



**KENTUCKY STATE
UNIVERSITY**

SCHOOL OF NURSING

UNDERGRADUATE NURSING STUDENT HANDBOOK

(Traditional AAS, Accelerated AAS, LPN-AAS, Traditional BSN, 2nd Degree BSN and RN-BSN programs)

2025-2026

Adopted August 2024
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Registration at Kentucky State University assumes the student's acceptance of all published regulations, including those which appear in this and all other publications. It is the student's responsibility to read and adhere to all University, College and School of Nursing (SON) policies and procedures. Please note: The SON reserves the right to make program changes as necessary.

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GENERAL INFORMATION

INTRODUCTION

Welcome to the nursing program at Kentucky State University (KYSU). The nursing faculty would like to congratulate each student for choosing one of the most honorable and rewarding professions that exists today. Career opportunities remain numerous. Qualified nurses are needed in all specialty areas within the field of nursing.

The information in this Student Handbook is intended to provide students with current policies and procedures important to their success as an undergraduate student in the School of Nursing. The policies, procedures and other information contained within this handbook are in compliance with, and are supplements to, other KYSU policies and procedures as specified.

The School of Nursing (SON) policies are principally congruent with university policies. In order to maintain standards of professionalism and provision of safe client care that are specialized to the nursing profession, in some instances, SON policies may differ from those put forth by the University. It is critical that students in the undergraduate nursing program become familiar with the standards and expectations of the KYSU community and the SON policies and procedures.

A policy is a settled course of action adopted by the University, SON, and/or the undergraduate nursing programs. A procedure is a particular method prescribed by the University, the SON, and/or the undergraduate nursing programs for pursuing a course of action. University policies and procedures are located within the KYSU Catalog and the KYSU Student Handbook. In addition to university policies and procedures, nursing students are expected to adhere to SON policies and procedures. This Student Handbook includes specific professional expectations for each student matriculating in the undergraduate nursing programs within the SON.

The Student Handbook is available on the SON website. New students are required to review the handbook and submit the signature form to the CastleBranch Compliance Tracker; thereby acknowledging receipt of the handbook and your accountability to its policies and procedures. The Student Handbook undergoes regular review and revision. Notice to students regarding updates to the handbook will be issued as addendum, announced within classrooms and/or the University's learning management system (i.e., Canvas), and placed

on the website. Questions or clarifications about the content of this handbook should be directed to faculty in the SON.

Every reasonable effort has been made to ensure the accuracy, reliability and completeness of the policies and procedures found in this handbook. However, if any discrepancies exist between the information in this handbook and official University policies, the information in the SON policies shall take precedence.

SON offers six undergraduate programs: Traditional Associate of Applied Science in Nursing (AAS), Accelerated Associate of Applied Science in Nursing (AAS), Licensed Practical Nurse to Associate of Applied Science in Nursing (AAS), Traditional Bachelor of Science in Nursing (BSN), Second Degree BSN, and the post-licensure RN-BSN. All programs are accredited by the Accreditation Commission for Education in Nursing (ACEN). Students who successfully complete pre-licensure degree requirements for the AAS and BSN programs meet eligibility to sit for the national licensure exam (NCLEX-RN).

HISTORY OF THE UNIVERSITY

The University was chartered in May 1886 as the State Normal School for Colored Persons, only the second state-supported institution of higher learning in Kentucky. During Frankfort's 1886 centennial celebration when vivid recollections of the Civil War remained, the city donated \$1,500 and a site on a scenic bluff overlooking the town. In 1890, the institution became a Land Grant College and the departments of Home Economics, Agriculture, and Mechanics were added to the school's curriculum. The school produced its first graduating class of five students in the spring of that year. A high school was organized in 1893. In 1902, the name was changed to Kentucky Normal and Industrial Institute for Colored Persons. The name was changed again in 1926 to Kentucky State Industrial College for Colored Persons. In the early 1930s the high school was discontinued, and in 1938 the school was named the Kentucky State College for Negroes. The term "for Negroes" was dropped in 1952. Kentucky State College became a university in 1972 and in 1973 the first graduate students enrolled in its School of Public Affairs. Over the past 25 years the University's enrollment and faculty have more than doubled and 29 new structures or major building expansions have enhanced Kentucky State University's 511-acre campus, which includes a 203-acre agricultural research farm. The year 1986 marked the University's centennial anniversary and its evolution over the previous century into a coeducational, liberal arts institution.

HISTORY OF THE SCHOOL OF NURSING

The SON was established in 1967, originally located in the Betty White building, now the William H. Exum Health Center, on the Kentucky State University campus (Frankfort KY), and is aligned within the College of Agriculture, Community, and the Sciences. The program admitted 10 students in the fall of 1967 with four initial graduates in the spring of 1969. The program received initial accreditation from the National League for Nursing in 1973 and has maintained continued accreditation since that time.

The SON within the College of Agriculture, Health, and Natural Resources functions as an autonomous educational division deriving the broad outlines of its aims and functions from the mission and core values of Kentucky State University. The SON affirms the University's mission to advance the Commonwealth of Kentucky, enhance society, and impact individuals through quality teaching grounded in liberal studies, scholarly research, and public service, thereby enabling productive lives within the diverse global economy and supports the University's core values of integrity and ethical leadership, nurturing, student-centered philosophy, perseverance, innovation, responsible citizenship, and excellence.

The foundations of nursing education are congruent with the purposes of the University and College of Agriculture, Community, and the Sciences.

SON Mission Statement

The mission of the SON is to promote the health and well-being of all people through committed excellence to high-quality nursing education in the preparation of diverse, well-rounded, clinically competent, responsible and caring nurse experts – who will become – integral members of the nursing profession, active contributors to the global health agenda and improvement of the human condition, effective managers and leaders for healthcare, and consumers of nursing research.

SON Vision Statement

Lead advancements in health care and nursing that transform the health sciences landscape within Kentucky, the nation and the world through our innovative contributions to and sustained engagement in nursing education, practice, scholarship, and service.

SON Core Values

Caring, Integrity, Human Dignity, Autonomy, Excellence, Altruism, Communication and Collaboration, [responsibility] Life-Long Learning, Student-Centered Learning – are critical to fostering a culture of excellence in nursing.

SON Philosophy

Every **human being** is unique, dynamic, autonomous, multidimensional, and an adaptive system with universal and distinctive needs, who requires nursing services. Health is a dynamic and relative continuum of experiences impacting one's sense of well-being. Health is focused on all aspects of the multidimensional human across the life span.

Advancing the practice and science of nursing positively influences the health of individuals, families, groups, communities, and populations within the commonwealth, the nation and the world. The environment is the setting or context of everyday life.

Dimensions of the environment include but are not limited to: relationships, beliefs, customs, political, economic, psychological and developmental aspects of ones' world. Nursing is the informed and holistic caring of human beings through the creative use of knowledge and therapeutic intervention activities.

Nursing education is a dynamic, student-centered process that when successfully implemented provides a nurturing environment that fosters cognitive, psychomotor and affective development; a deference for professional collegiality and life-long learning; and an understanding of the intractable importance that the nursing profession holds within our society.

SON Organizing Framework

The organizing framework for the SON is derived from the faculty determined values and philosophy and is comprised of five elemental components. These components are professional identity, values, capacity, process, and sustainability. The components are dynamic, reciprocal, and strengthen each other toward the

goal of system homeostasis. These elements underpin every program and provide a basis for the development of program outcomes.

The conceptual model is a graphic representation of the organizing framework – a system that guides the development and implementation of curricula that are reflective of the mission, vision, values, and philosophy of the SON. The model demonstrates how each of the elements is operationalized for each program; and how each element increases in complexity and is incorporated as a foundational instructional element relative to the associate, baccalaureate, and doctoral levels of education.

1. The first component of professional identity involves the internalization of values, perspectives and practice roles in the delivery of care. Professional identity includes the assessment, management, and coordination of healthcare for individuals, families, groups, communities, and/or populations. Care delivery occurs within the context of dynamic roles with consideration for biological, psychological, sociocultural, developmental, and spiritual contexts.
 - a. At the associate degree level emphasis is placed on providing and managing direct care to individuals and families with commonly occurring healthcare disorders. The associate degree graduate functions as a team member using nursing diagnoses and established protocols for individuals in acute care and long-term settings. Individuals educated at this level are able to participate as members of the profession via selected organizations.
 - b. At the baccalaureate level emphasis is placed on providing direct and indirect nursing care to individuals, families, groups, and populations with an array of healthcare problems. The baccalaureate graduate functions as a team member who demonstrates an ability to individualize nursing diagnoses and protocols to improve outcomes by enhancing the design and coordination of primary, secondary and tertiary interventions. As a member of professional organizations baccalaureate graduates have the capacity to assume leadership and advocacy roles.
 - c. The Doctorate of Nursing Practice graduate should function independently as an expert practitioner in the provision of direct and indirect systems-focused care. The doctoral prepared-practitioner competently evaluates micro and macro health care systems to effect change in meeting the needs of individuals, families, groups and populations. Independence facilitates the opportunity to work in an unlimited array of healthcare settings. Graduates serve as mentors and leaders on the global stage.

2. The second component is values. Values are identified as a set of beliefs that guide behaviors, attitudes and moral judgement. Values may be expressed as either personal or professional. Personal values are beliefs cultivated from subjective and objective environmental interactions with familial, group, community, and population sources. Professional values are those beliefs cultivated through reasoning, observation, and experience with nurses and other healthcare members.
 - a. The associate of applied science graduate possesses an understanding of the potential impact of their personal values on care delivery. The incorporation of professional values in practice may assist individuals and families to increase their mindfulness of any values that may influence lifestyle or healthcare decisions.
 - b. The baccalaureate graduate has a broader, and more complex value perspective that individuals, families, groups, and populations can use to facilitate the re-prioritization of their value conflicts that would ultimately enable a reconciliation between said values and health care behaviors.
 - c. The doctoral graduate is prepared as the nursing terminal degree that encompasses all professional role expectations in nursing. Personal values are applied when evaluating and designing health care systems, as well as leading the change of health care systems in response to research translation, population health, and needed policy development.
3. The third component is capacity. Capacity is identified as the acquisition of personal, procedural and propositional knowledge; whereby, personal knowledge parallels personal experience, personal preferences, and autobiographical facts. Procedural knowledge refers to skills learning. Propositional knowledge refers to general truth claims about the world and how we know it. To aide knowledge generation our curriculum provides a foundation of liberal arts and sciences that facilitates developing an appreciation of each person's interaction with the environment [internal, external or created] while enhancing the student's ability to think critically, reason logically, and communicate effectively:
 - a. The associate of applied science degree core focuses on liberal arts and sciences, which include courses in English, algebra, anatomy & physiology, chemistry, and psychology. Content provides basic knowledge that is applied to the care of individuals in acute care and long-term settings.
 - b. The baccalaureate general education core is expanded to provide a more in-depth science basis and global view of society. These courses include physical sciences, sociology, world

civilization, and humanities. The support courses of pathophysiology and statistics are incorporated into the nursing curriculum as the student progresses into complex nursing theory and application.

- c. The doctoral curriculum builds on the baccalaureate curriculum by incorporating education courses in evidenced based practice, advanced clinical, organizational, economic, and leadership skills to design and implement programs of care delivery. Translation of research into practice will significantly impact health care outcomes and have the potential to transform health care delivery.
4. The fourth component, systematic process, is the utilization of an organized method to evaluate the needs of diverse individuals, families, groups, communities, and populations. The process involves assessment, diagnosis, planning, implementation, and evaluation on a continual basis. Elements such as communication, problem solving, planning, inquiry, and appraisal are used to develop and evaluate the interventions developed.
- a. The associate of applied science degree graduate uses a systematic process in nursing care to implement and modify known nursing interventions.
 - b. The baccalaureate prepared graduate has the capability of anticipating, individualizing, implementing and evaluating various interventions according to unique situations and cultural responses.
 - c. The doctoral graduate leads and collaborates change for improved healthcare systems and designs systems for improved population health based on research translation. At all levels relevant research literature is utilized in the application of the nursing process.
5. The fifth component is sustainability. Defined as the development of one's self and one's craft that yields an ability to thrive, and remain productive long-term.
- a. The associate of applied science graduate learns to contribute their personal and professional time to humanitarian service; provide culturally conscious, evidence-based care to individuals from diverse backgrounds; and seek to stay abreast of current topics in their nursing specialty.
 - b. With experience, the baccalaureate graduate advances the capacity to engage in self-reflective and collegial dialogue that facilitates and cultivates self-judgement, a sense of professional identity, and a commitment to the importance of professional development and practice change as a function of inquiry and evidence-based reflection.

- c. The doctoral graduate appreciates the benefits of learning and continual professional growth while recognizing this foundation is essential to function as an expert clinician, leader and scholar, positively effecting health outcomes in a transforming healthcare system.

End of Program Student Learning Outcomes (EPSLOs)

Associate Degree

The associate degree EPSLOs provide clear statements of expected results, derived directly from the nursing framework, and reflect the school's mission and core values. Using core knowledge, graduates from the Associate degree program are able to:

1. Utilize the nursing process as the framework for critical thinking in providing safe and effective client-centered care for diverse individuals, families and communities across the life span.
2. Integrate best practice evidence as a basis for providing safe and effective patient-centered care.
3. Exhibit attitudes and behaviors that demonstrate an appreciation for professional advancement, and service.
4. Engage in nursing practice that incorporates values, ethics, morals, and legal aspects of the profession.
5. Contribute to humanitarian services in a culturally diverse society.
6. Demonstrate effective communication with individuals, families and significant others, and members of the interdisciplinary health care team.
7. Utilize health information technology tools to augment and improve health care delivery.
8. Incorporate principles of delegation when tasking members of the healthcare team while considering patient safety, organizational policy, ethics, and scope of practice criteria.

Baccalaureate Degree

The baccalaureate degree EPSLOs provide clear statements of expected results, derived directly from the nursing framework, and reflect the school's mission and core values. Using core knowledge, graduates from the BSN and post-licensure RN-BSN degree programs are able to:

1. Integrate knowledge from liberal arts and sciences in the application of health promotion, disease prevention, and disease and care management concepts for individuals, families, communities, and populations throughout the world.
2. Critically evaluate, apply and communicate research findings to improve professional practice and patient care outcomes.

3. Express a commitment to personal and professional development through continuing education and participation in professional organizations
4. Formulate a personal and professional framework integrating professional, ethical and legal standards to guide conduct and decision making in professional nursing.
5. Serve as an effective member of the healthcare team through collaboration, advocacy and a synthesis of communication principles that facilitate the management of quality care outcomes among diverse populations.
6. Integrate the concepts of nursing informatics and technology in the retrieval, and application of relevant and reliable data from multiple disciplines as the basis for evidence-based client-centered care.
7. Analyze, evaluate and integrate leadership and management theories into professional nursing practice.

Accreditation and Approval

The Associate and Baccalaureate programs are accredited by the Accreditation Commission for Education in Nursing (ACEN):

- The most recent accreditation decision made by the ACEN Board of Commissioners for the Baccalaureate nursing program is Accredited.
- The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate nursing program is Accredited.

The Accreditation Commission for Education in Nursing, Inc.
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Phone: (404) 975-5000
Fax: (404) 975-5020
Email: info@acenursing.org
Web: www.acenursing.org

The AAS and pre-licensure Baccalaureate programs are approved by the Kentucky Board of Nursing.

The Kentucky Board of Nursing
312 Whittington Pkwy #300
Louisville, KY 40222
Phone: (502) 429-3300 or (800) 305-2042
Fax: (502) 429-3311
Web: www.kbn.ky.gov

Kentucky State University Student Code of Conduct (*"The Thoroughbred Creed"*)

When becoming part of the University community, the student enjoys social, cultural, and educational opportunities. They also assume the role of a citizen of the community and agrees to abide by the regulations and standards of conduct operative in the University community. Students are expected to show respect for others, themselves, and the University community; take responsibility for their behavior; read and understand the Kentucky State University Student Handbook (also referred to as the K-Book); and uphold the Thoroughbred Creed. Students are responsible for knowing the University's policies, disciplinary procedures, and penalties. Information regarding the Thoroughbred Creed is available in the Kentucky State University Handbook:

<https://www.kysu.edu/academics/registrar/select-a-catalog.php>.

SON Classroom and Clinical Code of Conduct and Honor Code

A positive classroom and clinical environment facilitate teaching and learning. Students, in particular, play an important role in creating this type of environment. Students shall:

- attend class and clinical assignments
- arrive to scheduled classes on time, remain through the full period, and bring all necessary materials
- come prepared to class and clinical and complete all required readings and preparation

Students shall not engage in behaviors that detract from the learning experience. These behaviors include, but are not limited to, talking in class, sleeping, reading other works, and/or unnecessary movement in and out of the classroom and clinical areas. Students shall conduct and express themselves in a manner that is respectful of all persons. Students shall review and follow the course syllabi for each nursing course, which may include additional expectations for behavior and conduct in the classroom and/or clinical setting. Students in the SON shall support and abide by the Honor Code/Integrity Policy of the SON in all activities related to his/her education.

University Academic Honesty Policy

The University expects that students will conduct themselves with honesty and integrity. Academic Integrity is a fundamental value for the Kentucky State University community of students, faculty, and staff. Each student enrolled at Kentucky State University is expected to adhere to rigorous standards of honesty. It should be clearly understood that academic dishonesty and incidents of academic dishonesty will have serious consequences. Information regarding the KSU Academic Honesty Policy is available in the University

Undergraduate Catalogue: <https://www.kysu.edu/academics/registrar/select-a-catalog.php>

SON Academic Honesty Policy

In concert with the University's Academic Honesty Policy, students shall complete all assignments independent from external assistance in any form unless approved by the faculty (i.e., group activity/report). The student shall refrain from any form of academic and professional dishonesty or deception in the classroom, practicum, or other learning settings. These behaviors include cheating, plagiarism, illegal possession of examinations, violation of client confidentiality, falsification of data, falsification of records, and/or aiding and abetting dishonesty. Students who cheat on examinations and/or assignments are subject to disciplinary action that may range from a grade assignment of "F" for the examination or the assignment up to and including dismissal from the nursing program. As future healthcare professionals, students shall report cases of suspected dishonesty to the faculty at the time of occurrence. Information concerning the SON Integrity policy is available in Appendix A of this Handbook.

