



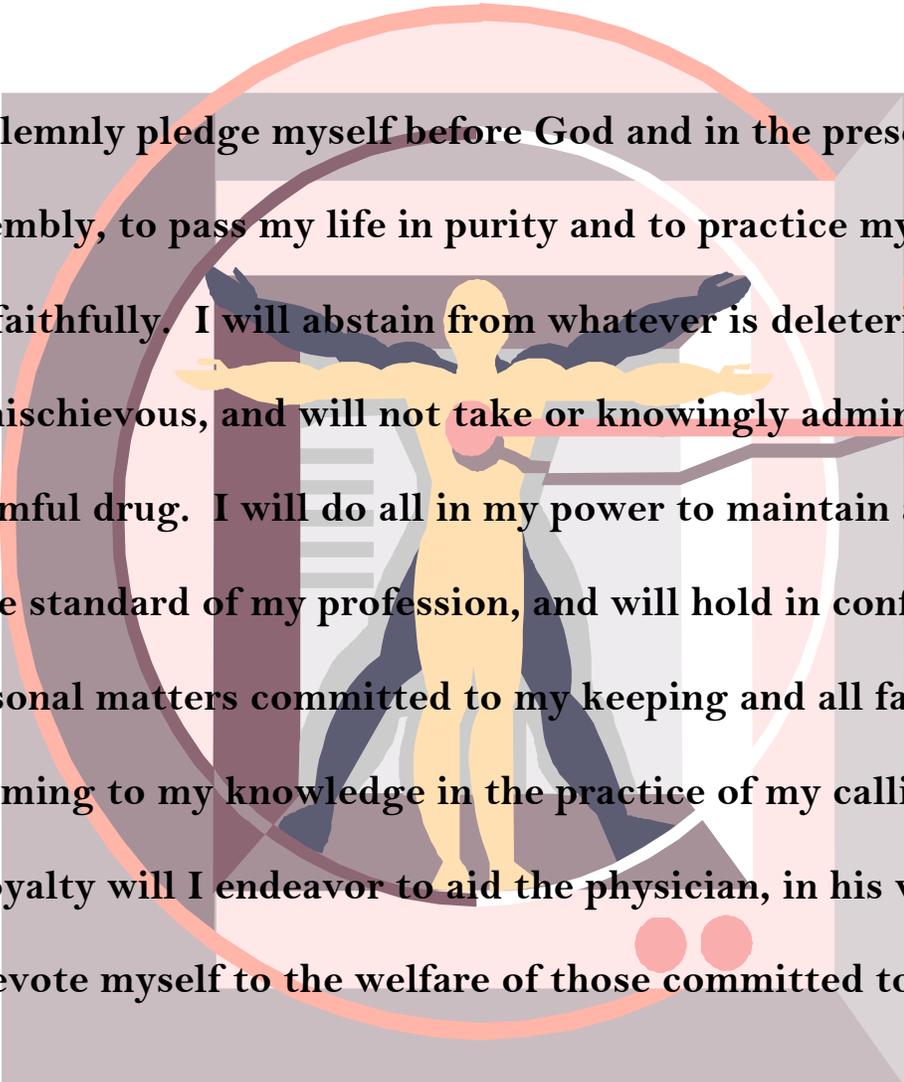
COLLEGE OF SCIENCES & HEALTH PROFESSIONS

DEPARTMENT OF NURSING

UNDERGRADUATE NURSING STUDENT HANDBOOK

**Academic Year
2015-2016**

The "Nightingale Pledge"



I solemnly pledge myself before God and in the presence of this assembly, to pass my life in purity and to practice my profession faithfully. I will abstain from whatever is deleterious and mischievous, and will not take or knowingly administer any harmful drug. I will do all in my power to maintain and elevate the standard of my profession, and will hold in confidence all personal matters committed to my keeping and all family affairs coming to my knowledge in the practice of my calling. With loyalty will I endeavor to aid the physician, in his work, and devote myself to the welfare of those committed to my care.

Lystra Gretter, 1893

Handbook Updated Fall 2015

Revised: 6/ 2008; 9/2009; 7/2010; 5/2011; 8/2011; 2/2012; 08/2013 8/2014; 8/2015; 12/2015

Albany State University
College of Sciences and Health Professions
Department of Nursing
Undergraduate Nursing Student Handbook

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Section I: Introduction & Greetings, History, Mission, Vision, Philosophy and Accreditation

INTRODUCTION

This handbook is prepared for the students in the College of Sciences and Health Professions, Department of Nursing, Albany State University, to provide information related primarily to the Baccalaureate 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 as necessary. The references for general University policies are located in the [Albany State University Catalog](#) and in the [Albany State University Student Handbook](#). Revised 08/2014

The Department of Nursing in the College of Sciences and Health Professions offers the Bachelor of Science in Nursing Degree and the Master of Science in Nursing Degree. The Bachelor's Degree program prepares students for the National Council Licensure Examination (NCLEX-RN) and to practice as registered professional nurses.

The program in nursing is approved by the Georgia Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN). The address of the ACEN is 3343 Peachtree Road NE, Suite 850 - Atlanta, Georgia 30326. Revised 8/2014

GREETINGS FROM THE DEAN

Dr. Joyce Y. Johnson, College of Sciences and Health Professions

Welcome to Albany State University, College of Sciences and Health Professions, Department of Nursing. What a phenomenal experience you have in store for you as a nursing student and after graduation as a baccalaureate-prepared registered nurse (RN)! The world of health care delivery is dynamic, demanding, and daunting. The profession of nursing, however, plays a pivotal role in helping patients meet their health care needs in a caring and holistic way.

You are beginning your journey in professional nursing. For those of you in school for the first time, this is the initial stop on a trip with many possible destinations. Those of you continuing your nursing education know that this is one of many new stops on your ongoing journey. You may end your journey in a staff nurse position in an emergency room, a CEO position in your own nurse-run clinic, or a Dean position in a College of Nursing. You don't have to know your ultimate final destination, but we are delighted you have planned to stop at Albany State University. As a nursing student you will be challenged to devote your time and energies to reading, studying hard and preparing well so that you can provide the best care possible for your patients and become the best nurse you can be.

We, the faculty, are here to guide you through the program so that you can be as successful as possible. I counsel you to put premium gas in your tank (rest and good nutrition), keep your engine tuned up (perfect class attendance, consistent study with tutoring when needed), keep that road map handy (syllabus and schedule of classes/tests), and stay determined to reach each mile-marker safely (passing exam/course grades) until you reach the end of this leg of your journey (graduation). Consult the faculty if you have any road debris or traffic jam that may prevent you from having a successful trip. Obey the rules of the road, follow the directions,

seek help if you get lost, get back on track quickly, and you will successfully reach the end of this stop in your journey. (Your name, _____ RN, BSN).

I encourage each of you today to write your vision below, make it plain so that you may run and not faint. Remember that at Albany State University, our motto is “Students First!” We are here to serve and assist you in your journey. Best wishes to each of you.

GREETINGS FROM THE CHAIR

Dr. Cathy Williams, Department Chair & Fuller E. Calloway Endowed Professor of Nursing



The Faculty and I are delighted that you have selected Albany State University for your undergraduate education in nursing. We congratulate you on your choice and are confident that you will find your educational experience at ASU gratifying and advantageous for many years to come. The faculty and I are here to guide, mentor and nurture you throughout your progression through the undergraduate program. As a student in the College of Sciences and Health Professions, you will have the opportunity to experience a diverse mix of courses in liberal arts, science, and nursing as you gain the education you need to provide high quality care in our dynamic healthcare environment.

The Nursing Student Handbook has been compiled by the Faculty, with student input, in order to present information and policies that are important to your successful completion of the Baccalaureate in Nursing Degree. You are responsible for adhering to the policies and procedures written in this Nursing Student Handbook. I suggest that you read this handbook during your first nursing course so that you are familiar with the Department of Nursing policies and procedures. If you have questions or concerns about any information you read in this handbook, be sure to ask your instructor or advisor for clarification. Your suggestions are welcome for inclusion as additional information that you think would be helpful to your fellow students.

Policies and procedures are subject to change. Faculty reserve the right to revise policies, procedures, and curriculum found within this handbook at any time deemed advisable and appropriate for student success.

HISTORY OF ALBANY STATE UNIVERSITY

Albany State University (ASU), established originally as the Albany Bible and Manual Training Institute and supported by private and religious organizations, was founded in 1903 by Dr. Joseph Winthrop Holley. The Institute provided religious and manual training for African-American youths of Southwest Georgia. The mission was to train teachers to teach basic academic skills and to train in the trades of industries, with special emphasis on domestic science and art. The Institute remained a privately supported Institution until 1917.

In 1917, the Institution became a state-supported, two-year college with a Board of Trustees, and its name was changed to Georgia Normal and Agricultural College. Offering only a limited program in agriculture, the college viewed as its primary purpose the training of elementary teachers. In 1932, the Board of Regents was established, and the Institution became a part of the newly established University System of Georgia.

In order to meet the changing needs of society, the mission of the college was expanded in 1943, and the college was granted a four-year status and was authorized to confer the bachelor's degree in Elementary Education and Home Economics. At this time, the Institution assumed its name of Albany State College. Six years later, the program of the College was again expanded to include offerings in the arts and sciences, with majors in the humanities and social studies. In 1961, the baccalaureate nursing program was initiated as a Division of Nursing.

Always striving to address the educational needs of the time, the graduate studies program, a cooperative effort with Georgia State University, was added to the curriculum during the fall of 1972. Under this program, master's degrees were offered in business education, mathematics education, elementary education, English education, health and physical education, music education, and science education (biology, chemistry, and physics). In the spring of 1975, a master's degree in business administration, through Valdosta State College, was added to the graduate program.

The Division of Nursing received initial accreditation by the National League for Nursing in December, 1982. Under College reorganization in 1985, the nursing program was designated a school with two (2) departments, Nursing and Allied Health Sciences. This school's designation placed the authority of its leader, a nurse, with the status of academic dean directly responsible to the Vice President for Academic Affairs in addition to the other four (4) Deans, (Deans of Arts and Sciences, Business, Education and Graduate School).

Albany State College was approved to award the Master of Business Administration Degree and the Master of Education Degree in fall, 1981. By the 1982 Spring Quarter, the Board of Regents had also granted approval for the College to offer the Master of Science Degree in Criminal Justice. 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. The Master of Science in Nursing areas of concentration were Clinical Nurse Specialist, Nurse Educator and Nursing Administrator. In 1994, the School received approval to offer the Family Nurse Practitioner Concentration. On June 11, 1996, the College's name was officially changed to

Albany State University. Alumni data indicates that Albany State University Nursing Graduates are widely represented at all levels and fields of professional nursing.

On July 1, 2007, the College of Health Professions became the College of Sciences and Health Professions. Three non-health care departments were added to the College: the Department of Criminal Justice and Forensic Science, the Department of Math and Computer Science, and the Department of Natural Sciences. In August 2014, the Department of Criminal Justice was moved to the College of Arts and Humanities and the Department of Health and Human Performance was added to the College. Revised 8/2014

MISSION of ASU

Albany State University, a historically black institution in Southwest Georgia, has been a catalyst for change in the region since its inception as the Albany Bible and Manual Training Institute. Founded in 1903 to educate African-American youth, the University proudly continues to fulfill its historic mission while serving the educational needs of an increasingly diverse student population. A progressive institution, Albany State University, seeks to foster the growth and development of the region, state, and nation through teaching, research, creative expression and public service. Through its collaborative efforts, the University responds to the needs of all its constituents and offers educational programs and services to improve the quality of life in Southwest Georgia.

The primary mission of Albany State University (ASU) is to educate students to become outstanding contributors to society. Offering Bachelor's, Master's, and Education Specialist degrees and a variety of non-degree educational programs, the University emphasizes the liberal arts as the foundation for all learning. Students are exposed to the humanities, fine arts, social sciences and the natural sciences. Global learning is fostered through a broad-based curriculum, diverse ASU activities, and extensive use of technology. A leader in teacher education, nursing, criminal justice, business, public administration and the sciences, Albany State provides a comprehensive educational experience with quality instruction as the hallmark of all its academic programs. The University embraces the concept of "students first" as a core institutional value. ASU is an advocate for the total development of students, especially the under served. At this institution, a wholesome academic environment exists where students can study, learn, and develop. Each student's skills and abilities are cultivated through their interaction with fellow students, faculty, staff, administrators, visiting scholars and community leaders.

VISION STATEMENT AND CORE VALUES OF ALBANY STATE UNIVERSITY

VISION:

Albany State University, a public HBCU, will be recognized as a preeminent institution of higher education in the University System of Georgia and in the Southeastern United States.

CORE VALUES

Diversity

We embrace diversity in our student body, faculty, staff and in the curriculum of the University.

Learning Communities

We believe that learning communities create a collegiate environment in which individuals achieve their full academic potential and personal development.

