



# World Mission University

## **RN to BSN Program Student Handbook 2020- 2021**

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<http://en.wmu.edu/rn-to-b-s-in-nursingrn-to-bsn/>

**Disclaimer:** All information in this handbook is subject to change. The faculty of the Nursing Program reserves the right to make and implement changes in student policies as needed due to requirements of outside agencies, the University, and the practice of nursing. Significant changes will be communicated to students. The most current Student Handbook can always be found on the Nursing Program's website, to which students are encouraged to refer frequently. If you have any questions, please contact your Nursing Program director.

## **PURPOSE OF THE STUDENT HANDBOOK**

The faculty and staff of the World Mission University Nursing Program strive to support all students as they work to successfully earn a BSN degree. This handbook highlights many of the resources provided to students. These include services such as written and electronic sources of information, tutoring, counseling, and academic advising. This handbook serves dual purposes: to inform students of these valuable resources and to serve as a guide to the policies, regulations and procedures that govern student conduct, behavior, and performance while enrolled in the Nursing Program at World Mission University. Nursing students are responsible for abiding by the guidelines found in this handbook and are encouraged to consult it often throughout their course of study.

## **NOTATIONS**

Please be advised that the University Catalog and WMU Student Handbook contain policies and procedures that apply to all students and are the primary source of reference. If there are any discrepancies or differences in policies or procedures that are contained in the University Catalog and WMU Student Handbook with those contained in the Nursing Student Handbook, the University Catalog or WMU Student Handbook will be followed.

**THIS INSTITUTION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, AND RELIGION, NATIONAL OR ETHNIC ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR STATUS, MARITAL, PARENTAL, FAMILIAL, VETERAN OR MILITARY SERVICE STATUS, AGE, OR DISABILITY.**

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## SECTION I

### Introducing the University

#### Mission Statement

World Mission University empowers people through transformational biblical education to serve the church and impact the world for Christ.

#### Philosophy of Education

World Mission University (WMU) is a Christ-centered institution dedicated to the preparation of men and women for ministry. WMU acknowledges that all truth is of God and recognizes the supremacy of biblical truth. WMU strives for excellence in the service of Jesus Christ, under the guidance and power of the Holy Spirit, to the glory of God.

#### State Authorization

World Mission University is approved by the State of California Bureau for Private Postsecondary Education (BPPE) to operate as an accredited private institution. This approval to operate means compliance with state standards.

The graduation of this institution does not guarantee or imply any possible future employment.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 P.O. Box 980818 West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review the Catalog and the School Performance Fact Sheet which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)

370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

#### Accreditation

The World Mission University is a degree-granting institution that is accredited by the Association for Biblical Higher Education (ABHE, 5850 T.G. Lee Blvd., #130, Orlando, FL 32822; 407-207-0808).

ABHE is accrediting agencies recognized by the Council for Higher Education Accreditation (CHEA) and the United States Department of Education.

#### History

On September 28, 1988, the Oriental Mission Church implemented a special committee to pray about the need for a new seminary for training missionaries, pastors, and lay leaders. When the meeting adjourned, the seed that would become World Mission Theological Seminary had been planted. In March 1989, World Mission Theological Seminary started with thirty-two students and Rev. Dong Sun Lim was appointed as the first President.

World Mission Theological Seminary was authorized to issue the Master of Divinity and Master of Arts degrees in 1991, and the Bachelor of Arts degree in 1992 by the California Department of Education. In 1993, the name of the institution was changed from World Mission Theological Seminary to World Mission University to reflect the school's broader offering of programs.

In August 2003, the institution moved to a new location in Koreatown, a center of downtown Los Angeles. In 2004, World Mission University achieved Candidate Status from the Association for Biblical Higher Education. Today, World Mission University is accredited by the Association of Biblical Higher Education and the School of Theology is accredited by the Association of Theological Schools. All two accrediting agencies are members of the Council for Higher Education Accreditation and recognized by the United States Department of Education.

The WMU RN to BSN program was established as an undergraduate major in 2019. This program provides a place that offers many opportunities to

students and staff to work with diverse patient populations to help to address health disparities. By doing so, the Nursing program demonstrates its efforts to support the University's commitment to diversity and community health.

## **SECTION II**

### **Bachelor of Science in Nursing Program**

#### **General Description and Program Goals**

World Mission University offers a Bachelor of Science in Nursing program designed as an academic progression model for current students in Associate degrees in nursing and practicing as registered nurses. This program is to advance their educational preparation to meet academic achievement, mainly for continuous improvement and self-development. Furthermore, it provides opportunities for nurses to obtain the essential body of knowledge and experiences necessary to cultivate human-centered global professional nurses who actively cope with changing times.

The goal of the Bachelor of Science in Nursing program is to educate creative talents required by changing times based on Christian love.

In order to achieve this goal, RN to BSN program aims to 'Practice human love based on Christian values, cultivate professional nursing leadership skills, and improve the health promotion of individuals, families, and communities'.

#### **Nursing Program Core Values**

World Mission University Nursing Program's core values are:

- Integration
- Professionalism
- Critical Thinking
- Spirituality
- Leadership
- Accountability
- Diversity

#### **Learning Outcomes**

Upon completing this program, students will be able to



- Integrate nursing education to professional nursing practice
- Demonstrate evidence-based practice with critical thinking
- Demonstrate professional communication with spiritual competence
- Demonstrate Leadership skills for health promotion during the life cycle
- Apply systems, finances and policies to professional nursing care

unidimensional factors: Health/Wellness/Optimal Client System Stability, Variances from wellness, illness, and reconstitution. Health is the best possible wellness at any given time, unmet needs to reduce client wellness conditions. Wellness is identified as successful management of multiple stresses from internal and external environments. The difference between usual wellness is determined by comparing health to the current state. Illness a state of insufficient needs met results when the bio-psycho-social system is disrupted. The patient's/client's ability to cope with illness is influenced by how successfully they are able to

### **Conceptual Framework for the RN to BSN Program**

This Nursing Program holds the following beliefs about Health, Nursing, Person, Environment, Faculty and Education, and Student incorporates the Betty Neuman Conceptual Framework as its foundation upon which the curriculum is designed.

Nursing is the art and science of caring. It is a science, an interpersonal process, and a human service based on knowledge derived from nursing theory and from biological, behavioral, physical and social sciences. The programmatic strands are threaded throughout the curriculum based upon American Association of Colleges of Nursing (AACN) Essentials for Baccalaureate.

The curriculum reflects the mission, and philosophy of World Mission University, as well as the goal, and objectives of the RN to BSN program. The conceptual framework serves as a unifying theme throughout the curriculum and is reflected in course syllabi, course objectives, evaluation tools, teaching strategies, and student learning activities.

WMU promotes professional competency which uses critical thinking based upon evidence based learning. It is a professional process that gives the student direction for application of nursing theory and appropriate client care in individual, family, and the community.

### **Health**

Health is regarded as a state of equilibrium on a wellness to illness continuum. Individual health practices impact the value and meaning of health as determined by culture and society. There are 4

adapt within the healthcare environment and how successfully they mobilize client resources. The perception of wellness to illness is a highly individualized process, which is influenced by the client's health beliefs and health behaviors. An individual's perceptions of and beliefs about health/illness impact this wellness/illness continuum. Each individual functions in a multitude of dimensions within his/her environment.

## **Nursing**

The goal of the nursing program is the promotion, maintenance, and restoration of health for clients, their families, and society as a whole. Nursing is committed to maintaining human dignity. Nursing has been transformed by societal needs. Nursing has assumed responsibility for meeting the health needs of individuals, families, and communities. Nursing's goal is to optimize the functions of the individual, family, and World Mission University community within the context of a particular environment. Nursing has also expanded globally and is concerned with issues that affect these expanded societies. The profession's concerns are to understand the person, their environment, and how these two interact to influence the former's functioning.

## **Person**

A person/patient is a bio-psycho-social, spiritual, intellectual and cultural person who functions within a particular environment. These functions are considered health patterns that may remain functional in the presence of wellness and become dysfunctional in the presence of illness.

## **Environment**

The environment is the life-space within which individuals live and function. These life-spaces are composed of external and internal factors that influence the person and his/her ability to function. The environment is dynamic and unconscious, especially psycho-social and determines the response to stressors. All people share functional patterns that affect their health, quality of life, and achievement of their maximum potential.

## **Faculty and Education**

The faculty are members of a profession who have learned to extend experiential events related to the subject they teach. Their view about education is the teaching/learning process is dynamic and takes place in diverse environments when there is exchange of information and experiences between faculty and students. Faculty is responsible for guiding and directing students toward the acquisition of knowledge and information in order to support critical thinking and skills acquisition. Faculty act as channels that inspire students toward learning what is necessary to become members of a profession. Members of a faculty group utilize varied and latest state of the art methods of delivering information to students in a supportive environment.

Faculty views the teaching/learning process as dynamic and as an experiential exchange between learners and mentors. It involves a variety of educational modalities, including multiple settings and formats for the presentation of content. The faculty utilizes adult learning theories to guide the learning process of students and assist to develop them to their full potential.

## **Students**

Each student is unique and is the sum total of his/her own biological, psychological, and maturational development as well as the socio-cultural, economic, and spiritual environment in which he /she functions. Each exists in a life space that includes the assumption of various roles may impact the student role. A student's ability to learn within the three domains of learning (cognitive, affective, and behavioral) is based on personal abilities, desire to

learn and achieve, methods implemented by faculty. The faculty methods are necessary in the application of didactic information to the clinical experiences, and the student's past experiences in the educational environment. World Mission University provides extensive support services throughout the curriculum and does everything possible to enhance student success. World Mission University students come from a wide variety of backgrounds and the differences in age, life experiences, support systems, education, and economic resources influence the students' learning process. Students are acculturated to become self-motivated, independent critical thinkers who accept personal accountability and responsibility in the learning and life skills processes.

The student, as a learner, is responsible for active participation in the educational process. The World Mission University, Nursing Program faculty views this partnership with the student in his/her educational journey as seeding a desire for excellence in practice and a commitment to continued life-long learning. Faculty recognizes that students come from various cultures, especially Korean immigrant backgrounds and have different learning styles. For this reason, multiple methods of teaching and learning are addressed in both the theory and clinical learning settings, while incorporating critical thinking and evidenced based practice as some of many methods to assist students learn in a variety of ways.

## **Reciprocal Interaction World View**

World Mission University RN to BSN program approaches the client as a holistic and multidimensional system. Wholeness is based upon the interrelationship of variables and the change is reflected with the belief that the client changes constantly.

## **Category of Knowledge**

To sum up, the World Mission University RN to BSN program adapted Neuman's nursing model theory. In this model, nurses are primarily concerned with defining appropriate action in stress related situations. The system in question is focused on the Korean Immigrant Community and their social issues. Through physiological,

psychological, sociocultural development and  
spiritual variables,

nurses aim to reduce stress on clients that form the environment that they are in.

