Department of Nursing

Undergraduate Student Handbook

2026-2027

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ARKANSAS TECH UNIVERSITY
Department of Nursing
Bachelor of Science in Nursing Program

Welcome

Welcome to the Arkansas Tech University (ATU) Department of Nursing (DON). This handbook provides specific information about policies, procedures, and guidelines utilized within the ATU DON. This handbook is a supplement to the information, policies, and procedures outlined within the ATU Student Handbook and the ATU Undergraduate Catalog. This handbook was prepared by DON faculty and students to guide students in the undergraduate nursing programs **(Appendix A Nursing Faculty)**. All nursing students are required to read and remain familiar with the information contained herein. This handbook is reviewed and published yearly. New and revised policies are communicated via official ATU DON communication.

Accreditation

The Department of Nursing offers undergraduate study in nursing to qualified graduates of high schools, diploma or associate degree nursing programs, and practical nursing programs. Completion of this program leads to a Bachelor of Science degree in Nursing. The ATU nursing programs are approved by the Arkansas State Board of Nursing and the Arkansas Department of Higher Education. The programs are also accredited by the Accreditation Commission for Education in Nursing, Inc. The ATU DON provides accrediting bodies with specific program information regularly.

Accreditation Commission for Education in Nursing
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Phone: 404-975-5000
http://www.acenursing.org/

Arkansas Department of Higher Education
423 Main Street, Suite 400
Little Rock, AR 72201
Phone: 501-371-2000
https://adhe.edu

Arkansas State Board of Nursing
University Tower Building
1123 South University, Suite 800
Little Rock, AR 72204-1619
Phone: 501-686-2700
https://healthy.arkansas.gov/boards-commissions/boards/nursing-arkansas-state-board/

BSN Program Overview

Arkansas Tech University's nursing curriculum is designed to prepare students for professional responsibilities in a variety of health-care settings and to provide the necessary foundation for graduate study.

Mission

The ATU DON Mission is to promote student success in an innovative, engaging climate that fosters the development of clinical judgment, achievement of personal and professional goals, and lifelong learning.

Vision

The Department of Nursing prepares professional nurses who collaborate and lead members of the healthcare team to provide evidence-based quality care to individuals, families and communities while empowering them to reach their healthcare goals.

Philosophy

The University provides opportunities for intellectual growth, skill development, and career preparation. The faculty of the Department of Nursing at Arkansas Tech University seeks through its professional program to implement the mission of the University, a mission committed to student success, preparing students to meet the demands of an increasingly competitive and intellectually challenging future.

Individuals are complex beings with bio-psychosocial, emotional, spiritual, cultural, and environmental elements. The Department of Nursing is committed to providing opportunities for students to enhance their clinical reasoning and communication skills in therapeutic interventions. The graduate will utilize a clinical judgement model to assist individuals, families, groups and communities to meet their bio-psycho-social, emotional, spiritual, cultural, and environmental needs.

Nursing is a caring relationship that facilitates health and healing. Encompassing the acquisition and critical application of knowledge from nursing and the social, psychological, biological, and physical sciences, nursing meets the health needs of individuals, families, groups, and communities. As a profession with responsibilities and privileges, nursing is concerned with promotive, restorative, and supportive practices aimed to optimize health in the recipients of care. Nursing is publicly accountable to the society it serves, obligated to improve nursing practice through acquisition, utilization, augmentation, and promotion of knowledge and skills, as well as the systematic study of the effects of these practices on human health.

Learning is essentially manifested in a change or reorganization of behavior and is best accomplished through active inquiry and participation in the learning process. Learning is a lifelong, self-initiated process by which knowledge, skills, attitudes, and values are acquired. Learning occurs independently through perception, assimilation, formulation, and synthesis. The teacher functions as a facilitator by establishing a learning climate of mutual respect regarding beliefs, feelings, and opinions, and by providing learning opportunities and guidance with regard to individual differences. Learning experiences are designed to facilitate personal and professional growth within the student's cognitive, affective, and psychomotor domains. The ultimate responsibility for learning rests with the learner.

Nursing education, an integral part of higher education, fosters the generation and application of scientific knowledge through clinical judgement. These learning experiences are organized for an orderly progression through an increasing complexity of nursing situations. During the educational process, the student acquires knowledge of the independent and collaborative functions of the nurse.

Baccalaureate nursing education prepares a person for professional nursing practice. The curriculum is designed to prepare the person for professional nursing practice, to be competent, self-directed, and capable of demonstrating leadership in the application of clinical judgement. The graduate should demonstrate initiative for responsible change, the ability to think critically, and a lifelong quest for knowledge and growth.

Congruency of ATU and CEH Mission with DON BSN Mission and Philosophy

ATU Mission	CEH Mission	BSN Program Mission	DON Philosophy
Arkansas Tech University is dedicated to **student success** and access by providing an education that will significantly impact social mobility, enabling students to reach their greatest potential. The university has an unwavering commitment to providing life-changing educational opportunities at all levels of higher education through partnerships, research and service initiatives that contribute to the economic, cultural and social well-being of the students and the region it serves. The university will cultivate a vibrant and welcoming community, encouraging students, faculty and staff to achieve their goals in a supportive environment. ADOPTED 12/19/ 2024	The CEH promotes **student success** by providing collaborative, engaging and **innovative** programs in accessible formats to **prepare professionals** who will positively impact their **communities locally, regionally, and globally**.	The mission of the DON is to promote **student success** in an **innovative, engaging climate** that fosters the **development** of **clinical judgment**, achievement of personal and **professional** goals, and lifelong learning.	The University provides **opportunities** for **intellectual** growth, skill **development**, and career preparation. The faculty of the Department of Nursing at Arkansas Tech University seeks through its professional program to implement the mission of the University; a mission committed to **prepare student success**, preparing students to meet the demands of an increasingly competitive and **intellectually** challenging future. … **opportunities** for students to enhance their **clinical reasoning** and communication skills in therapeutic interventions. … **clinical judgment** model to assist individuals, families, groups and **communities.** … fosters the generation and application of scientific knowledge through **clinical judgment.**

Conceptual Framework

The conceptual framework at Arkansas Tech University's Department of Nursing is composed of four major concepts: person, health, nursing, and environment.

Person

Person, a bio-psycho-social, emotional, spiritual, cultural, and environmental being, functions as a unique, integrated "whole." Person is an open system, changing and being changed by the environment. Persons' relationships are influenced by stages of development at any given point in time and experience in the life cycle. Through interactions, persons attempt adaptation to maintain a high level of health. Health and illness are human experiences, and persons must adapt in order to survive. Adaptive processes and life cycle occur on a continuum, from the moment of conception throughout life. Physiological, psychological, social, emotional, spiritual, cultural, and environmental forces shape the process of adaptation. Persons' state of health is determined by the ability to adapt. Within this sequence, certain common cognitive, psychological, and motor developmental tasks can be identified. The mastery of these tasks is essential to the achievement of self- actualization and optimal health.

Communication is a process by which persons gather information and share ideas, opinions, values, and feelings with others. A person's ability to communicate produces vital forces which can be utilized for positive benefits to self and society. The person has freedom of choice in making decisions related to personal health. This freedom to choose influences the nurse's ability to assist the client to optimal health. Nurses must respect the person's right to make decisions that might conflict with the nurse's own value system. The nurse acknowledges there are times when a person may not make logical choices that would improve health, however, the right to make such choices must be protected.

Health

Health is a condition of physical, mental, and social well-being that reflects adaptation to environmental, physical, and psychological factors. Health is not a static condition; it is dynamic in nature and may change over time in response to new situations, new challenges, and aging. Health is culturally defined and reflects a person's ability to perform daily activities in culturally expressed ways.

Nursing

The essential features of professional nursing practice are identified in ANA Nursing's Social Policy Statement (2010, p. 9):

- Provision of a caring relationship that facilitates health and healing
- Attention to the range of human experiences and responses to health and illness within the physical and social environments
- Integration of assessment data with knowledge gained from an appreciation of the patient or group
- Application of scientific knowledge to the processes of diagnosis and treatment through the use of judgment and critical thinking
- Advancement of professional nursing knowledge through scholarly inquiry

- Influence on social and public policy to promote social justice
- Assurance of safe, quality, and evidence-based practice

The bio-component of the person directs nursing's attention to the physical needs. The emotional and psycho- component requires that the nurse regard the interrelatedness of mind and body. Cultural and social aspects must also be considered in the delivery of nursing care. Since the spiritual component gives quality and aesthetic features to life, it too must be considered. The concept of spirit refers to that which gives meaning, purpose, and direction to life--it may be understood in a religious, philosophic, or humanistic sense. The beliefs of the nurse regarding various aspects of life's spirituality will be motivators in the kinds of care delivered to clients. Therapeutic touch, sensitivity to clients' needs, religious affiliations, compassion for suffering persons, and comfort measures are all contained in the realm of spiritual aspects.

Nursing behaviors are acquired and synthesized by the nurse in the delivery of appropriate nursing care. The major roles within the scope of nursing behaviors include manager, communicator, teacher, health care provider, researcher, advocate, and collaborator. Research methodology and utilization of well-designed nursing studies are necessary to provide a scientifically based order and reason to the practice. The activities of nursing encompass the traditional roles and the augmented interdependent roles in collaboration with other members of the health care team. The scope of these activities is flexible and responsive to the changing needs of society. The expanded role of the nurse includes independent functions which assure continuity of care of the client, family, group, or community in a variety of health care settings. Nurses provide care in both basic and advanced nursing practice. Within either basic or advanced practice, the nurse may choose a specialty area. Examples of settings for the practice of basic nursing include homes, schools, hospitals, institutions, community-based health centers, and businesses. The professional nurse provides quality nursing care utilizing critical thinking. It is based on scientific principles and focuses on optimal health. The nurse functions as a leader in the provision of nursing care that is planned, goal-directed, and specific to the needs of the patient, family, group, or community.

The nursing process has evolved into a clinical judgment model that includes recognizing and analyzing cues, prioritizing hypotheses, generating solutions, taking action, and evaluating outcomes (NCSBN, 2023). Recognizing cues (assessment) involves identifying relevant information. The analysis of cues requires the nurse to link assessment data (cues) and the client's condition. Prioritizing hypotheses requires the nurse to begin planning according to priority, then generating solutions. The nurse then acts to achieve a desired response. The final step is evaluation, comparing observed outcomes against expected outcomes. Nursing clinical judgment should be personalized, meeting the client's perceived needs, and collaborative, with other members of the health care team. This process can be utilized in any setting where nursing care is provided to persons, families, groups, or communities.

Environment

Environment considers the external world of persons. The world encompasses the society in which the person lives. This includes the culture set within a geographical location. The environment consists of a group of persons who share certain commonalities, such as goals, values, political ideologies, and socio-economic status. The community is an interactional unit of this world consisting of health care

consumers, health care providers, and health care settings. The structural unit of the community is the family in various traditional and nontraditional family forms. Because a person's life depends upon the environment, one cannot view the person apart from it. Throughout the life cycle, the person changes and adapts to the environment. The person's response to the environment impacts the possibilities for health, which then guides the nurse in making appropriate nursing interventions.

Integration of Conceptual Framework into Curriculum

	Person – Life Cycle	**Environment**	**Nursing Roles**
Sophomore **Level 0**	Introduction to care of persons throughout the life cycle	Introduction to all care environments	Introduction to all nursing roles
Junior **Level I**	Adults Older adults	Medical-Surgical Acute Care Long-term Care	Health care provider Communicator Collaborator Teacher Researcher Read Utilize
Junior **Level II**	Adults Children Families	Surgical Obstetric Pediatric	Health care provider Communicator Collaborator Teacher Researcher Read Utilize
Senior **Level III**	Adults Families	Medical-Surgical Intensive Care Psychiatric	Health care provider Communicator Collaborator Teacher Researcher Read Utilize Analyze Critique Advocate
Senior **Level IV** **RN to BSN**	Care of persons of all ages throughout the life cycle	Medical-Surgical Community Leadership Management	Health care provider Communicator Collaborator Teacher Researcher Read Utilize Analyze Critique Advocate Manager

Student Learning Outcomes

1. Demonstrates clinical judgment, skills and abilities to the provision of safe, competent patient care.
2. Demonstrates culturally sensitive caregiving, communication, teaching, advocacy, and management of diverse patient populations and settings.
3. Utilizes research evidence and technology to improve the quality and safety of patient care.
4. Collaborates with interprofessional health care teams in the delivery of patient care.
5. Apply principles of professional nursing ethics in patient care and professional situations.

Admission

Admission to the ATU DON undergraduate programs are open to any qualified student who has met the admission requirements identified in the current ATU Academic Catalog. Qualified students must submit a program application and any required documentation by specified deadlines. Admission is subject to evaluation by the DON Admission and Progression Committee.

Nondiscrimination Policy

In accordance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational amendments of 1972, and Section 504 of the Rehabilitation Act Amendments of 1974, the Department of Nursing of Arkansas Tech University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information or veteran status in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

Arkansas Tech University complies with all applicable state and federal laws including, but not limited to, Title VI and Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Educational Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 504 of the Rehabilitation Act Amendments of 1974, Age Discrimination Act, Vietnam Era Veterans Readjustment Assistance Act, Uniformed Services Employment and Reemployment Act, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991. Responsibility for implementation and compliance with this Non-Discrimination Policy has been delegated to the Affirmative Action officer who can be reached by emailing affirmative.action@atu.edu or calling 479-968-0396.

Disability Services

Arkansas Tech University is committed to providing equal opportunities for higher education to academically qualified individuals with disabilities. Tech is subject to and endorses both the ADA Amendments Act of 2008 and Section 504 of the Rehabilitation Act of 1973.

Students who request accommodations should submit information describing their disability, their past use of accommodations, and the likely impact of the disability on their educational experiences to Disability Services. Types of helpful documentation supportive of such requests include medical records, psycho-educational testing reports, and school records. If students do not have this documentation

readily available, they are encouraged to meet with a Disability Services staff member to discuss other ways to demonstrate a connection between their condition and any academic barriers they anticipate in the University environment. Students seeking disability services should follow the process outlined in the current ATU Student Handbook.

Application for Admission

Qualified students are considered for admission the spring and fall preceding the semesters they plan to enter upper division nursing courses. All transcripts, entrance exam scores, and proof of licensure (if required) are due with the Application to Upper Division by specified deadlines. Student must be at least 18 years old prior to the start of a clinical course.

Prelicensure and LPN to BSN Program Application

Applications to the Prelicensure and the LPN to BSN traditional and hybrid programs are submitted securely via the Application to Upper Division Blackboard Organization. Due dates for the Prelicensure and LPN to BSN traditional programs are February 15 for fall admission or September 15 for spring admission. The due date for the LPN to BSN hybrid program is May 1 for yearly spring admission. Admission is limited to the number of clinical positions available. Applications are reviewed and ranked by the DON Admission and Progression Committee according to the criteria for consideration (see current ATU Academic Catalog).