Undergraduate Nursing Academic Admission

Competitive Selection

Selection for admission into the Undergraduate nursing programs is competitive. Please note that meeting the minimum requirements does not guarantee admission. Admission may be offered conditionally pending completion of all requirements. Applicants are notified of the admission decisions.

Undergraduate Program Admission

Minimally, the following criteria must be met for admissions consideration:

- Admission to Kentucky State University.
- Official transcripts from all schools attended.
- Overall GPA of at least 2.8 on a 4.0 scale for all college coursework attempted; and
- GPA of at least 2.8 and a grade of C or better for all prerequisite courses.
- Students may repeat prerequisite science courses one time - Anatomy & Physiology (BIO 107 or BIO 108), Microbiology (BIO 204) or Chemistry (CHE 209) to be considered for admission to Nursing.
- Students who fail the same liberal studies course for the second time will not be admitted to nursing.
- Official report of Assessment Technologies Institute Test of Essentials Academic Skills (ATI TEAS).
- The tests of English as a Foreign Language (TOEFL) are required for all international applicants to the School of Nursing for those whom English is not their native language.

- Students who have failed two (2) or more nursing courses in any accredited U.S. nursing program or who have been dismissed from any accredited U.S. nursing program may be considered for admission into any Kentucky State University SON nursing program after meeting admission requirements and providing a letter of good standing on official letterhead from previously attended nursing programs.
- Science courses less than five (5) years old.
- Completed School of Nursing application: www.NursingCAS.org

LPN-AAS Program Additional Admission Requirements:

- Verification of a valid unencumbered license for practical nursing (LPN license).

Second Degree BSN Additional Program Admission Requirements:

- Bachelor's degree from an accredited college/university

Post-licensure RN-BSN Program Admission

Minimally, the following criteria must be met for RN-BSN admission consideration:

- Admission to Kentucky State University
- An earned diploma or associate degree in nursing from a nationally accredited nursing program.
- Official transcripts from all schools attended
- Pre-requisite education courses completed and on the official transcript before beginning the nursing program at Kentucky State University
- Overall GPA of at least 2.5 on a 4.0 scale on associate degree or diploma coursework.
- Verification of a current unencumbered license to practice nursing in the prospective student's state of residence prior to enrollment in the first major course
- One academic reference and one professional reference
- Completed School of Nursing application: www.NursingCAS.org

Tuition and Fees

Information concerning tuition, fees, and estimated nursing program costs can be located on the University website:

<https://www.kysu.edu/finance-and-administration/bursar/tuition-and-fees.php>

Information concerning Refund policies can be referenced through the Bursar's office:

<https://www.kysu.edu/finance-and-administration/bursar/tuition-refund-policy.php>

PLANS OF STUDY

TRADITIONAL ASSOCIATE OF APPLIED SCIENCE NURSING PROGRAM (AAS)

I. Prerequisites		Credits
ALH 205	Dimensional Analysis	2
ALH 210	Terminology for Healthcare	2
BIO 107	Anatomy & Physiology I	4
CHE 209	General, Organic, & Biochemistry	4
ENG 101	English Composition I	3
MAT 115	College Algebra	3
PSY 200	General Psychology	3
	TOTAL PREREQUISITES	21
II. Major Core		
Semester One		Credits
BIO 108	Anatomy & Physiology II	4
NUR 100A	Basic Pharmacotherapeutics	2
NUR 104A	Health Assessment	3
NUR 105A	Introduction to Nursing Practice	3
NUR 105AP	Introduction to Nursing Practice Practicum	1
Semester Two		Credits
BIO 204	Fundamentals of Microbiology	3
NUR 114A	Adult Health I	4
NUR 114AP	Adult Health I Practicum	3
NUR 115A	Behavioral Health	3
NUR 115AP	Behavioral Health Practicum	2
Semester Three		Credits
PSY 223/303	Developmental Psychology	3
NUR 204A	Maternal Newborn Health	3
NUR 204AP	Maternal Newborn Health Practicum	2
NUR 205A	Pediatric Health	3
NUR 205AP	Pediatric Health Practicum	2
Semester Four		Credits
NUR 214A	Adult Health II	4
NUR 214AP	Adult Health II Integrative Practicum	3
NUR 215A	Synthesis Concepts	2
NUR 216A	Professionalism in Nursing	2
€	Art, Music, Theatre, Literature	3
	TOTAL MAJOR CORE	55
	TOTAL CREDITS	76

€ - ART 130, MUS 130, THE 130, ENG 211

ACCELERATED ASSOCIATE OF APPLIED SCIENCE NURSING PROGRAM (ACCELERATED AAS)

Summer Semester:		Credits
ALH 205	Dimensional Analysis	2
BIO 107	Anatomy & Physiology I	4
MAT 115	College Algebra	3
Fall Semester	(16 weeks)	
BIO 108	Anatomy & Physiology II	4
PSY 200	General Psychology	3
ALH 210	Terminology for Healthcare	2
CHE 209	General, Organic, & Biochemistry	4
Fall Semester:	(1 st 8 weeks)	
NUR 100A	Basic Pharmacotherapeutics	2
NUR 104A	Health Assessment	3
NUR 105A	Introduction to Nursing Practice	3
NUR 105AP	Introduction to Nursing Practice Practicum	1
Fall Semester:	(2 nd 8 weeks)	
NUR 114A	Adult Health I	4
NUR 114AP	Adult Health I Practicum	3
NUR 115A	Behavioral Health	3
NUR 115AP	Behavioral Health Practicum	2
Spring Semester:	(16 weeks)	
BIO 204	Fundamentals of Microbiology	3
ENG 101	English Composition I	3
PSY 223/303	Developmental Psychology	3
	Art, Music, Theatre, Literature	3
	(1 st 8 weeks)	
NUR 204A	Maternal Newborn Health	3
NUR 204AP	Maternal Newborn Health Practicum	2
NUR 205A	Pediatric Health	3
NUR 205AP	Pediatric Health Practicum	2
Spring Semester	(2 nd 8 weeks)	
NUR 214A	Adult Health II	4
NUR 214AP	Adult Health II Integrative Practicum	3
NUR 215A	Synthesis Concepts	2
NUR 216A	Professionalism in Nursing	2
	TOTAL CREDITS	76

LICENSED PRACTICAL NURSE TO ASSOCIATE OF APPLIED SCIENCE IN NURSING (LPN-AAS)

I. Prerequisites		Credits
LPN Placement		18
ALH 205	Dimensional Analysis	2
ALH 210	Terminology for Healthcare	2
BIO 107	Anatomy & Physiology I	4
BIO 108	Anatomy & Physiology II	4
BIO 204	Fundamentals of Microbiology	3
CHE 209	General, Organic, & Biochemistry	4
ENG 101	English Composition I	3
MAT 115	College Algebra	3
PSY 200	General Psychology	3
	TOTAL PREREQUISITES	28
Semester One: Summer		Credits
NUR 103	Transition to Associate Degree Nursing	3
Semester Two: Fall		
PSY 223/303	Developmental Psychology	3
NUR 204A	Maternal Newborn Health	3
NUR 204AP	Maternal Newborn Health Practicum	2
NUR 205A	Pediatric Health	3
NUR 205AP	Pediatric Health Practicum	2
Semester Three: Spring		
NUR 214A	Adult Health II	4
NUR 214AP	Adult Health II Integrative Practicum	3
NUR 215A	Synthesis Concepts	2
NUR 216A	Professionalism in Nursing	2
€	Art, Music, Theatre, Literature	3
	TOTAL CREDITS	76

The LPN-AAS curriculum articulates 18 nursing credit hours for holding an active LPN license in the student's primary state of residence.

€ - ART 130, MUS 130, THE 130, ENG 211

TRADITIONAL BACHELOR OF SCIENCE IN NURSING – PRE-LICENSURE (BSN)

I. Prerequisites		Credits
Fall Semester One		
BIO 107	Anatomy & Physiology I	4
ENG 101	English Composition I	3
KSU/FYE 118	Introduction to University Learning	3
PSY 200	General Psychology	3
Spring Semester Two		
BIO 108	Anatomy & Physiology II	4
COM 103	Interpersonal Communications	3
ENG 102	English Composition II	3
FNU 104	Basic Nutrition	3
MAT 115	Accelerated College Algebra	3
Fall Semester Three		
BSS 300/PSY 300	Statistics for Behavioral & Social Sciences	3
CHE 209	Survey General, Organic, and Biochemistry	4
NUR 298	Intro to Nur: Concepts, Issues, Opportunities	2
SOC 203	Principles Sociology	3
Σ	Foreign Language I	3
€	Literary, Visual, & Performing Arts	3
Spring Semester Four		
ALH 205	Dimensional Analysis - Pharm. Calculations	2
BIO 204	Fundamentals Microbiology	3
NUR 299	Fund to Nur: Art, Science, Person Centered Care	3
PSY 223/303	Human Development	3
Σ	Foreign Language II	3
	TOTAL PREREQUISITES	61
II. Major Core		Credits
Fall Semester Five		
NUR 205B	Pharmacological Concepts in Nursing	3
NUR 325B	Intro. To Nursing Informatics	2
NUR 330B	Health Assessment & Com. Across the Lifespan	3
NUR 340B	Nur Care of Adults w/ Chronic Disorders	4
NUR 340BP	Nur Care of Adults w/ Chronic Disorders Practicum	3
Spring Semester Six		
NUR 405B	Nur Care of Women	3
NUR 405BP	Nur Care of Women Practicum	2
NUR 406B	Nur Care of Children	3
NUR 406BP	Nur Care of Children Practicum	2
NUR 421B	Professional Role 1: Nursing Research	2
€	Elective	3
Fall Semester Seven		
NUR 345B	Nur Care in Behavioral Health	3
NUR 345BP	Nur Care in Behavioral Health Practicum	2
NUR 450B	Nur Care of Older Adults	3
NUR 450BP	Nur Care of Older Adults Practicum	2
NUR 460B	Community & Public Health Nur	3
Spring Semester Eight		
NUR 440B	Nur Care of Adults w/ Complex Disorders	5
NUR 440BP	Nur Care of Adults w/ Complex Disorders Practicum	3
NUR 461B	Professional Role 2: Leadership & Engagement	2
NUR 462B	Intensive Review & Assessment	2
NUR 465BP	Professional Role Internship	3
	TOTAL MAJOR CORE	58
	TOTAL CREDITS	119

€ - ART 130, MUS 130, THE 130, ENG 211

Revised 6/24

Σ - ASL 171 and ASL 172 (or); FRE 101 and FRE 102 (or); SPA 101 and SPA 102

SECOND DEGREE ACCELERATED BACHELOR OF SCIENCE IN NURSING (2nd Degree BSN)

I. Prerequisites		Credits
Bachelor's degree from an accredited university		
BIO 107	Anatomy & Physiology I	4
BIO 108	Anatomy & Physiology II	4
BIO 204	Fundamentals of Microbiology	3
BSS/PSY 300	Statistics for Behavioral & Social Sciences	3
CHE 209	Survey General, Organic, and Biochemistry	4
FNU 104	Basic Nutrition	3
PSY 223/303	Human Development	3
Summer Semester (8 weeks)		
NUR 205B	Pharmacological Concepts in Nursing	3
NUR 298	Intro to Nur: Concepts, Issues, Opportunities	2
NUR 299	Fund to Nur: Art, Science, Person-Centered Care	3
NUR 325B	Intro to Nursing Informatics	2
Fall Semester (16 weeks)		
NUR 340B	Nur of Adult w Chronic Disorders	4
NUR 405B	Nur Care of Women	3
NUR 406B	Nur Care of Children	3
Fall Semester (1st 8 weeks)		
NUR 330B	Health & Com Across the Lifespan	3
NUR 405BP	Nur Care of Women Practicum	2
NUR 406BP	Nur Care of Children Practicum	2
Fall Semester (2nd 8 weeks)		
NUR 340BP	Nur of Adults w Chronic Disorders Practicum	3
NUR 450B	Nur Care of Older Adults	3
NUR 450BP	Nur Care of Older Adults Practicum	2
Spring Semester (16 weeks)		
NUR 440B	Nur Care of Adults w/ Disorders	5
NUR 460B	Community and Public Health Nursing	3
Spring Semester (1st 8 weeks)		
NUR 345B	Nur Care in Behavioral Health	3
NUR 345BP	Nur Care in Behavioral Health Practicum	2
NUR 440BP	Nur Care of Adults w/ Disorders Practicum	3
Spring Semester (2nd 8 weeks)		
NUR 421B	Professional Role 1: Nursing Research	2
NUR 461B	Professional Role 2: Leader & Engagement	2
NUR 462B	Intensive Review & Assessment	2
NUR 465BP	Professional Role Internship	3
	TOTAL CREDITS	84

BACHELOR OF SCIENCE IN NURSING – POST-LICENSURE (RN-BSN)

Prerequisites		Credits
BIO 107	Anatomy & Physiology I	4
BIO 108	Anatomy & Physiology II	4
BIO 204	Fundamentals of Microbiology	3
BSS/PSY 300	Statistics for Behavioral & Social Sciences	3
CHE 209	Survey General, Organic, & Biochemistry	4
	Elective	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
Σ	Foreign Language I	3
Σ	Foreign Language II	3
€	Literary, Visual, & Performing Arts	3
MAT 115A	Accelerated College Algebra	4
PSY 200	General Psychology	3
PSY 223/303	Developmental Psychology	3
SOC 203	Principles of Sociology	3
COM 103	Interpersonal Communication	3
ADVANCEMENT PLACEMENT IN NURSING		38
TOTAL PREREQUISITES		90
Major Core		
Semester One		
NUR 321R	Professional Role Transition (5 weeks)	3
NUR 325R	Public Health Nursing (5 weeks)	3
NUR 325RP	Public Health Nursing Practicum (15 weeks)	1
NUR 322R	Nursing Assessment (5 weeks)	3
NUR 301R	Info Management & Technology (5 weeks)	3
NUR 302R	Gerontological Nursing (5 weeks)	2
Semester Two		
NUR 415R	Pathophysiology for Nurses (5 weeks)	3
NUR 434R	Nursing Leadership (5 weeks)	3
NUR 434RP	Nursing Leadership Practicum (15 weeks)	1
NUR 417R	Pharmacology for Nurses (5 weeks)	3
NUR 432R	Research and Evidence Based Practice (5 weeks)	3
NUR 436R	Senior Capstone Seminar	3
TOTAL MAJOR CORE		31
Total RN-BSN Degree Credit Hours		121

The RN-BSN curriculum articulates 38 nursing credit hours for holding an active RN license in the student's primary state of residence. Fifty-four (54) liberal-general studies credit hours may be transferred from a regionally accredited associate or diploma nursing program*. The remaining 31 hours of nursing must be completed at Kentucky State University. Students must complete the RN-BSN program of study within a five (5) year period beginning with the first semester of admission.

Σ - ASL 171 and ASL 172 (or); FRE 101 and FRE 102 (or); SPA 101 and SPA 102. Both courses are required to be the same language. Two semesters of sign language may be acceptable.

¥ - Liberal/general studies credits earned at institutions of higher learning outside of the U.S. must be evaluated to determine transferability prior to submitting an application for admission to the RN-BSN program.

Revised: 04/13, 03/18, 05/20, 6/23

Applicants with Foreign Education

Applicants to Undergraduate nursing programs whose first language is not English must score at least 550 (paper) or 80 (Internet-based) on the Test of English as a Foreign Language (TOEFL). In addition, liberal arts and general studies credits earned at institutions of higher learning outside of the U.S. must be evaluated by the World Education Service (WES), Educational Credential Evaluators (ECE), or International Academic Credential Evaluators (IACEI) for determination of transferability prior to applying for admission consideration to an Undergraduate nursing program. For more information, please reference the Undergraduate Catalogue: <https://www.kysu.edu/academics/registrar/select-a-catalog.php>.

Core Performance Standards

To complete the nursing programs at the SON, a student must complete a practicum component which involves providing direct care to actual patients and applying verified knowledge in the skilled performance of nursing tasks. Students must be able to perform the essential functions necessary to provide safe, quality care to patients in a variety of nursing units. Nurses spend a significant amount of time on their feet and will face a number of physical demands on the job. Daily care for clients may include performing personal care and activities of daily living for clients, repositioning and transfer of clients, moving and relocating medical equipment, and use and application of medical devices. Students must have the physical strength and motor function, as well as be able to execute motor movements necessary to provide timely care in a safe and effective manner, and respond to urgencies in the health care setting. Specifically, a student must be able to meet the requirements as defined in the clinical objectives for the course in which the student participates.

By accepting admission and enrolling in an Undergraduate nursing program, the student acknowledges that they understand the core performance standards required to be eligible for admission. KYSU SON does not discriminate on the basis of disability and wishes to ensure that access to its facilities, programs, and services are available to students with disabilities. By accepting admission and enrolling in the School of Nursing, the student acknowledges that they have reviewed this information and understand the essential eligibility requirements of the program. The SON provides the following sample description/examples of core performance standards to inform incoming and enrolled students of the performance abilities and characteristics that are necessary to successfully complete the requirements of the nursing curriculum and provide effective and safe health care.

