



## NURSING

# ASSOCIATE OF SCIENCE IN NURSING (ASN) STUDENT HANDBOOK

**NOTICE:** *The provisions described in this handbook are not to be regarded as an irrevocable contract between the student and the Department. The Department reserves the right to make changes and designate effective dates of changes in curricula, course offerings, requirements for graduation, and other regulations at any time as such changes are considered to be desirable or necessary. **This handbook is revised annually with the final version posted in August.***

**ALBANY STATE UNIVERSITY  
DEPARTMENT OF NURSING  
ASSOCIATE OF SCIENCE IN NURSING STUDENT HANDBOOK**

<b>SECTION I: University and Departmental Background.....</b>	<b>8</b>
Introduction .....	8
Accreditation & Approval of Nursing Programs.....	8
Nondiscrimination Notice .....	9
Mission Statement of Albany State University .....	9
Vision Statement of Albany State University .....	9
Core Values of Albany State University .....	10
Aspire to Excellence .....	10
Embrace Diversity .....	10
Expand Access to Higher Education.....	10
Elevate Historically Underserved Populations.....	10
Promote Economic Development .....	10
History of Albany State University’s Department of Nursing .....	10
Mission Statement of the Department of Nursing .....	12
Statement of Philosophy.....	13
Person .....	13
Health.....	13
Environment.....	13
Nursing .....	14
Teaching-Learning .....	14
Nursing Education .....	14
Conceptual Framework for the Department of Nursing .....	15
End-of-Program Student Learning Outcomes (EPSLO) .....	16
Associate Student Learning Outcomes .....	16
<b>SECTION II: Admission, Progression, Retention, &amp; Graduation .....</b>	<b>18</b>
Program Overview .....	18
General Education Requirements .....	18
Traditional & Evening ASN Program Admission Criteria.....	19
Hybrid ASN Program Admission Criteria .....	20
Additional Notes .....	21
Healthcare-Professional-to-RN Bridge Admission Criteria .....	22
Advanced Program Placement .....	23
Credit by Examination .....	23
Admission Criteria for Credit by Examination Option .....	24

Core Performance Standards .....	24
Nursing Course Transfer Policy .....	25
GPA Calculation for Program Admissions .....	25
Advisement and Registration .....	26
Course Overload .....	26
Schedule Adjustments .....	27
Course Withdrawal .....	27
Semester Withdrawal .....	27
Hardship Withdrawal .....	28
Change of Major .....	28
Grading Policy .....	28
Clinical Failure Policy .....	29
Incomplete Grade Policy.....	29
Progression Policy.....	30
Program Length .....	30
Satisfactory Academic Progress (SAP).....	31
Readmission/Progression After Interruption .....	31
Progression Interruptions .....	31
Readmission.....	33
Remediation .....	34
Dismissal Policy.....	34
Graduation Policies .....	34
Application for Graduation & Degree Audit .....	34
Pinning Ceremony and Meaning of the Pin .....	35
Post-Graduation Activities .....	35
National Certification and Licensure Examination .....	36
Background.....	36
Procedure .....	36
Student Notification of Program Requirements .....	37
<b>SECTION III: Academic Policies.....</b>	<b>38</b>
Student Communication Policies .....	38
Student Email Address Policy.....	38
Family Educational Right and Privacy Act (FERPA).....	38
Notice of Change of Name, Address, or Phone Number .....	38
Attendance Policies .....	38
Classroom Attendance .....	39
Clinical/Lab Attendance .....	39

Online Attendance .....	39
Missed Assignments and Examinations .....	39
Class/Clinical Cancellation Guidelines .....	40
Course Requirements .....	40
Math Medication Administration Tests .....	41
Standardized Examinations .....	42
Adult Health III Standardized Exam .....	43
Testing Policies .....	44
Testing Behavior .....	44
Test Review .....	45
Professional Conduct Policy .....	46
Violations of Professional Conduct .....	46
Unprofessional Conduct in Clinical Practice .....	47
Professional Standards: Georgia Board of Nursing.....	47
Standards of Registered Professional Nursing Practice .....	47
Ethical Standards.....	49
ANA Code of Ethics .....	49
Student Code of Conduct .....	50
Student Academic Honor Code.....	50
Student Responsibility .....	50
Behavioral Regulations.....	50
Exceptions: House Bill 280 .....	52
Student Misconduct Withdrawal Policy (Suspension & Expulsion).....	52
Violations of Academic Integrity .....	52
Department Policy on Violations of Academic Integrity .....	53
Academic Dishonesty .....	53
Forgery, Dishonesty, Fraudulent Acts, and/or Misrepresentation.....	53
Cooperative or Collaborative Effort in Coursework .....	54
Abuse of Academic Materials.....	54
Submitting Work for Multiple Purposes .....	54
Theft.....	55
Drug Policy .....	55
Applicability .....	55
Alcoholic Beverages .....	55
Alcoholic/Drug Intoxication .....	56
Drugs (Illegal) and/or Drug Paraphernalia.....	56
Rules and Guidelines .....	56

Screening Procedure .....	57
Treatment and Counseling Resources .....	58
Social Media Policy .....	58
Misuse of Electronics or Social Media .....	59
<b>SECTION IV: Clinical Policies .....</b>	<b>60</b>
Clinical Policies as Students .....	60
Students Precluded from Clinical Institution .....	60
Professional Dress Guidelines .....	61
ASN Clinical Uniforms.....	61
ASN Classroom/Simulation Lab Uniform .....	62
Additional Uniform Components.....	62
Clinical Clearance & Documentation Requirements.....	64
ACEMAPP .....	64
Background Checks & Drug Screenings.....	65
Basic Life Support (BLS) Certification .....	65
Immunization Requirements for Nursing Students .....	66
Mandatory Student Health Insurance Policy.....	67
Professional Liability (Malpractice) Insurance .....	67
On-Campus Simulation and Skills Labs.....	68
Employment as an Unlicensed Student .....	68
Patient Care .....	68
Clinical Safety Policy.....	69
Health Insurance Portability and Accountability Act (HIPAA) .....	69
Confidentiality and Security Agreement .....	69
Impaired Nursing Student Policy .....	69
Policy .....	70
Statement of Purpose and Intention .....	70
Definitions .....	70
Drug and Alcohol Possession and Use .....	71
Procedures.....	71
Appeals .....	73
Reinstatement to Clinical Program/Activities.....	74
Assistance to Students with Drug or Alcohol Problems .....	74
Procedure for Interventions Related to Essential Functional Standards and Clinical Performance .....	74
Standard Precautions .....	76
Bloodborne Pathogens Exposure Policy .....	77
Barrier Precautions (Personal Protective Equipment).....	77

Post-Exposure Evaluation and Follow-Up.....	77
Return to Clinical After Extended Absence .....	78
Student Pregnancy Clinical Policy .....	78
Use of Electronic Devices in Clinical Policy .....	78
Clinical Placement Preceptorships .....	78
Criteria for Participating Agencies .....	79
Criteria for Preceptor Selection.....	79
Preceptorship Roles and Responsibilities .....	79
<b>SECTION V: Student Resources.....</b>	<b>81</b>
Appeal Processes and Procedures .....	81
Chain of Command .....	81
Grade Appeal Policy .....	81
Appeal of Admission/Dismissal Status.....	83
Appeal of Impaired Student Policy .....	83
Appeal of Interventions Related to Essential Functional Standards and Clinical Performance .....	83
The Right to Share in Policy Making .....	83
University Policy .....	83
Department of Nursing Policy .....	84
Student Representatives for Departmental Committees .....	84
Objectives .....	84
Responsibilities .....	84
Assessment Technologies Institute (ATI) .....	84
Content Mastery Series .....	85
Customized Live NCLEX Review.....	85
Dosage Calculation and Safe Medication Administration .....	85
Learning System .....	86
Nurse Logic.....	86
Skills Modules Series.....	86
Targeted Medical Surgical Tests.....	86
Office of Financial Aid .....	87
Division of Student Affairs and Services .....	87
Counseling and Student Accessibility Services .....	88
Additional Student Resources .....	88
Writing Center and Math Center.....	88
Tutoring .....	89
Peer Tutors.....	89
GeorgiaVIEW Orientation .....	89

Student Health Services .....	89
Local Libraries .....	89
General Use Computer Labs .....	90
User Policies .....	90
Lab Locations .....	90
Nursing Student Organization (NSO) .....	91
Other Nursing Organizations.....	91
American Nurses Association (ANA).....	91
Georgia Student Nurses Association (GANS) .....	91
National Student Nurses' Association .....	92
Sigma Theta Tau International Honor Society of Nursing.....	92
Supplemental Form Locations.....	92
Acknowledgement: Receipt of ASN Student Handbook.....	94

## SECTION I: UNIVERSITY AND DEPARTMENTAL BACKGROUND

### INTRODUCTION

This handbook is prepared for the students Albany State University's Department of Nursing, under the Darton College of Health Professions, to provide information related primarily to the associate program in nursing. Policies set forth in this handbook are reviewed and refined each year based on national standards, safety standards, curriculum review, clinical agencies policies, and input from constituents of interest. Policies are subject to review and revision by the faculty of the Department of Nursing at any time deemed advisable and appropriate for student success. The content within this handbook is considered supplementary to policies and procedures detailed in the [Albany State University Academic Catalog](#) and the [Student Code of Conduct](#), and students are expected to read, understand, comply with, and adhere to the contents contained within each of these documents. Reference to general University policies can be found across the [Albany State University website](#), in the *Albany State University Academic Catalog* and in the *Student Code of Conduct*.

The Department of Nursing in the Darton College of Health Professions offers an Associate of Science in Nursing (ASN) degree, a Bachelor of Science in Nursing (BSN) degree, and a Master of Science in Nursing (MSN) degree. The associate degree nursing program prepares students for the National Council Licensure Examination (NCLEX-RN) and to practice as registered professional nurses.

### ACCREDITATION & APPROVAL OF NURSING PROGRAMS

Albany State University is accredited by the Southern Association of Colleges and Schools (SACS) as a Level IV institution.

The associate and baccalaureate nursing programs at Albany State University are approved by the Georgia Board of Nursing.

The associate, baccalaureate, master's, and post-master's certificate nursing programs at Albany State University at the West Campus located in Albany, Georgia, and the associate nursing program at Albany State University at the Cordele Campus located in Cordele, Georgia, are accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the associate, baccalaureate, master's, and post-master's certificate nursing programs is **Continuing Accreditation**.

#### **Accreditation Commission for Education in Nursing (ACEN)**

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

(404) 975-5000

<https://www.acenursing.org/>

#### **Georgia Board of Nursing**

237 Coliseum Drive

Macon, Georgia 31217

(912) 207-1640

<https://sos.ga.gov/georgia-board-nursing>

ACEN is recognized by the U.S. Department of Education as the national accrediting body for all types of nursing education programs. ACEN supports the interests of nursing education, nursing practice, and the public by the functions of accreditation. Accreditation is a voluntary, self-regulatory process by which non-governmental associations recognize educational institutions or programs that have been found to



meet or exceed standards and criteria for educational quality. Accreditation also assists in the further improvement of the institutions or programs as related to resources invested, processes followed, and results achieved. The monitoring of certificate, diploma, and degree offerings is tied closely to state examination and licensing rules, and to the oversight of preparation for work in the profession.

### **NONDISCRIMINATION NOTICE**

Albany State University does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender, or sexual orientation in its programs and activities, including admissions and employment, as required by Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and other applicable statutes, regulations, and East Georgia policies.

Albany State University prohibits sex discrimination, including sexual harassment and sexual violence, in its programs and activities. Sexual harassment is the unwelcome conduct of a sexual nature, including sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature such as sexual touching, sexual comments, jokes, or gestures, or distributing sexually explicit material. Sexual violence is a physical sexual act taken against a person's will, or when a person is incapable of consenting due to alcohol or drug use. Sexual violence includes rape, sexual battery, and sexual coercion.

The following person has been designated as the Title IX Coordinator to handle inquiries regarding the nondiscrimination policies and to serve as the overall campus coordinator for purposes of Title IX compliance: Kimberly Carter, Title IX Coordinator/Equity & Compliance Director, Albany State University, 504 College Drive, Albany, Georgia 31705; telephone 229-500-3304; email [TitleIX@asurams.edu](mailto:TitleIX@asurams.edu). Albany State University complies with applicable laws regarding reasonable accommodation for disabled students and employees.

Applicants requiring a reasonable accommodation in order to participate in the application process, or to have access to a program, service, or activity of Albany State University are requested to contact the Department of Counseling and Student Accessibility Services at 229-500-2013 or email [counselingservices@asurams.edu](mailto:counselingservices@asurams.edu).

Albany State University also prohibits discrimination on the basis of disability in its programs and activities, including admissions, employment, treatment, and access. The Student Accessibility Coordinator has been designated to handle inquiries regarding the Americans with Disabilities Act, the Rehabilitation Act, and related statutes, regulations, and Albany State

### **MISSION STATEMENT OF ALBANY STATE UNIVERSITY**

Albany State University, a proud member institution of the University System of Georgia, elevates its community and region by offering a broad array of graduate, baccalaureate, associate, and certificate programs at its main campuses in Albany as well as at strategically-placed branch sites and online. Committed to excellence in teaching and learning, the University prepares students to be effective contributors to a globally diverse society, where knowledge and technology create opportunities for personal and professional success. ASU respects and builds on the historical roots of its institutional predecessors with its commitment to access and a strong liberal arts heritage that respects diversity in all its forms and gives all students the foundation they need to succeed. Through creative scholarship, research, and public service, the University's faculty, staff, students, and administrators form strategic alliances internally and externally to promote community and economic development, resulting in an improved quality of life for the citizens of southwest Georgia and beyond.

### **VISION STATEMENT OF ALBANY STATE UNIVERSITY**

Albany State University will be a world-class comprehensive university and a powerful catalyst for the economic growth and development of Southwest Georgia. ASU will be recognized for its innovative and creative delivery of excellent educational programs, broad-based community engagement and public service, and creative scholarship and applied research, all of which enrich the lives of the diverse constituencies served by the University.

## **CORE VALUES OF ALBANY STATE UNIVERSITY**

### **ASPIRE TO EXCELLENCE**

Albany State University will aspire toward excellence in teaching and learning, thus becoming the first-choice institution for students from southwest Georgia and garnering recognition as a premier southern regional university.

### **EMBRACE DIVERSITY**

As a historically black institution and led by a highly-diverse faculty and staff, Albany State University will embrace diversity in all its forms – including age, gender identity, race and ethnicity, country of origin, religion, ability level, sexual orientation, and veteran status – and seek to foster a similar acceptance and celebration of that diversity.

### **EXPAND ACCESS TO HIGHER EDUCATION**

As an access institution, Albany State University will promote student success for all by welcoming students from varying levels of academic preparation, keeping costs low, offering flexible class times and instructional modalities, and pairing high student expectations with exceptional mentoring, advising, and tutoring.

### **ELEVATE HISTORICALLY UNDERSERVED POPULATIONS**

Albany State University will recognize and address the many challenges that face African Americans and other students of color, adult learners, first generation students, students from low socioeconomic backgrounds, and others from underserved populations, and form strong partnerships with K-12, government agencies, and community outreach organizations to increase access and success rates.

### **PROMOTE ECONOMIC DEVELOPMENT**

As part of its commitment to teaching and learning, Albany State University will promote economic development in Albany and throughout southwest Georgia by engaging in applied research, aligning its resources in support of identified needs, developing and enhancing academic programs to meet evolving needs, forming broad strategic partnerships, supplying a trained workforce, and fostering a sense of entrepreneurship.

## **HISTORY OF ALBANY STATE UNIVERSITY'S DEPARTMENT OF NURSING**

Following approval by the Georgia Board of Nursing (GBON) in July of 1961, Albany State College's Division of Nursing—under the leadership of Mrs. Rosa Storrs, BSN (Tuskegee Institute)—established its baccalaureate nursing program in September. This program was the third of its kind to be established in the state of Georgia, and its first class comprised 27 students.

Throughout the early 1960s, clinical agreements for student practice were established with hospitals in distant communities, including Atlanta, Georgia; Columbus, Georgia; Marietta, Georgia; Savannah, Georgia; Miami, Florida; and Tuskegee, Alabama. In 1967, an outstanding nurse educator recognized by the National League for Nursing (NLN), Mrs. Lillian Harvey (then-Dean of the Tuskegee Institute), served as curriculum consultant to the baccalaureate program. Following a brief affiliation with Phoebe Putney Memorial Hospital under the direction of Mrs. Eleanor Winder, the College sought to establish a

course that would utilize local health facilities for its clinical experiences. Nursing leaders such as Mrs. Eleanor Winder (10 years) and Mrs. Mildred Pryse (3 years) were pivotal in this challenging effort.

In 1975, Mrs. Patricia L. Starck was appointed Chairperson of the Division of Nursing to address the educational needs for the Division of Nursing. Faculty qualifications and program enrollment improved under her leadership. Mrs. Starck (now Dr. Starck) was also successful in initiating a special project grant and securing the Division's first nursing capitation and Title III awards.

In September 1977, Dr. Lucille B. Wilson was appointed Chairperson of the Division of Nursing. During the 1977-78 period, all nursing faculty were prepared at the master's level with two (2) members having doctoral degrees.

In August 1980, the Division of Nursing moved from the Brown Hall to a larger facility, the L. Orene Hall Nursing Building. However, due to growing space needs for the nursing program, Orene Hall quickly became inadequate. (This facility, located next to the Flint River, was later irreparably damaged for use as an academic facility during the Flood of '94 due to Tropical Storm Alberto.)

In 1982, under the direction of Dr. Wilson, the Division of Nursing received Initial Eight Year Accreditation by the prestigious NLN's Council of Baccalaureate and Higher Degree Programs, effective 1982-1991.

In 1985, the Division of Nursing was renamed the **School of Nursing and Allied Health Sciences**. Dr. Wilson served as Dean and Chairperson of both departments alongside two coordinators responsible for their respective departmental management functions: Ms. Jean Walker over Nursing and Mr. Richard Miller over Allied Health Sciences. In 1989, Mrs. Linda Grimsley (an Assistant Professor of Nursing within the Department) was named the BSN Program Coordinator following Ms. Walker's unexpected passing.

After the Graduate School became the fifth academic unit of the College, the Cooperative Education Specialist in Educational Administration and Supervision with the University of Georgia was offered. The newest programs, the Master of Public Administration and the Master of Science in Nursing Degrees, became effective Fall Quarters 1987 and 1988, respectively. In 1994, the School received approval to offer the Family Nurse Practitioner Master of Science in Nursing Degree. By 1995, the Master of Science in Nursing curriculum again refined its areas of concentration to Clinical Nurse Specialist, Family Nurse Practitioner, and Nursing Administration. (The Clinical Nurse Specialist and the Nurse Administrator concentrations were later suspended in 2005 due to low enrollment in these concentrations.)

On June 11, 1996, the College's name was officially changed to Albany State University. Then, in 1998, the School of Nursing and Allied Health Sciences was officially renamed to the **College of Health Professions** with two departments: The Department of Nursing and the Department of Allied Health. As the Department of Allied Health primarily focused on healthcare administration, this program would later be incorporated under and coordinated by the College of Business. In 1999, Ms. Grimsley (later Dr. Grimsley) became Chair of the Department of Nursing.

In July 2003, Dr. Wilson retired and Dr. Joyce Y. Johnson became the Dean of the College of Health Professions, whose name was later changed in 2006 to the **College of Sciences and Health Professions (CSHP)**.

In 2005 the Department of Nursing initiated the RN-to-MSN concentration to better facilitate the growing number of associate-prepared nurses returning to school in pursuit of an advanced degree. The program's first cohort began in Spring 2006 and graduated in Spring 2008.

Dr. Grimsley continued to serve as departmental chairperson until August 2011 when she was appointed as Assistant Vice President for Academic Affairs. Following this transition, Dr. Cathy Williams—who had been serving as BSN Program Coordinator since 2007—became the first Fuller E. Callaway Endowed Professorial Chair of Nursing at Albany State University. Ms. Catherine Hall would assume the role of BSN Program Coordinator, a position she would hold until 2014 when she returned to school to further her nursing education within the field of mental health nursing. Dr. Wanda Allen (an Assistant Professor within the Department just completing her DNP program) would assume this position soon thereafter.

In May of 2016, the presidents of Albany State University and Darton State College announced the names of the five colleges that will make up the academic unit of the new Albany State University. Among these, the **Darton College of Health Professions (DCHP)** was established, comprising three departments: Health Sciences, Nursing, and Health and Human Performance. During this time, Dr. Joyce Johnson was named Interim Dean of the College of Sciences and Technology, and Dr. Kerri L. Johnson was named Interim Dean of the DCHP. As part of this transition, the Department of Nursing was relocated to the former Darton State College campus—now renamed **Albany State University's West Campus**—consolidating the Department with the former college's Nursing Division. In May 2017, Dr. Kerri L. Johnson was formally named Dean of the Darton College of Health Professions.

On July 1, 2017—the beginning of the fiscal year—the consolidation between Albany State University and the former Darton State College was finalized with the consolidation of the two institutions' budgets. Shortly thereafter, the Department of Nursing also finalized its physical transition to the West Campus's Nursing Building (L-Building), effective August 1, 2017. The former Darton State College had constructed this two-story, 25,600-square-foot academic building in 2011 with the intent to house its nursing programs. Its main office on the first floor includes a reception area, a workroom, an office for the Chair, two administrative assistant offices, and a conference room. The first floor also comprises one 150-seat lecture hall, one 75-seat classroom, one 40-seat computer classroom, and one 32-seat computer lab. There is also a student lounge area and additional seating throughout the first and second floors for students to socialize and study alone or in groups. In addition to its faculty offices, the second floor also comprises a 48-seat classroom; a multipurpose room (used as both a conference room or up-to-20-students classroom); a 998-square-foot, six-bed nursing skills lab; and a 910-square-foot simulation lab.

In August 2018, the University underwent another college leadership restructuring to better align itself with the ideals of the NEW Albany State University, appointing three new Interim Deans to lead the new academic colleges. Consequently, Dr. Sarah Brinson was appointed as Interim Dean of the Darton College of Health Professions. Dr. Brinson had previously served as the Interim Assistant Vice President of Academic Affairs and as the Chair of the Health Sciences Division. Additionally, since 2004, she had also served as the Clinical Coordinator and Program Director for the Physical Therapist Assistant program. Effective February 1, 2019, Dr. Sarah Brinson was formally named Dean of the Darton College of Health Professions.

After nearly 11 years as departmental chairperson, Dr. Cathy Williams resigned from her position on June 1, 2022. Dr. Andrea Dozier, who previously served as the Associate Nursing Programs Director, was named interim chairperson effective July 1, 2022, transitioning into the role permanently as of January 1, 2023. Dr. Dozier is an alumnus of both the former Darton State College and Albany State University with over 20 years of teaching experience and has been employed at the University since 2014.

### **MISSION STATEMENT OF THE DEPARTMENT OF NURSING**

The mission of the Department of Nursing is to provide nursing education to a diverse student population consistent with the mission of the Albany State University (ASU). The ASU Department of Nursing offers ASN, BSN, and MSN degrees as well as Post-Master's Certifications. The Department of Nursing seeks to foster the growth and development of the region, state, and nation through teaching, research,

quality health care delivery, and public service. In collaboration with academic institutions, health care institutions, and state agencies, the Department of Nursing is committed to developing and enhancing programs and services to improve the health and quality of life of the citizens of southwest Georgia.

The Department of Nursing prepares safe, competent, effective, and efficient nurses to provide or facilitate health care to diverse populations and underserved communities. Integral to this mission is a supportive and diverse faculty delivering comprehensive and technologically enhanced didactic and experiential learning activities. These learning activities support the holistic development of students as learners, leaders, and contributing members of society who embody the ideals of professional nursing in a global society. The completion of these learning activities will prepare the students for success on the national licensing (NCLEX-RN) or certification examination(s), demonstrating competency in the delivery of evidence-based nursing care.

### **STATEMENT OF PHILOSOPHY**

The Department of Nursing is committed to the overall mission of Albany State University. In addition to graduating a diverse student body in nursing, we are proud to offer the Associate, Bachelor, and Master of Science in Nursing degree programs. The associate and baccalaureate programs prepare the nurse generalist for entry into professional nursing practice. The master's degree prepares the graduate for advanced practice as a nurse practitioner or a leader in nursing education. The goal of our programs in general is to increase the number of nursing graduates who are adequately prepared to enter the healthcare workforce and provide holistic, culturally-competent care, thereby decreasing the shortage that the nation, in general, and the South, in particular, currently face.

The faculty of the Department of Nursing believes that the primary concern of nursing is meeting the health needs of people, families, and communities. Thus, education for nursing students should be centered around patient care, patient education, collaboration, professionalism, safety, and evidence-based practice. Therefore, the philosophy reflects the faculty conceptualization of the interrelatedness of person(s), health, environment, and nursing. The philosophy further explicates our beliefs regarding teaching-learning and nursing education on the associate, baccalaureate, and master's levels.

### **PERSON**

A person is viewed as a unique, holistic being in a continuous state of becoming, who operates as an open system, behaves as an integrated whole, and utilizes adaptive mechanisms in responding to needs. These needs include both internal and external stressors, which result in behavioral and physiological changes throughout the life span.

A person exists within the context of culture and groups in local and global communities. Each person has the potential for management, self-direction, and self-fulfillment. This potential influences a person's growth process, individual communicative abilities, and self-care behavior. Nursing respects the rights and self-care abilities of the individual as an active participant in health care.

### **HEALTH**

Health is a state of being and is viewed as a dynamic process, rather than an absolute state. This process ranges across the lifespan, from wellness to illness or death. The interactive behaviors, which the person utilizes in response to stressors in the internal and external environment, become major determinants of her/his level of wellness. The faculty's view of health incorporates the wellbeing of the individual, family, community, and society as a whole. Nursing has the responsibility to advocate for quality health care for all.

### **ENVIRONMENT**

The environment is both internal and external, and involves all factors and/or influences surrounding the person. The internal environment consists of all forces or interactive influences contained solely within the person. The external environment consists of all forces or interactive influences existing outside the person including family, socio-cultural, political and community variables. Both the internal and external environments influence each other. Responses of the person originate from the internal environment. The internal environment is constantly challenged to meet environmental demands as well as maintain integrity and optimal health. We believe, as Florence Nightingale stated, that the purpose of nursing is to put the patient in the best condition for nature to restore or to preserve health (Nightingale, 1860).

## **NURSING**

Nursing is a professional practice discipline that merges art and science for the purpose of assisting others in meeting their health needs. Nursing involves a process that promotes health and wellness and prevents illness. Nursing provides care by assisting individuals to meet health needs and/or experience a peaceful death.

Nurses operationalize their roles through the processes of communicating, providing care, decision making, problem solving, scientific inquiry, teaching, managing and acting as change agents and/or as patient advocates. The efficacy of nursing is enhanced by nurses acting as dynamic forces in influencing and shaping policies that affect the health care of diverse client systems and communities.

## **TEACHING-LEARNING**

Teaching involves the use of innovative strategies and principles of andragogy to facilitate students in their acquisition of knowledge, skills, and attitudes. The core curriculum provides a foundation for the study of nursing concepts. Global learning of the core nursing concepts of person, health, environment, and nursing is fostered through a broad-based curriculum, diverse University and community activities, and the expanding use of technology.

Education involves the acquisition of knowledge, skills, and attitudes that assist individuals to improve themselves and society. Learning, the product of education, is a complex developmental process that results in a change in the behavior of the individual. Learning is affected by perception, motivation, experience, orientation, and educational environment. It varies in rate and style. Insightful, reflective learning is viewed as most valuable in assisting students to acquire the knowledge, skills, and attitudes necessary to practice nursing effectively. Learning objectives go from simple to complex throughout the teaching and learning experience.

Learning is a lifelong process that reflects the individual's integration of physical, intellectual, emotional, and interpersonal experiences. The learner is an active, inquisitive being. Learning is a cooperative process whereby instructors facilitate and provide appropriate, varied theoretical, professional, pragmatic learning situations and applications. The learner has the opportunity to develop the ability needed to respond to diverse people and situations.

## **NURSING EDUCATION**

Nursing education is that process which fosters acquisition of nursing knowledge, skills, values, and effective leadership. Professional nursing education enables graduates to synthesize knowledge, skill, and values needed to make responsible judgments in the management of varied and sometimes complex nursing problems. Nursing education strategies are reflective of evidenced based practice that encompasses the use of research, technology, critical thinking and the work-based paradigm. Efforts to promote students' retention through early socialization to the nursing role are addressed through academic advisement, counseling, dynamic, creative, and relevant curricula, and utilization of advanced technology.

Faculty serve as facilitators of learning and role models of professionalism and scholarship. The faculty is entrusted with the development and implementation of curricula which includes the selection of educational experiences and teaching strategies that ensure the student opportunities to acquire knowledge and skills related to practice and professional growth. Patricia Benner principals of novice to expert are utilized throughout each program to ensure that the student provides the best care whether they are undergraduate students or graduate students. Students are prepared to practice with clients of diverse cultural, spiritual, socioeconomic and educational backgrounds across the life span. The adult learning theory (andragogy) is utilized in teaching our adult learners.