RN to BSN Program Application

Applications to the RN to BSN program are submitted directly to the RN to BSN program director, (479)498-2832 or rntobsn@atu.edu. Applications are accepted until all student positions are filled. Priority application deadlines are May 1 for fall admission and November 1 for spring admission. Applications are reviewed and ranked by the DON Admission and Progression Committee according to the criteria for consideration (see current ATU Academic Catalog).

Application Decisions

Students are notified of application decisions via official University communication (email). Students offered a position should notify the DON of acceptance or declination by the deadline.

Admission and Progression Criteria for BSN Programs

	Prelicensure BSN		**LPN to BSN Traditional**		**LPN to BSN Hybrid**		**RN to BSN***	
Admission	Fall and Spring		Fall and Spring		Spring		Fall and Spring	
GPA	≥2.75		≥2.75		≥2.75		≥2.5	
Entrance Exam	TEAS -Proficient		TEAS - Proficient		N/A		N/A	
Licensure Requirement	None		LPN		LPN ≥1,000 hours work		RN	
Application Deadline	February 15 September 15		February 15 September 15		May 1		May 1 November 1	
Curriculum and Credits (see current academic catalog)	General Education & Nursing Prerequisites	48	General Education & Nursing Prerequisites	48	General Education & Nursing Prerequisites	48	General Education & Nursing Prerequisites	52
	Previous Nursing Credit	N/A	Previous Nursing Credit	17	Previous Nursing Credit	17	Previous Nursing Credit	38
	Nursing Curriculum	72	Nursing Curriculum	55	Nursing Curriculum	55	Nursing Curriculum	30
Progression (see current academic catalog)	Level courses must be completed with ≥75% in order to progress. Failure of two or more upper division nursing courses will result in program dismissal.		Level courses must be completed with ≥75% in order to progress. Failure of two or more upper division nursing courses will result in program dismissal.		Level courses must be completed with ≥75% in order to progress. Failure of two or more upper division nursing courses will result in program dismissal.		RN to BSN courses must be completed with ≥70%. Failure of two or more RN to BSN courses may result in program dismissal.	
Graduation	120 hours		120 hours		120 hours		120 hours	
Other Requirements	• Criminal Background check* • 10 panel urine drug screen* • Abilities and Skills* • Scholastic Non-Cognitive Performance Standards* • Professional/student liability insurance* • Proof of vaccination: Hepatitis B (3), Tdap within last 10 years, Tuberculosis 2-step method or T-spot (as directed by contract), annual Influenza, MMR (2 doses), Varicella (2 doses) or positive titer 1. American Heart Association BLS Healthcare Provider CPR certification 2. Physical Exam/Health Clearance • Student must be at least 18 years old prior to the start of a clinical course							

Student Requirements Upon Program Admission

The ATU DON utilizes a credentialed online vendor to maintain required confidential student information, such as background checks, drug screening, proof of immunization and other documentation. Students are required to purchase the package necessary upon admission and maintain current documentation while enrolled in upper division nursing. This is a subscription service at the student's expense. The student may incur additional charges for breaks in enrollment or to extend the subscription service. Specific instructions on how to access the online vendor are provided upon admission (**Appendix B Complio Instructions**).

Student requirements upon admission are determined by clinical affiliation agreements and include: a criminal background check, proof of immunization, tuberculosis screening, CPR certification, proof of licensure (if applicable), student professional liability insurance, drug screening, and physical exam/health clearance. Health insurance is recommended. Student must be at least 18 years old prior to the start of a clinical course.

In addition to the above requirements, clinical partners have onboarding requirements that are specific to their facility and our Affiliation Agreement. Some of these requirements result in an additional fee(s) for the student (careLearning, Adult and Child Maltreatment).

It is the student's responsibility to maintain all clinical requirements. Failure to complete all onboarding requirements by the specified due date will result in removal from the clinical course. Student onboarding is coordinated by the ATU DON Clinical Onboarding Coordinator. Requirements for individual facilities can change before or during the semester.

All required immunizations, BLS, tuberculosis testing must be current for the entire semester. Proof of updated requirements must be uploaded into Complio 24-hours prior to the expiration date for the student to be considered compliant for clinical rotations.

Failure to have all requirements in Complio and Blackboard will result in:

- The student not being allowed in the clinical or simulation setting
- Removal from the clinical/simulation setting if already on-site
- Deduction in professionalism points related to clinical grading
- Removal from the clinical course

Students are required to use their legal name on all clinical onboarding documents. If you have a name change during the program, you must continue to use your legal name on all paperwork until you have changed your name through the Social Security Office and University**.**

A. Criminal Background Check

Students who intend to pursue a nursing license in the State of Arkansas are required under Arkansas law to submit to a criminal background check. Any student who has been convicted of a crime is informed of the possibility of being denied permission to take the NCLEX exam (**Appendix C Crime Conviction form; Appendix D Licensing Restrictions based on Criminal Records form**). This form is confidential. Students with concerns regarding criminal conviction will be advised of the method of petitioning the Arkansas State Board of Nursing and counseled regarding the process. The Board

makes the decision as to whether an applicant is eligible to take the NCLEX exam and practice nursing in the state of Arkansas.

The Department of Nursing requires prelicensure and LPN to BSN students to have criminal background checks initiated within two weeks of receiving their program acceptance letter. RN to BSN students are required to submit background check results prior to the first day of class. The rationale for performing checks on accepted students is based on a number of issues, including but not limited to:

1. The need to enhance the safety and well-being of patients and, in so doing, to bolster the public's continuing trust in the nursing profession;
2. To ascertain the ability of students to eventually become licensed nurses or maintain their current license;
3. Consideration of liability issues that may affect the Department of Nursing and our affiliated clinical facilities; and
4. To comply with mandates from many clinical agencies utilized by the Department of Nursing.

All students must consent to, submit to, and fully complete a criminal background check through the approved online vendor as a condition of matriculation into the Arkansas Tech University Nursing Program and, if applicable, Graduate School. Failure to do so will constitute failure to meet the matriculation requirements established by the Nursing Department and will result in administrative withdrawal from the program.

Continued enrollment in the nursing program are contingent upon a completed criminal background check with acceptable results. Disciplinary action, including administrative withdrawal from the program, will occur if there is failure to consent to a criminal background check, refusal to provide the necessary information to conduct a background check, falsifying information, failure to provide any additional information wherein an investigation is warranted, and failure to comply with the investigation procedures when a cause for further action is warranted due to the:

1. Discovery of any undisclosed information prior to or during enrollment in the ATU Department of Nursing.
2. Discovery of more egregious information than was previously disclosed information.
3. Discovery of conflicting information between the nursing application and/or the Criminal Background Check Report (CBCR) and/or any and all documents considered part of a student's application.

Review of Criminal Background Check Findings

1. Upon receipt of a Criminal Background Check Report (CBCR) from the online vendor, the Program Director or Level Coordinator will review the report. Review of the report is required in order to comply with clinical affiliation agreements.
2. If the CBCR is "clear", no action is required.

3. If the CBCR is “flagged”, the Program Director or Level Coordinator will initiate contact with the student. The student will be required to provide a written summary explaining the circumstances surrounding the incident flagged on the CBCR. The written summary and a copy of the CBCR is then provided to the appropriate clinical agency representative to determine if the student will be able to complete clinical experiences at that facility. The student will not be allowed to attend clinical until the agency has cleared that student. The agency will approve or disapprove the student clearance. If the student is denied permission to attend a clinical agency:

    a. The Human Resource or other clinical agency representative will provide documentation of decision to be placed in the student file.

    b. The ATU Department of Nursing will attempt to reassign the student to another clinical agency. This requires the student to again meet with the Program Director or Level Coordinator to submit a copy of the CBCR to the appropriate clinical agency representative where student has been reassigned. If the Department of Nursing is unable to find another comparable clinical experience, the student will be dismissed from the nursing program.

    c. Any documentation that may affect clinical placement (e.g. screening results) should be shared with the clinical faculty, HR, and Department of Nursing representative. It is the student’s responsibility to obtain and share these documents if they are pertinent to clinical placement.

Background checks will be honored as long as the student has not had a break in enrollment (non- attendance during a regular clinical semester). If the student has a break in enrollment, the student must repeat the background check process. This is at the student’s expense. Clinical agencies reserve the right to conduct additional background screenings.

B. Proof of Immunization

Prelicensure and LPN to BSN students must provide proof of current immunization according to Affiliation Agreements with clinical partners. Required immunizations include Hepatitis B, Tdap, Influenza, MMR, and Varicella. In addition, some clinical sites require proof of Covid vaccine or a signed declination.

Students not in compliance with required immunizations are prohibited from accessing the clinical site. Any student requesting immunization exemption must follow the clinical facility's exemption process. If the student is denied permission to attend a clinical agency, the ATU Department of Nursing will try to reassign them to another clinical site. If the Department of Nursing is unable to find another comparable clinical experience, the student cannot meet course objectives and will be dismissed from the nursing program.

Clinical sites utilized for educational training reserve the right to require additional proof of immunization or screening.

Hepatitis B: Proof of at least the first two of three injections must be received before the student may practice in the clinical setting. The third vaccine must be received and documented by the end of the 1st clinical semester. If no proof of immunization, the student may alternatively provide a positive Hepatitis B titer.

1. 3 doses of the Hepatitis B vaccine, or 2 doses of the Heplisav vaccine

OR

2. Positive Hepatitis B titer

*If you submit a non-immune titer for Hepatitis B, you will be required to submit a complete post titer vaccine series.

Tdap (Tetanus, Diphtheria, and Acellular Pertussis):

At least every 10 years. Tdap must be renewed at the start of the semester if it will expire during the semester.

Influenza:

You must submit proof of the annual influenza vaccine. The earliest you can receive and date the flu shot for the upcoming flu season is August 15th. However, we recommend you wait and receive the vaccine later in September or early October to ensure you have coverage from influenza during the spring semester.

If you wish to decline the influenza vaccine, you must submit the religious or medical declination form for each facility where you will be placed from October 1- March 31.

Please note, some of our clinical partners do not allow influenza vaccine exemptions.

Measles, Mumps, Rubella (MMR):

1. Two (2) doses of the MMR Vaccine

   OR

2. Positive Titers for Measles, Mumps, and Rubella

*If you submit a non-immune titer, you must submit an MMR booster dated AFTER the titer.

Varicella:

1. Two (2) doses of the Varicella Vaccine

   OR

2. Positive Varicella Titer

*If you submit a non-immune titer for Varicella, you will be required to submit 2 post-titer Varicella boosters dated AFTER the titer.

C. Tuberculosis (TB) Screening

Documentation of negative TB screening or T-SPOT as required by clinical affiliation agreement. Positive results will require further documentation of health at the student's expense.

First time TB testing involves a 2-step process: Initial TB skin test administered, and results read between 48-72 hours. Second TB skin test administered 1-3 weeks from initial testing, with a final reading after 48-72 hours. Each test must be "read" by the same entity who administered the test.

The student may opt to obtain a T-SPOT blood test; however, this test is more expensive than skin testing. All international students are required to obtain a TSPOT. (**Appendix E High Risk and Annual TB Questionnaire**).

Initial:

1. Negative 2-Step PPD (TB skin test), where the implant dates are 7-21 days apart
2. Negative QuantiFERON TB Gold Test OR T-Spot

Annual:

1. 1-Step PPD
2. Negative QuantiFERON TB Gold Test OR T-Spot

*If you are positive for tuberculin exposure, you must submit a negative Chest X-Ray and medical clearance from your primary care provider or the health department.

D. Cardiopulmonary Resuscitation (CPR)

Documentation of current American Heart Association Healthcare Provider CPR certification. Other providers of BLS will not be accepted (i.e., American Red Cross, National CPR Foundation).

1. AHA Basic Life Support two-year certification
2. AHA BLS RQI Quarterly

*If utilizing the RQI Quarterly, your expiration date is the eCredential valid until date listed on the top card. You must complete your quarterly assignments and upload your new card in Complio prior to expiration of the current certification.

E. Licensure

If licensed as an RN, LPN, or LPTN, proof of current, unencumbered license is required.

F. Liability Insurance

Student professional liability insurance coverage of $2,000,000 is required. This is at the student's own expense. Proof of coverage is the receipt for purchased blanket coverage insurance or, for licensed nurses, a copy of your individual professional liability insurance policy with evidence of coverage as a nursing student.

G. Drug Screening

Mandatory drug screening is required for all prelicensure, LPN to BSN and RN to BSN students per clinical affiliation agreements. Required drug screening must be ordered and completed within

the contracted, secure vendor (Complio). Any costs associated with drug screening are assumed by the student.

Drug Screening occurs:

1. As required by clinical agencies
2. At random by clinical agencies per agency policy
3. For cause – when behaviors or actions provide reasonable suspicion (**Appendix F Unsafe Behavior Report Form**)

Drug Screening Results

A negative drug screen is required. If a positive test is confirmed, the level coordinator or program director will notify the department head who will initiate contact with the student to hold a meeting of all involved parties. The student with a positive drug screen will have three consecutive days to retest. The retest must be ordered and completed within the approved, online vendor (Complio). The student will not be permitted to attend clinical until a negative screen is obtained. If the second drug screen is positive, the student cannot attend clinical, thus unable to meet course objectives. The student will be dismissed from the nursing program. The student will be strongly encouraged to attend intervention or counseling. Students are referred to the Student Counseling and Wellness Resources section in this handbook.

H. Health Insurance

Health insurance is not required but recommended. Students with medical coverage should keep proof of coverage available during clinical practice.

I. **Physical Exam/Health Clearance**

Prelicensure and LPN to BSN students must obtain a physical exam and health clearance, signed by a licensed healthcare provider, to participate in laboratory and clinical settings. The ATU Department of Nursing requires abilities and skills based on those required of a practicing professional nurse. These skills and abilities are essential to succeed in the nursing program and to ensure the health and safety of clients, fellow students, faculty members, and others in the clinical, community, classroom, and simulation settings. Students must upload the signed Nursing Student Physical Exam/Health Clearance Form to Complio (see Appendix Q).

Progression

To progress in the pre-licensure and LPN to BSN nursing program, the student must meet the guidelines identified in the current ATU Academic Catalog. General policies outlined below:

- Students must achieve a "C" or better in all nursing courses with the exception of nursing electives.
- A student in upper division nursing courses may only repeat one nursing course. Following a second failure in any upper division nursing course the student will be dismissed from the program.
- Students who make less than a "C" in any upper division nursing course may not progress into courses for which that course(s) is a prerequisite until the course(s) has been repeated and the required minimum grade attained.