To be considered for admission or to be retained in the program after admission, students must meet core performance standards with or without reasonable accommodations and maintain related satisfactory demonstration of these standards for progression through the program:

Requirements	Standards	Examples (Not All-Inclusive)
Critical Thinking and Intellectual Ability	Critical thinking ability for effective clinical reasoning and clinical judgement consistent with level of educational preparation	• Identification of cause/effect relationships in clinical situations • Measure, calculate, reason, analyze, and synthesize data related to patient diagnosis and treatment of patients. • Synthesize information, problem solve, and think critically to judge the most appropriate theory or assessment strategy • Use of the scientific method in the development of patient care plans • Evaluation of the effectiveness of nursing interventions • Exercise proper judgment and complete responsibilities in a timely and accurate manner.
Professional Behaviors and Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups	• Sufficient intellectual and emotional functions to plan and implement care for individuals • Maintain mature, sensitive, effective relationships with clients/patients, families, students, faculty, staff, preceptors and other professionals under all circumstances. • Establishment of rapport with patients/clients and colleagues • Exercise skills of diplomacy to advocate for patients in need. • Capacity to engage in successful conflict resolution • Peer accountability • Possess the ability to function under stress and adapt to changing environments inherent to the classroom and practicum settings with or without accommodations.
Communication	Communication adeptness sufficient for verbal and written professional interactions	• Sufficient communication skills (speech, hearing, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the individual's interest. • Accurately elicit information including a medical history & other information to adequately and effectively evaluate a client or patient's condition. • Explanation of treatment procedures, initiation of health teaching. • Documentation and interpretation of nursing actions and patient/client responses

Mobility	Physical abilities sufficient for movement from room to room and in small spaces	• Movement about patient's room, work spaces and treatment areas • Practice in a safe manner and appropriately provide care in emergencies and life support procedures, such as cardiopulmonary resuscitation • Perform universal precautions against contamination
Motor Skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	• Sufficient gross and fine motor coordination to respond promptly and to implement the skills required to meet patient health needs. • Possess psychomotor skills necessary to provide holistic nursing care and perform or assist with procedures, treatments, and medication administration. • Calibration and use of equipment • Therapeutic positioning of patients
Hearing	Auditory ability sufficient for monitoring and assessing health needs	• Sufficient auditory perception to receive verbal communication from patients and members of the health care team • Ability to hear monitoring device alarms, cries for help, fire alarms, and other emergency signals • Ability to assess health needs of people through use of monitoring devices, such as cardiac monitors, stethoscopes, IV infusion pumps, etc. and discern auscultatory sounds
Visual	Visual ability sufficient for observation and assessment necessary in-patient care	• Ability to observe patient's condition and responses to treatments • Sufficient visual acuity to safely prepare and administer medications
Tactile Sense	Tactile ability sufficient for physical assessment	• Ability to palpate in physical examinations and various therapeutic interventions

Students who, after review of the core performance standards determine that they require accommodation to fully engage in the program, should contact the Program Administrator and the Office of Disability Services to confidentially discuss their accommodations needs. The University provides reasonable accommodation to students on a nondiscriminatory basis consistent with legal requirements. A reasonable accommodation is an adjustment to an instructional activity, facility, program or service that enables a qualified student with a disability to have an equal opportunity to participate in all student activities. Decisions regarding reasonable accommodation are determined on a case-by-case basis taking into consideration each student's disability-related needs, disability documentation, and program requirements. While the SON will make every effort to work with students with disabilities to accommodate their disability-related needs, the SON is not required to

provide accommodations that fundamentally alter or waive essential program requirements. Students are responsible for updating their enrollment status and assuring ADA accommodations documentation is on file.

Advising

A degree-seeking student MUST consult with their designated advisor prior to the time of preregistration or regular registration to receive official approval for their plan of study during each academic term. Faculty and advising staff provide academic counseling to facilitate retention, progression and graduation from a chosen plan of study. Students are responsible for their own education. Each student is provided a curriculum plan that clearly outlines the requirements of the program, semester by semester. It is the responsibility of the student to know and to follow academic requirements, policies, and procedures. Students are assigned a nursing advisor upon declaration of a Nursing major. After completion of nursing pre-requisites students are then assigned a faculty advisor. The role of the Nursing Advisor is to guide the student in planning a program of study, providing career guidance, academic counseling, and referring students desiring personal counseling to appropriate resources. Faculty provide academic counseling to facilitate retention, progression and graduation from a chosen plan of study. Students may access their degree plan and transcripts via the WIRED portal, which is accessed via the intranet using the student's email address and password. It is the student's responsibility to make an appointment with their assigned Advisor. Pre-Nursing and Nursing (Major) students should meet with their assigned Nursing Advisor prior to registering for courses each semester. The Nursing Advisor is responsible for documenting any and all advisement sessions with a student. A notation of each of each advising session will be placed in the student's file.

Adding and Dropping Courses

Courses may be added or dropped in accordance with the deadline dates published in the University Academic Calendar: <https://www.kysu.edu/academics/registrar/academic-calendar/index.php>. When needed, a student should see their assigned Nursing Advisor for completing add/drop requests. When the student's advisor is not available, students should contact the Director of Undergraduate Programs for assistance. Add/drop forms are processed in the Registrar's office.

Withdrawal Policy and Procedure

Students are encouraged to meet with their faculty advisor to discuss possible alternatives to withdrawal. As outlined in the University Catalog, students enrolled in traditional face-to-face or hybrid courses who miss a week of classes or who are in jeopardy of failing a course due to missing assignments can be administratively

withdrawn from the course by the instructor. Students enrolled in online courses who fail to regularly submit assignments (i.e., misses two or more) can similarly be administratively withdrawn. A student who fails to follow proper University withdrawal procedures will receive a grade of “F” in that course. Students should consult the University Undergraduate Catalogue regarding requirements for satisfactory academic progression, grade point average, withdrawal, and the impact on eligibility for financial aid prior to withdrawing:
<https://www.kysu.edu/academics/registrar/select-a-catalog.php>.

Professional Standards and Expectations

SON faculty and students uphold the profession's standards of clinical practice. These are based on the American Nurses Association Code of Ethics for Nurses with Interpretation Statements (ANA, 2015), Nursing: Scope and Standards of Practice (ANA, 2017), and Nursing's Social Policy Statement: The Essence of the Profession (ANA, 2019) and regulatory frameworks. Information concerning the professional role expectations and standards of contact for students enrolled in SON programs is located in Appendix B of this Handbook.

Professionalism

Students are expected to adhere to professional standards of nursing practice. These behaviors are characterized by a commitment to the profession of nursing and include accountability for individual actions and behaviors, as well as, aligning professional practices that are consistent with legal, ethical, and regulatory frameworks.

Ethics for Nursing

Ethics is part of the foundation upon which nursing is built. A code of ethics makes explicit the primary goals, values, and obligations of the profession. The American Nurses Association (ANA) Code of Ethics is a succinct statement of the moral obligations and duties of every individual who enters the nursing profession. While used by the profession as its nonnegotiable moral standard of practice, the Code of Ethics also articulates for the public nursing's own understanding of its commitment to society. Obligations as expressed in the provisions of the Code of Ethics constitute a general framework, providing guidance for nurses when confronted with moral uncertainty. The Code of Ethics establishes the ethical standard for the profession and provides a framework from which nurses can engage in ethical analysis and decision-making. The ANA Code of Ethics for Nurses is the foundation for all nursing practice. Students are expected to adhere to the provisions of the American Nurses Association Code of Ethics. Information concerning the ANA Code of Ethics with

Interpretive Statements is available at: <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>.

Legal and Regulatory Framework

Nurses are expected to follow all federal and state laws. Legal accountability is an essential concept of professional nursing practice. Laws, rules, and regulations establish and govern the nurse's professional scope of practice with the primary intent of protecting the public. The Kentucky Nurse Practice Act, statutes passed by the state legislative body, defines the scope of nursing practice. The practice of nursing is further defined by the administrative rules and regulations enacted by the Kentucky Board of Nursing (KBN), standards of care defined by professional nursing organizations, such as the American Nurses Association, and policies and procedures of employing institutions.

All persons, whether licensed practical nurses, registered nurses, students, unlicensed assistants, or laypersons are legally liable for their actions. Under the Kentucky mandatory nurse practice act, students, while functioning under the direct supervision of a clinical nursing instructor, are exempt from the requirements to hold a current Kentucky nursing license to practice nursing (as defined by the State Nurse Practice Act). The student, while carrying out responsibilities in patient care, must act as a reasonably prudent person. The amount of experience and education, along with past performance and academic record, are some of the criteria that are considered in determining the expectations for the consideration of "reasonably prudent". Responsibility increases as the student progresses in knowledge and experience. It is the responsibility of the student to inform the faculty member/clinical instructor when the patient's need for a treatment or task is one in which the student has not been taught or is contrary to the student's knowledge. It is important to note that anyone who undertakes to act as a nurse has a responsibility to meet the needs of the patient. Treatments or tasks incorrectly performed and/or failure to perform treatment or tasks needed by the patient constitutes negligence. Failure to act as a reasonably prudent student is unsafe practice.

Students should familiarize themselves with the laws of the state in which they intend to practice. In general, state boards of nursing have the power to (1) deny admission to take licensure examination; (2) require individuals be graduated from an accredited school; (3) require reporting of misdemeanor or felony convictions; and (4) deny licensure to persons who negligently or willfully act in a manner inconsistent with the

practice of nursing, or are unfit or incompetent to practice due to other causes, such as abuse of controlled substances, fraud, or deceit.

The Kentucky Board of Nursing website (www.kbn.ky.gov) provides information concerning the Scope of Practice for all licensees (LPN, RN, APRN), Kentucky Nursing Laws (KRS Chapter 314), and Kentucky Administrative Regulations (KAR 201 Chapter 20). In addition, the Board of Nursing issues Advisory Opinion Statements to provide guidelines on safe patient care. These are written to reflect statutes and administrative regulations, as well as standards of practice and evidence-based practice research. For additional information, refer to the Kentucky Board of Nursing RN Scope of Practice <https://kbn.ky.gov/practice/Pages/Registered-Nurse-Scope-of-Practice.aspx> and Jurisprudence Exam information: <https://kbn.ky.gov/Licensure/Pages/jurisprudence-exam.aspx>

Academic Standards

Attendance

Nursing requires a demanding curriculum. Students have an obligation to attend class and clinical for the duration of the specified time. All other commitments should be scheduled outside of class or clinical time. Regular and prompt class attendance is required of all students enrolled in SON programs. Consistent class attendance, for students, applies to all classes whether these are lecture or laboratory sessions. Class attendance is regarded as an obligation, as well as a privilege, and students are expected to attend all classes in which they are enrolled. Failure to do so may jeopardize the student's scholastic standing and may lead to suspension from the University.

- An attendance record will be kept for each course. If a course roster is used for documenting course attendance, the student has the responsibility to sign the roster in each course attended.
- Students who are not present in the classroom during roll call will be marked absent.

The University recognizes three types of absences for purposes of classification:

- Service-related Absence: due to documented required military service; documented university service or off-campus representation of the University; and, documented jury duty
- Excused absence, non-Service related: due to documented illness; documented serious illness or of immediate family; documented court appearance; documented attendance at a university-sponsored field trip

- Unexcused absence: due to lack of documentation of an otherwise excused absence; excessive excused absences (exceeding the number of class meetings in one week); due to university-activity absences incurred when the student's performance in class is below a "C" average

If a student must be absent due to illness or for other reasons, the student is required to notify their instructor prior to class time. As authorized by the University, the SON has adopted more stringent attendance policies as outlined below. Absences a

re recorded on the course roster. Absences are indicated on the faculty's grade report to the Registrar's Office at the end of each semester.

- A student is tardy when they:
 - Report to the classroom after the published [determined] start time of a course; or
 - Exit the classroom prior to the end of the course without the instructor's approval.
 - Any student that arrives > 10 minutes late for class or leaves > 10 minutes before the end of the class period is officially documented as tardy.
- Three documented tardies are equivalent to one unexcused absence.
- A tardy exceeding 15 minutes will be considered a class absence.
- Students arriving > 15 minutes tardy are expected to wait until the next break before entering the classroom so as not to disrupt the class.
- Students with excessive absences and/or tardies will be reported to the Director for Undergraduate Nursing Programs. The University, College and SON reserves the right to withdraw a student who has been excessively absent from courses.
- Students who are tardy or absent are not relieved of responsibilities to meet all course requirements and complete all course assignments.

Consistent course attendance by students applies to all courses whether these are lecture or practicum (i.e., laboratory, or clinical sessions). **Students must attend a minimum of 75% of meetings for a given course in order to be eligible to receive a passing grade.** If a student accumulates absences in a course in excess of one-fourth (25%) of a class, they will receive a grade of "F" in that course. For more information, please reference the Undergraduate Catalogue: <https://www.kysu.edu/academics/registrar/select-a-catalog.php>.

Attendance: Practicum and Skills Lab Settings

Nursing students are expected to attend all scheduled classes, labs, and practicum experiences and are fully responsible for all content presented therein. The SON has articulated undergraduate curricula to the Kentucky

Board of Nursing and ACEN, which includes the number of practicum hours assigned per course. All practicum hours must be completed as articulated within the curriculum. When illness or other special circumstances prevent attendance for any laboratory instruction or any practicum experience, the student must notify the assigned [affiliate and/or laboratory] faculty. Students who fail to personally notify the faculty of absence will be given an unexcused clinical or laboratory absence. If the student fails to speak directly to the clinical faculty, the SON will deem that the clinical faculty has NOT been notified. Absence from the practicum without prior notification will be deemed a Clinical Alert. Requirements related to clinical attendance include, but are not limited to:

- Students who miss less than ten (10) minutes of pre-conference will be allowed to participate in the practicum experience that day; however, a tardy will be recorded. Two (2) tardies equal one (1) absence.
- When students miss more than ten (10) minutes of practicum time, actions will be taken based on the situation and at the discretion of course faculty. These actions may include the recording of a practicum absence.
- Attendance of all scheduled practicum experiences is MANDATORY. If a practicum make-up is allowed, the make-up experience shall be scheduled at a time designated by, and at the discretion of the course faculty, and shall depend on availability of facilities and faculty supervision. If the semester calendar does not allow for the scheduling of make-up time within a clinical facility or skills/simulation lab, and/or faculty or preceptors are not available, excused absences may result in a grade of Incomplete for the course and will delay progression to the next nursing course. Unexcused absences may result in practicum failure.
- Make-up for an excused practicum absence must be arranged by the student with course faculty. This request must be done in writing using the appropriate form. Failure to comply with presenting a written request will result in an unexcused absence.
- The second unexcused practicum absence shall be reviewed. Upon review of the student's overall attendance record, clinical performance, circumstances involved in the absence, and clinical student learning outcomes, recommendations may include:
 - Continued enrollment in the course with stipulations including make-up assignments and clinical alert.
 - Three clinical alerts will result in a clinical failure.
 - Both the practicum and didactic components of the course will have to be repeated concurrently.

- A third unexcused clinical absence may result in failure of any and all components of the course(s).

Absences in the laboratory or clinical area, especially a history of tardiness and/or absences, may result in a clinical grade of “unsatisfactory.” Following any clinical or lab absence, the student must consult with the instructor regarding the ability to meet course objectives.

For personal and client safety, a student must inform the clinical instructor of any condition or situation which could affect their ability to take on a regular client assignment in the practicum setting and to safely, competently, and effectively carry out the cognitive and physical requirements for care of the assigned client(s). Students who are unable to meet the technical standards of the program due to medical or mental health illnesses or symptoms during their clinical work will be asked to leave the clinical area. Students must meet clinical agency health requirements.

To protect the safety of both clients and students, students with fevers, who have contagious conditions, other communicable exposure, or students with temporary orthopedic devices (i.e., slings, casts, crutches, orthopedic boots/braces, walkers, wheelchairs, etc.) that are not permitted within the clinical setting by the clinical agency will not be permitted to accept patient assignments in the clinical practice area. Students should consult with course faculty/clinical instructors and the Director for Undergraduate Programs to determine appropriate alternative learning experiences and/or whether the student will be able to meet clinical objectives. Written confirmation from a professional health care provider that indicates that the student’s health has improved to the level that clinical work can continue must be presented to the clinical instructor and the Director for Undergraduate Programs before clinical work resumes. The confirmation should include any restrictions that are necessary to promote or support the student’s health and ensure safe patient care. Practicum absences that may be considered excused are (but may not be limited to):

- Health occurrences (including childbirth, personal physical, or mental illness) documented by a primary health care provider within 24 hours of returning from the absence. The student must also provide a valid medical excuse from the licensed primary health care provider giving permission to return to clinical;
- Substantial illness of an immediate family member;
- Death of immediate family member (includes funeral of same);
- Jury duty; and
- Unavoidable acts of nature

Report and Return to Course

A student who is hospitalized must present a “return to work” certificate from their physician to the Director for Undergraduate Programs, before returning to classroom/practicum areas. Other circumstances that may affect a student's or client's safety shall also require a return-to-work certificate (Examples: communicable disease, childbirth, accidents). It is the student’s responsibility to report such situations to the clinical faculty and the Director for Undergraduate Programs. Failure to notify University personnel of these situations may result in dismissal from the Program.

Online Course Attendance

To be considered attending for federal financial aid reporting purposes, students enrolled in online courses must either: 1) log onto the University’s learning management system, such as Canvas, enter the online course and complete the acknowledgment page from the syllabus, or 2) complete a course assignment before the reporting date. Note: Logging into the course by itself does not confirm attendance.

Students who have not 1) verified their attendance by either method above and 2) failed to communicate with the instructor by the reporting deadline, shall be designated as non-attending, and requested to be removed from the course by the University Registrar.

Course-Practicum Schedule Variation

Course and practicum days and hours may vary from those stated in the University Catalog and Registration Schedule in order to meet student learning and program needs. This schedule will not exceed the maximum course hours required by the University. Scheduled changes will be made in writing and provided to students. The changes should not conflict with other course schedules for other University programs. If a conflict occurs, the student should communicate this occurrence in writing to the Director for Undergraduate Nursing Programs for subsequent reconciliation.

Didactic/Classroom Course Preparation

- Students are responsible for obtaining their own lecture notes during courses. Faculty are not required to make lecture notes available to the students.
- Students are expected to prepare adequately for each course and practicum experience. Failure to do so will be reflected in course/practicum grades as outlined in course syllabi.

Grades for Written Course Assignments

Specific instructions for completion of all graded assignments will be included on the assignment rubric or in the course syllabus. Assignments are due as specified by the assigned faculty. The SON reserves the right to maintain, on file, all written work submitted by students. Evaluation of such work is made available to students.