Quality Learning, Teaching, Research and Service

We value quality learning, teaching, research and service as cornerstones of our University experience.

University Culture

We promote integrity, shared governance and open communication as hallmarks of this University's culture.

Accountability

We are committed to good stewardship of the academic, human, physical and fiscal resources of the University.

ASU DEPARTMENT OF NURSING HISTORY

In September of 1961, under the leadership of Mrs. Rosa Storrs, BSN, Tuskegee Institute, the Baccalaureate Nursing Program, third to be established in the State of Georgia, was initiated at Albany State College as a Division of Nursing, following approval by the Georgia Board of Nursing in July of the same year. The first class included twenty-seven (27) students.

Following a brief affiliation with Phoebe Putney Memorial Hospital in the early 1960s under the direction of Mrs. Eleanor Winder, clinical agreements for student practice were established with hospitals in distant communities such as Miami, Florida; Atlanta, Georgia; Columbus, Georgia; Savannah, Georgia; Tuskegee, Alabama; and Marietta, Georgia. In 1967, an outstanding nurse educator recognized by the National League For Nursing, Mrs. Lillian Harvey, Dean of Tuskegee Institute School of Nursing, served as curriculum consultant to the Nursing Program. Subsequently, the College again pursued rigorously a course to utilize local health facilities for the clinical education of nursing students. Nursing leaders such as Mrs. Eleanor Winder (10 years) and Mrs. Mildred Pryse (3 years) were successful in this challenging effort.

In 1975, to address the educational needs for the Division of Nursing, Mrs. Patricia L. Starck was appointed Chairperson of the Division of Nursing. Faculty qualification and nursing 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) 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. By the early 1980s, the Orene Hall Building became inadequate due to growing space needs for the nursing program. (This facility, located next to the Flint River, was later irreparably damaged for use as an academic facility during the Flood of 1994.)

By 1982, under the direction of Dr. Wilson, the Division of Nursing received Initial Eight Year Accreditation by the prestigious National League for Nursing, Council of Baccalaureate and Higher Degree Programs, effective 1982-1991.

In 1985, the Nursing Program became the School of Nursing and Allied Health Sciences, with two departments. Dr. Wilson was named Dean and Chairperson of both departments with two coordinators assisting her in respective departmental management functions (Ms. Jean Walker, Nursing and Mr. Richard Miller, Allied Health Sciences). In 1989, Mrs. Linda Grimsley (now Dr. Linda Grimsley) was named Coordinator for the B.S.N. Program following Ms. Jean Walker's death. In 2007, Dr. Cathy Williams became the B.S.N. Coordinator and served in the role until August of 2011. In August of 2011, Catherine Hall, MSN, RN, CNE became the B.S.N. Coordinator. Ms. Hall resigned her position to continue her education and Dr. Wanda Allen assumed the role in 2014. Revised 8/2014

On June 11, 1996, the college's name was officially changed to Albany State University. In 1998, the School's name was officially changed to the College of Health Professions, including departments of Nursing and Allied Health Sciences. The Department of Allied Health with its focus on the health care administration degree program is now coordinated by the College of Business. In 1999, Linda Grimsley became Chair of the Department of Nursing and served in this role until August of 2011. In August of 2011, Dr. Cathy Williams became the 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; in 2006, the College name was changed to the College of Sciences and Health Professions. The College of Sciences and Health Professions includes the Department of Nursing and alumni data indicate that Albany State University Nursing Graduates are widely represented at all levels and fields of professional nursing.

In August of 2011 Dr. Williams was selected as the first Fuller E. Callaway Endowed Chair, Professor of Nursing at Albany State University.

DEPARTMENT OF NURSING PIN AND HISTORY OF PIN

The nursing school pin symbolically reflects the broach presented to Florence Nightingale in 1855 by Queen Victoria of England for Miss Nightingale's work in the Crimean War as a mark of esteem and gratitude for her devotion toward the Queen's brave soldiers from Victoria. Her pin contained a red enamel cross, surmounted by a diamond crown, that bore the words "*Crimean*" and "*Blessed are the merciful.*"

The pin of the Albany State College School of Nursing, originally designed for the first graduates of 1965, has been modified twice since that time. The current design is that of a gold lamp encircled by a blue border bearing the name Albany State University Department of Nursing BSN. Blue and gold are the colors of the University. Gold represents a valued resource, the cross represents compassion, and the lamp symbolizes the Founder of Modern Nursing, Florence Nightingale, who utilized a lamp as she tended the rows of wounded men during the Crimean War at night. The lamp represents bright vision and a steady glow of commitment. The Bachelor of Science in Nursing (BSN) degree represents graduation from the first professional program in nursing, connoting leadership and wisdom in the clinician role of nursing.

The pin, which reflects professionalism, is distinctive of the ASU Department of Nursing and is a part of the uniform. It should be worn on the left collar and is presented to graduating nursing students prior to formal baccalaureate commencement exercises.

Mission Statement of the Department of Nursing

The mission of the Department of Nursing is to provide comprehensive nursing education to a cultural, ethnic, racial and gender diverse student population consistent with the mission of the Albany State University. 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 and healthcare institutions and state agencies, the Department of Nursing is completely committed to developing and enhancing

programs and services to improve the health and quality of life of the citizens of southwest Georgia.

Additionally, the mission of the Department of Nursing is to prepare safe, competent, effective, and efficient professional 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 or certification examination(s), demonstrating competency in the delivery of evidence based nursing care. (Revised Fall, 2015)

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 professional degree in nursing. The BSN degree provides the foundation for advanced and graduate study in nursing. The goal of our Programs in general are 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. 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 baccalaureate and masters 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 emanate 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 the 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 basic preparation for professional nursing practice is the baccalaureate level. Baccalaureate education prepares the nurse to function as a generalist utilizing the triad of research, 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. Baccalaureate education also prepares the graduate for further educational endeavors and future roles in nursing.

Masters 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 masters 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.

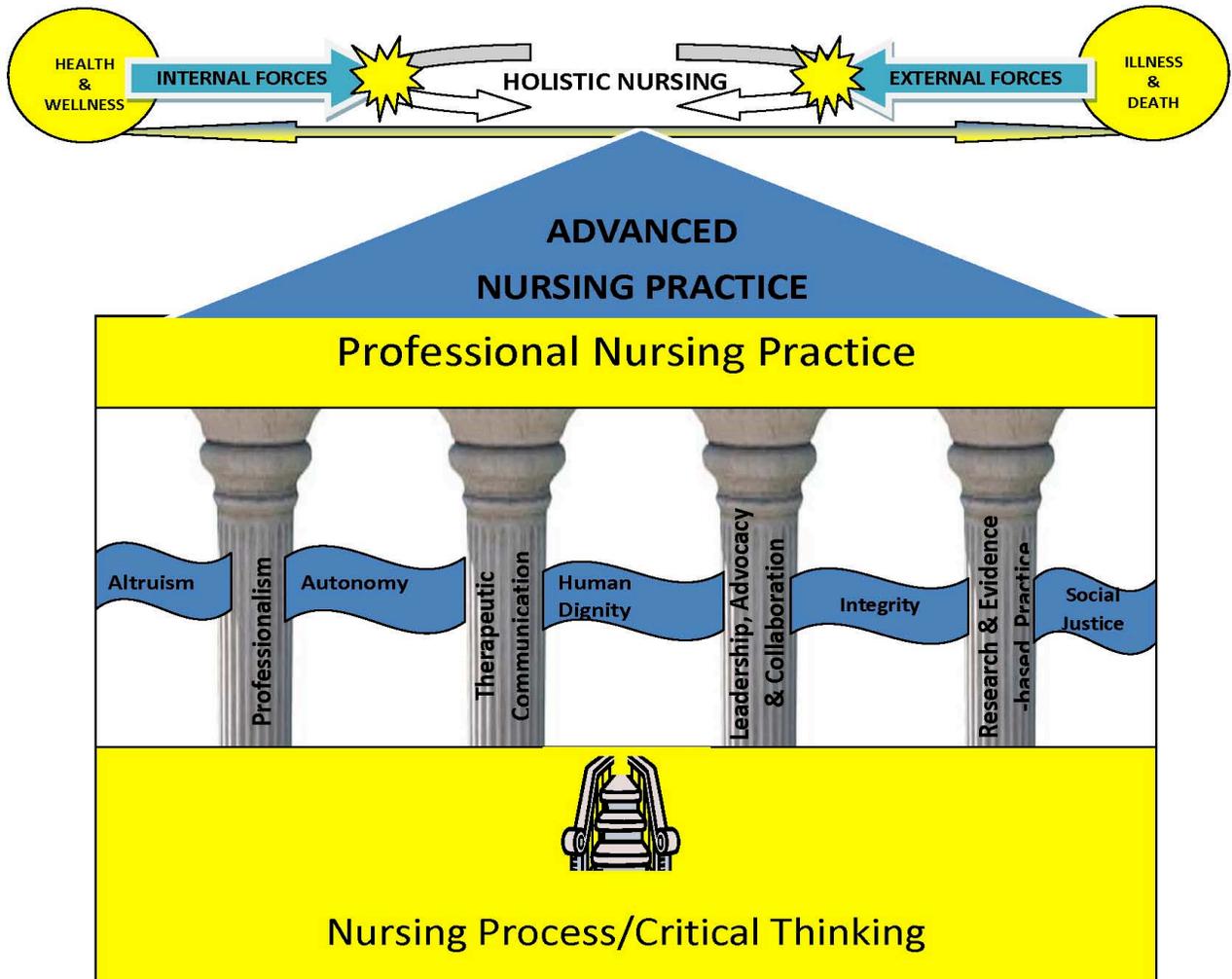
While the generalist of the baccalaureate program functions as care giver, manager of client care, health care advocate, and change agent, the masters prepared nurse assumes advanced practice roles to the full extent of their education and training.

The schema on page 18 is a reflection of 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 both the 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.

(Revised/approved: September 2003; May, 2011; Aug, 2014)

Department of Nursing Conceptual Framework

ALBANY STATE UNIVERSITY
DEPARTMENT OF NURSING



PROGRAM OUTCOMES/STUDEN OUTCOMES

Outcomes reflect the philosophy and the characteristics of the graduates of the baccalaureate program as defined by Albany State University Department of Nursing. These outcomes integrate the Baccalaureate Essentials I through IX. Albany State University Department of Nursing program outcomes are congruent with the characteristics of graduates of baccalaureate programs established by the Council of Baccalaureate and Higher Degree Programs of the National League of Nursing. The outcomes complement and advance the primary mission of Albany State University to educate students to become outstanding contributors to society and are in compliance with current Educational Rules of the Georgia Board of Nursing.

Baccalaureate Program Outcomes

At the completion of the program the BSN graduate will:

Professionalism

1. Utilize knowledge and skills in leadership, quality improvement, and patient safety to provide high quality healthcare by assuming responsibility and accountability for personal actions and professional development ensuring human dignity, integrity, and social justice (AACN, Essential II & VIII).

Nursing Process and Critical Thinking

2. Think critically using the nursing process and synthesized knowledge from a liberal education incorporating humanities, sciences, information management, and patient care technology in providing holistic, safe, effective care to individuals, families, groups, and communities across the lifespan to facilitate health promotion and disease prevention (AACN, Essential I, IV, VII, & IX).

Therapeutic Communication and Intervention

3. Utilize therapeutic communication and intervention to provide professional nursing care for health promotion and maintenance, illness care, and rehabilitation of the client. (AACN, Essential VIII)

Leadership, Collaboration and Advocacy

4. Assume beginning leadership roles, communicating and collaborating with healthcare professionals of interdisciplinary teams, in providing quality care, advocating for care based on ethical, legal, political, and spiritual variables, and developing and implementing financial and regulatory healthcare policies(AACN, Essential V & VI).

Evidenced Based Practice

5. Utilize evidenced based practice to advance professional nursing practice, research, and delivery of health care (AACN, Essential III). Rev.8/12.

STATEMENT OF PURPOSE:

Graduates achieving these outcomes will be prepared to practice in our complex healthcare systems in various roles. These roles include provider of care, coordinator of care, and member of a profession. The purposes of the Baccalaureate Program in Nursing are to:

1. promote learning and professional development within the total University experience.
2. prepare nurse generalist to assume beginning professional nurse leadership roles.
3. provide a foundation for graduate education.

ACCREDITATION AND APPROVAL OF NURSING PROGRAMS

Albany State University is accredited by the Southern Association of Colleges and Schools (SACS) as a Level IV institution. Nursing programs are accredited by the Accreditation Commission for Education in Nursing (ACEN) and the Baccalaureate Program in Nursing is approved by the **Georgia Board of Nursing**.