- Students must achieve a passing grade “C” in both the Concepts and corresponding Clinical Nursing course in order to progress within the program. Students who repeat a Concepts course are required to show clinical competency in order to progress. Students who repeat a Clinical course are required to show Concepts competency in order to progress.
    - Clinical competence can be attained by:
        - Taking for credit the corresponding Clinical course
        - Completing NUR 3892, Clinical Competency I or NUR 4892 Clinical Competency II with a grade of “C” or better
    - Concepts competency can be attained by:
        - Taking for credit the corresponding Concepts in Nursing course. Students must maintain a 75% average on all exams.
        - Completing NUR 3792 Concepts Competency I or NUR 4792 Concepts Competency II with a grade of “C” or better
- Students who have a break in enrollment of more than 12 months must prove competency in the most recent semester of nursing classes completed.
- Any student who withdraws from a clinical nursing course (NUR 3404, 3805, 4405, 4804) must have a passing grade at the time of withdrawal in order to withdraw passing. Students failing (“D” or “F”) at the time of withdrawal will receive an “F.”
- An attempt is defined as "any enrollment in any course and dropping it (or changing it to an audit) after the first day of the 10th week of the semester during the Fall or Spring semester, or after the third week of either summer session for any reason, or failure (grade of "D", "F", or "FE") of the course."
- Readmission will not be considered for any student dismissed from the nursing department who obtained a “D”, “F” in two upper division nursing courses. The student may appeal to the Department Head for extraordinary circumstances.

RN to BSN students must also achieve a “C” or better in all nursing courses (with the exception of electives). Students who make less than a “C” may not progress into courses for which that course is a prerequisite until the course has been repeated and the minimum grade attained. Upon the second failure in any RN to BSN course, the student may be withdrawn from the ATU DON and may not be eligible for readmission. The department head will consider exceptions on an individual basis.

Student Withdrawal

Students should notify the level coordinator or program director of their intent to withdraw. The student will meet with the level coordinator or program director for an exit interview, noting the reason for withdrawal. If the student intends to reapply, the reapplication process is provided. Students are reminded that the official University withdrawal procedure is separate from the DON, and it should be requested through OneTech. A copy of the exit interview will be maintained in the student's file.

Readmission Policy

Prelicensure and LPN to BSN Readmission

Any student that fails and upper division nursing course (with the exception of nursing electives), withdraws, or has a break in enrollment (including medical emergencies/complications) must reapply for progression in the nursing program by the end of each fall/spring semester for readmission to the following fall/spring semester. Reapplications must be made by the date immediately following the last day of end of semester final exams. Completion of the reapplication process is the responsibility of the student. Incomplete applications will not be considered. To reapply, the student should schedule an appointment with the level coordinator to complete the "Reapplication to Upper Division" form (**Appendix G Reapplication to Upper Division**) and write a letter of intent addressing past failure and a plan of action for future success. The reapplication form and letter of intent are then submitted to the ATU DON Admission and Progression Committee. Reapplication decisions will be based on the availability of positions within the repeating level. Should several students reapply for the same level and there are a limited number of positions, GPA ranking in conjunction with letter of intent will guide the committee decision making process.

RN to BSN Readmission

RN to BSN students are required to reapply in the event of failure or break in enrollment. The due date for RN to BSN reapplications is May 1st for fall reentry or November 1st for spring reentry. Completion of the reapplication process is the responsibility of the student. Incomplete applications will not be considered. To reapply, the student should contact the RN to BSN program director to complete the "Reapplication to RN to BSN Program" form **(Appendix H Reapplication to RN to BSN Program)** and submit a letter of intent addressing reasons for past failure or break in enrollment and a plan of action for future success. All readmission requirements are submitted to the DON Admission and Progression Committee. Reapplication decisions will be based on the availability of positions within the program.

Scholastic Non-Cognitive Performance Standards *

Non-Cognitive performance standards are a set of principles reflecting the ethical foundation of health professions practice. The student must strive toward unquestionable integrity in all professional relations. In order to pursue this goal, students should demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles. The following non-cognitive performance standards should be utilized as a guide toward these future goals.

Failure to comply with the requirements of any of the following items or other policies in the Department of Nursing Student Handbook and the Catalog may result in a conference with the appropriate Department Head or their designee to discuss the difficulty. Should the problems warrant immediate action, the Department Head may recommend that the student be placed on disciplinary probation or dismissed from the College. The following is a description of the scholastic, non-cognitive performance responsibilities of a student in the nursing program at Arkansas Tech University.

Attentiveness – The student regularly attends class. All extended absences are for relevant and serious reasons and are approved, where applicable, by the appropriate authority. The student is consistently on time for class, labs, and clinics and stays until the end of the time period. The student is alert during classes and demonstrates attentiveness by taking notes and asking appropriate questions.

Demeanor – The student has a positive, open attitude toward peers, teachers, and others during nursing

studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

Maturity – The student functions as a responsible, ethical, law-abiding adult.

Cooperation – The student demonstrates their ability to work effectively in large and small groups and with other members of the health team, giving and accepting freely in the interchange of information.

Inquisitiveness – The student acquires an interest in their courses and curricular subjects, demonstrating individual pursuit of further knowledge.

Responsibility – The student has nursing school performance as their primary commitment. Student/student and student/faculty academic interchanges are carried out in a reliable, trustworthy, and professional manner.

Authority – A student shows appropriate respect for those placed in authority over their both within the University and in society.

Personal Appearance – The student's personal hygiene and dress reflect the high standards expected of a professional nurse.

Communication – The student demonstrates the ability to communicate professionally and effectively verbally, nonverbally, and in writing with peers, faculty, patients, and others.

Confidentiality – The student exhibits respect for privacy of all patients and patients' family members. The student demonstrates restraint when utilizing social media (Instagram, Facebook, or other social media site) and, at no time, communicates information that could lead to exposure of patient identity. The student is aware that specific patient data discussed in a specified time frame may be sufficient information to identify a patient.

Professional Role – The student conducts self as a professional role model at all times and in compliance with rules and regulations regarding professional conduct of the specific health profession in which one is enrolled. The student demonstrates the personal, intellectual, and motivational qualifications of a professional nurse.

Judgment – The student shows an ability to think critically regarding options, reflecting their ability to make intelligent decisions in their personal and academic life.

Civility – The student understands that civility is an authentic respect for others that requires time, attention, a willingness to engage in open communication, and the intention to seek agreement. The student demonstrates respect for all. The student will not harass any individual physically, verbally, psychologically, or sexually. The student exhibits respect for the institution they have chosen to attend by demonstrating written, verbal, and electronic communication that is diplomatic, non-threatening, and reflects accountability.

Moral Standards – The student respects the rights and privacy of other individuals and does not violate the laws of our society.

Ethics – The student conducts self in compliance with one's professional code of ethics.

*Adopted from UAMS, *(June 2016)*

Essential Abilities and Skills for Admission, Progression, and Graduation

The ATU Department of Nursing requires abilities and skills for admission and progression in the curriculum based on those required of a practicing professional nurse. These skills and abilities are essential to success in the nursing program and to ensure the health and safety of clients, fellow students, faculty members, and others in the classroom, community, clinical, and simulation settings.

Nursing students must possess the abilities and skills necessary to demonstrate clinical judgment and reasoning, recognize and analyze cues, generate solutions, take action, and evaluate client outcomes. Essential skills and abilities include these domains: (1) visual, auditory, and tactile, (2) communication, (3) motor, (4) cognitive, conceptual, and quantitative, and (5) behavioral, interpersonal, and psychosocial. Students who seek disability accommodations should contact the ATU Office of Disability Services.

1. Visual, Auditory, and Tactile:
    - Ability to monitor and assess clients accurately at a distance and up close
    - Observation necessitates the functional use of the sense of visual, auditory, and tactile sensation. The sense of smell enhances these senses.
2. Communication:
    - Ability to speak, hear, and observe clients to recognize changes in mood, activity, and posture, as well as verbal and nonverbal cues
    - Ability to communicate effectively and accurately in English. This includes oral, verbal, and written communication.
3. Motor:
    - Motor skills (fine and gross), physical endurance, and strength to provide client care-in a variety of settings
    - Ability to maneuver the equipment central to the treatment of clients
    - Ability to lift a minimum of 20 lbs. using property body mechanics
4. Cognitive, Conceptual, and Quantitative:
    - Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis
    - Ability to gather data, develop a plan of action, establish priorities, monitor, and evaluate treatment plans and modalities is essential for clinical reasoning and judgment
    - Ability to comprehend three-dimensional and spatial relationships
5. Behavioral, Interpersonal, and Psychosocial:
    - Ability to exercise good judgment and complete client care responsibilities promptly and professionally
    - Ability to interact with colleagues, staff, and clients with honesty, empathy, civility, integrity, and non-discrimination
    - Ability to interact with individuals, families, and groups from various social, developmental, cultural, physical, and intellectual backgrounds
    - Ability to work in stressful and dynamic environments
    - Ability to modify behavior in response to constructive feedback
    - Ability to demonstrate ethical behavior including adherence to the professional nursing and student honor codes, including the legal and ethical standards of the nursing profession

- Capacity for development of mature, sensitive, and effective therapeutic relationships with others (**Appendix I Essential Abilities and Skills Form**)

Originally adapted from Bower, D., Line, L., & Denega, D. (1988). *Evaluation instruments in nursing.* National League for Nursing. Revised 3/14/2024

Academic Integrity

Students are expected to adhere to the Academic Integrity Policy found in the current Arkansas Tech University Student Handbook and uphold current nursing standards of care. All nursing majors must sign the Academic Integrity Policy form, which acknowledges the expectations and consequences listed in the ATU Student Handbook and policies specific to the DON (**Appendix J Academic Integrity Policy Form**).

Violation of Academic Integrity

A violation of academic integrity refers to various categories of inappropriate academic behavior in a course or clinical environment (see ATU Student Handbook). For the first violation of academic integrity, the student will receive an 'F,' which translates to zero for the test or assignment. If there is a second violation, the student will receive an 'F,' which translates to zero for the course and may be administratively withdrawn from all nursing courses.

Use of Artificial Intelligence (AI) Policy

Students are not allowed to use Generative AI Tools like ChatGPT for assignments unless specifically designated by the instructor. Students must maintain academic integrity if the instructor approves the use of AI for an assignment. Student must disclose any AI-generated content and properly use attributions, including in-text citations, quotations, and references. If AI tools are utilized for an assignment, cite correctly using APA guidelines.

Within the nursing department, assignments may be screened for AI usage. If AI generation is detected and the student does not disclose and cite the use of AI, then the assignment is subject to the academic integrity policy regarding violations of fabrication and forgery for the unauthorized use of generative AI to produce coursework (see ATU Student Handbook).

Per the American Nurses Association Code of Ethics for Nursing (2025), Provision 4.1, Responsibility and Accountability for Nursing Practice, "Systems and technologies that assist in clinical practice are adjunct to, not replacement for, the nurse's knowledge and skill" (https://codeofethics.ana.org/provision-4-1). It is important to remember that AI tools are adjuncts to, not replacements for, the nurse's knowledge and skill. This principle should guide the use of AI tools in assignments if allowed by the instructor.

If AI tools are allowed for an assignment, students must cite the source in the correct APA style format. APA citation for AI follows the reference template for software. If you are directly quoting an AI source, an appendix must be included in the assignment, which consists of the prompt and full transcript from the AI.

Examples:
In-text citation example: (OpenAI, 2023)
Reference citation example: OpenAI. (2023). ChatGPT (Version 3.5). https://chat.openai.com/ai

American Nurses Association. (2025). Code of Ethics for Nurses Provisions. https://codeofethics.ana.org/provision-4-1
McAdoo, T. (2023, April 7). How to cite ChatGPT. APA Style. https://apastyle.apa.org/blog/how-to-cite-chatgpt

Grievance Policy and Procedure

The Department of Nursing follows the grievance policies and procedures identified in the current ATU Student Handbook.

Attendance and Tardy Policy

Federal guidelines require ATU to document class attendance. ATU and the DON believe regular class attendance is essential if students are to receive maximum benefit from any course. Students are responsible for their learning experiences and should make the most of all learning opportunities. Attendance is a professional behavior reflecting the value one places on learning. The DON faculty expect students to attend ALL CLASS AND CLINICAL EXPERIENCES. If a consistent pattern (three or more) of absence from class develops, the student will be counseled and the situation reviewed by course faculty and/or Level Coordinator. More specific attendance policies are provided in course syllabi.

Because there is no physical attendance in an online class, to be considered "attending", students are required to complete the Federal Attendance Module on Blackboard or an initial assignment within a specified number of days. Failure to do so may result in the student being dropped for non-attendance.

Timely attendance in class and clinical is considered professional behavior. Being on time demonstrates respect for the time of others and is a personal responsibility. The DON attendance and tardy policies aim to discourage unnecessary tardiness and absences, not penalize conscientious students who must be absent sometimes for unavoidable reasons. At the sole discretion of course faculty, a student who is tardy or absent may be allowed to complete a missed quiz, assignment, etc., if the student has notified the DON or course faculty before class.

Tardy or absent students must not disrupt the learning of other students to ask questions or copy notes from the missed class time while class is in progress. It is the student's responsibility for obtaining any missed information after class.

Use of Technology

Nursing coursework may occur face-to-face, via mixed technology, hybrid or online. Technology and computer skills are required throughout the nursing curriculum. Students are expected to be proficient in the use of email, Blackboard, Webex, electronic charting, conducting online literature searches, and the use of various digital learning platforms required within nursing courses (vSim, Coursepoint, Sherpath, ATI, etc.). Students receive information on the use of required technologies during course orientation(s). Training and support are available from course faculty, the ATU Office of Information Systems, or within each platform's customer and technical support. ATU minimum equipment requirements are listed on the ATU Office of Information Systems (OIS) website, under "Solutions."

Smart Devices / Cell Phones

The use of smart devices and cellular phones are permitted during class time provided they are in vibrate or silent mode and are not distracting to faculty or other students. The use of cellular phones in clinical areas is prohibited.

Smart glasses and Wearable Recording Devices

(e.g., Meta Ray-Ban smart glasses or similar devices with audio, video, or image recording capabilities) are not permitted in classrooms or other instructional settings unless expressly authorized by the course instructor as part of an approved educational activity. The use of these devices is **strictly prohibited in all clinical settings** in accordance with clinical affiliation agreements and to protect patient privacy and confidentiality (HIPAA).