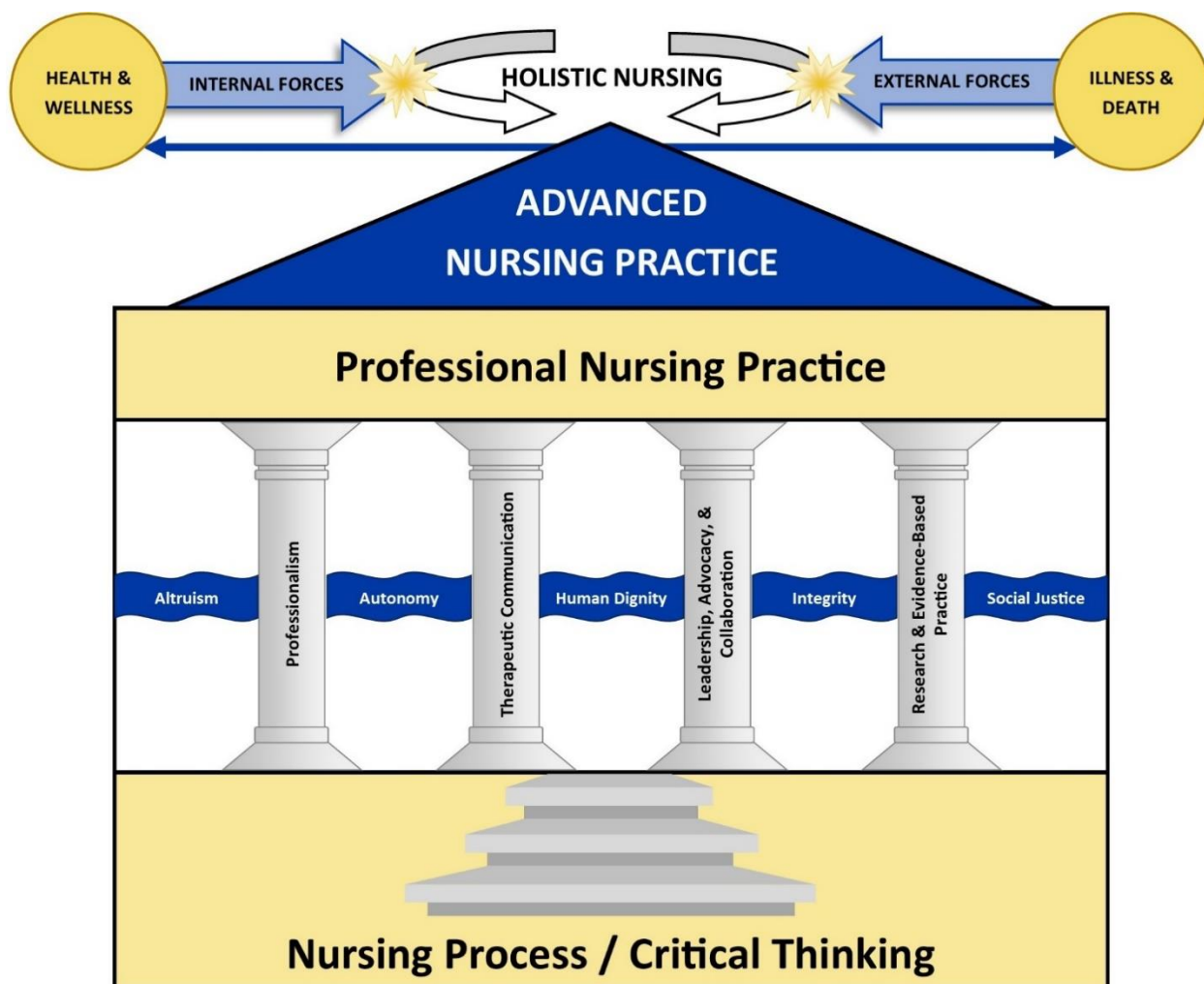
The basic preparation for professional nursing practice is the associate and baccalaureate level. Undergraduate nursing education prepares the nurse to function as a generalist utilizing the triad of evidenced based practice, teaching, and practice in providing nursing care in traditional and nontraditional settings. The professional nurse is broadly prepared to assume responsibilities as a leader, client advocate, change agent, health care provider, health educator, and consumer of research.

Master's education prepares a nurse for advanced nursing practice roles and is based on the creative application of knowledge, skills, and processes from the behavioral and natural sciences, nursing, and humanities. The master's program extends the theoretical foundations of nursing practice. It is designed to prepare an individual who is highly knowledgeable in advanced clinical nursing and who is able to make a significant contribution to health care. Nurses at the master's level are prepared to lead and manage collaborative efforts with physicians and other members of the health care team to conduct research and to improve practice environments. While the generalist functions as care giver, manager of client care, health care advocate, and change agent, the masters prepared nurse assumes advanced practice roles to the full extent of their education and training.

#### **CONCEPTUAL FRAMEWORK FOR THE DEPARTMENT OF NURSING**

The schema that follows reflects our philosophy and includes the nursing values we embrace. The revised schema is based on an overall systems theory. The framework is representative of synthesis of compatible beliefs about the person, environment, nursing, teaching and learning and nursing education. The foundation of the program (critical thinking and the nursing process form the bases of the educational process which represents the systematic process used in planning and providing care to clients at the associate & baccalaureate (generalist) and graduate (advance practice) level. The overriding principle is that nursing education prepares the learner to serve as a lever supporting the client or supporting the patient/client directly, in maintaining balance on the health-illness continuum as the patient/client responds to the internal and external forces across the life span. The program values are threads woven throughout the curriculum as illustrated in the framework.





### END-OF-PROGRAM STUDENT LEARNING OUTCOMES (EPSLO)

Outcomes reflect the philosophy and the characteristics of the graduates of the associate program as defined by Albany State University's Department of Nursing. These outcomes integrate the QSEN competencies and shared concepts from the National League for Nursing and the Institute of Medicine's Core Competencies. Utilizing Benner's Novice to Expert nursing theory, the end-of-program student learning outcomes (EPSLOs) are organized based upon the course level of the nursing student; expectations of senior students are at higher level than the first-year nursing students. The outcomes complement and advance the primary mission of Albany State University to educate students to become outstanding contributors to society and comply with current Educational Rules of the Georgia Board of Nursing.

### ASSOCIATE STUDENT LEARNING OUTCOMES

At the completion of the program, the ASN graduate will:

#### Patient-Centered Care

Integrate nursing that is patient-centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of patients.

#### Teamwork and Collaboration



Collaborate with members of the inter-professional health care team to promote continuity of patient care and achievement of optimal outcomes.

#### **Evidence-Based Practice**

Use best current evidence, expert opinion, and clinical expertise as a basis for nursing practice and clinical judgment.

#### **Quality Improvement**

Promote the development and implementation of quality improvement strategies to advance health care services.

#### **Safety**

Provide a safe environment for patients, self, and others.

#### **Informatics**

Integrate information technology resources into the provision of patient care.

#### **Professionalism**

Practice nursing in a professional, ethical, and legal manner.

#### **Leadership**

Use leadership skills in the management of safe, quality patient care.

## SECTION II: ADMISSION, PROGRESSION, RETENTION, & GRADUATION

### PROGRAM OVERVIEW

The Associate in Science in Nursing (ASN) program is a 5-semester program designed to prepare the graduate to function in entry-level staff nurse positions in hospitals and comparable agencies. After successful completion of the ASN program, graduates are academically eligible to write the state licensing examination and practice as a registered nurse. The State Board of Nursing has the right to refuse granting a registered nurse license to any individual who has been convicted of moral and/or legal violations specified in Georgia law.

In addition to the application forms submitted for admission to the University in general, students applying for the first time (and those returning to nursing courses after a break in nursing enrollment) are required to submit a separate application for admission to the nursing program. Application forms are available online and should be completed and returned to the Nursing Department Office.

The nursing programs have limited enrollment, and students are selected based on the pre-requisite course grades, completion of required nursing-related coursework, pre-admission test score, and other qualifications related to academic and professional potential. Students who wish to be considered for admission to the nursing program must submit a nursing program application to the Nursing Department Office by the deadline. Application deadlines are available online. Consideration for initial admission or re-admission to the program will be given after it has been determined that all admission requirements have been fulfilled. Readmissions are based on available space. Applicants accepted for a designated beginning nursing class who do not enroll in that class must resubmit an application to the Nursing Department Office to be considered for a subsequent class. Accepted applicants who fail to maintain admission standards will be dropped before beginning the nursing program.

### GENERAL EDUCATION REQUIREMENTS

The ASN curriculum is supported by general education courses approved by the University System of Georgia. The Core curriculum encompasses arts, humanities, and physical and behavioral sciences, with particular emphasis on English (ENGL 1101), math (MATH 1001 or 1111), anatomy and physiology (BIOL 2411K and 2412K), microbiology (BIOL 2211K), American government (POLS 1101) and psychology (PSYC 1101).

**Effective Spring 2023**, the ASN program matrix comprises 27 credit hours of Core (including coursework necessary for program application) and 43 credit hours within the major. All three ASN program tracks offered by the University—Traditional, Evening, and Hybrid—reflect the curriculum requirements. The Healthcare-Professional-to-RN Bridge program matrix comprises the same 27 credit hours of Core curriculum as described previously but differs in requiring only 33 credit hours of coursework within the major.

Learning Support at Albany State University provides access for under-prepared students to develop or enhance their skills and knowledge in the areas of English and math. Students may be placed into Learning Support if their previous academic record, admissions test scores and/or placement scores indicate that the student is ineligible for admissions into collegiate-level courses. Learning Support courses are offered as corequisite sections in conjunction with credit bearing course. The corequisite courses are as follows:

- ENGL 0999, Support for English Composition
- MATH 0997, Support for Quantitative Reasoning
- MATH 0999, Support for College Algebra

Please note these important points:

- Microbiology (BIOL 2211K) will not have to be repeated.
- Anatomy and physiology coursework (BIOL 2411K and 2412K) will need to be repeated if they are older than 5 years of age if the applicant is not an active healthcare professional (defined here as an LPN or Paramedic). However, if one or both of these courses is older than 5 years of age, the applicant may elect to retake either both courses or only Human Anatomy & Physiology II (BIOL 2412K) to meet this requirement.
- If an applicant is an active healthcare professional (defined here as an LPN or paramedic), their anatomy and physiology coursework (BIOL 2411K and 2412K) will need to be repeated if they are older than 8 years of age. However, if one or both of these courses is older than 8 years of age, the applicant may elect to retake either both courses or only Human Anatomy & Physiology II (BIOL 2412K) to meet this requirement.
- It is recommended that ASN students applying for the Evening Program, and **required** for students applying to the Hybrid Program, have completed all core courses required for nursing prior to enrolling in NURS 1101: Fundamentals of Nursing.
- A letter grade of “C” or better is required in all associate Core curriculum courses.
- Student within the ASN program must have completed all Core courses required in the nursing program **prior** to enrolling in the last semester of the nursing program.

#### **TRADITIONAL & EVENING ASN PROGRAM ADMISSION CRITERIA**

*Admission to the nursing program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does **NOT** guarantee acceptance. When faculty-to-student ratio limits the acceptance of all qualified students, students will be granted admission according to their qualifications and the completeness of their application packet.*

#### **Applicants must:**

1. **PRIOR** to program application, satisfy the following criteria:
  - **Be admitted** into Albany State University in **good standing**.
  - Pass the standardized nursing entrance exam at or above the established percentage rate within no more than two (2) attempts within 12 months of application submission. The ASN program currently requires a minimum overall score of **65.0%** on the **Test of Essential Academic Skills (TEAS)**.
    - **NOTE:** Applicants who take the TEAS via a method **other than** on-site testing at Albany State University’s West Campus Testing Center must have their scores **OFFICIALLY** transferred to Albany State University via ATI Testing’s **TEAS Transcript**.
2. **AFTER** receiving University acceptance, submit the electronic nursing program application, which includes payment of the application fee and submission of a copy of TEAS exam results.
  - Applications submitted prior to official University acceptance and/or without **OFFICIAL** TEAS scores will be **automatically denied** without further review.
3. Successfully complete and exit all learning support courses.
4. Complete 10 hours of the associate program's Core Curriculum with a minimum grade of “C” in each of the following courses: Anatomy and Physiology I, English Composition I, and an approved math course (Quantitative Reasoning, College Algebra, or higher-level math course).
5. Have a minimum cumulative Nursing Grade Point Average (NGPA) of 2.8 in the three (3) core courses listed above.
  - **NOTE:** While not required for program admission, the following five (5) additional Core curriculum courses **will** also be factored into a student’s NGPA calculation if completed **at the time of application consideration**: Anatomy and Physiology II, Microbiology, General Psychology, American Government, and an elective in Humanities/Fine Arts (either a Literature, Foreign Language, or Appreciation course).

- Only the **HIGHEST** grade received within the past 10 years from the above courses will be used to calculate applicants' NGPA. Courses that were successfully passed but were either attained over 10 years ago or included in an academic renewal may be considered satisfied but will not impact an applicant's NGPA.
- 6. Successfully complete a Human Anatomy and Physiology I course with a grade of "C" or higher that is **less than 5 years old** (if the applicant is **NOT** an active LPN or paramedic) or **less than 8 years old** (if the applicant **IS** an active LPN or paramedic) at the time of potential program admission. Please note the following:

Circumstance	Result
<b><u>ONLY</u></b> A&P1 completed but expired	A&P1 must be repeated prior to admission
<b><u>BOTH</u></b> A&P1 and A&P2 completed but <b><u>ONLY</u></b> A&P1 expired	No repeats required
<b><u>BOTH</u></b> A&P1 and A&P2 completed but <b><u>ONLY</u></b> A&P2 expired	A&P2 must be repeated (may be done in-program)
<b><u>BOTH</u></b> A&P1 and A&P2 completed and <b><u>BOTH</u></b> expired	A&P2 must be repeated (may be done in-program)

- 7. Have no more than one (1) nursing course failure from prior nursing program enrollment (whether at a 2- or 4-year institution, including Albany State University or the former Darton State College)
  - Students with no more than two (2) nursing failures ("D," "F," "WF," "U") may be considered for admission (or readmission only after a 3-year period has passed from the most recently-earned failure).

**NOTE:** Students are subjected to compulsory background checks per clinical agency requirements and may also be required to submit to random tests for illegal use of controlled substance as provided by the law or regulations of the contracting agency. If the site refuses to allow a student to attend clinical experiences, the nursing program is not obligated to find another clinical site. The student may not be able to complete the nursing program at ASU. Therefore, it is important to conduct personal record checks prior to admission to the nursing program.

#### **HYBRID ASN PROGRAM ADMISSION CRITERIA**

*Admission to the nursing program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does **NOT** guarantee acceptance. When faculty-to-student ratio limits the acceptance of all qualified students, students will be granted admission according to their qualifications and the completeness of their application packet.*

#### **Applicants must:**

1. **PRIOR** to program application, satisfy the following criteria:
  - **Be admitted** into Albany State University in **good standing**.
  - Pass the standardized nursing entrance exam at or above the established percentage rate within no more than two (2) attempts within 12 months of application submission. The ASN program currently requires a minimum overall score of **65.0%** on the **Test of Essential Academic Skills (TEAS)**.
    - **NOTE:** Applicants who take the TEAS via a method **other than** on-site testing at Albany State University's West Campus Testing Center must have their scores **OFFICIALLY** transferred to Albany State University via ATI Testing's **TEAS Transcript**.

2. **AFTER** receiving University acceptance, submit the electronic nursing program application, which includes payment of the application fee and submission of a copy of TEAS exam results.
  - Applications submitted prior to official University acceptance and/or without **OFFICIAL** TEAS scores will be **automatically denied** without further review.
3. Successfully complete and exit all learning support courses.
4. Complete 10 hours of the associate program's Core Curriculum with a minimum grade of "C" in each of the following courses: Anatomy and Physiology I, English Composition I, and an approved math course (Quantitative Reasoning, College Algebra, or higher-level math course).
5. Have a minimum cumulative Nursing Grade Point Average (NGPA) of 2.8 in the three (3) core courses listed above.
  - **NOTE:** While not required for program admission, the following five (5) additional Core curriculum courses will also be factored into a student's NGPA calculation if completed **at the time of application consideration:** Anatomy and Physiology II, Microbiology, General Psychology, American Government, and an elective in Humanities/Fine Arts (either a Literature, Foreign Language, or Appreciation course). **Priority consideration will be given to students who have completed all eight (8) Core courses.**
  - Only the **HIGHEST** grade received within the past 10 years from the above courses will be used to calculate applicants' NGPA. Courses that were successfully passed but were either attained over 10 years ago or included in an academic renewal may be considered satisfied but will not impact an applicant's NGPA.
6. Successfully complete a Human Anatomy and Physiology I course with a grade of "C" or higher that is **less than 5 years old** (if the applicant is **NOT** an active LPN or paramedic) or **less than 8 years old** (if the applicant **IS** an active LPN or paramedic) at the time of potential program admission. Please note the following:

Circumstance	Result
<b><u>ONLY</u></b> A&P1 completed but expired	A&P1 must be repeated prior to admission
<b><u>BOTH</u></b> A&P1 and A&P2 completed but <b><u>ONLY</u></b> A&P1 expired	No repeats required
<b><u>BOTH</u></b> A&P1 and A&P2 completed but <b><u>ONLY</u></b> A&P2 expired	A&P2 must be repeated (may be done in-program)
<b><u>BOTH</u></b> A&P1 and A&P2 completed and <b><u>BOTH</u></b> expired	A&P2 must be repeated (may be done in-program)

7. Have no nursing course failures from prior nursing program enrollment (whether at a 2- or 4-year institution, including Albany State University or the former Darton State College)

**NOTE:** Students are subjected to compulsory background checks per clinical agency requirements and may also be required to submit to random tests for illegal use of controlled substance as a provided by the law or regulations of the contracting agency. If the site refuses to allow a student to attend clinical experiences, the nursing program is not obligated to find another clinical site. The student may not be able to complete the nursing program at ASU. Therefore, it is important to conduct personal record checks prior to admission to the nursing program.

#### ADDITIONAL NOTES

The Hybrid ASN track is part of the traditional ASN program and is **not** an accelerated program. This track is designed for students who are unable to attend class Monday through Friday during regular business hours, such as individuals who regularly work during the week. Students who are accepted into

the Hybrid ASN track will have to meet all the same theory and clinical requirements as traditional classroom students, and they will still be required to regularly travel to Albany throughout the semester to complete their course requirements and clinical experiences. Additionally, these students will be expected to complete all online assignments as indicated by the instructor.

Clinical experiences are primarily held at Phoebe Putney Memorial Hospital under the direct supervision of an ASU clinical faculty member, though other clinical facilities within the state may also be utilized as needed. As the Department of Nursing is subject to the clinical allocations granted by our clinical affiliates, there is no guarantee that clinicals will be held on the same day or during the same timeframe each semester, and the possibility does exist that students will be required to attend weekend clinicals.

### HEALTHCARE-PROFESSIONAL-TO-RN BRIDGE ADMISSION CRITERIA

*Admission to the nursing program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does **NOT** guarantee acceptance. When faculty-to-student ratio limits the acceptance of all qualified students, students will be granted admission according to their qualifications and the completeness of their application packet.*

#### Applicants must:

1. **PRIOR** to program application, satisfy the following criteria:
  - Hold a valid **paramedic certification** or **LPN license** with a minimum of **1 year** of experience.
  - **Be admitted** into Albany State University in **good standing**.
  - Pass the standardized nursing entrance exam at or above the established percentage rate within no more than two (2) attempts within 12 months of application submission. The ASN program currently requires a minimum overall score of **65.0%** on the **Test of Essential Academic Skills (TEAS)**.
    - **NOTE:** Applicants who take the TEAS via a method **other than** on-site testing at Albany State University's West Campus Testing Center must have their scores **OFFICIALLY** transferred to Albany State University via ATI Testing's **TEAS Transcript**.
2. **AFTER** receiving University acceptance, submit the electronic nursing program application, which includes payment of the application fee and submission of a copy of your LPN/paramedic license and TEAS exam results.
  - Applications submitted prior to official University acceptance, without a copy of the student's LPN/paramedic license, and/or without **OFFICIAL** TEAS scores will be **automatically denied** without further review.
3. Successfully complete and exit all learning support courses.
4. Complete **seven (7) of the eight (8)** Core Curriculum courses associated with completion of this degree with a minimum grade of "C" in each. **However, priority consideration will be given to students who have completed all eight (8) Core courses.**
  - The following three (3) courses are **mandatory** for program application: Anatomy and Physiology I, English Composition I, and an approved math course (Quantitative Reasoning, College Algebra, or higher-level math course).
  - The remaining four (4) courses may be selected from the following list: Anatomy and Physiology II, Microbiology, General Psychology, American Government, and an elective in Humanities/Fine Arts (either a Literature, Foreign Language, or Fine Arts Appreciation course).
5. Have a minimum cumulative Nursing Grade Point Average (NGPA) of 2.8.
  - Only the **HIGHEST** grade received within the past 10 years from the above courses will be used to calculate applicants' NGPA. Courses that were successfully passed but were either attained over 10 years ago or included in an academic renewal may be considered satisfied but will not impact an applicant's NGPA.



6. Successfully complete Human Anatomy and Physiology courses with grades of “C” or higher that are **less than 8 years old** at the time of potential program admission. Please note the following:

Circumstance	Result
<b><u>ONLY</u></b> A&P1 completed but expired	A&P1 must be repeated prior to admission
<b><u>BOTH</u></b> A&P1 and A&P2 completed but <b><u>ONLY</u></b> A&P1 expired	No repeats required
<b><u>BOTH</u></b> A&P1 and A&P2 completed but <b><u>ONLY</u></b> A&P2 expired	A&P2 must be repeated (may be done in-program if all other courses are complete)
<b><u>BOTH</u></b> A&P1 and A&P2 completed and <b><u>BOTH</u></b> expired	A&P2 must be repeated (may be done in-program if all other courses are complete)

7. Have no nursing course failures from prior nursing program enrollment (whether at a 2- or 4-year institution, including Albany State University or the former Darton State College)

**NOTE:** Students are subjected to compulsory background checks per clinical agency requirements and may also be required to submit to random tests for illegal use of controlled substance as provided by the law or regulations of the contracting agency. If the site refuses to allow a student to attend clinical experiences, the nursing program is not obligated to find another clinical site. The student may not be able to complete the nursing program at ASU. Therefore, it is important to conduct personal record checks prior to admission to the nursing program.

## ADVANCED PROGRAM PLACEMENT

### CREDIT BY EXAMINATION

**Applicants** to the Traditional, Evening, and/or Hybrid ASN program who have already completed an **LPN program** or the **Advanced Naval Corpsman Hospitalman Course (NER-HN-001)** **and** have 1 year of active practice within the past 2 years may challenge NURS 1101: Fundamentals of Nursing, NURS 1105: Pharmacology for Nurses, and NURS 1111: Adult Health I for credit.

Appointments to challenge coursework for credit will be made after the applicant has received their acceptance letter from the Department of Nursing (but prior to the first day of classes) and will require the applicant to submit a copy of their PNE transcript and current, active licensure. Successful performance on the three components of the challenge examination—theory, clinical, and mathematics—allows the student to exempt the relevant course(s) and begin the program in advanced standing.

**NURS 1101** will be challenged first, and successful performance will allow the student to either begin matriculating at the second semester or continue with challenging NURS 1105 and NURS 1111. Failure will result in the student beginning their matriculation with the first semester.

**NURS 1105** and **NURS 1111** can be challenged after successful exemption of NURS 1101. Successful performance on both courses' examinations will allow the student to begin their program matriculation with the third semester. Failure of one or both of these courses' challenge examinations will allow the student to begin their program matriculation at the second semester, completing the course(s) they did not successfully exempt.

Please note the following restrictions regarding advanced program placement:

- Advanced program placement must occur **BEFORE** initial program enrollment (i.e., before the applicant's first semester in-program). Mid-semester and/or mid-matriculation challenges (i.e., taking the first semester and challenging to skip the second semester) is **not** permitted.
- **NO** advanced program placement is permitted within the **HCP-to-RN Bridge** program.
- **NO** advanced program placement is permitted for students wishing to **transfer mid-matriculation** from one of ASU's pre-licensure nursing programs to another (e.g., BSN to ASN, Bridge to ASN)
- **NO** advanced program placement is permitted for students who were previously enrolled in a nursing program and either (1) **withdrew** from one or more nursing courses, (2) earned a nursing course **failure** ("D," "F," "WF," or "U"), or (3) were otherwise **dismissed** from the program (for any reason).

### ADMISSION CRITERIA FOR CREDIT BY EXAMINATION OPTION

All applicants for the credit by examination option must meet these criteria:

1. Be eligible for admission to Albany State University and the Traditional, Evening, and/or Hybrid ASN program.
2. Submit a transcript from practical nursing education program / PNE transcript **OR** demonstrate completion of a practical nursing program / Advanced Naval Corpsman Hospitalman Course (NER-HN-001) and provide evidence of one year of experience within the last two years. Employee verification and job description required.
3. Submit evidence of unrestricted LPN Licensure (LPNs only).
4. Complete all prerequisite requirements for the entry nursing class.

### CORE PERFORMANCE STANDARDS

*The following information has been adapted from the Southern Regional Education Board's Council on Collegiate Education for Nursing Education's report "The Americans with Disabilities Act: Implications for Nursing Education," initially published in 1993 and updated in 2008.*

In compliance with the Americans with Disabilities Act (ADA), Albany State University's Department of Nursing will honor requests for reasonable accommodations made by individuals with disabilities. Students must disclose their disability to the office of Disability Services before academic accommodations can be implemented.

Albany State University's Department of Nursing does not base admission, acceptance, or continued enrollment on the core performance standards detailed within this section. Instead, these standards are intended to assist applicants and students in the determination of a need for ADA-related accommodations and medications. The core performance standards detailed below are intended to constitute an objective measure of:

1. A qualified applicant's ability—with or without accommodations—to meet the program performance requirements.
2. Accommodations required by a matriculated student who seeks accommodations under the ADA.

Core performance standards for Albany State University's associate nursing programs are:

1. **Critical-thinking ability** for effective clinical reasoning and clinical judgment as evidenced by the ability to identify the cause/effect relationships in clinical situations, develop nursing care plans, and evaluate the effectiveness of the nursing interventions.
2. **Interpersonal skills** sufficient for professional interactions with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds as evidenced by the ability to establish rapport with patient/clients and colleagues, capacity to engage in successful conflict resolution, and establish peer accountability.



3. **Communication abilities** sufficient for verbal and written professional interactions with others as evidenced by the ability to explain treatment procedures, initiate health teaching, and document and interpret nursing actions and patient/client responses.
4. **Physical abilities** sufficient for movement from room to room and in small spaces as evidenced by the ability to move in a patient's room, work spaces, and treatment areas and administer cardiopulmonary procedures.
5. **Gross and fine motor abilities** sufficient for providing safe, effective nursing care as evidenced by the ability to calibrate and use equipment and position patients/clients.
6. **Auditory ability** sufficient for monitoring and assessing health needs as evidenced by the ability to hear monitor device alarm, emergency signals, auscultatory sounds, and cries for help.
7. **Visual ability** sufficient for observation and assessment necessary in nursing care as evidenced by the ability to observe patient/client condition and responses to treatment.
8. **Tactile ability** sufficient for physical assessment as evidenced by the ability to perform palpation, percussion, functions of physical examination, and/or those related to therapeutic intervention such as insertion of a catheter.

### **NURSING COURSE TRANSFER POLICY**

A student transferring into the nursing program from an accredited 2- or 4-year institution will be required to meet the program-appropriate admission criteria and will follow the appropriate curriculum pattern, including completion of all necessary coursework prior to entry into the nursing program. Credit for any nursing courses taken will be evaluated on an individual basis; however, as a general rule, students applying to our undergraduate nursing programs will not receive academic credit for any nursing courses successfully completed at other institutions. Further, students wishing to transfer mid-matriculation from one of ASU's pre-licensure nursing programs to another (e.g., ASN to BSN or vice versa) will not be accepted in advanced standing and will instead be required to start over within their new program of study.

A student who has failed ("D," "F," "WF," or "U") two (2) nursing courses, whether at a 2- or 4-year institution (including Albany State University or the former Darton State College), will be ineligible for admission. Consideration may be given if the failures occurred over 3 years prior to application for admission or if the student has obtained a paramedic certification or LPN license since the two previous nursing course failures.

A student transferring from another nursing program with one (1) failure ("D," "F," "WF," or "U") in a nursing course may still be considered for admission. However, any nursing failure transferred in will still be counted as the first nursing failure.

### **GPA CALCULATION FOR PROGRAM ADMISSIONS**

For the Department of Nursing's **associate-level nursing programs**, the Department utilizes a unique grade point average calculation in making program admission decisions, otherwise referred to as an applicant's Nursing GPA (NGPA). Grades received in the following courses are utilized in the calculation of the NGPA:

1. **BIOL 2211K:** Introduction to Microbiology
2. **BIOL 2411K:** Human Anatomy & Physiology I
3. **BIOL 2412K:** Human Anatomy & Physiology II
4. **ENGL 1101:** English Composition I or **ENGL 1101H:** Honors Humanities I
5. **Humanities/Fine Arts elective** (i.e., Literature, Foreign Language, or Appreciation course)
6. **Mathematics elective** (i.e., **MATH 1001:** Quantitative Reasoning, **MATH 1111:** College Algebra, or higher-level MATH)
7. **POLS 1101:** American Government
8. **PSYC 1101:** General Psychology

Only the **HIGHEST** grade received within the **past 10 years** from the above courses will be used to calculate applicants' NGPA. Courses that were successfully completed but were either (1) taken over 10 years ago or (2) included in an academic renewal **may** be considered satisfied but will not impact an applicant's NGPA. However, if this would create a situation in which less than 10 credit hours of NGPA-related coursework could be factored into this calculation, the program director/coordinator will determine the eligibility of the applicant. Eligibility factors may include (but are not limited to) performance in the NGPA-related coursework, regardless of course age; academic performance within the past 10 years, regardless of NGPA applicability; and/or TEAS exam performance. **Applicants who may fall within this category are encouraged to arrange a meeting with the program director/coordinator prior to application.**

## ADVISEMENT AND REGISTRATION

Students with **less than 60 earned hours** will be assigned an Academic Success Coach within the Academic Advising and Retention Center (AARC) and will be advised and registered by their assigned success coach **each term**. Academic Success Coaches are the first point of contact for students with less than 60 earned hours, and they work with students to develop plans of study with clear pathways to achieve academic goals; facilitate connections with faculty and academic support services; facilitate connections with University resources including accessibility services/counseling, career services, and student affairs' organizations; and provide workshops and individual/group training sessions to ensure a successful academic and social transition to university life. Students may identify their success coach through the Banner web interface and schedule an appointment by using their ASU credentials to log into [EAB Nagivate](#), Albany State University's student success management system.