ACEN
3343 Peachtree Road NE Suite 850
Atlanta, Georgia 30326
404.975.5000
www.acenursing.org

Georgia Board of Nursing
237 Coliseum Drive
Macon, Georgia 31217
(912) 207-1640
<http://www.sos.state.ga.us/plb/rn/default.htm>

Section II: Admission, Progression, Retention, Readmission, Graduation, Post- graduation and Termination Policies

ADMISSION POLICIES AND CRITERION:

Generic Nursing Student Admission

1. The generic nursing student is admitted to the professional nursing program during the Fall Semester or Spring of his/her sophomore year after completion of all science courses and admission criteria. (Effective Fall, 2012)
2. By mid-summer of each year the admission committee will review all applications and make recommendations for admission of no more than 20 students per faculty member. The recommendations will be submitted to the Chair of the Department of Nursing for approval. The student will receive written notification of the admission decision to the nursing program by the Chair of the Department.
3. The student is responsible for reviewing admission forms each semester with his/her advisor to discuss progression and plan for admission to the nursing program.

EQUAL OPPORTUNITY-NONDISCRIMINATORY POLICY

Albany State University admits students of any race, color, sex, or national or ethnic origin to all the rights, privileges, and activities generally accorded or made available to all its students. (See Rams Student Handbook).

ADMISSION CRITERIA GENERIC PROGRAM

Application Deadline Dates

Fall Phase I Application Deadline to Apply to Nursing Program is March 25th

Fall Phase II Application Deadline to Apply to Nursing Program is May 15th

Spring Phase I Application Deadline to Apply to Nursing Program is October 15th

Spring Phase II Application Deadline to Apply to Nursing Program is November 1st

Admission Criteria to the Generic Nursing Program

Applicants must be admitted to the University prior to submitting application to the Department of Nursing.

1. Completion of 31 hours of the Core Curriculum prior to the fall admission with a minimum grade of “C” in each course, and in Institutional Requirements. (Anatomy & Physiology I & II, Microbiology, Area D science (2 sequential courses), Human Growth & Development, English 1101 & 1102, Pre-Nursing Seminar). Only the grades from the above courses will be used to compute the grade point average (GPA). The student must have a minimum of a 2.75 GPA when the hours are calculated to be admitted to the program. Passing and failing grades in the above courses will be computed to obtain the GPA.
2. A cumulative GPA of 2.75 in core courses listed above. A SAT score or ACT score minimum as required by the University.
3. Completion of all required science courses with a grade of “C” or higher in each course. Only 1 failure in science courses is allowed. The failed science course must be repeated prior to entry into the nursing program. (If the science failures occurred more than 5 years ago, the student has the opportunity to repeat the courses one time.)
4. Generic nursing students considered for admissions must have Anatomy and Physiology course(s) that are less than 6 years old at the time of potential admission to the Nursing Program. If the Anatomy and Physiology course(s) is/are older than 6 years, the student must retake the course(s) and pass with a “C” or better.
5. Must have passed the standardized entrance exam for admission to nursing at or above the established percentage rate with no more than two (2) attempts within the past 12 month period. Students who have taken the entrance exam within the last year must present official scores to the admission committee prior to being admitted to the program.
6. A Certificate of Immunization record on file in Student Health Services indicating that all immunizations are current. (PPD or chest-x-ray; Hepatitis- B series, Tetanus and other required immunization per health care agencies). The student must be current with immunization based on age.
7. A current CPR (Cardiopulmonary Resuscitation) basic cardiac life support (BCLS) card. All students must be certified by the American Heart Association (AHA) in Child and Adult basic cardiac life support (BCLS) for health care providers. This certification must be maintained throughout the program (renewed every 2 years). An outdated CPR certification will prohibit the student from attending clinical practice experiences.
8. The students must have requirements in #6 & 7 completed prior to the last date to add courses for the semester. Students who do not meet the above requirements will be dropped from the clinical nursing course. All information should be submitted to the nursing admissions coordinator.
9. A student who has failed (D or F) two (2) nursing courses, whether at a 2 year or at a 4 year institution including ASU will not be eligible for admission or continuation in the nursing program at ASU. Students who have had a maximum of 2 nursing failures over 5 years or more may be considered for entry into the nursing program on a case by case basis. Only one of the nursing failures may be forgiven. (See criteria).

10. Following admission to the nursing program, mal practice insurance is required and a complete criminal background check and drug test at the expense of the student, will be required. The criminal background check will be completed by accessing the following website: www.precheck.com.
11. Students who are engaged in clinical work at a practicum site may 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.

The statement below concerning criminal activity can be accessed at: www.sos.state.ga.us.
Board Disciplinary Actions/Legal Convictions – RESPOND TO/ANSWER ALL QUESTIONS
Have you ever been arrested, convicted, sentenced, plead guilty, or plead nolo contendere or been given first offender status (even if probation completed) which is:

- | | |
|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| A) Misdemeanor | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| B) Felony | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| C) A crime involving moral turpitude | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| D) A crime violating a federal law involving controlled substances or
Dangerous drugs or a DUI or DWI. | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| E) or any offense other than a minor traffic violation? | No <input type="checkbox"/> Yes <input type="checkbox"/> |

All Students should consult a nursing advisor prior to completing an application to the Nursing Program. Students are not allowed to switch programs of study or curriculum patterns. (Revised May 2011, August 2011, August 2012, August 2015)

**SPECIFIC ADMISSION CRITERIA TO THE NURSING PROGRAM
ACCELERATED BSN PROGRAM FOR SECOND DEGREE STUDENTS
Fall Admission (only)**

The student must have completed the Area D and Area F science courses within the stated time frame and prior to acceptance into the program. Second degree students considered for admissions must have Anatomy and Physiology course(s) that are less than 6 years old at the time of potential admission to the Nursing Program. If the Anatomy and Physiology course(s) is/are older than 6 years, the student must retake the course(s) and pass with a “C” or better. The student can elect to challenge the course(s) by passing a national standardized exam on the content at the national average/percentile. The accelerated curriculum pattern is designed for 5 semesters after completion of prerequisites. Individual Programs of study are provided for each accelerated student to ensure all areas of the core are completed for graduation. If the student is unsuccessful in any nursing courses, he or she may opt to go to the generic tract curriculum pattern or sit out until the sequence for the accelerated option is offered again. Revised August 2015

Application Deadline Dates

Phase I Application Deadline to Apply to Nursing Program is March 25

Phase II Application Deadline to Apply to Nursing Program is May 15

Admission Criteria to the Generic Nursing Program

Applicants must be admitted to the University prior to submitting application to the Department of Nursing.

1. The student with a baccalaureate degree in another area and a graduating grade point average of 3.00 may be eligible for the second degree accelerated nursing program. Courses taken after obtaining the first Bachelor’s degree will not factor into the 3.0 required graduating grade point average for admission consideration.
2. Completion of all required science courses with a grade of “C” or higher in each course. Only 1 failure in science courses is allowed. The failed science course must be repeated prior to entry into the nursing program. (If the science failures occurred more than 5 years ago, the student has the opportunity to repeat the courses one time.)
3. Must have passed the standardized entrance exam for admission to nursing at or above the established percentage rate with no more than two (2) attempts within the past 12 month period. Students who have taken the entrance exam within the last year must present official scores to the admission committee prior to being admitted to the program.
4. A Certificate of Immunization record on file in Student Health Services indicating that all immunizations are current. (PPD or chest-x-ray; Hepatitis- B series, Tetanus and other required immunization per health care agencies). The student must be current with immunization based on age.
5. A current CPR (Cardiopulmonary Resuscitation) basic cardiac life support (BCLS) card. All students must be certified by the American Heart Association (AHA) in Child and Adult basic cardiac life support (BCLS) for health care providers. This certification must be maintained throughout the program (renewed every 2 years). An outdated CPR certification will prohibit the student from attending clinical practice experiences.
6. The students must have requirements in #4 & 5 completed prior to the last date to add courses for the semester. Students who do not meet the above requirements will be

dropped from the clinical nursing course. All information should be submitted to the nursing admissions coordinator.

7. A student who has failed (D or F) two (2) nursing courses, whether at a 2 year or at a 4 year institution including ASU will not be eligible for admission or continuation in the nursing program at ASU. Students who have had maximum of 2 nursing failures 5 years or more may be considered for entry into the nursing program on a case by case basis. Students entering the accelerated program must stay on the curriculum pattern.
8. Following admission to the nursing program, malpractice insurance, a complete criminal background check and drug screen, at the expense of the student, will be required. The criminal background check will be completed by accessing the following website: www.precheck.com.
9. Students who are engaged in clinical work at a practicum site may 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

The statement below concerning criminal activity can be accessed at: www.sos.state.ga.us.
Board Disciplinary Actions/Legal Convictions – RESPOND TO/ANSWER ALL QUESTIONS
Have you ever been arrested, convicted, sentenced, plead guilty, or plead nolo contendere or been given first offender status (even if probation completed) which is:

- | | |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| A) Misdemeanor | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| B) Felony | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| C) A crime involving moral turpitude | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| D) A crime violating a federal law involving controlled substances or Dangerous drugs or a DUI or DWI. | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| E) or any offense other than a minor traffic violation? | No <input type="checkbox"/> Yes <input type="checkbox"/> |

All Students should consult a nursing advisor prior to completing an application to the Nursing Program.

(Revised May, 2011, Aug., 2015)

SPECIFIC ADMISSION CRITERIA TO THE NURSING PROGRAM
RN- BSN Student Admission Policy
(Spring & Fall)

The Albany State University Bachelor of Science in Nursing Degree program follows the collaborative Georgia RN-BSN Articulation Model for Registered Nursing Students. Individual Programs of study are provided for each RN-BSN student to ensure all areas of the core and the area for the major are completed for graduation.

1. Nursing 3313 is the entry level course to the RN-BSN program. The course is designed for graduated associate degree nurses. No clinical component is required for this course. The new graduate may register for this course prior to licensure. This is the only nursing course the pre-licensed associate degree graduate nurse may take in the nursing major prior to licensure.
2. During registration of RN students for NURS 4240 (Community Health Nursing) and NURS 4344 (Senior Seminar), the Nursing faculty will verify the RN's original Georgia license. Students must notify the chair of the Department of Nursing if the license lapses or becomes encumbered during matriculation through the RN- BSN.

Criteria of Articulation Model on file in the Department Chair's Office or at the:
Georgia Board of Nursing
237 Coliseum Drive
Macon, Georgia 31217-3858
Website: www.sos.state.ga.us.

3. Following admission to the nursing program, mal practice insurance is required, a drug screen and a complete criminal background check, at the expense of the student, will be required. The criminal background check will be completed by accessing the following website: www.precheck.com.
Students who are engaged in clinical work at a practicum site may 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.
4. A Certificate of Immunization record on file in Student Health Services indicating that all immunizations are current. (PPD or chest-x-ray; Hepatitis- B series, Tetanus and other required immunization per health care agencies). The student must be current with immunization based on age. All required immunizations must be uploaded to Typhon credentialing software system.
5. A current CPR (Cardiopulmonary Resuscitation) basic cardiac life support (BCLS) card. All students must be certified by the American Heart Association (AHA) in Child and Adult basic cardiac life support (BCLS) for health care providers. This certification must be maintained throughout the program (renewed every 2 years). An outdated CPR certification will prohibit the student from attending clinical practice experiences.
6. A student who has failed (D or F) two (2) nursing courses, whether at a 2 year or at a 4 year institution including ASU will not be eligible for admission or continuation in the nursing program at ASU. Students who have had maximum of 2 nursing failures 5 years or more may be considered for entry into the nursing program on a case by case basis. Students entering the accelerated program must stay on the curriculum pattern.

All Students should consult a nursing advisor prior to completing an application to the Nursing Program. Revised August, 2015

Transfer Admission Policy

- A. A student transferring into the Nursing curriculum from an accredited 2 or 4-year institution will be required to meet the above Admission Criteria and will follow the generic curriculum pattern including completion of required courses prior to clinical course entry. Credit for any nursing courses taken will be evaluated on an individual basis.
- B. A student transferring from another nursing program with 1 failure in a nursing course may be considered for admission. The failure transferred in will count as the first failure.
- C. A student who has failed (D or less) 2 nursing courses, whether at a 2-year institution or at a 4-year institution, will be ineligible for admission. Consideration may be given if the failures occurred over 5 years prior to application for admission or if the student has obtained an LPN or RN degree since the 2 nursing course failures.

Interview for Appeal must be made in writing to the Nursing Admission & Progression Committee and submitted to the Department of Nursing at the time of application for admission or after the second failure.

READMISSION/PROGRESSION AFTER ABSENCE FROM PROGRAM

Students who were enrolled under previous admissions requirements must meet current admission requirements (Effective Fall Semester 2004) unless they continue through the program uninterrupted.