There is a NO smart devices/cell phone policy for all upper division testing or test review. This includes computer or paper/pencil testing, test review, cooperative testing, and/or clinical simulation. If a student is discovered having a smart device/cellular phone on your person, this is considered a violation of the Academic Honesty Policy. The student will receive a zero for the test grade, clinical or simulation grade.

Recording Devices

Use of audio or video recording devices of any type is strictly prohibited at any time in the Department of Nursing in all classrooms, clinical, or conference situations without the prior written or verbal approval of individual faculty involved. Recording devices include but are not limited to any form of digital recording, cellular phones, personal computers, tablets, or any other device that would maintain a record of audio or video. Recording lectures in a classroom may be allowed if the individual faculty is aware and provides consent before the class.

Communication

Students and faculty should utilize official university communication and be aware of the guidelines in the ATU Student Handbook on the appropriate use of electronic communication (electronic communication privacy policy). Official University communication is used to communicate vital information with students (email, Blackboard, OneTech). It is recommended that students access ATU email daily and OneTech and Blackboard several times per week.

Social Media

The DON has adopted the National Council of State Boards of Nursing (NCSBN) guidelines provided within the publication "A Nurses Guide to Social Media" which can be accessed online at NCSBN_SocialMedia.pdf. According to the NCSBN (2024), "Nurses need to be aware of the potential consequences of disclosing patient-related information via social media, and mindful of employer policies, relevant state and federal laws, and professional standards regarding patient privacy and confidentiality and its application to social and electronic media. By being careful and conscientious, nurses may enjoy the personal and professional benefits of social media without violating patient privacy and confidentiality" (p. 14). NCSBN offers additional resources pertaining to social media including the "Social Media Guidelines for Nurses" video, at ncsbn.org/social-media-video that highlights guidelines for nurses and nursing students for using social media responsibly

Students who violate HIPAA are subject to dismissal from the DON and may face civil and criminal penalties. Inappropriate use of social media is also grounds for disciplinary action within the DON, which may involve dismissal from the nursing program. Cyberbullying will also not be tolerated (see policy in ATU Student Handbook).

Computer, Skills, and Simulation Labs

The DON has two computer labs in Dean Hall available for student access. The computer labs are available when not in use for scheduled courses, testing, or meetings. ATU students have access to numerous computer labs on campus. A list of available computer labs can be found on the ATU OIS website. Skills labs are primarily used for health assessment and nursing skills courses, however students wishing to review a previously learned skill may utilize the lab when class is not in session or by permission.

Rules for Computer, Skills and Simulation Labs

- No eating or drinking in computer, skills or simulation labs
- Consider labs as you would a library. It is a working area, and each student deserves an atmosphere conducive to study. When working together students should not disturb others.
- Simulation labs and use of simulation equipment (Sim-Man, Sim-Mom, Sim-Baby, etc.) must be faculty supervised.
    - Simulation equipment is expensive and sensitive. Care should be taken to handle equipment carefully and appropriately.
    - Verify with faculty the appropriate equipment to use with simulators
    - Verify with faculty what and how you are to clean the simulators
- Return lab equipment to original location in working order.
- Log off and turn off all equipment before leaving the Computer Lab. Each computer and printer may differ in how to turn it off.
- Clean up after yourself – papers in wastebasket, chair in proper position, no books, etc., left out.

3. If a problem is encountered with a computer or other lab equipment, notify the instructor. If the instructor is unavailable, report the problem to the nursing administrative professional in Dean 126. It is also helpful to leave a note on the equipment not in working order.

- Any violation may result in loss of facility use.

Student Assessment

Assignments

Course faculty determine required assignments. Assignment instructions, due dates, and scoring criteria are provided in the course syllabi on Blackboard. It is at the instructor's discretion to allow late work.

Exams and Quizzes

Exams or quizzes may be administered in paper and pencil format or computerized. Exam dates are provided on the course calendar and/or in Blackboard. Should a student miss an exam, they must notify the course instructor as soon as possible and provide a valid reason. The student is responsible for scheduling the makeup exam on the first day back to class or campus. Failure to arrange for the makeup exam could result in a zero on the exam or quiz. Faculty reserve the right to offer makeup exams with alternate test item formats such as short answer, essay, or a combination of formats.

Exams for hybrid and online courses are open for the dates indicated on the course calendar and/or in Blackboard. Should a hybrid or online student miss an exam, they should notify the course instructor as soon as possible. It is at the discretion of the instructor if the online exam can be rescheduled. For exams administered on Blackboard, students are required to use Respondus Monitor (**Appendix L Online Testing Rules**). Respondus Monitor requires the use of a camera and microphone for secure testing. Required exams external to Blackboard may require alternate proctoring and additional cost to the student.

Standardized Examinations

Standardized exams are administered to all pre-licensure and LPN to BSN students at prescribed times throughout the nursing curriculum. Specific information about required standardized testing, scoring and remediation can be found in course syllabi and/or Blackboard. Standardized testing results provide students and faculty with valuable information about strengths and weaknesses in nursing content areas and aid in preparing for NCLEX-RN.

Evaluation and Grading

Course and Faculty Evaluation

The DON faculty believe that the evaluation of courses and teaching is an integral part of nursing education. Near the end of a course, students are notified of the opportunity to complete a course and faculty evaluation. Evaluations are confidential and completed online through the ATU Course Evaluation System. The data obtained through evaluation are summarized and used to make course revision and improvements.

Student Evaluation

Upper division nursing students receive ongoing evaluation of their progress throughout each semester. Evaluation may be written, verbal, or electronic and students may be asked to participate in self-evaluation. Clinical evaluation forms or scoring rubrics are used to record the clinical evaluation of students. Clinical performance evaluations are based upon how well the individual has met the course objectives or outcomes identified in the syllabus and/or clinical evaluation tool. Clinical performance evaluations are discussed with the student and the official record is maintained in Blackboard or within the student's upper division nursing file.

Grading

All course grades are maintained in the Blackboard gradebook. Students should monitor the gradebook regularly to determine progress.

The grading scale for **pre-licensure and LPN to BSN** nursing courses is standardized as follows:

A 90 – 100
B 80 – 89
C 75 – 79
D 68 – 74
F 67 and below

The grading scale for **RN-BSN** nursing courses is standardized as follows:

A 90 – 100
B 80 – 89
C 70 – 79
D 60 – 69
F 59 and below

Grades less than "C" will not be rounded. Consult course syllabi for additional information on grading, course requirements, late work policy, etc.

Final grades will only be rounded from the 1st decimal point. Additional decimal points will not be used to round the overall grade. For example, 79.5% (or higher) will round to 80%, and 89.5% (or higher) will round to 90%. However, 79.49999% or 89.49999% will NOT round up to 79.5% or 89.5% respectively, and then to 80% and 90%.

A final grade of Incomplete "I," may be recorded for a student who has not completed all the requirements of a course in situations where the student has an illness or other circumstances beyond the student's control and has completed seventy-five percent of the course requirements provided work already completed is of passing quality. If a grade of "I" is assigned, the instructor will set a reasonable time limit within the following semester in which the work must be completed (ATU Undergraduate Catalog).

Clinical Policies

Clinical experiences offer the opportunity to practice and learn in real-world settings. ATU nursing students are expected to look and act in a professional manner when participating in simulation or clinical activities, or while representing the ATU DON. Students should consult the clinical syllabi for course specific clinical policies.

Professional Appearance

ATU Nursing Students are expected to present a clean and neat appearance in the classroom, clinical, lab, or simulation setting, and any activity associated with the nursing department:

1. No perfumes, colognes, or other strong or offensive odors (body, cigarette, hairspray/products) will be allowed.
2. Hair should be pulled back away from the face and off the shoulder if it is longer than shoulder length. Ponytails and buns must be secured at the back of the head or neck.
3. Unconventional hair colors (pink, blue, red, orange, green, purple, etc.) are not allowed.
4. Facial hair must be clean-shaven or kept short, well-trimmed, and a maximum of ½ inch in length. Longer facial hair is not permitted as it is a safety concern for N95 masking.
5. Make-up (if worn) should be conservative and not brightly colored.
6. Fingernails should be short, no longer than fingertips. Colored fingernail polish is not to be worn on clinical days. Artificial nails of any kind are prohibited. No gel, dip, or shellac nail polish allowed.

7. Students may wear a single stud earring in each ear, a wedding band, and a watch.
8. No permanent jewelry is allowed.
9. No visible facial or body jewelry is allowed. This includes tongue and nose piercings.
10. Visibility of tattoos should be minimized to the extent possible. Tattoos that contain obscene, offensive, or discriminatory images or text must be covered.
11. No gum to be chewed during clinical, lab, or simulation experiences.

A clinical instructor or faculty reserves the right to dismiss a student from the clinical, simulation or lab setting if the student's appearance is unprofessional. The student may be subject to makeup clinical assignments.

Professional Attire

Nursing students may be asked to wear professional attire in lieu of the clinical uniform for participation in assigned activities outside of direct patient care (teaching, research, conference attendance, etc.). Students should consult with the clinical instructor or faculty for any specific site requirements.

Professional attire refers to wearing clothes and accessories designed for a professional workplace. Professional outfits are modest, well-tailored, and free of images or graphics. Clothes should be clean and free of wrinkles, rips, holes, or stains. Shirts must cover the midriff/torso. Dresses and/or skirts must cover the abdomen and be at least knee length. Pants or slacks must be long enough to reach the ankle/shoe. Jeans, shorts, halters, sleeveless shirts, and non-dress shoes are prohibited when representing the nursing department. Some examples of appropriate professional attire are dress pants or khaki pants, shirts with a collar, and dresses or skirts at least knee-length, or longer. Students are required to display the ATU Nursing Student Photo ID when wearing professional attire.

Clinical Uniform

Students are expected to follow the DON clinical uniform policy outlined below. Should the clinical agency policy differ from the ATU DON policy, students must adhere to the clinical agency dress code. In general, a student's clinical uniform consists of a solid black scrub-style uniform with the ATU DON insignia (patch) on the left shoulder, clean white or black leather-type shoes, and a nursing student name badge.

<u>Uniform requirements for Prelicensure and LPN to BSN students</u>:

1. Solid, black scrub-style uniform, straight-leg, jogger-type, or cuffed scrub pants. No colored stitching or trim. The pant waist must be kept at the waist.
2. ATU Nursing insignia patch is sewn on the uniform's left sleeve.
3. Student ID badge must display the student's first name only, photo, and the words ATU Nursing Student to be worn on the upper left chest.
4. White or black shoes must be leather or comparable waterproof material with closed heels and toes and non-skid soles. Shoes must be clean and in good repair.
5. White or black long or short sleeve shirts may be worn under scrubs and not hang longer than the uniform at the top of the waist.

6. White-, black-, or natural-colored socks or stockings must always be worn with no exposed skin. If wearing a dress or skirt, students must wear stockings.
7. No sweatshirts or hoodies are allowed with nursing uniforms. This dress code applies to all areas of the clinical setting, including break rooms and cafeterias.
8. No visible undergarments are allowed.
9. Solid black nursing scrub hats (bonnets, tiebacks, tie hats) may be worn during practicum. The scrub hat will appear professional and clean, with no rips, tears, or wrinkles. The substitution of other dark-colored scrub hats will be considered if black is not readily available in the market. However, students must seek approval from the level coordinator before the start of practicum for substitution of other dark-colored scrub hats.
10. Uniforms should be well-fitting, clean, odor-free, without rips, tears, or missing buttons.

Optional: Full or ¾ length white lab coat with ATU Nursing Insignia on the left sleeve is optional. A white scrub jacket is not acceptable, but a black scrub jacket with ATU Nursing Insignia on the left sleeve is acceptable to wear with black uniform scrubs.

Required Accessories

1. A watch with a secondhand (no smartwatch)
2. Stethoscope
3. Scissors
4. Penlight

Uniform requirements for RN to BSN students:

RN to BSN students are required to dress in professional attire, wearing a full or ¾ length white lab coat with ATU Nursing Insignia (patch) on the left sleeve, and displaying the ATU Nursing Student photo identification badge.

Purchase of Uniform and Accessories

Uniforms and required accessories may be purchased from a vendor of the student's choice. Obtaining uniforms and accessories is the student's responsibility.

Nursing Insignia Patch

The Department of Nursing insignia (patch) is sold at the ATU Bookstore. It must be sewn on the left sleeve of the uniform and lab coat halfway between the shoulder and elbow.

Nursing Student Photo ID

The nursing student photo ID badge is purchased and obtained from the ATU ID Card office. Students must have an ATU photo ID processed before a nursing student photo ID can be processed. Online students may submit an online student ID request through OneTech. Instructions for submitting an online student request can be found on the main page of the ATU ID Card Office website. Nursing student photo ID badges only display a student's first name.

Student Signature
When signing any documentation in the clinical setting, the student should sign their name followed by "ATUNS".

Example: John Doe, ATUNS

This also applies to students who are already licensed as an LPN or RN. Licensed students may not sign their licensure initials after their name while functioning in the clinical setting as a student.

Clinical Attendance
Missed clinical experiences affect the student's ability to meet course objectives. If a student must be absent, or late they must notify the instructor or faculty responsible before the scheduled clinical experience. Failure to notify the instructor prior to an absence or tardy will be reflected in the student's clinical grade and will also result in a clinical incident.

Absences will only be excused for exigent reasons beyond the student's control, such as personal illness or death of an immediate family member. A clinical absence will result in a makeup clinical day or makeup assignment. Makeup assignments will equal the number of clinical hours missed and vary by instructor and clinical area. Failure to complete make up clinical assignments may result in failure of the course. The student must contact the instructor about makeup assignments before the next scheduled clinical.

Hybrid LPN to BSN and online RN to BSN students must follow the same professional and academic standards when a clinical absence occurs. If a student must be absent, or tardy they must notify the instructor or faculty responsible and preceptor before the scheduled clinical experience. Failure to notify the instructor or preceptor prior to an absence or tardy will be reflected in the student's clinical grade and will also result in a clinical incident. Clinical absences must be rescheduled as soon as possible and communicated with the LPN to BSN Program Director.

Clinical Travel
Students must provide their own transportation to and from the clinical setting. Clinical assignments cannot be adjusted based upon individual travel circumstances. Students are encouraged to carpool with classmates to decrease any hardship associated with travel.

Inclement Weather Policy
The ATU DON adheres to the University policy on inclement weather. The primary source for emergency alerts and school closing information is the ATU Alert System. All students are automatically enrolled and receive notifications by text, phone call, email, and other campus communication tools. Additional updates may be available on the ATU website and shared through local news and weather outlets. Students are encouraged to rely on ATU Alert and official University communications for the most accurate and timely information (see current ATU Student Handbook, Emergency Procedures and Notifications).