Although students with less than 60 earned hours are assigned to an Academic Success Coach for advisement and registrations, students intending to apply for the nursing program are **highly encouraged** to meet with a faculty advisor within the Department of Nursing to ensure they are on-track for program application. Faculty advisors may additionally provide these students with registration permits that can then be returned to their Academic Success Coach to facilitate registration and further academic advisement.

Students with **60 or more earned hours** and students who have been **accepted into the nursing program** will be assigned a faculty advisor within the Department of Nursing. Faculty advisors will work with students to develop a plan of study and lift student advising holds to allow students to register themselves at the appropriate time each term. Students may identify their advisor through the Banner web interface and schedule an appointment by emailing the faculty member.

Each semester, an Academic Advising Hold is placed on all students' accounts, which will prevent registration for the upcoming semester(s). In order to have this hold removed, students are required to meet with their Academic Success Coach, a Distance Learning Support Specialist, or their faculty advisor to review their program of study.

Students currently enrolled in the University may refer to the current semester's [Academic Calendar](#) for information regarding Priority and Regular Registration periods. The academic calendar also contains important dates for advisement- and registration-related processes, such as the dates for Schedule Adjustments (Add/Drop), change of major deadline, fee payments (and the date on which classes are dropped for nonpayment), and the last day to withdraw without academic penalty. Students should review this information regularly, as dates are subject to change without notification.

## COURSE OVERLOAD

The maximum credit load for Spring and Fall semesters is 18 credit hours, and the maximum credit load for Summer semester is 12 credit hours. Students desiring to carry more than this maximum load must

submit a “Request for Overload” form and attain written program from their academic advisor, department chairperson, and the dean of the appropriate college.

Permission to carry more than 18 total credit hours in the fall or spring (or more than 12 in the summer) will require a 3.0 or higher cumulative average and a 3.0 semester GPA during the last semester of residence. A graduating senior can carry an overload with a 2.5 cumulative GPA one semester (only) during the last year. In special cases, students may be permitted to carry more than 20 hours per semester provided permission is granted by the Vice President for Academic Affairs. No student will be allowed to carry more than 23 hours during any one semester.

The procedure for requesting a Course Overload is as follows:

1. The student secures a Request for Overload form from the Department of Nursing.
2. The student completes the form (typed) and submits it to their advisor for approval.
3. The advisor routes the request form through the departmental chairperson for approval, who verifies the cumulative institutional GPA and/or the semester GPA.
4. The course overload form is forwarded to the Dean of the Darton College of Health Professions for final approval.
5. Once approval has been secured, the student maximum credit load can be overridden (by the appropriate personnel) to allow entry of additional courses.

## **SCHEDULE ADJUSTMENTS**

Schedule adjustments (or a “change of schedule”) is the process by which a student alters their schedule of classes.

During the first week of classes, in a designated period commonly known as the “Schedule Adjustments” (“Add/Drop”) period, a student may freely add or drop classes from their schedule via BannerWeb. However, students must consult with their Academic Success Coach or nursing faculty advisor prior to making any changes to their schedule, as this may adversely impact program matriculation. Students who modify their schedules during this time period should provide their advisor with a copy of their new schedule. No courses may be added to a student’s schedule following the conclusion of this period.

## **COURSE WITHDRAWAL**

A **course withdrawal** is a request by a student to cancel their enrollment in a particular course after the schedule adjustment period for the term and prior to the end of the term. Students should review the current semester’s [Academic Calendar](#) for the deadline to withdraw from courses without academic penalty, though, in general, this typically falls 1 to 2 business days following the publication of midterm grades. Upon submission and approval of the “[Course Withdrawal Form](#)” via the Office of the Registrar, the student is automatically assigned a grade of “W” to indicate a course withdrawal. The “W” will not be calculated in a student’s GPA.

Additionally, students should be aware that a course withdrawal may or may not include a refund, depending on when the withdrawal is requested. Furthermore, withdrawals from courses may affect housing, graduation, athletics, financial aid, and membership in organizations or other opportunities.

## **SEMESTER WITHDRAWAL**

A **semester withdrawal** is a request by a student to withdraw from and cease attendance in all classes for the term. Failure to attend class is not equivalent to a withdrawal and students will not receive an adjustment of charges or grades unless a formal withdrawal is filed with the Office of the Registrar prior to the last day to withdrawal without academic penalty.

If a “[Semester Withdrawal Form](#)” is submitted to the Office of the Registrar prior to the end of the schedule adjustment period (as defined by the current semester’s [Academic Calendar](#)), all courses will be dropped from the student's schedule and charges reversed (if applicable). However, if submitted and approved after this period, the student is automatically assigned a grade of “W” to indicate course withdrawal. The “W” will not be calculated in a student’s GPA.

Additionally, students should be aware that a course withdrawal may or may not include a refund, depending on when the withdrawal is requested. Furthermore, withdrawals from courses may affect housing, graduation, athletics, financial aid, and membership in organizations or other opportunities.

## **HARDSHIP WITHDRAWAL**

Per Albany State University’s Office of Student Support and Student Conduct, **hardship withdrawals** are designed for students who experience a non-academic emergency (e.g., medical, personal, financial) that prevents them from completing their coursework. Hardship withdrawals can help students focus on healing without harming their academic record. All hardship withdrawal requests received after final grades are entered will require a decision from the Provost.

As a general rule, students are not eligible for hardship withdrawals in courses in which they have completed the course requirements (e.g., sat for the final exam or submitted the final project/paper/portfolio). If applicable, the standardized examinations required by certain nursing courses are considered to be a component of those courses’ final exam requirements. Consequently, students who sit for (or forfeit) the first attempt on the standardized examination will be ineligible to receive a hardship withdrawal after this point. It is imperative that students submit a hardship withdrawal request prior to taking any component of a course’s final exam requirement(s).

Students may submit a “[Hardship Withdrawal Request Form](#)” through the Office of Student Support and Student Conduct. Submission of this form does not guarantee that the hardship withdrawal request will be approved.

## **CHANGE OF MAJOR**

A student wishing to change their major should speak with either their Academic Success Coach or faculty advisor and a representative from the Office of Financial Aid prior to making this decision. Students requesting any changes to their major, minor, and/or concentration will need to submit the appropriate form to the Office of the Registrar via their [Change of Major/Minor/Concentration webpage](#). Changes submitted no later than two days prior to the beginning of the semester will be processed for the current semester. All changes submitted after this point will be effective for the next semester. However, please be aware that changing from an associate-level major to a baccalaureate-level major degree will increase tuition charges.

A “Request for a Change of Major” form must be submitted if a student intends to do any of the following actions:

1. Change their program of study
2. Change their degree level (e.g., associate to bachelor or certificate to associate)
3. Add a second major
4. Drop a second major

## **GRADING POLICY**

The following is the grading scale for all undergraduate nursing courses:

<b>A</b>	90 – 100
<b>B</b>	80 – 89
<b>C</b>	75 – 79 ( <i>minimum passing letter grade for undergraduate nursing coursework</i> )

<b>D</b>	60 – 74
<b>F</b>	0 – 59

Final grades will be computed with **no rounding** of grades. There will be **no exception** to the 75.00% minimum grade requirement in general nursing courses.

### CLINICAL FAILURE POLICY

At the completion of the semester, a student who receives an “Unsatisfactory” clinical performance rating in the final clinical evaluation on the Student Clinical Performance Evaluation tool is deemed unsafe or inadequate in the application of knowledge that is expected at the course level. This unsatisfactory rating will denote clinical failure and subsequent course failure, automatically earning a letter grade of “F.” The student must repeat both the theory and clinical portion of the course.

Additionally, absence from more than one (1) scheduled clinical session will also automatically result in a clinical failure for the course, resulting in a letter grade of “F.” Please review the attendance policies detailed within this handbook for more information regarding this topic.

Students who fail a clinical course will be required to repeat the entirety of the clinical experience. Assignments for repeat coursework will be scheduled at the site based on the specific learning experience needed by the student. Exceptions must be approved by the Chair of the Department of Nursing and the appropriate program director.

If a required nursing course is not successfully completed, academic progression in the nursing program will be affected, and the student may be required to “sit out” for one (1) or more semesters based on the course offering schedule and seat availability (nursing courses are offered during specific semesters). Please consult your program of study and/or curriculum pattern.

### INCOMPLETE GRADE POLICY

Under certain circumstances, students may be assigned a letter grade of “I,” indicating an “Incomplete” grade for the course. Per the University’s definition, assignment of an “I” grade **requires** that the student

1. “has completed the majority of work in the course and is making satisfactory progress towards passing the course (i.e., the student can reasonably make a passing grade in the course if missing assignment(s) are completed);”
2. “due to reasons judged by the instructor to be legitimate, and/or circumstances beyond their control where the student is unable to complete their coursework” (e.g., medical, personal, or financial reasons); and
3. the student’s coursework can be completed within a prescribed timeframe.”

**ALL** of the criteria noted here must be applicable **and** documented in order for the Department to award an “Incomplete” grade. The Department cannot provide exceptions to this policy without first receiving documented approval from the Provost/Vice President of Academic Affairs. Consequently, any student requesting an “Incomplete” who does not satisfy these criteria must **first** request approval from the Office of Academic Affairs (after notifying the course instructor of their intent).

Per the University’s policies, an “Incomplete” grade must be removed no later than “one calendar year following the final day of the semester for which the incomplete was awarded.” The “I” may be changed by completing the incomplete work as prescribed by the instructor. Any “I” grade that is not satisfactorily removed prior to this deadline will automatically be changed to a letter grade of “F” by the Office of the Registrar and will be computed in the student’s GPA.

In order to initiate the “Incomplete” grade process, the student must first secure and complete the “Permit to Remove an Incomplete Grade” (also referred to as the “Green Sheet”) from the Office of the Registrar

and submit it to the course instructor. The instructor will then complete the “Documentation for Submission of ‘I’ Grade,” which denotes the requirements necessary for the removal of the “I” grade and requires that the student, course instructor, and departmental chairperson. Following satisfaction of these requirements, the instructor will execute the “Request to Remove an Incomplete” and secure the approval of the departmental chairperson. The Chair will then forward this document alongside the original “Permit to Remove an Incomplete Grade” and “Documentation for Submission of ‘I’ Grade” forms to their Dean, who then approves and forwards the packet to the Provost/Vice President of Academic Affairs. Following approval by the Office of Academic Affairs, the “I” grade is removed by the Office of the Registrar.

## PROGRESSION POLICY

The student is responsible for adhering to all prerequisite and co-requisite requirements as stated in the *Associate of Science in Nursing Student Handbook* and as described in the *Albany State University Academic Catalog*.

Satisfactory performance in both the didactic and, where applicable, clinical components of the nursing course is necessary to earn a passing grade and for continued progression in the nursing program. A student who receives an unsatisfactory grade in a nursing course (either clinical or non-clinical) will be allowed to repeat the nursing course one time during the semester in which the course is regularly offered at Albany State University. Unsatisfactory completion of a course (typically referring to course failures or withdrawals) will prevent progression in the nursing program until the course has been successfully repeated and any remediation required by the Department of Nursing completed.

Academic progression in the nursing program supports the development and synthesis of the necessary skills, from fundamental understanding to complex critical thinking. The academic progression is designed to support educational success, licensure, and transition to practice. In order to facilitate timely progression and, ultimately, success, the Department of Nursing has established specific progression guidelines for its associate-level programs, to which its students must abide. Students within our associate-level programs are permitted to:

1. Withdraw from only **one (1)** nursing course throughout the entirety of their matriculation through the associate-level nursing program, **excluding** those received from documented hardship withdrawals. Withdrawals must occur prior to the last day to withdraw from a course without academic penalty. Withdrawal from a second nursing course (whether from the same or another nursing course) will result in dismissal from the program for a period of 3 years.
2. Receive a semester withdrawal only **one (1) time** following enrollment in an associate-level nursing program, **including** those withdrawals received from documented hardship withdrawals. Receipt of a second semester withdrawal will result in program ineligibility for a period of 3 years. Please review the “Semester Withdrawal” and “Hardship Withdrawal” policies detailed within this handbook for more information regarding these processes.
3. Receive only **one (1)** nursing course failure. At the undergraduate level, grades of “D,” “F,” “WF,” and “U” constitute failing course grades. Receipt of a second nursing course failure will result in dismissal from the program for a period of 3 years.
4. Attempt completion of the same nursing course a maximum of two (2) times. Students cannot attempt completion of the same nursing course more than two (2) times, regardless of the reason. Students who cannot successfully complete a course (i.e., earn a final letter grade of “A,” “B,” “C,” or “S”) within two (2) attempts will result in program ineligibility for a period of 3 years.

## PROGRAM LENGTH

In order to graduate on-time, students admitted to an **ASN** program track—whether **traditional**, **evening**, or **hybrid**—must complete the program within 5 consecutive semesters. Students are considered enrolled in the program from the date of initial enrollment in NURS 1101: Fundamentals of Nursing.



In order to graduate on-time, students admitted to the **HCP-to-RN Bridge** program must complete the program within 4 consecutive semesters. Students are considered enrolled in the program from the date of initial enrollment in NURS 1301: Fundamentals of Nursing.

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

Federal regulations, HEA Sec. 484(c) §668.16, 668.34, require institutions participating in Title IV federal financial aid programs to develop academic progress standards and review student records to ensure they are complying with these standards and making adequate progress toward their academic goals. At Albany State University's (ASU) Office of Financial Aid (OFA), SAP is reviewed each semester. Students who do not meet the minimum SAP standards are not eligible for financial aid, unless they have been granted a WARNING, APPROVED APPEAL, or PROBATION status as described. **The Financial Aid SAP policy should not be confused with academic PROBATION or GOOD**

**STANDING**. Failure to maintain SAP will result in the loss of all federal and state aid, including:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Iraq and Afghanistan Service Grant
- Federal Work-Study Program
- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Direct PLUS Loan (for parents and graduate students)
- State of Georgia Financial Aid Programs including the Georgia HOPE Scholarship Programs
- Other Grant and/or Scholarship programs which require Satisfactory Academic Progress verification

More information regarding SAP may be found at via the Office of Financial Aid's [Satisfactory Academic Progress \(SAP\) webpage](#).

### **READMISSION/PROGRESSION AFTER INTERRUPTION**

#### **PROGRESSION INTERRUPTIONS**

When a student's program of study is interrupted for any reason, the student is subject to the policies and procedures of the department in place at the time of the student's return to the program. It is the **responsibility of the student** to be aware of changes in requirements or policies for both the University and the Department of Nursing during their absence.

As not every associate-level program option is available each semester, progression interruptions may prevent students from reentering their original program track and instead require enrollment in an available program option. As requests for program readmission are voluntary and initiated by the student, they must be mindful of the program options available at the time of their intended return. Affected students should additionally be mindful of the following:

- Students resuming ASN program matriculation during a semester in which only the Evening ASN and Hybrid ASN programs' courses are offered will be required to enroll in the Evening ASN cohort.
- Program interruptions for students in the Evening ASN, Hybrid ASN, and HCP-to-RN Bridge programs will require the affected student to enroll in the Traditional ASN cohort that aligns with their program matriculation (unless the previous point is applicable).
  - If a student within the HCP-to-RN Bridge program fails NURS 1311: Adult Health II (Bridge) and resumes their matriculation in the Traditional or Evening ASN cohort, they will be required to take **both** NURS 1111: Adult Health I and NURS 1112: Adult Health II.

- Students enrolled in the HCP-to-RN Bridge program are permitted to resume their matriculation in another bridge cohort, provided that the cohort's course offerings align. However, this may require the student to attend another ASU campus's bridge program, and the Department is not obligated to provide travel accommodations resulting from this decision.
- No student whose progression has been interrupted will be permitted to resume matriculation in the Hybrid ASN program.
- Students whose progression was interrupted due to attainment of a nursing course failure are **not** permitted to apply/reapply for either the HCP-to-RN Bridge or Hybrid ASN program tracks, regardless of the age of the earned failure.

If a student is not actively enrolled in nursing coursework for more than one (1) semester (but less than 12 months), the student must challenge **all** previously completed nursing courses to validate current knowledge and skills of the content. Failure to successfully challenge any course will result in the student repeating the course(s) in which they were unsuccessful, beginning with the nursing course earliest in the program's curriculum.

If a student is not actively enrolled in nursing coursework for 12 (or more) months, the student will be required to restart the nursing program in its entirety, regardless of previous progression. The affected student must reapply to the nursing program and will be subject to the policies and procedures of the department in place at the time of the student's return to the program. It is the responsibility of the student to be aware of changes in requirements or policies for both the University and the Department of Nursing during their absence. Admission to the nursing program is not guaranteed and, if accepted, the student will begin the ASN program in NURS 1101: Fundamentals of Nursing.

#### **Progression Following Final Semester Failure**

This policy is applicable only to those ASN students whose first **or** second nursing failure was in NURS 2115: Adult Health III or NURS 2116: Comprehensive Capstone Review, which would otherwise result in program dismissal (per the "Dismissal Policy" detailed within this handbook). This policy allows the impacted student the possibility of one (1) additional attempt to retake the failed course and earn a passing course grade. Please be aware that permission to repeat is **not** guaranteed and is evaluated on a case-by-case basis. Only one (1) failure of NURS 2115 **or** NURS 2116 is permitted during a student's matriculation. Under no circumstances will a student be permitted a second retake (i.e., a third attempt) of this course if they are unsuccessful on their initial retake.

To initiate the process, the student **must** submit a formal request for consideration to repeat the course to the Department's Admission, Progression, and Retention Committee. Upon receipt of this request, the following steps will occur:

1. The Admission, Progression, and Retention Committee will review the student's file to determine their eligibility for course repetition.
2. If approved, the request will then proceed to the departmental chairperson for review and approval.
3. If approved, the departmental chairperson will convene a meeting with the dean of the academic college regarding this matter. Both parties must support approval in order for the decision to be finalized.
4. If approved, the student will be allowed to retake the course the next time it is regularly offered. Students enrolled in non-traditional program tracks (i.e., evening, hybrid, and the HCP-to-RN Bridge) may be required to transfer to the traditional ASN program track in order to retake the course, per the "Progression Policy" detailed within this handbook.



Students approved through this process should review the guidelines published in the “Readmission/Progression After Interruption,” “Progression Policy,” “Course Requirements,” “Clinical Course Requirements,” and any other appropriate sections of this handbook.

## **READMISSION**

As noted previously, students applying for program readmission should be aware that not every program track is available each semester, and readmission may require the student to continue matriculation within another program’s curriculum pattern. Consequently, students enrolled under previous admission criteria must meet current admission requirements and must adopt the most current curriculum pattern in use. Additionally, program readmission is **not** guaranteed and will be based on satisfaction of admission criteria, seat availability, academic performance, and/or prior professional conduct while previously enrolled.

Students seeking readmission into an associate-level nursing program must submit the following documentation, depending on the appropriate classification:

- Students who are required to repeat Fundamentals of Nursing (NURS 1101/1301) must resubmit a new application packet for the desired nursing program and will be considered alongside the applicant pool for the indicated semester.
- Students who are seeking program readmission but have satisfactorily completed Fundamentals of Nursing (NURS 1101/1301) must complete the Department of Nursing’s “Application for Re-Admission” and indicate the semester in which they intend to return. This document is available on the Department of Nursing’s website and in the main office.
- Students who were previously enrolled but—due to voluntary or involuntary reasons—have not been in attendance for 1 or more years must resubmit a new application packet for the desired nursing program, regardless of their previous course progression.
- Students who have not been in attendance for 1 or more non-summer semesters are also required to file an “Application for Readmission” into Albany State University via the Office of Admissions and Recruitment by their posted deadlines. Likewise, this policy is applicable to those who were dismissed from the program via scholastic termination or dismissal procedures, as defined by the University and/or the Department of Nursing. Applications for readmission (and other related documentation) may be obtained from the Office of Admissions and Recruitment and their website.

Additionally, students who have been granted readmission may be required to challenge previously completed nursing coursework, per the following guidelines:

- Students who have not been in attendance for 1 or more semesters are required to challenge all previously completed nursing coursework to validate current knowledge and skills of the content. This includes all nursing courses in which a passing grade of “A,” “B,” “C,” or “S” was earned (with the exception of NURS 2117: Nursing Leadership). Failure to successfully challenge all courses will require the student to repeat the course(s) in which they were unsuccessful.
- Nursing coursework taken 3 or more years prior to a student’s anticipated graduation must be successfully challenged or repeated. Failure to successfully challenge these affected courses will require the student to repeated any course(s) in which they were unsuccessful.

Students granted readmission must meet all program compliance requirements at least one month prior to the start of the semester of return.

In extreme cases, the Chair of the Department of Nursing (in coordination with the Program Director/Coordinator) may approve exceptions to these policies. If an exception is granted, the student must meet with these departmental representatives at least one month prior to the beginning of the semester to develop an individualized plan of study to validate current knowledge and clinical skills and

ensure satisfaction of Student Learning Outcomes. (Please contact the nursing office for the military exception to this policy.)

## REMEDICATION

The academic program reserves the right to place specific conditions and contingencies on any offer of readmission to be determined on a case-by-case basis. Students who have been granted this type of conditional acceptance must satisfactorily complete their individualized remediation before progression through the associate program is possible. Failure to comply with or satisfactorily complete any portion of this remediation program will prevent the student from progressing any further within the associate nursing program at ASU.

The student must meet readmission requirements and complete any remediation deemed necessary by either the appropriate Program Director or Chair of the Department of Nursing. Currently, all undergraduate nursing students who experience any interruption in the progression process resulting in non-completion of one or more nursing courses will be required to retake the course during the semester it is regularly offered. In order to continue progression through the program, students must meet all of the course and clinical objectives and requirements in order to pass any incomplete or unsatisfactorily passed nursing courses, including the end-of-course standardized comprehensive exam, if applicable.

## DISMISSAL POLICY

The following criteria will constitute grounds for dismissal from the nursing program:

1. A second failure of any nursing course (whether a D, F, WF, or U) will result in program dismissal.
1. Withdrawal from a second nursing course while enrolled in an associate-level nursing program result in program dismissal. For more information, see “Progression Policy” within this handbook.
2. Substantiated violations of academic integrity constitute grounds for **immediate** dismissal from the nursing program and (if the incident occurs mid-progression) and will prevent further course attendance/progression. For more information, see “Department Policy on Violations of Academic Integrity” within this handbook.
3. Gross misconduct, such as behaviors that endanger patient safety, patient confidentiality, or behaviors in direct opposition to the clinical instructor’s direction, constitute grounds for **immediate** dismissal from the nursing program and (if the incident occurs mid-progression) will prevent further course attendance/progression.

Additionally, substantiated violations of the *Student Code of Conduct* (including academic integrity) and/or gross professional misconduct will also result in ineligibility to pursue nursing at Albany State University **in perpetuity**, including all existing and future nursing program options at both the undergraduate and graduate levels.

While not considered a dismissal, receipt of a second semester withdrawal (including those associated with a hardship withdrawal) while enrolled in an associate-level nursing program will result in program ineligibility for a period of 3 years. For more information, please refer to the “Progression Policy” detailed within this handbook.

## GRADUATION POLICIES

### APPLICATION FOR GRADUATION & DEGREE AUDIT

All students are required to apply for graduation. The graduation application signals the student's intent to graduate from Albany State University and begins the audit and commencement process for each student. An Application for Graduation and Degree Audit must be filed when the student has (30) hours or less to

complete for graduation for a Baccalaureate and (15) for an Associate. The application may be secured on the Office of the Registrar website. On this application students must indicate intended date of graduation and their degree program. The Office of the Registrar, in conjunction with the student's major department, will review the student's course of study and determine if the student has or will meet the requirements to graduate by the date requested. If approved, the student will be emailed a copy of the audit and will be directed to begin graduation clearance procedures.

Any student who fails to graduate as indicated is required to complete another form.

Students who complete all requirements for a degree at the close of the summer, fall or spring semester will be given a statement, upon request, certifying requirements have been completed. Credits may be certified to the State Department of Education in order that the certificates to teach may be issued at any time during the school term. Degrees will be awarded pursuant to graduation.

### **PINNING CEREMONY AND MEANING OF THE PIN**

The pinning ceremony for the Department of Nursing is a unique celebration honoring the graduates of our pre-licensure undergraduate nursing programs. Typically held prior to the University's commencement exercises, the ceremony is a symbolic welcoming of soon-to-be graduated nursing students into the nursing profession. The ceremony itself is closely associated with the presentation of Florence Nightingale, founder of modern nursing, with the Royal Red Cross by Queen Victoria of England in 1883 for her service as a military nurse during the Crimean War.

The Department of Nursing's pin is a symbolic evocation of the "Nightingale Jewel" brooch presented to Florence Nightingale earlier in 1855 by Queen Victoria for her aforementioned service as "a mark of esteem and gratitude for her devotion toward the Queen's brave soldiers." Designed by Prince Albert, this ornately designed golden brooch features a central red enamel cross of St. George on a white background, surmounted by a diamond crown cypher and the initials "VR" (for *Victoria, Regina*). This is encircled by black ring bearing the phrase "Blessed are the merciful," which is itself bookended by green enamel fronds. Three diamond stars rest atop the brooch while the bottom features a light blue banner inscribed with the word "Crimea."

The pin for the Department of Nursing was designed for the first graduates of the former Albany State College's School of Nursing in 1965, and its design has been modified thrice since this original incarnation. The current design centrally features the golden "lamp of knowledge," representing bright vision, a steady glow of commitment, and the "lady of the lamp," a nickname given to Florence Nightingale, who carried a lamp on her nightly rounds while tending to the rows of wounded men during the Crimean War. This lamp is encircled first by golden ring bearing the name Darton College of Health Professions, which is then itself encircled by a horizontally-bisected blue and yellow border bearing the name Albany State University (in the upper blue border) and Nursing (in the lower yellow border). The color choices are based on the official University colors of blue and gold. The pin is distinctive of the Department of Nursing and should be proudly displayed on the left collar of a nurse's uniform.

### **POST-GRADUATION ACTIVITIES**

Post-graduation, students are encouraged to participate in the following activities:

1. Become members of the Albany State University Alumni Association.
2. Keep up-to-date name and address information on file with both Albany State University, the Darton College of Health Professions, and the Department of Nursing
3. Report professional and educational advancement in the field of nursing or any other field directly (via email, telephone, or social media) or via our Alumni Survey submitted 12 month post-graduation
4. Complete alumni and employer surveys 1 year post-graduation (and as necessary).

## NATIONAL CERTIFICATION AND LICENSURE EXAMINATION

### BACKGROUND

The NCLEX examination is designed to test knowledge, skills and abilities essential to the safe and effective practice of nursing at the entry level. NCLEX examination results are an important component used by boards of nursing to make decisions about licensure. The NCLEX is taken following graduation, and successful completion is required in order to practice as a registered nurse within the United States.

### PROCEDURE

1. Submit an application for licensure to the board of nursing in the state or territory in which you wish to be licensed. Application forms for the Georgia Board of Nursing can be found at the Georgia Secretary of State's [Online Application Portal](#) or [paper application process](#). A \$40 application fee is required. The chair or the dean of the department will submit the required spreadsheet with requested information to the board of nursing after graduation.
2. Beginning in 2009, criminal background checks are required as part of the Nursing license application process. An applicant must register for the fingerprint-based criminal background check prior to completing the Nursing License application. There is a fee for the background check (see application process via the [Georgia Secretary of State's Licensure by Examination](#) webpage).
3. Register for the NCLEX examination through the web, mail, or telephone. Information about how to register by any of these methods can be found in the [NCLEX Examination Candidate Bulletin](#), which is available on the National Council of State Boards of Nursing (NCSBN) website.
4. The fee for taking the NCLEX examination is currently \$200. All NCLEX examination registrations will remain effective for a 365-day time period during which a board of nursing may determine the candidate's eligibility. Candidates who are not made eligible by their board of nursing within the 365-day time period will forfeit their registrations, including the candidate registration fee.
5. After your board of nursing declares you eligible, you will receive an Authorization to Test (ATT) in the mail (and through e-mail if you have provided an e-mail address on your registration). The ATT contains your test authorization number, candidate identification number, and an expiration date. Each ATT is valid for a period of time specified by the state board of nursing (varies from 60 days to 365 days). In Georgia, the ATT is valid for 180 days. You must have your ATT to schedule an appointment to take the NCLEX examination. NCLEX® examination testing will take place at Pearson Professional Centers. A list of approved testing centers can be found at [Pearson VUE's NCLEX Examination](#) webpage. If you are applying to be licensed in Georgia, you may take the NCLEX-RN at any site, whether it is in Georgia or not.
6. When scheduling your examination appointment, you need to plan for a testing session that could last a maximum of five hours. Candidates need to make appointments to test as soon as possible after receiving their ATTs even if they do not want to test immediately. Test centers may fill up quickly because of high volumes and previously scheduled special events. Waiting to call to schedule your testing appointment may significantly limit the dates the center can seat you.
7. On the scheduled examination date, you must take your ATT with you to be admitted to the test center. All RN candidates take a minimum of 75 items. The maximum number of items an RN candidate can answer is 265 during the five-hour maximum testing period. The maximum five-hour time limit to complete the examination includes the tutorial, sample items and all rest breaks. As you take the examination, items are selected for you based on your responses to previous items. Once the minimum number of items has been taken, testing stops when a candidate's performance is determined to be either above or below the passing standard with a predetermined level of certainty regardless of the number of items answered or the amount of

testing time elapsed. Thus, depending upon candidates' patterns of correct and incorrect responses, different candidates will take varying numbers of items and use varying amounts of time. The examination will also stop when the maximum number of items has been taken or when the five-hour time limit has been reached. It is important to understand that the length of your examination is not an indication of a pass or fail result.

