May 11, 1999

Purpose: To outline MPHUSOH, Nursing Program's position on student employment.

Policy Statement:

- I. Students are discouraged from working during the academic year. The pursuit of full- time educational studies requires setting priorities which will allow realistic organization of time for educational endeavors. The faculty recognizes that outside pressures such as employment can be disruptive to the completion of academic goals. It is recommended that students take full advantage of the resources of the University: academic advising, financial assistance, and student services.
  
- II. Nursing students are considered non-licensed persons in their student status. If employed by a health care agency, the student should clarify his/her position to that agency prior to beginning employment. Nursing students cannot wear University of Guam or Margaret P. Hattori-Uchima School of Health, Nursing Program identification while employed or in any way convey or infer that they are representing the University of Guam or the Margaret P. Hattori-Uchima School of Health, Nursing Program. Care must be taken to maintain confidentiality of clients at all times, especially where the employment site is also the clinical site.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number: 33

Policy Title: Student Participation in Outreach Programs

Date: May 11, 1999

Purpose: To enhance student learning experience in performing health screening and health teaching in a community setting. To establish guidelines for faculty oversight when students provide community service.

Policy Statement:

- I. Students participating in the outreach program will have a faculty member on site.
- II. Students must be assigned activities in accordance with their level of knowledge and skill(s).

Procedure: Prior to agreeing to provide any community service, faculty and/or students will:

- I. Obtain approval of the Dean for the Outreach Program.
- II. Sign the UOG Waiver of Liability forms for off campus outreach activities.
- III. Confer with faculty, Student Nurses Association of Guam advisors, and class advisors regarding the coordination of activities.
- IV. Provide the community service only when University of Guam/ Margaret P. Hattori-Uchima School of Health faculty are physically present.
- V. Complete the required reports after the outreach program.
- VI. Outreach related to clinical courses can be supervised by the course faculty or clinical preceptor.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

Policy Number: 34

Policy Title: Substitution with Online Nursing Courses for Credit

Date: December 11, 2007

Purpose: To provide guidelines for the approval and acceptance of online nursing courses for nursing program credit.

Policy Statement:

- I. To be eligible to take an online course, the student must have a cumulative GPA of 3.0 or better and not be on probation, suspension, or dismissal status in the Nursing Program.
- II. No more than six credits will be accepted for transfer to UOG required nursing program credits. Only courses from nursing schools accredited by a US national nursing education accrediting body will be accepted for transfer of credits.

Procedures:

- I. The student must submit a written request to the Admissions and Academic Standards Committee to take an online course in lieu of a nursing theory course. The student must indicate in the request the title of the course, course dates, course text, grading process, and attach a copy of the course syllabus and outline of course content.
- II. The student must have prior approval from the Admissions and Academic Standards Committee before requesting the on-line course.
- III. The student must achieve a grade of B or 3.0 or better for the online course in order for the course to be transferred for credit to UOG.
- IV. Only online courses that have verified secured testing and are comparable in content and credits to UOG nursing program courses will be approved.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

- Policy Number: 35
- Policy Title: Test Exam Review
- Date: April 5, 1994
- Purpose: To establish standards to be used by faculty when constructing and reviewing nursing program tests/exams.
- Policy Statement: The nursing program shall use a test/exam blueprint that serves as a guideline for the degree of complexity of questions at the 200, 300, and 400 course level. The nursing program curriculum committee is responsible for reviewing and revising the test/exam blueprint. A standardized test/exam analysis shall be used to statistically determine the ability of test/exam questions to determine learning.
- Procedure:
- I. All course faculty shall review and finalize their tests/exams prior to the date that the test/exam is to be given including a review relative to course objectives and content, previous test/exam statistical data, and test/exam blueprint guidelines.
  - II. Courses with only one faculty shall consult another faculty with subject matter.
  - III. The faculty administering the test/exam shall revise the test/exam questions considering the findings of the review.
  - IV. Course faculty shall review the respective course tests/exams after the administration of tests/exams. Faculty may consult with other faculty to assist in the evaluation of the test/exam and before the posting of grades.
  - V. Faculty will report the test/exam analysis results at the end of semester using the Evaluation of Course by Instructor form.

University of Guam  
Margaret P. Hattori-Uchima School of Health  
Nursing Program

- Policy Number: 36
- Policy Title: Transfer of Nursing Credits
- Date: December 06, 1994
- Purpose: To provide a mechanism for the transfer of nursing credits from other nursing programs to the University of Guam, Margaret P. Hattori-Uchima School of Health, Nursing Program.
- Policy Statement:
- I. College credits earned from courses taken at other Schools of Nursing may be accepted in lieu of required courses in the UOG, MPHUSOH, Nursing Program curriculum provided these courses cover similar content and objectives.
  - II. If there are areas of content that are not covered in the course to be transferred, the student will be required to make up these deficiencies by attending part of a required course or completing the objectives via course by conference or a special project course.
  - III. Student must submit course syllabus to AASC for evaluation. Course must be approved by the faculty as a whole.
  - IV. Student taking an online course must have a cumulative GPA of 3.0 or better.
  - V. Student must achieve a transfer grade a “B” or better on an on-line course.
- Procedure:
- I. Students who have completed nursing courses in other institutions shall be advised to discuss transfer of credits with their nursing advisor or the division chair as soon as possible.
  - II. The advisor or division chair shall review the student's previous courses and advise the student regarding courses that might be substituted for courses in the UOG curriculum.
  - III. The student shall submit an official transcript and a letter of petition specifying which nursing credits are to be substituted for required UOG nursing courses. For each course the student shall also submit a syllabus containing the course objectives and course outline. These materials must be received ten working days prior to the beginning of the semester in which the student intends to enroll in UOG nursing courses.

- IV. The syllabus and request to transfer credits will be sent to the faculty teaching the UOG course(s) most comparable to the course(s) for which transfer credits are requested.
- V. After review of the materials, the course faculty shall recommend to the AASC whether transfer of credit is acceptable or if partial credit may be given toward completion of degree requirements. If partial credit is granted (i.e. there is content included in the UOG course that is not covered in the requested transfer course), the faculty shall recommend a plan for addressing these deficiencies. The student will be integrated into existing courses.
- VI. The AASC shall consider the faculty's recommendation and respond to the student's petition in writing prior to registration.

**Evaluation of Transfer Credits (example form):**

Name: \_\_\_\_\_

Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Course Taken: (Title/Number of Credits include clinical and theory)

\_\_\_\_\_

Semester/Quarter/Year:

\_\_\_\_\_

Location (School):

\_\_\_\_\_

Attach copies of syllabi, catalog description.

\*\*\*\*\*

Office Use Only

Course Instructor: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

AASC Decision:

\_\_\_\_\_

Date \_\_\_\_\_









# NPPM-SOH Updated May 2026 - last edited 05282026

Final Audit Report

2026-05-28

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