In the event inclement weather affects student travel, students should be in close, direct contact with clinical faculty. Student safety is the priority. Students should notify the clinical instructor if travel conditions are too hazardous to attend any clinical experience. Online instruction is not affected by campus closure; however, campus student services and faculty availability may be affected.

Emergency Procedures/Violent Critical Incidents

The ATU DON adheres to the University's emergency procedure guidelines, which can be found on University's Emergency Management website at https://www.atu.edu/emergency/emergency-procedures.php.

Clinical instructors will inform students of the emergency evacuation assembly points at the start of each rotation. Preceptor students will follow the clinical facility's emergency protocols.

Confidentiality

Information regarding clients and families must be kept confidential. Students are expected to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). HIPAA provisions impose strict compliance. Civil and criminal penalties may result from misuse of personal health information. All healthcare providers must have documented training. This training is provided to all students prior to clinical coursework. Additional training and reinforcement may be required by clinical agencies.

Students should be extra cautious when completing clinical assignments. Students are prohibited from copying or transferring identifiable client information from the clinical setting. Identifiable client information is confidential and cannot leave the clinical environment.

Student Accountability in Clinical Settings

The DON and nursing students will follow the guidance from the Arkansas State Board of Nursing (ASBN) as published in the *Faculty Responsibility for Student Clinical Errors Guidance for Arkansas Nursing Education Programs* (2026).

Students practicing in clinical settings are responsible for:

1. Performing only skills for which they have been taught and checked off.
2. Following faculty and preceptor instructions.
3. Asking for help when unsure or unprepared.
4. Adhering to safety standards, policies, and scope appropriate to their educational level.
5. Reporting errors or near misses promptly and honestly. A student's error is evaluated based on their actions, not presumed faculty negligence.

Clinical Incident Report

Safety is a priority in the clinical setting. If a student is unsafe in the clinical setting, faculty are required to document unsafe clinical behaviors or clinical incidents, including near-miss events (**Appendix M Clinical Incident Report).** The clinical agency where the incident occurred may require additional reporting, processing, and paperwork. The student involved in the clinical incident will have the opportunity to comment and is required to sign all documentation and follow through with a resolution or plan for improvement.

A clinical incident report is required when a student exhibits or experiences the following:

1. Student is deficient in personal or patient safety*.
2. Student is not prepared for clinical (knowledge or required prep work).
3. Student commits a medical or treatment error*.

4. Student fails to meet ability and skills requirements as defined by the ATU DON.
5. Student does not perform at expected level (refer to clinical criteria & evaluation forms).
6. Student exhibits unprofessional conduct as defined by current American Nurses Association standards of practice and code of ethics.
7. Occurrence of an accidental needle stick injury or exposure to blood or body fluids* (in addition to the Clinical Incident Report, submit **Appendix N Student Injury or Exposure to Blood Borne Pathogens in the Clinical Setting**.
8. Near miss incident (adverse event that was caught before the treatment was given and could have been harmful or fatal).
9. Incident beyond student control.

*If an injury, error, or exposure occurs in the clinical setting, the student must notify the clinical instructor as soon as possible. Students and instructors are required to follow the policy of the clinical agency. The clinical instructor is also required to complete the ATU DON Clinical Incident Report, which will be maintained in the student's clinical file.

Additional Learning Activities

Students may be asked to participate in learning activities that are an extension of the usual course offerings. For example, the student may be required to attend a nursing or research conference. Students may also be asked to participate in educating peers by acting as subjects in nursing courses. These learning experiences are carefully selected by faculty and are believed to be valuable additions to the course content.

Student Engagement and Support

Nursing students are eligible for membership on various University committees through the Student Government Association (SGA). Members of these committees participate with faculty and administration in the general guidance of the University. In the DON, student representatives are invited to participate on the Curriculum and Welfare committees, serving as class (level) representatives. Students are encouraged to be active participants with the DON.

Each semester, members elect junior and senior student representatives to serve on the Nursing Department's Curriculum and Welfare committees. The representatives have full membership privileges as outlined in the DON Faculty By-Laws. Students collaborate with faculty in making suggestions for the development or revision of policies, curriculum changes, and in general program evaluation. Student representatives also communicate the actions of the committees to fellow students. Students do not participate in admission or progression decisions or in any committee where student confidentiality could be violated.

Student Nurses Association

All nursing students are encouraged to become members of the ATU DON Student Nurses Association (SNA). Participation in the ATU Student Nurses Association activities is considered to be a demonstration of professionalism but is optional. The ATU SNA is the local organization of the State and National Student Nurses' Association. It functions to create a community that serves the student through social, service,

and professional activities that are both educational and enjoyable. The SNA elects officers and at least two nursing faculty serve as SNA advisors.

ATU nursing students are encouraged to seek office and to serve on state and national student nurse committees. State SNA officers are elected during the Arkansas Student Nurses Association convention that is held in the early fall of each year. State and National Student Nurses Association application membership forms are available online, in the Nursing Department office, from the SNA officers, and the faculty advisor. Membership dues are established at the national level.

Benefits of National SNA membership includes reduced rates on various products, a newsletter to keep students informed about current issues in nursing, scholarly activities, fellowship with other nursing students, and an opportunity to serve the community. Another benefit of participation is the opportunity to earn professional points to be applied toward any one course grade above 75%. The points will only be used if adding them to the number grade results in an improvement in the letter grade. Students are referred to the SNA Blackboard Organization for guidelines.

Sigma – Omega Iota Chapter

Sigma is an international nursing honor society. ATU is home to the Omega Iota chapter. Potential members who meet eligibility criteria are invited to join Sigma, which includes baccalaureate and graduate nursing students who demonstrate excellence in scholarship. Nurse leaders who exhibit exceptional achievements in nursing can also be invited to join. Sigma provides valuable resources throughout your entire nursing career.

Recognition Ceremony Guidelines

The ATU DON faculty and staff will plan and pay for the Recognition Ceremony, funded by the ATU Student Nurses Association (SNA). The recognition ceremony event will occur on the ATU campus the evening before scheduled graduation. The Level IV class will be responsible for working with the SNA Faculty Representatives and the Level IV SNA Faculty Representative to coordinate the event. The class will request faculty for speaking parts during the ceremony (opening, Keynote speaker, presentation of awards, Nightingale pledge, closing, etc.). The class will also vote on the Student Nurse Award and the Community Nurse Award. The Level IV SNA Faculty Representative will coordinate the voting for the awards.

Students may have a professional headshot taken for the ceremony. Faculty will put the slideshow together for the event. When the student's name is called to receive their pin, the slide will show their picture, name, and where they plan to work. If the students want to have a slideshow of memories (set to music or without music), they can put that together and submit it for approval to the Level IV SNA Faculty Representative. This can be played while family and friends enter the ceremony.

"Funny Class Awards" are optional and should be limited to 10-15 max, depending on class size. SNA Faculty Representatives must approve the classifications of awards or the Level IV SNA Faculty Representative (examples: most likely to marry a doctor, most likely to be late to orientation, and most likely to have multiple codes during a shift are common awards).

SNA will purchase items for the event, including ceremony programs, a nursing pin, plaques for awards, beverages through Chartwells, and decorations as needed. Cupcakes or cake will be donated for the event. The ATU DON and ATU SNA have a collection of decorations in the ATU DON that the students can choose from in collaboration with SNA Faculty Representatives and the Level IV SNA Faculty Representative.

Students in Level 0-3 are expected to work on Recognition Ceremony in Upper Division to participate in their ceremony. This includes set-up, handing out programs, assisting guests with dessert, and clean-up. There will be sign-in sheets at the ceremony to record participation.

Community Involvement

The ATU DON is actively involved in community service. Students may be asked to voluntarily participate in community activities. These activities are deemed beneficial for both students and the local community. Participation in community activities and SNA may qualify students for professional points.

Communication

Maintaining good communication between nursing students and faculty members is very important. Most communication occurs in the clinical or classroom setting, however, some exchange of information outside these usual situations is necessary. Faculty contact information will be provided at the beginning of each course. At a minimum, email and office phone number will be provided. Often faculty provide a cellular phone number for contact, however this is not required. Should cellular phone contact be utilized, students should be mindful of the time the call is placed. Some faculty may also utilize text messaging; however, it is the student's responsibility to approach the faculty member about this type of contact. Methods of communication within the DON include:

1. Electronic mail – Students must check email regularly. This is a primary method of communication for both the DON and ATU. Students are encouraged to check their email daily, or three times per week at a minimum.
2. Blackboard – Blackboard Learning Management System is a primary method of communication for students and faculty.
3. Bulletin boards – Bulletin boards located throughout the second floor of Dean Hall often contain important materials such as scholarships, new policies, sign-up sheets for various activities, general information about course work, educational opportunities, etc.
4. Faculty Mailboxes – DON Faculty have individual mailboxes located in the department office suites. Memos and other materials may be left with the DON Secretary for faculty delivery. In addition, many faculties have designated areas to turn in clinical paperwork and other course materials such as drop boxes or file cabinet drawers.
5. Face to face or Webex Meetings – The ATU DON has an open-door policy. Faculty office hours are posted and communicated with students. Please feel free to request an appointment should posted hours not coincide with student need. Webex is also available for chat, screen-sharing and web conferencing.
6. Social Media – The ATU DON maintains an active presence on Facebook and Instagram.

Financial Aid

Arkansas Tech University provides financial assistance to eligible students in the form of scholarships, loans, and grants. Students are encouraged to contact the ATU Financial Aid Office for questions regarding financial need, or scholarship and loan requirements. Current fees and charges are listed in the ATU Catalog. An estimate of fees associated with nursing school is located in **Appendix O Estimate of Nursing School Expenses.**

Nursing Scholarships and Loans

Scholarships and financial aid are listed on the ATU Financial Aid website. There are also applications for specific scholarships available on the DON website. Nursing students are also referred to external sources of funding for nursing education. The following is a list of possible financial resources:

Type of Scholarship	Contact	Website
Freshman & Transfer Academic Scholarships	Office of Admissions Brown Hall, Suite 104 105 West O Street Russellville, AR 72801 Phone: (479) 968-0343 Email: awaniewski@atu.edu	https://www.atu.edu/scholarships/
Foundation Scholarships	Advancement Office 1509 N Boulder Avenue, ADM 209 Russellville, AR 72801 Phone: (479) 968-0400 Email: advancement@atu.edu	https://www.atu.edu/scholarships/
ATU Nursing Foundation Scholarships	Advancement Office 1509 N Boulder Avenue, ADM 209 Russellville, AR 72801 Phone: (479) 968-0400 Email: advancement@atu.edu	https://www.atu.edu/nursing/scholarships.php.
Outside Organizations Scholarships	Third-Party Scholarships for Students see website link.	https://www.atu.edu/scholarships/third-party-scholarships.php
Arkansas Division of Higher Education Scholarship Application Management System (Workforce Challenge and others)	Arkansas Division of Higher Education 101 E. Capitol Ave., Suite 300 Little Rock, AR 72201 501.371.2000	https://sams.adhe.edu/
Arkansas Single Parent Scholarship Fund		http://www.aspsf.org/
Graduate Student Scholarships	Office of Research and Graduate Studies GradCollege@ATU.edu	https://www.atu.edu/gradcollege/funding.php

Type of Scholarship	Contact	Website
Military Connected Tuition Assistance **Revised 3.1.2024**	**Office of Veteran Services** Doc Bryan, Suite 104 1605 Coliseum Drive Russellville, AR 72801 (479) 968.0445 va@atu.edu	https://www.atu.edu/veterans/index.php

Registration and Advisement

Students must consult with their assigned faculty advisor before registering for classes. Advisor information can be found on OneTech, under the card "Advisor Information." Registration periods are announced by the University and posted on the Registrar's website. Registration for summer, fall, and winter intersession terms opens in March, and registration for the spring term opens in October.

During registration periods, the DON will announce how to sign up for an advising appointment. Students are expected to have reviewed Degree Works for courses needed before advising appointments. Students can access Degree Works in the "Registration Resources" section of the Registration Information card on OneTech.

Students with financial aid (loans, grants, and/or scholarships) MUST contact the Office of Financial Aid before dropping courses. Students who are international students, participate in athletics, receive Veteran's benefits, or are pending graduation should contact the respective office before requesting a drop.

Graduation

Information regarding graduation can be found online in the ATU Undergraduate Catalog.

NCLEX Examination

Upon completion of pre-licensure and LPN to BSN nursing degree requirements, the graduate may be eligible to apply for the National Examination for Licensure as a Registered Nurse. Information on the NCLEX-RN test plan and fees to sit for the NCLEX can be found online from the National Council of State Boards of Nursing website. Students are provided specific information on testing and licensing during the final semester.

Student Needs Statement

Any student who faces challenges securing their food and housing and believes this may affect their performance in the course is urged to notify the instructor, if they are comfortable in doing so. Community resources are available for students and can be found at the following webpage:

https://www.atu.edu/hwc/educationandresources/localresources.php

Students may find a list of commonly accessed websites in **Appendix O Online Resources**.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) assures confidentiality of education records containing information directly related to a presently enrolled student, a former student, or

alumni. Absent certain specific exceptions, in order for Arkansas Tech University to honor a verbal or written request for information from a student's education records by anyone other than the student, a signed authorization form from the student must be on file. For more information, please visit the ATU Student Handbook.

For all recommendations (for example, scholarship or a new job), a FERPA release will need to be signed (form found at: https://www.atu.edu/stuaccts/docs/FERPA_General_Release-2017.pdf

Student Counseling and Wellness Resources

Counseling Services

Arkansas Tech University (ATU) provides free and confidential counseling services to currently enrolled students through the Health and Wellness Center. Counseling services are available through both face-to-face appointments and telemental health sessions. Students seeking support for personal, academic, emotional, relationship, stress-management, mental health, or substance abuse concerns are encouraged to utilize these services.

- **Health and Wellness Center Counseling Services:** https://www.atu.edu/hwc/counselingservices/index.php

Alcohol and Other Drug Treatment Resources

The ATU Health and Wellness Center maintains a current list of community resources for students seeking assistance with alcohol or other substance-use concerns. Information regarding local counseling and treatment programs can be found at the following link:

- **ATU Community Counseling Referrals:** https://docs.google.com/document/d/1WuLAPH4QgaBgM1Zj3CtPfRlSf7Ls0kTNyGAlVUacHws/edit?tab=t.0

Students experiencing emotional distress, mental health concerns, substance abuse issues, or substance-use challenges are encouraged to seek assistance as early as possible. All counseling services are provided in a confidential and supportive environment.

Miscellaneous Policies

Tobacco/Nicotine/Vaping Use

Students are not permitted to use any tobacco, nicotine or vaping products on the ATU campus, in clinicals settings or at university-sponsored activities.

Children in the Classroom

Children are not allowed in the classroom during any scheduled learning experience.