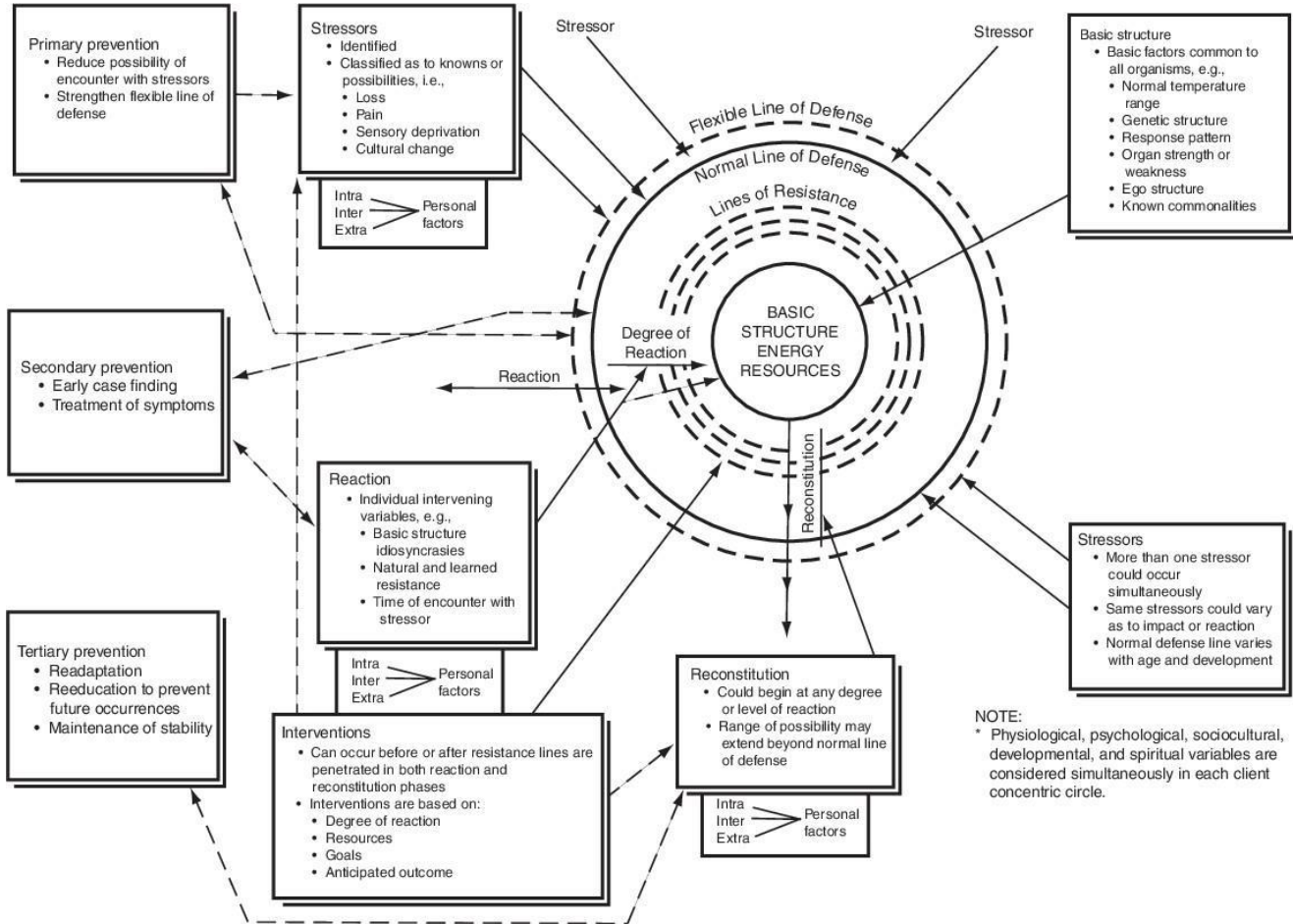


Figure 1: The Neuman Systems Model

## Curriculum

The RN to BSN program requires a completion of 36 credits of nursing courses, and 1 credit of chapel. The curriculum that follows will be offered over 3 semesters or 18 months.

Period	Code	Course	Credit
Semester 1	NUR 301	Transcultural Nursing	4 Credits
	NUR 302	Current Issues and Trends in Nursing	4 Credits
	NUR 304 *	Soul pain and Holistic Care *	3 Credits*
	NUR 305*	Psychological and Spiritual Assessment in Health Care *	3 Credits*
	PT 211	Student Chapel 1	.5 Credits
	Subtotal	14.5 Credits	
Semester 2	NUR 328	Nursing Informatics	4 Credits
	NUR 329	Nursing Theory and Nursing Professional Values	4 Credits
	NUR 326	EBP and Nursing Leadership	4 Credits
	PT 212	Student Chapel 2	.5 Credits
	Subtotal	12.5 Credits	
Semester 3	NUR 342	Community and Public Health Nursing Practice	4 Credits
	NUR 314	Nursing Research	3 Credits
	NUR 345	Senior Project (Capstone)	3 Credits
	Subtotal	10 Credits	
	Total	37 Credits	

NUR 304\*, NUR 305\* are 8 weeks classes (online, asynchronous, Moodle), others are 16 weeks (Zoom synchronous).

## **Curriculum and Essential Competency**

RN to BSN Curriculum is based on the 9 Essentials of Baccalaureate Education identified by American Association of Colleges of Nursing (AACN), and the academic progression model of the National League of Nursing with application of Competencies for Graduates of Baccalaureate programs. Particularly, the Nursing Program of World Mission University 's curriculum interprets and integrates nursing into theology and psychology to practice human love and empathy based on the Christian character. Refer to the following table for more details about each course. This is related with the Program Learning Objectives of the World Mission University which is a foundation of the curriculum to establish competences that are to be demonstrated by the time of graduation.

### ***Essential Competency 1: Liberal Education for Baccalaureate Generalist Nursing Practice***

A liberal education synthesizes the science and the art of nursing as the basis for baccalaureate generalist nursing practice.

- Transcultural Nursing,
- Soul Pain and Holistic Care,
- Psychological and Spiritual Assessment in Health Care,
- Nursing Theory and Nursing Professional Values,
- Nursing Research
- Senior Project
- Student chapel

### ***Essential Competency 2: Basic Organizational and Systems Leadership for Quality Care and Patient Safety***

Baccalaureate graduates will be skilled in nursing roles that are proactive, responsive to patient and environmental concerns, and a leadership role in nursing practice and be able to collaborate with interdisciplinary health care providers in the delivery of healthcare.

- Current Issues and Trends in Nursing
- Psychological and Spiritual Assessment in Health Care

***Essential Competency 3:  
Scholarship for Evidenced based Practice***

Scholarship for the baccalaureate graduate involves the ability to use the scientific process, critical thinking and creative problem solving for clinical decision-making.

- Psychological and Spiritual Assessment in Health Care,
- Nursing Theory and Nursing Professional Values,
- EBP and Nursing Leadership,
- Community and Public Health Nursing Practice
- Nursing Research
- Senior Project
- Student Chapel

***Essential Competency 4:  
Information Management and Application of Patient Care Technology***

Graduates will acquire basic competence in communication and information technologies to nursing practice.

- Nursing Informatics
- EBP and Nursing Leadership,
- Nursing Research
- Senior Project

***Essential Competency 5:  
Healthcare Policy, Finance, and Regulatory Environments***

Healthcare policies shape the nature, quality, and safety of the practice environment and graduates will gain a solid understanding of responsibility and accountability for nursing practice.

- Current Issues and Trends in Nursing
- Community and Public Health Nursing Practice
- Nursing Research
- Senior Project

***Essential Competency 6:  
Interprofessional Communication and Collaboration for Improving Patient Health Outcomes***



Interprofessional education enables the baccalaureate graduate to collaborate with interprofessional health care providers in the delivery of healthcare.

- Current Issues and Trends in Nursing,
- Psychological and Spiritual Assessment in Health Care,
- Community and Public Health Nursing Practice

***Essential Competency 7:  
Clinical Prevention and Population Health***

Health promotion, disease, and injury prevention is essential elements of baccalaureate nursing practice at the individual and population levels.

- Current Issues and Trends in Nursing
- Community and Public Health Nursing Practice

***Essential Competency 8: Professionalism and Professional Values***

Graduates will incorporate professional values into nursing practice to demonstrate responsibility and accountability for nursing practice.

- Current Issues and Trends in Nursing
- EBP and Nursing Leadership
- Nursing Theory and Nursing Professional Values

***Essential Competency 9:  
Baccalaureate Generalist Nursing Practice***

Essential 9 recognizes the integration of knowledge and skills is critical to practice for improvements in patient outcomes. Baccalaureate graduates will be expected to focus on continuous self-evaluation and lifelong learning.

- Transcultural Nursing
- Current Issues and Trends in Nursing
- EBP and Nursing Leadership
- Community and Public Health Nursing Practice
- Nursing Research
- Senior Project
- Student chapel

## SECTION III

### Policies and Procedures

#### Admissions Policies

Students who apply for the RN to BSN degree must have an earned diploma or associate degree as Registered Nurse. Students who desire to take courses by audit will not be subject to this requirement.

#### Application

All applicants to WMU must willingly agree upon the educational philosophy and the policy of WMU that is based on the beliefs of Christianity.

WMU does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of educational policies, admission policies, scholarships, or any other programs or activities.

All applicants for the proposed RN-BSN program will be required a minimum 2.0 cumulative GPA, completion of Associate Degree in Nursing from an accredited nursing program, and an unencumbered RN license.

- An Associate of Science in Nursing degree or a Bachelor of Foreign Nursing degree
- An RN license in U.S. (Can be suspended until the completion of the course)
- GPA 2.0 or higher

The following documents must be included in the application process.

1. The application form and a non-refundable application fee (\$100)
2. Testimony or Essay
3. One reference (sealed in envelope)
4. Official transcript(s) from Associated and Diploma Degree (sealed in envelope)

5. Two recent photographs (passport style)
6. Copy of RN License (RN to BSN only)

7. Evaluated Transcript by NACES (RN to BSN only) and
8. Physical Evaluation, Health Clearance Checklist and Immunization Record

The applications and procedures for admission to World Mission University are available on the Office of Admissions' website: <http://www.wmu.edu/admission> Applications and procedures for all Undergraduate Nursing programs are available on the Nursing Program's website: <http://en.wmu.edu/rn-to-b-s-in-nursingrn-to-bsn/>

### **Admissions Office**

World Mission University  
500 Shatto Pl. Suite 200  
Los Angeles, CA 90020

Phone: (213) 388-1000/ Fax: (213) 385-2332  
E-mail: [admissions@wmu.edu](mailto:admissions@wmu.edu)  
Home Page: [www.wmu.edu](http://www.wmu.edu)

The deadline to apply for the Fall semester is the middle of August, and for the Spring semester it is the middle of January. For exact dates please see the academic calendar on the school's website. International students must apply earlier in order to process visas and make the necessary arrangements to enroll.