8. Only boards of nursing can release NCLEX examination results to candidates. Your examination results will be mailed to you, or you may obtain unofficial results by retaining the ATT and calling their results line. No examination results will be given by telephone. A passing score does not ensure licensure.
9. When you pass the NCLEX and are approved for licensure, you will be issued a license with a permanent Georgia registration number. If you do not pass the NCLEX, contact the Georgia Board of Nursing to re-apply. Applicants may take the NCLEX-RN up to three (3) times in a given calendar year. You must pass the NCLEX within a three-year period from the date of your graduation.
10. The Board does not issue a temporary permit for practice as a Graduate Nurse. Following graduation, you must not engage in any "licensed" activities, or work in any position that requires RN licensure or commence orientation for any position that requires RN licensure until you have received your RN license.

#### **STUDENT NOTIFICATION OF PROGRAM REQUIREMENTS**

**Directions: Please read and complete the Student Notification of Program Requirements form located under Quizzes in your nursing course.**

1. **HANDBOOK:** The student is accountable for all policies and information contained within the Student Handbook. The student handbook can be found online.
2. **CONFIDENTIALITY:** All students must keep strictly confidential, and shall not divulge to anyone, the identity of any patient, their medical condition, or their treatment. All students are required to be familiar with all Standards of Nursing Conduct regarding confidentiality (Official Code of Georgia, Annotated, Sections 37-3, 37-4, 37-7). ***Students who violate patient confidentiality in any format (verbally, email, text, social media, pictures, etc.) will fail the course.*** Also, the clinical facility reserves the right to terminate any student's clinical experience if the facility's confidentiality (HIPAA) policies are violated. This would result in course failure because course objectives cannot be met without clinical experience.
3. **PERSONAL HEALTH INSURANCE:** Current health insurance is required of all students, and proof of coverage must be provided if the clinical facility requests proof prior to providing patient care. Therefore, students should carry a copy of their insurance card.

Your affirmative response to this form signifies that you have read and understand these requirements. Failure to complete and submit this form will result in noncompliance which will impact progression in the nursing program. This form is in effect until the student's graduation.

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## SECTION III: ACADEMIC POLICIES

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### STUDENT COMMUNICATION POLICIES

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#### STUDENT EMAIL ADDRESS POLICY

All nursing students must have a student email address assigned by Albany State University, which will end with the @students.asurams.edu identifier. All communication from the Department of Nursing is sent to this email address or via GeorgiaVIEW email; other email accounts (e.g., @gmail.com, @yahoo.com, @hotmail.com, @bellsouth.net, etc.) will not be used by the Department. Setup of your ASU student email address is typically done automatically upon acceptance into the institution. Rationale behind the policy is based on compliance with the Family Educational Rights and Privacy Act (FERPA), which can be fully reviewed in the *Albany State University Academic Catalog*. Students are responsible for checking their assigned email regularly for departmental updates and notifications.

#### FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT (FERPA)

Albany State University is in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, U.S. Public Law 93-380. FERPA is a federal law designed to protect the privacy of a student's educational records. This Act prohibits University Officials from disclosing any records, including grade reports, academic standing, transcripts of records, or any other records, files, documents, and materials, in whatever medium, which may contain information directly related to the student and from which the student can be individually identified. For more information, please visit the U.S. Department of Education's [FERPA website](#) or contact the Office of the Registrar.

Albany State University must have a signed acknowledgement from the student before education information can be released to a person or entity other than the student. This written consent can be satisfied by completing the "Authorization to Release Information (FERPA Form)" (otherwise known as the "Family Educational Rights and Privacy Act [FERPA] Release Form") via the Office of the Registrar's [Forms webpage](#) and submitting it to the Department of Nursing (as well as the Office of the Registrar). This consent shall be valid through the student's enrollment at ASU and thereafter, but may be modified or rescinded by the student by written request or updated FERPA form.

#### NOTICE OF CHANGE OF NAME, ADDRESS, OR PHONE NUMBER

In order to ensure communication with students is not affected by changes of name or contact information (e.g., mailing address, email address, phone numbers), students should ensure that this information is current and accurate. While some information can be changed by logging into Banner and updating the appropriate information under the "Personal Information" tab, other changes can only be made by the Office of the Registrar. Students who wish to notify the University that their name, address, or phone is either displaying incorrectly or has recently changed is responsible completing and submitting the "Notice of Change of Name, Address, or Phone" to the Office of the Registrar as soon as possible.

#### ATTENDANCE POLICIES

Per University policy, students are expected to attend all of their scheduled classes, laboratories, and clinical experiences when reasonably possible. When students are absent for emergency reasons, the number of excused absences permitted should not exceed the number of credit hours awarded for the course except for the most extreme avoidable emergencies (e.g., death of family members, jury duty, etc.). The instructor will officially certify all excused absences.

Students are responsible for reading, understanding, and adhering to any supplementary statements related to attendance as noted in the course syllabus and the *Albany State University Academic Catalog*.



## **CLASSROOM ATTENDANCE**

Class attendance at Albany State University is compulsory. If a student is absent more than 10% of the sessions scheduled, the course instructor may reduce the student's final course grade by one (1) letter grade for each absence in excess of 10% of the sessions scheduled. If an absence is unavoidable, the student is responsible for notifying their instructor prior to the beginning of class, and failure to do so will result in an unexcused absence and an "Unsatisfactory" grade in all areas for that clinical day. Other examples of unexcused classroom absences include, but are not limited to, tardiness of 10 minutes (or greater) on non-testing days, classroom/simulation lab uniform noncompliance, and incidents of on-campus misconduct and/or unprofessionalism. Students must be on-time for testing days, and **any** tardiness on these days will result in an unexcused absence. In these instances, the course instructor may decide whether or not to permit the student to stay for the remainder of that session.

## **CLINICAL/LAB ATTENDANCE**

Clinical attendance for students within the nursing program is compulsory. This policy applies to clinical experiences that take place on-site at an approved clinical facility; on-campus in the classroom, computer lab, simulation lab, and/or skills lab; on- and off-campus University-hosted events requiring nursing student participation; and online alternate/virtual clinical assignments. Absence from more than one (1) scheduled clinical session will also automatically result in a clinical failure for the course, resulting in a letter grade of "F." If an absence is unavoidable, the student is responsible for notifying their clinical unit prior to the beginning of clinicals, and failure to do so will result in an unexcused absence and an "Unsatisfactory" grade in all areas for that clinical day. Other examples of unexcused clinical absences include, but are not limited to, inability to attain/maintain rotational clearance, tardiness of any length of time, clinical uniform noncompliance, and incidents of misconduct and/or unprofessionalism. While one (1) excused absence may be made up at the discretion of the course instructor, unexcused absences cannot be made up and will prevent the student from participating in clinical experiences for the remainder of that session, resulting in an "Unsatisfactory" grade in all areas of that clinical day.

## **ONLINE ATTENDANCE**

Per the *Albany State University Academic Catalog*, attendance for online courses "is verified in terms of participation, time spent in a particular unit or other part of online courseware, time spent in chats and online discussion, quality and quantity of chat and online discussion content, quality and quantity of e-mail, quality and quantity of course work, test participation, and other considerations. Distance learning courses at Albany State University are instructor-led classes, not independent study or correspondence courses. Students are expected to engage actively in the course content, participate in student-teacher and student-student communications, and complete assignments and tests according to the requirements and schedule of the course instructor." Further, "[f]ailure to participate, communicate, or meet course requirements within the time frame required by the instructor may reduce the grade for the course."

## **MISSED ASSIGNMENTS AND EXAMINATIONS**

Per University policy, course instructors will not administer examinations and quizzes to students who have been absent from class for reasons other than official business of the University, sickness, or emergencies such as death in immediate family, jury duty, or court summons (i.e., unexcused absences). The instructor will officially certify all excused absences, and it is the responsibility of the student to provide all appropriate documentation related to the absence.

If an absence is excused, it is at the discretion of the instructor as to when to require submission of any missed non-exam coursework (e.g., discussions, written assignments, quizzes). However, only one (1) makeup exam may be offered to a student and will be administered during the last 2 weeks of the term/semester. Students will be unable to make up more than one (1) missed exam for a specific course.

Consequently, any exam(s) missed after the first missed exam will automatically receive a grade of zero (0).

Students who miss classes while serving as jurors will not be penalized for such absences but will be required to make up classwork missed as a result of jury service. Additionally, students receiving accommodations via Counseling and Student Accessibility Services (CSAS) affecting time allotments, the administration date or time, or the testing location who miss one or more exams will be addressed on an individualized basis. These students must provide proof of registration with the CSAS and communicate their requests for accommodations in a timely manner (within 2 weeks of a term/semester).

### **CLASS/CLINICAL CANCELLATION GUIDELINES**

Due to anticipated University events (such as Founder's Day) and/or unforeseen conditions (e.g., inclement weather, natural disasters, campus emergencies, disease outbreaks/epidemics, or other events), Albany State University and/or the Department of Nursing may find it necessary to delay or cancel classes and/or clinical experiences. If severe weather requires the University to close or delay opening, a bulletin will be released via ASU's homepage and/or ASUINFO, and the local radio and television stations are informed. Department-specific cancellations and delays are communicated via GeorgiaVIEW announcement. Typically, the decision to close early, remain closed, or delay opening is almost always because of anticipated hazardous travel conditions.

The decision to cancel or delay classes and/or clinical experiences are campus-specific, meaning that a cancellation or delay affecting one campus may not necessarily apply to another campus, and students should consult with their course instructors as to whether or not their course is impacted if the affected campus(es) has not been identified. Cancellation or delay of "classes," "meetings," and/or "events" for a specific day are applicable to both lecture and clinical experiences that take place on that date. Additionally, because clinical allocations require students to be on-site beginning at a specific time, class delays preventing students from beginning clinicals on-time will cancel on-site clinical experiences for that date. However, faculty members reserve the right to institute alternate on-campus or virtual clinical experiences for those dates. Online and distance learning students (especially those at the graduate level) should use their best judgment and communicate about continuing their off-campus clinical experiences during with their course instructor(s) and clinical preceptor(s).

If a course lecture is currently underway and/or would still be ongoing at the time of an announced class cancellation, the faculty member is responsible for dismissing students at the appropriate time. However, for clinical experiences, if faculty and students are already on-site at the clinical facility when the decision to cancel classes is made, the course instructor(s) will decide—based on current and anticipated weather/travel condition—whether clinical experiences should be cancelled.

While Department administration and faculty members will use available information and their best judgment in determining whether cancellation of courses and clinical experiences is necessary, it is not feasible for the Department to fully know the weather and travel conditions for students travelling from outside of the immediate area. Consequently, students must also use their own best judgment when classes have not been cancelled or delayed and communicate with their course instructor(s) if they anticipate hazardous conditions during their travel to or from campus. Bottom line: **SAFETY FIRST!**

### **COURSE REQUIREMENTS**

Students must meet all of the course and clinical objectives and requirements in order to pass the course. A final course grade of "C" (75) or above are required to pass. Students must also pass any required standardized comprehensive end-of-course exams for an applicable course at the level identified in the syllabus within no more than two (2) attempts. Students must also pass the practice exams at the level established for that course prior to taking the standardized exam.



In addition to successfully completing the didactic course objectives, students are expected to be prepared for each clinical day and must achieve a satisfactory rating in order to pass the course and clinical. The clinical aspect of courses must be passed on the grading scale of “Pass/Fail,” and a “Pass” must be achieved in each area of the clinical evaluation tool, which is distributed and discussed during the first week of school or clinical. A failure in the clinical component of a nursing course results in the student receiving an automatic failing grade of “F” for the entire course. Attendance is mandatory for clinicals, and greater than one (1) absence from clinical may result in a clinical failure.

Evidence of unsafe practice (physical or psychological) in the clinical area, lack of responsibility to patient, self, university, or agency; errors in professional judgment (such as lack of confidentiality); inability to apply theoretical knowledge to clinical situations; lack of professionalism to nursing faculty; staff; fellow students; patients and their families; or other clinical professionals constitutes an unsatisfactory clinical grade and a failure for the course.

### **MATH MEDICATION ADMINISTRATION TESTS**

Each clinical course within the nursing program requires a Math Medication Administration Test, also known as the “Dosage Calculation Exam” or, more simply, the “Math Test/Exam.” This assessment utilizes the “Pass/Fail” grading system, and students will be granted a maximum of four (4) attempts—comprising one “mock exam” and three “math exams”—in order to pass the exam at no less than 100%. The final math exam must be offered prior to the last day to withdraw from a course without academic penalty. If a student is unsuccessful on the first administration of the math exam (following the mock exam), they must present evidence of remediation prior to each subsequent math exam retesting. Failure to successfully complete the required math remediation or submit evidence of completion will result in an inability to take the math exam and forfeiture of that attempt.

Each student must demonstrate 100% accuracy on one written and/or computer exam of dosage calculations each semester. In the instance that more than one clinical course is being taken during a single semester, students are only required to take and successfully pass one course’s Math Medication Administration Exam. For example, ASN students are typically enrolled in both NURS 1112 (Adult Health II) and NURS 2113 (Psychiatric Nursing) nursing during the same semester. Consequently, they will only be required to take and pass the math exam for NURS 1112, and NURS 2113 will not offer the exam. However, if a student withdraws from or fails NURS 2113 (but passes NURS 1112) and returns the following semester, they will now be required to take the math exam for NURS 2113. Instructors are encouraged to coordinate between these affected classes to determine which course will administer the exam.

As students who do not successfully pass this assessment are not eligible to attend clinical experiences, if a student is unsuccessful on all attempts of this assessment, they will be required to withdraw from the course prior to the last day to withdraw from a course without academic penalty. If the student successfully withdraws from the course, they will be eligible to register for the course again, provided that all of the other entry requirements are met and they have not previously withdrawn from their current course AND have not withdrawn in excess of the withdrawal policy.

If the student refuses or fails to withdraw from the course prior to this deadline, they will receive a clinical failure for the course and automatically be assigned a letter grade of “F.” Please see the “Clinical Failure” policy within this handbook for further information. Grades received on Math Medication Administration Tests are not appealable.

Math exams will be constructed utilizing the following test blueprint:

- Total items: 10
- Test time: 45 minutes

- Type of items: A minimum of one each from the following operations will be included.
  - Conversions within a system (e.g., mg to g),
  - Conversions between measurement systems (e.g., lb. to kg),
  - Administration in units (e.g., heparin, penicillin, insulin),
  - Calculation of IV flow rates (e.g., ml/h and gtts/min, completion time),
  - Solution reconstitution, and
  - Six rights of medication administration.

Students may use faculty-approved basic (i.e., not scientific) calculators during these exams. Whenever appropriate, students should utilize calculators provided by the course instructor and/or test proctor. No food, drinks, electronic devices, or other personal items are allowed during the examination. Additionally, faculty members should include a minimum of five (5) math calculation questions on course examinations (including midterm and final examinations), especially those with clinical components.

## STANDARDIZED EXAMINATIONS

Students enrolled in Albany State University's undergraduate nursing programs are required to successfully complete a battery of comprehensive, nationally standardized examinations for nursing courses for which such an exam is available. Students must pass all standardized examinations at the benchmark noted in course syllabi, and grades received on these examinations are **not** appealable. Whenever utilized, standardized examinations are considered a component of a course's final exam requirements.

Currently, the Department of Nursing utilizes the examinations offered via the Assessment Technologies Institute (ATI) either through electronic (online) or physical (paper-and-pencil) testing administration. While in the majority of cases these examinations will be monitored by a proctor who is physically present throughout the entirety of the testing administration, the use of remote proctoring may be necessary. Consequently, students are **required** to have access to a functional webcam and microphone throughout their program matriculation.

Fees associated with these standardized examinations and their appropriate testing materials are applied to students' account each semester and must be paid by the deadline established by the University, which are disseminated via University communications and online resources (such as the current [academic calendar](#)). Once these fees are paid, the course-appropriate materials are distributed (for physical media) and/or unlocked (for electronic media) for utilization by the student. These fees are nonrefundable.

As noted previously, the syllabus for each course requiring a standardized examination will detail the specified score, proficiency level, or other benchmark that must be attained in order to successfully pass the exam. The following is an example of how this may be presented in the course syllabus: "The benchmark score for the Comprehensive Predictor exam is 90% predicted probability of passing NCLEX."

For each of these standardized exams, students are granted a maximum of two (2) attempts to achieve the minimum individual score required to achieve either a specified proficiency level or—in the case of Adult Health III—predicted probability of passing the NCLEX-RN. The course syllabi provided to students at the beginning of each semester will specify the proficiency level necessary to successfully pass this exam. No more than two (2) attempts on a course's proctored assessment will be permitted under any circumstances.

In order to become eligible to take the initial administration of the proctored standardized examination, course instructors may require that the student complete assignments and/or practice assessments in order to demonstrate sufficient exam preparation. Students who do not successfully complete these assignments (potentially within the specified timeframe) forfeit their initial attempt. A student who is unsuccessful on

(or has forfeited) their first exam attempt must complete any remediation deemed necessary by the course instructor. Failure to successfully complete the required remediation or submit evidence of its completion will result in forfeiture of that second attempt.

**Effective Fall 2024**, students who do not successfully meet the established ATI benchmark will receive a grade of “Incomplete” **only if** their course grade is a “C” or better at the time of the final standardized exam administration. The course faculty will develop a remediation plan commensurate with the identified area(s) of weakness, which must then be completed and submitted to the instructor no later than 5 days prior to the beginning of the next consecutive semester. Once reviewed and approved by the course instructor, the student’s grade will be updated to reflect the appropriate grade earned in the course, and the student will be eligible to continue matriculation within the program.

### **ADULT HEALTH III & CAPSTONE STANDARDIZED EXAM**

Students must complete and pass a proctored comprehensive, nationally standardized Comprehensive Predictor examination via Assessment Technologies Institute (ATI). Students must pass the RN Comprehensive Predictor with a score **at or above a 90% predicted probability of passing the NCLEX** within no more than two (2) attempts.

In order to become eligible to take the initial administration of the proctored standardized examination, students must provide the course instructor(s) with documentation evidencing attainment of a score of at least 95% on the exam-related practice assessment(s). This documentation must be provided at least 48 hours prior to taking the initial administration, with a targeted review of at least 24 hours between each practice exam attempt. Students who do not successfully satisfy this requirement by the established deadline will forfeit their first attempt.

If a second attempt is needed to achieve the benchmark score on the Comprehensive Predictor exam, the student must complete the following remediation:

- Complete a review based on ATI’s review recommendation from the initial exam administration via focused review (3 hours).
- Present a content mastery review report to the course faculty for approval to take an alternate practice assessment.
- Complete the alternate practice assessment and achieve a score of 95% or higher. Documentation evidencing attainment of this score must be provided at least 48 hours prior to the scheduled retesting. Students who do not successfully satisfy this requirement by the established deadline will forfeit retesting.
  - If a score less than 95% is obtained, the student must review based on the recommendations of this practice exam. Students will again be given 24 hours between each attempt on the alternate practice exam. Students repeatedly scoring less than 95% on the alternate practice exam must meet with the course faculty at least 48 hours prior to the schedule exam date.

As noted previously, students will be granted a maximum of two (2) attempts to achieve the minimum individual score required to achieve this predicted probability, and students **must** pass this standardized exam in order to pass the course and become eligible for graduation from the associate nursing program. Grades received on these standardized examinations are **not** appealable, and no more than two (2) attempts on a course’s proctored assessment will be permitted under any circumstances.

**Effective Fall 2024**, students who do not successfully meet the established ATI benchmark will receive a grade of “Incomplete” **only if** their course grade is a “C” or better at the time of the final standardized exam administration. The course faculty will develop a **comprehensive** remediation plan commensurate with the identified area(s) of weakness, which must then be completed and submitted to the instructor no

later than the beginning of B-Term (if the exam occurred during A-Term) or 5 days prior to the next semester. Once reviewed and approved by the course instructor, the student's grade will be updated to reflect the appropriate grade earned in the course, and the student will be eligible to continue matriculation within the program.

## TESTING POLICIES

### TESTING BEHAVIOR

All assessment questions (and associated answer keys) are the property of Albany State University and, by extension, its Department of Nursing. Within this context, "assessment" refers to any assignment completed by a student that impacts the calculation of their course grade. As a general rule, students should avoid any actions or behaviors that may be reasonably construed as a violation academic integrity or an attempt to compromise the security of the assessment. Consequently, in addition to this handbook, it is imperative that students also review and understand the policies detailed within the *Student Code of Conduct*.

In order to ensure the security of the Department of Nursing's testing materials, the following policies and procedures related to testing behaviors have been implemented:

- Throughout the duration of the test administration, students must keep their eyes on their own testing materials, regardless of whether the assessment is being administered in physical or electronic format.
- Students are not allowed to communicate with any other individual during the assessment by verbal (written/oral) or nonverbal (body language/gestures) means, and the consequences for violating this action may be extended to all involved parties based on the witnessed interaction(s).
- If a student has a question or encounters an issue to problem during the test administration, they must raise their hand to alert the proctor and should avoid looking around the testing area while their hand is raised.
- No student should have any unauthorized materials on or around their desk/testing area. Examples of approved testing materials include the testing device (and related hardware), physical exam copies, answer forms (e.g., Scantrons), writing utensils, and separate erasers. If scratch paper is allowed, students may only use the scratch paper providing by the proctor, and the scratch paper must be turned in to the proctor before leaving.
  - If remote proctoring is being utilized for an assessment, the student must clearly show all materials in their testing area in their entirety in-frame of their approved webcam, being mindful of potential framerate drops or decreases in video quality.
- During computerized testing (including test review), students are not allowed to have any other screen open besides the assessment screen and/or the test review screen. Accessing or attempting to access other websites (included other screens within GeorgiaVIEW) or program software is strictly prohibited.
- Use of unauthorized electronic/photographic devices is strictly prohibited. Examples include, but are not limited to, the following: desktop computers; mobile computers (e.g., laptops, tablets, netbooks, handheld PCs, mobile Internet devices/MIDs, personal digital assistants/PDAs); mobile phones (e.g., smartphones, camera phones, phablets); intelligent virtual assistants (e.g., Alexa, Bixby, Cortana, Google Assistant/Now, Siri, Viv); wearable computers (e.g., smartwatches, calculator watches); headsets (e.g., telephone, computer, mobile, wireless); scientific or graphing calculators; digital cameras; pagers; and other devices with internet, mobile broadband, WiFi, or Bluetooth connectivity.
- Unauthorized use of textbooks, study guides, flash cards, course notes, cheat/crib sheets, and other supplementary course materials (including, but not limited to, case studies, articles, brochures/pamphlets) is strictly prohibited.

- Attempting to copy or plagiarize another student's assessment is strictly prohibited, and the consequences for violating this action may be extended to all involved parties based on the witnessed interaction(s).
- Attempting to take an assessment for another student is strictly prohibited, and the consequences for violating this action will be extended to all involved parties.
- Obtaining unauthorized or improper access to an assessment, in whole or in part, or information about an assessment is strictly prohibited.
- Removing or attempting to remove questions or other assessment material from the testing site is strictly prohibited. It is forbidden to copy, reproduce, record, distribute, or disclose these assessment questions by any means, in whole or in part.
- Upon completion and submission of an exam, all students must remain seated and quiet until all other students have completed the exam. The course instructor will dismiss all students from the testing site once the testing period has concluded.

Students found violating the policies and procedures detailed above are subject to the following actions:

- Inability to complete the assessment;
- Immediate removal from the testing site;
- Invalidation of scores received on the assessment, resulting in an automatic grade of zero (0);
- Inability to make-up the impacted assessment;
- A mandatory academic integrity review meeting with the course instructor(s), program director/coordinator, and/or departmental chairperson;
- Disciplinary actions sanctioned by the Department of Nursing and commensurate with the nature of the violation, including failure of the course (with a letter grade of "F") and dismissal from the nursing program in perpetuity; and
- At the discretion of nursing administration, referral to the Office of Student Support and Student Conduct to initiate a formal student conduct investigation and disciplinary proceeding.

## TEST REVIEW

At the discretion of the instructor, students may be allowed to participate in a silent test review after each regular unit/module exam. Students are encouraged to utilize this review in order to better understand and master missed content areas for better application. These reviews are reserved exclusively for regular unit/module exams and will **not** be offered for final or ATI exams. The following policies and processes have been implemented to maintain the integrity of each exam:

- All test reviews must take place on-campus with the course instructor present, and each review will last for approximately 10 minutes.
- Course instructors must utilize the Respondus Lockdown Browser for unit/module exam administration and test reviews, and it is highly recommended that all test questions and answer options be shuffled and/or randomized.
- Test reviews will begin only after all students have completed and submitted the exam via the Respondus Lockdown Browser.
- All scratch paper, writing utensils, and electronic/photographic devices (including smart watches) must be removed from the testing area prior to the review.
- Students are only permitted to review the exam questions missed.
- Students are not allowed to speak or ask questions of the course instructor(s), proctor(s), or peers during the review. Students are expected to complete their test reviews independently.
- If a student wishes to challenge a question or further discuss a missed item, they must schedule a separate appointment during the course instructor's regular office hours. Once this meeting has concluded, no additional review for the same exam will be given. Therefore, students should prepare supporting documentation/evidence from the required course materials/textbook prior to their session.

- Once a student completes their test review, if there is still time remaining, they must immediately close the exam, sign out of their computer profile, and restart/shut down the computer. Students are not permitted to write notes, send emails, or access any other website or program after they have finished.
- All students—including those who do not wish to participate in the review—must remain seated and quiet until the review is over, after which the course instructor(s) will dismiss the class.
- During the allotted review period, the course instructor(s) will maintain a physical presence and actively monitor the testing area.
- If the course instructor has reasonable suspicion to believe the security of the test materials is in jeopardy or has been compromised at any time during the review period, they may preemptively stop the test review at their discretion.
- Additionally, if the course instructor witnesses disruptive/argumentative behavior, or if a student fails to comply with any of the above policies and procedures, the course instructor(s) will remove the student from the testing area and may decide whether or not to permit them to participate in future test reviews.
- If a student misses a unit/module exam, they will need to schedule a separate test review with the course instructor following the completion of their make-up exam (if applicable), consistent with the “Missed Assignments and Examinations” policy.
- If a student is receiving accommodations via Counseling and Student Accessibility Services that affect time allotments, the administration date or time, or the testing location, the instructor may provide early access to the exam in order to ensure the affected student(s) can finish the exam and arrive in-time for the test review. Students receiving accommodations will be afforded the same amount of time for the test review as their peers.

## PROFESSIONAL CONDUCT POLICY

All students enrolled within Albany State University’s nursing programs must adhere to the conduct expectations outlined in the Georgia Board of Nursing’s *Standards of Practice for Registered Professional Nurses*, the American Nurses Association’s *Code of Ethics for Nurses*, Albany State University’s *Student Code of Conduct*, and the behaviors outlined in this handbook. Nursing students are expected to be responsible for their actions and behave in a professional manner toward all University and clinical administrators, faculty, staff, students, and clients while on-campus, online, and in clinical settings. Professional behavior is that which demonstrates respect for others, personal integrity, and responsibility. This includes courtesy, honesty, ethical actions, and responsible communication skills. Students should always be mindful that their conduct and behavior are a reflection of the Department of Nursing, the Darton College of Health Professions, Albany State University, and the nursing profession as a whole.

## VIOLATIONS OF PROFESSIONAL CONDUCT

Depending on the nature and severity of the unprofessional conduct, the clinical/course instructor(s) reserves the right to immediately dismiss the student from the classroom, lab, or clinical setting for the remainder of the course meeting, which will automatically result in an unexcused absence and, if the violation occurred during clinical experiences, an “Unsatisfactory” in all areas for the clinical day. Students should refer to the appropriate attendance policies detailed within this handbook for more information.

Unless the nature and severity of the unprofessional conduct constitutes gross professional misconduct, violations of professional conduct will follow the process detailed below:

- An **initial violation** of professional conduct will result in a written warning from the clinical/course instructor(s) that will remain in the student’s file within the Department of Nursing.

- A **second violation** will result in a referral to the Office of Student Support and Student Conduct via completion of the “Student Misconduct Incident Report Form” by the clinical/course instructor(s). Additionally, the student will be required to meet with the appropriate program director/coordinator to discuss the incident, after which the program director/coordinator may additionally elect to notify the Division of Enrollment Management and Student Success and the Division of Student Affairs.
- A **third violation** will result in a mandatory meeting with the departmental chairperson, the program director/coordinator, and the clinical/course instructor(s), and the student may be subject to further disciplinary measures. If, in the opinion of this panel, the student’s character, knowledge, and/or mental or physical capacity cast doubt on the student’s potential to function as a professional nurse, the student will be dismissed from the program and may be deemed ineligible to pursue nursing at Albany State University in perpetuity, including all existing and future nursing program options at both the undergraduate and graduate levels.

As noted previously, gross professional misconduct is grounds for immediate dismissal from the nursing program. Behaviors that endanger patient safety, patient confidentiality, or behaviors in direct opposition to the clinical instructor’s direction will result in immediate referral to the departmental chairperson and may initiate a formal student conduct investigation via the Office of Student Support and Student Conduct. Students dismissed from the nursing program due to gross professional misconduct are ineligible to pursue nursing at Albany State University in perpetuity, including all existing and future nursing program options at both the undergraduate and graduate levels.