- All undergraduate nursing students who experience any interruption in the progression process that results in non-completion of nursing courses will be required to take and successfully complete the appropriated NURS Remediation Course prior to reentry into the Nursing Program. The course will be listed as NURS 4111 with the appropriate hours for the class needed to re-enter. The course has an integrated skills component that must be successfully completed to pass the course.
- If the student is unable to successfully demonstrate skills (within two attempts), the student may be required to retake the nursing course previously successfully completed in order to insure current knowledge of the content. The student will be informed about the process for completing the designated check-offs. The student must meet current CPR requirements and submit a completed health form at the time of his/her return.
- The summer semester will not be included as time out of program.
- A student who has been out of the program for two or more semesters must meet the requirements in the first paragraph above in addition to validating previously passed nursing courses through examination and skill check-offs as applicable.
- Students who fail or withdraw from a nursing course and wish to continue to the next semester must submit a letter to the Chair indicating intent to continue in the program

within a week of failure or withdrawal. The student must meet readmission requirements and take the required NURS 4111 remediation course.

- 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 his/her absence.
- Students who are not enrolled in courses for one year at Albany State University must re-apply to the College of Sciences and Health Professions, Department of Nursing.
- Other re-entry requirements may be designated by the nursing faculty.
- When a student's program of study is interrupted by more than one semester (other than summer), 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.

Adopted 2/2004; Revised 06/2010

COURSE VALIDATION PROCESS AND PROCEDURE

A list of validation requirements has been prepared for each course level. Students who have not been enrolled in clinical nursing courses at ASU within the past semester (other than summer) will be required to validate that both knowledge and skills are current. Students who transfer nursing courses from other programs will be required to validate that knowledge is comparable with ASU course content.

A student who has been out of the nursing program for one semester must successfully complete designated Remediation course (4111) & check-offs in the Skills Lab prior to the return of the student to the Nursing Program. The student is responsible for making the necessary arrangement for obtaining information and scheduling skills check-offs. Summer Semester will NOT be included as time out of the program.

A student who has been out of the program for two or more semesters must meet the above requirements in addition to validating previously passed nursing courses through satisfactorily completing (passing) the practice exams for the standardized normed exams for the previous nursing courses at 95%. The exams will be scheduled with the Computer Lab Coordinator.

First the student must make an appointment with his/her advisor regarding the new policies and clarification of questions. The advisor will review the student's record and advise the student of his/her placement in the program. The student will submit a copy of a current CPR card (American Heart Association) and required health records to the advisor. The advisor will make the appropriate documentation in the student's record.

The student will obtain a validation packet. The validation packet will contain the following:

- Copy of current policies
- List of skills
- Performance check list for each skill
- List of AV resources available
- Reference list of current textbooks for courses

- Clinical forms for health assessment and nursing care plans

The student will schedule an appointment with the Lab Coordinator for performing skills required.

As part of the validation process, the student will submit a nursing assessment and nursing care plan to the course coordinator of the last course in which he/she was enrolled.

If the student is not successful on the first attempt in the remediation course, skills component or testing, he/she will be permitted to repeat the performance. If an unsatisfactory rating is obtained on the second attempt, the student will receive an unsatisfactory grade and will not be allowed to progress. The student the student may be required to retake the nursing course previously successfully completed in order to insure current knowledge of the content.

GRADE CALCULATION POLICY (FOR STUDENTS WITH REPEATED COURSES)

The University provides an opportunity for students to repeat courses in which unsatisfactory grades are earned. The following stipulations apply:

1. Effective for all undergraduate students enrolled Fall Quarter, 1997 or after, only **the first passing grade** will be used to compute the GPA for a student who chooses to repeat a course for which a grade of **D** or **F** was earned.
2. The **first passing grade earned above D** will be reflected in the cumulative GPA, in lieu of the prior grades.
3. Grade (s) earned in any subsequent repeat of the same course will not be counted.
4. In applying the criteria for determination of admissions, honors and other awards, **all** grades will be used in the calculations for the required core.
5. Published College/departmental policies may supersede the above in instances where those policies may be more stringent.*

***In the Department of Nursing, only core grades** (Anatomy & Physiology I & II, Microbiology, Area D science (2 sequential courses), Human Growth & Development, English 1101 & 1102, Pre-Nursing Seminar) **are reviewed for admission into the Program and all grades for the nursing core requirements are factored in for admission passing and failures. See the Nursing Admission Policy regarding number of failures.**

ADVISEMENT AND REGISTRATION

1. All Albany State University Freshmen Students receive by mail information regarding their first registration appointment and advisement. During Freshman orientation students have their first opportunity to register for core courses with the Department of Nursing—(See Guide sheet—Appendix)

2. Thereafter, currently enrolled students receive information about PHASE I REGISTRATION AND ADVISEMENT for the next semester during the midterm via internet or campus mailings. PHASE II REGISTRATION AND ADVISEMENT OCCUR AT THE BEGINNING OF EACH SEMESTER. General student advisement is held at the University approximately one month prior to registration each semester.

3. During Freshman orientation, Freshman Nursing Students meet with Nursing Faculty (or BSN Coordinator) and are given the currently published sequence of nursing courses and their pre-requisites.

4. During this meeting in their first semester Freshman Nursing Students receive their Curriculum Pattern and are advised of the courses they are required to take to be successful and graduate in four years.

5. Each semester thereafter, students receive notice about advisement and registration timelines and time periods via internet or campus mailings. Notices are also posted around the school, in the University Calendar and as mass email. Students are to make appointments to meet with their advisors and review and update the program of study.

6. Nursing students are directed to their designated advisor for their specific curriculum plan. Specific Nursing Advisor names and office numbers are posted in the Nursing Office. Students may use degree works and Banner to locate the name of their advisor. RN to BSN and RN to MSN students are advised by the Department Chair or faculty designate.

7. During the University's scheduled registration and advisement times, nursing students may walk-in for advisement or schedule an appointment with the appropriate advisor for their level. Students must secure a registration pin or clearance from their advisor prior to beginning computer registration.

8. During each advisement/registration session, student/faculty review and complete/revise the following forms together.

- a. Curriculum Pattern (See Appendix)
- b. Admission Criteria for the Nursing Program and Requirements for NURS 2231 Form. (See Appendix)
- c. Guide Sheet (See Appendix)
- d. Course Registration Sheet (See Appendix)

9. When the currently enrolled (sophomore) Nursing Student has completed all of the pre-requisites, the advisor again reviews with the student the Admission Criteria for the Nursing Program and Requirements for NURS 2231 form. During this advisement and registration session, the student also reviews the above mentioned forms (a, b, c & d).

10. After the student is admitted to the program, during subsequent advisement and registration sessions, the student and faculty review and update their program of study on the course registration sheet and BSN guide sheet until graduation. ***If students follow the recommended curriculum pattern, progression through the nursing program within 4 years is possible.***

PROGRESSION POLICY

1. The Student is responsible for adhering to all pre-requisite and co-requisite requirements as stated in the Department of Nursing Handbook and as described in the University Catalog.
2. Satisfactory performance in the course, including passing of teacher-made and standardized test(s), and in the clinical area is necessary for a passing grade in each

clinical course and for progression in the nursing program. A student who receives an unsatisfactory grade in a nursing course (clinical or non-clinical course) will be allowed to repeat the nursing course one time when it is offered again in the curriculum at Albany State University. An unsatisfactory means that the student will be unable to progress in the nursing program until the remediation course (Nurs 4111) and the same course is satisfactorily completed.

3. In order to graduate from the Albany State University, Department of Nursing, the senior Generic nursing student must pass all required courses and must pass the Comprehensive Standardized Examination in Senior Comprehension as this serves as the Departmental Exit Examination.
4. In order for the RN-BSN student to graduate from the Department of Nursing at ASU, the senior nursing student must pass, with a score of 75%, the Comprehensive Final Examination in Senior Seminar as this serves as the Departmental Exit Examination.

TIME LIMIT:

Students admitted to the nursing program must graduate within six years from the date of admission or beginning the first clinical nursing course, whichever is later.

RAM EMAIL ADDRESS

All nursing students must have an ASU Ram email account. Information from the Department of Nursing is sent via ASU Email to nursing students – other email accounts (non ASU) will not be used by the Department. The Ram email account is free and is available through Instructional Technology (IT) in the Pendergrast Library.

COURSE REQUIREMENTS

Exam grades will be determined by adding absolute test grades (to the nearest 100th point) with *no rounding of the final course grade. Thus, any final course grade below 75 will be a “D” or “F”.*

Students must meet all of the course and clinical objectives and requirements in order to pass the course. A combined average of 75% on unit and final exams and a final course grade of “C” (75) or above are required to pass. Students must achieve an average score of 75% on the course exams in order for additional assignments to be factored into the course grade. If an exam average of 75% is not achieved, the course grade will be the average of the exam grades (based upon 70% unit exams and 30% final exam for exam average). See the sample Worksheet for Calculation of Grades for example. – See Appendix.

Students must also pass any required nationally standardized exams for a course at the level identified in the syllabus. Students must pass the practice exams at the level established for that course prior to taking the nationally standardized exams.

Students will be required to take nationally normed tests throughout the curriculum and to make a satisfactory score on such tests. In the last semester of the curriculum, students will be required to take a comprehensive exam and to make a satisfactory score (95% on the Predictor exam. With one additional attempt if necessary prior to graduation.

In courses where a standardized exam is required, the student must pass the standardized exam at or above level 2. Some courses may require higher averages than the national average. Students will refer to the individual course syllabus for further information.

The predictive probability of passing NCLEX-RN (senior year course) will be set at a minimum of 95% beginning with the 2008-2009 academic year. The student will have one attempt and 1 additional attempt if necessary to achieve this percentage on the RN Comprehensive Predictor Exam.

Math Medication Administration Test for each clinical course is “pass/fail”. Students have three (3) attempts to pass the math exam at 100%. The third attempt should be completed prior to the last day of “adding” courses during the semester registration. Faculty should include math calculation questions on course tests, especially in clinical courses. The proficiency exam at the beginning of each clinical course may include medication safety issues, dosage calculations, dosage conversions and procedural issues related to medication administration. If students do not pass on the first attempt, they must present evidence of remediation prior to taking each retake of the calculation proficiency exam. If the student does not withdraw or change major before the deadline, the student will receive a grade of “D” or “F”. Students will not be eligible to attend clinical (note that excessive absence from clinical may result in a clinical failure). Students may use calculators during the exams. No food, drinks, pagers or cell phones are allowed in the examination.

Clinical must be passed (grade is “pass/fail”). Pass must be achieved in each area of the clinical evaluation tool.

Standardization point: Students should take the comprehensive final in each course, regardless of average (students were previously given an option to exempt the final if they had obtained an average of 90% in the course by finals time). If allowed to exempt the final, the average of 90% should be in course exams and final exam exemption CANNOT be allowed for the senior comprehensive course.

Additionally, each student must pass the end of the program cumulative exam in order to be eligible to graduate from the program. This exam will also be a requirement for passing the senior comprehensive course in the nursing program.

CLINICAL COURSE REQUIREMENTS

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 evaluation tool is distributed and discussed during the first week of school or clinical (see Appendix). Note that a failure in the clinical component of a nursing course results in the student receiving a failing grade for the entire course “F”. A student must successfully complete clinical course objectives as well as the didactic course objectives. Attendance is mandatory for clinical. Greater than 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 client, 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.

GRADING POLICY

The following is the grading scale for nursing courses:

A=	90 - 100
B=	80 - 89
C=	75 - 79
D=	65 - 74
F=	64 & below

There will be no exception to the 75% grade requirement in general nursing courses.

Cheating

If a student is found **cheating** on any exam or course assignment in the nursing program, he/she will receive a **zero** on that exam or assignment without the possibility of a re-take on the exam or assignment, **fail** the course and will be **dismissed** from the program.

TESTING BEHAVIOR:

During any exam – keep your eyes on your own test and answer sheet (computer). If you have a question, raise your hand but do not look around. During any exam or assignment, regardless of whether at the quiz, unit, final, or standardized level – NO STUDENT should have anything on his/her desk but the test, answer sheet, pens, pencils, and erasers. The use or performance of any of the following items during the test is strictly prohibited.