### **Admissions Procedure**

Once the student submits the application and the supporting documents, the Admissions Office reviews the documents and confirms the completion of each applicant's file. The application and records are submitted to the admissions committee for evaluation based on the following criteria:

- Evaluation of prior academic performance and the ability to successfully complete the academic program;
- Recommendation;
- Additional materials are required for nursing;
- Interview with program director.

The program director interviews the applicant in the application process. In the interview, the director will check the sense of calling and the academic qualification for the study.

Applicants will be officially notified by mail, and admitted students will receive new student orientation information.

All degree-seeking students are required to have current and complete program and health data on file in the Nursing Program. Physical Evaluation and Health clearance checklist, and Immunization Record data are due within 30 days of admission into the RN to BSN Nursing Program and must be updated before the Practice. Nursing courses may be taken unless all Program and Health Requirements are met. If this requirement is not met, a hold will be placed on the student's registration for classes until all requirements are met and appropriate documentation has been received by the Nursing Program. It is the STUDENT's responsibility to be aware of health and/or security requirements specific to one's state or agency where the practice experience is occurring.

### **Bible Requirements**

Bible requirements may result in a longer degree program for students. Students who do not have previous credits in Bible/Theology are required to take 15 Bible/Theology credits: BT 117 New Testament Survey, BT 118 Old Testament Survey, TH 203 Introduction to Christian Theology, IS 203 Evangelism and Mission and TH 106 Christian Life and Ethics. (Fees are awarded as scholarships to RN to BSN Program students)

### **Health Insurance**

World Mission University highly recommends that every student have health insurance. World Mission University does not provide a student health plan.

### **Admissions Categories**

**Full Acceptance:** A student who has met all the requirements and is fully accepted as a student at WMU.

**Provisional Acceptance:** A student who is not able to complete the admission file before the deadline may be accepted with full benefits of the school for one semester. This restricted status allows the student the opportunity to complete the admission file. If the student fails to move to the full acceptance status within one semester, he or she

will be dismissed.

**Probationary Acceptance:** A student who does not meet the normal academic standards or lacks other qualifications, but provides a strong indication for academic success may be accepted on probationary status. The student is granted one year to achieve the academic level or other qualifications necessary to move to full acceptance.

**Visiting Student:** A visiting student is one concurrently enrolled at another school who desires to take courses at WMU for transfer back to their primary school of enrollment.

### **International Students and Visas**

WMU is authorized by the U.S. Government to issue the I-20 form for visas from foreign countries. Once the applicant is accepted, WMU will send various documents including the I-20 form. International students must enroll as fulltime students, which means an undergraduate student must take at least 12 credits. International students should direct their questions to the International Student Office.

### **Non-discriminatory Policy**

WMU seeks a diverse student body. Everyone has equal opportunity and access to WMU's educational programs and activities. The school does not discriminate on the basis of race, color, age, sex, physical condition, or national origin. Non-discriminatory policies apply to the admissions policy, educational programs, employment, and all other activities that WMU provides.

WMU complies with the provisions of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

### **Transfer Credits**

World Mission University accepts transfer credits from accredited institutions.

Transfer Policy from Accredited Schools:

- Bachelor of Science in Nursing students can receive a maximum of 93 credits.

The transcripts from foreign educational institutions must be confirmed by an official seal. WMU may ask schools in foreign countries to be evaluated through

NACES(National Association of Credential Evaluation Services). Students can request individually or through school. The cost of the evaluation process is \$400 and students must pay to school if requesting through school (non-refundable). WMU requests for evaluation at SpanTran which is a NACES registered institution.

Only courses receiving a C- or higher are considered for transfer. Students need to submit requests for transfer consideration prior to enrollment.

## **Academic Policies**

The school operates on a traditional semester calendar. There are two semesters in the academic year that occur from August to May. The Fall Semester usually starts the last week of August and ends in December. The Spring Semester usually starts the last week of January and ends in May. During the academic year each semester is 16 weeks in length. The Summer and Winter sessions are divided into several two-week intensive courses.

The majority of courses are equivalent to three semester hours of credit and thus requires a minimum of 37 1/2 contact hours. Each credit represents one fifty-minute period of class instruction for each of the fifteen weeks plus approximately two-to-three hours of out-of-class involvement.

### **Grading**

World Mission University utilizes letter grades. Grades are reported to students in writing from the Registrar's Office. Grades are designated as follows:

<b>Grade</b>	<b>GPA</b>	<b>Numeric Description</b>
A	4.0	93+
A-	3.7	90-92
B+	3.3	88-89
B	3.0	83-87
B-	2.7	80-82
C+	2.3	78-79
C	2.0	73-77
C-	1.7	70-72
D+	1.3	68-69
D	1.0	63-67

D-	0.7	60-62
F	0.0	0-59

I	Incomplete**
CR	Credit***
NC	No Credit
H	Hold
P	Pass
NP	No Pass

\* A grade of “I” can be raised to a grade of “B+” by the end of the next semester when all course requirements have been satisfied.

\*\* A grade of “CR” will not be included in the computation of Grade Point Average.

\*\*\* A grade of “F” can be raised to a maximum grade of “B+” after retaking the course.

### **Course Prerequisite Requirement**

Undergraduate courses that require students to take prerequisite courses are as follows:

- Anatomy
- Physiology
- Chemistry
- Microbiology
- Psychology
- Sociology
- Communication
- Science
- Fundamentals of Nursing
- Health Assessment
- Pharmacology in Nursing
- Pathophysiology in Nursing
- Nursing concepts Practicum

\*\* All prerequisite courses can be taken during the program, but it must be completed by graduation.

### **Repeated Course**

If a student receives a failing grade, the student may retake the course. If the course is retaken, the new grade will be calculated into the student’s Grade Point Average (GPA) replacing the previous failing grade. The credits are counted only once. All grades become a permanent part of the student’s academic history. Students must pay the current tuition to retake the course.

### **Incomplete policy**

Sometimes a student discovers that they are unable to finish their requirements for a course or courses

during a semester. Sometimes, life presents us with problems that we have no way of foreseeing or planning for. In these situations, a student may need extra time to complete their course requirements. If a student needs extra time to complete their course work, WMU has devised a way to help individual students work through these problems.

Please be sure to follow the procedures correctly:

First, students need to obtain permission for an incomplete from the Dean of Academic Affairs. Then, students must obtain approval from the instructor. Students should not assume that he/she will be given an incomplete for a course just because he/she chooses not to complete the assignments, tests or quizzes. Instructors will assign grades based on submitted work if students have not been granted an official incomplete from the Dean of Academic Affairs office. Students who have been given an incomplete will not receive credit for the course before work is completed.

### **Auditing**

Regularly matriculated students as well as those not enrolled in the school may audit a course upon the written permission of the Dean of Academic Affairs. An application to audit must be submitted and tuition must be paid before auditing. Credit is not given for audited courses. There are no scholarships available for auditing students. The fee for auditing a course is 50% of the regular tuition. Some courses are not allowed to audit.

### **Class Attendance**

Regular classroom attendance is crucial, and students are expected to attend all classes. Absences exceeding 1/3(6 wks) of the total scheduled class periods (16 wks) will result in an automatic failing grade.

### **Registration**

To begin study, all students must submit registration forms each semester which have been approved by the students’ academic advisor. Student information, the title and number of the course, academic advisor’s signature and students’ signature regarding the financial policy are required.

### **Full/Part Time Status**

RN to BSN students who register for 12 or more



semester credits are considered full time students. However, RN to BSN students should register for at least 3 credits each semester. Any student whose GPA in a previous semester is 3.5 or above can register for up to 21 semester credits with the Chief Academic Officer's approval.

### **Time Limits for Completion of Degree**

All courses and examination requirements must be completed within the three years from the beginning from the date of the student's first registration at World Mission University. An extension may be granted for special circumstances.

### **Graduation Requirements**

In addition to the regulations outlined under the sections dealing with degree requirements in this catalog, a Grade Point Average of 2.0 or above is required for graduation with the bachelor's degree. Students must fulfill all financial obligations to WMU and file a petition to graduate before the middle of February to be eligible to receive a degree in June.

### **Application for Graduation**

Students must file their applications and pay their graduation fee at the time of enrollment for their last semester of study. All financial accounts and documents, files, etc., are to be in satisfactory order before a student is permitted to graduate. Students are expected to be present for graduation. Graduation in absentia will be permitted only by special approval of the Chief Academic Officer in response to a written request that cites acceptable reasons.

### **Academic Freedom Policies**

WMU recognizes that within the field of education, academic freedom is a highly held right. In that regard, WMU will do everything possible to ensure that faculty members are given the freedom to represent views, theories, research results, and opinions in the normal process of teaching their assigned courses. However, WMU also recognizes that academic freedom must be weighed in response to the responsibilities of Christian faith and practice. The principles of developing Christian community, the responsibility of leadership by faculty members as role models to the students, and the ethics of Christian faith as prescribed by the school's Statement of Faith also provide the boundaries within which faculty members are given to exercise

their academic freedom.

WMU has adopted the statement of Academic Freedom as developed by the Association of Theological Schools, a recognized accrediting association by the U.S. Department of Education, as its standard concerning faculty academic freedom. The statement reads as follows:

1. The Christian faith directs all thought and life toward God who is the source of truth, the judge of all human thoughts, and the ultimate end of all theological inquiry.
2. The freedom of the Christian always involves a commensurate responsibility toward God and neighbor. It is never the freedom merely to be left alone or ignore basic obligations.
3. Christian freedom exists within the confession of Christian faith. A theological school may acknowledge specific confessional adherence as laid down in its own charter and constitution.

A concept of freedom appropriate to a theological school will respect this confessional loyalty, both in the institution and with their individual members. At the same time, no confessional standard obviates the requirement for responsible liberty of conscience in the Christian community and the practice of the highest ideal of academic freedom.

4. While freedom must ultimately be realized through the spirit and loyalties of humanity, it must take form and be protected through concrete standards of institutional practice. Every statement of such standards moves somewhat in the sphere of law and regulation. We recognized that the effectiveness of stated principles depends finally upon the dedication within the Christian theological school to a genuine concern for liberty of mind and spirit in theological teaching.

### **Withdrawal & Leave of Absence**

Students wishing to withdraw from the school must complete a Petition to Withdraw, secure the

necessary signatures, and submit it to the registrar's office. Courses must be officially dropped or a grade

of “F” will be entered on the permanent record. Failure to properly withdraw will result in the student not being allowed to re-enroll in the future or to receive proper refunds.

In the case of discontinuing course work due to serious illness or other valid reasons, permission for a leave of absence may be granted by the Chief Academic Officer. The student must submit a Leave of Absence Form and in certain cases submit a petition with documentation (i.e., a note from a licensed doctor, etc.).