Food and Drink in the Nursing Department

Food and drink are allowed in some classrooms as long as it does not cause a problem. Food and drinks are not allowed in areas with electronic equipment or in any skills or simulation lab. Students should promptly dispose of and clean up any spills or crumbs in the proper manner. No glass containers allowed.

APPENDICES

Appendix A. Nursing Faculty 2026-27

Department of Nursing	
Shelly Daily, DNP, APRN, FNP-B.C., CNE **Head & Professor of Nursing** D.N.P., University of South Alabama M.N.Sc., University of Arkansas for Medical Sciences B.S.N., Arkansas Tech University	**Terri McKown, DNP, APRN, FNP-BC** **Assistant Head & Professor, Level IV Coordinator** D.N.P., University of Tennessee Health Science Center M.S.N., University of Central Arkansas B.S.N., Arkansas Tech University
Faculty	
Brittany Burris, DNP, APRN, FNP-C **Assistant Professor, Level 0 Coordinator, & Learning Resource Coordinator** D.N.P., Graceland University M.S.N., University of Central Arkansas B.S.N., Arkansas Tech University	**Melissa Darnell, PhD, DNP, APRN, FNP-B.C, CNE** **Professor & Level II Coordinator** Ph.D., D.N.P., Barnes Jewish College Goldfarb School of Nursing M.S.N., University of Central Arkansas B.S.N., University of Central Arkansas
Lisa DuBose, DNP, RN **Associate Professor** D.N.P., American Sentinel University M.S.N., Arkansas Tech University B.S.N., Arkansas Tech University	**Shaana Escobar, DNP, RN** **Professor & Learning Resource Coordinator** D.N.P., Graceland University M.S.N., University of Central Arkansas B.S.N., Arkansas Tech University
Karmen Goodner, DNP, RN **Assistant Professor** D.N.P., University of Central Arkansas M.S.N., University of Central Arkansas B.S.N, Arkansas Tech University	**Lisa Harless, PhD, RN, CNE** **Professor & Hybrid LPN & RN to BSN Program Director** Ph.D., University of Texas at Tyler University M.S.N., University of Central Arkansas B.S.N., Arkansas Tech University
Jennifer Helms, PhD, RN **Professor & Graduate Program Director** Ph.D., University of Arkansas for Medical Science M.S.N., University of Missouri-Kansas City B.S.N., Harding	**Kristin "Jaye" Henderson, PhD, RN** **Assistant Professor** Ph.D., University of Arkansas M.S.N., Arkansas Tech University B.S.N., Arkansas Tech University
Lauren Hightower, DNP, FNP-BC **Assistant Professor** D.N.P., University of Missouri B.S.N., Central Methodist University	**Arielle Holloway, MSN, APRN, NP-C** **Visiting Instructor** D.N.P., Arkansas State University M.S.N., Chamberlain University B.S.N., University of Central Arkansas
Laura Jobe, PhD, RN **Associate Professor & Level III Coordinator** Ph.D., University of Arkansas for Medical Science B.S.N., University of Louisiana at Monroe	**Morgan Keeling, MSN, RN** **Instructor of Nursing** M.S.N., University of Central Arkansas
Brittany Marshall, DNP, MSN, RN **Assistant Professor of Nursing** D.N.P., Arkansas State University M.S.N., Arkansas State University B.S.N., Arkansas Tech University	**Shelly Randall, PhD, RN** **Professor** Ph.D., Texas Woman's University M.S.N., West Texas A&M University B.S.N., Arkansas Tech University
Carolyn Ricono, MSN, RN **Assistant Professor** M.S.N., University of Alabama-Birmingham B.S.N., Chamberlain College of Nursing	**LaDonna Watts, MSN, RN** **Instructor of Nursing** M.S.N., Walden University

Appendix B. Complio Instructions

ARKANSAS TECH UNIVERSITY

Applicant Background Checks
Powered By American DataBank

HOME | ABOUT US | FAQ | PRIVACY POLICY | MEMBER LOGIN | CREATE ACCOUNT

Welcome to Arkansas Tech University's Complio Website

Complio is American DataBank's comprehensive tool for student screening, immunizations and compliance. The **Complio Screening** process is simple and straightforward with just five basic steps to complete. The process should take less than 20 minutes.

EXISTING USERS
Login To Your Account

NEW USERS
Create Your Account

Create Select Enter Sign Pay

complio by American DataBank

1 Create your Account & Subscribe



Click **Create an Account** to get started. Complio will send an email to the address used during account creation. Click on the **Activation Link** within the message.

2 Select A Screening Package



Login in and follow **Create Order**. Follow the prompts and answer the questions. Select a screening **Package**.

3 Enter Information



Enter the **Personal Information** required to complete your screening. Add your **Residential History**.

4 Sign Forms

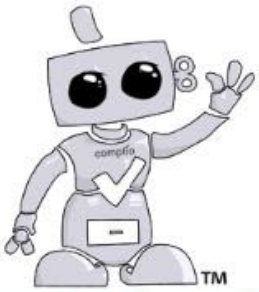


Use your mouse to sign the **Disclosure & Authorization Form** and authorize the background check.

5 Submit Payment



Enter **Payment Details**. Please read our **Refund Policy**. **Submit** your order. American DataBank will immediately begin processing your background check.



Complete. Compliant. Complio.

Additional Steps Needed Once You've Placed Your Order

Along with ordering the background check you will need to complete the following:



Drug Screening

After you have submitted your order, **please access your email account that you provided with your order** to obtain the Electronic Authorization Form and drug screen collection site location that you selected. Please visit the **Drug Screen Information page** for further instructions.

Drug Screen Information

Appendix C. Crime Conviction Form

Have you ever been convicted of a crime?

◯ No

◯ Yes (Explain in the space below, use back of form if necessary)

ACA §17-87-312. Criminal background checks.

(a)

(1) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Division of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.

(2) At the time a person applies to an Arkansas nursing educational program, the program shall notify the applicant in writing of the provisions and requirements of this section.

(b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.

(c) The applicant shall sign a release of information to the board and shall be responsible to the Division of Arkansas State Police for the payment of any fee associated with the criminal background check.

(d) Upon completion of the criminal background check, the Identification Bureau of the Division of Arkansas State Police shall forward to the board all releasable information obtained concerning the applicant.

(e) For purposes of this section, the board shall follow the licensing restrictions based on criminal records under § 17-3-102

(f)

(1) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.

(2) The permit shall be valid for no more than six (6) months.

(g)

(1) Any information received by the board from the Identification Bureau of the Division of Arkansas State Police under this section shall not be available for examination except by:

(A) The affected applicant for licensure or his or her authorized representative; or

(B) The person whose license is subject to revocation or them/their authorized representative.

(2) No record, file, or document shall be removed from the custody of the Division of Arkansas State Police.

(h) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.

(i) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.

(j) The board shall adopt the necessary rules to fully implement the provisions of this section.

(k)

(1) The Board may participate at the state and federal level in programs that provide notification of an arrest subsequent to an initial background check that is conducted through available governmental systems.

(2) The board may submit an applicant's fingerprints to the federal Next Generation Identification system.

(3) The fingerprints may be searched by future submissions to the Next Generation Identification system, including latent fingerprint searches.

(4) An applicant enrolled in the Next Generation Identification system is not required to re-fingerprint when a subsequent request for a state or federal criminal history background check is required if:

(A) A legible set of the applicant's fingerprints is obtained when the applicant enrolls in the Next Generation Identification system; and

(B) The applicant is subject to the Rap Back service of the Next Generation Identification system.

(I) the Identification Bureau of the Division of Arkansas State Police and the Federal Bureau of Investigation may maintain fingerprints in the integrated Automated Fingerprint Identification System.

Student Signature _____T# _____Date _____

Appendix D. Licensing Restrictions based on Criminal Records Form

17-3-102. Licensing restrictions based on criminal records.

(a) An individual is not eligible to receive or hold a license issued by a licensing entity if that individual has pleaded guilty or nolo contendere to or been found guilty of any of the following offenses by any court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court, unless the conviction was lawfully sealed under the Comprehensive Criminal Record Sealing Act of 2013, § 16-90-1401 et seq., or otherwise previously sealed, pardoned or expunged under prior law:

(1) Capital murder as prohibited in § 5-10-101;

(2) Murder in the first degree and second degree as prohibited in §§ 5-10-102 and 5-10-103;

(3) Manslaughter as prohibited in § 5-10-104;

(4) Negligent homicide as prohibited in § 5-11-102;

(5) Kidnapping as prohibited in §5-11-102;

(6) False imprisonment in the first degree as prohibited in § 5-11-103

(7) Permanent detention or restraint as prohibited in § 5-11-106;

(8) Robbery as prohibited in § 5-12-102;

(9) Aggravated robbery as prohibited in § 5-12-103;

(10) Battery in the first degree as prohibited in § 5-13-201;

(11) Aggravated assault as prohibited in § 5-12-204;

(12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;

(13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;

(14) Terroristic threatening in the first degree as prohibited in § 5-13-301;

(15) Rape as prohibited in § 5-14-103;

(16) Sexual indecency with a child as prohibited in § 5-14-110;

(17) Sexual extortion as prohibited in § 5-14-113;

(18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 — 5-14-127;

(19) Incest as prohibited in § 5-26-202;

(20) Offenses against the family as prohibited in §§ 5-26-303 — 5-26-306;

(21) Endangering the welfare of an incompetent person in the first degree, as prohibited in § 5-27-201;

(22) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;

(23) Permitting the abuse of a minor as prohibited in § 5-27-221;

(24) Engaging children in sexual explicit conduct for use in visual or print media, Transportation of minors for prohibited sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 — 5-27-303, 5-27-402, and 5-27-403;

(25) Computer child pornography as prohibited in § 5-27-603;

(26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;

(27) Felony adult abuse as prohibited in § 5-28-103;

(28) Theft of property as prohibited in §-36-103;

(29) Theft by receiving as prohibited in § 5-36-106;

(30) Arson as prohibited in § 5-38-301;

(31) Burglary as prohibited in § 5-39-201;

(32) Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 — 5-64-510, as prohibited in the former § 5-64-401, and §§ 5-64-419 — 5-64-442;

(33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;

(34) Stalking as prohibited in § 5-71-229;

(35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection; and

(36) All other crimes referenced in this title.

(b)

(1) If an individual has been convicted of a crime listen in subsection(a) of this section, a licensing entity may waive disqualification or revocation of a license based on the conviction if a request for a waiver is made by:

(A) An affected applicant for a license; or

(B) The Individual holding a license subject to revocation.

(2) A basis upon which a waiver may be granted includes without limitation:

(A) The age at which the offense was committed;

(B) The circumstances surrounding the offense;

(C) The length of time since the offense was committed;

(D) Subsequent work history since the offense was committed;

(E) Employment references since the offense was committed;

(F) Character references since the offense was committed;

(G) Relevance of the offense to the occupational license; and

(H) Other evidence demonstrating that licensure of the applicant does not pose a threat to the health or safety of the public.

(c) If an individual has a valid criminal conviction of an offense that could disqualify the individual from receiving a license, the disqualification shall not be considered for more than five (5) years from the date of conviction or incarceration or on which probation ends, whichever date is the latest, if the individual:

(A) Was not convicted for committing a violent or sexual offense; and

(B) has not been convicted of any other offense during the five-year disqualification period.

(d) A licensing entity shall not, as a basis upon which a license may be granted or denied:

(1) Use vague or generic terms, including without limitation the phrase "moral turpitude" and a "good character"; or

(2) Consider arrests without a subsequent conviction.

(e) Due to the serious nature of the offenses, the following shall result in permanent disqualification for licensure:

(1) capital murder as prohibited in § 5-10-101;

(2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;

(3) Kidnapping as prohibited in § 5-11-102;

(4) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;

(5) Rape as prohibited in § 5-14-103;

(6) Sexual extortion as prohibited in § 5-14-113;

(7) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;

(8) Incest as prohibited in § 5-26-202;

(9) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;

(10) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;

(11) Adult abuse that constitutes a felony as prohibited in § 5-28-203; and

(12) Arson as prohibited in § 5-38-301

(f) This chapter does not preclude a licensing entity from taking emergency action against a licensee as authorized under § 25-15-211 for the sake of public health, safety, or welfare.

(g) The permanent disqualification for an offense listed in subsection (e) of this section does not apply to an individual who holds a valid license on the effective date of this chapter.

Have you ever been convicted of any of these crimes? ☐ Yes ☐ No

If yes, please explain (please use back if necessary):

_____ _____ _____

Student Signature T# Date

Appendix E. High Risk and Annual TB Questionnaire

Student's Name: _____

(Print) Last, First MI

Student T#: _____

Date: _____

Please answer the following questions:

1. Have you experienced any of the following symptoms within the past year?
    1. Persistent productive cough?.....Y/N
    2. Coughing up blood?.....Y/N
    3. Chest pain? .....Y/N
    4. Shortness of breath/difficulty breathing?..... Y/N
    5. Unexplained fever lasting more than 3 days? ..... Y/N
    6. Unexplained night sweats? .....Y/N
    7. Unexplained sudden weight loss? .....Y/N
    8. Unexplained fatigue/run down feeling? .....Y/N
    9. Unexplained swollen lymph nodes or masses in your armpit or neck are...Y/N
2. Have you ever had a positive HIV test? .....Y/N
3. Are you on medications that suppress the immune system? .....Y/N

If you answered yes to any of the above question, please explain:

I certify that the information contained on this TB Questionnaire is true and accurate. I hereby understand that if any of the above responses are "Y" that I will be re-evaluated by my primary care physician to rule out the presence of active tuberculosis. Furthermore, I may be required to have a current chest film done and lab testing to obtain medical clearance.

Student Signature: _____ Date: _____

Appendix F. Unsafe Behavior Report Form

Name of Student: _____

Name of Instructor: _____

Date: _____ Time: _____ Office: _____

Name of Witness and Title: _____

Please initial the behavior(s) of the student identified above that you observed on the date indicated:

Disorientation		Extremely Nervous		Thick, Slurred Speech	
Belligerence		Glassy-Eyed		Profuse Sweating	
Poor Motor Coordination		Jerky Movement of Eyes		Sleepiness & Drowsiness	
Uncoordinated Gait		Unusually Talkative		Staggering Gait	
Odor of Burnt Rope		Mood Changes		Dilated Pupils	
Odor of Glue, Paint, Solvent, ETOH		Flushed Face, Head, or Neck		Poor Perception of Time & Distance	
Redness around Nasal Area		Use of Sunglasses at Inappropriate Times		Tremor of Fingers & Hands	
Unable to Perform Usual Routine Tasks		Unusual Body Position		Blank Stare Appearance	
Muscle Rigidity		Difficulty in concentrating		Hearing and/or Seeing Things	
Rapid Respiration		Needle Marks		Restlessness	
Confused		Panic		Inability to Remember	
Poor Hygiene		Constricted pupils		Apathetic	
Difficulty Grasping/Holding objects		Improper student performance		Inappropriate response to questions	

Other: _____

Describe in detail the events that led to this report and explain observations identified above. It is permissible to write on the back of this form.