- **Telephones, cell phones, Blackberry devices, PDAs, stereos, or radios with headphones or other electronic or photographic devices. Use of the devices during testing will result in a zero (0) on the exam and removal from the testing area.**
- **Use of books, study guides (on body parts or paper), pamphlets, protractors and unapproved calculators during an exam will result in a zero (0) on the exam and removal from the testing area.**
- **Asking another student for answers or talking to another student during the exam or assignment will result in a grade of zero (0) on the exam or assignment.**
- **Attempting to take the test for someone else or having someone else take the test for you will result in a zero (0) on the exam or assignment.**
- **Obtaining improper access to the test, a part of the test or information about the test will result in a zero (0) on the exam and dismissal from the testing area.**
- **No student may talk, use hand, head or shoulder gestures to another student during the exam. Any activity of this nature will result in the student(s) receiving a zero (0) on the exam or assignment and dismissal from the testing area.**
- **Plagiarism or copying another student's exam, paper or assignment will result in a zero (0) on the exam and/or assignment with no ability to make up the assignment or exam. Plagiarism also includes self-plagiarism (turning in work that you have done for another class without the permission of your current professor).**
- **Copying or plagiarism of another student's clinical assignment will result in a zero (0) on the assignment and a "U" for the clinical day (in the area of professionalism, integrity, and plan of care) with no ability to make up the assignment or removal of the "U" grades and will result in a clinical failure.**
- **The student will be reported to the nursing disciplinary committee and may be dismissed from the course (with a grade of "D" or "F") and/or the Nursing Program.**

TESTING POLICIES

1. Students in the Department of Nursing are required to successfully complete a battery of paper and pencil, as well as computerized, nationally standardized tests, during each semester of nursing courses for which standardized tests are available. The fees for the computerized tests are payable at the beginning of the semester and must be paid by the established deadline each semester (posted in the Department of Nursing). Once test fees are paid, students are furnished review materials for these tests through the nursing computer laboratory. Students must pass all nationally standardized tests as noted in course syllabus. Test given online may be proctored with the use of a standardized lock-down browser and/or Webcam and other methods as indicated on the syllabus.

Students who are not nursing majors do not have to take the nationally standardized exam. The student must sign a form (to be placed in the student's folder) stating that if he/she later enters nursing, he/she will have to take the nationally standardized exam for any courses previously taken.

2. University Policy on Missed Tests and Examinations: See Albany State University Policy and the course syllabus.

3. Senior Comprehensive Examinations: In NURS 4345, **the passing score on the Comprehensive exam is 95% on the predictor exam or above as dictated by the syllabus.** See Section on Progression in the Nursing Program.

4. See Academic Standards and Worksheet for Calculation of Nursing Grades (Appendix)

5. Undergraduate students are required to pass a nationally standardized test in specific nursing courses. The course syllabus will provide these guidelines. In most cases, you will be required to pass this nationally standardized test at a score outlined in your course syllabus in order to pass the course and progress to the next nursing course. (Example of the course syllabus statement: Standardized exam – each student must pass the designated standardized content exam with a score at “Level II” as dictated by the syllabus in order to pass each course. If needed, a student may have one additional opportunity to pass the standardized exam. Retake of the standardized exam will occur at the end of the semester in which the course is taken).

Revised Dec. 2015

GRADE APPEAL & OTHER APPEAL PROCESSES

Appeal Process

Any student may appeal to his/her course faculty for assistance in the resolution of academic problems. The student should put his or her reason for grade appeal in writing to the faculty of record.

1. If the student is dissatisfied with the final grade, every effort should be made to resolve the problem(s) with the instructor(s) before the semester ends. The student must notify the course faculty in writing of the intent to appeal the grade with a copy of the letter to the program coordinator.

Each step of the appeal process must be completed within 10 days of receipt of the appeal or response.

If the appeal is not related to the course grade (calculation of exams) but is related to other activities (professional behavior, clinical failures, etc.), the student should file an appeal within five days of the event. The appeal will be submitted to the faculty member with a copy of the

appeal submitted to Department Secretary. The student is responsible for writing and filing the appeal. Late appeals may not be considered by the Admission-Progression Committee.

If the grievance is unresolved at that level, the student should utilize the following chain of command:

2. Confer with the program coordinator and the advisor. If unresolved, the student should write an appeal letter to the Admission-Progression Committee who will search out all facts and gather correct information and make recommendations to the instructor and chairperson.

This process will not be implemented when the appeal is based on miscalculation of a grade and the faculty member is in agreement that it was a miscalculation and provides the paperwork to the Admission/Progression Committee for the grade change.

If unresolved, the student may appeal in writing as necessary to the following

3. Chairperson, Department of Nursing. If unresolved,
4. Dean, College of Sciences and Health Professions. If unresolved,
5. Vice President for Academic Affairs

See University Student Handbook and ASU Catalog for further progression.

Appeal Policy for Re-admission (Senior Nursing Student only)

This policy affects the student whose second failure in a nursing course is in the Senior Comprehensive Nursing (NURS 4345) NCLEX Directed Study (NURS 4111) or Senior Seminar (NURS 4344). The student must request consideration to repeat the course.

1. The appropriate faculty committee will review student's record for progression.
2. The student may be allowed to retake the course the next time that it is offered, pending decision by faculty committee.
3. The Department Chair and Dean of College must support approval.

DISMISSAL POLICY

1. A second failure of a nursing course constitutes grounds for dismissal from the nursing program.
2. 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:
 - a. When an incident occurs, the faculty will request the student to leave the clinical/laboratory immediately.
 - b. The faculty will communicate to appropriate hospital/supervisory personnel regarding the problem.
 - c. The faculty will refer the student for appropriate professional follow-up.
 - d. 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".

BACCALAUREATE IN NURSING DEGREE REQUIREMENTS

A candidate for the Baccalaureate Degree from Albany State University must satisfy the following requirements:

1. Complete a prescribed curriculum pattern. Students must take courses as prescribed on their admission curriculum pattern.
2. Complete the required semester hours with a grade point average of at least 2.00 (C average). Included in the semester hours are 5 hours in the above the core area.
3. Complete a year in residence with a minimum of 30 semester hours (for RN-BSN students).
4. Satisfactorily complete the required core curriculum courses with grades of "C" or above.
5. In Nursing, students must take and pass their final exams as well as their standardized exam(s). The standardized exam (s) must be passed with no more than two attempts.
6. No more than one nursing failure is allowed in the program.
7. All students must take an Exit Examination in his or her field of study.

GRADUATION CLEARANCE

Statement: All students should begin the audit process for graduation at the end of their junior year (form available from Registrar's Office and online).

Procedure:

1. For an undergraduate (Bachelors) degree the applications should be completed when a student has 40 hours remaining to satisfy graduation requirements.
2. The Application for Degree process is initiated by the student who has approximately 40 hours of coursework to complete degree requirements.
3. The Application for Degree is obtained from the Registrar's Office (also on-line at the ASU Website under Registrar's Office – waivers and forms).
4. The Application for Degree should be completed and returned to the Registrar's Office.
5. In order for the application to be valid, the student must have taken and passed Regents' Exams, and have the required cumulative grade point average for an academic major.
6. When completing the application, print your name legibly and exactly as it is to appear on diploma - name must be same as on Academic Record.
7. Advise Registrar's Office of changes in address or phone number.
8. Once the audits have been finalized, your copy of the audit will be available in the Nursing Department Office or mailed to you at the address you entered on the audit form.
9. Cap and Gown measurements will be taken at the time the student submits the Application for Degree.

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 the university and department/college.
3. Report professional and educational advancement in the field of nursing or other field.
4. Complete post-graduation evaluations at one year and 5 years and as necessary.

THE RIGHT TO SHARE IN POLICY MAKING

The Albany State University student has a right to an appropriate voice in his/her social or academic affairs; however, this right is subject to the supervisory responsibility of the institution. See page 36 in Undergraduate Catalog.

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.

Section III: Other Guidelines, Policies, Procedures, and Professional Standards

ADDRESS CHANGE

Any student who discovers that his address has been entered incorrectly in the computer or any student whose address has changed is responsible for having her/his address corrected as soon as possible.

Procedure:

1. Log into Banner and select “Personal Information”.
2. View the current data for your address. If incorrect, select Update Address and Phone” at the bottom of the page.
3. Make the correction for your information and save it.

NAME CHANGE

Any student who changes his/her name can follow the instructions posted. Go to the ASU homepage and at the “Search” box just below the “login”, type in “Change of Name form” and hit “Enter”. Open the document and follow the instructions for name change information.

EMPLOYMENT AS UNLICENSED STUDENT

As required by the Georgia Board of Nursing (GBN), “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) (Adopted 6/17/04)

ON-CAMPUS CLASS ATTENDANCE

Class attendance at Albany State University is compulsory. Students’ grades are based on daily class participation and performance. Teachers 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, and court summons, etc. Students missing more classes than the course credit hours may have their grade lowered by one letter grade.

CAMPUS CLINICAL LABORATORY

The purpose of the scheduled campus laboratory 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. A sign-up sheet will be available on the nursing lab door within the lab. Note each time slot will have class limits that will be strictly adhered to.

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, he/she may not be able to return to the program (if violation involves safety).

CLINICAL PLACEMENT PRECEPTORS

General Criteria for Preceptorships

The Department of Nursing sets criteria, coordinates and evaluates preceptorship experiences in relationship to selected course and program objectives for selected student experience in clinical nursing courses (such as Community Health Nursing) for Nursing Students.

The participating agency should:

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

A. Criteria for Selection of the Preceptor. The clinical preceptor should:

1. Submit resume to Department of Nursing, Albany State University
2. Complete GBN Preceptor form
3. Participate in an orientation for the purpose of reviewing the philosophy, conceptual frame work, program objectives and evaluation process of the Department of Nursing, Albany State University.
4. Be a registered nurse currently licensed according to the Law of Georgia.
5. Have at least a baccalaureate degree in nursing. When the preceptor does not have a BSN degree, clinical expertise will be considered in making the selection.
6. Show evidence of continuing professional education in the area of clinical practice; or in the area of an "expanded nursing role".

7. Have one year of experience in the current position or in a position commensurate with the goals and objectives of the student.
8. Have had prior experience in supervising professional staff and/or nursing students in higher educational programs.
9. Sign a preceptor agreement provided by the Department of Nursing, Albany State University.

B. Student selection of a preceptor, other than one previously utilized, shall be through the following processes. The student should:

1. Discuss the requirements and course objectives and his/her clinical goals with the potential preceptor.
2. Ask for verbal agreement with potential preceptor.
3. Ask the preceptor to submit vita as well as other necessary information required of preceptors to the Department of Nursing, Albany State University.
4. Inform the course faculty of the potential preceptor and the tentative agreement of the preceptor.

C. The course faculty shall:

1. Obtain the preceptor information.
2. Interview the preceptor.
3. Collaborate with the Agency Nursing Administrations regarding potential preceptor and the participating of the agency.
4. Submit the required information and recommendation to the committee for approval or denial.

D. Roles and Responsibilities of the Faculty. The faculty will:

1. Review course and clinical objectives in relationship to expected learning experiences with students/preceptors.
2. Approve the student's clinical objectives.
3. Approve student's implementation plan.
4. Review student's log weekly and provide feedback
5. Be available by telephone during clinical time for consultation to student and preceptor for review of progress.
6. Meet with the preceptor at selected times during the semester to discuss the student's progress.
7. Collaborate with the preceptor for final evaluation of student's performance.
8. Award the final course grade.
9. Initiate negotiations for letters of agreements.

E. Roles and Responsibilities of the Students. The student will:

1. Identify the clinical environment for the preceptorship experience.
2. Submit a copy of the clinical objectives (behavioral) for the learning experience.
3. Identify the clinical environment for the preceptorship experience.
4. Submit a copy of the clinical objectives (behavioral) for the learning experience.
5. Identify the days and hours for the clinical experience.
6. Maintain an accurate log which describes the learning activities and/or nursing practice
7. Produce written plans for implementation of clinical objectives.
8. Conduct selective pre and post conferences with the nurse preceptor.
9. Submit a summary of clinical experiences.
10. Maintain malpractice insurance.

F. Roles and Responsibilities of the Preceptor. The nurse preceptor will:

1. Enter into a written agreement with the course faculty to act as clinical preceptor.
2. Be assigned to not 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

ELECTIVE EXTERNSHIP COURSES

Students may enroll in elective externship courses (NURS 3010 and NURS 4010) after completing Adult Health Nursing I. The student is paired with an R.N. preceptor by the faculty with input from the affiliating health care agency. Faculty provides input on the selection of registered nurse preceptors. Faculty visits the clinical setting periodically.

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)

HONOR CODE:

Nursing students will adhere to an Honor Code. They will not engage in cheating or plagiarism. Cheating is defined as giving or receiving information from any source during an examination, quiz or with general course work. Students are to refrain from behavior which may give the appearance of cheating, such as (a) talking with other students during examinations; (b) talking with other students in the hallway when either or both have not completed a test; (c) taking tests in other than properly designated areas; or (d) sharing information contained on a test with another student when the student has not yet taken the test, or securing information on the test from another person, including non-ASU persons (such as securing test banks related to textbooks used in ASU Nursing courses). Plagiarism is defined as claiming another's work as one's own work. It can be the work from another student or from a published (written or online) source.

PROFESSIONAL BEHAVIOR:

Students will exhibit appropriate professional behaviors in class, labs, and clinical settings. Appropriate professional behavior is defined as behavior that demonstrates respect for others, personal integrity, and responsibility. A student may be denied permission to continue in the program if, in the opinion of the faculty, the student's knowledge, character and mental or physical capacity cast doubt upon the student's potential to function as a professional nurse

Gross misconduct is grounds for dismissal from the nursing program. Behaviors that endanger patient safety, patient confidentiality, or behaviors in direct opposition to the clinical instructor's direction may result in immediate dismissal from the program. The student may not be eligible for readmission.