### **Contract, Cancellation, and Dismissal**

Registration can be canceled anytime by students without hindrance. The contract and cancellation forms are available in the admissions office.

Concerning refunds, see the Financial Information section.

Students who do not register consecutively for more than two semesters without written notification will be dismissed automatically for academic reasons. Dismissed students desiring to be readmitted must submit a readmission application.

### **Right to Review the Academic Record**

Students have the right to review their own academic records and files. To review them, a request form must be filed with the Registrar. Any errors will be corrected.

### **Academic Advising**

RN-BSN students are encouraged to contact their Director at least once per semester, and at any time with questions and concerns. The Director’s office is located in the Nursing Office. The Director assists students with matters such as registration, scheduling, degree maps, general education requirements, and petitions. Students may conveniently schedule an appointment or through reach their Director at any time via the contact information listed below.

Academic Director for RN to BSN program

Christine Youngjoo Lee, RN, Ph.D in Nursing  
(213) 388-1000 #133  
nursing@wmu.edu

Faculty Advisors

Upon entry into a nursing program, students should contact their Faculty advisor at least once per semester and should seek their help to answer nursing specific questions and professional issues.

## **Satisfactory Academic Progress Policy**

### **Full-Time Undergraduate Students:**

Satisfactory Academic Progress toward a baccalaureate degree as a full-time RN to BSN student is obtained by completing 12 or more credits per semester. Repeated courses which students previously passed cannot be counted toward minimum Satisfactory Academic Progress requirements.

### **Academic Standing**

At the end of each semester, a student’s progress will be monitored. When there is evidence of lack of satisfactory progress toward meeting graduation requirements, the Academic Committee may place students on academic probation or disqualify them from attendance at the university.

### **Academic Warning**

Undergraduate students receive an academic warning when the semester GPA is lower than 2.0 but the cumulative WMU GPA is 2.0 or higher. This notation is not recorded on the student’s academic transcript.

### **Academic Probation**

To remain in acceptable academic standing, an RN to BSN student must maintain a cumulative GPA of 2.0 in their coursework taken at World Mission University. The school will notify the student in writing, when their cumulative GPA is below 2.0 and place the student on academic probation for two semesters. Academic probation will be recorded on the student’s permanent academic record.

Students on academic probation are limited to a course load of 12 credits or fewer.

A student failing to attain the minimum GPA during

the probationary period may be dismissed. If the student remains on probation for two consecutive semesters the student may be dismissed from WMU.

### **Probation Removed**

If the student raises their cumulative GPA above the minimum requirement during the probation period, he/she will be removed from probation and it will be recorded on the student's academic record.

### **Appeals**

If a student is dismissed for failure to meet academic standards, the student may appeal to the Academic Committee for readmission. The student must show that there were exceptional circumstances involved and provide evidence indicating that he or she can remove the GPA deficiency within one semester.

### **Academic Integrity Commitment**

The maintenance of academic integrity and quality education is the responsibility of each student at World Mission University (WMU). Cheating or plagiarism in connection with an academic program is an offense for which a student may be expelled, suspended, or given a less-severe disciplinary action. Academic dishonesty is a serious offense which diminishes the quality of scholarship and defrauds those who depend upon the integrity of the educational system. Academic dishonesty includes:

1. Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
  - a. Students completing any examination should assume that external assistance (e.g., Books, notes, calculators, conversations with others) is prohibited unless specifically authorized by the instructor.
  - b. Students may not allow others to conduct research or prepare any work for them without advance authorization from the instructor.
  - c. Substantial portions of the same academic work may not be submitted for credit in more than one course without authorization.
2. Fabrication: Intentional falsification or invention of any information or citation in an academic exercise.

3. Facilitation of academic dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of

academic dishonesty.

4. Plagiarism: Intentionally or knowingly representing the works, ideas, or work of another as one's own in any academic exercise.

## Student Life and Services

### Standards of Conduct

It is assumed that each student who enrolls at WMU will be in accord with the school's aims and will cooperate in furthering these purposes by adhering to the regulations governing student behavior (Philippians 3:17). WMU expects all of its students and employees to abide by the highest standards of moral and ethical behavior in harmony with its Christian philosophy and purposes (I Peter 1:15-16). WMU reserves the right to refuse admittance to or to suspend any person who violates these principles.

The Standards of Conduct attempt to stimulate not only intellectual growth, but also spiritual, ethical, and emotional growth. The WMU Standards of Conduct foster among students, faculty, and administrators a spirit of community. Furthermore, it creates a climate of mutual trust, respect, and interpersonal concern where openness and integrity prevail (Romans 12:10, I John 4:21, I Peter 2:17, Hebrews 13:16-17).

The Standards of Conduct emphasize the dignity of each individual in pursuing self-improvement and developing full personal potential (I Corinthians 10:24). It provides free competition and independent intellectual effort, without tolerating dishonesty, cheating, or plagiarism in any form. Each member of the WMU community is expected to adhere to and enforce the standards (Genesis 1:26-27, Romans 12:2, I Peter 1:15-16). A full statement of the WMU's Standards of Conduct is included in the WMU College Student Handbook. It is the obligation of every student to be familiar with this standard.

Improper conduct for which students are subject to discipline includes dishonesty in any form. Furnishing false information to the school with prior knowledge, forgery, alterations, or misuse of any WMU documents are violations of this principle.

Any violation of the standards of nursing student conduct consistent with Rule of the California Administrative Code:  
<https://www.rn.ca.gov/practice/npa.shtml>

Failure to uphold any element of the following codes for ethical conduct provided by the American Nurses Association (ANA) and National Student Nurses

Association (NSNA) as presented on their respective websites:

The ANA:  
<http://nursingworld.org/DocumentVault/Ethics-1/Code-of-Ethics-for-Nurses.html>

The NSNA: NSNA Code of Ethics  
<https://www.nsna.org/nsna-code-of-ethics.html>

### Discipline

A student violating any regulation of WMU intentionally and continuously will be disciplined.

Any student whose moral conduct violates Christian principles will be disciplined. This includes, but is not limited to: cheating, plagiarism, drunkenness, sexual assault, physical violence, adultery, homosexual conduct, and stealing. Discipline will be administered through the Administrative Committee. There are four categories of discipline: warning, probation, suspension, and dismissal. Appropriate demonstration of Christian character is a requirement for graduation.

### Sexual Harassment

The World Mission University is committed to providing a safe learning and working environment. In keeping with this commitment, the school prohibits unlawful harassment including sexual harassment by any of its employees, students, staff, faculty, or anyone conducting business on University premises. Sexual harassment is defined as any unwelcome or unsolicited attention of a sexual nature, including but not limited to verbal, physical, or visual contact. Any person who observes or is subject to an act of sexual harassment should report it immediately to the nearest faculty or staff member, who will notify the Dean of Student Affairs. Confidentiality is required in order to protect all parties involved. Appropriate disciplinary action will be taken for students, faculty members, or staff members accused of sexual harassment.

### Student Orientation

WMU offers orientation each semester for new and continuing students to provide information on school life, policies, regulations, faculty,

administration, and the surrounding community for the upcoming semester. Orientation is required of all new students.



## **International Students**

The needs of students studying at WMU on an F-1 visa are unique and require additional attention to meet their needs. WMU recognizes that these students need more help than local students in adjusting to life at WMU and the United States. The international student office is available to answer any questions international students may have.

The university does not operate dormitories. International students who need to find housing can search on local Korean websites for vacancies near the university.

## **Student Fellowship**

Every student enrolled at World Mission University is a member of the Student Fellowship. The student activity fee funds student activities. The Student Fellowship seeks to stimulate prayer and community among students and organizes the semesterly mountain prayer meetings.

## **Student Leadership**

Composed of students elected annually by the student body, the Student Council promotes students' interests and conducts activities which directly relate to student life. For example, the Student Council nominates students to serve on various faculty/student committees, presents the needs and desires of students to the school, and organizes social events for fellowship during the school year.

## **Worship and Spiritual Life**

Students at World Mission University enjoy a variety of opportunities to enhance their spiritual development by attending and involving in a local church.

World Mission University conducts Revival Meetings at the beginning of each semester. Chapel services feature worship, as well as messages by members of the faculty and other Christian leaders. All students are expected to attend chapel. In addition, to assist in the spiritual nurturing of the student body, the Student Government Council arranges the Mountain Prayer Meeting during each semester.

The worship services and other spiritual nurture opportunities are intended to complement the

instruction and spiritual growth students receive in the classroom.

## **Counseling Services**

Counseling services are available to interested undergraduate students.

The Chief Academic Officer and faculty are ready to meet the needs of academic counseling. Besides, for psychological or adjustment issues, personal and professional counseling services could be provided by Korean American Counseling Center in World Mission University. Low fees will be charged for the personal or professional counseling of WMU students. The request form for counseling is obtainable in the main office. In case of emergency, a full-time faculty member or an administrator can be contacted. Students will be referred to outside professional counseling services when necessary.

## **Student Complaint and Grievance Procedures**

The student is encouraged to pursue academic studies and other College sponsored activities that will promote intellectual growth and personal development. In pursuing these ends, the student should be free of unfair and improper action by any member of the academic community. Procedures for grievances and complaints are described below and provide a means for resolving any alleged unfair or improper action.

## **Discrimination Complaints**

Students at World Mission University shall report any alleged act of discrimination to the Dean of Student Affairs. For further information, contact the School Office at (213) 388-1000.

Students wishing to file complaints based upon discrimination on the basis of sex, ethnic group, age, or marital status should contact the Title IX Coordinator, Paul Lim at (213) 388-1000. Students who wish to file a complaint under Section 504 of the 1973 Rehabilitation Act should contact the Dean of Student Affairs at (213) 388-1000.

## **Academic Complaints**

The student should begin by (1) first talking to the instructor and then (2) the Department or Division Chair to attempt to resolve any

academic matter such as grades or course work.  
If this is not possible

or unsuccessful, the student may then proceed to complete a Student Complaint Form. This will take the concern to the next level of resolution.

### **Non-Academic Complaints**

The student should begin by (1) first talking to the employee and then (2) the Supervisor where the complaint occurred. If this is not possible or unsuccessful, the student may then proceed to complete a Student Complaint Form. This will take the concern to the next level of resolution.

If the informal complaint process is completed and there is still no resolution, the student may discuss how to file a formal grievance with the Dean of Student Affairs. (Please refer to the Student Rights and Grievances below.)

### **Student Rights and Grievances**

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a university decision or action has adversely affected his/her status, rights, or privileges as a student. The procedures shall include, but not be limited to, grievances regarding:

Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972;

Financial aid,

Course grades,

The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

This procedure does not apply to Student disciplinary actions, which are covered under separate Board policies and Administrative Procedures;

Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.