## **UNPROFESSIONAL CONDUCT IN CLINICAL PRACTICE**

Per the Georgia Board of Nursing’s Rule 410-10-.03, unprofessional conduct includes “conduct failing to meet the minimal standards of acceptable and prevailing nursing practice, which could jeopardize the health, safety, and welfare of the public.” This includes, but is not limited to, the following:

- using inappropriate or unsafe judgment, technical skill or interpersonal behaviors in providing nursing care;
- performing any nursing technique or procedure for which the nursing student is unprepared by education or experience;
- disregarding a patient/client’s dignity, right to privacy or right to confidentiality;
- failing to provide nursing care because of diagnosis, age, sex, race, creed or color;
- abusing a patient/client verbally, physically, emotionally, or sexually;
- falsifying, omitting or destroying documentation of nursing actions on the official patient/client record;
- abandoning or knowingly neglecting patients/clients requiring nursing care;
- delegating nursing care, functions, tasks or responsibility to others when the nursing student knows or should know that such delegation is to the detriment of patient safety;
- providing one’s license/temporary permit to another individual for any reason (if applicable);
- failing to practice nursing in accordance with prevailing nursing standards due to physical or psychological impairment;
- diverting prescription drugs for own or another person’s use;
- misappropriating money or property from a patient/client or employee;
- failing to notify the appropriate party of any unprofessional conduct which may jeopardize patient/client safety

## **PROFESSIONAL STANDARDS: GEORGIA BOARD OF NURSING**

### **STANDARDS OF REGISTERED PROFESSIONAL NURSING PRACTICE**



1. For purposes of O.C.G.A. Secs. [43-26-4](#) (a)(6)(B)(v) and 43-1-29(6), the Georgia Board of Nursing defines the minimal standards of acceptable and prevailing nursing practice as including, but not limited to the following enumerated standards of competent practice.
2. The Georgia Board of Nursing recognizes that assessment, nursing diagnosis, planning, intervention, evaluation, teaching, and supervision are the major responsibilities of the registered nurse in the practice of nursing. The Standards of Registered Professional Nursing Practice delineate the quality of nursing care which a patient/client should receive regardless of whether it is provided solely by a registered nurse or by a registered nurse in collaboration with other licensed or unlicensed personnel. The Standards are based on the premise that the registered nurse is responsible for and accountable to the patient/client for the quality of nursing care rendered. The Standards of Registered Professional Nursing Practice shall establish a baseline for quality nursing care; be derived from the law governing nursing; apply to the registered nurse practicing in any setting; govern the practice of the licensee at all levels of competency.
  - A. Standards related to the registered nurse's responsibility to apply the nursing process (adapted from American Nurses' Association *Code for Nurses and Standards of Practice*, 1994). The registered nurse shall:
    1. assess the patient/client in a systematic, organized manner;
    2. formulate a nursing diagnosis based on accessible, communicable and recorded data (which is collected in a systematic and continuous manner);
    3. plan care which includes goals and prioritized nursing approaches or measures derived from the nursing diagnoses;
    4. implement strategies to provide for patient/client participation in health promotion, maintenance and restoration;
    5. initiate nursing actions to assist the patient/client to maximize her/his health capabilities;
    6. evaluate with the patient/client the status of goal achievement as a basis for reassessment, reordering of priorities, new goal-setting and revision of the plan of nursing care;
    7. seek educational resources and create learning experiences to enhance and maintain current knowledge and skills appropriate to her/his area of practice.
  - B. Standards related to the registered nurse's responsibilities as a member of the nursing profession. The registered nurse shall:
    1. function within the legal boundaries of nursing practice based upon knowledge of statutes and regulations governing nursing;
    2. accept responsibility for individual nursing actions and continued competence;
    3. communicate, collaborate and function with other members of the health team to provide optimum care;
    4. seek education and supervision as necessary when implementing nursing practice techniques;
    5. respect the dignity and rights of the patient/client regardless of socioeconomic status, personal attributes or nature of health problems;
    6. maintain each patient/client's right to privacy by protecting confidential information unless obligated, by law, to disclose the information;
    7. provide nursing care without discrimination on the basis of diagnosis, age, sex, race, creed or color;
    8. delegate and supervise only those nursing measures which the nurse knows, or should know, that another person is prepared, qualified, or licensed to perform;
    9. retain professional accountability for nursing care when delegating nursing intervention;
    10. respect and safeguard the property of clients, family, significant others and the employer;

11. notify the appropriate party of any unprofessional conduct which may jeopardize patient/client safety;
  12. Participate in the periodic review and evaluation of the quality and appropriateness of nursing care.
- C. Standards related to the registered nurse's responsibilities in assignment of patient activities to unlicensed assistive personnel (UAP). The registered nurse shall:
1. Determine that the care and/or activity to be performed would be based upon orders or directions of a licensed physician, licensed dentist, licensed podiatrist or person licensed to practice nursing as a registered professional nurse.
  2. Assign only care and activities that do not require the skills and knowledge of a person practicing nursing as a registered professional nurse or licensure of another health care professional. The care and activities to be assigned must meet all of the following criteria:
    - a. The care and/or activities do not require complex observations or critical decisions.
    - b. The care and/or activities can be safely performed according to exact, unchanging directions.
    - c. The outcome and/or results of the activities are reasonably predictable.
  3. Verify that the UAP has the necessary knowledge and skills to accept the assignment.
  4. Periodically evaluate and review the quality and appropriateness of the care provided by the UAP.
  5. Not assign activities which require licensure to an unlicensed assistive personnel.

## **ETHICAL STANDARDS**

The student who is preparing to enter the profession of nursing is expected to follow the Code of Ethics for Nurses. Each person, upon entering the profession, inherits a measure of responsibility and trust of the profession and the corresponding obligation to adhere to standards of ethical practice and conduct set by the profession. The Code was adopted by the American Nurses' Association (ANA).

## **ANA CODE OF ETHICS**

1. The nurse provides services with respect for human dignity and the uniqueness of the client, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse safeguards the clients' right to privacy by judiciously protecting information of a confidential nature.
3. The nurse acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.
4. The nurse assumes responsibility and accountability for individual nursing judgments and actions.
5. The nurse maintains competence in nursing.
6. The nurse exercises informed judgment and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
7. The nurse participates in activities that contribute to the on-going development of the profession's body of knowledge.
8. The nurse participates in the profession's efforts to implement and improve standards of nursing.
9. The nurse participates in the profession's efforts to establish and maintain conditions of employment conducive to high quality nursing care.
10. The nurse participates in the profession's efforts to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.

11. The nurse collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public. (1999, American Nurses Association)

## STUDENT CODE OF CONDUCT

The Office of Student Conduct supports Albany State University's educational mission by enforcing regulations designed to promote an environment in which students can develop intellectually, morally and socially while exercising a balance of partnership and autonomy within the campus community. The mission of the Office of Student Conduct is to promote concepts of fairness and due process in conduct settings.

The Office of Student Conduct serves as a resource to the entire University community. Essential in the student conduct process is the commitment to serve all involved parties, equally, in an unbiased and fair manner while striking a balance between upholding our community standards and fostering educational opportunities for each individual student.

The Office of Student Conduct is commissioned with the task of detailing the rights and responsibilities of students, adjudicating matters when necessary, imposing sanctions for violations in accordance with the *Student Code of Conduct*.

## STUDENT ACADEMIC HONOR CODE

The Albany State University *Student Code of Conduct* and the Academic Honor Pledge establish standards of conduct designed to foster the development of well-educated, mature, ethical, and responsible citizens. As a student of Albany State University, you are responsible for upholding these standards of conduct and living up to the principles of the Academic Honor Code.

### Academic Honor Pledge

As a student of Albany State University, I solemnly pledge to uphold the Academic Honor Code at all times. It is my responsibility to know and understand these rules of conduct. Lack of awareness is not a legitimate reason for failure to abide by the *Student Code of Conduct*. If I fail to uphold the principles of this Academic Honor Code, I will accept any penalty that may be imposed upon me following due process.

## STUDENT RESPONSIBILITY

- A. All students are responsible for reading, understanding, and complying with the Academic Honor Code Policy.
- B. If a student sees, knows, or hears of an act of dishonesty, he or she is encouraged to report this suspected violation to the instructor concerned, the course division dean, the Vice President and Provost for Academic Affairs or the University Judicial Officer.
- C. To remind student of their responsibility to uphold the Academic Honor Code, the following statement will be included in each course syllabus – "It is understood that all students are required to abide by the Albany State University Academic Honor Code as stated in the *Student Code of Conduct*."
- D. In all fields of study the Academic Honor Code policy will be strictly enforced as per the *Student Code of Conduct*.

## BEHAVIORAL REGULATIONS

The following list of violations of the *Student Code of Conduct* is an example of behaviors that may result in disciplinary action:

- Violations of **Worth of the Individual**

- Abduction and/or Kidnapping
- Assault
- Attempted Offenses
- Dangerous Threatening and/or Unsafe Behavior or Gang Activity
- Harassment (Verbal or Physical) and/or Bullying
- Hazing
- Retaliation
- Representation without Consent
- False Complaints/Statements
- Dating Violence
- Domestic Violence
- Nonconsensual Sexual Contact
- Nonconsensual Sexual Penetration
- Sexual Exploitation
- Sexual Harassment (Student on Student)
- Sexual Harassment (Other than Student on Student)
- Sexual Misconduct
- Stalking
- Violations of **Self-Discipline**
  - Alcohol Possession or Use
  - Disorderly Conduct/Obstruction and/or Unlawful Gathering
  - Drugs (illegal) and/or Drug Paraphernalia
  - Gambling
  - Student Identification Card Violations
  - Misuse of Electronic or Social Media
  - Violation of Confidentiality
  - Classroom Disruption
  - Deception
- Violations of **Academic Integrity**
  - Academic Dishonesty
  - Forgery, Dishonesty, Fraudulent Acts and/or Misrepresentation
  - Cooperative or Collaborative Effort in Coursework
  - Abuse of Academic Materials
  - Submitting Work for Multiple Purposes
  - Theft
- Violations of **Property and the Environment**
  - Animals (Pets)
  - Arson/Fire Setting
  - Damage to Property/Destruction of Property and/or Vandalism
  - Weapons and Firearms
  - Possession Using Fireworks and/or Explosives on Campus
  - Tampering or Destroying of Safety Devices/Safety Procedures
  - Theft/Misappropriation
  - Trespassing
  - Unauthorized Use of University Facilities
  - Unauthorized Entry
  - Unauthorized Use of Computer or Electronic Resources
- Violations of **Community Authority**
  - Aiding and/or Inciting
  - Violation of Sanction

- Distribution of Printed Materials
- Failure to Comply
- Guest Behavior
- Motor Vehicle, Traffic, and Parking Violations
- Nuisance with Noise
- Repeat Violations
- Solicitation
- Unlawful Conduct
- Tobacco
- Tampering/Destroying of Fire Safety Devices/Safety Procedures
- Student Organization Misconduct

This list is not to be regarded as all inclusive. In the event ambiguity, inconsistency, or a need for further clarification arises regarding what constitutes a violation of the *Student Code of Conduct*, the Director for Student Conduct shall make the final determination. Any student or student organization found responsible for misconduct is subject to sanctions.

#### **EXCEPTIONS: HOUSE BILL 280**

Beginning on July 1, 2017, House Bill 280 (which amends O.C.G.A. 16-11-127.1) allows anyone who is properly licensed in the State of Georgia to carry a handgun in a concealed manner on property owned or leased by public colleges and universities, with some exceptions. It will not allow any other type of gun to be carried around campus; nor will it allow handguns to be carried openly. (House Bill 280 does not apply, however, to institution-sponsored events or excursions away from campus on property not owned or leased by a University System institution. See Part III, Section VII. pg. 66.)

#### **STUDENT MISCONDUCT WITHDRAWAL POLICY (SUSPENSION & EXPULSION)**

In the case of suspension or expulsion, a student will receive a “W” for each course in which he or she is enrolled\*\*. A student will also forfeit the right to a refund of any fees (i.e. tuition, mandatory fees, housing, etc.). This also includes any zero tolerance infractions.

A student may not voluntarily withdraw from the University without penalty if a decision of suspension or expulsion is rendered against the student. In addition, all students who are suspended or expelled from the university may have their name reported in the Board of Regents of the University System of Georgia’s Student Disciplinary Actions Reporting System.

The University may, in its sole discretion, place a hold on the student’s academic records at the time of the incident, which will affect access to transcripts, re-entry to the University and/or other educational records until the disciplinary process is complete. Financial aid is not guaranteed for students who are involved in disciplinary proceedings.

*\*\* If a student is suspended or expelled from the university and receives financial aid, it is imperative that the student contact the Office of Financial Aid. Students who receive financial aid funds should consult with the Office of Financial Aid regarding any required return or repayments of grant or loan assistance received for that academic term or payment period. If a recipient of student financial aid funds withdraws from the institution during an academic term or a payment period, the amount of grant or loan assistance received may be subject to return and/or repayment provisions.*

#### **VIOLATIONS OF ACADEMIC INTEGRITY**

Albany State University values a campus community that encourages personal growth and academic development in an atmosphere of positive influence. We affirm the necessity of academic standards of

conduct that allow students, staff and faculty to study together. We value the fair and efficient administration of these standards of conduct.

Violations of academic integrity include academic dishonesty; forgery, dishonesty, fraudulent acts, and/or misrepresentation; cooperative or collaborative effort in coursework; abuse of academic materials; submitting work for multiple purposes; and theft.

## DEPARTMENT POLICY ON VIOLATIONS OF ACADEMIC INTEGRITY

If there is substantiated evidence that a student has violated academic integrity on any exam or course assignment in the nursing program, they will receive a **zero** (0) on the exam or assignment (without the possibility of a retake), **fail** the course with a letter grade of “F,” and be immediately **dismissed** from the program. Additionally, students found violating academic integrity will be ineligible to pursue nursing at Albany State University in perpetuity, including all existing and future nursing program options at both the undergraduate and graduate levels.

## ACADEMIC DISHONESTY

The intentional misrepresentation of one’s work to deceive for personal gain, when in fact said work is not that person’s or assisting another to do the same. When the instructor has sufficient evidence of cheating or plagiarism, he or she may impose disciplinary actions such as assigning a failing grade to the student’s assignment, quiz, paper, or test. If the plagiarism or cheating involves major course work such as plagiarizing a research paper or cheating on a final exam, the instructor may fail the student in the course. Academic Dishonesty includes, but is not limited to cheating, plagiarism, and fabrication.

- Definition of **cheating**: Cheating can be, but is not limited to, a student using electronic technology, notes, or other written materials not permitted by the instructor; looking at other students’ papers / computers without the instructor’s permission; requesting answers from other students, alteration of grades or marks by the student in an effort to change the earned grade or credit; or working with other students when independent work is required. Situations where cheating may occur are during tests, exams, quizzes, or other similar methods of evaluation.
- Definition of **plagiarism**: Plagiarism is the appropriation of language, thoughts, or ideas of another author and claiming that as one’s own. Plagiarism is work not produced by the student, or work that does not credit borrowings from the original source(s). Plagiarism can also be viewed as submitting substantially the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement, without permission of the instructor of the course for which the work is being submitted or supervising authority for the academic requirement.
- Definition of **fabrication**: Fabrication is the falsification of data, information, or citations in any formal academic exercise. This includes making up citations to back up arguments or inventing quotations. Some other examples of fabrication would include making up data, changing data to support your hypothesis, claiming to have consulted sources that one really did not use.

## University Policy on Cheating and Plagiarism

Cheating and plagiarism are non-academic grounds for expulsion from Albany State University. No student shall give or receive any assistance not authorized by the professor in the preparation of any assignment, report, project, or examination to be submitted as a requirement for academic credit. Online courses at Albany State University utilize plagiarism software tools such as TurnItIn as a positive instructional tool and to promote academic integrity.

## FORGERY, DISHONESTY, FRAUDULENT ACTS, AND/OR MISREPRESENTATION

1. Forgery of names, signatures, documents (personal, public, and/or private) will not be tolerated.

2. Forgery, deceptive acts, misrepresentation and/or dishonest acts include, but are not limited to materials, alteration, misuse of University documents, records, or student identification cards, or documents and records belonging to another, cheating, plagiarism, or other forms of academic dishonesty; tampering with the election of any University recognized student organization; malfeasance of misuse of elective or appointive office student organization, its members, or the welfare of the University community.
3. Representing one's self as a member of a fraternity or sorority through the use of letters, paraphernalia, gestures, etc. without being a nationally initiated member who is acknowledged as an official member by documents from the national organization, including a membership card and certificate/shingle; and fraudulently issuing worthless checks to the University. Lying, knowingly furnishing false information to the University or its officials, other forms of dishonesty in University-related affairs is also prohibited.
4. The scope includes but is not limited to the following: lying, fraudulently obtaining, altering, falsifying, transferring, loaning, selling or misusing or attempting intended misuse of ID card, validation sticker, or any University document or service, misuse of university computer systems, laboratories, equipment, or software in violation of university computer use policies.
5. Unauthorized access, distribution, alteration, or use of electronic materials including, but not limited to, information, images, text, or software; recklessly or maliciously interfering with or damaging computer or network resources or computer data, files, or other information; engaging in or attempting to engage in a denial of service; failing to comply with laws, license agreements, and contracts governing network, software and hardware use.
6. Using University computing resources for unauthorized commercial purposes or personal gain.
7. Proving use of your personal account or password to another person; using another owner's account or password with or without authorization; accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials.

#### **COOPERATIVE OR COLLABORATIVE EFFORT IN COURSEWORK**

Without acknowledgement or explicit permission of the instructor (including digital media); knowingly helping or attempting to help another violate any provision of the Honor Code. Examples include, but are not limited to the following:

1. Working together on a take-home exam;
2. Working together on assignments without instructor permission.

#### **ABUSE OF ACADEMIC MATERIALS**

Intentionally or knowingly destroying, stealing, or making inaccessible any resource material. Examples include, but are not limited to:

1. Stealing, destroying, or hiding any reference materials needed for common academic requirements.
2. Stealing exams, grade books, books, papers, computer equipment and data, and laboratory materials.
3. Destroying computer files or programs needed for academic works
4. Damaging computer equipment (including removable media such as disks, CDs, flash drives, etc.) or laboratory equipment in order to alter or prevent evaluation of academic work, unauthorized use of another's computer password, disrupting the content or accessibility of an internet site, or impersonating another to obtain computer resources.
5. Purchasing and/or using an instructor edition of any textbook in place of the student edition for any course.
6. Purchasing and/or using the test bank for any course.

#### **SUBMITTING WORK FOR MULTIPLE PURPOSES**



Submitting without prior permission, any work submitted to fulfill another academic requirement. This includes work first produced in connection with classes at either Albany State University or other institutions attended by the student.

## **THEFT**

Stealing, taking or obtaining in any unauthorized manner information related to any academic work. Examples include, but are not limited to: stealing exams, grade books, books, papers, computer equipment and data, and laboratory materials.

## **DRUG POLICY**

### **APPLICABILITY**

This policy applies to all students currently matriculating through one of the programs offered by Albany State University's Department of Nursing. As defined in this policy, **substance abuse** is defined as follows:

- 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 nurse-related course or clinical training activity).
- The consumption, possession, or distribution of alcohol—unless approved by the university or clinical agency—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 nurse-related course or clinical training activity).
- The use of alcohol or any drug in such a way that the student's performance in any nursing course, including activities at any clinical site, is impaired.

Substance abuse, as defined here, is strictly prohibited. Under no circumstance should nursing students participate in nursing-related course of clinical activities while they are impaired. All students enrolled in Albany State University's nursing courses or programs are required to abide by the rules and guidelines detailed below when reporting to nursing-related courses, clinical experiences, and while at affiliating clinical agencies (including parking lots and grounds). A violation of this policy may constitute removal from clinical participation and/or cause for termination from the nursing program. Students must comply with all local, state, and/or federal laws and regulations controlled the possession, manufacture, use, or distribution of controlled or illegal substances and alcohol. Students are also responsible for adhering to the "Policy on Drug Use" as defined in *Student Code of Conduct*.

Failure or refusal to comply with the policies detailed herein may be grounds for disciplinary action, including dismissal from the program. Any attempt to delay, hinder, or tamper with any testing or to alter the results of testing will be considered a refusal to comply with this policy. In addition, failure or refusal to comply with any aspect of the substance abuse policy may be reported to the University's Office of Student Conduct for possible disciplinary action in accordance with the university's Student Conduct Policy.

### **ALCOHOLIC BEVERAGES**

- A. It is prohibited for anyone to have alcohol on campus;
- B. It is illegal for anyone under the age of 21 to drink;
- C. It is illegal for anyone to buy or provide alcohol for someone under 21;
- D. It is illegal for anyone to be intoxicated in public or to drive while intoxicated, on or off campus;

- E. It is illegal for anyone to sell alcohol beverages without a license. By law, the sale of alcoholic beverages includes any situation in which there is a charge for entertainment or service and alcohol is freely available (including through common source or selling in a cup);
- F. It is a violation of University policy for a student to disturb someone else's ability to study, sleep, or live peacefully. (This means that other people's inappropriate behavior should not disturb your study, sleep, or ability to live peacefully);
- G. It is a violation of University policy for a student to hurt or endanger another student through drinking alcohol;
- H. Unlawful sale of alcoholic beverages to, and unlawful purchase and possession, of alcoholic beverages by any person under 21 years of age.
- I. The use, consumption, possession, sale, and/or distribution of alcoholic beverages on University property, in cars or other vehicles, or at any of the University activities (whether on or off campus) are prohibited.

### **ALCOHOLIC/DRUG INTOXICATION**

Appearing in public on the University premises while intoxicated or under the influence of alcohol or illicit drugs is strictly prohibited. This includes any disorderly conduct regardless of whether such conduct results in injury to person or property, as a result of intoxication shall be considered a violation.

### **DRUGS (ILLEGAL) AND/OR DRUG PARAPHERNALIA**

The consumption, sale, distribution, manufacturing, purchase, passing of, or being in the presence of or the vicinity of illegal drugs, narcotics, the accessory to, or aiding and abetting or any controlled substances, are strictly prohibited from all locations of the University, and beyond the premises according to all local state and federal laws. Illegal drugs also include all prescription drugs without a valid medical prescription.

Drug paraphernalia is strictly prohibited from the University. Paraphernalia is defined as all equipment, products, and material of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, concealing, playing with injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body. Scope includes being on the person or in the possession of a student on property owned or controlled by the university and/or at events and activities sponsored by the University, and involves related incidents that are subject to prosecution under local, state, and federal laws.

The illegal possession of and/or use of drugs, or drug paraphernalia, includes, but is not limited to roach clips, bongs, masks, scales, balances, sandwich bags or plastic bags and their corners, sifters, syringes, spoons, chamber pipes, homemade pipes, film canisters, diluents, spray cans, carburetor pipes, paint, pipes, using screens, water pipes, hollowed cigars, rolling papers and any other equipment, products and materials that can be directly linked to the usage of controlled substances. Improper behavior or conduct on the campus which is a result of the use of illegal drugs which means that one who, having consumed or used drugs, experiences a restriction or a loss of the normal use of their mental and/or physical faculties.

### **RULES AND GUIDELINES**

1. All students involved in clinical practice settings, whether for clinical education purposes or for the recruitment of research subjects and/or the collection of research data, must undergo drug testing prior to clinical placement.
2. 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 placement testing, pre-clinical placement testing, or when there is reasonable suspicion to believe that a student may be impaired or is/has been engaged in substance abuse as defined herein), the student may be tested in accordance with the affiliating agency's policies.

- As defined by this policy, “reasonable suspicion” includes evidence which forms a reasonable basis for concluding that it is more likely than not that a person has engaged in substance abuse.
- 3. During enrollment in the Department of Nursing, a student may also be required to undergo drug or alcohol testing for cause when there is reasonable suspicion that the student is impaired due to illegal drug/alcohol use or misuse of prescribed/over-the-counter medications.
  - University employees within the Department of Nursing able to make this determination are the Department Chairperson, appropriate Program Directors, Course Instructors, and Clinical Instructors.
- 4. The cost of all drug/alcohol testing required by the university, the Department of Nursing, or affiliating clinical agencies shall be the responsibility of the student or affiliating clinical agency, as determined by the agency. Neither the university nor the Department of Nursing—including any of its officers or employees—shall be required to absorb drug/alcohol testing costs arising out of any nursing student’s placement at an affiliating clinical agency.
- 5. 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. Please review the “Professional Behavior” and “Dismissal Policy” sections detailed within the handbook for further definitions and applicability.
- 6. If a student tests positive for a prescribed drug, the person must obtain a written statement from a qualified physician stating that the drug level is within prescribed limits and the level does not indicate abuse. The physician must indicate that the drug will not interfere with safe practice in the clinical area.
  - Students requiring the use of over-the-counter or prescribed medications that have the potential to impair performance or personal behavior are responsible for being aware of the effect these medications may have. Additionally, they must notify the Program Director, Course Instructor, or Clinical Instructor within 72 hours prior to clinical attendance or drug testing about the use of medications that could impair performance or that has the potential to influence a drug screening.

Facts which could give rise to reasonable suspicion include, but are not limited to, the following:

- Unusual or aberrant behavior or patterns of abnormal or erratic behavior;
- Physical symptoms of impairment;
- Arrest or conviction for a drug or alcohol related offense;
- Evidence of drug tampering, drug diversion, or misappropriation;
- Direct observation of drug use or discrepant drug counts;
- Alterations in student clinical and/or didactic performance that may not be attributed to other causes;
- Following a work-related injury or illness, with evidence that it may have been related to use of a controlled substance;
- Observation of poor judgment or careless acts which caused or had the potential to cause patient injury, jeopardize the safety of self or others, or resulted in damage to equipment

## **SCREENING PROCEDURE**

Drug and alcohol testing required by the Department of Nursing will be conducted utilizing the following measures:

1. Pre-placement drug screenings may occur at any facility capable and qualified to perform a 10-panel drug screening, which is the minimum required for clinical pre-placement; drug screenings requested by the university or affiliated clinical facilities must be done at university- or site-approved facilities.

2. The student must fully comply with the testing facility's methods and procedures for collecting samples.
3. Urine, serum, hair, and saliva analysis, or a combination of these, may be tested.
4. The test shall screen for the use of the controlled substances or any other controlled substances, including (but not limited to) amphetamines (AMP), barbiturates (BAR), benzodiazepines (BZO), cocaine (COC), methadone (MTD), oxycodone/OxyContin (OXY), phencyclidine (PCP), marijuana (THC), methamphetamine (Mamp), opiates (OPI), Ecstasy (MDMA), propoxyphene (PPX), and/or nicotine (NIC).
5. The student must notify the Program Director, Course Instructor, or Clinical Instructor within 72 hours prior to clinical attendance or drug testing about the use of prescribed or over-the-counter medications, as well as any dietary habits, that could impair performance or that has the potential to influence a drug screening.
6. If the accuracy of a positive test is disputed by the student, the student may request a retesting of samples by the original facility.
7. Substance abuse is considered "verified" if either a positive test result is not disputed, or if the student-requested retest is positive.
8. If the test is inconclusive, the screening will be treated as positive until definitive analysis by alternate testing is accomplished. During this time, the student will not be permitted to participate in clinical activities but may be allowed to attend classes, pending the approval by the Department Chairperson.
9. For pre-clinical placement screenings, the student will be responsible for providing the Department of Nursing with the final results of the drug screening (positive, negative, or inconclusive); for additional screenings required by the university or clinical site, the testing facility will be responsible for providing the Department of Nursing with the final results of the drug screening (positive, negative, or inconclusive).

## TREATMENT AND COUNSELING RESOURCES

As noted in the "Policy on Drug Use" section of the *Student Code of Conduct*,

Drug use and abuse is a major concern across college campuses in today's time. Albany State University continuously promotes and requires a drug free campus. The University actively encourages students and employees who feel they have a substance abuse problem to seek counseling and treatment. The Student Counseling Department will help students, faculty, and staff seeking assistance with a substance abuse related problem. Those seeking such assistance are assured that professional standards of confidentiality will be upheld.

Additionally, the following websites are available as resources for students:

- [American Association of Nurse Anesthetists Peer Assistance](#)
- [Alcoholics Anonymous](#)
- [American Society of Addictive Medicine](#)
- [Narcotics Anonymous](#)
- [National Survey of Substance Abuse Treatment Services](#)

## SOCIAL MEDIA POLICY

The Social Media Policy provides students of Albany State University's Department of Nursing with rules to participate in social media, including ASU's Department of Nursing social media and in non-ASU Department of Nursing social media.

**Definition:** "Social media" is a conventional term of electronic communication through which users create online communities to share information, ideas, personal messages, email, or video hosting sites.

First and foremost, all nursing students must recognize their ethical and legal obligation to maintain patient privacy and confidentiality at all times. As a nursing student it is important to represent Albany State University and its Department of Nursing in a fair, accurate and legal manner while protecting the University's reputation.

1. Students may be held personally liable for proprietary, defamatory or libelous material posted on any form of social media.
2. Students will face sanctions for posting of materials that is defamatory, profane, threatening, harassing, hateful or humiliating to patient, students, hospital staff, preceptors, nurses, Albany State University faculty and staff, employers and coworkers included. Sanction will be determined by the University Office of Academic Affairs, the Department of Nursing's Admission, Progression, and Retention Committee, and/or the appropriate Department of Nursing academic administrator.
3. Improper use of social media may result in being sued for defamation, invasion of privacy or harassment.
4. Occurrences of inappropriate use of social and electronic media may be submitted to the State Board of Nursing, which may affect licensure or eligibility for licensure.
5. The use of pseudonymous email addresses or online identities can be investigated and traced, so their use does not protect the student from responsibility and any liabilities related to posting online materials and or social media.
6. Students must promptly report any identifiable breach of confidentiality of privacy in regard to self, other nurses, and /or other nursing students.
7. Students must be knowledgeable of hospital and healthcare institution policies, relevant state and federal laws, and professional standards regarding patient privacy and confidentiality, as well as their application to social and electronic media.
8. The Department of Nursing may take action to dismiss any student from the nursing program who violates the social media statement.
9. Students may not transmit any electronic media of any patient-related information or image that violates patient rights to confidentiality or privacy or to otherwise degrade or embarrass the patient and/or families.
10. Students must not share, post, or otherwise disseminate any information (including images) about a patient or information gained in the nurse-patient relationship with anyone, unless there is care-related need to disclose the information or other legal obligation to do so.
11. Students must not use social media during clinical hours or at any time on the clinical agency's equipment or property.