Student Comments:

Appendix G. Reapplication to Upper Division

Reapplication to: □ Level 0 □ Level I □ Level II □ Level III □ Level IV

Program: □ Prelicensure □ LPN to BSN

Student Name: _____ T Number: _____

Email: _____ Phone: _____

Prerequisite GPA (48 hours): _____

Completed Upper Division Courses

LEVEL 0			**LEVEL I**		
COURSE	**GRADE**	**QUALITY POINTS**	**COURSE**	**GRADE**	**QUALITY PONTS**
NUR 2023			NUR 3204		
NUR 3103			NUR 3213		
NUR 3803			NUR 3404		
NUR 3303			NUR 3402		
PSY 3813			NUR 3513		
LEVEL II			**LEVEL III**		
COURSE	**GRADE**	**QUALITY POINTS**	**COURSE**	**GRADE**	**QUALITY POINTS**
NUR 3606			NUR 4206		
NUR 3802			NUR 4303		
NUR 3805			NUR 4405		
			Elective (list course)		
Level IV			**Cumulative Nursing GPA***		
COURSE	**GRADE**	**QUALITY POINTS**	*Include 48 hours of general education and completed upper division courses		
NUR 4606					
NUR 4804					
NUR 4903					

Student should attach a letter of intent addressing past failure and a plan of action for future success within the nursing program.

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Appendix H. Reapplication to RN to BSN Program

NAME: _____ T#: _____

EMAIL: _____ PHONE: _____

Prerequisite GPA (required RN to BSN pre-requisites only): _____/_____Quality Points

Completed RN to BSN Courses

COURSE	HOURS	GRADE	QUALITY POINTS EARNED
NURN 4002			
NURN 4003			
NURN 4013			
NURSING ELECTIVE:			
NURN 4024			
NURN 4303			
NURN 4034			
NURN 4045			
NURSING ELECTIVE:			
		Cumulative Nursing GPA*	

*Include pre-requisite and completed nursing courses

Students should attach a letter of intent addressing past failure and a plan of action for future success within the nursing program.

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Appendix I. Essential Abilities and Skills Form

Essential Abilities and Skills for Admission, Progression, and Graduation

The ATU Department of Nursing requires abilities and skills for admission and progression in the curriculum based on those required of a practicing professional nurse. These skills and abilities are essential to succeed in the nursing program and to ensure the health and safety of clients, fellow students, faculty members, and others in the clinical, community, classroom, and simulation settings.

Nursing students must possess the abilities and skills necessary to demonstrate clinical judgment and reasoning, recognize and analyze cues, generate solutions, take action, and evaluate client outcomes. Essential skills and abilities include these domains: (1) visual, auditory, and tactile, (2) communication, (3) motor, (4) cognitive, conceptual, and quantitative, and (5) behavioral, interpersonal, and psychosocial.
Technological accommodations are made for disabilities in certain areas, but a candidate should be able to perform independently. Using a trained intermediary is unacceptable because a candidate's judgment must not be mediated by someone else's power of observation and selection. Students who seek disability accommodations should contact the ATU Office of Disability Services at 479-968-0302, TTY Hearing Impaired Services at 479-964-3290, or disabilities@atu.edu.

The Department of Nursing requires that nursing students possess the essential abilities and skills for admission, progression, and graduation from the nursing program.

Visual, Auditory, and Tactile

- Ability to monitor and assess clients accurately at a distance and up close.
- Observation necessitates the functional use of the sense of visual, auditory, and tactile sensation. The sense of smell enhances these senses.

Communication

- Ability to speak, hear, and observe clients to recognize changes in mood, activity, posture, and verbal and nonverbal cues.
- Ability to communicate effectively and accurately in English. This includes oral, verbal, and written communication.

Motor

- Motor skills (fine and gross), physical endurance, and strength to provide client care in a variety of settings
- Ability to maneuver the equipment central to the treatment of clients
- Ability to lift a minimum of 20 lbs. using proper body mechanics

Cognitive, Conceptual, and Quantitative

- Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis.
- Ability to gather data, develop a plan of action, establish priorities, monitor, and evaluate treatment plans and modalities is essential for clinical reasoning and judgment.
- Ability to comprehend three-dimensional and spatial relationships.

Behavioral, Interpersonal, and Psychosocial

- Ability to exercise good judgment and complete client care responsibilities promptly and professionally
- Ability to interact with colleagues, staff, and clients with honesty, empathy, civility, integrity, and non-discrimination
- Ability to interact with individuals, families, and groups from various social, developmental, cultural, physical, and intellectual backgrounds
- Ability to work in stressful and dynamic environments
- Ability to modify behavior in response to constructive feedback
- Ability to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes and the legal and ethical standards of the nursing profession
- Capacity for the development of mature, sensitive, and effective therapeutic relationships with others

✓ **I have read and understand the above statement on the essential abilities and skills.**

✓ **I acknowledge that I possess the essential skills and abilities this document outlines.**

Student signature _____

T number:_____ Date:_____

Originally adapted from Bower, D., Line, L., & Denega, D. (1988). *Evaluation instruments in nursing.* National League for Nursing. Rev2021; **Revised 3/14/2024**

Appendix J. Academic Integrity Policy Form

The ATU Department of Nursing Academic Integrity Policy adheres to the ATU Academic Integrity Policy, the Procedures for Addressing Violations of Academic Integrity and Violations, and Penalties for Violations of Academic Integrity and Classroom Behavior polices found in the ATU Student Handbook. Specific DON penalties are included at the end of the documents. All nursing students are required to attest to the Academic Integrity Policy.

1. **The Preamble**

A university exists for the purpose of educating students and granting degrees to all students who complete graduation requirements. Therefore, Arkansas Tech University requires the highest standards of academic integrity and conduct from all students. Students at Arkansas Tech University will refrain from committing any of the violations of academic integrity as detailed below. Further, Arkansas Tech University expects that all classes maintain an academic and courteous atmosphere. Both the professor and students are responsible for creating an environment that enables all students to reach their academic potential. The classroom is under the control of the professor who will give students a statement of his or her classroom expectations and policies in a syllabus at the beginning of the semester. The term "classroom" as used in this Academic Integrity Policy includes face-to-face, hybrid and online classes. It is not restricted to classrooms on or off campus but also includes playing fields and laboratories, as well as University computer areas on or off campus as well as field trips associated with class-related matters. Students will conduct themselves in a non- disruptive and civil manner when attending classes and other events associated with Arkansas Tech University.

2. **Types of Academic Integrity Violations**

A violation of academic integrity refers to various categories of inappropriate academic behavior with respect to a course. Students must refrain from cheating, plagiarism, fabrication, impersonation, forgery, collusion and/or other dishonest practices. Below are common examples of unacceptable academic behavior.

Cheating on an examination, quiz, report, or assignment involves any of several categories of dishonest activity. Examples of cheating include, but are not limited to:

- copying from the examination or quiz of another student
- using classroom notes, messages, or crib sheets in any format (paper or electronic) which gives the student extra help on the exam or quiz, and which were not approved by the instructor of the class;
- obtaining advance copies of exams or quizzes;
- soliciting of unethical academic services, including purchasing of research papers, essays, or any other scholastic endeavor; and
- using the same paper to fulfill requirements in several classes without the consent of the professors teaching those classes.

Plagiarism is stealing the ideas, data, tables, graphs, artistic works, or writing of another person and using them as one's own. This includes not only passages, but also sentences and phrases incorporated in the student's written work without acknowledgment to the true author. Any paper written by cutting and pasting from the Internet or any other source is plagiarized. Slight modifications in wording do not change the fact that the sentence or phrase is plagiarized. Acknowledgment of the source of ideas must be made through a recognized footnoting or citation format (MLA, APA, etc.). Plagiarism includes recasting the phrase or passage in the student's own words of another's ideas that are not considered common knowledge. Acknowledgment of source must be made in this case as well.

Collusion is the act of collaborating with one or more students or others on coursework (i.e., a test, assignments, paper, etc.) when the professor has not expressly approved collaboration or group work on the assignment. Individual coursework is to be entirely the work of the student submitting it for a grade. When a student submits work that was produced through collaboration with others without the authorization of the instructor as the individual student's own work and performance, this is a violation of academic integrity.

Impersonation, **fabrication**, and **forgery** are all violations of academic integrity. Impersonation is assuming a student's identity with the intent to provide an advantage for the student academically. Fabrication and forgery are "to fake; forge (a document signature, etc.)," particularly the faking or forging of the information or signature on course assignments. Examples of impersonation include but are not limited to hiring a substitute to take an exam, write a paper; or complete some other course assignment.

Examples of academic fabrication and forgery include but are not limited to:

- furnishing false information, data, or research findings on coursework;
- failing to identify yourself honestly in the context of an academic obligation;
- fabricating or altering information or data and presenting it as legitimate;
- providing false or misleading information to an instructor or any other University official;
- forging an instructor's signature on a letter of recommendation or any other document;
- submitting an altered transcript of grades to or from another institution or employer;
- putting your name on another person's exam or assignment;
- altering a previously graded exam or assignment for purposes of a grade appeal or of gaining points in a re- grading process; and,
- **impermissible use of generative AI (artificial intelligence) to create coursework.**

3. **Classroom Behavior**

Each member of the Arkansas Tech University community is obliged to conduct her/himself in a non-disruptive manner in the classroom. If a student is being disruptive, the instructor will address the situation, discussing behavioral expectations moving forward, and emphasize possible consequences for failing to comply. If the disruptive behavior persists, the student may be suspended on an interim basis from the class. Instructors may report excessive and/or repeated disruptive behavior through the Procedures for Addressing Violations of Academic Integrity and Classroom Behavior. This includes an appeal process students may use to challenge perceived violations or excessive penalties. Students who

exhibit disruptive behavior may also be referred to the Department of Student Conduct (see Article III, Section C of the Arkansas Tech University Student Handbook).

If a classroom incident constitutes an emergency (e.g., any immediate threat to life and/or property) and requires an immediate response from police, fire or emergency medical services, **please call 911**.

Procedures for Addressing Violations of Academic Integrity and Classroom Behavior

Since allegations of a violation of academic integrity may have serious consequences, below are the procedures for reporting allegations, the administrative procedure for processing alleged violations, and a statement of institutional penalties that may be applied on top of the instructor's academic penalty in those cases where violations occurred.

1. **Principles**

1. Arkansas Tech University promotes a culture of academic integrity and professionalism that enhances the quality of an Arkansas Tech degree.

2. The process for reporting and adjudicating an allegation of academic dishonesty should be fair and just for all involved.

3. Faculty members have sole purview for any academic sanction administered if a violation of the academic integrity policy is found to have occurred.

4. Arkansas Tech supports educational, not solely punitive, measures for addressing violations of the academic integrity policy.

2. Reporting Procedure

1. If any instructor, student, or staff member has compelling facts and evidence an individual has violated any category of academic integrity, that instructor, student, or staff member must report the suspected violation(s) to Academic Affairs using the Arkansas Tech University "Academic Integrity Referral" form found at: https://cm.maxient.com/reportingform.php?ArkansasTechUniv&layout_id=4

2. Upon receipt of an allegation, Academic Affairs will either create a file for the student if it is a first-time offense or add the report to an existing file for the individual if one already exists.

3. **Administrative Procedure**

1. Within three business days of receiving a reported violation of academic integrity, Academic Affairs will notify:

a. The instructor of record for the course, the Department Head and Dean. They will be supplied the report, the evidence and the number of allegations and proven violations of academic integrity or disruptive classroom behavior by the student.

b. The student of the alleged violation, the report and evidence.

NOTE: A course withdrawal or drop by the student that occurs after a reported violation of academic integrity or classroom behavioral conduct may not be honored. If a violation is determined to have occurred, the student may be reinstated if the penalty is an "F" in the course.

2. Upon notification of an alleged violation, the student has five business days to schedule a meeting with the instructor to resolve the allegation. If the instructor is unreachable, the student should arrange within this timeframe a meeting with the instructor's Department Head or Dean.

a. If the student fails to respond to the instructor (or Department Head or Dean) within five business days of notification, this is taken as tacit acceptance that the violation occurred. After five business days, the instructor informs Academic Affairs, his/her Department Head, and Dean that the student has failed to request a meeting. The instructor may apply the academic penalty as prescribed in his/her course syllabus. Academic Affairs may also apply additional institutional penalties based on the number and severity of the violation.

b. If the student does request a meeting within five business days, the instructor (or Department Head or Dean, if necessary) and student will meet (either face-to-face, by conference call or using other electronic means) to attempt to resolve the allegation. This meeting may result in one of the following:

1. The student provides explanation and evidence to the satisfaction of the instructor that no violation occurred. The instructor informs Academic Affairs, his/her Department Head, and Dean that the allegation against the student has been resolved and no penalties will be assessed.

2. The instructor educates the student on what qualifies as a violation of the policy and the student accepts that he/she violated it. The instructor may apply the academic penalty as prescribed in the course syllabus, which may include a final grade of "F" that would override the student's course drop or withdrawal if such has occurred. Academic Affairs may also apply additional institutional penalties based on the number and severity of the violation. **NOTE**: If the student feels the instructor's academic penalty is excessive or unfair, he/she should refer to the Student Handbook, Article V: Classroom Provisions, Section C: Student Academic Grievance Procedure, on how to appeal it.

3. The student and the instructor are unable to resolve the issue. The student then has **three business days** from the meeting to file an appeal with Academic Affairs. Academic Affairs then forwards the case to the Academic Affairs Appeals Committee Chair for resolution.

c. If neither the individual nor the instructor acknowledge the report and/or take action to resolve it within the **five business days**, Academic Affairs follows up with the Department Head and/or Dean to get acknowledgment of the report and resolution of the allegation by the student and/or instructor.