### **Accreditation Contact Information**

Any complaint that you cannot work out with the institution, you may contact BPPE, ABHE or ATS. The Private Postsecondary Education (BPPE, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA

95833; (916)431-6959)

The Association for Biblical Higher Education (ABHE, 5850 T.G. Lee Blvd., #130, Orlando, FL 32822; 407-207-0808)

### **First Aid Kit**

A First Aid Kit is available in the main office. It may be utilized free of charge.

### **Emergency and Campus Crime**

Any student in an emergency situation should call 911. If a student has an English language problem, the LAPD Koreatown police is available (213-237- 0569). If a student needs assistance, ask the Dean of Student Affairs' office. On campus, crime is very scarce. However, students are encouraged to walk in groups and watch one another.

### **Housing**

Los Angeles is one of the most livable cities in the U.S., thanks to its great weather, public transportation system and affordable housing. Although World Mission University does not have dormitories for students, the office of Dean of Student Affairs can assist students to find an affordable apartment or house in the Korean town area by providing information concerning housing but does not guarantee it. The cost of housing in the Korean town area ranges from \$1,000 to \$2,000. Students who need help regarding housing can contact the office of Dean of Student Affairs (213- 388-1000 EXT.132).

### **Bookstore**

The institution does not operate a bookstore on campus. The RN to BSN program uses Course Point for the course modules and textbook (ebook) which can be purchased online. If students encounter any problems, contact The Point Help Center (1-800-468-1128 or [techsupp@lww.com](mailto:techsupp@lww.com)).

### **Alumni Association**

An Alumni Association membership fee is collected annually and funds alumni activities. It seeks to assist alumni members' ministries, the sharing of experiences, and provides various information in different areas.

## Financial Information

### Disclosure

World Mission University has no pending petition in bankruptcy, has not operated as a debtor in possession, has filed no petition within the preceding five years, or has had no petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

### Schedule of Charges

All tuition and fees are mandatory and are subject to change without prior notice.

### RN to BSN Tuition

- Nursing courses: \$14,400 (\$400 per credit) for 36 credits (18 months)
- Chapel: \$260 (\$260 per credit) for 1 credit (.5 credit for 2 semesters)

### Prerequisite Fees

- General education courses: \$260 per credit
- Nursing prerequisites courses (major lower division): \$400 per credit

### Student Right to Cancel

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation, by mail or by hand delivery, at the following address:

Admissions Office  
World Mission University

500 Shatto Pl. Suite  
200 Los Angeles, CA  
90020 213-388-1000  
[https://wmu.edu/  
wmuinfo@wmu.e  
du](https://wmu.edu/wmuinfo@wmu.edu)

### Withdrawal from the Program

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less admission fee and application fee. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies WMU of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;
- WMU terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to WMU;
- The student has failed to attend class for three (3) consecutive weeks; and
- The student fails to re turn from a leave of absence.

### Refund Policy

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. In order to determine when the refund must be paid, the

student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the

student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.

### **Payment Schedule**

All tuition and fees are due at registration. Full-time students who are financially unable to pay all tuition and fees at registration may be allowed to pay by installment as follows:

When students pay by installments, 1% interest fee of the leftover amount will be applied. Students are allowed to pay monthly or semesterly.

Students will not be permitted to register for a new semester unless all financial obligations of prior semesters at the school have been settled.

### **Financial Assistance**

WMU offers financial aid to both incoming and current students for the purpose of achieving better quality of education. The conditions for receiving this assistance differ with each scholarship. Applicants may obtain information and applications by writing to or visiting the Registrar's office.

### **Student Tuition Recovery Fund**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California

resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the

institution in excess of tuition and other costs.

## **Student Records and Family Educational Rights and Privacy Act (FERPA)**

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than three (3) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original three (3) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### **Student Records**

The Board of Directors of World Mission University have adopted a resolution that all school records shall be retained for a minimum of five years with the exception of individual student records which shall be kept permanently, securely, and confidentially. The Board of Directors will from time to time verify that the school administrators are in fact adhering to the requirements of this resolution. All records of the University are located in the main office. The important records, including each student's file, grade reports, and financial records, are stored in fire-proof cabinets and on computer disks. In case of the closing of the school, the World Evangelical Mission Alliance will be responsible to retain all documents.

### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day World Mission University (hereinafter referred to as WMU) receives a request for access.

A student should submit to the registrar or academic dean a written request that identifies the record(s) the student wishes to inspect. The registrar or academic dean will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar or academic dean, the official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

A student who wishes to ask WMU to amend a record should write to the registrar,



academic dean or other official responsible  
for the record, clearly identify the part of the  
record the

student wants changed, and specify why it should be changed.

If WMU decides not to amend the record as requested, WMU will notify the student in writing of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. After the hearing, if WMU still decides not to amend the record, the student has the right to place a statement with a record setting forth the student's view about the contested information.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - a. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by WMU in an administrative, supervisory, academic or research, or support staff position; a person or company with whom WMU has contracted (such as an attorney, auditor or collection agent); a person serving on the board of trustees; or members of official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, WMU discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- b. Another exception that permits disclosures without consent is the disclosures of directory information, which the law and WMU defines to include the following: a student's name, home and campus address, e-mail address, telephone listing, parent's name

and address(es), major field of study, participation in officially recognized activities, dates of attendance, degrees and award received, photograph and the most recent previous educational agency or institution attended.

These exceptions are subject to the right of a student to object to the designation of any or all of the types of information listed above as directory information in his or her case, by giving notice to the Dean of Student Affairs on or before September 15 of any year. If such an objection is not received, WMU will release directory information when appropriate.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by WMU to comply with the requirements of FERPA.

Students may review FERPA regulations, frequently asked questions, significant opinions, and other information regarding FERPA through the following website:

[www.ed.gov/policy/gen/guid/fpco/index.html](http://www.ed.gov/policy/gen/guid/fpco/index.html)

For concerns or issues that were not addressed on the website, students may contact the Office at the following address:

Family Policy Compliance Office  
U.S. Department of  
Education 400 Maryland  
Avenue, SW Washington,  
DC 20202-8520

Questions regarding FERPA and the procedures followed by the WMU to comply with the act may be referred to the office of academic dean or the registrar.

## Program Descriptions

### Graduation Requirements

In order to obtain a nursing degree, students must have a minimum of 130 semester credits including the transfer credits with a rating of C (2.0) or higher. You should also show your character as a Christian. Transfer credits may be granted up to maximum 93 credits of 130 semester credits. In particular transfer credits for admission to a foreign school must be approved by NACES (<http://www.naces.org/>), and the cost of the tuition will be borne by the student.

The student must complete the degree requirements within 3 years when progressing at the minimum part-time rate.

### Degree Requirements: 130 (37) credits

<u>Course</u>	<u>Credits</u>
<b>Nursing Course (36 credits)</b>	
NUR 301 Transcultural Nursing...	4
NUR 302 Current Issues and Trends in Nursing	4
NUR 304 Soul Pain and Holistic Care	3
NUR 305 Psychological and Spiritual Assessment in Health Care...	3
NUR 314 Nursing Research...	3
NUR 328 Nursing Informatics	4
NUR 329 Nursing Theory and Nursing Professional Values	4
NUR 326 EBP and Nursing Leadership...	4
NUR 342 Community and Public Health Nursing Practice	4
NUR 345 Senior Project (Capstone)	3

### Chapel: 1 credit

PT211-212 Student Chapel I-II (.5 credit each)

### Field Practice

Field practice is conducted through NUR 342 Community and Public Health Nursing Practice courses and graded as usual. Community and Public Health Nursing Practice should be submitted to the school by receiving a practical evaluation report from the instructor.

### Student Chapel

Students are required to register and complete two semesters of student chapel. Students will earn half a credit for each semester.

Student chapels are graded pass/fail. Student Chapel "PT211-212" must be taken beginning with the first semester of enrollment at WMU and must be taken consecutively. Students register for the course during registration.

In order to pass the student chapel, students must not miss it more than three times. Chapel occurs every Tuesday and Thursday. Students who are not able to attend chapel on campus may sign up for an online chapel.

Students must ensure that they register for an online chapel. Students who register for online chapel

must follow the regulations of the online chapel. Students who have a campus course before or after Tuesday or Thursday chapel must register for campus chapel. No exceptions will be made.

## Code of conducts

### Responsibilities and Rights of Students in Relation to Educational Standards

(Published by The California Nurses Association and endorsed by the Student Nurses Association of California)

RN-BSN Program at World Mission University endorses The Responsibilities and Rights of Students in Relation to Educational Standards written by the CALIFORNIA NURSES ASSOCIATION.

The World Mission University further reserves the right to adjust the rights and responsibilities discussed in this document in relation to the best interest of the students of and the patients they serve.

1. According to the California Nurses Association, students of nursing are entitled to an environment where

appropriate opportunities and  
conditions

exist to insure the freedom to learn. They are obligated, however, to exercise this freedom with responsibility.

2. Enrollment should be open to the limits of the School's resources and facilities to qualified students as determined by admission standards. Access to the Nursing Program should be unrestricted in the sense that no student as determined by admission standards. Access to schools of nursing should be unrestricted in the sense that no student should be denied admission on the basics of such factors as race, sex, age, or marital status.
3. At the same time, students should realize that schools of nursing are accountable to the public for quality of nurses graduated and that schools may establish standards of admission, retention, and graduation in accordance with the philosophy and their policies of the present instruction.
4. These standards should make evident to the student's characteristics considered important for success in the program(s) of study offered.
5. Students should be aware that schools of nursing have the obligation to protect the integrity of their educational purposes by setting standards of achievement and conduct for enrolled students and consumers of health care.
6. Because students have the responsibility for maintaining the standards of the program of study in which they are enrolled, they have the right to expect those standards of professional behavior and academic achievement, together with means of assessment, is clear.
7. Although students are responsible for mastering the content of courses, they should be free to present reasoned dissent and options which differ from those offered in any course.
8. Students are entitled to due process throughout the academic program; procedures used should ensure fairness.
9. In case of disciplinary action, students should expect to be appraised of charges against them, to have an opportunity to refute the charges, and to have means available to review decisions.

## **The American Nurses Association (2001) Code of Ethics Governing Conduct**

The WMU RN-BSN program affirms the ANA's (2001) Code of Ethics Governing Conduct:

The nurse, in all professional relationships, practices with compassion, and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

1. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
2. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
3. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
4. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue professional growth.
5. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
6. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
7. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
8. The profession of nursing, as represented by associations and their members, is responsible

for articulating nursing values,  
for maintaining the integrity for  
the

profession and its practice, and for shaping social policy.

The ANA's (2020) Code of Ethics Governing Conduct (including interpretive statements) can be found on their website:

<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/>

## **Other Policies**

### **Safety and Technical Standards**

Safety and technical standards are a necessary element to the complex discipline of nursing, which all students must meet with or without reasonable accommodations. Students wishing to enter the World Mission University RN-BSN Program must demonstrate that they can meet these standards and continue to do so throughout their education program.