Testing Guidelines

Traditional, face-to-face courses (on-campus)

In order to maintain integrity and security of exams, the following will be observed in all classes:

- Students may be assigned a seat by the faculty or exam proctor.
- No personal belongings, watches, cell phones, or electronic devices are permitted during any exams, including ATI exams. Cell phones must be turned off. Additionally, no jackets/coats, scarves, hats, gloves, caps or hoods covering the head, unless for religious purposes, will be permitted during testing.
- All personal items must be stowed in designated locations during all exams and exam reviews. Students will be provided storage space for all electronic devices.
- Food and/or beverages, including water bottles, candy, or chewing gum are not permitted during exams.
- Calculators are available within the exam testing software. If needed, only Department-issued calculators will be permitted during exams. No other calculators are permitted.
- Scrap paper will be provided during exams. The scrap paper will be labeled with the student's name and must be submitted at the conclusion of the exam.
- All quizzes and exams, including ATI exams, are formatted to prevent backtracking and require each item to be answered before advancing to the next question. Students will NOT be able to skip an item or return to a previous item.
- For course exams utilizing computer testing software, students must upload/submit the exam before leaving the testing area to receive credit for the exam.
- Students must remain seated quietly in their seat and not engage in conversation or other distracting behavior(s) until all students have completed the exam.
- Students who wish to ask a question should raise their hand and await the instructor/proctor to ascertain the question.

- **Late Arrival:** If a student arrives late for an exam, the student will have the remaining time left to complete the exam (i.e., the student will be required to stop [exit] the exam at the same time as the rest of the class). Testing time will not be extended. No late student entry is permitted for ATI exams. Exams may be rescheduled at faculty discretion.
- Issues encountered during testing, such as discovery of an omission or typographical error on the test, will be promptly announced to students by the instructor/proctor.
- No student will be permitted to begin an exam after the first student has completed and uploaded/submitted the exam.
- Students absent during a scheduled exam must follow the directions for make-up exams (if permitted) as printed in the course syllabus.
- **Grade Posting:** Course exam grades will be posted in the grade center of the Canvas course site following a thorough item analysis by course faculty. Grades will be posted no later than one week following exam completion. The posted grade is the final grade for the examination.
- Violations in academic honesty, such as cheating, will result in immediate termination of the student's exam and further actions taken in accordance with university policies.

Exam Review

Students shall be given the opportunity to schedule a review of unit exam content areas with the assigned faculty, requests must be made in writing. Exam content reviews must be scheduled with faculty within one week of the grade posting (while the University is in session). Final exams will not be reviewed. ATI exam reviews are subject to ATI/vendor rules and regulations.

Make-up Exams

- Make-up exams will be administered at the discretion of course faculty for excused absences as outlined in the University catalogue only. The make-up exam format will be at the discretion of the course faculty (e.g., oral, essay, multiple-choice, and/or fill-in-the-blank).
- A request for all make-up exams must be made on the day the student returns to course following the absence. The student must complete the form found in Appendix E and submit it to the faculty member responsible for the course in which the exam was missed.
- A student is allowed only one (1) make-up exam per course. Any exam missed thereafter will be graded as "zero".
- The highest score that can be recorded for a make-up exam is 90%, even if the actual score is higher.

- Make-up exams that are not taken by one week past the date of the request, or as determined by the faculty, will not be administered.
- An unexcused absence on the day of a scheduled make-up examination will result in a grade of “ZERO (0)” being recorded for that exam.
- Failure to take a final examination or an end-of-course/program standardized examination will result in a grade of “ZERO (0)” being recorded for that exam.

Test Security

Tests and test items are considered the property of the nursing program. Only answers marked as directed will be scored. Test items are analyzed by faculty to provide students with valid, reliable tests. Students are strictly prohibited from disclosing test items or response choices to anyone, including using language that is substantially similar to the test item or response choice.

The disclosure of any information about the nature or content of test items, before, during, or after a test is considered cheating and will result in a grade of “F” in the course. This includes but is not limited to possession of test questions outside of a testing situation unless supervised or approved by a faculty member, any oral or written disclosure, or any paper or electronic distribution. Additional penalties could occur if the student is referred for disciplinary action. See SON Academic Honesty policy.

Standardized Exams

The SON incorporates computerized “standardized exams” (i.e., ATI) within pre-licensure nursing programs to assist students in developing competencies necessary for successful nursing practice. This process prepares students to successfully pass the NCLEX-RN® by evaluating student learning throughout the curriculum and strengthening the student’s knowledge base. Exams provide a numeric value that measures current levels of understanding and identifies areas of content weakness to guide remediation efforts. Standardized exams may be administered during selected nursing courses and/or at the end of the program. The taking of standardized exams is mandatory. Each student is required to take the standardized exams when scheduled. If the standardized exam is not taken when scheduled, the procedure delineated in “make-up tests” will be followed.

Practicum Policies and Procedures

Hands-on practical experience is a critical part of the nursing curriculum and experience is gained in various settings. The SON is committed to providing students with excellent practicum experiences at all levels. The

SON partners with hospitals and other healthcare organizations, not only to provide students necessary hours, but also the experience and exposure to many aspects of the Nursing profession.

Affiliate Placements – LPN-AAS, AAS, and BSN Programs

Student placements are communicated to students via email by the Director of Undergraduate Programs or course faculty prior to the start of any rotation at an affiliate organization.

Post-licensure RN-BSN Required Placements

The RN-BSN program of study includes practicum experiences designed by the Registered Nurse (RN) student, in collaboration with course faculty, to meet their individual professional goals. The practicum components are arranged by the student in consultation with the course faculty. The following information should be referenced when designing the experience, whether completing a project or a clinical-community practicum:

- Clinical experiences allow the RN student an exciting opportunity to analyze and evaluate aspects of healthcare that align with the student's career and behavioral goals.
- The experiences should meet the course objectives outlined in the syllabus. Required clinical hours may include working collaboratively with health care team members. Students should consult with course faculty to verify the appropriateness of a clinical agency placement.
- Practicum experiences fulfill academic requirements and may not be part of the RN student's paid employment hours. Ideally, the student's experiences should be outside of their usual place of employment.
- Practicum hours may not be used to satisfy requirements for more than one course. Using the same clinical hours to satisfy requirements for more than one course is a violation of academic integrity.
- An affiliation agreement will be required if the RN student has any hands-on interaction with organization employees or clients. Students should contact the Director of Undergraduate Programs to determine if an active contract is on-file. If a contract does not exist, the process to finalize an agreement may take up to six months. If this is the case, the student is strongly encouraged to consider another option.
- The student bears responsibility to ensure the agency has an affiliation agreement with Kentucky State University. This may include confirmation of signatures and receipt of agreements.

Affiliate Site Requirements (Off-Campus)

Each affiliate site has specific requirements. Requirements and deadlines will be communicated to students upon finalization of placement. It is the student's responsibility to adhere to the requirements and deadlines and any additional paperwork. Please note: if a student is assigned to the same clinical site more than once a semester, separate completion of forms may be required for each affiliate rotation.

PRACTICUM PLACEMENT – COMPLIANCE REQUIREMENTS

Mandatory Student Compliance

A major part of students' learning will take place in an affiliate setting with hands-on interaction with patients, families, and other healthcare professionals. As such, the SON abides by the strict terms of our contracts with our affiliate partners which require that all students are clinically compliant. As a result, it is imperative that all students complete the mandatory compliance requirements before they are allowed to participate in any SON affiliate experiences. These compliance requirements were developed in coordination with CDC guidelines for healthcare professionals as well as guidelines set forth by our affiliate partners to ensure student and patient safety. In addition, these clinical requirements are the same for ALL students regardless of degree and/or practicum status and must be adhered to at all times. Individual agencies may have further requirements. In all instances, students are financially responsible for the cost of compliance requirements and should contact their health insurance provider as soon as possible if they have questions about coverage or processes and procedures related to such coverage.

The SON utilizes CastleBranch as a compliance vendor to maintain clinical documents, process background checks, and assist in the urine drug screening process. All students must submit and upload documentation of compliance requirements to CastleBranch, and receive all testing results, prior to beginning practicum experiences and must provide record updates as indicated each semester while admitted to SON programs. **It is the student's responsibility to upload compliance documents into their CastleBranch account prior to the stated deadline. When a student uploads a document into CastleBranch, the student is attesting to the accuracy and validity of the document.**

Penalty for Non-Compliance

Failure to meet any of the clinical compliance requirements will jeopardize a student's approval to engage in the clinical experience. Prior to the start of each semester, students must meet clinical requirements designated by the School of Nursing and specific clinical agencies. Failure to meet all requirements prior to the first clinical will result in an unexcused absence and one clinical alert. All requirements must be current at all

times in order to participate in clinical experiences. Additional requirements may be requested depending on requirements specified by the clinical agency where students complete their practicum work.

- Students will NOT be permitted in practicum areas until ALL compliance requirements, except for the current flu season vaccination, are met and are current. The flu vaccination is due by October 15th. The SON retains authority in determining a student's eligibility for clinical placement.
- **Students must meet all clinical agency placement requirements.** Students who become non-compliant during a term will be ineligible for practicum placement and may not return to the affiliate site until fully compliant with applicable requirements. Any clinical days missed as a result of non-compliance will be considered unexcused absences with no opportunity for making up the absence. Students may also be subject to other penalties outlined by the course faculty.

PLEASE NOTE: It is students' responsibility to keep track of their records and requirements, in addition to submitting documentation in a timely manner. Practicum compliance requirements may be subject to change without notice due to individual and separate policy changes received from our clinical agencies.

[CastleBranch Medical Document Manager \(Online Compliance System\)](#)

All requirements and supporting compliance documents are to be submitted to and held by our compliance vendor, CastleBranch. Students must register for their personal medical document manager. Questions regarding initial set-up and subsequent issues must be directed to a CastleBranch Representative at (888)-723-4263. Students must supply their own copy and keep the original documentation for their records. The SON will NOT copy immunizations or re-furnish immunization documentation to students for their own records, for CastleBranch, or for third parties (e.g., employers). This documentation is collected for the sole purpose of monitoring compliance in accordance with affiliate and public health requirements. Students should contact their healthcare providers or Student Health Services to obtain this documentation. Students may also access their previously uploaded documentation by reaching out to CastleBranch support, or logging into their accounts and accessing the document Manager.

Compliance Requirements

Directions to register for a CastleBranch account are provided upon program admission. Students who have questions about compliance requirements and/or clinical eligibility are encouraged to speak with the CastleBranch Coordinator or Program Administrator. Compliance requirements are due prior to the University's start of the semester for Fall Admission. The SON partners with various clinical affiliate sites to provide clinical experiences for students as part of the educational requirements for the nursing program(s).

Following acceptance into the SON, students acknowledge that results of drug screenings, criminal background checks, and immunization/health information will be shared with clinical affiliate sites where the student may be placed to complete a clinical experience. **Students must meet all clinical agency placement requirements.** Clinical agencies maintain primary responsibility for patient, visitor, and staff safety within their respective agencies and retain ultimate authority in determining clinical placement within their facility. These clinical affiliates may deny clinical access to students on the basis of the results of their criminal background checks or other screening. When a student is denied clinical access under these circumstances, the student will be unable to complete the required practicum component of the nursing course, and therefore, cannot satisfactorily progress and complete the nursing program. Students will not be entitled to any reimbursement of tuition, fees, or other costs if they are unable to complete the nursing program as a consequence of their criminal background/applicable screening results.

All students in the SON, regardless of degree and/or clinical practicum status, are required to complete the following:

10-Panel Urine Drug Screening:

Urine drug screening is required upon admission for all students to meet contractual requirements of clinical facilities and consists of a 10-panel standard urinalysis panel (amphetamines, barbiturates, benzodiazepines, cannabinoids, cocaine, methadone, methaqualone, opiates, phencyclidine, and propoxyphene urine alcohol). Urine drug screening must be completed through the approved vendor. Drug tests from other laboratories or hospitals will not be accepted.

If the drug test contains a positive result, the student will be contacted by a Medical Review Officer (MRO) for consultation and/or for additional information to substantiate the positive result. Students with verified positive screening results will be ineligible to participate in practicum experiences, and therefore, cannot satisfactorily progress and/or complete SON programs.

Additional drug screens may be needed based on affiliate and SON requirements. Random drug screenings or audits, at the student's expense, could also be required while enrolled in the program. Students will be informed as indicated.

Students must report any arrests and/or criminal convictions within 48 hours related to the use, possession or distribution of alcohol or drugs that occur while enrolled in the nursing program to the

Program Administrator. The SON will determine what action, if any, should be taken with regard to the student. Failure to timely report this information can result in the student's dismissal from the SON or other appropriate sanction.

Students are subject to the other policies of the University related to discipline for the use, possession, and/or distribution of drugs or alcohol.

Criminal Background Screening:

Domestic students are required to complete a criminal background check upon acceptance to the SON with results provided to the SON before the start of their first practicum rotation. The background check must be completed through the approved compliance vendor. Background screenings from other agencies will not be accepted. Once completed, the background screen results are made available to both the student and to the SON Director for Undergraduate Nursing Programs. Students should review their report for accuracy. Students will be given an opportunity to challenge any information that would negatively affect their eligibility to remain enrolled in SON programs through the Adverse Action process associated with CastleBranch. The SON requires one initial report for each student.

International students arriving to the U.S. for the first time are not required to provide a criminal background check since one has already been completed as part of the U.S. visa process. However, if the applicant has spent more than 30 days in the U.S. after receiving the visa, a new background check will be required.

Students must report any arrests and/or criminal convictions within 48 hours that occur while enrolled in the nursing program to the Program Administrator. Failure to timely report this information can result in the student's dismissal from the SON or other appropriate sanction.

If there is a conviction that does not disqualify the applicant/student from a program and subsequent affiliation, the student should be aware that this may not be the case for the professional licensing board. It is the student's responsibility to confirm whether or not a conviction will prevent them from being eligible for licensure upon completion of an academic program.

NOTE: Students who fail to successfully pass a criminal background check or drug screen are ineligible for enrollment in required practicum courses and, therefore, will be unable to complete the requirements for graduation. The SON does not accept responsibility for any student being ineligible for coursework, continued enrollment in the SON, or subsequent licensure as a nurse for any reason, including failure to pass a drug test or criminal background check. Students who provide any false information regarding drug use or criminal offenses in any documents relating to their attendance at the SON are subject to immediate dismissal. Failure to disclose correct information at any time also may be the basis for professional discipline and/or denial of licensure.

CPR, Trainings, Immunizations and Health Screenings

- **Physical Examination:** Evidence of physical examination from a healthcare provider and submission of Health Screening form.
- **Basic Life Support (BLS) for Healthcare Providers CPR Certification:** Adult, Child, Infant and AED (American Heart Association Certification only). CPR certification must remain current while enrolled in the SON.
- **HIPAA Online Training:** Annual completion of e-learning module.
- **OSHA/Blood Borne Pathogen Online Training:** Annual completion of e-learning module.
- **Tuberculosis (TB) Screening:**
 - **Initial TB screening:** Initial Two-Step TB Skin Test or TB blood test is required upon program admission.
 - **Annual TB screening:** Annual completion of a one-step PPD Skin Test or TB blood test before the anniversary date of the last screening. Should a student's TB screening expire before renewal, a two-step TB skin test or a TB blood test will be required per Kentucky regulations.
 - A positive test indicates the need for further screening.
- **Measles, Mumps, and Rubella (MMR) Immunity:** Evidence of immunity through documented immunization of two MMR doses and documentation of protective rubeola, rubella, and mumps titers.
- **Polio:** Evidence of receiving Poliovirus vaccine (inactivated) or submission of Polio Immunization Waiver.
- **Varicella (chicken pox) Immunity:** Evidence of immunity through documented immunization of two doses and completion of serologic titer (varicella zoster virus titer). Written statements of immunity due to history of disease are NOT accepted evidence of immunity.

- **Tetanus, Diphtheria, and Pertussis (TDaP) Immunity:** Evidence of valid Pertussis immunity by documented immunization with TDaP-Adacil. (This immunization expires after 10 years.)
- **Hepatitis B Immunity:** Evidence of immunity through documented immunization of a 3-injection series and completion of hepatitis B serologic titer.
- **Influenza:** An Influenza vaccine must be obtained annually prior to October 15th for each upcoming “flu season” or submission of a written medical deferment. Students who do not receive a flu vaccine due to a medical exemption will be required to wear a face mask while in the practicum setting during flu season and/or follow the policy of the assigned clinical agency.
- **Personal Health Insurance:** The cost of treating illnesses or injuries incurred in clinical situations is not covered by the clinical agency. Students are required to carry personal health insurance to cover such situations. Students are required to submit a Certificate/Letter of Coverage from the insurance provider.
- **Covid-19** Evidence of immunity through documented immunization of two doses or submission of a written medical deferment. Students who do not receive a Covid-19 vaccine due to a medical exemption will be required to wear a face mask while in the practicum setting and/or follow the policy of the assigned clinical agency.

LPN/RN License (LPN-AAS and Post-licensure RN-BSN students):

Upon admission, students enrolled in the RN-BSN program must also submit proof of an active, unencumbered LPN or RN license in the student’s primary state of residence. The license must not be subject to reprimand, revocation, probation, suspension, restriction, limitation, disciplinary action, discretionary review/hearing or encumbrance nor had any type of complaint filed against it. There must be no Board of Nursing imposed restrictions on practice, voluntary or otherwise. The nursing license must remain active and unencumbered while enrolled in the SON. Students must notify the SON within five (5) working days if a complaint is filed against the LPN or RN license or for any action taken by the Board of Nursing while enrolled in the LPN-AAS or RN-BSN program.

Exemption from Compliance Requirements

There are very few exemptions to the requirements listed above. Students seeking an exemption from any requirements should submit an Immunization Compliance Waiver Request. The appeal should include substantive reasons for the request and will be determined on a case-by-case basis. Documentation from a healthcare provider should be included with the request.

EVALUATION OF STUDENT PERFORMANCE

Grading

LIBERAL ARTS AND GENERAL STUDIES COURSES

Letter Grade	Percentage Range	Overall Rating/Description
A	90-100%	Excellent
B	80-89%	Good
C	70-79%	Satisfactory
D	60-69%	Poor
F	Below 60%	Failure
P	---	Pass
I	---	Incomplete
W	---	Withdraw
AU	---	Audit
P/F	---	Pass or Proficient / Fail or Not proficient

NURSING PLAN OF STUDY MAJOR COURSES

Letter Grade	Percentage Range	Overall Rating/Description
A	90-100%	Excellent
B	80-89%	Good
C	70-79%	Failure
D	60-69%	Failure
F	Below 60%	Failure
P	---	Pass
I	---	Incomplete
W	---	Withdraw
AU	---	Audit

A student must earn a didactic course (final) grade of 80% to pass the course. ***Students must note that any grade less than a "B" (80%) in a NUR-prefix course is a failing grade in the SON.*** Students earning grades below a "C" in liberal arts and general studies, or below a "B" in NUR-prefix courses shall not progress to subsequently sequenced Plan of Study courses.