### **MISUSE OF ELECTRONICS OR SOCIAL MEDIA**

Engaging in inappropriate or irresponsible conduct using any ASU affiliated webpage, email, and/or social media resource is strictly prohibited. The use of social media sites (Facebook, MySpace, Instagram, TikTok, Twitter, LinkedIn, YouTube, Flickr, Snapchat, etc.) to harass, cause bodily and/or mental harm or used to violate the law is also prohibited. Students who are alleged to be in violation of misuse of electronic or social media sites will be subject to criminal or civil penalties, as well as university disciplinary actions. Some examples include but are not limited to the following:

- Derogatory language or demeaning statements about or threats to any third party;
- Inappropriate or incriminating images depicting hazing, sexual harassment or sexual misconduct, vandalism, fighting, stalking, underage drinking, illegal drug use, pornography or any other inappropriate behavior; or inappropriate language;
- Content that violates state or federal law;
- Information or images that could be considered obscene or untrue;
- Content that harasses third parties.

## **SECTION IV: CLINICAL POLICIES**

### **CLINICAL POLICIES AS STUDENTS**

All students in the nursing program will be required to complete clinical learning experiences to fulfill the requirements of the appropriate degree. Please be advised that the following policies are applicable to all students, and failure to meet any clinical requirements will impact progression and timely completion of the program. Policies may represent requirements of the clinical facilities, the Department of Nursing and/or the University.

1. Clinical experiences are held in our on-campus clinical skills/simulation lab(s), Phoebe Putney Memorial Hospital, and other facilities in the surrounding area as needed. Students are required to travel to on-site clinical experience, and they are responsible for arranging transportation to the clinical site. The Department of Nursing is not responsible for providing transportation to clinical experiences.
2. Students are required to attend all laboratory/clinical experiences. If a student is ill and unable to attend lab, they must notify the assigned clinical unit before the day of the laboratory experience. If the laboratory/clinical experience will occur on campus, the instructor should be notified by telephone immediately prior to the scheduled experience. It is understandable that illnesses can and do occur during the semester; however, failure to notify your lab instructor prior to the missed experience is a serious matter and is unacceptable in nursing. A grade of unsatisfactory for the day will, therefore, be given to students who do not provide appropriate notification of absences.
3. Students are expected to arrive to clinical well rested. Therefore, students are not allowed to work for at least 8 hours immediately preceding their clinical shift. Students who do not adhere to this policy will not be allowed to attend clinical and/or will be sent home from clinical and assigned a clinical unsatisfactory for the day.
4. Students will not be allowed to receive personal telephone calls while in clinical areas. If an emergency should arise and the student needs to be notified, calls will be handled by the instructor who will relay the message to the student. This will necessitate informing family members the name of your instructor as well as the procedure to be followed for contacting students (see the attendance policies detailed within this handbook).
5. Each student will be assigned to a specific unit. They will not leave this area except at the request of the instructor or nurses on the unit until time for post-conference. Students are expected to seek learning opportunities. It is not acceptable to loiter in the hallways, nursing stations, or break rooms. Noise in the clinical setting should be kept to a minimum.
6. Students are not allowed to eat on any of the units.
7. Parking will be at the discretion of each clinical agency, and students will adhere accordingly.
8. If drug abuse is suspected, the student will be dismissed from clinical and be required to be tested at the student's expense. Students must obtain drug screening immediately after the request. Failure to complete testing immediately may result in disciplinary action up to and including dismissal from the program.
9. Additional requirements may be mandated by a clinical agency and will be adhered to by ASU nursing students.

### **STUDENTS PRECLUDED FROM CLINICAL INSTITUTION**

All students will be expected to comply with all requirements set forth by the clinical institution, including their code of conduct. The institution reserves the right to prevent entry or request withdrawal from the clinical site any student the institution believes constitutes a risk of harm to patients, visitors, or employees or who fails to follow the institution's policies and procedures. If students are precluded from a clinical site by an institution, the Department of Nursing has no obligation to find an alternative clinical site for the student, and this may prevent the student from progressing in the nursing program.

If, in the judgment of the instructor or supervisory person in a contracted clinical facility, there is reason to question the emotional or physical condition of a student or the safety or the quality of nursing care provided, the instructor has the responsibility to dismiss the student from the clinical or university laboratory. The plan for dismissal is as follows:

- When an incident first occurs, the faculty will request the student to leave the clinical site/laboratory immediately.
- The faculty will communicate to appropriate hospital/supervisory personnel regarding the problem.
- The faculty will refer the student for appropriate professional for follow-up.
- The faculty will provide written documentation of the incident to the departmental chair and the student within 24 hours of the incident.
  - The student has the right to appeal in writing to the Chair (and then the Dean) if the decision is unacceptable to him/her, in accordance to university policy.
  - Upon receipt of written appeal, the Chair (or Dean) will notify the student in writing of subsequent steps to take for redress of the decision, according to University policy. A clinical failure earns a grade of “F.”

### PROFESSIONAL DRESS GUIDELINES

Students enrolled within the Department of Nursing’s associate-level nursing programs are required to adhere to the clinical and classroom/simulation lab uniform dress codes, as detailed below. The uniform policy is designed to protect the personal safety of students and patients, protect the professional image of nursing, and identify Albany State University’s nursing students. These uniforms are reserved exclusively for purchase and use by students who are actively enrolled in nursing coursework at Albany State University.

While in uniform, students are considered representing Albany State University, the Darton College of Health Professions, and the Department of Nursing. As such, uniforms may **only** be worn while on-campus, in clinical settings, and during University events (both on- and off-campus) sponsored or facilitated by Albany State University, the Darton College of Health Professions, and/or the Department of Nursing. Uniforms may **not** be worn as “casual wear” in the community (e.g., restaurants, retail/grocery stores, etc.); when engaged in any activity other than the aforementioned settings; or by individuals who are not currently enrolled in nursing coursework at Albany State University. For this reason, students are recommended to bring a change of clothes to any activity requiring use of the clinical or classroom/simulation lab uniform and change out of their uniform immediately following its conclusion. Students who are observed or identified wearing their uniform outside of an approved setting may be subject to disciplinary action by the Department up to and including program dismissal.

Students may be subject to random compulsory uniform checks by their course instructor(s), nursing administrator(s), clinical instructor(s), and clinical staff. Students who are found to be in noncompliance with the classroom/simulation lab uniform will be immediately dismissed from the classroom area and are considered absent from that class meeting. Similarly, students who are found to be in noncompliance with the clinical uniform will be immediately dismissed from the clinical site and receive an “Unsatisfactory” grade in all areas for that clinical day. Absences due to uniform noncompliance are considered **unexcused** and are subject to the appropriate attendance policy detailed within this handbook.

### ASN CLINICAL UNIFORMS

Clinical uniforms must be clean, neat, and properly fitted. Unless otherwise specified, formal clinical uniform components **must** be purchased through Meridy’s Uniforms (Vidalia, GA). Information concerning the purchase of uniforms (including purchase deadlines) may be obtained from the course instructor(s), the Department of Nursing’s main office, and/or the Department of Nursing’s website.

1. **Top:** A white scrub top, purchased through Meridy’s Uniforms in the designated style, is to be



worn at all times. The current top features a circular patch on its sleeve, embroidered with “Albany State University Dept. of Nursing” and the ASU “torch” logo.

- **Student Identification:** A student identification badge (“RamCard”), issued by Albany State University, is to be worn on the left chest area.
  - **Thermal Clothing:** Students who require extra clothing layers for warmth while in the clinical area may additionally wear a white lab jacket/coat, a white long-sleeve under-scrub top, and/or white medical sleeves. Students electing to wear the white lab jacket/coat must ensure that their student identification is not obscured.
2. **Bottoms:** Navy blue scrub cargo pants, purchased through Meridy’s Uniforms in an approved style, are to be worn at all times. Currently, only Cherokee models #4100, #4200, and #WW190 in navy have been approved to be worn as part of the clinical uniform. Pants are to be well-fitted. Students electing to instead wear a scrub-style dress or skirt must first receive prior approval, and its length should be mid-knee (or not over one inch above the knee) or mid-calf in length. White pantyhose (with no runs) must be worn with uniform skirts, and support hose are recommended.
  3. **Shoes:** Solid white professional work/duty shoes intended for long periods of standing or walking are to be worn at all times. Shoes must be leather or vinyl (no mesh or canvas materials are permitted), be closed-toe and heel, and feature a rubber or anti-skid bottom. While Meridy’s Uniforms offers a small selection of approved clinical shoe styles, students may elect to purchase their shoes independently, but students must ensure that they adhere to the specifications above and are recommended to seek prior approval before purchase. White socks or pantyhose (as noted above) must be worn at all times.

#### ASN CLASSROOM/SIMULATION LAB UNIFORM

Classroom/Simulation lab uniforms must be clean, neat, and properly fitted.

1. **Top:** A white V-neck top, purchased through Meridy’s Uniforms in the designated style, is to be worn at all times.
  - **Student Identification:** A student identification badge (“RamCard”), issued by Albany State University, is to be worn on the left chest area.
  - **Thermal Clothing:** Students who require extra clothing layers for warmth while in the classroom may additionally wear a white lab jacket/coat, a white long-sleeve under-scrub top, and/or white medical sleeves. Students electing to wear the white lab jacket/coat must ensure that their student identification is not obscured, and these jackets/coats are not permitted to be worn during testing.
2. **Bottoms:** Navy blue or black scrub cargo pants are to be worn at all times and must be well-fitted. Students electing to instead wear a scrub-style dress or skirt must first receive prior approval, and its length should be mid-knee (or not over one inch above the knee) or mid-calf in length. White pantyhose (with no runs) must be worn with uniform skirts, and support hose are recommended.
3. **Shoes:** Solid white or black shoes are to be worn at all times. Shoes must be leather or vinyl (no mesh or canvas materials are permitted) and have closed toes and heels. Socks should be solid and match the color of the shoes. Pantyhose and support hose, however, must be white.

#### ADDITIONAL UNIFORM COMPONENTS

The following requirements are applicable to **both** clinical and classroom/simulation lab uniforms:

##### Hair

- Hair must be a single, natural color (i.e., natural shades of black, brown, auburn, red, blond, or gray/white).
- Hair must be clean, neat, and off the collar.
- Shoulder length and longer hair must be pulled back and secured to the head in a tight, clean bun,

braid, or ponytail and kept secured above the shoulder and away from the face (to prevent it from impending vision or creating an infection control hazard).

- Bangs and shorter strands of hair that hang in front of the face must be restrained and secured.
- Mustaches and beards should be neat, well-maintained, and trimmed to a length that can be fitted under an N-95 mask. Students without well-established beards and/or mustaches are expected to shave this facial hair.
- False eyelashes are not permitted.

### **Head Coverings**

- Headscarves required by religious practices may be worn as part of a student's uniform and must be in navy blue or white.
- Headscarves should be secured to prevent them from impeding vision or creating an infection control hazard (e.g., through unintentional contact with a patient).
- All other head coverings are not permitted while in uniform.

### **Jewelry**

- One (1) watch with a second hand must be worn while in uniform.
- Students may wear one (1) ring or wedding set if married or engaged.
- Students may wear one (1) small ear stud in each earlobe; hoop, dangle/drop, bar/barbell, gauge/eyelet, spiked stud, cuff, and clip-on (and other non-pierced earrings) earrings are not permitted.
- Neck chains may be worn but must be concealed under the uniform at all times.
- Bracelets of any type are not permitted.
- Nose piercings must be removed while in uniform.
- Visible body piercings other than ear piercings (as noted above) are not permitted.
- Holes left by gauges in ears must be covered with a skin-tone bandage.

### **Personal Hygiene, Fingernails, and Skin**

- Regular bathing, deodorant use, and oral hygiene are required.
- Deodorants and antiperspirants with strong odors are subject to removal.
- Perfume, cologne, aftershaves, body sprays, lotions, fragranced hand sanitizers, and other fragranced oils/sprays are not permitted. This also includes strong, lingering odors from tobacco and laundry detergents.
- Perfumed or fragranced makeup is subject to removal.
- Fingernails must be kept clean and neatly trimmed to the tip of the fingers.
- Nail polish is not permitted to be worn while in uniform.
- Artificial nails (including gel, acrylic, and silk-wrapped) are not permitted.
- Visible tattoos and body art must be completely covered while in uniform.

### **Other Requirements**

- Chewing gum is not permitted.
- Smoking is not permitted at any time while on-campus, in clinical settings, or during University events (both on- and off-campus) sponsored or facilitated by Albany State University, the Darton College of Health Professions, and/or the Department of Nursing. Within this context, "smoking" includes both tobacco smoking and e-cigarette vaping.

*Additional requirements may be mandated by a clinical agency and will be adhered to by ASU nursing students.*

## CLINICAL CLEARANCE & DOCUMENTATION REQUIREMENTS

While clinical site requirements will vary, students within the associate nursing program will be required to submit documentation evidencing satisfaction (and/or maintenance) of the following requirements for departmental clinical clearance:

- Active health insurance
- Active malpractice insurance (University-provided)
- Annual flu vaccination
- Background check
- AHA-certified BLS certification
- Drug screening
- Immunization record
- Tuberculosis screening

Full explanations of each criterion—as well as the type(s) of documentation that may be submitted to satisfy each—will be provided to students in their first clinical course within the nursing program.

At the beginning of each semester, the instructors of courses requiring clinical experiences will provide a deadline by which the student must upload all clinical documentation **and** attain clinical clearance from the department and, if applicable, the clinical site. While deadlines may vary between courses, the deadline **must** occur prior to the initiation of clinical experiences but **no later than** the last day to withdraw from a course without academic penalty. Failure to provide sufficient clinical documentation or attain full rotational clearance by this established deadline will result in the student being unable to attend clinical experiences. No deadline extensions will be provided under **any** circumstance.

Clinical absences caused by the student's inability to attain full rotational clearance by the established deadline and/or maintain full rotational clearance throughout the duration of their clinical experiences are considered unexcused and will automatically result in an "Unsatisfactory" grade in all areas for that clinical day. Per the "Clinical Attendance" policy within this handbook, if a student is absent from more than one (1) scheduled clinical session, the student will automatically receive a clinical failure for the course, resulting in a letter grade of "F."

## ACEMAPP

As part of the clinical clearance process, students will submit all relevant clinical documentation via ACEMAPP, a secure, online, clinical rotation matching, student on-boarding, and document storage solution for clinical sites, schools, and consortiums. Students are provided an ACEMAPP account by the Department at the beginning of their first semester within the program and are prepared for their clinical rotations through their profile assignments. Within ACEMAPP, each school and clinical site has different requirements, and students will be required to meet compliance for both their home institution and the site(s) at which their clinical experiences will be completed. Full rotational clearance is **required** in order to attend any clinical experiences.

Students will have until 4:00 PM Eastern Time (ET) each **business** day to upload documentation into their ACEMAPP accounts in order to be eligible for review that same day. Documents uploaded after 4:00 PM ET and documents uploaded outside of regular business hours (including weekends, holidays, and campus closures) will not be reviewed until the next available business day, so it will not be possible to attain rotational clearance until after that point. Therefore, it is imperative for students to upload documentation well in advance of their assigned clinical day to mitigate the possibility of not attaining full rotational clearance.

All documents submitted for clinical clearance purposes should be submitted utilizing the student's **legal name**, and this naming convention should be consistent throughout all documentation. Use of nicknames, middle names, and preferred alternate spellings are strictly prohibited.

## **BACKGROUND CHECKS & DRUG SCREENINGS**

The nursing student should be eligible to receive approval for taking the NCLEX-RN exam by the Georgia Board of Nursing at the time of admission to the program. The Georgia Board of Nursing asks the following questions of students at the time of application for nursing licensure (prior to examination by NCLEX-RN):

- Have you ever been arrested?
  - Note: The answer to this question is “Yes” if an arrest or conviction has been pardoned, expunged, dismissed or deferred, you pled and completed probation under First Offender and/or your civil rights have been restored and/or you have received legal advice that the offense will not appear on your criminal record.
- Has any licensing authority in Georgia or any other jurisdiction ever refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
- Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?
- Are you currently under investigation or is a disciplinary action pending against your nursing license or any other license or certification you hold in any state or territory of the United States?
- Are you currently a participant in a state board/designee monitoring program including alternative to discipline, diversion or a peer assistance program?
- Have you ever been terminated from an alternative to discipline, diversion, or a peer assistance program due to unsuccessful completion?
- Do you currently possess any condition which may in any way impair your ability to practice or otherwise alter your behavior as it relates to the practice of nursing?

The authority of licensure rests with the Georgia Board of Nursing. For further information, please contact the Georgia Board of Nursing or [visit their website](#).

Additionally, students are oftentimes subjected to background checks and drug screenings for agency clinical requirements (as part of their clinical clearance process), which are compulsory. Given this requirement and the questions asked by the Georgia Board of Nursing, Albany State University's Department of Nursing requires that students undergo a criminal background check and a 10-panel drug screening during their first semester of enrollment in the nursing program using the company designated by the Department of Nursing. Currently, students are required to utilize [PreCheck](#) to coordinate these processes. While the Department of Nursing cannot legally ascertain the results of the student's background check, a clean check increases the chance that the student will not be prohibited from writing the National Licensing Examination because of serious judicial violations.

A student's background check and drug screening are considered valid throughout their matriculation in the associate nursing program unless they are not enrolled in at least one (1) nursing course for 1 or more semesters. In this instance, students will be required to undergo another background check. If the clinical agency refuses to allow a student to attend clinical experiences at the designated site, the nursing program is not obligated to find another clinical site, and the student may be unable to complete the nursing program at ASU. Therefore, it is important to conduct personal record checks prior to admission to the nursing program.

## **BASIC LIFE SUPPORT (BLS) CERTIFICATION**

As part of the clinical clearance process, students are required to provide documentation evidencing successful completion of a Basic Life Support (BLS) course for Healthcare Professionals. This course **must** be certified by the [American Heart Association \(AHA\)](#), so students are recommended to utilize their website when locating an applicable course. Heartsaver® courses, Automated External Defibrillators (AED) courses, and courses that are consistent with AHA standards but do not explicitly specify AHA certification will **NOT** satisfy this requirement.

## IMMUNIZATION REQUIREMENTS FOR NURSING STUDENTS

As part of the admission process to the University, [Board of Regents Policy 4.8.2](#) requires all new students wishing to enroll in a University System of Georgia (USG) college or university meet immunization requirements. A “Certificate of Immunization” must be completed and signed by a student’s health care provider and returned to Student Health Services in order to complete the admissions process. In addition to the minimum immunization requirements established by the Board of Regents, the colleges and universities within the USG may have additional requirements.

The immunizations requirements for Albany State University may be reviewed via Student Health Services’ [“Immunization Policy,”](#) available on their webpage. Student Health Services may additionally require students to complete a **TB Screening & Risk Assessment Form** and a **Meningococcal Vaccine Declination Form** (if the student elects to decline the recommended meningococcal vaccine). Students who are eligible for a medical, religious, or distance learning exemption must indicate their exemption status while completing the ASU Certificate of Immunization Form or by contacting Student Health Services directly.

Consistent with the University’s requirements, the Department of Nursing requires students to submit documentation of current immunizations, which must include the following:

- **Measles (Rubeola), Mumps, and Rubella:** By a positive titer, physician’s diagnosis of disease, or two (2) doses of vaccine. Depending on your medical history, students may have had these vaccinations given individually or as part of an MMR or MMRV series.
- **Tetanus:** Required if you have not received a vaccination in the past 10 years. The tetanus vaccination can be taken as part of the DT (diphtheria and tetanus), DTaP (diphtheria, tetanus, and pertussis), Td (tetanus and diphtheria), or Tdap (tetanus, diphtheria, and pertussis) vaccines/boosters.
- **Varicella:** By a positive titer, physician’s diagnosis of disease, or two (2) doses of vaccine. The school must notify the clinical site if you have no immunity to varicella, and any exposure to chicken pox or shingles must be reported immediately.
- **Hepatitis B:** Recommended for clinical settings, but NOT required. You may elect to either receive the three-shot series or refuse and provide a signed Hepatitis B Waiver Form (available from the Department upon request). Students aged 30 years or older may be requested to receive a titer to confirm continued immunity.

Additionally, the Department of Nursing requires students to provide documentation evidencing the following:

- **Annual influenza vaccinations,** following availability of the current flu season’s vaccine (typically in August/September)
- **Tuberculosis screening,** via one of the following methods:
  - **Purified Protein Derivative (PPD):** expires after 1 year; requires an intradermal injection; results are typically read within 48 to 72 hours after initial injection.
  - **T-SPOT®.TB Test (T-spot):** expires after 1 year; requires a blood sample to be drawn from patient; results are typically available within 24 hours.
  - **QuantiFERON® TB Gold In-Tube Test (QFT-GIT):** expires after 1 year; requires a blood sample to be drawn from patient; results are typically available within 24 hours.

- **Chest X-ray:** expires after 4 years; utilizes chest radiography; result availability varies.
  - **NOTE:** Students with positive screening results and/or evidence of active tuberculosis must include documentation and evidence of follow-up treatment procedures, as dictated by your medical provider and/or the Georgia Department of Public Health. These students may require additional testing (including chest x-rays) and will be reviewed on a case-by-case basis, which may affect clinical participation.

The Department of Nursing reserves the right to require additional immunizations as deemed necessary by the University System of Georgia, the Georgia Board of Nursing, our program accrediting bodies, Albany State University, and/or the clinical sites at which students complete their experiences. Students who cannot show proof of immunity or adequate immunization and refuses to be immunized will be unable to attend clinical experiences. Additionally, declinations for and/or exemptions from any of the required vaccinations listed above (excluding Hepatitis B) will be reviewed on a case-by-case basis and may similarly affect clinical participation. As noted previously, if a student is precluded from a clinical site by an institution, the Department of Nursing has no obligation to find an alternative clinical site for the student, and this may prevent the student from progressing in the nursing program.

### **MANDATORY STUDENT HEALTH INSURANCE POLICY**

Beginning Fall Semester 2014, all new students accepted into any of the programs under the Darton College of Health Professions at ASU will be required to show proof of active Medical Insurance coverage. This is a new Board of Regents of the University System of Georgia mandate and not an ASU mandate. Proof of coverage must be submitted during the fall and spring semesters (as coverage for the Spring semester extends through the Summer). Submission is done via [Albany State University's UnitedHealthcare Student Resources](#) page.

Proof of coverage must be provided in one of the following ways:

1. Through a currently active parent plan.
2. Through a currently active individual or family plan.
3. Through a currently active Employer-Sponsored plan.
4. Through a currently active Darton College of Health Professions Student Health Insurance Plan (SHIP).
5. Through a currently active Government-Sponsored Plan.

If a student fails to provide appropriate proof of coverage during the dates stated above, the student will be automatically enrolled (via the Business Office) into plan #4 above. Rates are subject to change without notice.

Additionally, Health insurance coverage must be maintained by the student throughout the entire time that they remain enrolled and are actively progressing through their respective Health Sciences or Nursing Program. If a student fails to maintain Health Insurance coverage, then they will be immediately dismissed from their respective Health Sciences or Nursing Program for failure to maintain the mandatory coverage as required by the Board of Regents of the University System of Georgia. If you have any questions regarding this requirement, please contact your respective Program Director, the Nursing Division Office, or the Health Sciences Division Office. If a student does not take any action, they will still be charged.

### **PROFESSIONAL LIABILITY (MALPRACTICE) INSURANCE**

Students enrolled within the undergraduate nursing program are required to carry professional liability (malpractice) insurance. Effective Fall 2020, all undergraduate nursing students are covered by Albany State University's professional liability insurance plan, and a fee is applied to students' account annually.



to ensure its maintenance throughout the entirety of their program matriculation. The Undergraduate Clinical Coordinator, Clinical Coordinator Assistant, or a designee thereof will upload this documentation into ACEMAPP on behalf of the student.

### **ON-CAMPUS SIMULATION AND SKILLS LABS**

The purpose of the on-campus simulation skills lab is to allow students to demonstrate certain required skills. A student can only attend the scheduled lab at the date and time assigned. A student will not receive credit for attending a lab at another time or date unless prior written authorization is obtained from the course instructor. This written authorization should be submitted to the clinical lab instructor by the course faculty prior to lab time.

Because the scheduled laboratory is for student demonstration, students are expected to be prepared and on-time. Students will not be allowed to stay in the lab if they are late or noted to be unprepared for the lab experience.

In order to satisfactorily demonstrate the assigned skills during the scheduled campus time students may be required to watch videos, read pertinent material and practice in the laboratory outside of the scheduled lab hours. Available practice hours will be posted on the campus lab doors. During unscheduled lab hours, faculty/staff may be available to answer questions and practice assistance. Therefore, sign up for lab at least one day prior to the assistance being needed.

All students are expected to maintain a lab log sheet. This record must be maintained neatly in a soft-back folder and turned into the course instructor upon request. This log should note the following:

1. Each date that you attend the scheduled lab.
2. Each date you attend an unscheduled lab with instructor assistance. (Note: Any unscheduled lab hours spent without instructor assistance should not be documented.)
3. The date you viewed the required videotapes. Videotapes may not be taken from the Department of Nursing.
4. A faculty/staff member should initial each of the above log notations at that time. Staff members can only sign that videotapes were secured and returned and cannot sign for skill demonstration or skill assistance.

Requirements for nursing lab skills must be completed before the student will be allowed to perform these skills in the clinical setting. If lab assignments are not completed by the dates posted, the student may be terminated from the course. The student must demonstrate in the college laboratory, the hospital, and other practice settings the ability to give safe, effective nursing care in the assigned areas. The student must attend all assigned clinical experiences, either in the hospital or other practice setting. Make-ups may not be possible. Successful completion of these assignments is required in the course. If safe, effective nursing care and/or attendance cannot be achieved, the student will fail clinically and receive an "F" as a final course grade. If a student is going to be absent from a clinical experience, the student must call on the day of absence prior to the start time and notify faculty at the clinical area. Depending upon why a student received a clinical failure, they may not be able to return to the program (if violation involves safety).

### **EMPLOYMENT AS AN UNLICENSED STUDENT**

As required by the Georgia Board of Nursing, "unlicensed students shall be employed only as unlicensed nursing personnel. They shall not represent themselves, or practice, as nursing students except as part of a learning activity in a practice setting which is integral to the curriculum." Please refer to GBN Rule 410.-3-.07(4)

### **PATIENT CARE**



The student nurse will not discriminate while providing nursing services on the basis of age, marital status, sex, sexual preference, race, religion, diagnosis, socioeconomic status or disability. This is in accordance with Georgia Board of Nursing Rule 410-10-.01 Standards of Practice for Registered Professional Nurses.

### **CLINICAL SAFETY POLICY**

When health issues (physical or psychological) are involved, both student and patient safety will be considered.

- Student is advised to consult with the nursing faculty member or adviser regarding health related issues that may put either student or patient in danger
- All requirements of the clinical institution will be followed. Clinical institutions may require the student to provide evidence from their health care provider that the student may participate without restriction in all clinical activities, and that the student's health concerns will not negatively impact students and patients
  - The student may need to withdraw from nursing courses in order to allow time to receive treatment and improve their health condition and to maintain the safety of patients.
- Students are required to perform any patient procedure and/or invasive skill such as venipuncture, establishing intravenous access, administering medications (including, but not limited to: orally, parenterally, enterally, topically, intramuscularly, intravenously, subcutaneously, otically, ophthalmically, nasally, rectally, sublingually, or transdermally) under the direction and supervision of the clinical instructor, preceptor, or other designated licensed individual (such as patient's assigned registered nurse). The clinical instructor, preceptor, or specified designee must be notified prior to student undertaking a patient procedure/skill.

### **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

The nursing student must keep in confidence all knowledge about any patient. Such matters are not to be discussed with friends, roommates, or other lay persons. The patient's complete name or other identifying information (such as social security number) should **NOT** appear on care plans or other written work to be turned in to the instructor. Discussion of confidential information about a patient other than in clinical conference or with other members of the health team in inappropriate settings is a serious breach of ethics and is grounds for dismissal from the program.

### **CONFIDENTIALITY AND SECURITY AGREEMENT**

In accordance with the Law (Official Code of Georgia, Annotated, Sections 37-3, 37-4, 37-7) every patient's right to confidential treatment must be protected. As a student and/or provider of care, the patient's right to privacy must be protected and treatment must remain confidential. Students and/or providers of care must keep patient information confidential and safeguard the privacy and security of the patient information including electronic health information. While providing care, students and/or providers of care may become knowledgeable of certain patient related information. This information may include patient identity, information related to a patient's treatment, diagnosis, or to other services received. Students and/or providers of care understand that they are restricted from discussing any information pertaining to their patient with anyone including other students (outside of post conference) other than Albany State University Nursing faculty, clinical instructors, or hospital personnel directly responsible for the patient's care, for any reason. Personally identifying information is any information which is readily used to identify a particular patient including but not limited to: name, address, social security number, physical description, names of family members, and photographs. Students and/or providers of care further understand that if they do discuss patient information, they subject themselves to civil liability and may be subject to dismissal from Albany State University's Nursing Program.