The Nursing Program curriculum, leading to the eligibility for licensure as a registered nurse or advanced nursing practice, requires students to engage in a wide variety of specific experiences to learn and practice essential nursing skills and functions. The established academic, Safety and Technical standards require that all students accepted in all Nursing Programs complete all aspects of the curriculum with or without an accommodation.

### **Students conduct in the Online**

#### **classroom General Guidelines**

1. Students should complete all readings and other assignments by the due date.
2. Students should engage in active classroom participation.
3. Students should submit all assignments on time, in accordance with the timeframes outlined in the course syllabi.
4. Students should acknowledge all late assignments will receive a penalty as outlined in the course syllabus; faculty reserve the right to refuse late assignments deemed excessively late.
5. Students should submit the original document with any re-submitted/re-written work.
6. Students furthermore should acknowledge any written work may be retained by the faculty and filed in a student's Nursing Program Academic File for future review or by faculty for consideration in preparation for a student's performance evaluation.

### **Online Etiquette and Rules of Conduct**

Please observe the following rules of conduct when communicating in discussion questions and

email in Nursing courses:



1. Students must attend the synchronous online meeting on real time wherever students are. (except online moodle class such as NUR 304 and NUR 305)
2. Discussions are confidential and among class members.
3. Each person's opinion and views are welcomed and equal within the group.
4. Postings are respectful of both those within the course and within our practice site and community.
5. Language use reflects that of graduate studies (use of correct grammar, spelling, sentence and paragraph structure, citation of referenced material, avoiding the use of instant messaging shortcuts).
6. Appropriate use of humor welcomed and appreciated.
7. If it is perceived that the discussion responses are not respectful of each person's opinion, both students and professor have the responsibility to notify the involved parties to change unacceptable behavior.
8. Actively participate in online (zoom classroom or group) discussions and activities.
9. Appreciate and accept others' differences with respect to their backgrounds, learning styles, abilities, and interests.
10. Be honest and open about your own strengths and learning needs.
11. Have the desire and ability to develop your intellectual curiosity and enjoy discovery and exploration

### **Administration of Discipline**

The director of nursing has a primary authority and responsibility for hearing of each violation. The vice-president has final authority and responsibility for the administration of student discipline.

### **Student Conducts in the Practice Setting**

Students in the World Mission University's RN-BSN Program must adhere to the rule of the California Administrative code and students who fail to adhere to any part of this Code will receive disciplinary action up to and including dismissal from the Nursing Program.

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. a student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each patient.
5. A student shall delineate, establish, and maintain professional boundaries with each patient.
6. At all times when a student is providing direct nursing care to a patient the student shall:
  - a. Provide privacy during examination or treatment and in the care of personal or bodily needs.
  - b. Treat each patient with courtesy, respect, and with full recognition of dignity and individuality
7. A student shall not:
  - a. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient.
  - b. Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
8. A student shall not misappropriate a patient's property or:
  - a. Engage in behavior to seek or obtain personal gain at the patient's expense.
  - b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense.
  - c. Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships.

- d. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

**For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph:**

9. A student shall not:
  - a. Engage in sexual conduct with a patient.
  - b. Engage in conduct in the course of practice that may reasonably be interpreted as sexual.
  - c. Engage in any verbal behavior that is seductive or sexually demeaning to a patient.
  - d. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

**For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.**

10. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
  - a. Sexual contact and verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
11. A student shall not self-administer or otherwise take into the body any dangerous drug in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.
12. A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

13. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.
14. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
15. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
16. A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
17. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
18. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
19. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
20. A student shall not assist suicide.
21. A student shall not submit or cause to be submitted any false, misleading or Deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
22. A student shall maintain the confidentiality of patient information; the student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social

media, texting, emailing, or any other form of communication.

23. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
24. A student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

### **Students Interactions and Suggestions**

1. Thoughtfully plan your work, academic, and personal schedule to meet all obligations and responsibilities.
2. If you need assistance or guidance on a particular assignment, please contact the professor by email or phone to arrange for a consultation. Questions are always welcomed and encouraged.
3. Practice a more formal writing style (using the latest version of the APA Style Manual) in all of your correspondence (email, discussions, scholarly papers). Proofread all of your work. Do not rely on “spell-check” to find all errors.
4. Have someone who is not familiar with Nursing and healthcare read your paper. Does it make sense to them? Do your ideas flow? Would you be pleased with the work submitted two years from now?
5. Be timely in your response to emails. Do not become ‘Missing in Action’ in the course to the point the professor is wondering if you are still enrolled in the course. The professor can track your participation in the course with a tool within the Moodle system. Failure to log on and participate in threaded discussions or submit work by the required date can have a negative impact on academic success.
6. All assignments/discussion postings are due at the time listed in the syllabus.

### **Written and Verbal Communication**

RN-BSN Program requires students to use the latest version of the APA Style Manual.

RN to BSN Program does not require RN licence (NCLEX) holders to take English proficiency tests. Lectures are held in bilingual (Korean and English) for students to understand, however; all nursing assignments must be written and submitted in English to apply in the nursing practice. Reading ability to understand nursing textbooks such as quiz, assignments, Lippincott modules are required, and presentations in English are recommended to promote the communication competency as professional nurses in nursing practice.

### **Social Media Policy**

The WMU Nursing Program further upholds the standards for responsible and ethical use of social media by nurses. The National Council of State Boards of Nursing (NCSBN), the American Nurses Association (ANA) have all issued statements on this very serious and important issue. Students are encouraged to read the statements that can be found on their respective websites (below) and follow them. <https://www.ncsbn.org/347.htm>

[https://www.ncsbn.org/NSNA\\_Social\\_Media\\_Recommendations.pdf](https://www.ncsbn.org/NSNA_Social_Media_Recommendations.pdf)

<http://www.nursingsociety.org/student/Documents/Top+10+Social+Media+Tips+for+%20Nurses+Download.pdf>

<https://www.nursingworld.org/FunctionalMenuCategories/AboutANA/Social-Media>

### **Program and Health Requirements**

All degree-seeking students are required to have current and complete program and health data on file in the Nursing Program. Health Evaluation and Immunization Record data are due within 30 days of admission into the RN to BSN Nursing Program and must be updated before the Practice. Nursing courses may be taken unless all Program and Health Requirements are met. If this requirement is not met, a hold will be placed on the student's

registration for classes until all requirements are met and appropriate documentation has been received by the Nursing Program. It is the STUDENT's responsibility to be aware of health and/or security requirements specific to one's state or agency where the practice experience is occurring.

### **Felony Convictions and Related Implications**

Per California law, only the State Board of Nursing can certify NCLEX™ eligibility for a candidate with a felony conviction. Graduates are advised to answer all questions on the California Board of Nursing NCLEX™ eligibility application honestly

and to direct any concerns about eligibility to sit for the NCLEX™ related to felony convictions to the California Board of Nursing or the Board of Nursing in the state they plan on taking the NCLEX™.

<http://www.nursing.ca.gov/discipline.htm>

Students who would like to check the status of their information, may contact the office of Nursing Program at 213-388-1000 #133.

## **APPENDIX I**

### **RN-BSN POLICIES AND PROCEDURES**

## WMU Social Media Policy 2020

The WMU RN-BSN program further upholds the standards for responsible and ethical use of social media by nurses. As a nursing student, you have a responsibility first and foremost to your patients and you must always ensure that anything you post or publish could never undermine your patient's treatment or privacy. The American Nurses Association has a list of principles for social media utilization that the WMU finds helpful in ensuring that the standards for responsible and ethical use of social media will be upheld. This is an expectation of all of our student nurses.

The following applies to nursing students as well:

### **ANA Social Media Principles:**

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, organizations, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should not bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities

### **ANA helpful hints for Social Media:**

- \* Remember that standards of professionalism are the same online as in any other circumstance.
- \* Do not share or post information or photos gained through the nurse-patient relationship.
- \* Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
- \* Do not make disparaging remarks about patients, employers, or co-workers, even if they are not identified.
- \* Do not take photos or videos of patients on personal devices, including cell phones.
- \* Promptly report a breach of confidentiality or privacy. No photos or videos should be taken at any clinicals experience. In addition, the WMU Nursing Program requires that you do not take photos, videos

or make copies of patient information, health information or charts on any personal devices, including cell phones.

The National Council of State Boards of Nursing (NCSBN) and the American Nurses Association (ANA) have both issued statements on this very serious and important issue. Students are encouraged to read the statements and scenarios regarding proper and improper use of social media that can be found on their respective websites (below) and follow them.

<https://www.ncsbn.org/347.htm>

[https://www.ncsbn.org/NSNA\\_Social\\_Media\\_Recommendations](https://www.ncsbn.org/NSNA_Social_Media_Recommendations).



## General Academic Policies and Procedures

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### Safety and Technical Standards

**ORIGINAL DATE:** November 3, 2020

**POLICY:** Safety and technical standards are a necessary element to the complex discipline of nursing, which all students must meet with or without reasonable accommodations. Students wishing to enter the World Mission University RN-BSN must demonstrate that they can meet these standards and continue to do so throughout their education program.

The Nursing Program curriculum, leading to the eligibility for licensure as a registered nurse or advanced nursing practice, requires students to engage in a wide variety of specific experiences to learn and practice essential nursing skills and functions. The established academic, Safety and Technical standards require that all students accepted in all Nursing Programs complete all aspects of the curriculum with or without an accommodation.

The Safety and Technical Standards outlined below (“Technical Standards”), in conjunction with established academic standards, are followed by the Nursing faculty to select applicants and retain students who possess the intelligence, integrity, physical, and personal as well as emotional qualities necessary to become an effective professional nurse. The faculty must maintain the integrity of the curriculum and preserve those elements deemed essential to the education of a professional nurse. These functions are essential to the successful completion of the requirements of the Nursing Program degree programs.

As outlined below, these functions comprise the “Technical Standards” performance requirements for students in the classroom, clinical, nursing resource laboratory or simulation settings.

#### **Essential Sensory/Observation Skills**

**GENERAL:** The student must make accurate and timely sensory observations and interpret them in the context of clinical/laboratory activities and patient care experiences. The student must document these observations accurately.

#### **SPECIFIC:**

- The student must integrate, analyze and synthesize sensory data (sight, touch, sound, smell) in a consistent, accurate and timely manner.
- The student must accurately interpret visual and graphic images, and digital and analog representations of physiologic phenomena.
- The student must observe the patient accurately, at a distance and close at hand, including through auditory auscultation and the patient’s non-verbal communication, when interacting with real or simulated patients.
- The student must perceive the signs of disease and infection as manifested through physical

examination, visual inspection, images of the body surfaces, palpable changes in various organs and tissues, and auditory information (patient voice, heart tones, bowel and lung sounds, etc.).

- The student must immediately respond and react to information, instructions and requests from patients and others in the healthcare setting and information provided by patient monitoring equipment.

### **Essential Motor Skills**

**GENERAL:** The student must execute movements required to provide general care and treatment to patients in clinical and laboratory settings.