Rounding of Grades

Only final course grades are rounded. Final course grades will be rounded to the nearest whole number.

Grades below five-tenths will be rounded downward, while grades at or above five-tenths will be rounded

upward. For example: 76.4 will round to 76; 76.5 will round to 77. Other course grades (e.g., unit examinations) including the test average required for progression will not be rounded.

Grades in Practicum Courses

Several courses in the SON have a complementary practicum course as denoted by a (P) in the course identifier (e.g., NUR XXXP). A student must achieve a rating of "meets expectations" or higher for all clinical behaviors on the final evaluation to earn a passing course grade within practicum courses (equivalent to >80%). Students must pass both the didactic and practicum components of a nursing (NUR) course in order to pass the course.

Practicum Course Grading Scale

Prelicensure AAS and BSN Programs

Evaluation Criteria	Description
Exceeds Expectations (EE)	Consistently attains clinical objectives. Demonstrates continual growth throughout the rotation. Provides required information with detailed, relevant explanations. Confidently performs nursing skills safely and correctly according to guidelines. Performs activities independently without instructor input.
Meets Expectations (ME)	Consistently attains clinical objectives. Demonstrates continual growth throughout the rotation. Provides required information. Performs nursing skills safely and correctly according to guidelines. Performs activities with minimal instructor input. Equivalent to >80%.
Needs Improvement (NI)	Clinical objective(s) have been minimally or inconsistently met. Provides less than required information. Performs nursing skills safely and correctly according to guidelines. Requires instructor input and guidance to perform/complete activities. Must be corrected to "MEETS EXPECTATIONS" before the end of the clinical rotation to receive a passing grade in the course.
Unsatisfactory (UN)	Clinical objective(s) have not been met. Unable to consistently provide required information. Unable to consistently perform skills safely and correctly according to guidelines. Requires instructor input and guidance to safely perform/complete activities. Does not perform at the level of a reasonably prudent student. Must be corrected to "MEETS EXPECTATIONS" before the end of the clinical rotation to receive a passing grade in the course. NOTE: Demonstration of unsafe behavior(s) and/or violations of clinical agency/School of Nursing policies may constitute grounds for immediate dismissal from the clinical site and may constitute grounds for immediate dismissal from the nursing program.
Not Applicable/Not Observed (N/A)	The clinical objective was either not observed or not applicable in this clinical setting.

- Evaluation of clinical performance may take place in the laboratory, the assigned affiliate clinical areas, and/or by clinical performance examination.

- Students are expected to progress toward competence in clinical nursing skills in an orderly fashion. The skills checklist is to be used throughout the program to document skills performance competency.
- It is the student's responsibility to be prepared to demonstrate performance of specified skills.
- Students' return demonstrations of skills are recorded as Pass/Fail. A student who fails the same skill on the second check-off must have practice supervised by the course faculty member prior to the third check-off. Failure of a third check-off of the same skill will result in failure of the course.
- Formative (following each clinical learning experience) and summative (end-of-course) clinical evaluations are completed and disseminated by the faculty for each clinical course using the clinical course objectives as guidelines and recorded on the program's clinical evaluation instrument. At least two (2) practicum evaluation conferences will be scheduled each semester. Additional practicum evaluation conferences may be scheduled at the discretion of the clinical Faculty.
- If a student fails the formative evaluation, he/she will be required to document compliance with prescribed remedial actions.
- The final evaluation will be summative and is completed at the end of the clinical rotation. Students must achieve a rating of "MEETS EXPECTATIONS" or higher for all clinical behaviors on the final evaluation to earn a passing course grade. If the student fails the summative evaluation, the student will fail both the theory and clinical components of the course.

Post-licensure RN-BSN Program

A student must achieve a rating of "meets expectations" or higher on the final evaluation to earn a passing course grade within practicum courses (equivalent to >80%). Students must pass both the didactic and practicum components of a nursing (NUR) course in order to pass the course.

Practicum Preparation Requirements

Pre- and/or post-conferences may be integrated within the practicum period. Students are expected to attend pre-conferences prepared to discuss client care activities with all required documents for each assigned client. A post-conference may be scheduled at the end of the clinical day. Attendance at pre- and post-conferences is mandatory. The faculty have ultimate responsibility for decisions relative to students as part of the practicum experience. Faculty may require additional preparation as necessary to meet the student learning outcomes. Students should prepare for the clinical experience by:

- Obtaining their client assignment and relevant information on designated day and time.
- Completing all documents required for participation in the designated experience as outlined in the course syllabus and/or communicated by the course faculty.

- Preparing for performance of necessary psychomotor skills and nursing tasks including preparation and administration of medications (drug cards), review of skills/procedures, etc.
- Students assigned to a practicum learning experience (i.e., affiliate agency, skills lab, clinical observation, etc.) who are deemed unprepared will be considered unsafe to practice and will be immediately removed from the client/practicum assignment. A Clinical Alert will be completed by faculty and the student will be assigned specific remediation activities that must be successfully completed by the stated deadline in order for the student to return to the practicum setting. This exclusion from a practicum assignment shall be considered an unexcused absence.

Any action or inaction which threatens client safety will be addressed as follows and in accordance with the Undergraduate Nursing Student Evaluation procedure:

- The student will be notified of the occurrence, will be immediately removed from the client assignment, and will be dismissed from the clinical area for the remainder of that day. The occurrence will be documented on the student's practicum evaluation tool as designated by the evaluation process.
- A second violation will necessitate a conference between the Director of Undergraduate Programs and the student. A warning of dismissal will be issued and the student will receive a failure for the day. Specific remediation activities may be assigned that must be successfully completed by the stated deadline in order for the student to return to the practicum setting. The occurrence will be documented on the student's evaluation tool as designated by the evaluation process.
- A third violation will result in immediate removal from the client assignment, dismissal from the clinical area, and a scheduled conference with the course faculty, clinical faculty, and Director for Undergraduate Programs, and may result in permanent dismissal from the School of Nursing.

Medication Error

A medication error is defined as any violation of the rights of medication administration in keeping with the clinical agency and SON guidelines. A medication error may be defined as medication given to a client with a known allergy to the medication, omission of a medication, the administration of a discontinued medication, duplication of a dose of medication, and/or the administration of incorrect medication, including intravenous solutions at the wrong flow rate. Upon discovering a medication error has occurred:

1. The student must immediately provide for the safety and well-being of the client.

2. It is the student's responsibility to notify the staff nurse assigned to the client and SON faculty as soon as the medication error is discovered.
3. The student must take the appropriate measures as indicated by the action and/or potential side effects of the medication to protect the client from harm.
4. In collaboration with the staff nurse and SON faculty, the student must follow the agency and the SON policies regarding reporting a medication error.

Medication administration is a critical component of the clinical evaluation tool. The student must pass this component. A medication error will result in a clinical failure for the course if:

- The student fails to report the medication error to the faculty.
- The student fails to make the appropriate follow-up after committing the error.
- The student commits three (3) errors in the same nursing course or three (3) errors in the same semester when two or more courses are taught.
- A single life-threatening medication error is made.

Reportable Events

Reportable events during a practicum experience are defined as care errors and/or omissions, exposure to pathogens, patient injuries, violation of policy, accusations, threats, or sudden student illness during the practicum (e.g., fainting). Those involved may include SON students, faculty, clients, or agency personnel. The immediate response to the event will include immediate provision for safety, adherence to agency policy for reporting and documenting the event, and following post exposure policy, if applicable. In addition, the faculty/instructor/preceptor shall report the event to the course faculty and Director of Undergraduate Programs within 24 hours of the event. The Director of Undergraduate Programs will report the event to the Program Administrator within 24-48 hours of the event. The report shall be maintained in the student's file and protected from disclosure to the extent protected by law. The faculty member, Director of Undergraduate Programs, and Program Administrator shall review actions needed to prevent a similar event in the future within two (2) weeks of the event.

Client Safety – Unsafe Behavior

Any action or inaction by the student which threatens or endangers the client's physical and/or emotional well-being by not performing at the level of a reasonably prudent student or violates the SON Clinical

Supervision Guidelines and/or agency requirements will be considered unsafe. Examples of unsafe behavior include (but are not limited to):

- Medication errors or failure to report medication errors
- Failure to competently perform nursing skills/tasks
- Performing a nursing task/skill without appropriate supervision and/or without satisfactory skills lab demonstration that circumvents safety policies
- Falsification of records
- Violation of HIPAA/Confidentiality
- Non-therapeutic communication that could lead to client harm
- Ignores or fails to recognize unsafe client situations that could lead to client harm
- Inability to utilize the nursing process or critical thinking/clinical reasoning skills to identify essential care needs of the client
- Instances in which the faculty must intervene to protect the safety of the client or prevent the violation of Nursing Clinical Guidelines.

Failure to perform at the level of a reasonably prudent student and/or adhere to the SON Clinical Supervision Guidelines will result in the immediate removal of the student from the client assignment and dismissal from the clinical area. The student will be assigned a clinical grade of “unsatisfactory” and a disciplinary referral will be initiated. A student who is enrolled in a practicum course(s) and whose performance has been determined as unsafe practice cannot continue with participation in any practicum experiences in the program. A Critical Incident Report will be completed. Copies of the report will be distributed to the student, to the Director of Undergraduate Programs, and placed in the student’s record within two (2) days following each violation. An agency (hospital, clinic, nursing home, etc.) incident report may be required according to the agency’s policy.

Academic Progression and Retention Policies

Once admitted, it is anticipated that the majority of students will progress through the curriculum as designed, achieving “satisfactory progress” in degree completion. All undergraduate students are expected to finish their program within a maximum time frame of 150% (or 1.5x) of the published length of their program.

- Students must take the nursing courses as sequenced. This includes co-requisites.
- Students must have a minimum GPA of 2.8 to be considered for admission to the undergraduate nursing program.

- Students requesting readmission into the undergraduate program must have a minimum overall 2.5 GPA out of a scale of 4.0.
- Students must maintain eligibility to continue with Kentucky State University and maintain eligibility for clinical agency placement.
- Students may repeat the prerequisite science courses - Anatomy & Physiology (BIO 107 or BIO 108), Microbiology (BIO 204) or Chemistry (CHE 209) one time only to be considered to continue with a major in Nursing.
- Students who receive a D or F in any pre-requisite course 2 times will not be eligible to enter or progress in the nursing program.
- Students must earn a grade of “C” (70%) or better in pre-requisites required for the nursing program that are not NUR prefix courses in order to progress to the next nursing course (didactic or practicum). Students who receive a grade of “D or F” in a pre-requisite or co-requisite course will not be allowed to progress to a subsequently sequenced NUR course.
- Students must earn an overall unit exam average grade of “B” (80% or “meets expectations” practicum course grade equivalent) or better in NUR prefix courses in the nursing program in order to advance to the next NUR prefix course.
- Students must pass both the didactic and practicum components of a nursing (NUR) course in order to pass the course.
- An assigned grade of “Incomplete” (I) cannot be substituted for a “C”, “D”, “F”, or “W”. An “I” – in any course with a NUR prefix – that has not been converted to a final passing letter grade by the beginning of the next semester, and will be recorded as a failing grade.
- Students who interrupt the completion of the Nursing sequence in which a C, D, F, or W is achieved as the final grade, may be eligible for readmission to resume the nursing sequence only once.
- Students previously admitted to the nursing program, but who are not currently enrolled in a major nursing course, must maintain a minimum cumulative 2.5 GPA in order to be eligible for readmission consideration.
- A previously admitted student who has not been enrolled for two or more academic semesters (fall and spring) in nursing must file an application for readmission and submit a written request to the administrator for the AAS and BSN programs. Determinations of readmission (i.e., acceptance or declination) is at the sole discretion of the nursing faculty.

- Applicants who apply for readmission to an Undergraduate nursing program and have been out of the program for two or more academic semesters (fall and spring), must meet the admission criteria and follow the plan of study in effect at the time of reapplication and readmission.
- Any student who has not been enrolled in a nursing course with a practicum component (integrated or stand-alone) for more than one semester will be required to demonstrate clinical skills as a function of readmission consideration, in the form of a clinical skills verification “check-off”, for all prior practicum components. Skill requirements and acceptable levels of performance will be provided prior to check-off.
- All skills verification (check-offs) must be completed at least two (2) weeks before the semester begins.
- If a student fails any portion of the skills check-off during the first attempt, the student is required to complete eight (8) additional hours of documented practice prior to the second skills check-off opportunity.
- In the event of a second failure on the same skill or skill set, the offer for readmission shall be rescinded.
- If a student fails a nursing course, but passes the co-requisite clinical, they must retake both the didactic and the clinical course concurrently in order to progress.
- **Readmission is not guaranteed to any student for any nursing course.**
- Readmission decisions will be based upon the student’s complete record of academic performance, including academic integrity records, the number of repeated nursing (NUR) courses, the nature of documented deficiencies (academic, clinical, ethical, professional), and evidence that the student has sought or will seek ways to correct deficient areas. Preference will be given to students who demonstrated satisfactory clinical performance, had the highest course average at time of withdrawal or failure, and have resolved issues that contributed to failure to progress in the program.
- Readmission is dependent upon space availability and the student’s ability to meet curriculum requirements of the cohort to which readmission is sought.
- Following readmission, students who fail or withdraw from a nursing course are not eligible for readmission to resume the nursing sequence. However, students may submit an application to restart the nursing program. Students may be eligible to apply to restart the nursing program only once.

STUDENT INFORMATION

Technology, Social Media, and Confidentiality/HIPAA

Although nursing students and faculty are increasing their use of personal technology in the clinical setting, inappropriate use of technology can violate the rights of clients and others. The following guidelines have been established to prevent inappropriate use of technology or disclosures of confidential information in the classroom or clinical setting:

Audio/Video

Students may not take personal video or audio devices to the clinical setting (unless otherwise specified by course faculty). Should personal video/audio devices be allowed within a specific clinical setting, they may not be used during pre and post conference areas where client data may be discussed. Students are not allowed to video faculty lectures, but the student may audio record lectures with the instructor's permission.

Photography

Students may never use a personal device to take photographs or videos in the clinical setting. If photographs are necessary to document aspects of the client's condition, the agency's camera must be used and the student must have express permission of the client and the clinical instructor to take any photographs or videos. No copies of any such photographs or videos may be removed from the facility.

Cell Phones, Laptops, or other Electronic Devices

The use of electronic devices is allowed at the discretion of the faculty or instructor for course assignments and practicum experiences. Students may not use these devices in any instructional areas which include: all classrooms, practicum assignment areas, conference rooms, and lecture halls during instructional sessions, workshops, and/or meetings. Under no circumstances can electronic devices be used to record conversations (recordings of lecture with permission of faculty only) or take pictures that do not pertain to course lecture. Students must adhere to clinical agency policies. Students may not download or record client data into these devices.

For violation of this policy, consequences are as follows:

- First Offense – Involved student(s) will be instructed to leave the course or practicum setting, will be counted absent for the day, and will need the faculty/instructor's permission to return to the course or

practicum setting. If the offense occurs while the student is in the practicum setting, the occurrence will be documented on the student's clinical evaluation tool as designated by the evaluation process. If this offense occurs during testing, the exam will be recovered and a zero will be recorded. Student(s) will not be allowed to retest or make up this exam. Some practicum settings have a zero-tolerance policy. This means students will not be allowed to return to the facility and face the possibility of being dismissed from the KSU SON. In other words, the first offense is the only offense.

- Second Offense – Involved student(s) will be instructed to leave the course or practicum setting, will not be allowed to return to the course or practicum setting, and will receive a failure in that course and/or for that practicum.
- Documentation of offenses will be placed in the student's file.

Social Media

A student's online presence and actions captured via social media images, posts, or comments can reflect that of the University, College, and SON. Social media networks promote connections with friends and family, as well as enhance professional connections with colleagues and opportunities for professional development. However, students are accountable and responsible for information posted on social media, even if personal, private, or within a private group page. Students must present a professional and positive image of the nursing profession, the SON, and themselves. Students have rights of freedom of speech, expression and association, including their right to use internet social networks. However, students must also respect the rights of patients, faculty members, and other students. Students are expected to monitor their own internet use and only post statements and images that appropriately represent to the public themselves, the SON, and the profession. Students must be respectful, responsible, and accountable.

Social media postings are in the public domain and accessible to reporters, parents, faculty members, law enforcement, predators, potential employers, and graduate school admissions officers, regardless of privacy settings. Postings are immediately searchable, discoverable and may be forwarded, copied and archived, even when deleted. Anonymous comments may be traced back to the user's IP address. Search engines may detect deleted and cached posts years after publication. Students have a responsibility to review and monitor internet sites where they have posted to prevent personal or professional damage to themselves, other students, the SON, and the profession of nursing.

Students must adhere to clinical agency policies and refrain from using agency computers and equipment for personal use, including access of personal email, websites, and social media pages. In a professional role as a

health care provider, students are not to mention any information related to clinical experiences or agencies, client care, or the protected health information of any individual on any internet social media site. Breaches of patient confidentiality or privacy, regardless if intentional or inadvertent, may negatively affect the clinical agency, SON clinical placements, and the student. Examples may include comments in which patients are described with enough sufficient detail to be identified, referring to patients in a degrading or demeaning manner, or posting videos or photos of patients. Students must never share any identifying information or potentially identifying information such as descriptors/names of clients, families, facilities, staff, faculty, or other students. Any sharing of information related to a student's clinical or observational experience is strictly forbidden. Students must maintain professional boundaries and should never initiate or accept "friend" requests from patients, staff, or faculty. Students should reference the "Nurses Guide to Social Media" brochure developed by the National Council of State Boards of Nursing for more information:

<https://www.ncsbn.org/search.page?q=social+media>

Students are prohibited from posting any patient or information (including patient images on any social media site) or content that is threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic, or other comments that may violate professional nursing moral and ethical values and standards. Internet postings that violate these principles include, but are not limited to, images or language that represent partial or total nudity, sexual activity or misconduct, underage alcohol consumption, illegal acts, use of illegal drugs or other controlled substances, hazing activities, cyberbullying, tobacco use, obscene gestures, or cheating. Also prohibited is posting any information about peers, faculty or other professionals, or clinical agencies that may be interpreted as insulting, derogatory, negative, or construed as "bullying."

The SON reserves the right to investigate and take disciplinary action against any student whose posting of material on an internet site violates University policies, SON policies or the Honor Code, clinical agency policies, HIPAA, or state or federal statutes. Inappropriate behaviors related to breaches in client confidentiality or social media postings is of a very serious nature and could result in program dismissal, civil or criminal penalties, and KBN denial of nurse licensure.

The University, College and SON logos and trademarks may not be used without prior written consent. This includes photographs showing any SON or University equipment and supplies. University email addresses should not be used in conjunction with unofficial or personal social media accounts and profiles.

For reasons of safety and privacy, students are advised to refrain from posting personally identifiable information such as telephone numbers, address, course schedules, and places frequented. Students should

check tagged photos and monitor electronic photo albums to avoid posted photos that would be considered inappropriate.

Medical Records

Students must adhere to patient privacy, confidentiality, HIPAA, and clinical agency policies and procedures in the protection of personal health and medical information. Federal and state laws protect this confidential medical information and it is illegal to use or disclose this confidential medical information outside the scope of clinical duties. As outlined in KRS 314.091, “the board shall have power to reprimand, deny, limit, revoke, probate, or suspend any license or credential to practice nursing” upon proof that the person has negligently or willfully acted in a manner inconsistent with the practice of nursing; and/or violated the confidentiality of information or knowledge concerning any patient, except as authorized or required by law (see HIPAA statement within this Handbook).

Reporting Violations

Students must report known or suspected violations of these policies to the instructor responsible for the class/clinical or to the Director of Undergraduate Programs. As outlined within KRS 314.031(4) “it shall be unlawful for any nurse, employer of nurses, or any person having knowledge of facts to refrain from reporting to the board a nurse who is suspected of having violated any provision of KRS 314.091.”

Professional Appearance and Uniform Policy

The uniform and identification represent the SON and the nursing profession. All nursing students will present an image which promotes maximum confidence in the quality of service provided. Students and faculty are required to adhere to clinical agency policies and regulations concerning dress code and professional appearance that may differ from the SON, such as wearing business casual attire while in the practicum setting in lieu of a nursing scrub uniform. Affiliate agency policies regarding clothing and personal appearance supersedes those established by the SON. The responsibility for establishing guidelines for the professional attire of nursing students rests with the faculty and administration of the SON.

All Kentucky State University (KYSU) Nursing students will be required to purchase their Nursing Uniforms from Cardinal Uniforms & Scrubs as part of the requirement for Clinicals. Cardinal Uniforms & Scrubs is located at 2579 Regency Road, Lexington, KY 40503. When you visit the store, go to the front counter and let one of their workers know you are a student from KYSU. This will ensure you get everything that is required. The following is a list of items that must be purchased from Cardinal Uniform unless noted:

- Scrubs: Cherokee Revolution
 - AAS students will wear the color Hunter Green. BSN Students will wear the color olive.
 - Women's Style Number for scrubs: ww620
 - Men's Style Number for scrubs: ww690
 - Must have "Kentucky State University" embroidered on right side.
 - AAS and BSN students must have their uniform embroidered on right side using gold color 1924.
- Pants: Cherokee Revolution
 - AAS students will wear the color Hunter Green. BSN Students will wear the color olive
 - Women's Style Number for pants: ww110
 - Men's Style Number for pants: ww140
- Lab Coat:
 - Meta by White Swan
 - Women's Style Number for lab coat: 1964
 - Men's Style Number for lab coat: 1963
 - AAS students must have their lab coat embroidered on right side using gold color 1924.
 - BSN students must have their lab coat embroidered on right side using green color 1902.
- Name Tag:
 - Metallic Name Badge Style 500G (Brass) with first name, last name, and nursing student in black font.
- Stethoscope:
 - 3M Littman Brand Lightweight II S.E.
- Surgical Scissors:
 - Prestige Medical Precision Instruments
- Eye Wear:
 - Model #5400 Black
 - Black only. Do not purchase eye wear with colors.
- Shoes (can be purchased anywhere)
 - Must be solid white shoes.
 - No black or shoes with any color.
- Sphygmomanometer (optional):
 - Premium Aneroid Sphygmomanometer Model S82
- Maternity uniform: decisions of maternity attire is at faculty discretion with input from the student.
- RN-B.S.N. students participating in a practicum experience: Attire should be business casual dress with the official B.S.N. laboratory jacket and nametag.
- In circumstances when professional/business casual attire is required, the following will be observed:
 - Female students: May wear neatly-pressed collared shirt and khaki pants. Blouses must cover the shoulders. Dresses or skirts should not be above knee length.
 - Male Students: May wear neatly-pressed collared shirt with dress slacks or khakis. Denims and/or T-shirts are not acceptable.

- Safe, appropriate shoes that are closed toe and cover the entire foot should be worn.
Tennis/athletic shoes, high-heeled shoes and/or stilettos, flip flops, and sandals are not acceptable.
- Religious and/or cultural garments, such as scarves, turbans, and jewelry may only be worn if such items do not interfere with patient care, patient/student safety, and infection control standards.
- Any and all deviations from the uniform are on a case-by-case basis and must be submitted to the SON Program Administrator for approval.
- Clinical supplies and other items required for use with the uniforms are:
 - Black ink pen
 - Watch with second hand capabilities
 - Bandage scissors
 - An approved stethoscope
 - Penlight

Professional Appearance

In addition to good personal hygiene, the following are expected when wearing the uniform:

- The uniform should be clean, neat, wrinkle free, and in good condition. The uniform must have a professional fit and sit-at/above the waistline (no low-cut, low-rise, or hip huggers). No alteration of the style of uniform will be permitted.
- The student's hair must be neat, clean and controlled in a manner to promote asepsis and not interfere with patient care or safety. The hair should not touch the collar if not pulled back/secured.
- Any hairstyle creating a health hazard is not permitted.
- Hair color should be limited to that found naturally. Extreme, eccentric, or trendy haircuts or hairstyles are not authorized. If a student uses dyes, tints, or bleaches, they must choose those that result in natural hair colors.
- Fingernails are to be clean, short, neatly trimmed, and without polish. Artificial nails or nail components are not permitted.
- Cosmetics should be conservatively applied and worn within the limits of good taste.
- Scents or colognes can cause allergic reactions or nausea in some clients and should not be used during client care experiences. Please note that a strong odor of tobacco products and use of vapors, etc. can be similarly offensive. Colognes, perfumes or scented shaving lotions are not to be used. Students should refrain from use of tobacco and/or vaping products while in uniform and during clinical experiences.

- Minimal jewelry may be worn. Students may wear a plain wedding band/engagement ring. It is preferred that no earrings be worn; however, unadorned pierced metal studded (post) earrings, confined to the earlobe, are acceptable. Studs may not exceed 1/8" in diameter. Facial and oral jewelry or piercings are not acceptable. Additional restrictions may be required by individual clinical agencies and will be communicated by nursing faculty.
- The wearing of visible body rings (piercings) is not permitted in the practicum setting.
- Visible body art (tattoos) must be tastefully concealed.

In all cases, the decision regarding appropriateness of apparel and appearances rests with the clinical faculty. If a student is determined by clinical faculty to be out of compliance with the dress code, the student will be issued a clinical alert and not be permitted to participate in practicum experiences that day. A Uniform Infraction Form (Appendix D) will be completed.

Uniform Utilization

- Uniforms are to be worn only in the clinical area, skills laboratory, and for activities approved by the nursing Faculty.
- While in uniform, students may NOT smoke or use vaping products, etc.
- While in uniform, students must eat only in the areas designated according to agency policy. Gum chewing in the practicum area is not permitted.
- Uniforms are the property of the students. However, the uniform represents the University and may be worn only by undergraduate students enrolled in the nursing program.
- Upon graduation, students have the option to donate their uniforms to the School of Nursing. Donations will be accepted by the department.

Uniform Infractions

An infraction in uniform regulation will be considered a serious offense and will be reflected in both the student's formative and summative clinical evaluation. Students will receive a written report of the infraction from the faculty on the day of the occurrence. Deviations from the uniform policy will be documented on the student's evaluation tool as designated by the course evaluation process and may result in removal of the student from practicum experience and receipt of an unexcused clinical absence.

SON Smoking Policy

Students will not be permitted to smoke, use tobacco or vaping products, including e-cigarettes, while at the clinical facility. Students must follow agency policies regarding smoking – most facilities do not permit smoking on facility grounds, including parking lots.

Practicum Transportation

Each student is responsible for their own transportation arrangements and costs to all practicum sites. These sites may be located some distance from the SON, and public transportation may not always be available. Students will be informed at the beginning of each nursing course of the hours of the practicum experience. Practicum experiences may be on any shift and on any day, including night shifts and weekends. Please note that the student has the ultimate responsibility to make sure they arrive to their clinical assignment on time. Students are not permitted to transport clients or other persons during practicum hours nor are faculty or host agency personnel permitted to transport students. Students must have access to a vehicle for each practicum day due to the nature of the practicum experience. The expectation is that students will each provide their own transportation as carpooling is generally not feasible.

Criminal Conviction Record

Students must meet all clinical agency placement requirements, which include standards written into the Commonwealth of Kentucky Nurse Practice Act. Students must be academically qualified to fulfill the role and responsibilities of a person licensed to practice as a professional nurse. Students who have criminal convictions involving drugs, alcohol, fraud, deceit, falsification of records, a breach of trust, physical harm or endangerment to others, or dishonesty may be ineligible for clinical placement. For more information, refer to the Kentucky Board of Nursing website concerning “Criminal Convictions” <https://kbn.ky.gov/Consumer-Protection/Pages/reporting-criminal-convictions.aspx>. Students who have questions concerning criminal conviction(s) and clinical eligibility are encouraged to speak with the Director for Undergraduate Programs.

Student Employment

Kentucky has a mandatory Nurse Practice Act that requires anyone who practices nursing according to the definition of the practice in the state Nurse Practice Act must be licensed. Exemptions to this include the practice by students of nursing in their course of study while under the supervision and direction of a clinical nursing instructor, outlined in KRS 314.101(1)(b). During private employment, a student cannot perform nursing tasks (as defined in the Nurse Practice Act) that require professional licensure, unless functioning in

the capacity of a “nurse extern” under the direct supervision of a registered nurse in accordance with 201 KAR 20:400 Section 5. In situations where the student is functioning as an employee (not as a SON student), no part of the uniform which would identify the wearer as a student of SON may be worn. The professional liability insurance required to be carried by each student covers the individual only while functioning in a student role within assigned clinical areas. It does not protect the student while functioning in private employment. Students may not document in the electronic medical record under their private employee account while acting as a student nurse during a clinical course. The SON assumes no responsibility for student activities performed as an employee of an agency. Students are personally responsible and liable for any activity they participate in while employed. Students who practice illegally (i.e., outside of the scope of the Nurse Practice Act) may jeopardize their future as persons convicted of violations of the nurse Practice Act may be ineligible to sit for NCLEX-RN and receive licensure.

Internet and E-mail

All KSU faculty, staff and students are provided with an email account. The account will allow access to various computing resources. Internet access, an active KYSU e-mail account, and e-mail access is required of all Faculty, staff, and students in the SON. Communication with students must occur using an official University-sponsored platform (e.g., KYSU e-mail account, Canvas LMS system). The primary method of communication at the SON is e-mail. Students are expected to use their university email account for all school-related communications. Students may access email via Outlook Web App by accessing www.outlook.com/kysu.edu. Access may also be obtained by going to the KSU website and click “email”. Information regarding email set-up and access may be located at the following link: <https://www.kysu.edu/finance-and-administration/information-technology/email.php>. Students should include their first and last names and KYSU ID in all email communications with SON faculty and staff.

Technology Requirements

Information concerning technology requirements can be located on the Information Technology website: <https://www.kysu.edu/finance-and-administration/information-technology/index.php> or by phone: (502) 597-7000. Some programs or courses may require the purchase and use of additional technology such as on-line textbooks and resources, point-of-care software for mobile devices, and laptops for use in the classroom. Further information on these requirements will be provided at student orientation or by course faculty as appropriate.

Communication

Communication from the nursing program Faculty and Administrators to the student may be in the form of handouts in the classroom, an e-mail, a Canvas announcement, and/or other forms of written communication. General messages may be posted on the SON bulletin boards and/or on Canvas. As such:

- Students must remain current with Canvas postings.
- Students not present on course instructional days are responsible for required content.
- Students must activate their KYSU.edu email account upon admission to the University. All official SON communication will be sent to the student's KSU email address. Students are expected to check their KSU email address every day for updates about classroom and clinical information, and are responsible for reading all information sent to their KSU email accounts.
- Communication from School of Nursing faculty or other program representatives will be sent to students using only the official school e-mail accounts.
- Text messages are not considered a form of appropriate or official communication by or to faculty within the SON.

CHANNELS OF COMMUNICATION

The student who desires information should first consult this Handbook, the Kentucky State University Student Handbook, and or the Kentucky State University Undergraduate Catalogue. If the information is not contained therein, students should consult their academic advisor or follow official channels in rank order: Faculty, Director for Undergraduate Programs, Program Administrator, Dean of the College, and Provost/Vice-President for Academic Affairs.

STUDENT REPRESENTATION

The SON believes in student participation in the organization and governance of the SON to enhance the quality and effectiveness of our nursing programs. As an expression of the SON's commitment of collaboration, student representatives from each admission cohort within every nursing program (i.e. LPN-AAS, AAS, BSN, RN-BSN) are elected each semester to facilitate communication between students and faculty by meeting regularly with course faculty and attending faculty meetings. Student feedback is seriously considered in governance of the SON. Reports of student satisfaction, positive learning experiences, effectiveness of programming, and suggestions related to student support, curriculum, and program operations are encouraged. Each admission cohort will elect at least two (2) student representatives.

Student Complaint and Grievance Procedure

Any student may file a complaint or grievance against another student, staff member, professor, or organization suspected of violating the University's policies, regulations, and guidelines. The SON ensures complaints and grievances receive due process and strives to resolve issues in compliance with University policies. Additional information concerning the process for filing a complaint or grievance can be located in the University Student Handbook or in the Undergraduate Catalogue <https://www.kysu.edu/academics/registrar/select-a-catalog.php>.

When filing a complaint or grievance, students should consult their academic advisor or follow official channels in rank order: Faculty, Director for Undergraduate Programs, Program Administrator, Dean of the College, and Provost/Vice President for Academic Affairs.

Professional Liability Insurance

The SON maintains a general and professional liability insurance self-insurance program, subject to limits, conditions, and exclusions. As a general rule, students participating in practicum experiences are covered under the SON insurance program, although there may be some exceptions. The University executes contracts with learning sites delineating the responsibilities of all parties including professional liability and clinical oversight. If there is a situation when the University does not provide general or professional liability insurance for a practicum course the student shall be informed so arrangements can be made to secure the coverage in another way. In every instance, students must be enrolled in an NUR course to be covered. The insurance covers only clinical experiences which are part of scheduled classes. The insurance will no longer be in effect if the student withdraws from school or graduates. Students who audit courses are not covered. Students need to remember their insurance coverage is contingent upon the student working within the scope of the practicum agreement. Activities the student may be asked to do (or want to do) that are not within the scope of the practicum agreement could jeopardize insurance coverage. Activities for pay are never covered by the University's insurance.

Technology Etiquette

- During practicum experiences and class time, cell phones may not be used at any time for personal phone calls or checking personal email/text messages and must be turned off or silenced.
- Text messaging during class is inappropriate. It is distracting to other students and faculty and interferes with learning.

- Students who bring laptops to class are expected to use them for educational purposes. The sound should be turned off prior to the beginning of class. Playing games, checking email, accessing social media and other similar uses of laptops and/or smart phones is unacceptable as they are barriers to learning.
- Students may only access a patient's health information that pertains to nursing care. Students may not store protected identifiable patient data on personal digital devices nor copy paper or electronic patient health records.
- Students may not take photos at any clinical site, including photos of clients, preceptors, or fellow students.

Netiquette

"Netiquette" refers to Internet etiquette. This simply means the use of good manners in online communication such as e-mail, forums, blogs, and social networking sites to name a few. Netiquette is important to define because the cyberspace environment is stripped of gestures, facial expressions, voice tone, body language and other non-verbal communication cues. These cues allow for more informed interaction between the sender and receiver of a message in a traditional setting. A simple set of Netiquette rules below is offered to ensure a polite and safe online environment within the SON academic setting and beyond. Behavior or action that may be construed as a violation of Student Code of Conduct may result in being subject to immediate dismissal from the program/School of Nursing. Rules to follow include:

- Never share personal User ID or passwords to another individual (in person or online). When assisting students, KYSU IT Helpdesk can access login and password based on first and last names. IT staff will never ask for this information in emails.
- Typing in ALL CAPS Online is considered SHOUTING.
- Use normal capitalization, grammar, and spelling for professional communication. Avoid texting jargon or abbreviations without explanation - DYKWIM ("Do you know what I mean?").
- Remember tone of voice cannot be heard online. Sarcasm and humor are hard to convey. Be mindful of this. Use of emoticons is helpful - i.e. :) = happy face.
- Online dialogues, blogs, wikis, journals, and emails are for the internal academic use only. Do not forward or quote them to outside parties.
- Use the KYSU e-mail for all communications.

- Refrain from sending emails unnecessary to the course participants or college business. This includes forwarding emails that you may find inspiring or humorous, but may clog up communications for others.
- Pay attention to "Reply" vs. "Reply All." Only use "Reply All" if needed for the entire group to receive the email.
- Be respectful when communicating in online discussions and emails: address the person by name at the beginning of an email or post and sign it at the end.
- Remember, you are communicating with a real person and not merely a computer screen. Act as though you are across the dinner table.

Alcohol and Controlled Substances

The improper and/or illegal use of controlled substances, including alcohol, can seriously injure the health of students, impair the performance of their responsibilities, and endanger the safety and well-being of fellow students and members of the general public. Students who are engaged in a practicum experience may be required to submit to random testing for use of alcohol and/or illegal use of controlled substances as provided by the law or regulations of the contracting agency. Just cause for student disciplinary action includes, but is not limited to, use or unauthorized possession of intoxicants, controlled or illegal substances, or materials dangerous to public health or safety. It is not acceptable to use alcohol or illegal drugs prior to or during a course or practicum. Immediate disciplinary action will occur. Please reference the SON Drug and Alcohol Policy located in Appendix C of this Handbook.

Occupational Exposures

Although rewarding, the nursing profession is full of occupational risks, including potential exposure to diseases and bodily fluids. Steps can be taken to mitigate these risks, but such risks cannot be entirely avoided. Exposures to blood or body fluids that occur as a result of needle sticks, cuts, splashes, or sprays that occur during practicum experience could result in transmission of blood borne disease (such as Hepatitis B, Hepatitis C, or HIV). Care should be taken to ensure student and client safety. In the event of an exposure, the following procedure is to be followed:

1. Wash site immediately and thoroughly with soap and water to remove and potentially infectious fluid and tissue. Flush mucous membranes with water.
2. Immediately report exposure to the appropriate authorities at the practicum site and SON faculty.

3. Post-exposure care: Students should access care at the site where the exposure occurred by following the post-exposure plan of the agency, the nearest student health care provider, or at the nearest emergency facility.
4. Follow-up of post-exposure care: Students should follow-up within a week at the facility where care was received to confirm that all blood tests have been reviewed and that appropriate treatment is in place. Additional follow-up may be required; students must follow the advice of the health care provider.

Occupational exposure to communicable disease (i.e. COVID-19, Tuberculosis, Herpes Zoster [Shingles]), etc.) may also occur during practicum experiences. Students should adhere to clinical agency infection control guidelines, consult with nursing faculty prior to entering client rooms, and utilize appropriate personal protective equipment (PPE) to reduce exposure risk.

Payment for Post-Exposure Care

The nursing profession, as previously mentioned, carries well-recognized occupational risks. A student's decision to participate in the nursing program, which includes a nursing practicum, demonstrates an understanding and acceptance of these inherent risks. Students also bear the responsibility for taking necessary precautions to minimize these risks. Consequently, students are solely responsible for all costs associated with post-exposure care. Students are strongly advised to promptly consult their insurance providers for any inquiries regarding coverage for post-exposure care, as well as the associated processes and procedures.

STUDENT RESOURCES AND SUPPORT SERVICES

Kentucky State University provides numerous resources and student services that are available to all students to support academic achievement. These services include, but are not limited to: student health, counseling, academic advisement, career placement, disability needs, student life, and financial aid. More detailed information is available within the University Student Handbook: <https://www.kysu.edu/student-engagement-and-campus-life/student-handbook.php> and Kentucky State University Undergraduate Catalogue: <https://www.kysu.edu/academics/registrar/select-a-catalog.php>.

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

FERPA is a federal law that protects the privacy of student education records and information. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives

parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attends a school beyond high school level. Therefore, faculty members must secure written permission from a student before they can speak to a parent regarding their child's education record or academic progress. More detailed information is available at the following link:

<https://studentprivacy.ed.gov/ferpa> and within the Kentucky State University Undergraduate Catalogue: <https://www.kysu.edu/academics/registrar/select-a-catalog.php>.

Office of Disability Services

The Office of Disability Services coordinates the delivery of accommodations that are both reasonable and appropriate to eligible students with disabilities. Students seeking disability accommodations should contact the Office of Disability Services. Required documentation must be from a professional qualified in their area of expertise to evaluate a particular type of disability (e.g., physician, psychologist, licensed mental health counselor, psychiatrist, or audiologist).

Students may be asked to leave the nursing program, regardless of academic grade, if a physical or emotional condition exists, and the nature of which affects, or is affected by the student's performance in nursing. All considerations of students' mental or physical abilities will comply with KYSU's policies and procedures as set forth by Kentucky State University (Disability Resource Center), the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act. Students requiring permanent or temporary accommodations in the performance of their practicum duties should contact the SON Program Administrator or the Disability Resource Center to discuss necessary accommodations.

Students who would like to receive accommodations on the basis of disability must self-identify, must provide documentation of the disability, and must request accommodation. Detailed information concerning disability services is available on the website: <https://www.kysu.edu/academics/disability-svcs/index.php>, or in person. The office is located in Office 107, Hathaway Hall. The phone number is (502) 597-0550.

Library Resources

The mission of the Paul G. Blazer library at KYSU is to support the information and research needs of the KYSU community. Included in this goal is a commitment to promote student success by enhancing information access and retrieval through technology, strengthening collections in support of the curricula for the University's programs, and assisting faculty in their quest for excellence in teaching, scholarship and service.

The library catalog is available for on-campus and off-campus access. Library information and links to pertinent library resources may be found at <https://www.kysu.edu/academics/library/>.

Student Health Services

The Student Health Services office is located in Carl M. Hill Student Center, Suite 340 and is staffed by an advanced practice registered nurse. Available services include preventive medicine, health education, physical and mental health care, wellness program, and appropriate referrals. When necessary, Student Health Services refers students to appropriate health-care professionals or facilities in the Frankfort community or beyond. Provided services include AIDS education; educational counseling for alcohol and other drug abuse; free health screenings for high blood pressure, blood sugar, chlamydia and gonorrhea, HIV, urine pregnancy test, UTI's, rapid strep test and mononucleosis; health education workshops and seminars to promote healthy life-style choices; counseling and mental health services by a licensed social worker; preventive and corrective health care (on an out-patient basis); and an annual health fair. Services such as pre-admission physicals and immunizations, including Hepatitis B, are available by appointment. Comprehensive mental health and substance abuse counseling is available in the Carl M. Hill Student Center, Suite 340. Students may self-refer or be referred by peers, faculty or staff to counseling support services.

Information Technology Services (ITS) and IT Help Desk

Information Technology provides technology-based services that support and enhance the mission of Kentucky State University. ITS play a leadership role in assisting our students, faculty and staff achieve excellence in their teaching, learning and administration experience. Additionally, the department provides training and consulting concerning technology used or proposed to the campus community. More information is available at the following link: <https://www.kysu.edu/finance-and-administration/information-technology/index.php>. In order to provide timely and reliable service, the first point of contact for all technical assistance must be made to the IT Help Desk. To contact the IT Help Desk, students should submit a service request to: www.kysu.edu/helpdesk, call the Help Desk at (502) 597-7000 or send an email to helpdesk@kysu.edu.

KSU Online Resource Portal

The Kentucky State University Thoroughbred Online Resource Portal provides software training through various workshop settings, individual assistance, or self-paced on-demand tutorials to assist students with the necessary computing fundamentals that lead to classroom success. Video tutorials are free, available 24 hours

per day, and are supported by all web browsers and devices. Information is available at the following link:

<https://www.kysu.edu/academics/dist-ed/index.php>.

Technology – Learning Management System (i.e. Canvas)

SON courses utilize the Canvas learning platform. Students who have not taken an online course before or who need to become familiar with the Canvas platform are strongly encouraged to complete the Blackboard tutorial, which is available online and can be accessed at any time at the following link:

<https://www.kysu.edu/academics/dist-ed/online-resource-portal/ksu-online-resources.php>

Student Safety and Security

The Kentucky State University Police Department is a full-service law enforcement agency with a mission to maintain a safe and secure atmosphere within the KSU community. The agency operates 24-hours a day and consists of sworn officers commissioned through the Kentucky Criminal Justice Training Department and civilian employees. Sworn police officers have full law enforcement authority. Officers conduct general patrol; respond to medical calls, fire alarms, and criminal and vehicle collision reports; provide safety tips and information on campus safety; provide escorts to accompany an individual to any University academic building, parking lot, or residence hall; conduct walkthroughs in the residence halls during non-classroom hours during the school year; and are responsible for vehicle registration and maintaining crime statistic records and logs. KSU Police Department information can be located at the following link:

<https://www.kysu.edu/student-engagement-and-campus-life/police/index.php> or by contacting the University Police Administrative Offices at (502) 597-6878.

Kentucky State University utilizes a state-of-the-art notification system to notify the campus community of inclement weather closings or delays, major campus emergencies, or disasters. Information concerning the process to register for **BRED Alerts** can be located at the following link: <https://www.kysu.edu/brand-identity-and-university-relations/bredalerts.php>.

Career and Professional Development Center

The Career and Professional Development Center (CPDC) is here to assist students in making successful transitions from their academic pursuits to their first choice, post-graduation destinations, such as employment or graduate school admission. The CPDC provides a variety of programs and services, including career assessment activities and exploration of career options, career and graduate and professional school

fairs, graduate school admission preparation, interview preparation, networking with prospective employers, resume writing workshops, and search strategies for internships and jobs. The Career and Professional Development Center is located in the Academic Service Building, Suite and can be contacted (502) 597-6700.

SON Student Resources

In keeping with our Mission and Philosophy, the SON has available to students the following support services:

1. Clinical & Simulation Skills Laboratory: Located on the 1st floor of the William Exum Center, three simulation labs are equipped with hospital beds and accompanying bedside and over-bed tables. Supplies, anatomical models, and equipment for demonstrating, learning, practicing, and testing specific nursing skills are available. Simulation equipment is utilized by faculty to assist students in the development of critical thinking, nursing judgment, and clinical decision-making skills. Designated faculty are available according to a posted schedule to assist students.
2. Technology Laboratory: This area, located on the 1st floor of the William Exum Center, is equipped with computer hardware and software for student use.
3. Director of Undergraduate Programs: In addition to faculty academic advisors, The Director is available to provide academic advising for students, assists with registration, and participate in resolution of school-related issues.

PREPARING FOR GRADUATION

All prospective candidates for graduation must successfully complete all requirements for graduation. It is the student's responsibility to make sure the graduation requirements have been met. Students anticipating graduation should file an Application for Degree form by the date designated on the University Academic Calendar (<https://www.kysu.edu/academics/registrar/academic-calendar/index.php>) and remit a non-refundable graduation fee. Students who fail to have proper materials and applications submitted on time will be deferred until the next graduation period. Students must submit a new application for a degree if they have been unsuccessful with a graduation attempt. Application forms are available in the Registrar's office or online at the following link: <https://www.kysu.edu/academics/registrar/forms.php>.

All students participating in graduation must complete a cap and gown order form by the specified date from the University approved vendor. Failure to order approved regalia may result in denial to participate in graduation ceremonies. Candidates for graduation who anticipate participating in the SON Pinning & Recognition Ceremony are expected to purchase the SON approved pin. Candidates should provide the pin company representative [with proper initials to be engraved on the back of the pin for identification if desired]

along with a check or money order made payable to the pin company, or a credit card payment to cover the cost of the pin.

APPLYING FOR NURSING LICENSURE AND NCLEX-RN

Students will receive information regarding the application process for initial nurse licensure and NCLEX-RN examination during the final semester of the program. Expenses associated with nurse licensure and NCLEX-RN application are separate from university fees. Graduates should plan to complete all licensure application requirements and the NCLEX-RN examination application within 6-8 weeks before graduation and should budget for associated fees in advance.

**Approximate cost estimates (fees subject to change)*

- Kentucky Board of Nursing Application fee \$125.00
- State Criminal History Report (Background Check) \$20.00
- Federal Background Check (fingerprints) \$18.00
- Jurisprudence Examination \$ 15.00
- Pearson Vue (NCLEX-RN) registration \$200.00

Students who wish to apply for initial nursing licensure in a state other than Kentucky should inform the Director for Undergraduate Programs and contact the Board of Nursing of that state early in the final semester to begin the application process.

APPLYING FOR LICENSURE: CRIMINAL CONVICTIONS

The Kentucky Board of Nursing is authorized to deny a license or to issue a license under disciplinary conditions because of an applicant's criminal conviction, which may include misdemeanor and/or felony convictions involving drugs, alcohol, fraud, deceit, falsification of records, a breach of trust, physical harm or endangerment to others, or dishonesty or upon proof that an applicant is guilty of fraud or deceit in producing or attempting to procure a license, credential, or privilege to practice nursing.

For more information, refer to the Kentucky Board of Nursing website concerning "Criminal Convictions"

<https://kbn.ky.gov/Consumer-Protection/Pages/reporting-criminal-convictions.aspx>. Failure to report a

criminal conviction is deemed to be falsification of records and may result in denial of licensure and/or potential disciplinary action by the KBN. The KBN may take action on criminal convictions that bear directly on an individual's qualifications or ability to practice nursing (See KRS 314.103 and KRS 314.131).

Licensure

Licensure information can be obtained from the Kentucky Board of Nursing (KBN) website (www.kbn.ky.gov) or by directly contacting the KBN via telephone or e-mail. Potential applicants for licensure who have a history of a criminal conviction should review the information related to misdemeanor and/or felony convictions posted on the KBN website: <https://kbn.ky.gov/Consumer-Protection/Pages/reporting-criminal-convictions.aspx>. Current standards for initial licensure include graduation from an approved program of nursing, a passing score on the National Council Licensure Examination (NCLEX), a criminal background screening, and successful completion of the Kentucky Jurisprudence Exam.

Policy Changes

Changes in policies, procedures and practices may be necessary. These changes shall become effective once communicated in writing to the student(s) either individually or in the aggregate.

Appendix A: Integrity Policy

All students in the School of Nursing (SON) are expected to comply with all University and SON policies, procedures, and expectations related to integrity, professional role expectations (see Policy), and standards and codes of conduct. Failure to do so will result in disciplinary actions as outlined in university and/or School of Nursing policies and procedures.

Purpose of the SON Integrity Policy

Required as a citizen of the SON community, each student is responsible for abiding by the principles of academic integrity, professional integrity, and respect for others throughout his/her tenure in the SON. The SON Personal Integrity Guidelines set forth specific standards of conduct that provide a framework for applying each principle in the context of nursing education and the nursing role. These guidelines state the expectations of the SON with respect to some specific integrity issues that may arise in the course of nursing education. All SON students are expected to conduct themselves in accordance with these guidelines. However, because no set of guidelines can anticipate all potential challenges to personal integrity, students are also expected to adhere to the principles of academic integrity, professional integrity, and respect for others in all endeavors pertaining to nursing education and the nursing role.

Policy

1. Cheating- Dishonesty of any kind with respect to examination, course assignments, alterations of records, or illegal possession of examinations shall be considered cheating. It is the responsibility of the student not only to abstain from cheating, but in addition, to avoid the appearance of cheating and to guard against making it possible for others to cheat. Any student who helps another student to cheat will be considered as guilty of cheating as the student he/she assists. The student should do everything possible to induce respect for the examining process and for honesty in the performance of assigned tasks in or out of course.
2. Plagiarism- Honesty requires that any ideas or materials taken from another for either written or oral use must be fully acknowledged. Offering the work of someone else as one's own is plagiarism. The language or ideas thus taken from another may range from isolated formulas, sentences, or paragraphs, to entire articles copied from books, periodicals, speeches, or the writings of other students. The offering of materials assembled or collected by others in the form of projects or

collections without acknowledgement also is considered plagiarism. Any student who fails to give credit for ideas or materials that he takes from another is guilty of plagiarism.

3. Academic Integrity- Every student in the SON is expected to demonstrate academic integrity, including (but not limited to) the standards listed:

- a. Follow the specific directions of course faculty with respect to academic integrity and academic honesty.
- b. Understand and comply with correct procedures for citation and documentation of references and assignment of credit in all written submissions (papers, research reports, or clinical reports), always avoiding plagiarism.
- c. Students must only submit their own work for course credit, and not the work of any other.
- d. Complete all academic work independently, unless the faculty member or other responsible authority has expressly authorized collaboration with others, refraining from unauthorized collaboration on work that is claimed to be one's own.
- e. Ask instructors for clarification if there is any question concerning the degree of collaboration permissible on an assignment.
- f. Give full credit and acknowledgement to all collaborators on projects and reports in which collaboration is permitted.
- g. Do not use a significant portion of any paper or project to fulfill the requirements of more than one course, unless you have received prior faculty permission to do so.
- h. Observe the time constraints imposed on tests, quizzes, examinations, and assignments. They must be completed when scheduled unless previously excused.
- i. Do not use or consult unauthorized materials, equipment, or devices when taking tests, quizzes, examinations, or other evaluative procedures.
- j. Refuse to give or receive unauthorized aid to other students on tests, quizzes, examinations, or assignments. (Note: The term "assignment" is used for any work, required or volunteered, submitted to a faculty member for review and/or academic credit.)
- k. Refuse to take examinations or to complete assignments for any other person.
- l. Respect the intellectual property and educational and research materials of others, recognizing that depriving them of such property (by improperly denying access, damaging, or destroying such property or materials) would result in unfair academic advantage.
- m. Respect the intellectual property of course instructors and all creators of course content by complying with principles of fair use and copyright law, and by avoiding unauthorized

appropriation, reproduction, or dissemination of course materials in any medium (print, audio, visual, multi-media, online).

- n. Use only one's own access codes, passwords, login codes, keys, and facility access cards.
- o. Never attempt to access academic or administrative files, research documents, or client medical records without authorization.
- p. Never alter, falsify, or fabricate academic, research, clinical, or client documents.
- q. Be truthful in all applications for admission to academic programs, employment, and financial support for education or research.
- r. Honestly represent one's own academic, clinical, and work credentials under all circumstances.
- s. Refrain from all other behaviors that clearly compromise intellectual integrity and honesty.
- t. Promptly report any suspected violations of academic integrity to the appropriate School of Nursing faculty or Program Administrator.

Appendix B: Professional Role Expectations and Standards of Conduct

The KYSU Student Handbook defines appropriate attire for students enrolled in the University. Students enrolled in an educational program which will prepare them to enter the profession of nursing, there are professional expectations to which they will be expected to follow at all times. Nursing students are expected to:

1. Adhere to the University's Dress Code.
2. Dress appropriately for courses on campus as well as when going into your assigned clinical area, or to off-campus meetings, workshops or conferences (well-groomed hair, shoes, no pajamas, no exposed midriffs or cleavage, neatly shaven, no exposed underwear of any kind, appropriate fitting uniforms and clothing).
Student nurses' uniform should not be worn for activities not directly related to the clinical nursing experience such as to grocery stores, shopping centers or restaurants. Uniform infractions will be given for violations observed by any faculty member within the SON.
3. Use accurate terminology related to nursing and health care.
4. Behave in a professional manner in all circumstances regarding your nursing responsibilities including politeness, modulated tone of voice, appropriate eye contact, seeking clarification when information is unclear, and freely seeking assistance.
5. Seek role models and mentors to help you shape your nursing career and be a role model for others who are in the process of nursing career exploration and preparation.
6. Treat confidential information appropriately. See section of SON Student Handbook regarding HIPAA Violations.
7. Consistently uphold high moral values and adhere to all appropriate ethical rules, applying them diligently in both your decision-making processes relating to client care and in guiding your own personal behavior to ensure professionalism and integrity.
8. Participate in nursing organizations (i.e., Kentucky Nurses Association, National Black Nurses Association, etc.) that can benefit students as well as the nursing profession. Specific benefits to individuals include opportunities for scholarships, conferences and conventions, networking with students from other nursing programs, obtaining discounts on nursing publications and related items and developing an appreciation for the importance of nursing organizations to the nursing profession.
9. Be self-directed in the pursuit of learning, and honest in appraising capabilities and limitations as a nursing student. Students are expected to demonstrate a commitment to excellence in academic achievements and in the orderly development of clinical competence.

The general and specific standards of conduct set forth exist to provide basic guidelines of generally acceptable behavior for students enrolled in the School of Nursing. Failure to meet any of the general or specific standards of

conduct or any unspecified behavioral expectation will result in disciplinary action, up to and including dismissal from the School of Nursing.

A student generally meeting the behavior expectations of the School of Nursing will, at minimum:

- Accept responsibility for their behavior and take action, which gives evidence of persistent efforts toward changing unacceptable behavior.
- Demonstrate accountability for their actions in both the clinical and classroom areas.
- Exhibit personal and professional integrity in both clinical and classroom settings.
- Promote and maintain client safety and confidentiality.
- Display behaviors that reflect caring, concern, flexibility, courtesy, nonjudgmental and unprejudiced beliefs in interactions with clients, families, health care providers, peers, staff, faculty and administration.
- Demonstrate respect for others by:
 - Treating all persons with respect in accordance with university policies of nondiscrimination and non-harassment.
 - Demonstrating respect for clients with cultural backgrounds different from one's own.
 - Respecting the client's research participants, and/or their family's rights to be informed about, and to participate in, decision-making concerning their health care.
 - Communicating truthfully with clients and colleagues in all clinical situations and avoiding misrepresentation.
 - Treating all colleagues and peers in health care endeavors with consideration, courtesy and cooperation.
 - Respecting the modesty and privacy of all clients and research participants.
 - Maintaining a neat and professional appearance, consistent with clinical site requirements and SON policy.
 - Maintaining civility and professional behavior at all times in classroom, laboratory, clinic, hospital, and all health care settings.
 - Avoiding disruptive and aggressive behavior.

The following specific behaviors are deemed unacceptable by the School of Nursing:

- Absence without justification or proper notice.
- Excessive absenteeism or tardiness.
- Inattentiveness, sleeping, or engaging in any behavior which is deemed disruptive to the educational process during simulation lab, classroom and clinical settings.

- Refusing to follow instructions of a course instructor, supervisor, administrator or other person of authority.
- Refusal or failure to prepare for course or clinical experience, to perform a course or clinical assignment.
- Disruptive or violent behavior including, but not limited to, engaging in inappropriate or prohibited behavior, threatening, intimidating, coercing, or interfering with the educational process or experience of other students, faculty or SON personnel.
- Failure to speak or act in a professional, respectful or courteous manner to any person in the clinical setting, SON, and/or affiliate agency.
- Violation of the alcohol and drug policy.
- Violation of the firearms policy.
- Fighting (physical or verbal) on the SON or other University premises, clinical setting, or affiliate sites.
- Theft or misappropriation of property of the clinical agency, SON, other students, or any person whom the clinical agency or SON provides services.
- Abuse, misuse, or deliberate destruction of clinical facility, SON, and/or University property or equipment.
- Using another's name, identification badge or personal identification, or permitting another to use your identification.
- Misrepresentation, falsification or material omission of fact from any record, including but not limited to the clinical agency records or School of Nursing records.
- Violation of the dress code.
- Lewdness or indecent behavior.
- Off-campus behavior reflecting adversely on the SON or University or its reputation. Disciplinary Action may be taken depending on the nature of the off-campus behavior.
- Sexual or other unlawful harassment of any fellow student, client, or any other person connected with the clinical agency or the SON.
- Unauthorized disclosure or discussion, either inside or outside of the clinical agency or the SON, of confidential information concerning the client, their family, physician, or other health care provider, faculty, and/or student.
- Unauthorized access to or breach of confidentiality of any of the School of Nursing confidential business or proprietary information, whatever the form.
- Failure to follow the policies and procedures of the clinical agency.
- Failure to adhere to the Social Networking Policy.

The list of specific standards is for guideline purposes only and is not intended to be exhaustive of the SON behavioral expectations.

Appendix C: Drug and Alcohol Policy and Procedure

It is the intent of KYSU SON to maintain a learning and teaching environment that is drug and alcohol free in accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. It is also the intent of the SON that all nursing students be free of any chemical impairment during participation in any activities related to client care in the classroom, laboratory, and clinical settings. The overall purpose of the policy is the provision of safe and effective nursing care to clients by students who are drug and alcohol free.

1. Possession and/or use of an illegal drug, an unprescribed controlled drug or use of alcoholic beverage by a nursing student in the SON is strictly prohibited in the classroom, laboratory, or clinical setting or on campus property. Within the scope of the policy, students are prohibited from using, possessing, distributing, manufacturing, selling, or attempting to sell illegal drugs. Students are prohibited from being under the influence of illegal drugs, unprescribed controlled drugs, alcohol, or inhalants while on campus, in campus vehicles, or in an affiliated clinical facility.
2. Students enrolled in nursing courses are required to submit to drug and alcohol testing prior to participation in clinical laboratory experiences. Drug screening is part of the CastleBranch requirements.
3. Some clinical agencies may require pre-clinical and/or random drug testing of students before and during clinical rotations.
4. All costs related to drug testing [beyond the admission requirements] are the student's responsibility.
5. Any student who refuses to submit to testing will be dismissed from the clinical setting and treated as a positive drug screen.

Definitions:

Drug Testing: The scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting drugs or alcohol.

Illegal Drug: An illegal drug is any drug that is not legally obtainable or any drug that is legally obtainable but has not been legally obtained. It can also refer to any prescribed drug not legally obtained, or any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed. An over-the-counter drug being used at a dosage level other than that recommended by the manufacturer or being used for a purpose other than the intended one by the manufacturer also falls under this category. Additionally, any drug being used for a purpose or by a person not in accordance with bona fide medical therapy is considered

illegal. Examples of illegal drugs include, but are not limited to, stimulants, depressants, narcotics or hallucinogenic drugs, cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs. Drugs that are legal in some states but not recognized as legal by the federal government are also defined as illegal drugs. This includes such drugs that are recommended by a medical doctor for treatment of a condition (e.g., medical marijuana).

Impaired: A person's mental or physical capabilities are reduced below normally acceptable levels (with or without any reasonable accommodation for a disability). An impaired student manifests deterioration in the level of function as compared to that previously observed, or the student does not function at a level normally expected under the prevailing circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness, demeanor and attitudes as manifested in speech or actions. Impairment will include changes in function related use, addiction to, and / or physical dependence upon chemical substances, illegal or legally prescribed.

Nursing Student: Any individual formally enrolled in a SON program, including those individuals enrolled in distance education courses.

Substance Abuse: The manufacture, use, sale, purchase, distribution, transfer or possession of an illegal drug by any nursing student while on university or affiliated clinical site premises or while participating in any University or affiliated clinical site-sponsored or related activity, including any nursing-related course or clinical training activity.

Drug and Alcohol Use and Duty to Notify of Drug/Alcohol Convictions

1. Any substance abuse, as defined in this policy, or a violation of any term of the University Policy, while engaged in any clinical experience is strictly prohibited. All students enrolled in SON courses or programs are required to abide by these rules when reporting to nursing- related courses and clinical experiences and while at affiliating clinical agencies (including parking lots and grounds). Nursing students who violate these rules will be deemed unable to meet the essential qualifications/functions of the nursing curriculum and thus, subject to dismissal from the nursing program.
2. Under no circumstance should nursing students participate in nursing-related courses or clinical activities while they are impaired.
3. Nursing students determined by appropriate SON officials to have violated these prescriptions may be dismissed from the SON.

4. A violation by any nursing student of any state or federal statute, or regulation established pursuant to such statute, pertaining to the manufacture, improper possession, sale, use, or distribution of a drug or alcohol is strictly prohibited. Such violation, if substantiated, will result in the student's dismissal from the SON.
5. Students must report to the Director of Undergraduate Programs, within 48 hours, any arrests and/or criminal convictions that occur while enrolled in the nursing program. Failure to timely report this information can result in the student's dismissal from the SON or other appropriate sanction.

Student's Agreement to Submit to Drug Testing by Affiliating Clinical Agencies and to Consent to Release of Test Results to University Officials

1. For all affiliating clinical agencies which require nursing students to be subject to the agency's drug/alcohol testing policies (including but not limited to pre-employment or pre-clinical placement testing or when there is reasonable suspicion to believe that a student may be impaired or is or has been engaged in substance abuse as defined herein), the student may be tested in accordance with the affiliating agency's policies.
2. Prior to being assigned to an affiliating clinical agency and as a pre-requisite for placement at any affiliating clinical agency, the nursing student shall sign a consent:
 - a. to abide by the drug/alcohol policies and drug testing policies of each affiliating clinical agency in which a student is assigned;
 - b. to submit to any drug/alcohol testing required by the affiliating clinical agency; and
 - c. to release a copy of any and all drug/alcohol test results to appropriate SON officials. Failure to sign such consent shall be grounds for non-placement at an affiliating clinical agency and may result in a dismissal from the program.
3. The cost of all drug/alcohol testing required by affiliating clinical agencies shall be borne by the student or affiliating clinical agency, as determined by the affiliating clinical agency. Neither the University nor the SON, or any of its officers or employees, shall absorb drug/alcohol testing costs arising out of any nursing student's placement at an affiliating clinical agency.
4. A positive substance abuse test shall result in dismissal from the program on the basis that the student is not able to meet the course objectives for classroom and/or clinical experiences.
5. The Director for Undergraduate Programs will notify a student who has a positive drug test. If a student tests positive for a prescribed drug, the student must obtain a written statement from a qualified physician stating that the drug will not interfere with safe practice in the clinical area.

6. A student's failure to submit to a required drug screen, or attempting to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet objectives for the course; therefore, progression in the program will not be permitted and the student will be withdrawn from all nursing courses.

The Drug Testing Procedure set forth below will be followed:

1. Drug tests will be arranged by the SON in accordance with clinical agency requirements. All costs related to any drug testing is the student's responsibility. Payment for drug testing is due at the time the service is rendered.
2. Tests will be conducted by a qualified laboratory in accordance with established methods and procedures. Confidentiality of the student as well as the validity of the sample will be protected by the testing facility. The procedure for collection as determined by the collection site will involve a witness to the voiding of the urine sample, securable urine containers, and chain of custody procedures that ensure that the samples identified to a nursing student actually contain materials from that student, that the samples are protected from tampering, and that the analysis of the samples is done in accordance with reasonable and accepted medical standards.
3. The test shall screen for the use of drugs whose use is either illegal, or which are prone to abuse, as determined at the discretion of the Medical Review Officer of the testing facility, or for the use of any drugs which are reasonably suspected of being abused or used by the student.
4. The Director for Undergraduate Programs will be notified of all test results. The Program Administrator of the School of Nursing will be notified on an as needed basis.
5. Presumed positive test results for substances that cannot be verified based on available evidence, will be confirmed by the best currently available techniques as determined by the testing facility. If the student refuses to comply with the techniques determined by the testing facility, the student will be dismissed from the nursing program based on a positive drug screen. Positive test results shall be documented in the student's record in the SON.
6. If the initial screening test is negative, that fact will be noted in the student's record. Unless there is compelling evidence to do otherwise, the preliminary investigation will cease and the student will be released from further action.
7. Licensed nursing students (i.e. LPNs and RN-BSN students) who refuse to submit to drug/alcohol testing or who have positive drug test results will also be reported to the appropriate state board of nursing. Full reinstatement of licensure will be required for an unrestricted return to the educational

program. Clinical Agency agreements may require disclosure of the student's previously restricted license related to drug/alcohol abuse. The clinical agency may refuse clinical placement of a student with a previously restricted or modified license. If clinical placement is denied, the student must withdraw from the nursing program.

Student Self Disclosure of Prohibited Substance Use

A student who self-identifies use of a prohibited substance and is requesting help to deal with the problem should contact the Director for Undergraduate Programs. The Director will institute the drug testing procedure as described in this policy. The cost of all drug/alcohol testing required by the SON shall be borne by the student. Neither KYSU nor the SON, or any of its officers or employees, shall absorb drug/alcohol testing cost. A student who has a positive test for prohibited substances will be denied progression in any program of the SON. The student's name and test results will be sent to the Provost & Vice President of Student Affairs. The student may apply for readmission to the nursing program after 6 months, if subsequent drug testing is negative. The returning student will be subject to random drug screening while enrolled in the nursing program.

Confidentiality

All drug testing results will be treated by the SON as information that is received in confidence and shall not be disclosed to third parties unless disclosure is required by law, the information is needed by appropriate school officials to perform their job functions, disclosure is needed to override public health and safety concerns, or the student has consented in writing to the release of the information. The School and the University shall have the right to use and disclose the results of drug testing required by this policy in connection with internal academic purposes and in connection with the defense of any student grievance and any claims filed by a student, or by their personal representative, in any court of law or with any state or federal administrative agency.

Procedures for Readmission after Positive Drug Test

A. Readmission Prerequisites

A student who is denied progression in the SON due to a positive drug test will be considered for readmission if the following conditions are met:

1. Submission of a verifiable letter from the Counseling Services of KYSU or from a recognized drug treatment agency stating that the student has successfully completed a substance abuse program.

2. Submission to a drug test prior to readmission. This drug test will be at the student's expense. A positive drug test will result in ineligibility for readmission.
3. Submission to drug tests as requested by the SON or clinical agencies after readmission, in accord with the policies of the University.

B. Incidence of Reoccurrence after Readmission

A student who is readmitted to the nursing program and thereafter tests positive for any drug/alcohol test or is otherwise determined to have engaged in substance abuse as defined herein will be permanently dismissed from the program and will be ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the nursing program.

C. Appeal Process

A nursing student may appeal the SON decision to dismiss or not readmit a student through the established SON Academic Grievance Policy.



Appendix D: Uniform Infraction Form

STUDENT NAME	DATE	INSTRUCTOR	COURSE

CRITERIA	DATE OF INFRACTION	INSTRUCTOR'S COMMENTS [initials]	STUDENT'S COMMENTS [initials]
I. ARTICLES NEEDED FOR USE WITH UNIFORM			
A. Watch			
B. Scissors			
C. Black Ink Pen			
E. Penlight			
F. Stethoscope			
II. PERSONAL HYGIENE			
A. Appearance – Hair, nails, cosmetics, etc....			
B. Jewelry, tattoos, piercings, etc....			
C. Odor (i.e. tobacco, vape products, cologne, perceptible body odor, etc....)			
III. IDENTIFICATION BADGE			
IV. UNIFORM			
A. Scrubs (top/bottom)			
B. Laboratory coat			
C. Socks/Shoes			
D. Solid white t-shirt / undergarments			
E. Other attire (i.e. business casual).			
V. Other Infractions (i.e. smoking, eating, etc.)			
VI. Uniform Utilization			



Appendix E: Request to Make-up Missed Work

Name (Please Print) _____

ID Number _____

Date of Absence _____

Date of Request _____

REQUEST MUST BE MADE ON THE DAY THE STUDENT RETURNS TO COURSE FOLLOWING THE ABSENCE.

Reason for Request

- ☐ Clinical absence
- ☐ Theory absence that resulted in a missed test

PLEASE ATTACH VALID EXCUSE/REASON FOR ABSENCE.

Faculty's Approval for Make Up _____

Date of Faculty's Approval _____

Date/Time/Location for Make-Up Work _____

Comments:

Student's Signature _____

Date _____



Appendix F: Critical Incident Report

Student's Name _____ Date _____

Course _____ Semester _____

Clinical Agency _____ Area _____

Nursing Faculty Involved _____

Incident (Provide a complete description of occurrence)

Person reporting _____

Action(s) Taken

Potential/Actual Consequences to Client

Comments

Student's Signature

Date

Faculty's Signature

Date

Course Lead

Date

Director for Undergraduate Programs

Date



Appendix G: Agency Letter of Agreement

The Kentucky State University School of Nursing offers a RN-B.S.N. program for registered nurses. The program of study includes practicum experiences designed to meet personal and professional goals. The RN, under the guidance of the course faculty, selects a practicum site for the course-related experiences.

_____, RN, in NUR_____ and
_____, Instructor, is requesting approval to complete a
practicum experience or observation experience or internship in the _____ area
of your facility during the
_____ semester.

The student and preceptor [if warranted] will mutually determine the specific dates and times of this experience. Knowledge of the institution's requirements (e.g. clearances, liability insurance, CPR, HIPAA, etc.) are the responsibility of the student. The student is responsible for obtaining necessary compliances and providing necessary proof to the agency.

I request that the _____ Agency approve the practicum experience. I understand that I am responsible for meeting the institution's requirements (e.g. professional liability insurance, clearances, and CPR, etc.) and providing proof of compliances, if requested.

Student _____ Date _____

Please complete the following: We agree to permit the aforementioned student to complete a practicum experience in our facility. We understand that we may terminate this agreement at any time for poor performance or unprofessional conduct by the student.

Director or Administrator _____ Date _____

Title _____

Preceptor _____ Date _____

Title _____

Course Instructor _____ Date _____

Adopted: 05/18

Revised 06/23