### **IMPAIRED NURSING STUDENT POLICY**

## **POLICY**

The intent of this Policy is to offer assistance to those who are in need, while sending a clear message that all students enrolled in the Department of Nursing (“Department of Nursing”) at Albany State University (“The University”) are strictly prohibited from possessing or being under the influence of alcohol or drugs while engaged in any Clinical Activities.

## **STATEMENT OF PURPOSE AND INTENTION**

- A. Students enrolled in the Department of Nursing at the undergraduate level engage in clinical rotations and training on the campus of The University and at various types of health care facilities, including, but not limited to, University skills or simulation laboratories, hospitals, private practice offices, long-term care facilities, clinics, schools and community agencies.
- B. Drug and alcohol use may adversely affect the educational process and the quality of care provided by students in the clinical setting. Drug and alcohol use may also pose serious safety and health risks to the student, patients and others.
- C. The University and the Department of Nursing require all nursing students engaged in Clinical Activities be free from the influence of drugs and alcohol.
- D. This Policy is enacted in accordance with a position statement on the subject of substance abuse in nursing education published by the American Association of Colleges of Nursing, and the standards set forth in Georgia Registered Professional Nurse Practice Act (§ 43-26-53).
- E. This policy is not intended to apply to the use or possession of prescribed or over-the-counter drugs and/or drug paraphernalia, if legally obtained, used for the purpose for which it was prescribed or manufactured, and if taken at the prescribed or authorized dosage; provided that use of the drug and/or drug paraphernalia does not interfere with the safe and efficient performance of the Student’s Clinical Activities.

## **DEFINITIONS**

- A. “Alcohol” means beer, wine and all forms of distilled liquor containing ethyl alcohol.
- B. “Clinical Activities” shall refer to those duties or activities required of Department of Nursing students, whether on the campus of Albany State University or at an outside Host Facility, which involve direct patient care or interaction with a patient or research subject for purposes of medical care, treatment, or testing, and/or as part of a Clinical Program.
- C. “Clinical Program” shall refer to the assignment of Department of Nursing students to health care facilities, University skills or simulation laboratories, etc., for the purpose of gaining practical experience and/or engaging in patient care, in fulfillment of degree or course requirements.
- D. “Drug” means hallucinogenic or narcotic drugs or other drugs/substances which tend to impair judgment or coordination including, but not limited to, substances controlled by State or Federal laws.
- E. “Drug Paraphernalia” means all equipment, products, and materials of any kind, which are used for injecting, ingesting, inhaling or otherwise introducing a drug into the human body. This includes, but is not limited to, all equipment, products and materials prohibited or controlled by State or Federal laws.
- F. “Host Facility” shall mean any place other than a campus of Albany State University where a student is engaged in Clinical Activities in fulfillment of degree or course requirements, including but not limited to health care facilities, hospitals, physician offices, long-term care facilities, clinics, schools and community agencies.
- G. “Student” is an undergraduate student enrolled in the Department of Nursing.
- H. “Clinical Instructor/Supervisor” is the person the Department of Nursing assigned to oversee a student while engaged in performance of a Clinical Program and/or while engaged in Clinical Activities. Clinical Instructors are faculty employed by Albany State University Department of Nursing. Supervisors are employees of the facility at which a Clinical Program takes place.

**Note:** *Defined terms are capitalized herein.*

## **DRUG AND ALCOHOL POSSESSION AND USE**

- A. Prohibitions. Except as provided in paragraph C below:
  - 1. No Student engaged in Clinical Activities shall use, consume, transport, possess or sell Alcohol, Drugs or Drug Paraphernalia while on the site of a Clinical Program, or while engaged in Clinical Activities.
  - 2. No Student may report to the premises of a Clinical Program or remain on duty, or engage in any Clinical Activities, while under the influence of or impaired by Alcohol or Drugs, to any degree. This is a **zero** tolerance policy.
  - 3. This policy is not directly applicable to Students who are in traditional classroom/ lecture situation; however, all Students of the University are prohibited from being under the influence of Alcohol or Drugs while taking part in on-campus activities and violations of this nature may be subject to sanctions under the *Student Code of Conduct* and/or other University or Department of Nursing rules and regulations.
- B. Exceptions. The following circumstances may constitute exceptions to this Policy:
  - 1. Prescribed and over-the-counter drugs. The use or possession of prescribed or over-the-counter drugs and/or drug paraphernalia is not prohibited by this Policy, if legally obtained, used for the purpose for which it was prescribed or manufactured, and if taken at the prescribed or authorized dosage; provided that use of the drug and/or drug paraphernalia does not interfere with the safe and efficient performance of the Student's Clinical Activities.
  - 2. Legitimate distribution of medications. The prohibitions set forth in this Policy do not apply to legitimate distribution of medication as may be an assigned duty in a clinical program.
- C. Students who participate in Clinical Programs at outside facilities are subject to the rules and regulations of the Host Facility and Albany State Department of Nursing. This may include drug and/or alcohol testing. Testing for illegal drugs or alcohol may be required by the Host Facility prior to commencement of a clinical program, on a random basis, following an accident, or upon observation of conduct which may be indicative of drug or alcohol use. Neither the University nor the Department of Nursing has control over the manner in which testing is carried out by a Host Facility. If a test indicates the presence of illegal drugs or alcohol, and if the test results are provided to the Department of Nursing, this information will be utilized in the manner set forth herein.

## **PROCEDURES**

- A. Failure to cooperate with the procedures set forth herein may result in termination of a Student's clinical program, which will carry with it serious consequences for the Student's ability to complete his or her course of study in the Department of Nursing.
- B. In order to assure compliance with this Policy and as a condition of continuing to participate in Clinical Activities and/or a Clinical Program, Students are required to cooperate with the procedures outlined herein, including Drug and Alcohol testing. Such tests may be administered upon a finding of reasonable suspicion that a Student has used Drugs or Alcohol while engaged in Clinical Activities. Reasonable suspicion shall be determined by the Clinical Instructor/Supervisor, based upon various factors, including but not limited to observation of signs or symptoms commonly associated with intoxication, such as: impaired mental ability, inability to maintain balance, odor of alcohol, boisterous or slurred speech, drowsiness, dilated pupils, staggering, awkward movements or erratic behavior. In making a determination of reasonable suspicion, the Clinical Instructor/Supervisor may take into account observations of lay persons, other staff or faculty of the Department of Nursing and/or health care professionals.
- C. When finding of reasonable suspicion is made, the following steps will be implemented by the Department of Nursing.

1. If the student appears to be medically unstable (i.e. is obtunded, falling down, lashing out at people, etc.), the student will be sent to the nearest emergency room. If no emergency room is in the clinical site, an ambulance will be called.
2. If the student appears medically stable, the Clinical Instructor/Supervisor shall instruct the student to leave the clinical area and will address the student in private to discuss the behavior(s) observed. If the supervisor is a non-ASU preceptor or supervisor, contact the course or clinical instructor assigned to the student.
3. If at any time during this process, the Clinical Instructor is not able to adequately manage other students in the clinical group, they should be sent home, citing an emergency situation that requires the Clinical Instructor attention.
4. The Clinical Instructor will specifically inquire about whether the student has used drugs or alcohol and if so, the details of such use.
5. The Clinical Instructor shall consult with the ASN Program Director, as practicable, and shall make a determination as to whether to refer the Student for Drug and Alcohol testing. If the program director is not available, the Clinical Instructor will consult with another nursing administrative person or faculty member at the Department of Nursing or campus. The decision to send the student for testing will preferably be made with consultation of at least one other administrative person who has assessed the student face to face or has consulted via phone. In the event that another person is not available, the clinical instructor will make the decision independently.
6. If the decision is made to send the Student for testing, the Student shall be notified that he or she will be tested for the presence of Drugs and/or Alcohol. The student will incur costs associated with the initial testing. A student who refuses to undergo testing shall be presumed to have violated this policy. Transportation for both the student and the faculty person to and from the location for testing will be arranged by the Department of Nursing. The Student will be accompanied by a Department of Nursing representative at all times during transportation to the testing site.
7. Each location will determine appropriate safe travel arrangements keeping in mind that the Department of Nursing representative must be in the vehicle with the student.
8. After testing is completed, the Department of Nursing will arrange for the student to be transported home or to the home of a family member or friend. The student will be counseled against driving and encouraged to arrange to be accompanied by a family member or friend. If the student is unable or unwilling to call a family member or friend to transport them home, transportation will be arranged by the Department of Nursing at the student's expense. The ASU representative will remain with the student until transportation is obtained.
9. Tests shall be accomplished via urine sample, or other reliable method. The testing process will be carried out pursuant to the testing protocols of the clinical agency or the testing site. Samples shall be collected by the clinical agency or the designated testing site. A split sample shall be collected. Test results for the presence of Drugs or Alcohol will be interpreted by the testing site. A negative result on a test will not necessitate further testing and no further action shall be taken. In the case of a positive test, the Student shall be contacted by the testing site to determine whether there is any legitimate explanation for the positive test. If no legitimate explanation can be verified by the testing site, the Student shall be given the option of having the second sample tested, at the expense of the Student. If testing of the second sample yields a negative result, no further action shall be taken. The testing site shall advise the Chair of the Department of Nursing of testing results. NOTE: If testing is necessary during a time that the screening clinic is closed, testing will be done at the Clinical agency, if possible, and results will be obtained by the Chair of the Department of Nursing.
10. The University will make reasonable efforts to maintain confidentiality in the administrative handling of matters relating to Student Drug and Alcohol testing.

11. The Clinical Instructor/Supervisor will prepare a written report documenting the observed Student behavior(s) and submit same to the Chair of the Department of Nursing.
12. A Student who has been sent for a Drug and Alcohol test shall be suspended from participation in Clinical Activities until the results are returned. Based on the test results, the Chair of the Department of Nursing will report to the Clinical Instructor whether the Student will be permitted to resume Clinical Activities. If the results are negative, the Student shall be permitted to resume his or her regular Clinical Activities immediately. If the test results are positive for the presence of Drugs or Alcohol, or if the Student refused to submit to testing, the following steps shall be followed.
13. 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. Please review the "Professional Behavior" and "Dismissal Policy" sections detailed within the handbook for further definitions and applicability.
14. If a student tests positive for a prescribed drug, the person must obtain a written statement from a qualified physician stating that the drug level is within prescribed limits and the level does not indicate abuse. The physician must indicate that the drug will not interfere with safe practice in the clinical area.
15. Students requiring the use of over-the-counter or prescribed medications that the potential to impair performance or personal behavior are responsible for being aware of the effect these medications may have. Additionally, they must notify the Program Director, Course Instructor, or Clinical Instructor within 72 hours prior to clinical attendance or drug testing about the use of medications that could impair performance or that has the potential to influence a drug screening.
16. The fact of a positive test result shall be conveyed by the Department of Nursing to the Office of Student Conduct for evaluation of whether the behavior has violated the *Student Code of Conduct*. The Office of Student Conduct will investigate and process the matter in accordance with standard University procedures and the *Student Code of Conduct*. The Designee or staff from the Office of Student Conduct will investigate the allegation and when it appears that a violation may have occurred, the Student will be subject to the University's disciplinary process. The Department of Nursing will be notified of the outcome of this process.

## APPEALS

- A. Student may appeal sanctions by sending a written statement of the basis for the appeal to the Chair of the Department of Nursing, within ten (10) days after the action which is being appealed. The Student's written appeal shall succinctly set forth the basis for the appeal, with supporting documentation, as appropriate.
- B. Within a reasonable period of time after the filing of an appeal, the Chair of the Department of Nursing shall convene a meeting with the Student in an attempt to amicably resolve the matter. If no resolution can be reached, the Chair of the Department of Nursing shall convene a hearing committee, consisting of three (3) faculty members from the Department of Nursing, one of whom shall serve as committee chair. The hearing shall be convened as soon as practicable. The following rules shall apply to the hearing:
  1. The purpose of the hearing is one of fact finding.
  2. The committee shall have full authority to conduct the hearing in a manner that is fair, efficient, and respectful.
  3. Formal rules of evidence do not apply, but irrelevant, immaterial or unduly repetitious evidence may be excluded at the discretion of the committee.
  4. In light of the nature and spirit of the proceeding, representation by legal counsel is prohibited.

5. The hearing shall be closed, meaning that no one beyond the persons involved in the hearing will be admitted.
6. Participants shall include the Student and the Clinical Instructor who observed or was involved in the incident in question. Others with knowledge of the circumstances in question may be permitted to participate, with the permission of the chair of the committee.
7. The Clinical Instructor will address the committee first, followed by the Student. The committee may ask questions of the Clinical Instructor and the Student. The Clinical Instructor or faculty member and the Student may also ask questions of each other, in a polite and respectful manner.
8. Requests for additional information may be made by the committee to the faculty member and the Student.
9. At the conclusion of the hearing, the committee shall dismiss the participants and deliberate in private. The committee members shall then vote on the outcome of the hearing, with each member having one vote. The chair of the committee will inform the Student of committee's decision within one business day after the hearing.
10. The decision of the committee shall be final.

#### **REINSTATEMENT TO CLINICAL PROGRAM/ACTIVITIES**

- A. As a condition for being considered for reinstatement to a Clinical Program and/or participation in Clinical Activities, Students must consent to release to the Department of Nursing the findings, reports and/or recommendations of any drug and alcohol counselors, physicians, psychiatrists, psychologist, etc. as well as the outcome of any actions undertaken by the Office of Student Conduct.
- B. A Student who has been removed from a Clinical Program for a violation of this Policy shall be permitted to return to the Clinical Program upon fulfillment of the following conditions:
  1. Expiration of any academic suspension or disciplinary suspension.
  2. Written documentation of successful completion of all drug and alcohol services recommended or any recommendations by the Office of Student Conduct.
  3. Agreement to voluntarily participate in random Drug or Alcohol screening, the cost of which must be paid by the Student.
- C. A Student's return to any Clinical Program at a Host Facility will be contingent upon re-acceptance by the Host Facility.

#### **ASSISTANCE TO STUDENTS WITH DRUG OR ALCOHOL PROBLEMS**

Students with drug or alcohol problems, whether or not engaged in Clinical Activities, are encouraged to voluntarily seek assistance through University's Student Counseling Department. Professors, instructors and advisers in the Department of Nursing will assist Students with referrals, as requested.

**NOTE:** Any situation that may arise that does not fall within the policy guidelines will be addressed on a case-by-case basis, in consultation with the Department of Nursing, University Student Health Center and University Risk Management.

#### **PROCEDURE FOR INTERVENTIONS RELATED TO ESSENTIAL FUNCTIONAL STANDARDS AND CLINICAL PERFORMANCE**

##### **A. Identification**

1. Faculty or on-site clinical supervisors who determine there is a potential or clear concern that the student is unable to maintain the provision of safe care to patients, or that the student's actions or behaviors are detrimental to the functioning of the healthcare environment, shall remove the student from the clinical area.

2. Depending on the reason for removal, appropriate university resources will be consulted. If an immediate concern is identified, the student shall be transported to the appropriate emergency department for evaluation/treatment or returned to the Department of Nursing for an immediate meeting with the Program Director and/or Chair of Nursing. If the Program Director and/or Chair of Nursing is unavailable, a meeting will be held within one (1) business day with an appropriate administrative representative of Department of Nursing.
3. Transportation of the student from the clinical site to the Department of Nursing or healthcare facility shall be determined by the resources available to the specific Department of Nursing campus policy and resources. Possible resources may include transportation by ambulance, public transportation, or family. Faculty will consult with Department of Nursing administrator to evaluate the safest mode of transportation for the student in light of student behavior and condition.
4. Written evidence of the student's inability to complete the essential functions will be reviewed with the student, and the student will be given an opportunity to respond to the information.
5. A student's unwillingness to follow the Essential Functional Standards policy may be cause for dismissal from the nursing program.
6. Upon satisfactory resolution of the observed functional impairment demonstrated during the clinical experience, the student may be given consideration to return to the clinical site, if mutually agreed upon by the faculty and clinical site.

#### **B. Evaluation Referral and Treatment**

1. Documentation of the student's ability and appropriateness for clinical work may be necessary prior to the student's return to clinical experiences. The Department of Nursing Chair, Dean, or Clinical Facility may request an evaluation conducted by the appropriate professional or agency (e.g., Physical or Mental Health Professional, Student Disability Resources, Office of Student Conduct, etc.) to document the student's ability to return to the clinical site and enact the required essential functions. The cost of the evaluation will be the responsibility of the student.
2. The student must sign a release of information to enable the evaluator to inform the Chair of the student's ability to return to the clinical site and render safe care to patients. The Department of Nursing will provide a copy of this policy and expectations of the student in the clinical site to the identified provider in order to facilitate an appropriate evaluation of the student.
3. Students in need of treatment beyond the initial evaluation may be referred to an appropriate psychological and counseling campus resource, an outside mental or physical health provider, or appropriate agency or office. Costs for treatment services are the responsibility of the student.
4. Failure to comply with the requested assessment, recommended treatment and/or monitoring may result in dismissal from the nursing program.

#### **C. Return to Clinical Practice**

1. In the event that the student has been referred for assessment and/or treatment, a written evaluation by the service provider, which includes an endorsement of the student's ability to enact the essential functions, must be received by the appropriate Department of Nursing Chair prior to the student's return.
2. All medical information will be treated as confidential and maintained according to Albany State University policy and relevant State and Federal regulations. It is only with the student's expressed written consent that information will be shared between the Department of Nursing and service provider. No information shall be shared with the Department of Nursing faculty or personnel unless there is a clear need to know.
3. The student and Department of Nursing representative(s) will review and sign a return to clinical practice agreement, which is reflective of the student's individual needs.



4. The Department of Nursing and/or clinical facility have the right to place conditions on the student's return to clinical experiences.
5. The Department of Nursing faculty will provide direct, on-going supervision of the student's ability to meet the expected essential functions upon the student's return to practice. Appropriate oversight will be maintained by the Department of Nursing.
6. Additional behaviors indicative of unsafe clinical practice may be cause for dismissal from the nursing program.
7. Certain behaviors such as taking and/or being under the influence of certain medications (such as narcotic or antianxiety medications) and/or alcohol during clinical may result in immediate dismissal from the nursing program.

#### **D. Appeals**

1. Student may appeal any aspect of the application of this policy by sending a written statement of the basis for the appeal to the Chair of the Department of Nursing, within ten (10) business days after the action that is being appealed. The student's written appeal shall succinctly set forth the basis for the appeal, with supporting documentation, as appropriate.
2. Within a reasonable period of time after the filing of an appeal, the Chair of the Department of Nursing shall convene a meeting with the student in an attempt to amicably resolve the matter. If no resolution can be reached, the Chair of the Department of Nursing shall convene a hearing committee, consisting of three (3) faculty members from the Department of Nursing, one of whom shall serve as committee chair. The hearing shall be convened as soon as practicable. The following rules shall apply to the hearing:
  - a. The purpose of the hearing is one of fact finding.
  - b. The committee shall have full authority to conduct the hearing in a manner that is fair, efficient, and respectful.
  - c. Formal rules of evidence do not apply, but irrelevant, immaterial or unduly repetitious evidence may be excluded at the discretion of the committee.
  - d. In light of the nature and spirit of the proceeding, representation by legal counsel is prohibited.
  - e. The hearing shall be closed, meaning that no one beyond the persons involved in the hearing will be admitted.
  - f. Participants shall include the student and the supervisor who observed or was involved in the incident in question. Others with knowledge of the circumstances in question may be permitted to participate, with the permission of the chair of the committee.
  - g. The supervisor will address the committee first, followed by the student.
  - h. The committee may ask questions of the supervisor and the student. The supervisor or faculty member and the student may also ask questions of each other, in a polite and respectful manner.
  - i. Requests for additional information may be made by the committee to the faculty member and the Student.
  - j. At the conclusion of the hearing, the committee shall dismiss the participants and deliberate in private. The committee members shall then vote on the outcome of the hearing, with each member having one vote.
  - k. The chair of the committee will inform the student of committee's decision within one business day after the hearing.
  - l. The decision of the committee shall be final.

#### **STANDARD PRECAUTIONS**

The use of standard precautions is the best way to prevent exposure to any type of infection. Students and faculty in the clinical setting must follow Universal Precautions. Students are required to review Standard precautions and hospital policy orientation power point and take an exam prior to starting their clinical experiences and annually.

## **BLOODBORNE PATHOGENS EXPOSURE POLICY**

**Exposure Definition:** Significant exposure includes contamination by blood or other body fluids or high titers of cell-associated or free virus via 1) percutaneous, e.g., needle stick; 2) permucosal, e.g., splash in eye or mouth; or 3) cutaneous exposure, e.g., non-intact skin, or involving large amounts of blood or prolonged contact with blood, especially when exposed skin is chapped, abraded, or afflicted with dermatitis.

## **BARRIER PRECAUTIONS (PERSONAL PROTECTIVE EQUIPMENT)**

- a. All Darton College of Health Professions nursing faculty and students must routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with any blood or other body fluids is anticipated.
- b. Gloves must be worn for touching blood or body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood and body fluids, and for performing venipuncture and other vascular access procedures.
- c. Masks and protective eyewear or face shields must be worn to prevent exposure of mucous membranes of the mouth, nose, and eyes during procedures that are likely to generate splashes or splatters of blood or other body fluids.
- d. Appropriate protective gowns or aprons must be worn during procedures that are likely to generate splashes of blood or other body fluids. For procedures during which you anticipate your clothing will be soaked, fluid resistant aprons or gowns must be worn.
- e. Surgical caps or hoods, shoe covers or boots must be worn in instances where gross contamination with blood/body fluids is reasonably anticipated (i.e. surgery, trauma).

## **POST-EXPOSURE EVALUATION AND FOLLOW-UP**

- a. Faculty and/or students who experience a needle stick or other occupational exposure are to do the following:
- b. Immediately report all blood or body fluid exposures via needle sticks, punctures, or broken skin or mucous membrane contact
  - Students: to the instructor;
  - Faculty: to the Chair of Nursing.
- c. Clean the area involved thoroughly with soap and water. For splash to eyes, mouth or nose, flush with copious amounts of water.
- d. Report to the nearest Emergency Department for further treatment. Students are responsible for any cost incurred in the treatment and/or follow-up of an exposure. Faculty expenses will be covered by Worker's Compensation; however, faculty must follow the University of Georgia Policy on Worker's Compensation Benefits and Return-To-Work found online at the [Georgia Department of Administrative Services \(DOAS\) Insurance Services](#) webpage.
- e. Faculty should alert the charge nurse, nurse manager, and/or unit director of bloodborne exposure (if Emergency Department does not) and request they enact their facility protocol regarding testing of the source.
- f. Faculty will complete post exposure documentation to include: the route of exposure and circumstances related to the incident; and HBV/HIV antibody status of the source (if known).
  - If the source person can be determined and permission is obtained, collection and testing of the source person's blood will be done to determine the presence of HIV or HBV (per facility protocol). Students may incur additional expense for testing of the source. These results will be forwarded to the Emergency Department.
- g. Documentation of each incident and associated records will be kept in the faculty member/student's file with limited access and strict confidentiality maintained.
- h. During all phases of the follow-up, confidentiality of the faculty member/student will be protected.

## RETURN TO CLINICAL AFTER EXTENDED ABSENCE

Students enrolled in clinical courses who require surgery, hospitalization, under the care of a physician post-accident, or sick for an extended period of time (5 or more days) must provide verification from a physician that the student may return to clinical activities without restrictions. In addition, any student with limitations or the use of an assisted device will be required to follow the clinical institution's policy.

## STUDENT PREGNANCY CLINICAL POLICY

For the safety of the pregnant student, she should be aware of potential risks related to some learning experiences such as, but not limited to, communicable disease(s), strenuous activity, toxic substances including radiation, and the potential for bodily harm. The student should consult with her faculty member prior to the clinical experience to be made aware of any clinical agency policies related to pregnant individuals such as not entering where radiation therapy is being administered. Neither Albany State University nor its affiliating clinical agencies assume responsibility for any harm that might occur to a fetus or a pregnant student.

## USE OF ELECTRONIC DEVICES IN CLINICAL POLICY

This policy is to establish guidelines for appropriate and professional use of electronic devices (e.g., cell phones, smart phones, tablets, computers) during clinicals by nursing students. "Clinical" is defined as the various settings utilized in any clinical nursing course (for example, skills laboratory, acute care facilities, sub-acute care and rehabilitation facilities, long-term care facilities, clinics and physician offices, and community settings). Students **must first adhere to the policies of the clinical facility**, as well as this Department of Nursing policy, regarding the use of electronic devices in clinical settings.

If electronic devices are approved for use according to clinical facility policy, the following restrictions apply:

- Electronic devices may only be used for clinically-related reasons as approved by each clinical instructor and/or course coordinator.
- All devices must be kept on "silent" or "vibrate" mode in the clinical setting.
- Use of electronic devices for personal communication (e.g. email, text, social media) or other personal reasons unrelated to clinical is strictly prohibited.
- Taking any voice recordings, photographs, or videos during clinical is strictly prohibited.
- Students are responsible for adhering to the federal Health Insurance Portability and Accountability Act (HIPAA) and Information Technology for Economic and Clinical Health (HITECH) regulations regarding protected health information. Students may not download or store any confidential patient data on a personal electronic device.

Violations of this policy and/or the policy of the clinical facility may result in clinical remediation or failure.

## CLINICAL PLACEMENT PRECEPTORSHIPS

The Department of Nursing sets criteria for, coordinates, and evaluates preceptorship experiences as they relate to the course and program objectives for nursing courses requiring clinical experiences. At the undergraduate level, clinical preceptorships may be offered as an alternative to instructor-led clinical experiences and, if available, are reserved exclusively for students enrolled in their final semester of program matriculation. Undergraduate preceptorships are **not** guaranteed.

If the participating clinical agency and/or clinical preceptor denies a student's initial or continued participation in an approved preceptorship, the Department of Nursing has no obligation to find an alternative preceptorship for the student, and the student will be required to participate in the instructor-led clinical experience. Similarly, if the student refuses the approved preceptorship, the Department of Nursing has no obligation to find an alternative preceptorship, and the student will be required to

participate in the instructor-led clinical experience. Students are not permitted to “trade,” “switch,” “give away,” or otherwise attempt to modify the terms of their or another student’s preceptorship participation under any circumstance, and students who attempt to do so may be subject to disciplinary action by the Department of Nursing on the grounds of unprofessional conduct.

### **CRITERIA FOR PARTICIPATING AGENCIES**

The participating agency must

1. Be exemplary of the policies and philosophy necessary to achieve the optimal goals of the Department of Nursing.
2. Assume an active role in providing realistic learning experiences and supportive supervision of students.

### **CRITERIA FOR PRECEPTOR SELECTION**

The clinical preceptor must

1. Be selected by the participating clinical agency as qualifying to serve as a clinical preceptor, if applicable.
2. Be a registered nurse currently licensed according to the Law of Georgia.
3. Have at least a baccalaureate degree in nursing. When a preceptor does not have a baccalaureate degree in nursing, clinical expertise may be considered in making the selection.
4. Have at least one (1) year of experience in their current position or in a position commensurate with the goals and objectives of the student.
5. Have prior experience in supervising professional nursing staff and/or nursing students in higher educational programs.
6. Provide evidence of continuing professional education in the area of clinical practice and/or in the area of an “expanded nursing role.”
7. Complete the Georgia Board of Nursing’s **Preceptor Qualification Record**.
8. Complete the Department of Nursing’s **Preceptor Agreement Form**.
9. Complete the Department of Nursing’s **Preceptor Orientation Packet** for the purpose of reviewing the Department of Nursing’s philosophy, conceptual framework, program objectives and evaluation process.

### **PRECEPTORSHIP ROLES AND RESPONSIBILITIES**

The **student** will

1. Coordinate with the assigned clinical preceptor to determine the day(s), hours, and clinical environment in which the preceptor experience is set to occur.
2. Submit a copy of the clinical objectives for the learning experience.
3. Produce written plans for implementation of clinical objectives.
4. Maintain an accurate log detailing the learning activities and/or nursing practice.
5. Conduct selective pre- and post-experience conferences with the clinical preceptor.
6. Submit a summary of clinical experiences.
7. Maintain all clinical documentation required for attainment of full rotational clearance throughout the entirety of their clinical preceptorship.

The **course instructor(s)** will

1. Review course and clinical objectives as they relate to the expected learning experiences with student and clinical preceptor.
2. Approve the student’s clinical objectives and implementation plan.
3. Review the student’s log on a weekly basis and provide feedback.
4. Be available via telephone during clinical hours for student and preceptor consultations and to review the progress of the preceptorship.

5. Meet with the clinical preceptor at selected times during the semester to discuss the student's progress.
6. At the conclusion of the preceptorship, collaborate with the clinical preceptor for the final clinical evaluation.

The **preceptor** will

1. Enter into a written agreement with the Department of Nursing and the participating clinical agency to serve as a clinical preceptor.
2. Be assigned to **no more than** two (2) students at any given time.
3. Provide supervision for the student in the selected clinical.
4. Meet with the students and faculty at selected times during the semester to discuss the student's progress.
5. Collaborate with the faculty for final evaluation of the student's performance, using the clinical evaluation of Albany State University.
6. Submit a short summary of strengths and summary of the preceptor's role and offer suggestions for improvements.
7. Review the clinical objectives

## SECTION V: STUDENT RESOURCES

### APPEAL PROCESSES AND PROCEDURES

#### CHAIN OF COMMAND

Students seeking an appeal of any nature must **always** utilize the following chain of command:

1. Course Faculty/Instructor. If unresolved, the student may appeal to the
2. Program Director/Academic Advisor. If unresolved, the student may appeal to the
3. Department Committee. If unresolved, the student may appeal to the
4. Department Chairperson. If unresolved, the student may appeal to the
5. Dean of the College. If unresolved, the student may appeal to the
6. Provost for Academic Affairs/Vice President for Student Affairs. If unresolved, the student may appeal to the
7. President of the University. If unresolved, the student may appeal to the
8. Board of Regents of the University System of Georgia.