#### **SPECIFIC:**

- The student must employ and coordinate gross and fine motor skills and equilibrium for assessment and therapeutic procedures, such as inspection, palpation, percussion, auscultation, and other diagnostic maneuvers and procedures.
- The student must perform basic life support (including CPR), transfer and position patients, and position and reposition the student around patients.
- The student must safely operate equipment typically found in the healthcare environment (IV pumps, cardiac monitor, and electric and manual blood pressure equipment, etc.)
- The student must meet the physical and mental demands associated with extended periods of sitting, standing, moving, and physical exertion required for safe patient care.
- The student must participate in clinical and laboratory experiences for up to a 12-hour duration.
- Students must walk, twist, bend, stoop/squat, reach, kneel, and climb stairs.
- Students must lift and support at least 25 pounds of weight; move heavy objects up to 50 pounds; and physically apply up to 10 pounds of pressure to bleeding sites or while performing CPR.

### **Essential Cognitive Skills**

**GENERAL:** The student accurately measures, calculate, reason, prioritize, analyze, integrate, synthesize information and act with integrity and judgment within time constraints unique to each setting.

#### **SPECIFIC:**

- The student must read and comprehend extensive written materials.
- The student must evaluate, apply information, engage in critical thinking and prioritize patient needs in the classroom, lab and clinical setting.
- The student must sustain attention and memory sufficient to maintain patient safety and deliver appropriate patient care.
- The student must utilize and incorporate information from teachers, peers, and literature into practice.
- The student must respond promptly, accurately and appropriately to urgent situations.

### **Essential Communication Skills**

**GENERAL:** The student must communicate effectively and sensitively with other students, faculty, staff, patients, family and other professionals.

**SPECIFIC:**

- The student must express his or her ideas and feelings clearly and appropriately, professionally handle conveying information in highly emotional and difficult situations, and constructively give and receive feedback.
- The student must convey or exchange information at a proficiency level to obtain a health history, identify problems presented, explain alternative solutions, and give directions during treatment and post-treatment.
- The student must effectively communicate in English with the ability to retrieve information from various sources of literature and computerized databases, and effectively share the information retrieved with others in the healthcare setting who need to know the information.
- The student must process and communicate information on the patient's status with accuracy in a timely manner to faculty and members of the health care team.

**Essential Emotional, Intuitive and Empathic Qualities**

**GENERAL:** The student must possess the emotional, intuitive and empathic qualities required to exercise good judgment in the timely completion of all responsibilities attendant to the nursing care of patients and families.

**SPECIFIC:**

- The student must maintain mature, sensitive, and effective relationships with patients, students, faculty, staff and other professionals under all circumstances, including highly stressful situations.
- The student must function effectively under stress and adapt to an environment that may change rapidly without warning and/or in unpredictable ways in both the classroom and clinical settings, including emergency situations.
- The student must adapt behavior, working and communication styles when the student's qualities interfere with productive individual or team relationships in diverse academic and clinical environments.
- The student must reflect and realize how their beliefs, values, and experiences affect their interactions and perceptions of those around them.
- The student must satisfy all requirements of the Nursing Program and in any healthcare agency's affiliation agreements with WMU, as well as any additional requirements of any clinical setting.

**Essential Professional Conduct**

**GENERAL:** The student must possess the ability to reason morally and practice nursing in a professional and ethical manner.

**SPECIFIC:**

- The student must uphold professional nursing standards related to the student's scope of practice.
- The student must engage in patient care delivery in all settings and be able to deliver care to all patient populations.
- The student must maintain the legal and ethical elements of the practice of nursing and function within

the guidelines established by the law; and consistent with the professions American Nurses Association (ANA) Scope & Standards of Practice and Code of Ethics for Nurses and California Board of Nursing-California Administrative Code 4723-4, Standards of Practice Relative to Registered Nurses or Licensed Practical Nurse. During classes and clinical and laboratory experiences, the student must not be under the influence of illegal drugs or prescription drugs without a prescription or when taken in a manner other than that as prescribed to the student by a healthcare provider

## **Procedure**

### **Initial Verification**

1. Prior to admission to the Nursing Program, prospective students will be asked to complete, sign and date the Safety and Technical Standards Nursing Student Acknowledgement and Consent Form. This process does not preclude the student from being evaluated by WMU's Office of Student Services and receiving appropriate and reasonable accommodations.
2. When faculty identify questions about whether a student meets these "Technical Standards" will be presented to the Nursing Program's respective Admissions Committee for further assessment.

### **Annual Verification**

1. Current students must continue to meet these Safety and Technical standards throughout the program. Students who are no longer able to meet these standards **MUST** notify their respective program director immediately or face dismissal from the nursing program.

### **Episodic Verification**

1. If a student is injured, becomes ill, or encounters any situation that changes her/his ability to meet the "Technical Standards", the Nursing Program may request health care provider verification of the student's continued ability to meet the standards.
2. A copy of the "Safety and Technical Standards" form and a cover memo for the health care provider to verify that the student can meet the "Technical Standards" will be provided to the medical practitioner by the student.
3. The student will return the health care provider-completed and signed form to the Nursing Program Office.
4. The respective Program Director will review the verification and evaluate any request for academic adjustments and/or auxiliary aids and services to determine the adequacy of the supporting documentation and the reasonableness of the requested academic adjustments and/or auxiliary aids and services and then follow the same process as outlined for initial verification.
5. Until a final decision is made, a student whose ability to meet the "Technical Standards" is assessed under this process will not be allowed to participate in learning experiences in the practical settings.

Students should contact the Office of Business located at Main Building #512, 500 Shatto Place, Los Angeles, California or by telephone at 213.388.1000 #109, if they have a question or concern about their ability to meet the "Technical Standards" with or without accommodations, or if they would like to arrange reasonable accommodations.

## WMU Drug and Alcohol Policy

World Mission University is committed to a campus free of unlawful drug and alcohol use. The misuse of alcohol detracts from the mission of higher education and adversely affects the conduct, academic performance and health and safety of students. Alcohol on college campuses is a factor in 40 percent of all academic problems and 28 percent of all dropouts. The following is World Mission University's Drug Prevention Program which is being distributed to all WMU students and employees.

The Department of Student Life has established an alcohol review committee to review all requests by student organizations to have alcohol at special events. It works with student groups to develop risk management plans for these special events. Staff, faculty and student organizations have been trained in Alcohol Prevention Programs. Additionally, students who have been cited in violation of the Student Conduct Code with regards to alcohol are educated about drug/alcohol use and receive education as part of the sanctioning process.

### Prohibitions

The unlawful possession, use, distribution, manufacture or dispensation of or providing funding for illicit drugs, controlled substances and alcohol or drug related paraphernalia by students and employees on University property or as part of University activities is prohibited.

It is the policy of World Mission University to enforce all state laws governing underage drinking and illegal drug use. Students who violate the University's policies on alcohol and drug use are referred to the Office of Student Conduct. If the student is found in violation, disciplinary sanctions will be imposed.

### Disciplinary Sanctions

Sanctions for violations of the above prohibitions will be imposed by the University in accordance with the appropriate University disciplinary procedures. Specifically, sanctions for employees may include one or more of the following: an oral or written reprimand from the employee's immediate supervisor or department head, a reduction in pay for a definite period of time, suspension with or without pay for a definite or indefinite period of time, participation in and satisfactory completion of a drug or alcohol rehabilitation program, restitution or payment for damages to property, and/or termination from employment. In addition to these sanctions, the University in appropriate cases may refer individuals to the appropriate jurisdiction for criminal prosecution.

### Sanctions for Students may include one or more of the following

Expulsion (permanent separation from the University), Suspension from the University for a definite period, Removal from the Residence Hall, Official Reprimand or Restitution, Disciplinary Probation, Temporary or Permanent Loss of Privileges, or Community Service.

Counseling, with the added stipulation of completing a drug or alcohol rehabilitation program, can also be applied as a sanction for violations as well as other sanctions provided for in the Student Conduct Code. In addition to sanctioning, the University police may refer individuals to the appropriate jurisdiction for criminal prosecution.

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Applicant's Signature

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Printed Name

---

Date

### Acknowledgement Form for Nursing Students

By signing below, I (print name), First, \_\_\_\_\_ M.I. \_\_\_\_\_, Last \_\_\_\_\_  
Student ID # \_\_\_\_\_

I acknowledge that I have reviewed the World Mission University Nursing Program Safety and Technical Standards Policy for each of the following essential functional areas. If I had sufficient education I would be able to perform the essential functions, with or without accommodation aids and services.

**(Check one box for each essential function)**

Essential Function	Yes, without accommodation	Yes, with accommodation	No
<b>1. Sensory/Observation Skills:</b> The student must make accurate and timely sensory observations and interpret them in the context of clinical/laboratory activities and patient care experiences. The student must document these observations accurately.			
<b>2. Essential motor skills:</b> The student must execute movements required to provide general care and treatment to patients in clinical and laboratory settings.			
<b>3. Essential cognitive skills:</b> The student accurately measures, calculates, reason, prioritize, analyze, integrate, synthesize information and act with integrity and judgment within time constraints unique to each setting.			
<b>4. Essential communication skills:</b> The student must communicate effectively and sensitively with other students, faculty, staff, patients, family and other professionals.			
<b>5. Essential emotional, intuitive and empathic skills:</b> The student must possess the emotional, intuitive and empathic qualities required to exercise good judgment in the timely completion of all responsibilities attendant to the nursing care of patients and families.			
<b>6. Essential professional conduct:</b> The student must possess the ability to reason morally and practice nursing in a professional and ethical manner.			
Use this space for explanation should you so desire.			

As noted in the School Policy, forms will be reviewed by the Nursing Program Office to assure that students may be safely placed in clinical courses. World Mission University is an Affirmative Action/Equal Opportunity institution. No person shall be denied the opportunity for employment or

education or be subject to discrimination in any project, program or activity because of race, religion, sex, national origin, age, or disability.



I certify that the information submitted in this document is complete and correct to the best of my knowledge. I understand that submission of false or incorrect information may cause dismissal from the university and/or the Nursing Program.

I understand that if my status changes at any time while I am enrolled in a nursing program, I must notify the Nursing Program Office immediately for re-evaluation or face dismissal from the nursing program.

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Applicant's Signature

---

Printed Name

---

Date

## Memorandum of Understanding

My signature on this form affirms that I have read the RN-to-BSN Student Handbook and I agree to abide by the policies contained therein.

I understand that changes or updates to this handbook could occur while I am progressing in the nursing program and I will be held responsible for adhering to the policies, procedures and standards contained in the most current handbook.

I understand that this signed statement is a requirement for continuation in the nursing program and that it will be filed in my academic record. I understand that the faculty of the Nursing Program reserve the right to make and implement changes in these rules, regulations, and guidelines with notice as needed. I agree to abide by these changes.