Health Insurance Portability and Accountability Act– HIPAA:

The nursing student must keep in confidence all knowledge about any client. Such matters are not to be discussed with friends, roommates, or other lay persons. The client'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 client 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.

HEALTH REQUIREMENTS FOR NURSING STUDENTS:

The student is required to submit evidence of a physical examination to the Director of Health Services upon admission to the University. Chest X-rays and/or tuberculin tests may be required annually. Students who have had a previous positive TB skin test will be required to have an annual review completed by Student Health Services. The TB screening form is available in Student Health – the student must bring a copy of the completed form to be placed in the student's file in the Department of Nursing. Should there be special requirements (such as throat cultures) for specialized areas, students must comply before clinical assignments begin. Hepatitis B vaccine is available for purchase through Student Health Services. Affiliating hospitals strongly recommend that students have the Hepatitis B series.

The student is responsible for ensuring that Student Health Services receive immunization records. Beginning Fall 2005, students who do not have immunizations on file will be dropped from their classes. Failure to have current immunizations on file may also result in denial of clinical experiences and result in a failing grade for a clinical course.

The student is responsible for securing and submitting copies of any/all Student Health Services records to the Department of Nursing.

NOTIFICATION OF RESTRICTIONS (Police Records and Background Checks):

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):

1. Have you ever been arrested, convicted, sentenced, plead guilty, plead nolo contendere or given first offender status which is (a) a misdemeanor, (b) a felony; (c) a crime involving moral turpitude; (d) a crime violating a federal law involving controlled substances, dangerous drugs or a DUI or DWI, or (e) any offense other than a minor traffic violation? **Note: Even if probation completed or first offender status granted.**

2. Has any licensing board or agency in Georgia or any other state ever: (a) denied your license application, renewal or reinstatement? (b) revoked, suspended, restricted, or probated your license? (c) requested or accepted surrender of your license? (d) reprimanded, fined or disciplined you?

The authority of licensure rests with the Georgia Board of Nursing.

(For further information, contact the Georgia Board of Nursing or visit their website: www.sos.state.ga.us.)

Given this requirement and these questions by the Georgia Board of Nursing, Albany State University Department of Nursing requires that students undergo a personal (criminal) background check during the first semester of enrollment in the nursing program using the company designated by the ASU Department of Nursing. In addition, a student who has a break of more than summer semester in enrollment in nursing courses must undergo another criminal background check using the company approved by the Department of Nursing. A clean background check increases the chance that the student will not be prohibited from writing the National Licensing Examination because of serious judicial violations. Additionally, students may be subjected to background checks for agency clinical requirements which are not optional. If the 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. 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.

PROFESSIONAL DRESS GUIDELINES:

In the clinical setting where uniforms are worn, the following dress code applies:

The uniform dress code applies to all students enrolled in the Department of Nursing, Albany State University. The uniform must be clean, neat, and properly fitted. Information concerning the purchase of uniforms may be obtained from the nursing office/faculty. The uniforms are purchased from Meridy's Uniform Company (Vidalia, GA). Students will be informed by faculty

of the date deadline for uniform purchase. Dress/skirt length should be at the knee or not over one inch above the knee. A white lab coat is to be worn with the ASU Department of Nursing patch. Students going to clinical sites to secure client assignments are to wear black trousers, white shirt, white lab coat, flat shoes, and name pin.

The name pin is worn on the left chest area during the time a student is in any clinical area. The name pin consists of the student's first initial and last name, and Nursing Student, Albany State University.

The student may wear one ring or wedding set if married or engaged. No bracelets are allowed. Neck chains may be worn concealed under the uniform. Only one small ear stud (pierced) may be worn in each ear (***males are not allowed to wear earrings at the clinical site or while in the ASU nursing clinical attire***). No dangling earrings or ear charms may be worn in clinical settings. No nose piercing or other visible body piercing or tattoos are allowed in clinical settings. A watch with second hand must be worn in the clinical setting. No chewing gum is allowed in clinical settings. Hair is to be neat and off the collar (***hair should be one natural color***). All students should have their hair neat and trim. Long hair and braided hair shall be pinned up.

Nail polish will not be allowed in the clinical setting. Nails should be trimmed to the tip of the fingers. For hygiene reasons, artificial nails (***this to include silk wrapped nails***) are not allowed in the health care settings. ***White*** hose with no runs or ***white*** socks are required in the clinical setting. Pants should be well fitted. Mustaches and beards should be neat. ***Additional requirements may be mandated by an agency and will be adhered to by ASU nursing students.***

For R.N. students, the uniform will be a white uniform in clinical settings except for NURS 4240 (Community Health). In Community Health, the uniform for **RN-BSN** students is street clothes, with a white lab coat, and student name pin. In some clinical and psychiatric sites (Community Health/Community Agencies), students may wear street clothes. Faculty will inform students of proper dress for these sites. Students going to clinical sites to secure client assignments are to wear dark trousers, white shirt, white lab coat, flat shoes, and name pin.

The name pin is worn on the left chest area during the time a student is in any clinical area. The name pin consists of the student's first initial and last name, and Nursing Student, Albany State University.

Professional Liability Insurance:

The student is required to carry professional liability insurance at a minimum of \$25,000/\$75,000. Coverage will begin with the first clinical course and extend throughout the nursing program. Failure to keep insurance coverage in effect can result in inability to remain in the clinical setting. Insurance application forms may be obtained from the Nursing Office. The student must carry health insurance prior to attending clinical rotations in clinical agencies.

Professional Standards: Georgia Board of Nursing (Rules and Regulations):

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.

Definition of Unprofessional Conduct

Nursing behaviors (acts, knowledge, and practices) failing to meet the minimal standards of acceptable and prevailing nursing practice, which could jeopardize the health, safety, and welfare of the public, shall constitute unprofessional conduct. These behaviors shall include, but not be limited to, the following:

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

The Accrediting Commission for Education in 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. The ASU Nursing Program is accredited by the ACEN and is approved by the Georgia Board of Nursing.

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.

Section IV: University and Department Policies, Resources/ Services, Organizations, Scholarships

CLASS ATTENDANCE POLICY

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 unavoidable emergencies (e.g.: death of family member, jury duty, etc.). The instructor will officially certify all excused absences. The instructor may drop the grade by one letter grade when the student has exceeded the number of excused absences. Students are responsible for statements related to attendance as noted in the course syllabus and student handbook.

CHANGE OF MAJOR

Procedure:

1. The student obtains the Change of Major form from the Registrar's office and completes Section I of the form. Students also complete survey attached to change of major form.
2. The form is forwarded to the Registrar's Office where Section II is filled in. It is then sent to the chairperson of the proposed new major.
3. The new department chairperson either admits or rejects the application, and forwards the form to the Vice President for Academic Affairs.
4. If the student is qualified to transfer into the department (GPA, etc.) and is admitted, the new department chair designates the new advisor.

Note: Students not meeting minimum departmental cumulative grade point averages may not be considered for admission by the specific department. The chairperson will return the form to the Registrar's Office for processing.

COURSE OVERLOAD

The normal credit load is 15 to 16 semester hours. Any credit above 16 hours is an overload and requires the approval of the Dean of the College (Appendix).

Eligibility

Students who desire to take 17 or more credit hours must have a verifiable cumulative grade point average (CGPA) of 3.0 or better. * No student will be eligible to carry more than 23 credit hours during any given semester. Students in their senior year have an opportunity to take an overload for one semester with a cumulative GPA of less than 3.0, but not lower than 2.50.

*Any graduating senior may request an overload (limited to 23 hours) on a one time only basis, providing he/she has a cumulative GPA of 2.5 or better.

Procedure

1. The student should secure a Request for Overload form from the Office of the Dean/department chairperson. The form must be typed.
2. The student completes the form and submits it to his/her advisor for approval.
3. The advisor should then route the request form through the departmental chairperson for approval, as indicated on the form.
4. The CGPA or CSGPA must be verified by the department head or designated staff.
5. The course overload form is forwarded to the Dean of the College for final approval.
6. Once approval has been secured, the computer registration can be overridden (by designated department personnel) to allow entry of additional courses.

7. A copy of the Request for Overload form should be attached to registration printout for the student's academic file.

SCHEDULE ADJUSTMENTS (DROP-ADD)

Descriptive Statement

A schedule adjustment or change of schedule is the process by which a student alters his/her schedule of classes. The procedure occurs during the first week of classes in a designated period commonly known as the drop-add period of registration.

IT IS STRONGLY ADVISED THAT NURSING STUDENTS CONSULT WITH THEIR NURSING ADVISOR PRIOR TO MAKING ANY CHANGES!

Procedure:

1. During the registration period, the student may adjust his/her schedule via BANNER Web. A copy of the new schedule should be given by the student to the student's advisor.
2. Students **may not add** a course after the designated date during official registration.
3. If the student wishes to **drop** a course after the registration period has ended, the student obtains a Add/ Drop form from the Registrar's Office.
4. In consultation with his advisor, the student completes the form and obtains the signature of the advisor.
5. The student takes the form to the Registrar's Office.
6. A student may drop a course with a grade of "W" prior to the designated date for each semester (approximately mid-semester).

Follow-up

No follow-up is necessary. The student will receive a grade in the course added and a "W" in the course dropped. If no grade is received, the student should report to the Registrar's Office Coordinator with his copy of the drop/add form within ten days of the receipt of his grade report.

WITHDRAWAL FROM UNIVERSITY

Students who drop/withdraw from all courses must obtain a withdrawal form from the Registrar's Office. The student is required to obtain the necessary signatures and return the form to the Registrar's Office.

FINANCIAL AID and SCHOLARSHIPS

Financial Aid

Nursing students are eligible for financial aid as described in the ASU handbook. In addition, there are some scholarships and grants that are available for nursing majors. It is also recommended that students search the web for grant opportunities with the financial aid office. A financial aid brochure available in the College of Sciences and Health Professions describes numerous financial assistances. Those especially for nursing majors are Army ROTC Scholarship; Dialysis Clinics, Inc. Scholarship; Dougherty County Medical Society Scholarship; Georgia Student Finance Authority Educational Loans with Service Cancelable Benefits; Phoebe Putney Memorial Hospital Service Cancelable Assistance; and Scholarships for Disadvantaged

Students (SDS) Program. In addition, two websites: www.CollegeAnswer.com and www.fastweb.com may provide information on nursing scholarships. Students may discuss financial opportunities with the Office of Fiscal Affairs (430-4650) and their advisor. See University Student Handbook and the financial aid office for other options.

Scholarships

ROTC Scholarship:

Army Nurse Corps United States Army ROTC Program: Non-Scholarship Students: Students can participate in ROTC without a Scholarship and receive \$200/month (up to \$2000/year) during their junior and senior year. Upon completion of the program, students are commissioned as officers in the United States Army. Application Procedures: Four Year scholarship Applications are normally completed by high school seniors. This information is available online at or by mail at 1-800-USA-ROTC. Two and Three Year Scholarship Applications are normally completed by college freshmen and sophomores. Applications are available at Army ROTC Department at ASU.

Non-Traditional Package: \$3,500/year (up to \$7,000): Money can be used for tuition, books, and living expenses. The student is obligated to work 11/2 years for each year of scholarship assistance. To qualify, student must submit proof of last tax return. Student must have 2.5 GPA in all pre-requisite classes and be accepted into a nursing program. Information is available through Financial Aid Office or from Phoebe Putney Memorial Hospital at 229-312-4369 or Financial Aid Office, Albany State University.

UNIVERSITY STUDENT AFFAIRS (Tutors, Test-Taking, Time Management, Study Skills) See University Student Handbook

LIBRARIES (Within a 30-Mile Campus Radius)

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. This is how they do it:

- 1) Log onto [your D2L learning management account](#)
- 2) Go to your home page and click on "Galileo"

THE NATIONAL CERTIFICATION AND LICENSURE EXAMINATION for Registered Nurses (NCLEX-RN)

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 <http://www.sos.state.ga.us>. A \$60 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.

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 at the <http://www.sos.state.ga.us> website).

2. 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 website at http://www.ncsbn.org/public/res/NCLEX20Candidate20Bulletin_NCS20Pearson.pdf. 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.

3. 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 <http://www.pearsonvue.com/nclex>. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

Academic Affairs Committee (Student Representative)

Objectives:

1. To serve as the official structure to handle student grievances.
2. To plan and implement social and professional programs of the department.
3. To monitor a body of resource materials for students in the clinical and computer labs.
4. To participate on library facilities and services committee.
5. 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
 - a. searching out all facts
 - b. gathering correct information
 - c. 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.

STUDENT COMPUTER LAB

SIGN-IN Students are to sign in and sign out of the Nursing computer lab each time even if several times during the day.