Students are expected to adhere to the published chain of command. Rare exceptions to this chain of command can be made but must be determined on a case-by-case basis. It is the responsibility of both the student and the members within each level to ensure compliance with the chain of command.

#### GRADE APPEAL POLICY

A Per University policy, any student who believes that they have been assigned a final course grade that is miscalculated, unfair, biased, or based on an unwarranted deviation from the established grading procedures may appeal their grade. Please be aware that grade appeals are **only applicable for final course grades** and thus cannot be submitted until **after** the formal publication of final grades by the University. Additionally, appeals based on ATI and/or Math Medication Administration/Dosage Calculation exam performance are **NOT** accepted, as these grades are non-appealable. As each step of the grade appeal process may take up to 10 business days to complete, grade appeals may be submitted no later than **10 business days** following the formal publication of final grades. The Department of Nursing reserves the right to automatically deny appeals submitted after this point.

In order to ensure adherence to the chain of command and timely process of grade appeals, students wishing to submit an appeal of their final course grade must follow this process:

#### Step 1: Instructor Level

- Prior to the formal publication of final grades by the University (and preferably before the last day of classes), every effort should be made to resolve any questions or concerns that the student may have regarding their course performance. Students are encouraged to utilize their instructor's scheduled office hours and/or counseling sessions to discuss these matters.
- Following the formal publication of final grades by the University, if the student is dissatisfied with their final course grade, they must first arrange a meeting with their course instructor no later than **10 business days** following its publication.
- If no satisfactory resolution can be made, following this meeting, the course instructor will provide the student with some form of documentation detailing the outcome of this grade review.

#### Step 2: Program Director/Coordinator Level

- If the issue remains unresolved at the instructor level, the student may then complete the "Student Grade Appeal Form" included within this handbook. This form must be completed and submitted no later than **10 business days** following the formal publication of final grades. **No appeals will be accepted after this point.**

- In preparing this document, the student should collect all supplemental documentation that supports their assertion that their final course grade that was miscalculated, unfair, biased, or based on an unwarranted deviation from the established grading procedures. This may include documented exchanges with the course instructor, program director, and/or departmental chairperson; documented troubleshooting with representatives from GeorgiaVIEW, Distance Learning, and/or Information Technology Services (ITS); ITS HelpDesk ticket submissions/resolutions; excerpts from course syllabi, student handbooks, and/or academic catalogs; course and/or academic calendar(s); course announcements; grading rubrics; assignment feedback; and documentation related to excused absence(s). The student must also include the documentation from the original resolution attempt.
- Upon completion, the student will submit this form and all supporting documentation to the appropriate Program Director/Coordinator and must arrange a meeting within **10 business days** following their meeting with the course instructor. The student must also Cc their course instructor on the Student Grade Appeal Form.
- If no satisfactory resolution can be made during this meeting, the Program Director/Coordinator will provide the student with some form of documentation detailing the outcome of this secondary review, which must be included with the Student Grade Appeal Form.

### Step 3: Admission, Progression, and Retention Committee Level

- If the issue remains unsatisfactorily resolved with the instructor and the Program Director/Coordinator, the student must then submit the appeal form and all supporting documentation to the chairperson of the Department of Nursing's Admission, Progression, and Retention Committee. The student may also Cc the departmental chairperson for reference. *(Students may contact the Department of Nursing at (229) 500-2330 to acquire the contact information for these individuals.)*
- Within **10 business days** following receipt of the Student Grade Appeal Form, the Admission, Progression, and Retention Committee will convene a review panel comprising at least two (2) faculty members (excluding the student's instructor), one of whom may be the chairperson of the committee itself.
- This committee will then independently investigate the issue utilizing the information and documentation provided by the student and the course instructor. Following the conclusion of this investigation, the Committee will prepare a document detailing the recommended course of action and the rationale behind this decision. Based on this recommendation, the following will occur:
  - If the Committee recommends a grade change **should not** be made, the chairperson of the Admission, Progression, and Retention Committee will present their recommendation to the Chair of the Department of Nursing. The Committee chairperson will then contact the student via their student email address to inform them of this decision, providing them with the aforementioned rationale document and returning their grade appeal packet in its entirety, should the student desire the further pursue the appeal.
  - If the Committee recommends a grade change **should** be made, the chairperson of the Admission, Progression, and Retention Committee will present their recommendation to the Chair of the Department of Nursing. If the departmental chairperson agrees with this decision, the course instructor will be requested to initiate a Request to Change a Grade with the Office of the Registrar. The Committee chairperson will then notify the student once the grade change process has been initiated.

### Step 4: Chair Level

- If the issue remains unsatisfactorily resolved following notification by the chairperson of the Admission, Progression, and Retention committee, the student must then arrange to meet with the



Chair of the Department of Nursing within **10 business days** following notification of the panel results.

- Prior to this meeting, the Chair will review the grade appeal form, all supporting documentation, and the recommendation made by the Admission, Progression, and Retention Committee.
- If no satisfactory resolution can be made during this meeting, the Chair will provide the student with some form of documentation detailing the outcome of this review. With the additional input provided by the Chair, the grade appeal packet is considered as complete as possible at the department level.

#### **Step 5: Post-Department Level**

- If the issue is not satisfactorily resolved at the Chair level, the student may appeal their grade to members of upper administration as detailed by the Chain of Command, beginning with the Dean of the Darton College of Health Professions.

#### **APPEAL OF ADMISSION/DISMISSAL STATUS**

Decisions regarding the student's admission or dismissal status may be appealed. If the student is denied admission to the desired undergraduate program or has been dismissed for the reasons detailed in the "Dismissal Policy" of this handbook, the student may appeal the decision to the Department of Nursing. This appeal must be made in writing to the Department of Nursing's Admission, Progression, and Retention Committee and submitted within **10 business days** of either the denial of application for admission or notification of dismissal from the nursing program for cause. If the issue is not satisfactorily resolved, the student has the right of further appeal this decision at the post-committee levels published in the chain of command.

#### **APPEAL OF IMPAIRED STUDENT POLICY**

Student may appeal sanctions by sending a written statement of the basis for the appeal to the Chair of the Department of Nursing, within ten (10) days after the action which is being appealed. The student's written appeal shall succinctly set forth the basis for the appeal, with supporting documentation, as appropriate.

Please refer to the "Impaired Student Policy" within the Clinical Policies section for a detailed breakdown of this appeal.

#### **APPEAL OF INTERVENTIONS RELATED TO ESSENTIAL FUNCTIONAL STANDARDS AND CLINICAL PERFORMANCE**

Student may appeal any aspect of the application of this policy by sending a written statement of the basis for the appeal to the Chair of the Department of Nursing, within **10 business days** after the action that is being appealed. The student's written appeal shall succinctly set forth the basis for the appeal, with supporting documentation, as appropriate.

Please refer to the "Procedure for Interventions Related to Essential Functional Standards and Clinical Performance" within the Clinical Policies section for a detailed breakdown of this appeal process.

#### **THE RIGHT TO SHARE IN POLICY MAKING**

##### **UNIVERSITY POLICY**

The Albany State University students have a collective right to an appropriate voice in the making of institutional policy generally affecting their social or academic affairs; however, this right is subject to the

supervening responsibility of the institution to assure adequate protection for essential interests and policies of the institution. This collective right is recognized by the inclusion of student representation with full voting privileges on all standing institutional committees. To the extent that students are foreclosed from sharing in the making of particular decisions, or kinds of decisions, the institutional policy or interest deemed to require the foreclosure will be explicitly stated. Students will always share in the formulation of standards of student conduct. The status of the University as a fully accredited member of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires that caution be exercised in retaining any student who falls below the accepted academic standards. Students are reviewed each year to determine their academic status. Students are notified of extended probation and suspensions.

## **DEPARTMENT OF NURSING POLICY**

The student in the Department of Nursing is first and foremost a member of the Albany State University student body which entitles the student to be a member of the Student Government Association (SGA) of Albany State University, and each enjoys all of the rights and privileges of the SGA and the Student Body of Nursing. The student is eligible to be a member of Georgia Association of Nursing Students (GANS) or/and ASU student nursing organization and is also encouraged to participate in University functions in order to achieve appropriate representation on committees. Students are encouraged to serve on committees in the department of nursing.

## **STUDENT REPRESENTATIVES FOR DEPARTMENTAL COMMITTEES**

### **OBJECTIVES**

- To serve as the official structure to handle student grievances.
- To plan and implement social and professional programs of the department.
- To monitor a body of resource materials for students in the clinical and computer labs.
- To participate on library facilities and services committee.
- To promote and implement continuing education programs and workshops (including Advisory Committee meeting) within the department.

### **RESPONSIBILITIES**

1. Annually reviews existing student policies and makes recommendations for change to the Faculty Governing Board.
2. Assists student(s) with grievance by
  - searching out all facts
  - gathering correct information
  - making recommendations to Faculty Governing Board
3. Serves as advisory committee for professional ceremonies and student organization each year according to the wishes of the class and protocol of the University
4. Provides leadership for identifying and recognizing honor students and outstanding students at appropriate ceremonies.
5. Makes recommendations for new acquisitions in clinical and computer lab in conjunction with coordinators and based on student and faculty needs.

## **ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)**

ATI Nursing Education (Assessment Technologies Institute®) is a technology-based educational assessment and testing program. The program's focus is helping students succeed in the licensure examination (NCLEX) that all graduates need to successfully pass in order to practice nursing after graduation.

Today's nursing students are diverse with different learning styles and needs. ATI Nursing Education's learning systems are designed to offer a variety of learning methods. ATI information and services are available to students throughout their academic career and one year after graduation. The following is a summary of the ATI testing that students are exposed to across the nursing curriculum.

**NOTE:** Students are assessed a fee for the ATI program material and resources which is included in their tuition each semester. Additional materials are available for purchase through ATI; however, in order to contain cost and present our students with the best NCLEX preparation package, the materials and fees associated with ATI are negotiated annually between the Department of Nursing and ATI. In addition, there is a multitude of additional information available on the [ATI website](#) at no additional cost.

ATI assessment results are a designated portion of the course grade and identify content areas needing further study for successful completion of NCLEX. The cost associated with materials (textbooks, skills modules, handbooks, tutorials, online assessment testing, proctored exams, and the NCLEX Live Review) is the student's responsibility, and all students are required to purchase the materials and take the exams. ATI Cost Fees are **NOT** refundable.

### CONTENT MASTERY SERIES

The *Content Mastery Series* (CMS) is a group of proctored and online practice assessments and review guidance.

The *Content Mastery Series Assessments* provide essential data regarding a student's mastery of concepts in relation to specific nursing content areas, including a series of *Targeted Medical Surgical* tests that address individual body systems to provide formative evaluation of content prior to the final medical surgical course.

Content-specific assessments provide proficiency levels that measure a student's level of knowledge acquisition. NCLEX® readiness is measured with the *RN Comprehensive Predictor®*. A practice version called the *Comprehensive Assessment* helps students prepare for the *Comprehensive Predictor*. Proctored and practice assessments are currently available, so faculty may use them in whatever combination or sequence works best for them and their students.

Both students and faculty can generate a score report after each assessment. Students can also create a *Focused Review®* to guide remediation along with each score report. *Focused Review* refers students to the *Content Mastery Series Review Modules* and *Active Learning Templates* to remediate content deficiencies.

### CUSTOMIZED LIVE NCLEX REVIEW

The *Customized Live NCLEX Review* is formatted based upon class performance on the *ATI Comprehensive Predictor*, one of the final exams used within the Comprehensive Assessment and Review Program (CARP). This 3-day live review is designed to improve competency on topics that need additional instruction. The review is highly interactive and is closely aligned with the NCLEX Test-Plan. Test-taking strategies, critical thinking, and Q&A are presented. Upon completion of the review, students receive a customized, individual study plan to continue exam preparation.

The *Customized Live NCLEX Review* is scheduled during the final semester of a student's program matriculation. **Students must attend all 3 days of the live review as part of the course grade, and students who do not attend may receive a failing grade for the course for failure to meet all class/clinical requirements.**

### DOSAGE CALCULATION AND SAFE MEDICATION ADMINISTRATION

*Dosage Calculation and Safe Medication Administration* is an interactive, media-rich, online tutorial and practice assessments designed to provide curricular support for faculty and help students learn the basics of safe medication administration. The Dosage Calculation series improves comprehension and critical-thinking skills in relations to safely calculating medication dosages. Students get the change to practice clinical reasoning and problem-solving skills while working through an in-depth tutorial and real-life case scenarios at their own pace.

## LEARNING SYSTEM

*Learning System* offers curriculum support to faculty by providing learning-enhanced quizzes to guide students' mastery of nursing and nursing-related content. Alignment of quizzes to the curriculum allows instructors to assign quizzes that correspond with the content covered in the course. The use of learning-enhanced quizzes in *Learning System* promotes student success throughout the nursing program and on the NCLEX® exam.

*Learning System* provides practice in content-specific areas, which allows students to identify their strengths and focus efforts on their areas of need. Faculty can identify which areas to direct students' attention to for remediation using ATI practice assessments and tutorials.

ATI is committed to increasing student confidence by providing students with experience answering NCLEX-style questions in a variety of quizzing formats. With *Learning System*, students can assess their knowledge through pre-set quizzes, build a customized quiz that focuses on specific categories, or test their category specific comprehension in an adaptive quizzing environment.

## NURSE LOGIC

NurseLogic 2.0 is an interactive, media-rich, online tutorial designed to introduce students to the new **ATI Helix of Success**. This model illustrates how knowledge and clinical judgment, supported by concepts derived from the QSEN Competencies and the Institute of Medicine (IOM) recommendations for nursing education, can prepare the student for academic and NCLEX® success. This robust and interactive tutorial introduces nursing students to core concepts relevant to nursing practice, arms students with study and test taking skills, and introduces them to the NCLEX examination process.

Faculty and students both will benefit from a wide array of case studies, applied learning examples, and learning resources that support student success throughout the curriculum. The depth and breadth of the content will provide beginning and advanced students valuable information they can use in classroom and clinical settings.

## SKILLS MODULES SERIES

The *Skills Modules Series* helps students master more than 180 essential nursing skills ranging from providing client hygiene and obtaining vital signs to administering blood products and maintaining surgical asepsis. Each of the 30 modules can stand alone as a teaching and learning tool that can be aligned to theoretical, laboratory, and clinical area course content in a way that best fits your curriculum. The self-paced and interactive modules feature tutorials, step-by-step demonstration videos, checklists, evidenced-based research summaries, animations, and case-study activities. They are accompanied by pretests and posttests to assess student learning. The *Skills Modules Series* will support students' learning and skill-building, so that they enter the on-site skills laboratory with increased confidence, more refined clinical judgment skills, and a readiness to spend hands-on time finessing technique instead of learning the steps.

## TARGETED MEDICAL SURGICAL TESTS

Each 30-item *Targeted Medical Surgical* test offers an assessment of the student's basic comprehension and mastery of adult medical surgical nursing principles. ATI Nursing identified content for these

assessments based on the NCLEX-RN® test plan, topics in primary references, and collaboration with multiple nursing programs across the U.S. The assessments are only available online, include rationales, and cover the following content areas:

- Cardiovascular
- Endocrine
- Fluid, Electrolyte, and Acid-Base
- Gastrointestinal
- Immune
- Neurosensory and Musculoskeletal
- Perioperative
- Renal and Urinary
- Respiratory

### OFFICE OF FINANCIAL AID

Albany State University's [Office of Financial Aid](#) will provide financial assistance to students and parents for the purpose of financing their education. The Office of Financial Aid will serve its customers (actual and potential) by providing proper customer service, adequate consumer information and also by providing adequate financial aid packages to meet their financial needs based on their individual eligibility to meet their cost of attendance (direct and indirect).

Students' financial aid application materials will be used to determine eligibility for both federal, state and institutional aid. There are four basic types of financial aid available: Grants, Scholarships, Employment, and Loans. Financial aid is subject to enrollment and attendance in an eligible program at ASU. All financial aid award letters will reflect awards based on full-time enrollment. As a result, students not enrolling as a full-time student (12 credits or more for an undergraduate, 9 credits or more for a graduate student) may need their packages revised and/or may receive less aid disbursed than awarded. Both undergraduate and graduate students must be enrolled in and attending at least 6 hours and have not met any federal loan borrowing limits to be eligible for loan funding.

**Please be aware that the Albany State University Office of Financial Aid reserves the right to adjust your awards due to changes in your enrollment status, satisfactory academic progress status, availability of funds, or the receiving of conflicting information.** ASU accepts no responsibility to replace any funds denied due to tardiness or failure to comply with regulatory guidelines. Any balance owed as a result of cancellation or adjustment of awards is the student's responsibility to pay. The student will be notified of any changes in federal, state, or institutional funds via ASU email.

### DIVISION OF STUDENT AFFAIRS AND SERVICES

The [Division of Student Affairs](#) is a mission-driven team that aims to enrich the Golden Ram experience for all students in the Albany State University tradition. Student learning and success is the cornerstone of all we do for you, OUR students. It is our goal to enhance the quality of campus life for all students, employees, parents, and community members, and we do this by incorporating excellence and innovation in the delivery of programs, services, and facilities.

Please refer to their webpage for a comprehensive list and description of services available to students, including the following:

- Civic Engagement
- Department of Counseling and Student Accessibility Services
- General Student Complaints
- Housing and Residence Life
- Office of Career Services
- Office of Greek Life & Diversity Engagement

- Office of Student Support and Student Conduct
- Office of Student Engagement
- Student Health Services
- Student Support Resources
- Student Wellness Resources

## COUNSELING AND STUDENT ACCESSIBILITY SERVICES

The [Department of Counseling and Student Accessibility Services](#) collaborates with other university divisions and community liaisons to provide a wide range of services for students. The scope of services that this department provides includes individual, couple, and group counseling; crisis intervention; outreach workshops; referrals to off-campus resources when appropriate; and reasonable academic accommodations for students with documented disabilities. Their office's contact information is as follows:

Counseling and Student Accessibility Services  
 504 College Drive  
 Billy C. Black Building, Room 170  
 Albany, GA 31705  
 (229) 500-2013 (phone)  
 (229) 878-3030 (fax)  
[counselingservices@asurams.edu](mailto:counselingservices@asurams.edu)

Students requesting accommodations should submit the appropriate form(s) and requested documentation found via the Department of Counseling and Student Accessibility Services [Forms webpage](#). This will include:

- Completed voluntary disclosure of disability form,
- Completed authorization for release of information,
- Documentation of disability—current statement from medical doctor or evaluation from psychiatrist/psychologist,
- Copy of detailed course schedule (schedule with names of instructors) for current semester—print from BANNER

**Note:** *Each semester students need accommodations, they must provide the Student Disability Center with a copy of their detailed course schedule.*

## ADDITIONAL STUDENT RESOURCES

### WRITING CENTER AND MATH CENTER

- The Writing Center is located in room C-102 on the West Campus and in the Fine Arts Building, Room 206 on the East Campus. The Albany State University Writing Center is designed to help students, free of charge, develop the writing skills necessary to achieve success not only in college courses at ASU, but also in their careers after graduation. Writing proficiently ensures success academically and in the workplace. The Writing Center staff is committed to providing constructive feedback throughout the writing process at all ability levels, utilizing an active learning approach that allows students to take complete responsibility for their success. The Writing Center will assist in all writing assignments for all academic disciplines, not just English writing courses, and is committed to providing a site where students can complete their writing assignments in a supportive environment free from distraction and disruption. There is full-time online assistance available in the writing center for all online and distance education students.

- The Math Center is located in I-110 on the West Campus and in Simmons Hall Rooms 319 and 327 on the East Campus. The Math Center provides support for any math class on campus, from the earliest remedial class up through the upper level math courses. The highly skilled staff consists of a coordinator, an assistant coordinator, and several student workers. The Math Center is open for students who want to “drop-in” for homework help and/or need clarification on a mathematical topic. The center is also open to online math students who may find it difficult to grasp a topic and need assistance. Support is provided in a number of ways. Students can receive one-on-one tutoring from any staff member. In addition to individualized assistance, different technologies are available. Students have the choice of working on a computer with different software packages or they can watch videos (either from the Internet or on DVD). Several links are provided to helpful web sites that offer lessons, quizzes, and additional instruction in several areas of mathematics. For the online math center, hours are Monday and Wednesday, 6:00pm – 11:00 pm EST. The Online Math Center uses Blackboard Collaborate to connect tutors with students.

## **TUTORING**

Online tutoring resources for ASU students are available 24/7. These resources provide tutoring in a variety of subjects including writing assistance, essay review, mathematics, nursing, and IT support for Microsoft Office. To access these resources, simply click the icon on the toolbar from within your online course and follow the prompts.

Additionally, Albany State offers on-campus tutoring in the [Centers for Academic Excellence](#), as well as Tutoring on Demand (TOD) during hours of operation. You can also access TOD from the Study Aids tab to join online tutoring via WebEx.

To connect with additional resources in classroom skills, major exploration, and degree planning, please schedule an appointment with your academic advisor by going to [EAB](#) or contact ASU Student Success at [studentsuccess@asaurams.edu](mailto:studentsuccess@asaurams.edu) or (229) 500-2927.

## **PEER TUTORS**

For nursing students, peer tutors are available upon request. In addition, students taking courses online have access to library resources and technical support 24/7, disability services, and both on-site and electronic proctored testing.

## **GEORGIAVIEW ORIENTATION**

GeorgiaVIEW orientation is now mandatory for all students prior to accessing scheduled courses. The Online/GeorgiaVIEW Orientation provides students with information on accessing academic and student support services from a distance, as well as, providing helpful tutorials for learning in the GeorgiaVIEW learning management system environment.

## **STUDENT HEALTH SERVICES**

Please refer to the “Student Affairs and Services” section in the *Albany State University Academic Catalog* for a comprehensive list and description of services available to students via Student Health Services, and Campus Life.

## **LOCAL LIBRARIES**

Albany State University cooperates with other colleges and universities in the Georgia University System in the inner-library loan program providing students access to all available materials in the total system of the thirty-five (35) institutions.



The Dougherty County Library has useful research facilities and it is open to all Albany residents. The Phoebe Putney Hospital is also open to our students and faculty. It stocks many medical and nursing specialty books and journal.

The James Pendergrast Memorial Library, the central University Library, has available appropriate books, periodicals, films, other references and electronic services to adequately support the learning, teaching and research to meet the needs of students and faculty. References are comprehensive and current. The Library also makes available curriculum materials, Census materials and selected government documents. CD-ROM service gives users access to Electronic Indexes (Medline, Infotrac, Ethnic Newswatch, ERIC Newsbank, Business Newbank Plus and JSTOR). Audiovisual materials (video cassettes, audio cassettes, films), automatic public catalog with 10 terminals are available.

Students can now find out the passwords each semester online via the following process:

1. Log onto your GeorgiaVIEW
2. Go to your home page and click on “Galileo”

## GENERAL USE COMPUTER LABS

### USER POLICIES

- No food or drink are allowed in the computer lab
- No cell phone use in the computer lab
- Keep noise level to a minimum
- No viewing of pornography in the labs
- Be responsible for your own possessions
- Save your data to a USB flash drive often
- Since the lab can fill to capacity, allow for ample time between assignment due dates to ensure adequate computer time
- Be organized and prepared for your time spent in the lab
- Printing and copying are available; please ensure there are funds available on your account for printing and copying
- Log onto computers using your Network ID and Password
- Do not forget to remove the USB from computer and log off your account
- For paper and ink replacement, contact the ITS Helpdesk or Department Secretaries
- If you are unsure about lab policies, contact the ITS Helpdesk at 229-500-4357
- If you are having trouble logging in the computer, contact the ITS Helpdesk at 229-500-4357

**NOTE:** *Any documents saved on the computers are not guaranteed to be available after logging off. Please save your documents to a USB drive or send yourself an email to store any documents before logging off of your session.*

### LAB LOCATIONS

The following computer labs are accessible to all registered students:

- **East Campus**
  - Billy C. Black Building, Room 182
  - Catherine Hartnett Criminal Justice Building, Room 106
  - HPER Gym, Room 242
  - James Pendergrast Library, Room 108
  - James Pendergrast Library, Room 224
  - James Pendergrast Library, Second Floor
  - James Pendergrast Library, Third Floor

- Peace Hall, Room 122
- Peace Hall, Room 228
- Student Center Lobby
- **West Campus**
  - “A” Administrative Technology/Computer Lab, A-183
  - “E” Physical Education (Cavalier Arena) Lobby, E Building
  - “C” Student Center Lobby
  - “G” Harold B. Wetherbee Library, First Floor

## **NURSING STUDENT ORGANIZATION (NSO)**

The Darton College of Health Professions Nursing Student Organization (DCHP-NSO) is an organization open to all nursing students at Albany State University that provides opportunities to broaden the student’s awareness of professional and service experiences in the community. The NSO organizes and encourages student participation in interdisciplinary activities, represents Albany State University at the national and state student nursing conventions, and provides a great chance to get involved socially with others within the major.

NSO is the local chapter of GANS (Georgia Association of Nursing Students) and is composed of students who are enrolled in the nursing program and hold membership in the State Student Nurses’ Association. Nursing students participate in local, state, and national activities and conventions where they have an opportunity to observe and participate in their professional organizations. Students are encouraged to join NSO to enhance professional development.

The Department of Nursing’s faculty strongly encourages attendance at NSO events. Students may request pre-approval from faculty for other NSO-related events. When a scheduled NSO event occurs at the same time as a previously scheduled clinical, the following rules apply:

1. Approval must be obtained in advance for a missed clinical.
2. Faculty discretion is used based upon course grade, previous attendance in clinical, remediation in any course, and/or general academic standing. Faculty determines if make-up is required.
3. Attendance at an approved NSO event may allow a student to be excused from a maximum of one (1) clinical day per nursing course, for a maximum of two (2) nursing courses.
4. Students may be required to do the following for the clinical instructor:
  - Write a short one- to two-page report on the activity
  - Provide a brief 10-minute verbal report post-conference
5. Course syllabus attendance policy overrides this option. Students should be aware that their grades could be adversely impacted and should communicate with their instructor about their course grade in advance.

## **OTHER NURSING ORGANIZATIONS**

### **AMERICAN NURSES ASSOCIATION (ANA)**

The American Nurses Association is a full-service professional organization representing the nation’s 2.6 million Registered Nurses through its 50 constituent states associations and 13 organizational affiliate members. ANA advances the nursing profession by fostering high standards of nursing practice, promoting the economic and general welfare of nurses in the workplace, projecting a positive and realistic view of nursing, and by lobbying the Congress and regulatory agencies on health care issues affecting nurses and the public.

(Courtesy: [American Nurses Association’s website](http://www.nurses.org))

### **GEORGIA STUDENT NURSES ASSOCIATION (GANS)**

The nursing student is encouraged to participate in the GANS organization. Students participate in health screenings, health education programs, and community service activities. Student can exercise their rights and assume responsibility to discuss, inquire, and express opinions relative to areas of concern. The student also has an opportunity to express personal views through the open-door policy maintained by the Dean and assigned faculty advisors. Active participation in this organization varies, depending upon student interest. Many students are active in fraternal, sororal, and student government activities and organizations.

### **NATIONAL STUDENT NURSES' ASSOCIATION**

Nursing student may be interested in becoming involved with professional associations, which can enhance their career development. At a national level, students can become involved with the National Student Nurses' Association (NSNA). Some of the benefits with NSNA may include:

1. Leadership Opportunities
2. Nursing Journal Subscription Discounts
3. Convention and Conference Discounts
4. Financial Services
5. Scholarship Program
6. Malpractice/Liability Insurance
7. Publication Resources

### **SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING**

Sigma Theta Tau, International is dedicated to improving the health of people worldwide. Vision: to create a global community of nurses who lead in using scholarship, knowledge and technology to improve the health of the world's people. Mission: Sigma Theta Tau International, Honor Society of Nursing provides leadership and scholarship in practice, education and research to enhance the health of all people. We support the learning and professional development of our members, who strive to improve nursing care worldwide. (Courtesy: [\*Sigma Theta Tau International Honor Society of Nursing website\*](#))

### **SUPPLEMENTAL FORM LOCATIONS**

#### **Physical Documentation (Available On-Site)**

- Program Admission Criteria (also available on website)
- Programs of Study (also available on website)
- Curriculum Patterns (also available on website)
- Curriculum Guides (also available on website)
- West Campus Map (also available on website)
- East Campus Map (also available on website)
- Ram Rush Map (also available on website)

#### **Office of the Registrar's Forms (Available on Website)**

- Academic Renewal
- Application and Certification of Fee Waiver Under Amendment 23
- Application for Graduation and Degree Evaluation
- Authorization to Release Information (FERPA Form)
- Change of Name, Address, or Phone Number
- Enrollment Verification Request Form
- Reinstatement Form
- Request for a Change of Major/Minor/Concentration
- Request to Audit a Course
- Request to Participate in Commencement Without Having Met Degree Requirements

- Withdrawal Forms

**Counseling and Student Accessibility Forms (Available on Website)**

- Client Information and Consent Form
- Voluntary Disclosure of Disability Form
- SDS Authorization for Release of Information
- Disability Services Nondiscrimination Notice
- Request Accommodation Letters
- Students with a Previously Diagnosed Disability
- Request for Housing/Dining Accommodation
- Student Disability Services Office Information Request Form
- Student Test Request Form



**ACKNOWLEDGEMENT:  
RECEIPT OF ASN STUDENT HANDBOOK**

By signing below, I, \_\_\_\_\_, acknowledge that I have received the *Associate of Science in Nursing Student Handbook* and understand that I am responsible for reading, understanding, and adhering to the contents described therein. Additionally, I understand that I am also responsible for reading, understanding, and adhering to the contents described in the *Albany State University Academic Catalog* and the *Student Code of Conduct*.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date