3. For cases where the student appeals the allegation to the Academic Appeals Committee, the Chair will provide the Academic Appeals Committee with the original report and evidence provided by the reporting party, any report and evidence supplied by the instructor, as well as

the appeal and explanation by the student. The committee will decide whether the facts merit investigation. If so, the Academic Appeals Committee will appoint from its body a subcommittee to investigate and recommend action. The Chair forms the subcommittee of at least three members (two students and a faculty member) who will be responsible for investigating the case. The Chair will provide the subcommittee with the original report and evidence provided by the reporting party, any report and evidence supplied by the instructor, as well as the appeal and explanation by the student. Upon conclusion of its investigation, the subcommittee reports its findings and recommendation to the Chair of the Academic Appeals Committee. The Chair then shares the subcommittee's recommendation with the full Academic Appeals Committee, who make the final decision on the appeal. The Chair will report the full committee's decision to Academic Affairs. Academic Affairs then contacts all parties as follows: a. If the decision is that no violation has occurred, Academic Affairs notifies the individual, as well as the instructor, his/her Department Head and Dean to that effect. No penalties are assessed against the student.

b. If the decision is that a violation of the policy occurred, Academic Affairs notifies the student, as well as the instructor, his/her Department Head and Dean to that effect. The instructor may apply the academic penalty as prescribed in the course syllabus, which may include a final grade of "F" that would trump the student's course drop or withdrawal if such has occurred. Academic Affairs may also apply additional institutional penalties based on the number and severity of the violation.

Academic Affairs updates the file for the individual as appropriate and the issue is resolved.

F. **Penalties for Violations of Academic Integrity and Classroom Behavior**

1. Arkansas Tech University respects the right of the instructor of record for the course to determine and apply all academic sanctions for violations of academic integrity. The classroom is under the control of the instructor, who will give students a statement of his/her classroom expectations and policies in a syllabus at the beginning of the semester. Typical penalties can include, but are not limited to giving an 'F' on a particular quiz or exam, giving an 'F' on a term paper or other written work, or giving the student an 'F' or 'W' for the course. Instructors may also have different penalties depending on the number and severity of violations.

2. As an institution, Arkansas Tech University may deem it necessary to apply additional sanctions beyond the academic penalties imposed through the course. Examples of the types of penalties Arkansas Tech may choose to apply include but are not limited to required completion of academic integrity training, as well as disciplinary probation, suspension or expulsion from the university. Any institutional penalties that may be applied will vary based on the number and severity of violations. Below is the general rubric Academic Affairs will follow when applying an institutional penalty.

a. First Offense: If an institutional penalty is applied, generally this will involve required training on academic integrity and acceptable academic practices and behaviors. However, the severity of the violation may justify probation or even suspension from the university. Note: The academic integrity course or training is to be completed within two business weeks of notification by Academic Affairs that it is required. Failure to complete the course in this timely fashion may result in a hold being placed on the individual's account by the Registrars. It will not be removed until the training is completed. Also, any costs for the course or training must be paid by the student.

b. Second Offense: For a second offense, additional training on acceptable academic practices and behaviors may be required, as well as disciplinary probation. However, the severity of the violation may entail suspension or even expulsion from the university.

c. Third Offense: For a third offense the individual has already had two courses on academic training and incurred disciplinary probation. The minimum penalty is now suspension. However, the severity of the violation along with the multiple infractions may result in expulsion from the university.

d. Fourth Offense: For a fourth offense, the individual will be expelled from the university.

Department of Nursing Violation of Academic Integrity and Classroom/Clinical Behavior

A violation of academic integrity refers to various categories of inappropriate academic behavior with respect to a course or clinical environment. Nursing students must refrain from cheating, plagiarism, fabrication, impersonation, forgery, collusion and/or other dishonest practices as defined by the ATU Student Handbook. In addition, ATU Nursing Students will continue to adhere to the academic integrity policy in clinical environments.

For the first violation of academic integrity, the student will receive an 'F,' which translates to zero for a test or assignment. If there is a second violation, the student will receive an 'F,' which translates to zero for the course and may be administratively withdrawn from all Nursing courses. Instructors may also have different penalties depending on the number and/or severity of violations. As an institution, Arkansas Tech University may deem it necessary to apply additional sanctions beyond the academic penalties imposed through the course; students refer to the current ATU Student Handbook.

Academic Integrity violations are reported to ATU Academic Affairs through the online "Academic Integrity Referral form found at:

https://cm.maxient.com/reportingform.php?ArkansasTechUniv&layout_id=4

Students are referred to the current ATU Student Handbook for procedures for addressing violation of academic integrity.

Department of Nursing Artificial Intelligence (AI) Policy

Students are not allowed to use Generative AI Tools like ChatGPT for assignments unless specifically designated by the instructor. Students must maintain academic integrity if the instructor approves using AI for an assignment. Students must disclose any AI generated content and properly use attributions, including in-text citations, quotations, and references. If the use of AI tools is utilized for an assignment, cite correctly using APA guidelines.

Within the nursing department, assignments may be screened for AI usage. If AI generation is detected and the student does not disclose and cite the use of AI, then the assignment is subject to the academic integrity policy regarding violations of fabrication and forgery for the unauthorized use of generative AI to produce coursework (see ATU Student Handbook).

Per the American Nurses Association Code of Ethics for Nursing (2025), Provision 4.1, Responsibility and Accountability for Nursing Practice, "Systems and technologies that assist in clinical practice are adjunct to, not replacement for, the nurse's knowledge and skill" (https://codeofethics.ana.org/provision-4-1). It is important to remember that AI tools are adjuncts to, not replacements for, the nurse's knowledge and skill. This principle should guide the use of AI tools in assignments if allowed by the instructor. This principle should guide the use of AI tools in assignments if allowed by the instructor.

If AI tools are allowed for an assignment, students must cite the source in the correct APA style format. APA Citation for AI follows the reference template for software. If you are directly quoting an AI source, an appendix must be included in the assignment, which includes the prompt and full transcript from the AI.

I have read the Academic Integrity Policy and understand its terms and the consequences of any violation.

Student Signature: _____T#:_____Date: _____

Appendix K. Conference Note

○ Summer ○ Fall ○ Spring

Year:

Notes:

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Appendix L. Online Testing Rules

Prior to Testing:

- Shutdown/Restart your computer. This will prevent many errors.
- Confirm the most recent edition of Respondus Monitor/LockDown Brower is installed.
- Ensure a stable, secure internet connection.
    - If you share Internet with others, make sure they are not streaming videos or using applications that can slow down your connection.
- Log on and prepare your environment EARLY so that you can begin testing on time.

Testing Environment

- Minimize/eliminate the potential for distraction and interruption (people, noise, bathroom break, etc).
    - NO bathroom breaks during testing unless emergent.
- Clear your workspace. The area around the computer should be free of clutter.
    - NO notes, books, or electronics (phones, smart watches, other computers, TV monitors) within 30 feet of the testing area.
    - Notes, books, and electronic devices that must remain in the testing environment should be in distant view of the camera.
- Your computer or device should be placed on a flat, hard surface such as a table or desk, and you must sit in a chair during the exam.
    - Do NOT place your computer/device on your lap, a bed, or the floor.
    - Do NOT lay or sit on a bed/couch/floor
- Video and audio are recorded; therefore, a camera and microphone are required.
    - Run the "Webcam Check" and "System Network Check" in Lockdown Browser to ensure that these are working properly.
    - Facial monitoring is utilized. Your face must be well positioned in the video window and clearly visible AT ALL TIMES during the exam. To enhance facial recognition/video quality:
        - Do not wear hats or sunglasses
        - Take the exam in a well-lit room. Avoid backlighting, such as sitting with your back toward a window.
- An environment scan is required. This is a 360-degree scan of your testing environment. Students are responsible for selecting the testing environment.
    - You must show each corner of the room and desktop areas.
    - If you are using a device with a built-in web camera, please use a mirror very slowly in front of the webcam to show the front of your computer.
    - Do not scan too quickly or it will not provide a clear video and you may need to rescan.
    - Do not scan too quickly or it won't provide a clear video and you may need to rescan.

During Testing:

- If you have an issue or emergency during the exam, FIRST speak directly into the camera/microphone to notify the monitor verbally. THEN, contact the faculty monitoring the exam using your phone while in full view of the camera. DO NOT leave the video monitor unless emergent. Leaving the secure testing environment can nullify your exam results. You are reminded of the Academic Honestly Policy.

Appendix M. Clinical Incident Report

This form should be completed when any of the following incidents have occurred.

Student is deficient in personal or patient safety.

1. Student is not prepared for clinical (knowledge or required paperwork).
2. Student commits a medication or treatment error (in addition to clinical agency requirements).
3. Student fails to meet ability and skills requirements as defined by the ATU DON.
4. Student does not perform at expected level (refer to clinical criteria & evaluation forms).
5. Student exhibits unprofessional conduct as defined by the current American Nurses Association standards of practice and code of ethics.
6. Occurrence of an accidental needle stick injury or exposure to blood or body fluids (in addition to the Accidental Exposure Policy Form and clinical agency requirements).
7. Near miss incident (adverse event that was caught before the treatment was given and could have been harmful or fatal) *requires mandatory remediation plan and documentation of completion
8. Incident beyond student control.

Description of Incident: Attach witness documentation as applicable & include all persons involved.
Resolution of Incident/Remediation Plan for Improvement:
Comments:

Instructor Signature: _____ Report Date: _____

Student Signature: _____

Level Coordinator Signature: _____

Remediation Completion Date: _____

Appendix N. Faculty/Student Injury and Blood Exposure Clinical Setting

Faculty or Student Injury or Exposure to Blood Borne Pathogens in the Clinical Setting. If a student injury or exposure occurs in the clinical setting, the student must notify the clinical instructor as soon as possible. If a faculty injury or exposure occurs in the clinical setting, the faculty member must notify the Department Head as soon as possible. Students and faculty are required to follow the policy of the clinical agency. The clinical instructor is also required to submit the ATU DON Clinical Incident Report which will be maintained in the student's clinical file.

1. **Faculty/Student Injury**
    - **A.** Administer aid to the student/faculty.
    - **B.** If the clinical agency has an emergency services department with a healthcare provider available, the student is required to be evaluated by the provider at that time. If the clinical agency does not offer this service, the student is required to be evaluated by a provider elsewhere.
    - **C.** A copy of the report required by the clinical agency and a report of the attending healthcare provider's assessment of the student's status and/or recommended treatment must be submitted to the ATU DON. These confidential documents will be maintained with Complio.
    - **D.** The student is responsible for the expenses incurred by the assessment and/or treatment of injury.

1. **Exposure to Blood Borne Pathogens**
    - **A.** Administer aid to the student/faculty.
    - **B.** If the clinical agency has an emergency services department with a healthcare provider available, the student is required to be evaluated by the provider at that time. If the clinical agency does not offer this service, the student is required to be evaluated by a provider elsewhere.
    - **C.** The injured student should discuss medical history and status with the assessing provider. Assessment of the student's risk status with treatment and follow-up is required. Identification of the source patient and subsequent risk appraisal should be included in the report.
    - **D.** A copy of the report required by the clinical agency and a report of the attending healthcare provider's assessment of the student's status and/or recommended treatment must be submitted to the ATU DON. These confidential documents will be maintained in Complio.
    - **E.** The student is responsible for the expenses incurred by the assessment and/or treatment of injury.

Appendix O. Estimate of Nursing School Expenses

Estimate of Nursing School expenses

This table provides an estimated list of expenses. This list is not exhaustive, and costs are estimates. This table is a resource to help students with financial preparation.

Sophomore/Junior Year

CPR	$45	Uniform Student Patch	$50-100 $10
Complio (Background check, Drug screen and Immunization Tracker	$120	Stethoscope	$100-$200
Child/Adult Maltreatment Screen	~$20	Pen light	~$15
Textbooks/Required Course Resources	~$300-800 per semester	Bandage scissors	~$15
Travel expenses to and from clinical	~$150/varies	Watch	~$15
Physical Exam/Immunizations	~$100	ID badge	$7
SNA Dues (Optional)	$5 per semester		

Senior Year

Textbooks/Required Course Resources	~$300-800 per semester	State Board of Nursing Application	$100
Travel expenses to and from clinical	~$150/varies	Background Check and Fingerprinting	$40.00 $25.00
Child/Adult Maltreatment	$10	Temporary RN License (optional)	$30
SNA Dues (Optional)	$5 per semester	NCLEX-RN exam	$200 $350 after Feb. 1, 2027
HESI Review (If fail 1st ATI comprehensive exam)	$120		
*Virtual ATI *If unable to pass exit exams after four attempts	$425	Fees associated with Preceptorship (Training, etc.).	$30-$50

Appendix P. Online Resources

ATU Blackboard:
https://bblearn.atu.edu/

ATU Nursing Website:
http://www.atu.edu/nursing/

ATU Registrar Website:
http://www.atu.edu/registrar/

ATU Student Handbook:
https://www.atu.edu/studenthandbook/

Complio:
http://www.atunursingcompliance.com/index.html

ATU Academic Catalog, Nursing Department Program Overview, Curriculum,
https://catalog.atu.edu/undergraduate/programs/education-health/nursing/#programstext

- BSN Pre-licensure Nursing Program
- LPN to BSN Nursing Program
- Nursing (RN to BSN Program), Bachelor of Science in Nursing

NCLEX information:
https://www.ncsbn.org/nclex.htm

OneTech:
http://onetech.atu.edu/

Blackboard Assist
Over 40 online and campus resources to help students succeed in school and wellness.
Accessed through Blackboard menu tab "Assist"
https://bblearn.atu.edu/ultra/integration/bbAssist

Appendix Q. Student Physical Exam/Health Clearance

ATU ARKANSAS TECH UNIVERSITY Department of Nursing

NURSING STUDENT

PHYSICAL EXAM/HEALTH CLEARANCE

The ATU Department of Nursing requires abilities and skills based on those required of a practicing professional nurse. These skills and abilities are essential to succeed in the nursing program and to ensure the health and safety of clients, fellow students, faculty members, and others in the clinical, community, classroom, and simulation settings. Essential skills and abilities include: (1) visual, auditory, and tactile, (2) communication, (3) motor, (4) cognitive, conceptual, and quantitative, and (5) behavioral, interpersonal, and psychosocial.

Name:_____ DOB:_____ Student ID: _____

Allergies: _____ ◻ NKA

Current Medications: _____ ◻ NONE

Significant PMH: _____ ◻ NONE

Physical Examination (To be filled out by medical provider)

HT _____ **WT** _____ **BP** _____ **HR** _____ **RR** _____ **TEMP**_____

Vision Screen: Left Eye _____/_____ Right Eye_____/_____ (circle one) With or Without Correction

Color Testing (circle one): Pass or Fail **Hearing Screen** (circle one): Pass or Fail

	NORMAL	ABNORMAL/COMMENTS
General		
Skin		
Lymph		
HEENT		
Heart/Vascular		
Lungs		
Abdomen		
Genital/Urinary		
Musculoskeletal		
Neurological		
Psychological		

Medically cleared to participate in the laboratory/clinical setting (circle one): Yes or No

If no, explain:

_____

_____

_____

Printed Provider Name **Provider Signature** **Date**