QUESTIONS/PROBLEMS Students are to direct all questions and concerns about equipment to the Technology department. Do not attempt to correct problems with computer lab equipment.

NOISE Computer Labs serve as a shared study area, where noise must be kept to a minimum. In consideration of other students working in the lab, you are expected to speak softly and limit conversation with others. You may not play music in the lab. Persons making excessive noise and disturbing others will be asked to leave the lab.

FOOD AND DRINKS Absolutely no food and drinks are allowed in the lab. Anyone with food and/or drinks will be asked to leave for the remainder of the day.

SMOKING The computer lab is a smoke-free zone. There will be no smoking, chewing tobacco, snuff or other tobacco products allowed the lab at any time. ASU is a smoke free campus.

GAMES Playing of games is not allowed on the machines in the computer lab.

CHILDREN IN THE LAB Children are allowed in the computer lab when accompanied by a parent, but are prohibited from using any University computer equipment or systems.

SOFTWARE AND MANUALS All software, manuals and equipment must stay in the computer lab. Material may not be checked out for use outside of the lab at any time.

STORING FILES AND DATA Installation of any programs or data files on any public computer lab machine is prohibited. You may create and save personal files to portable diskettes.

Cell Phones- Are not to be used in class. Cell phones are not allowed to be used during testing. Cell phones should be placed on vibrate or silenced during class and test taking.

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.nursingworld.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 his/her 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.

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: <http://www.nursingsociety.org/>)

STUDENT HEALTH SERVICES (See University Student Handbook) Student Health Services is located in ACAD 138 and is under the direction of Student Affairs.

DEPARTMENT OF NURSING FACULTY

2015-2016

**Joyce Y. Johnson, Ph.D., R.N., Professor
Dean of the College of Sciences and Health Professions**

**Cathy Williams, D.N.P., R.N., Professor
Department Chair
Fuller E. Callaway Endowed Professorial Chair in the Department of Nursing**

**Wanda Allen, DNP, M.S.N, R.N., Assistant Professor
Undergraduate Coordinator**

**Zelda Peters, DNP, M.S.N., FNP-C, R.N., Assitant Professor
Interm Director Graduate Program /FNP Director**

Linda Amankwaa, Ph.D. R.N, FAAN, Associate Professor

Donyale Childs, Ph.D., M.S.N, R.N., Assistant Professor

Tamara Davis, M.S.N., FNP-C, RN, Assistant Professor

Linda Grimsley, Ph.D., D.S.N., R.N., Professor

Catherine Hall, M.S.N., R.N., CNE, Assistant Professor

Edna Davis Jones, M.S.N., R.N., Assistant Professor

Jan Rodd, M.N., R.N., Assistant Professor

Robert Thornton, M.S.N., CRNA, RN, Assistant Professor

PART-TIME FACULTY

**Karen Baker, M.S.N., FNP-C, R.N., Instructor
Schvon Bussey, M.S.N., FNP-C, R.N., Instructor
Dorothy Miller, Ph.D., M.S.N., R.N., Assistant Professor
Teresa Mitchell, Pharm. D., Instructor
Dorothea Moultrie, M.S.N., R.N., Instructor
Kashieka Williams, M.S.N., FNP-C, R.N., Instructor**

DEPARTMENT OF NURSING STAFF

**Janet Cooks – Instructor for the College of Sciences and Health Professions
Eric Hernandez – Graduate and Undergraduate technical Coordinator/ Admin. Assistant
Crystal Larimore – Graduate Clinical Coordinator
Margie Tippins- Undergraduate Admissions Coordinator**

Section V: *Important Supplemental Information and Forms*

1. Admission Criteria (available in Room 130 on the website)
2. Articulation Model (Board of Nursing website)
3. Change of Major Form (available from Registrar's Office & Online)
4. Change of Schedule Form (available from Registrar's Office & Online)
5. Clinical Evaluation Tool (pg. 61)
6. Course Registration Form (available in Room 130 or from each Advisor)
7. Curriculum Pattern (pg. 66)
8. Grade Calculation Sheet
9. Graduation Check Sheet
10. Guide Sheet
11. Grading Policy
12. Math Calculations (See Course Syllabus)
13. Request for Overload
14. Students with Disabilities (see counselor in Student Affairs Office)
15. Students with Special Medical Needs (Student Handbook)
16. Substance Abuse Policy (Student Handbook)
17. Web Page Information & Email (Student Handbook)
18. Writing Policy (See Course Syllabus)
19. Request to Implement Repeat Policy

POLICY: The University provides an opportunity for students to repeat courses in which unsatisfactory grades are earned. The following stipulations apply:

- a. Effective for all undergraduate students enrolled Fall Quarter, 1997 or after, only the first passing grade will be used to compute the GPA for a student who chooses to repeat a course for which a grade of "D" or "F" was earned.
- b. The first passing grade earned above "D" will be reflected in the cumulative GPA, in lieu of the prior grades.
- c. Grade(s) earned in any subsequent repeat of the same course will not be counted.
- d. In applying the criteria for determination of honors and other awards, all grades will be used in the calculations.

e. Published College/departmental policies may supersede the above in instances where those policies may be more stringent. **For the Department of Nursing, the repeat policy will assist the student's GPA, but a failure in a Nursing course will count as a nursing failure, even when implementing the Repeat Policy.**

21. Graduation Planning Guide

22. Pinning Ceremony (evening prior to May graduation)

23. Scholarships

**ALBANY STATE UNIVERSITY
COLLEGE OF SCIENCES & HEALTH PROFESSIONS
DEPARTMENT OF NURSING
ADMISSION CRITERIA**

SPECIFIC ADMISSION CRITERIA TO THE GENERIC NURSING PROGRAM:

For Admissions into the Nursing Program, the following are required:
See page 20 of Undergraduate Nursing student Handbook

**SPECIFIC ADMISSION CRITERIA TO THE NURSING PROGRAM
ACCELERATED PROGRAM FOR SECOND DEGREE STUDENTS**

See page 21 of Undergraduate Nursing Student Handbook

RN STUDENT Admissions POLICY

See page 22 of Undergraduate Nursing Student Handbook

SPECIFIC ADMISSION CRITERIA TO THE RN-BSN NURSING PROGRAM

The Albany State University Bachelor of Science in Nursing Degree program follows the collaborative Georgia RN-BSN Articulation Model for Registered Nursing Students.

1. Nursing credits accepted as advanced standing from prior college credits include the following with a “C” or better:

Nutrition

Pharmacology

The Georgia RN-BSN Articulation Model is followed for RNs. No validation testing for prior nursing content is required for students who meet the appropriate criteria of the model.

During registration of RN students for NURS 4240 (Community Health Nursing) and NURS 4344 (Senior Seminar), the Nursing faculty will verify the RN’s original Georgia license and subsequently will sign a form indicating that the license is current. Students must also present a copy of the signed license during the admission process and each subsequent year of nursing education until graduation.

Criteria of Articulation Model on file in the Department Chair’s Office or at the:

Georgia Board of Nursing

237 Coliseum Drive

Macon, Georgia 31217-3858

Website: www.sos.state.ga.us

Transfer Admission Policy

See Page 27 of Undergraduate Nursing Student Handbook

**ALBANY STATE UNIVERSITY
COLLEGE OF SCIENCE & HEALTH PROFESSIONS**

CLINICAL EVALUATION OF STUDENT

STUDENT: _____ SEMESTER: _____ DATE: ___/___/___

FACULTY/PRECEPTOR'S NAME (print): _____ SIGNATURE: _____

Directions for Use of Clinical Evaluation Tool: The student's performance will be evaluated by his/her clinical instructor utilizing a satisfactory or unsatisfactory rating scale. Behaviors to be evaluated are listed on the evaluation tool. After each lab session, the student will receive a rating for each expected behavior that was performed. If an unsatisfactory rating (U) is given, the specific behavior of the student will be describe in writing on the evaluation tool and will be shared with the student. The student will be counseled before the next lab session regarding disciplinary action and/or approaches and expectations for the improvement of his/her behavior. In order to pass the clinical lab component of the course, the student must achieve a satisfactory(S) rating.

Please evaluate the student based on the following scale:

S= Satisfactory

Sophomore progression level - Behavior is demonstrated safely and independently or with minimum to moderate assistance. The student is able to verbalize and apply scientific or theoretical principles related to the behavior.

Junior & Senior progression level – Behavior is demonstrated safely and independently or with only minimum assistance. The student is able to verbalize and apply scientific or theoretical principles related to the behavior.

U= Unsatisfactory

Behavior is demonstrated ineffectively, inappropriately, incorrectly, or incompletely and violates basic safety principles. Consistent prompting and direction are required to perform the behavior. The student is unable to verbalize and/or apply scientific or theoretical principles related to the behavior. The student does not demonstrate professional and/or ethical behavior. All "U's" must have a counseling note attached. There may be no "U" grade in any criteria by the end of the semester.

The student will receive an unsatisfactory rating if any of the following occur:

1. Violation of one or more critical elements (**identified by an asterisk (*) on the evaluation tool**) at any time during the semester will result in disciplinary action up to and including a clinical failure, a grade of "F" for the course and/or dismissal from the nursing program.
2. Three U's in the individual non-critical criterion in one clinical session will result in counseling.
3. Three or more U's in the individual non- critical criterion in the same or different area three or more sessions during a semester will result in a clinical failure.

NA= Not Assessed

Opportunity to assess the student's performance of the behavior did not occur. Behavior is not required or appropriate at the time of the evaluation.

Criterion Progression Level: S =Sophomore J = Junior Sr. = Senior

Criterion not designated by levels applies to all students.

CRITERION	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12
PROFESSIONAL	Date	Date	Date									
1. Maintains professional standards of behavior as defined in the Department of Nursing Handbook* (QSEN Patient Centered Care--K)												
2. Accepts responsibility and accountability for actions and timeliness (QSEN Patient Centered Care-K)												
3. Complies with institutional and agency patient care policies* (QSEN Patient Centered Care-A)												
4. Achieves attainment of individual and clinical objectives (QSEN Patient Centered Care-K)												
5. Demonstrates professional attire (QSEN Patient Centered Care-S)												
6. Demonstrates honesty and integrity in the clinical setting * (QSEN Patient Centered Care- K)												
NURSING PROCESS												
7. Establishes a database utilizing multiple sources (QSEN Patient Centered Care-K,S)												
8. Completes a comprehensive history (S) (QSEN Patient Centered Care-K,S)												
9. Completes a focused physical assessment (S) (QSEN Patient Centered Care-K,S)												
10. Completes a comprehensive health assessment (J & Sr) (QSEN Patient Centered Care-K,S)												
11. Formulates & prioritizes nursing diagnosis(es) (S, J & Sr.) (QSEN Patient centered Care-K,S)												
12. Establishes expected outcomes (S, J & Sr.) (QSEN Patient Centered Care-K,S)												
13. Establishes expected outcomes in collaboration with client and/or team (J & Sr.) (QSEN Patient Centered Care-K,S,A)												
14. Develops a prioritized plan of care for client (QSEN Patient Centered Care-K,S)												
15. Utilizes therapeutic technique & communication skills as part of client interventions (S) (QSEN Patient Centered Care-K,S,)												
16. Establishes a therapeutic environment & interactions/interventions (J & Sr.)												

(QSEN Patient Centered Care-K,S)													
17. Evaluates attainment of expected outcomes (QSEN Patient Centered Care-K,S)													
18. Modifies plan of care based on outcome (as necessary) (J & Sr.) (QSEN Patient Centered Care-K,S)													
19. Implements care in a patient centered manner (QSEN Patient Centered Care-K,S)													
THERAPEUTIC COMMUNICATION & INTERVENTION													
20. Promotes psychosocial integrity by providing holistic care that addresses the emotional, spiritual, mental, social well-being of clients. (QSEN Patient Centered Care- K,S,A)													
21. Implements care in a safe, effective manner.* (QSEN Patient Centered Care- K,S,A)													
22. Provides culturally competent care for clients from diverse backgrounds. (QSEN Patient Centered Care- K,S)													
23. Utilizes technology to provide holistic, safe, effective care (QSEN Informatics- K,S)													
24. Implement a prioritized plan of care (QSEN Patient Centered Care- K,S)													
LEADERSHIP, COLLABORATION AND ADVOCACY													
25. Assumes beginning leadership roles (QSEN Teamwork & Collaboration- K,S,A)													
26. Delegates client care appropriately (J & Sr.) (QSEN Teamwork & Collaboration- K,S)													
27. Collaborates with peers, faculty, family, and other health professionals (J & Sr.) (QSEN Teamwork & Collaboration- K, S)													
28. Applies ethical, legal and political concepts to client care (QSEN Quality Improvement-A)													
29. Advocates for health promotion and care based on client needs and rights (QSEN Patient Centered Care- K,S,A)													
EVIDENCE-BASED PRACTICE													
30. Provides documented													

rationales for interventions using current research when available (QSEN Evidence-Based Practice-K, S)												
INITIALS OF EVALUATOR AND STUDENT												
Evaluator's initials (please sign legibly below)												
Student's initial (please sign legibly below)												

COUNSEL STUDENT AS TO CLINICAL PROGRESS WEEKLY AND AT MID-POINT AND FINAL PERIOD.

Student Signature

Date(s) completed

Faculty/Preceptor Signature
Revised 9/10/07; 01/14/08; 03/16/09; 8/2015

Date(s) completed

Revised 8/2015

COMMENTS and/or COUNSELING SESSION

Student strengths:

Student area(s) needing improvement:

COMMENTS and/or COUNSELING SESSION

Student strengths:

Student area(s) needing improvement:

COMMENTS and/or COUNSELING SESSION

Student strengths:

Student area(s) needing improvement:

COMMENTS and/or COUNSELING SESSION

Student strengths:

Student area(s) needing improvement:

Curriculum Pattern for Year 1 FOR UNDERGRADUATE GENERIC STUDENT

FALL SEMESTER	SPRING SEMESTER	SUMMER SEMESTER
ENGL 1101 Eng. Comp I.....3 BIOL 2411 Anatomy & Phys I.....4 Area D Science I.....4 NURS 1232 Pre-Nurs. Seminar.... 2 ASU 1201 Found/College Success...<u>2</u> 15	ENGL 1102 Eng. Comp II.....3 BIOL 2412 Human Anat/Phys II4 Area D Science II.....4 COHP 2120 Growth & Devel.... <u>3</u> 14	BIOL 2211 Microbiology.....4 SOCI 2011/PSYC 1101... <u>3</u> 7 Non-Nursing: 31 Nursing: <u>5</u> TOTAL HOURS - YEAR 1:36

Curriculum Pattern for Year 2

FALL SEMESTER	SPRING SEMESTER	SUMMER SEMESTER
MATH 1111 or 1101.....3 NURS 2210 Pharmacology.....3 NURS 3510 Health Assessment....3 NURS 2231 Fund. Concepts Prof Nsg.....<u>5</u> PEDH/HEDP.....<u>1</u> 15	NURS 2331 Adult Health Nursing I.....5 NURS 3320 Pathophysiology.....3 Area E course.....3 COMM 1100 Public Speaking.....3 PEDH.....<u>1</u> 15	Non-Nursing: 11 Nursing: <u>19</u> 30 TOTAL HOURS YEAR 2

Curriculum Pattern for Year 3

FALL SEMESTER	SPRING SEMESTER	SUMMER SEMESTER
NURS 4342 Adult Nursing II.....5 POLS 1101 Political Science.....3 MATH 2411 Basic Statistics.....3 NURS 4131 Nursing Research.....3 PEDH.....<u>1</u> 15	HISTORY Option.....3 Fine Arts Option.....3 NURS 3136 Women's Health Nurs.....5 NURS 3134 Pediatric Nurs.....5 16	Non-Nursing: 13 Nursing: <u>18</u> 31 TOTAL HOURS - YEAR 3

Curriculum Pattern for Year 4

FALL SEMESTER	SPRING SEMESTER	SUMMER SEMESTER
ENGL 2111 World Literature I.....3 HIST 1002 Intro to African Diaspora.....2 NURS 4140 Leadership.....2 NURS 3335 Mental Health Nsg5 NURS 2601 Intro Geriatric Nsg.....<u>3</u> 15	NURS 4240 Community Health Nursing.....5 NURS 4345 Senior Comprehensive Nsg.....5 NURS 4111 Directed Study/NCLEX Prep.....3 13	Non-Nursing: 5 Nursing: <u>23</u> 28 TOTAL HOURS - YEAR 4

Worksheet for Calculation of NURS Grades



1) **Record** your exam grades and calculate points for each exam:

(Course Exams) $\frac{\text{EXAM GRADE}}{.15} \times \text{each } \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$ # POINTS

(Final) $.30 \times \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$



2) **Add** your total points for all exams: $\underline{\hspace{2cm}}$ (**highest # possible = 75**)



3) **Convert** your points to an **exam average percent** by dividing your points by the highest # of points possible and multiplying by 100:

$\underline{\hspace{2cm}} \times 100 = \underline{\hspace{2cm}}\%$ (exam average percent) 75

4) **Is your exam average percent equivalent to 75% or greater?**

If no



Your **Exam Average Percent** is your **FINAL COURSE GRADE**:

If yes



5) **Calculate** your points for the Reports (15%) & Staff Meetings (10%)

(Clinical Reports) $.15 \times \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$ Points

(Meetings) $.10 \times \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$ Points

6) **Add TOTAL POINTS** for all exams (the answer in step # 2 above) to the reports and meetings points:

Points for both exams: $\underline{\hspace{2cm}}$

Points for Reports: $\underline{\hspace{2cm}}$

Points for Meetings: $\underline{\hspace{2cm}}$

Total Course Points: $\underline{\hspace{2cm}}$

Your **Total Course Points** score is your **FINAL COURSE GRADE**:

$\underline{\hspace{2cm}}$

Note: You must pass the exams to pass the course. Points for the additional assignments are added **ONLY** if your **EXAM AVERAGE PERCENT** is equivalent to 75% or greater (See Course Syllabus).

If your **EXAM AVERAGE PERCENT** is lower than 75%, then your **EXAM AVERAGE PERCENT** becomes your final grade.



2

ALBANY STATE UNIVERSITY							
ALBANY, GA 31705							
GENERIC							
B.S. in NURSING - 125 HOURS							
NAME _____		SS# _____		MAJOR _____		ADVISOR _____	
ADDRESS _____		PHONE# _____		DATE ADMITTED _____			
AREA A1: Communication Skills (6 hours)		Grd	Hr	AREA D: Natural Science, Math & Tech (10-11 hours)		Grd	Hr
ENGL 1101	English Composition I (R) or		3	OPTION I - Non-Science MAJORS (Select TWO)			
HONR 1111	Honors Humanities I (H)		3	BIOL 1111K	Intro to Biological Science		4
ENGL 1102	English Composition II (R) or		3	BIOL 1112K	Intro to Biological Science		4
HONR 1112	Honors Humanities II (H)		3	BIOL 1114K	Survey of Biotechnology		3
*Minimum grade of "C" required in each course					BIOL 1115K Intro to Environmental Biology		3
AREA A2:	Quantitative Skills (Select 1 as required)				CHEM 1151K Survey of Chemistry I		4
MATH 1101	Mathematical Modeling		3	CHEM 1152K	Survey of Chemistry II		4
MATH 1111	College Algebra (R)		3	PHYS 1001	Physical Science I		4
MATH 1113	Pre-Calculus *		3	PHYS 1002K	Physical Science II		4
*	(Required for the following majors				PHYS 1020K - Survey of Modern Sc. & Tech.		2
	Mathematics, Computer Science,			ELECTIVES		SELECT ONE	
	Chemistry, Biology)			CSCI 1003	Intro to Technology		2
MATH 1211	Calculus I **		4	SSCI 2402	Survey in Social Science		3
**	(Required for Pre-Engineering Majors)				MATH 1201 Survey of Calculus		3
AREA B:	Institutional Options (5 hours)			MATH 2411*	Basic Statistics (R for nursing)		3
COMM 1100	Fundamentals of Speech		3	CSCI 1101	Intro to Computers		3
HIST 1002	Intro African Diaspora		2	PHYS 2100	Computer Applications		3
				MATH 1113	Pre-Calculus		3
AREA C:	Humanities, Fine Arts & Ethics (6 hours)			AREA D: Natural Science, Math & Tech (10-11 hours)			
ENGL 2111	World Literature (R) or		3	OPTION II - Science MAJORS (Select TWO)			
HONR 2111	Honors Humanities III (H)		3	CHEM 1211k	Intro to Chemistry I		4
				CHEM 1212k	Intro to Chemistry II		4
ELECTIVES	Select ONE			PHYS 1111k	Intro to Physics I		4
ARAP 1100	Art Appreciation		3	PHYS 1112k	Intro to Physics II		4
ENGL 2112	World Literature II		3	PHYS 2221k	Principles of Physics I		4
MUSC 1100	Music Appreciation		3	PHYS 2222k	Principles of Physics II		4
FREN 2001	Intermediate French		3	ELECTIVES		SELECT ONE	
GERM 2001	Intermediate German		3	MATH 1113	Pre-Calculus		3
SPAN 2001	Intermediate Spanish			MATH 1211	Calculus I		4
HONR 2112	Honors Humanities IV (H)			MATH 2212	Calculus II		4
				PHYS 2100	Computer Applications		3
				MAJOR EXIT EXAM _____			
					Page 1 of 2		
Revised August 2011 - Effective Fall 2011				(Continued on the Reverse side)			

		B.S. in NURSING - 125 HOURS					
AREA E: SOCIAL SCIENCE (12 hours)		Grd	Hr	AREA F: Course Related to Major		Grd	Hr
POLS 1101	U.S. & Georgia Govt. ® or		3		Courses (17 hrs)		
HONR 1161	Honors American Govt.		3	COHP 2120	Growth & Develop for Hlth Prof.		3
	(Optional for Honors Student Only)				BIOL 2211 Microbiology		4
ELECTIVES	Select at least one HISTORY			BIOL 2411	Human Anatomy & Physiology I		4
	course and two other courses			BIOL 2412	Human Anatomy & Physiology II		4
ECON 2105	Macroeconomics		3	NURS 1232	PreNursing Seminar		2
ECON 2106	Microeconomics		3				
ECON 2201	Survey of Economics		3				
GEOG 1101	Intro to Human Geography		3	AREA G	PROFESSIONAL NURSING COURSES		
HIST 1111	Survey of World History I		3		60 HOURS		
HIST 1112	Survey of World History II		3	NURS 2210	Pharmacology		3
HIST 2111	Survey of American History I		3	NURS 2231	Fundamental Concepts of Prof Nsg		5
HIST 2112	Survey of American History II		3	NURS 2331	Adult Health Nursing I		5
HIST 2113	Minorities in America		3	NURS 2601	Introduction to Geriatric Nursing		3
HONR 1151	Honors World History I		3	NURS 3136	Women's Health Nursing		5
HONR 1152	Honors World History II		3	NURS 3134	Pediatric Nursing		5
PHIL 2101	Intro to Philosophy		3	NURS 3320	Pathophysiology for Health Providers		3
POLS 2101	Intro to Political Science		3	NURS 3335	Mental Health Nursing		5
POLS 2102	Intro to Law		3	NURS 3510	Health Assessment for Health Providers		3
PSYC 1101	General Psychology		3	NURS 4111	Directed Study/NCLEX PREP		3
SOCI 2011	Principles of Sociology		3	NURS 4131	Research		3
SOCI 2031	Introduction to Anthropology		3	NURS 4140	Leadership		2
				NURS 4240	Community Health Nursing		5
ABOVE THE CORE: (6 hours)	CORE (5 HOURS)			NURS 4342	Adult Health Nursing II		5
ASU 1201	Foundation of Success		2	NURS 4345	Senior Comprehensive Nursing		5
SELECT THREE							
HEDP 1001	Introduction to Wellness		1		RN-BSN Completion Courses		
PEDH 1001	Team Sports		1	NURS 3313	Concepts in Prof. Nsg for RNs		5
PEDH 1002	Fitness		1	NURS 4344	Senior Seminar		3
PEDH 1003	Recreational Skills I		1				
PEDH 1004	Recreational Skills II		1	ELECTIVE COURSES			
PEDH 1005	Lifetime Skills I		1	COHP 2110	Nutrition		3
PEDH 1006	Lifetime Skills II		1	NURS 2600	Health & Medical Terminology		3
PEDH 1007	Aquatics		1	NURS 3010	Junior Externship		3
PEDH 1008	Progressive Resistance		1	NURS 4010	Senior Externship		3
PEDH 1010	Introduction to Yoga		1	NURS 4111	Directed Study (Varied Hours)		1 to 5
I = Institutional Credit					CPC REQUIREMENTS		
H = Honors Students Only					SATISFIED	_____ Yes _____ No	

CLARIFICATION OF THE REPEAT POLICY FOR NURSING STUDENTS

I understand that a “request to implement the repeat policy” for a nursing course will only improve my overall grade point average (GPA) and will not erase the failing course grade from my record. The failing course grade in nursing will remain as a nursing failure and will continue to count. The Nursing Department Policy is that “A second failure of a nursing course constitutes grounds for dismissal from the nursing program” (Nursing Undergraduate Handbook).

Signature

Date

Witness

Date



COLLEGE OF SCIENCES & HEALTH PROFESSIONS

UNDERGRADUATE HANDBOOK

I acknowledge I have received an Undergraduate Nursing Program Handbook and am responsible for reading and understanding its contents.

Student's Signature

Date