After signing below, return this form to the Nursing Program office by the start of your first nursing class, via email to [nursing@wmu.edu](mailto:nursing@wmu.edu) or VIA US MAIL to:

World Mission University  
Nursing Program  
500 Shatto Place # 533  
Los Angeles, CA 90020

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Student's Signature

Date

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Printed Name

## Informed Consent

I understand that the WMU Nursing Program must share personal information that I have provided via the forms in the required Program and Health Packet to clinical agencies to be placed in Community and Public Health Nursing Practice Courses and provide informed consent for sharing this information.

I have read the information provided relative to “Potential Risk for Discomfort or Injury” and understand the nature and purposes of the required learning experiences. I understand that I have a responsibility to exercise judgment in the practice of these various learning experiences to protect myself from risk of injury or discomfort.

I understand that when I am engaging in learning experiences in a clinical or community setting (i.e. hospitals, client’s homes, residential facility, ambulatory health clinic, etc.) there is a potential for risk of injury or discomfort related to the presence of hazards to me or an unborn fetus if pregnant(i.e. drugs, bacteria, viruses, radiation, machines, physical force, and accidents).

I hereby consent to participate in the required learning experiences and will not hold World Mission University or its agents responsible for any injury that occurs to me during these experiences.

After signing below, return this form to the Nursing Program office via email to [nursing@wmu.edu](mailto:nursing@wmu.edu) by the start of your first nursing class to:

World Mission University  
Nursing Program  
500 Shatto Place # 533  
Los Angeles, CA 90020

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Student’s Signature

Date

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Printed Name

### Media Release and Copyright Permission

I hereby grant permission to World Mission University and its representatives the right to produce, use, transmit, place online and reproduce any photograph, video recording, and/or audio record taken of me during my tenure as a student at World Mission University in the Nursing Program or while participating in any activities related to or sponsored by World Mission University and/or the Nursing Program.

I understand that I am granting permission to World Mission University the right to produce, use, transmit, place online, or reproduce the above-mentioned item(s) for instructional or research purposes, for exhibition, display, illustration, advertising or promotional reasons, or any other purposes which may benefit the University or the Nursing Program to further its educational and service missions. Hereafter, World Mission University will retain all proprietary and copyrights in the abovementioned material and any component thereof.

Please indicate whether you have any objection to the use of your name in connection with the above-mentioned items.

Yes  No

*Please check one*

I am of legal age

I am not of legal age, but the signature of my parent or guardian acting on my behalf appears below.

After signing below, return this form to the Nursing Program office via email to [nursing@wmu.edu](mailto:nursing@wmu.edu) or US MAIL by the start of your first nursing class to:

World Mission University  
Nursing Program  
500 Shatto Place # 533  
Los Angeles, CA 90020

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Student's Signature

Date

---

Signature of parent or guardian if not legal age

Date

---

Address

Date

### Physical Evaluation for RN to BSN

Student's/Patient's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date of this physical evaluation: \_\_\_\_\_

#### Medical History

Do you have or have had in the past:

Condition			If yes, please explain
Seizures or neurological disorder(s)			
Eye, ear, nose or throat disorder(s)			
Diabetes, thyroid or other endocrine disorder(s)			
Muscle, bone or joint disorder(s)			
Asthma or respiratory disorder(s)			
Heart or circulation disorder(s)			
Skin disorder			
Gastrointestinal disorder(s)			
Psychiatric disorder(s)			

**Previous Hospitalizations or Surgical History** (date and reason):  
\_\_\_\_\_

**Current Medications:** \_\_\_\_\_

**Negative T.B. is required. Please submit lab results**

\_\_\_\_\_ **Is the patient currently pregnant?**

Yes  No

**Allergies:** \_\_\_\_\_

**Physical Examination** (This is a physical evaluation for occupational ability and is not to be interpreted as a diagnostic medical examination.)

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ B/P \_\_\_\_\_ P \_\_\_\_\_

Ears, nose, and throat: \_\_\_\_\_

Neck: \_\_\_\_\_ Lymph Nodes: \_\_\_\_\_

Skin: \_\_\_\_\_

Heart: \_\_\_\_\_ Lungs: \_\_\_\_\_

Abdomen: \_\_\_\_\_

Extremities: \_\_\_\_\_

Neurological: \_\_\_\_\_

Can this student perform the essential motor and sensory functions required of nursing students?

Yes  No If no, please explain \_\_\_\_\_

**Physician's Signature:** \_\_\_\_\_ **Name types or printed:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Dear Healthcare Provider,

Below is a list of essential functions that the student **needs** to execute in order to perform successfully in the role of a registered nurse. By signing below you acknowledge that to the best of your knowledge, there are no reasons you are aware that would prohibit a student from accomplishing any of the following functions within normal expectations. Attach comments if any. Thank you.

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

Printed name or stamp: \_\_\_\_\_

**Work hours:**

1. Able to work at various clinical sites, including the hospital, at least 8-12 hours per course requirements.
2. Able to attend nursing and other college theory classes on additional 1-3 days per week.
3. Able to take theory and clinical classes lasting as much as 12 hours per day.

**Physical demands:**

1. Be medically cleared to complete all physical demands required of a registered nurse in a healthcare setting.
2. Able to use all physical senses, i.e., seeing hearing, feeling, smelling in a manner that allows the nurse to Be able to accurately assess the patient and clinical situation.
3. Able to use fine motor skills of the hands to carry out clinical procedures accurately and safely.
4. Able to operate carried medical equipment.
5. Able to perform such duties as, but not limited to:
  - a. Transfer patients of various sizes and weights into onto and out of bed, chairs, stretchers and other surfaces.
  - b. Lifting at least 20 pounds.
  - c. Maneuvering, pulling, pushing, lifting and turning of patients in awkward positions.
  - d. Performing related tasks which require the use of hands, arms, shoulders, legs and feet.
  - e. Participating in work related activities that require extensive bending, kneeling, and crouching, stooping, standing and critical movements.

**Work Environment:**

- 1 Able to recognize potential risks in health care settings which require the wearing of safety equipment such as masks, head coverings, glasses, latex or non-latex gloves, shoe coverings, etc.
- 2 Able to meet hospital and college performance standards
- 3 Able to travel to and from academic and clinical training sites.

**Cognitive Abilities:**

1. Able to understand and work from written and verbal orders.
2. Possess problem solving skills
3. Possess effective verbal and written communication skills in English sufficient to safely work in academic and clinical settings.
4. Possess technical competency.
5. Be in a functional state of mental health.
6. Not have any disability that would interfere with cognitive, physical or sensate ability to function safely in patient care (nursing) situations.
7. Possess the ability to adapt quickly to changes re nascent of the healthcare environment.





**World Mission University  
RN to BSN  
Health Clearance Checklist**

**Student Name:**

**Date of Birth:**

**Term:** Students are required to obtain the following vaccines to be able to participate in the NUR 331 Community and Public Health Nursing Practicum.

All of the following immunization proofs must be signed by a primary physician within a year or **must be submitted with the record certified by an accredited institution such as hospital/facility where you work within a year (copy is acceptable).**

**Immunization proof or titer results confirming:**

List	Date (Must Provide Record: Copy is acceptable and/or copy of serological confirmation)			
DPT Vaccine (Tetanus, Diphtheria, Pertussis) (Tdap)	1st	2nd	3rd	Booster required every 10yrs
MMR (Measles, Mumps, Rubella)	1st	2nd	Documented Physician Diagnosis If not, Ab test	
Required Screening for TB (Within a year of class)				
Hepatitis B	1st	2nd	3rd	If not, Ab test
Varicella-zoster virus (Chicken Pox)	1st	2nd	If not, Ab test	
Flu Shot	Within in one year			

Please submit this health clearance checklist and immunization proof as soon as possible.  
Do not write below this line

**Student file reviewed by: Director of Nursing** \_\_\_\_\_

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

## Participation Guidelines

1. I will devote      hours per week towards completion of the service and learning objectives listed in my learning plan for a total of 90 service hours, effective from                      to                      (“learning activity”). I agree to complete any paperwork and orientations required by my professor or site supervisor as part of this learning activity.

2. I understand and acknowledge that there are potential risks associated with this learning activity, some of which may arise from (a) my assigned tasks and responsibilities, (b) the location of the learning activity, (c) the physical characteristics of the Learning Site, (d) the amount and type of criminal activity or hazardous materials at or near the location of the learning activity, (e) any travel associated with the learning activity, (f) the time of day when I will be present at the Learning Site, (g) the criminal, mental and social backgrounds of the individuals I will be working with or serving, and (h) the amount of supervision I will receive. I further understand and acknowledge that my safety and well being are primarily dependent upon my acting responsibly to protect myself from personal injury, bodily injury or property damage.

3. Being aware of the risks inherent in this learning activity, I nonetheless voluntarily choose to participate in this learning activity. I understand that I may stop participating if I believe the risks become too great.

4. While participating in this learning activity, I will (a) exhibit professional, ethical and appropriate behavior; (b) abide by the Learning Site’s rules and standards of conduct, including wearing any required personal protective equipment; (c) participate in all required training; (d) complete all assigned tasks and responsibilities in a timely and efficient manner; (e) request assistance if I am unsure how to respond to a difficult or uncomfortable situation; (f) be punctual and notify the Learning Site if I believe I will be late or absent; and (g) respect the privacy of the Learning Site’s clients.

5. While participating in this learning activity, I will not (a) report to the Learning Site under the influence of drugs or alcohol; (b) give or loan money or other personal belongings to a client; (c) make promises to a client I cannot keep; (d) give a client or representative a ride in my personal vehicle; (e) engage in behavior that might be perceived as harassment of a client or Learning Site representative;

(f) engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, mental capacity, or ethnicity; (g) engage in any type of business with clients during the term of my placement; (h) disclose without permission the Learning Site’s proprietary information, records or confidential information concerning its clients; or (i) enter into personal relationships with a client or Learning Site representative during the term of my placement. I understand that the Learning Site may dismiss me if I engage in any of these behaviors.

6. I agree to contact the University’s Director of Nursing or Dean of Student at (213) 388-1000 #132 if I believe I have been discriminated against, harassed or injured while engaged in this learning activity.

7. I understand and acknowledge that neither the University nor the Learning Site assumes any financial responsibility in the event I am injured or become ill as a result of my participating in this learning activity. I understand that I am personally responsible for paying any costs I may incur for the treatment of any such injury or illness. I acknowledge that the University recommends that I carry health insurance.

I have read, understand and agree to comply with these guidelines.

Student Signature: \_\_\_\_\_ Date: //

Parent/Guardian Name: Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

(Required if a student is under the age of 18.)



## **Nursing Student Handbook Acknowledgement**

It is your responsibility to read this handbook in its entirety and refer to it throughout your time in the nursing program.

Acknowledgement of the Handbook will be every term for each course in the University Learning Management System.

STUDENT

SIGNATURE:

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DATE: