

Arkansas Tech University Department of Nursing

UNDERGRADUATE STUDENT HANDBOOK



**2021
FALL**

ACKNOWLEDGMENT

I _____ have received a current copy of the Arkansas Tech University Department of Nursing Undergraduate Student Handbook. I understand that it is my responsibility to familiarize myself with the information therein. I acknowledge that the ATU Undergraduate Nursing Student Handbook constitutes the general policies and procedures for students in the nursing program. My signature indicates that I accept these policies as written.

Signature/Electronic Signature

T#

Date

Pre-licensed

RN to BSN

Pre-licensure students should complete and submit this document to the instructor of NUR 2023 (Introduction to Professional Nursing).

RN to BSN students should complete and submit the orientation quiz in NURN 4002 (Nursing Informatics).

This form will be retained as part of your permanent record.

TABLE OF CONTENTS

Welcome.....	5
Accreditation.....	5
BSN Program Overview.....	6
Congruency of the ATU Mission and BSN Undergraduate Program Mission and Outcomes.....	7
Philosophy	8
Conceptual Framework.....	9
ANA Code for Nurses.....	11
Curriculum Pattern and Role Progression.....	12
Admission.....	13
Non-discrimination policy.....	13
Advanced Placement (RN, LPN, LPTN).....	14
Admission for High School Students with Advanced Placement Course Credit/College Hours.....	16
Progression.....	16
Student Withdrawal	18
Readmit Policy.....	18
NCLEX Examination.....	19
Crime Conviction Statement and Licensing Restrictions	19
Upper Division Student Requirements.....	19
Immunizations.....	19
CPR.....	20
Licensure.....	20
Liability Insurance.....	20
Criminal Background Check.....	20
Drug Screening.....	22
RN to BSN Upper Division Student Requirements.....	27
Academic Policies and Procedures.....	28
Scholastic Non-Cognitive Performance Standards.....	28
Abilities and Skills.....	29
Academic Integrity.....	30
Unprofessional Conduct.....	34
Family Educational Rights and Privacy Act (FERPA).....	34
Accommodations/Disability Service.....	35
Grievance Policy and Procedure (Updated).....	35
Attendance Policy.....	38
Tardy Policy.....	39
Inclement Weather Policy.....	40
Substance Abuse Policy.....	40
Sexual Harassment Policy.....	41
Use of Technology.....	41

TABLE OF CONTENTS (Continued)

Miscellaneous Policies.....	43
Evaluation and Grading.....	44
Course and Faculty Evaluation.....	44
Student Evaluation.....	44
Grading.....	44
Exams.....	45
Standardized Testing.....	46
Practicum Policies.....	46
Uniforms.....	46
Confidentiality.....	47
Attendance.....	48
Travel.....	48
Student Signature Guidelines.....	48
Unsafe Clinical Behavior – Clinical Incident.....	48
Student Engagement.....	49
SNA.....	49
Community Involvement.....	50
Communication.....	50
Financial Aid.....	50
Scholarships and Loans.....	50
Graduation.....	51
Student Needs Statement.....	51

Appendices

A. Estimate of Nursing School Expenses.....	53
B. Accidental Sharps Injury – HIV/HBV Exposure Policy.....	54
C. History of the ATU BSN Nursing Pin.....	60
D. How to Study for Nursing Exams.....	61
E. Clinical Incident Report Form	62
F. Instructions to Complete Unsafe Behavior Report Form.....	63
Unsafe Behavior Report Form.....	64
G. Conference Note Form.....	66
H. Crime Conviction Form.....	67
Licensing Restrictions Based on Criminal Records Form	69
I. Advisement and Registration Directions.....	73
J. Online Resources.....	74
K. Faculty Listing.....	75
L. Organizational Chart.....	77
M. Complio Instructions.....	78
N. Reapplication to Upper Division.....	79
O. Academic Integrity Policy.....	80
P. Drug Testing Consent Form.....	84

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

Welcome

Welcome to Arkansas Tech University (ATU) Department of Nursing (DON). The purpose of this handbook is to provide specific information regarding the policies, procedures, and guidelines utilized within the ATU DON. This handbook has been prepared by faculty and students to assist you in functioning effectively as a student within the nursing program. Every nursing student is required to read and remain familiar with the information contained herein. New or revised policies, procedures, or guidelines will be posted, discussed with all students, and incorporated into the next edition of this handbook. ATU DON student handbooks are revised yearly.

This handbook is a supplement to the information, policies, and procedures outlined within the ATU Student Handbook and the ATU Undergraduate Catalog. These resources can be accessed online from the main ATU website.

If, after reviewing these resources you still have questions, please feel free to ask one of the faculty or staff members for help. You will find that we are very interested in helping you to meet your goal of becoming a professional nurse.

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 on a regular basis.

Accreditation Commission for Education in Nursing, Inc.

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

<http://www.adhe.edu/Pages/home.aspx>

Arkansas State Board of Nursing

University Tower Building.

1123 South University, Suite 800

Little Rock, AR 72204-1619

Phone: 501-686-2700

<http://www.arsbn.arkansas.gov/Pages/default.aspx>

BSN Program Overview

Generally, the first three semesters of study are foundational courses consisting of nursing prerequisites and general education requirements. The student can apply for admission into upper division nursing courses. Specific upper division application requirements can be found in a later section of the handbook. The last two and a half years of study (upper division) for the pre-licensure BSN student are designed to prepare students for beginning professional responsibilities in a variety of health-care settings and to provide the necessary foundation for graduate study.

Once a student is admitted into upper division nursing or Level 0, introductory nursing courses such as Health Assessment, Introduction to Nursing, and Nursing Skills I familiarize the student with core nursing concepts and skills. Successful completion of these courses allows the student to progress in the nursing curriculum. During Levels I-IV, theoretical coursework expands and includes clinical (practicum) coursework. During practicum, students have direct access to a variety of clients within acute care and community-based settings in Arkansas.

Upon completion of degree requirements, the graduate may be eligible to write the National Council Licensure Examination-Registered Nurse (NCLEX) for licensure as a Registered Nurse.

The Arkansas Tech University Department of Nursing also offers an on-line RN-BSN program. This program allows licensed RNs who have met the general education requirements and prerequisites to enroll and apply to the RN-BSN program. Once accepted the student can complete the requirements for the BSN in one year if enrolled full-time.

**Arkansas Tech University
Department of Nursing**

Congruency of the ATU Mission and DON Undergraduate (BSN) Program Mission and Outcomes

ATU MISSION	BSN PROGRAM MISSION	BSN STUDENT LEARNING OUTCOMES
<p>Arkansas Tech University is dedicated to student success, access, and excellence as a responsive campus community providing opportunities for progressive intellectual development and civic engagement. Embracing and expanding upon its technological traditions, Tech inspires and empowers members of the community to achieve their goals while striving for the betterment of Arkansas, the nation, and the world</p>	<ol style="list-style-type: none"> 1. Provide an intellectual climate that fosters the development of critical thinking, assists the student in achieving personal and professional goals, and stimulates interests in life-long learning. 2. Prepare a professional, competent, and self-directed nursing graduate who provides evidence-based healthcare for individuals, families, and communities. 	<ol style="list-style-type: none"> 1. Applies knowledge, skills and abilities to the provision of safe, competent patient care. 2. Demonstrate, 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 to patient care. 5. Demonstrates academic achievement and professional growth.

PHILOSOPHY OF THE NURSING PROGRAM

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 students to meet the demands of an increasingly competitive and intellectually challenging future.

Persons are complex beings with bio-psycho-social, emotional, spiritual, cultural, and environmental elements. The Department of Nursing is committed to providing opportunities for students to enhance their critical thinking and communication skills in therapeutic interventions. The graduate will utilize the nursing process 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 the nursing process. 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.

The baccalaureate nursing education 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 the nursing process in a variety of healthcare settings. The graduate is expected to demonstrate initiative for responsible change, the ability to think critically, and a lifelong quest for knowledge and growth.

The Master of Science in Nursing Administration and Emergency Management (MSN) curriculum is designed to nurture scholastic development, integrity, and professionalism. The MSN graduate is expected to demonstrate the ability to assume administrative roles in a variety of health care settings, coordinate emergency response strategies, formulate solutions to important problems in nursing and healthcare through application of current research, and provide innovative leadership.

CONCEPTUAL FRAMEWORK

The conceptual framework at Arkansas Tech University's Department of Nursing is composed of four major concepts: PERSON, HEALTH, NURSING, and ENVIRONMENT.

Description of the Concepts

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

Six 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 objective data with knowledge gained from an appreciation of the patient or group's subjective experience;
- 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.

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 provides the methodology for nursing care and consists of five steps: assessment, diagnosis, planning, implementation, and evaluation. During assessment, data collection and organization lead to the formulation of the nursing diagnosis. Having diagnosed the client's needs and problems, the nurse develops a plan. Within this step of the nursing process, priorities are set. Patient outcomes are determined collaboratively with the patient whenever possible. The outcomes provide the nurse with the necessary direction to plan and implement interventions. The nursing process is unique; the care of the client becomes personalized and meets the client's perceived needs. Finally, evaluation of the client outcomes leads to re-assessment and then application of the process in a cyclic manner. The nursing process provides for input, evaluation, and utilization by the client and by all 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 guide the nurse in making appropriate nursing interventions.

ANA CODE OF ETHICS

The 2015 American Nurses Association Code is as follows:

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health and safety of the patient.
4. The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organization, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

**Arkansas Tech University
Department of Nursing**

Curricular Pattern and Role Progression

	SOPHOMORE LEVEL 0	JUNIOR LEVEL I	JUNIOR LEVEL II	SENIOR LEVEL III	SENIOR LEVEL IV / RN-BSN
Roles	Introduction to all roles	Care Giver Communicator Collaborator	Care Giver Communicator Teacher Collaborator	Care Giver Communicator Researcher Teacher Advocator Collaborator	Care Giver Communicator Researcher Teacher Advocator Collaborator Manager
Diversity & Life Cycle Stages	Growth and development of all ages	Adult and Elderly Hospital/ Community	Young Adult/Children Hospital/Community	Adult and Elderly Hospital/Community	All Ages Hospital/Community
Care Settings	Introduction to care required by the: Individual Family Community	Individual Within the Context of Family	Individual Family	Individual Family Groups	Individual Family Groups Community
EBP/Research	Read	Read/Utilize	Read/Utilize	Read/ Utilize/Analyze/ Critique	Read/ Utilize/Analyze/ Critique

ADMISSION

Admission into lower division foundation courses is open to any Arkansas Tech University student who meets the prerequisites for each course. Nursing majors will receive academic advising from the university Academic Advising Center immediately upon acceptance to the University.

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 Christina Stolarz, Affirmative Action officer who can be reached by emailing cstolarz@atu.edu or affirmative.action@atu.edu or calling 479-968-0396.

Admission to the upper division nursing courses is competitive and subject to evaluation by the Nursing Department's Admission and Progression Committee. Students are considered for admission the spring and fall preceding the semesters they plan to enter upper division nursing courses. All transcripts and/or credentials along with an Application to Upper Division must be submitted to the Department of Nursing by **March 1** for fall admission or by **October 1** for spring admission. Eligible repeating students applying for readmission must submit all materials by the date that immediately follows the last day of end of semester final exams.

Minimum requirements for acceptance into the upper division (Level 0) nursing courses are:

1. Prerequisite grade point average of 3.0 on a 4.0 scale. Students will be admitted according to the criteria for selection of upper division students.
2. Completion of the following courses with a grade of "C" or better in each: ENGL 1013, ENGL 1023, MATH 1113*, BIOL 2014* or BIOL 2404*, BIOL 3054* or 2054*, BIOL 3074* or BIOL 2414*, CHEM 1113* and CHEM 1111*, PSY 2003, SOC 1003, and NUR 2303. (All attempts/grades will be averaged for courses with * listed above).
3. Completion of the following General Education courses:
Option 1: Social Sciences 6 hrs; Fine Arts/Humanities 6 hrs; Speech Communications 3 hrs.
Option 2: Social Sciences 6 hrs; Fine Arts/Humanities 9 hrs.
Option 3: Social Sciences 9 hrs; Fine Arts/Humanities 6 hrs.
TECH 1001 or CSP 1013 (1 hour only) **OR 1 hr. Elective
Physical Activity 1 hr.
(See [General Education Requirements](#) for specific course alternatives.)
4. Completion of the TEAS exam with a score of proficient or higher.
Students can only take the TEAS Admission test two (2) times.

**ATU requires Tech 1001 or CSP 1013 unless student is a transfer student not coming in as a freshman.

Applicants will be ranked according to admission criteria for selection of upper division students. Criteria are as follows:

For students desiring entry to Upper Division (Level 0-preclinical nursing):

1. GPA ≥ 3.0 at the time of application and at the end of current semester; and Proficient or higher on the entrance exam.
2. Do not admit at this time.

The student must be enrolled or have completed a minimum of 48 hours of required general education and prerequisite courses (see curriculum plan) with a GPA ≥ 3.0 before entering level 0-preclinical nursing courses.

Applications will be ranked according to GPA with preference given to ATU students. Admission will be determined by the resulting rank order and proficiency or better on entrance exam (TEAS test). A student can only take the TEAS Admission Test two (2) times.

Applicants completing prerequisite requirements at an institution other than ATU must submit a written note from the course instructor(s) verifying the grade(s) earned in the course(s). These students will sign a form agreeing to have official transcripts on file in the registrar's office within one month from the first day of the semester.

PASS/NO CREDIT GRADE (P/NC) OPTION FOR NURSING MAJORS:

Admission to Upper Division Nursing is competitive, based on completion of prerequisite course, GPA and entrance exam scores. Although students may select the P/NC option Spring 2020 semester, any course required for admission to the nursing program will be recorded on the Upper Division application according to the letter grade originally recorded for the course. The P/NC option will not be recorded on the applications for admission to the Nursing program. Should a student need to make reapplication to the program, the original grade earned will be used to calculate reapplication paperwork.

A student position may be filled in a discretionary manner for exceptional reasons as determined by the committee and approved by the faculty.

Minimum requirements for continuation into Level 1:

1. Acquisition of professional/student liability insurance each year, criminal background check each year and current certification of Basic CPR for adults, children, and infants, as taught by the American Heart Association or person currently certified in CPR instruction. These must be renewed each year with the exception of CPR certification, which is valid for two years.
2. Two of the three injections in the Hepatitis B Vaccine series. The third shot must be completed as soon as possible to continue in Level II.

Advanced Placement for LPN, LPTN, and RNs

The different types of nursing education programs and vocational-technical school programs give rise to unique transfer problems. Each student's past education is evaluated individually. In addition, the University and the Department of Nursing have established the following policies:

1. Arkansas Tech University offers a baccalaureate degree program in nursing. Licensed registered nurses, licensed practical nurses and licensed psychiatric technical nurses may challenge, validate, or receive

credit for general education and nursing courses that are included in the nursing curriculum. CLEP examinations can be used to challenge or validate the general education courses. The institution's general policy for awarding CLEP credit is followed in determining the successful challenge of courses by these examinations. Transfer credit will be given for prior challenge or validation tests of nursing content credited on official transcripts from other nursing programs. RNs are permitted to receive transfer credit for NUR 3303 Health Assessment.

2. Licensed practical nurses (LPNs) and licensed psychiatric technical nurses (LPTNs) who have met all the lower division nursing curriculum requirements and graduated from an approved Arkansas PN or PTN program, or an out-of-state ACEN accredited program, may receive credit for 17 hours of nursing courses (NUR 3103 Nursing Skills I, NUR 3204 Theories and Concepts in Nursing I, NUR 3213 Care of the Older Adult, NUR 3404 Practicum in Nursing I - Nursing the Individual Client, NUR 3513 Nursing Skills II) if they meet the following specific requirements:
 - a. Have a current unencumbered LPN or LPTN license in Arkansas.
 - b. Graduated less than 12 months prior to entry into the upper division of nursing.
 - c. Have graduated within more than 12 months prior to entry into the upper division of nursing and have 1000 hours of nursing employment during the 24 months immediately prior to entry into the upper division of nursing.
 - d. Have completed all nursing prerequisite courses, NUR 2023 Introduction to Professional Nursing, NUR 3303 Health Assessment, and NUR 3402 Pharmacology I with a "C" or better prior to entry into level II nursing (see Curriculum Plan for LPNs).

NURSING CREDITS WILL BE HELD IN ESCROW PENDING COMPLETION OF THE PROGRAM.

Licensed practical nurses (LPNs) and licensed psychiatric technical nurses (LPTNs) who do not meet the above criteria can challenge or validate 17 hours of nursing courses that are included in the nursing curriculum. LPNs and LPTNs may challenge or validate nursing courses NUR 3204 Theories and Concepts in Nursing I and NUR 3404 Practicum in Nursing I - Nursing the Individual Client by taking the National League for Nursing ACE I with a decision score of 75 (eight credit hours), NUR 2303 Nutrition by taking the National League for Nursing Normal Nutrition examination with a decision score of 50 (three credit hours), and NUR 3103 Nursing Skills I and NUR 3513 Nursing Skills II by taking a written and demonstration skills test developed by the Department of Nursing faculty with a decision score of 75 (six credit hours). Students must enter upper division within two academic years after passing the challenge examination or the examination will be invalid.

3. Licensed registered nurses have two options:
 - a. Complete the curriculum in baccalaureate nursing or;
 - b. Complete the curriculum in baccalaureate nursing for registered nurses.

Those who have met all the lower division nursing curriculum requirements and graduated from an associate degree or diploma program that was Arkansas State Board approved or ACEN accredited at the time of graduation may receive credit for 38 hours of nursing courses (NUR 2023 Introduction to Professional Nursing, NUR 2303 Nutrition, NUR 3103 Nursing Skills I, NUR 3204 Theories and Concepts in Nursing I, NUR 3213 Care of the Older Adult, NUR 3402 Pharmacology I, NUR 3404 Practicum in Nursing I - Nursing the Individual Client, NUR 3513 Nursing Skills II, NUR 3606 Theories and Concepts in Nursing II, NUR 3802 Pharmacology II and NUR 3805 Practicum in Nursing II - Nursing the Family) if they meet the following specific requirements:

- a. Have a current unencumbered RN license in the state where they are practicing.
- b. Have graduated less than 12 months prior to entry into the upper division.

- c. Have graduated more than 12 months prior to entry into the upper division of nursing and have 1000 hours of nursing employment during the 24 months immediately prior to entry into the upper division of nursing.
- d. All nursing major prerequisite courses must be completed with a GPA of ≥ 2.75 prior to entry into the program. Up to six (6) hours of General Education courses may be outstanding. These courses must come from the following: Fine Arts, Humanities, History, or electives (see Curriculum Plan for Registered Nurses).
- e. Application deadlines are **June 30** for fall admission, **October 1** for spring admission, and **March 1** for summer admission.

NURSING CREDITS WILL BE HELD IN ESCROW PENDING COMPLETION OF THE PROGRAM.

Registered nurses (RNs) who do not meet the above criteria can challenge or validate 38 hours of nursing that are included in the nursing curriculum. RNs can challenge or validate nursing courses by taking the National League for Nursing ACE II Examination with a decision score of 100 or 50th percentile for Nursing NUR 2023 Introduction to Professional Nursing, NUR 3103 Nursing Skills I, NUR 3204 Theories and Concepts in Nursing I, NUR 3213 Care of the Older Adult, NUR 3402 Pharmacology I, NUR 3404 Practicum in Nursing I - Nursing the Individual Client, NUR 3513 Nursing Skills II, NUR 3606 Theories and Concepts in Nursing II, NUR 3802 Pharmacology II and NUR 3805 Practicum in Nursing II - Nursing the Family for 35 credit hours; and by the National League for Nursing Normal Nutrition Examination with a decision score of 50 for Nursing 2303 for three credit hours, all of which total 38 credit hours. Students must enter the senior-level nursing courses within two academic years after passing the challenge examination or the examination will be considered invalid.

- 1. Students who have had health-care education or experience but are not licensed health-care professionals will be evaluated individually by the Admission and Progression Committee for advanced placement.
- 2. Students transferring from another nursing program must submit a letter of good standing to the Admission and Progression Committee with the upper division application.
- 3. Nursing students other than Registered Nurses must comply with the general institutional provisos, i.e., at least 30 semester hours of work toward a degree must be completed at ATU. See all [Requirements for Baccalaureate Degree](#).
- 4. Transfer students from senior colleges and universities must comply with the provisions in item 3 above but are not subject to any credit hour limitations from those institutions.

Admission of High School Students with Advanced Placement Course Credit/College Hours

ATU Nursing Department wishes to offer these specific high school students the opportunity to complete their courses within a timely manner.

Criteria for consideration:

- 1. GPA ≥ 3.70 .
- 2. Proficiency score ≥ 72.0 on Entrance Exam.
- 3. No more than eight (8) hours of courses to complete in the summer before entry into Level 0.
- 4. Outstanding courses must be completed at ATU during summer session between spring and fall. All pre-requisite courses to be complete prior to the start of Level 0.
- 5. Grade of B or better on summer course completed to meet prerequisite requirements.

Failure to meet items 4 and/or 5 result in loss of position in Upper Division.

Progression

In order to progress in the **pre-licensure** nursing program, the student must meet the following guidelines as written in the current academic catalog.

Students must achieve a “C” or better in all nursing courses.

A student in the 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. Upper division nursing courses: 66 hours of course work allotted to the nursing major, inclusive of **NUR 2023**, all 3000 level nursing courses, and all 4000 level nursing courses (with the exception of 4903).

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.

The following Upper Division courses (**NUR 2023, NUR 3103, NUR 3204, NUR 3213, NUR 3303, NUR 3402, NUR 3404, NUR 3513, NUR 3606, NUR 3802, NUR/BIOL 3803, PSY 3813, NUR 3805, NUR 4206, NUR 4303, NUR 4405, NUR 4606, NUR 4804**) must be completed with a grade of "C" or better to graduate. Any student who attempts any one of these courses twice (2 times) and does not achieve a final grade of "C" or better in the course, will be automatically withdrawn from the Arkansas Tech University Nursing Program and will not be eligible for readmission. 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”, or “FE” in two (2) upper division nursing courses. The Department Head will consider exceptions on an individual basis.

Any student who withdraws from a clinical nursing course (**NUR 3404, NUR 3805, NUR 4405, NUR 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 that grade. A grade of “D” or “F” will count as a failure for progression purposes.

Students must achieve a passing grade “C” in all level courses in order to progress within the program. Students who must repeat a theory or clinical course will be required to complete competency courses as deemed necessary by that level. At a minimum, students who repeat a Theories course are required to show clinical competency in order to progress. Students who repeat Practicum are required to show theoretical competency in order to progress. Students who have a break in enrollment of more than 12 months must prove competency in the most recent semester of nursing classes completed.

Clinical competence can be attained by:

1. Taking for credit the corresponding practicum course
2. Completing **NUR 3892**, Clinical Competency I or **NUR 4892** Clinical Competency II with a grade of “C” or better.

Theoretical competence can be attained by:

1. Taking for credit corresponding theoretical competency. Student must maintain a 75% average on all

exams.

2. Taking for credit corresponding theoretical competency. Student must make greater than or equal to 75% on corresponding comprehensive theory exam.

The nursing program must be completed within four years of entry into level one of the nursing curriculum.

All seniors are required to pass the NCLEX Exit/Predictor as part of NUR 4903 Synthesis of Clinical and Theoretical Nursing requirements.

RN to BSN students must also achieve a "C" or better in all nursing courses. 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 will be withdrawn from the ATU DON and will not be eligible for readmission. The department head will consider exceptions on an individual basis.

Student Withdrawal

When a student leaves the nursing program for any reason, the withdrawal procedure will be followed:

- A. Any faculty member who becomes aware that a student is withdrawing should inform the level coordinator and advise the student to notify the level coordinator of his/her intention to leave the program.
- B. The level coordinator will then contact the student and arrange for an exit interview which will include the reason for withdrawal. The student should be aware that he or she will need to apply for readmission for the next semester they plan to resume progress in the Nursing Program (see Readmit Policy on page 18). A summary of the interview will be prepared by the advisor and will be placed in the student's file in the Nursing Department office. In addition, the advisor will complete an additional exit form to be placed on file within the Department that explains the withdrawal. This second form is prepared solely for use in preparing Department reports.
- C. The advisor will notify the coordinator of the above action.
- D. The coordinator will inform the Admission Progression Committee who will send a letter to the student noting the withdrawal. If appropriate, the letter will include options for possible reentry into the program.
- E. The student must follow the official withdrawal procedure or a grade of F will be recorded for every course in which the student is enrolled. The student should go to the Registrar's Office to start the withdrawal procedure.
- F. If the student does not return for an Exit Interview, any faculty member having knowledge of the reason for the withdrawal should write a note in the Advisory Notes and complete an Exit Interview form.

READMIT POLICY

Any student that fails an 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 end of each fall/spring semester for readmission to the following fall/spring semester.

Reapplication must be made by the date immediately following the last day of end of semester final exams. To reapply, the student shall write a letter of intent addressing reasons for past failure and a plan of action for future success within the nursing program, schedule an appointment with his/her level coordinator to complete the "Reapplication to Upper Division" form then submit the completed packet to the Admission and Progression committee. Completion of the reapplication process is the responsibility of the student. Incomplete applications will not be considered. Reapplication will be based on the availability of positions within the repeating level, letter of intent and current GPA. Should several students reapply for the same level and there are a limited number of positions, GPA ranking, in conjunction with their letter of intent, will guide the committee decision-making process.

Students who have not attended Arkansas Tech University during the past year must apply for readmission to the University.

The nursing program must be completed within four years of entry into level one of the nursing curriculum.

NCLEX Examination

Upon completion of the pre-licensure nursing degree requirements, the graduate may be eligible to apply for the National Examination for Licensure as a Registered Nurse. Information and fees to sit for the NCLEX can be found online from the National Council of State Boards of Nursing. Students will be provided with further information during the second semester of the senior year.

Crime Conviction Statement and Licensing Restrictions

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 when he/she completes the paperwork required of all nursing majors (see Appendix H for Crime Conviction Form and Licensing Restrictions). This form will be 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.

PRE-LICENSURE UPPER DIVISION STUDENT REQUIREMENTS

Arkansas Tech DON utilizes an online vendor who maintains confidential electronic student documentation, such as background checks and proof of immunization. Students are required to purchase the package necessary to maintain current documentation while enrolled in upper division nursing. Students are required to keep all documentation current. Students failing to provide current documentation will result in the student being dropped from nursing courses for the current semester. The student must then reapply for entrance into the courses by the deadlines published in the Undergraduate catalog.

Documentation of the following must be submitted and maintained in the online student immunization and record tracker provided by the online vendor. Specific instructions on how to access the online vendor are provided (see [Appendix M](#) titled online vendors).

A. Immunizations

1. **Hepatitis B:** Proof of at least the first two of three injections must have been received before the student may practice in the practicum 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.

2. **TDap** (Tetanus, Diptheria, and Acellular Pertussis): At least every 10 years.
3. **Tuberculosis:** The ATU DON follows the current CDC recommendations for TB screening. The screening should be negative. Positive results will require further documentation of health. First time TB testing involves a 2-step process. You receive a TB skin test 1-3 weeks apart. Each test must be "read" between 48-72 hours later by the entity administering the test. Another option is for the student to obtain a T-spot from a blood sample; this test is more expensive for the student. All international students are required to obtain a T-Spot.
4. **Influenza:** Yearly proof of immunization.
5. **MMR:** Record of two (2) doses, or a positive serum titer.
6. **Varicella:** Record of two (2) doses or a varicella titer.

Students are required to provide proof of current immunizations according to the ATU Affiliation Agreements with hospitals to allow for clinical experiences. The required immunizations are: Hepatitis B, Tdap, Influenza, MMR, Varicella, and TB Screening. Students not in compliance with the required immunizations will prevent students from accessing the clinical site, placing them at risk of failing the clinical rotation. Clinical sites utilized for educational training may require additional proof of immunization or drug testing.

B. Cardiopulmonary Resuscitation (CPR)

Each student must have documentation of **current** American Heart Association Healthcare Provider CPR on file. A copy of the complete verification card must be submitted.

C. Licensure

Should a student hold an RN, LPN, or LPTN license, a current copy of the license must be submitted. The copy should contain type of license, license number, and expiration. Arkansas nurses can obtain this information online from the license verification system at the following website:

<https://www.ark.org/arsbn/statuswatch/index.php/nurse/search/new>.

Falsification of this information will be cause for dismissal.

D. Liability Insurance

Students are required to have professional liability insurance of \$2,000,000. This is at the student's own expense. Student must submit a copy of the receipt for purchased blanket coverage insurance or, for licensed nurses, a copy of your individual professional liability insurance policy with evidence that you are covered as a nursing student, to the Nursing Department. Deadlines for payment will be announced. ***The Department of Nursing is covering the cost of insurance of all nursing students, BSN, RN to BSN and Master Students for Fall 2021 and Spring 2022).**

E. Criminal Background Check

In 2004, the Joint Commission of Healthcare Organizations implemented a standard requiring criminal background checks for security purposes on all employees, staff, and volunteers who supervise care, render treatment, and provide services. The individual clinical agencies are responsible for mandating these background checks for students as well. Therefore, in compliance with both TJC and agency policies, ATU nursing students are required to undergo a background check in order to participate in clinical experiences. Students who do not

pass the background check requirement may be unable to complete degree requirements and this may result in the student's dismissal from the major.

1. Purpose

The Department of Nursing requires students to have criminal background checks initiated within two (2) weeks of receiving their acceptance letter into the Upper Division nursing classes. The rationale for performing criminal background checks on accepted nursing school students is based on a number of issues, including but not limited to:

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

2. Applicability

The Department of Nursing will require initial criminal background checks to be performed on each student. Students will utilize the services of the online vendor assigned at admission to procure the national background check report.

3. Policy Statement

All students must consent to, submit to, and fully complete a criminal background check through their online vendor as a condition of matriculation into 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.

Matriculation and continued enrollment in the nursing program is contingent upon a completed criminal background check and drug screening (if required by agencies) with acceptable results. Disciplinary action up to, and including, administrative withdrawal from the program will occur if there is failure to consent to a criminal background check, refusal to provide 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:

- A. Discovery of any undisclosed information prior to or during enrollment in the ATU Department of Nursing.
- B. Discovery of more egregious information than was previously disclosed information.
- C. 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.

4. Procedure for Review of Criminal Background Check Findings

- A. Upon receipt of a CBCR from the online vendor, the Level Coordinator will review the report.
- B. If the CBCR is "Clear", no action is required.
- C. If the Level Coordinator/Representative determines that the CBCR identifies adverse findings, the student must meet with the Level Coordinator and submit a copy of the CBCR to the Human Resources Office at the agency where he/she will attend clinical.

The student will not be allowed to start clinical until the agency has cleared that student. The agency will approve or disapprove the student to attend clinical in that agency. If the student is denied permission to attend a clinical agency:

- A. The Human Resources representative from the clinical agency will provide written documentation of their decision to be placed in the student file.
- B. ATU Department of Nursing will attempt to reassign the student to another clinical agency. This requires the student to again meet with the level representative and submit a copy of the CBCR to the Human Resource (HR) office at that agency where he/she has been reassigned. If the Department of Nursing is unable to find another comparable clinical experience, the student will be dismissed from the major.
- 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.

The background check will be honored for 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 have the background check re-certified (at the expense of the student). Clinical agencies reserve the right to conduct additional background screenings.

F. Drug Screening

The administration of Arkansas Tech University recognizes a responsibility to ensure each student a safe, healthy, and supportive educational environment. Part of the administration's responsibility is to periodically take necessary precautions which provide for the welfare and safety of our nursing students, nursing faculty, and patients we care for in the clinical setting. Drug use can be detrimental to the physical and mental well-being of our nursing students and clinical patients. It is our desire to discourage the use of illegal drugs, both on and off campus, and to provide a learning environment that is drug free at every level of the educational process. Arkansas Tech University nursing students are viewed as leaders and role models and, as such, are respected and emulated by other individuals in the Arkansas Tech community. Leadership brings additional responsibilities. While off campus, nursing students represent the University and depict its character. Therefore, it is expected that individuals at Arkansas Tech University exhibit leadership qualities and respectable character while off campus, as well as on campus.

Please read the following policy and sign the Drug Testing Policy consent form (Appendix P). If you have any further questions concerning any part of this policy, please contact Dr. Shelly Daily, Department Head, Nursing, at 479-968-0383.

Effective Date

This policy is effective as of the Spring Semester 2018.

Definitions

1. **Controlled substance** – any substance as defined by the Drug Enforcement Agency's (DEA) list of controlled/banned drug classes. The list consists of substances generally purported to be performance enhancing and/or potentially harmful to the health and safety of the nursing student and patients nursing students care for.
http://www.deadiversion.usdoj.gov/schedules/orangebook/c_cs_alpha.pdf
2. **CBD Oil and Other CBD/THC Products** - Students must be aware any use of Cannabidiol (CBD) products (oils, vaping, gummies, drinks, etc.) may trigger a positive drug test result. Tetrahydrocannabinol (THC) and CBD are the most commonly known compounds of the marijuana plant (cannabis). CBD is considered the second most active ingredient and a natural component found in marijuana plants. THC is the active psychoactive compound in marijuana. Marijuana is listed in Schedule I of the Controlled Substance Act for THC above 0.3 percent. Many CBD products claim to have amounts less than 0.3% THC; however, CBD products are not regulated by the FDA making the THC amount in these products unreliable. Consuming or vaping quantities of CBD oil may leave enough THC in a students' system to test positive on a drug test.
 - a. Nursing students completing practicum experiences must follow the requirements of the clinical facilities' policies and procedures to practice at that facility, including a prescription for Medical THC or other CBD products. Students must be aware the clinical facilities may not allow students to practice even with a medical prescription. Students denied entry into the clinical facility risk failure of the practicum experience and risk progression in the nursing program.
3. **Positive Test** – The initial drug test shall be a urine specimen collected in a container designed to detect prohibited or controlled substances. A drug screening test will be considered positive once the confirmation or second test has been completed from the same specimen and confirms the results of the initial urine test. A positive test is defined as a test which indicates, in the opinion of the outside laboratory performing the testing, that an eligible nursing student has used a prohibited or controlled substance based on traces of that substance detected in the nursing student's urine specimen. A drug screening will also be considered positive if it is discovered by the outside laboratory that the provided urine sample has been altered or where foreign substances have been added to the sample in an effort to destroy or disguise traces of prohibited substances.
4. **Eligible Nursing Students** – any nursing student participating or providing care for patients/other students in the clinical setting (on or off campus) while enrolled as a student at Arkansas Tech University.
5. **Reasonable suspicion** – is defined as that quantity of proof or evidence that is more than intuition or strong feeling, but less than probable cause. Such reasonable suspicion must be based on specific contemporaneous, articulate observations concerning the appearance, behavior, speech, or body odors of the nursing student. The observations may include indications of the chronic and/or withdrawal effects of prohibited substances or any of the following:
 - a. Reduced quality of academic or clinical performance;
 - b. Patterns of unexcused absence from academic classes or clinicals;
 - c. Inability to get along with others; excessive withdrawal or isolation;
 - d. Frequent tardiness to academic classes or clinicals;
 - e. Decreased manual dexterity;

- f. Impaired short-term memory;
 - g. Periods of unusual hyperactivity, irritability, or drowsiness;
 - h. When a denoted faculty member, clinical agency staff, or support staff has suspicion through the sense of smell, sight, sound, or behavior;
 - i. Presence or possession by a nursing student of illegal or controlled drugs or drug-related paraphernalia.
6. **Incident** – Shall be defined as a positive drug test, or a situation where a nursing student covered under this policy is determined to be using or in possession of a controlled substance at an event as defined under this policy.
7. **Refusal to Submit to Testing** – shall include any or all of the following:
- a. Failure to provide adequate urine for prohibited substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing; or
 - b. Engaging in conduct that obstructs or interferes with the testing process; or
 - c. Failure or refusal to execute the required forms provided in conjunction with the receipt of this policy or which are a part of the testing; or
 - d. Failure to be readily available for requested testing; and/or
 - e. Failure to report to, and undergo prohibited substances testing as required;
 - f. Any refusal to submit to testing will be considered to be a positive drug test and all appropriate action will be taken.
8. **Events** – this program applies to the following events:
- a. All on campus activities, classes or clinicals whether during or after normal school hours, and both between and within semesters;
 - b. All school related field trips, activities, events, and other extracurricular events, whether such activities are on or off campus, or;
 - c. Nursing students' misconduct relating to the use of illegal drugs or controlled substances outside of the University or the University's setting.

Periodic Random Drug Screening

Arkansas Tech University will drug screen all nursing students on random testing dates. Additionally, the Department of Nursing (DON) or the clinical agency may also require a mandatory drug screening test during each semester of the academic year. The drug screening test may include, but is not limited to, testing for marijuana (THC), cocaine (COC), amphetamines (AMP), benzodiazepines (BZO), ecstasy, methamphetamine (METH), opiates (OPI), phenycyclidine (PCP), oxycodone (OXY). The drugs included in the testing procedure may be increased or decreased at the discretion of the Department Head of Nursing, or administration of Arkansas Tech University. A list of the specific drugs tested for in the drug screen is available through the Department of Nursing or can be found at http://www.deaddiversion.usdoj.gov/schedules/orangebook/c_cs_alpha.pdf.

Reasonable Suspicion Drug Screening

Arkansas Tech University reserves the right to test any eligible nursing student for the use of prohibited drugs and controlled substances when actions of said individual nursing students are such to provide reasonable suspicion of the use of prohibited drugs or controlled substances. Testing may occur:

1. Upon admission to Upper Division Nursing
2. As required by clinical agencies
3. For cause (See Unsafe Behavior Report Form)
4. On random testing dates

Any administrator, faculty, support staff, clinical agency, or parents may report reasonable suspicion to the Department Head of Nursing who will, along with the referring party, decide on the need for drug screening. Reports should be in writing stating the facts, times, dates, and involved parties.

Costs/Screening

Costs associated with the drug screening program will be covered as follows:

1. The drug screening costs will be assumed by the student.
2. The student may challenge the “positive results” of the initial drug screen. The cost for this procedure used for confirmation of the first “positive” test will be assumed by the student.
3. If a positive test is confirmed, the student will have 3 (three) consecutive days to retest by an accredited Drug Testing Facility with a MRO of their choice at the student’s cost. The student must provide written documentation to the Department of Nursing of the results from the Drug Testing Facility and MRO’s report in a sealed facility envelope.
5. If a positive test is confirmed with the second urine test three consecutive days later by an accredited Drug Testing Facility with a MRO, the student will be dismissed from the nursing program.
6. Any subsequent drug screening required by the DON or clinical agency will be the financial responsibility of the student.

Arkansas Tech University Drug Testing Procedure

Arkansas Tech University will enact a procedure for randomly testing all of its nursing students for the use of illegal drugs and substances deemed controlled by the Drug Enforcement Agency (DEA). The DON mandates that all nursing students sign a consent form allowing for their random selection for drug testing prior to being allowed to participate in clinical care with our contracted healthcare agencies. Along with this DON form, each nursing student will also be required to sign an Arkansas Tech University drug screening consent form. This will allow Arkansas Tech University to screen nursing students on randomly selected dates from all of its upper division courses/clinical settings.

All nursing students from Arkansas Tech University may be drug screened on any randomly selected date. There will be no prior notice of the date or time of such testing. Once the nursing student is notified that he or she is to be tested, he or she will then be required to sign a statement denoting that he/she was informed concerning his/her selection for testing, testing time, and date of the test. Signed statements will be kept in the nursing student’s permanent file in the nursing office. The nursing student may acquire and pass an equal drug test, sanctioned by Arkansas Tech University, at his/her cost, within three consecutive days of the original drug test.

The method of testing will be urinalysis and the urine samples will be collected and tested by means of one-step testing of lateral flow immunoassays (urine in a specimen cup) utilizing generally accepted methods. If the urine cup indicates a positive result, the urine sample will be tested by private laboratory utilizing generally accepted pathological methods. The collection and coding of specimen samples will be executed in a manner to protect confidentiality. Specimen samples will be identified by number only.

Prescription or over-the-counter medications shall be disclosed to the ATU DON representative prior to providing a urine sample or any day prior to the drug screen procedure. Medications disclosed after the drug screen procedure will require written confirmation/records from the prescribing physician or pharmacist if requested by the Department Head/Medical Review Officer. It is recognized that some legal, acceptable medications may result in a “positive” test result and will not be cause to implement any type of disciplinary procedures.

The site of the drug test will be determined by the Department Head. The nursing faculty or administrators may help with administration of the test. Once the nursing student has reported and signed in for the sample collection, he/she must remain until an adequate urine sample has been acquired. The initial drug screening results will be immediately reported to the Department Head, the student, and the Level Coordinator. The Department Head reserves the right to notify administration and parent(s)/legal guardian(s) of drug screening findings if deemed appropriate.

Nursing student(s) receiving a final positive confirmation on the drug test will immediately be referred to Arkansas Tech University’s Counseling Center for intervention and counseling.

Disciplinary Procedures

Any nursing student receiving a confirmed “positive” drug test will be treated in the following fashion.

1. First positive test:
 - a. The Department Head will be notified by letter by the test administrator (Level Coordinator/ATU representative) of the positive test.
 - b. The Department Head will hold a meeting of all the involved parties (including, but not limited to the Department Head, Level Coordinator, and administrative representative if necessary).
 - c. Any nursing student at Arkansas Tech University who receives a “positive” drug test will be strongly encouraged to attend intervention and counseling through the Arkansas Tech University Counseling Center. This service is provided at no cost to the nursing student. The number of counseling sessions needed by the nursing student will be at the discretion of the University Counseling Center.
 - d. Additional punishment will be left to the discretion of the Department Head. The nursing student will not be allowed to partake in any clinical experiences until matter is resolved.
 - f. Any nursing student who tests “positive” will have 3 consecutive days to attempt a new urine drug screen. The new urine drug screen must be performed at an accredited Drug Screening Agency with a Medical Review Officer. The student must provide written documents from the MRO/Agency of the results to the Department of Nursing.
2. Second positive test:
 - a. The nursing student will immediately be suspended from clinical experiences and dismissed from the nursing program.
 - b. The Department Head will schedule a meeting of all involved parties if deemed necessary.
 - c. The nursing student must continue mandatory counseling, as deemed appropriate by the University Counseling Center.

- d. Students may be eligible for readmission.

RN TO BSN UPPER DIVISION STUDENT REQUIREMENTS

RN to BSN students are also required to utilize an online vendor assigned at admission to purchase the package necessary to maintain current documentation while enrolled in upper division nursing. Students failing to provide current documentation prior to the first day of class will result in the student being dropped from nursing courses for the current semester.

Documentation of the following must be submitted and maintained in the record tracker provided by the online vendor:

1. Proof of unencumbered RN licensure.
The copy should contain type of license, license number, and expiration.
Arkansas nurses can obtain this information online through the online license verification system: <https://www.ark.org/arsbn/statuswatch/index.php/nurse/search/new>
2. Criminal background check (see [handbook policy](#)).
3. 10 panel urine drug screening conducted by a Department of Transportation (DOT) approved lab. (see [handbook policy](#)).
4. Liability Insurance (see [handbook policy](#)).

RN to BSN Students completing practicum experiences must follow immunization requirements of the facility.

ACADEMIC POLICIES & PROCEDURES FOR UPPER DIVISION NURSING

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 his/her designee to discuss the difficulty. Should the problems warrant immediate action, the Department Head may recommend 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 approved, where applicable, by the appropriate authority. The student is consistently on time for class, labs, and clinics, and stays until the ends of 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 towards peers, teachers, and others during the course of 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 his/her 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 his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

Responsibility – The student has nursing school performance as his/her 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 him/her 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 (Twitter, 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 his/her ability to make intelligent decisions in his/her 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.

Arkansas Tech University Department of Nursing reserves the right to dismiss a student at any time on grounds the University and Department of Nursing judge to be appropriate. Each student by his/her own admission to the University and Department of Nursing recognizes this right of the University and the Department of Nursing.

**Adopted from UAMS, (June 2016)*

Abilities and Skills

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.

The professional nurse must possess the knowledge and ability to effectively assist his or her client's biophysical, psychological, social, cultural, and intellectual domains. Further, the professional nurse must competently analyze the assessment data through intellectual processing to arrive at a definition of the client's status or problem, plan independently or collaboratively for a full range of therapeutic interventions, execute all or part of the plans through nursing acts, and evaluate the care delivered and the client's responses to it.

A candidate for professional nursing must have the abilities and skills necessary for use of the nursing process (scientific decision-making process). These skills and abilities include: observation, communication, motor ability, conceptualization, integration and quantification, and behavioral/social acceptability. Technological accommodation can be made for some disabilities in certain of these areas, but a candidate should be able to perform in a reasonably independent manner. The use of a trained intermediary is not acceptable, in that a candidate's judgment must not be mediated by someone else's power of observation and selection.

The following abilities and skills are necessary to meet the requirements of the curriculum:

1. Observation: The candidate must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision and tactile sensation. It is enhanced by the functional use of the sense of smell. This includes student to remain conscious at all times.
2. Communication: The candidate must be able to speak, to hear, and to observe patients in order to elicit information; describe changes in mood, activity, and posture; and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech but reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form

- with all members of the health care team. For any student with a language barrier or other speech issue. (This often includes communications in a clear, precise, and fluent ability.)
3. Motor: Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other assessment maneuvers. A candidate must have sufficient motor skills to gain access to clients in a variety of care settings and to manipulate the equipment central to the treatment of patients receiving professional nursing care. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Students must be able to lift at least 20 lbs. using proper body mechanics.
 4. Intellectual-Conceptual, Integrative, and Quantitative Abilities: These abilities include measurement, calculation, dimensional analysis, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of nurses, requires all of these intellectual abilities. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.
 5. Behavioral and Social Attributes: A candidate must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities necessary for professional nursing.

The Department of nursing affirms that all students enrolled in the Department of Nursing must possess those intellectual, ethical, physical, and emotional capabilities required by the faculty for safe professional practice. [Bower, D., Line, L., & Denega, D. (1988). Evaluation instruments in nursing (pp. 71). New York: National League for Nursing.]

Academic Integrity

Students are expected to be honest and truthful in both classroom and practicum experiences. They are expected to adhere to the Arkansas Tech University Academic Integrity Policy and uphold current standards of care. Students are referred to the Arkansas Tech University Student Handbook for more specific regulations regarding academic integrity. The Department of Nursing uses an Academic Integrity Policy form for students to acknowledge the ATU Student Handbook policy on Academic Integrity in conjunction with the Department of Nursing policy on Academic Integrity consequences. that all new nursing majors will sign (See Appendix O).

ATU 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; and
- altering a previously graded exam or assignment for purposes of a grade appeal or of gaining points in a re-grading process

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 process includes an appeals 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**.

(ATU Student Handbook, 2020-2021)

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.
 - i. 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'. If there is a second violation, the student will receive an 'F' 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. (See Appendix 0 – Students Signature and initials required).

Unprofessional Conduct

If an incident occurs which a faculty member believes may constitute unprofessional conduct, or when such an incident is discovered, the faculty member aware of the conduct/incident, will immediately notify the student and instruct the student to leave the classroom. The faculty member will then complete a conference note (see Appendix) in writing, describing the event, within 24 hours of discovery.

This information will be shared by the faculty member making the discovery with the level coordinator. A decision will be made if the incident should be taken to the level committee. The investigation into the incident/discovery will begin within three (3) working days. This investigation will include an opportunity to discuss the incident with the student.

If the incident is minor, the faculty member, in consultation with the person(s) named above, may require remedial work or instruction for the student.

If the incident is major or serial in nature, the course coordinator will notify the Department Head or his/her designee. In consultation with the involved faculty member(s), the Head will review the investigative report, the student's class and clinical performance evaluation(s), academic record, potential for successful completion of the major in nursing, and any other pertinent information. The Department Head will discuss the incident with the student. The Head may then make one of the following decisions:

1. Reprimand the student
2. Require remedial work, physical and/or mental evaluation, or instruction for the student
3. Award a failing grade for the course
4. Require administrative withdrawal from the clinical course
5. Dismiss the student from the Department of Nursing

The Department Head will notify the student in writing. The Dean will receive a copy of the student's notification. The student may appeal any adverse decision through the standard appeals process of the University and Department of Nursing.

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 <http://www.atu.edu/studenthandbook/>.

For all recommendations (for example, scholarship or a new job), a FERPA release will need to be signed. http://www.atu.edu/ucounsel/documents/FERPA_Reference_Request.pdf

Accommodations/Disability Service

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. For more information, please visit:

<http://www.atu.edu/studenthandbook/>.

Grievance Policy and Procedure: Appeal of Academic Grades or Academic Program Dismissal

The Department of Nursing grievance policy and procedure is consistent with that of the University. The policy provides the student with a way of appealing grades received or a grievance concerning a University employee or institutional regulation. This procedure is to be used for any conflict resolution, and includes grades assigned by an instructor and program dismissal by a departmental committee.

Grievance procedures are of both an informal and formal nature. The student should exhaust the informal means before filing a formal complaint. The student directly affected must make the appeal. In the case of appealing a grade, the appeal must be made during or within five days following the conclusion of the course involved (prior to the beginning of another semester).

The four steps to be followed when presenting an informal grievance are:

1. The appeal must begin with the student discussing the problem with the instructor or person involved.
2. Evidence of attempted resolution must precede any further action.
3. The issue will be presented to the level coordinator who will attempt to resolve the matter. If resolution is not possible, the level coordinator will choose from the following options according to the nature of the problem:
 - a. Place the student issue on the next level meeting agenda. The student will attend the level meeting to present his or her case. A predetermined amount of time will be allotted for both the student's presentation and the presentation of the faculty member involved. After both presentations, time will be allowed for further discussion. After further discussion, both the student and faculty member will exit the meeting. The committee may opt to further discuss the situation before voting or may move directly to the vote. The student will receive written notification of the committee's decision and recommendations from the committee if appropriate. These proceedings may be recorded. If recorded, the recording will be given to the Department Head directly after the meeting.
 - b. Recommend that the student meet with the Head of the Nursing Department as indicated in Step 4.
4. If the grievance is not resolved after steps 1-3 and/or within a reasonable time, the student will take the issue to the Head of the Nursing Department. If the Department Head should be the person involved, step 3 should be omitted and the grievance will then progress to the Dean of the College of Natural and Health Sciences.

If these informal steps have not resolved the problem, the student may submit a written request to the Department Head, asking that a formal grievance committee consider the grievance. **(Refer to the University Student Handbook for the formal grievance procedure).**

Student Academic Grievance Procedure: Appeal of Academic Grades or Academic Program Dismissal:

The following regulations apply to the appeal of academic grades and academic program dismissal (grades having been assigned by an instructor and program dismissal having been made by a departmental committee):

1. Appeal of a grade or program dismissal must be made by the student directly affected.
2. An appeal, in order to be heard, must be made during or immediately following the conclusion of the course involved (appeal of a grade) or immediately following the dismissal decision (appeal of program dismissal). (Immediately, here, means before the beginning of another semester or summer term).
3. All appeals of a grade must begin with the student making a written appeal to the instructor involved and explaining the nature of the problem. Upon receipt of a program dismissal decision from a departmental committee, the student wishing further consideration must make a written appeal of the decision to the head of the department in which the academic program is administered. Discussion based upon the written appeals and evidence of attempted resolution in this direct manner must precede any further step.
4. If either appeal is not resolved in Step 3, the student wishing further consideration must take the issue to the head of the department in which the course is taught or to the dean of the college, if the department head should be the instructor involved (appeal of a grade); or the student may appeal to the dean of the college in which the academic program is administered (appeal of program dismissal). If the appeal of a grade is not resolved at this level, the student may appeal to the dean of the college (in which the course is taught).
5. If either appeal is not resolved in Step 4, the student may appeal to the dean of the college and ask for a formal hearing. At the time the student asks for a formal hearing, he/she must submit a written presentation of the case, with all related supporting documents, to the dean. The hearing committee can then either reject the grievance on the basis of its content or proceed to investigate further.
6. Each hearing committee will be an ad hoc committee sitting for an individual appeal. The committee will be composed of three faculty members from the college, or two from the college and one from the student's major department, if that department is not in the same college as that in which the course is offered (appeal of a grade); or three faculty members from the college in which the academic program is administered (appeal of program dismissal). The committee members will be appointed by the deans(s) of the college(s) involved. The committee will select its own chairperson.
7. The committee will have full cooperation of all parties in gathering information and conducting interviews and the hearing. Once an issue is before the committee, the committee shall have the authority to recommend a lower grade, a higher grade, or no change (appeal of a grade); or recommend that the student be retained in the program or confirm the original dismissal decision of the departmental committee (appeal of program dismissal).

8. The committee recommendation will be conveyed to the dean of the college in which the course is offered. The dean will then seek resolution based on the recommendation (appeal of a grade). The committee recommendation will be conveyed to the dean of the college in which the program is administered (appeal of program dismissal). In the case of academic program dismissal, the dean will forward the following to the Vice President for Academic Affairs for review and action: (a) the recommendation of the departmental review committee, (b) a narrative of attempts to resolve the appeal, and (c) the committee's recommendation. Appeal of academic program dismissal ends here upon final action by the Vice President for Academic Affairs.
9. Failing resolution in Step 8 in the case of appeal of a grade, the issue will be reviewed by the Vice President for Academic Affairs who will initiate action in accordance with provisions in Step 10.
10. In the case of an instructor who has terminated his/her association with the University, the college dean shall carry out the recommendation of the committee. Otherwise, a grade will be changed only if a majority of the department members in which the course was offered (not including the faculty member involved with the case) agree with the proposed grade change.

In case of a grievance resulting from a violation of student regulation, federal law, or the Arkansas Tech Affirmative Action Plan, the Department Head shall take immediate action to resolve the problem. If the grievance involves questions of opinion not covered in stated policies, the Department Head shall counsel with the student to resolve the grievance.

The student is referred to the ATU catalog and handbook for the policy in detail.

Student Non-Academic Grievance Procedure

Any alleged non-academic grievance (hereinafter referred to as "grievance") which a student may have regarding a University employee, an institutional regulation, and/or the interpretation and application of such regulation, may be considered under this procedure. Grievance procedures are of both an informal and formal nature and the informal means should be exhausted before filing a formal grievance. A non-academic grievance may include instances of discrimination which create conditions affecting a student's academic performance or learning environment.

A. Informal Grievance Procedure

The procedure for an informal grievance is as follows:

1. The person should first discuss her/his grievance with the person responsible for the action, interpretation, or application leading to the problem.
2. If the grievance remains unresolved, the complainant may discuss it with the appropriate supervisory official.
3. If the circumstances of the grievance prevent the use of the above listed steps, or if the appropriate official does not resolve the grievance within five (5) school days, the complainant may discuss the grievance with the administrative head of that portion of the institution out of which the problem arose. In all cases, this should be one of the Vice Presidents or the Director of Athletics.

4. If the grievance resulted from a violation of stated student regulations, federal law, or the Arkansas Tech University affirmative action plan, the administrative head shall take immediate steps to enforce the stated regulation, law, or plan, and resolve the grievance.
5. If the grievance involves questions of opinion not covered in stated policies, the administrative head shall counsel with the complainant and departmental official(s) to resolve the grievance if possible.

B. Formal Grievance Procedure

When a grievance has not been resolved by informal means, the student may submit a written request to the appropriate administrative head to have the grievance considered by a formal grievance committee. In no case will such a request be granted prior to five (5) college days after an informal grievance has been initiated and the appropriate administrative head notified.

1. A request for a formal grievance hearing should include the written nomination of one member of the Student Services staff and one employee from the administrative area involved. (The second nomination may come from any administrative area by mutual agreement of the student and the administrative head.)
2. The administrative head will select two (2) of the three (3) students on the Student Services Committee to complete the committee, which will be chaired by the administrative head, who will not vote, but only coordinate the hearing.
3. The Vice President for Student Services, or designate, shall serve as secretary and advisor to the committee, but will not vote. In matters concerning civil rights and equal opportunity, the affirmative action officer shall also serve as advisor, but shall have no vote.
4. The grievance committee will hear the grievance with such witnesses and evidence as it deems germane and shall present its recommendations in writing to the administrative head within three (3) college days of the hearing. The administrative head will render a decision within three (3) days. Copies of the findings, recommendation, and decision will be made available to all parties.
5. The decision of the administrative head may be appealed in writing to the President, with a copy to the administrative head, within ten (10) college days of receipt of the decision.
6. The decision of the President shall be final and binding.

Attendance Policy

As professionals, students must be responsible for their own learning experiences. You are responsible to make the most of all educational opportunities. This is a mark of professionalism. Attendance in class reflects your dedication and the value you place on your chosen profession. We, the faculty, expect you to attend ALL CLASSES AND PRACTICUM EXPERIENCES. If a consistent pattern of absences from class develops (more than three absences), the situation will be dealt with by the faculty and/or level/team member, and the student may be dropped from the course. Each level may have a statement that limits the number of absences from theory and practicum classes. The student should note this for each syllabus. The requirements noted in each syllabus shall take precedence over this handbook.

The student is responsible for notifying the instructor and clinical agency prior to any absence from a clinical experience unless otherwise specified in the practicum course syllabus. Failure to notify the instructor and clinical agency prior to an absence will not only be reflected in the student's grade but will also result in a clinical incident and could result in failure of the course.

The Arkansas Tech University catalog provides content concerning class attendance. ATU is required to document attendance.

A. Clinical Absence

Missed practicum experiences may seriously affect the student's ability to meet the course objectives, and therefore may jeopardize the student's grade for the course. The instructor responsible for the experience must excuse practicum absences. Absences will be excused only for reasons beyond the student's control, such as personal illness or death of an immediate family member.

Specific requirements will be stated in the syllabus for each course. For clinical rotations, an absence will result in a makeup assignment. Makeup assignments will equal the number of clinical hours missed. Assignments may vary by instructor and clinical area. Failure to make up clinical assignments will result in failure of the course. The student is responsible for contacting the instructor regarding makeup assignments on the first day back to clinical.

Online courses may require you to schedule time with clinical agencies in your area. These experiences are an integral part of your educational process and should be approached as such. Scheduling and attending these experiences will be the student's responsibility. The same professional and academic standards apply when a clinical absence occurs for an online student or when clinical faculty may not be present.

B. Guidelines for Make-up Practicum

1. If a student must be absent from practicum, the student must notify the unit or agency to which he or she is assigned (unless directed otherwise in the course syllabus) AND the practicum instructor prior to the time the practicum experience is scheduled.
2. The practicum instructor and level coordinator will collaborate to determine appropriate makeup work.
 - a. Students will receive written instructions regarding the make-up assignment for the missed clinical day. If written instructions are not given, then faculty will document in the student file what instructions were given and the student will sign the file noting that the instructions were received.
 - b. If the make-up assignment involves the use of simulation or any alternate lab setting, then two evaluators will be present during the "check-off" to verify competency.
 - c. Counseling of students regarding poor performance will be conducted with two faculty members. All counseling will require a signature and be placed in the student's file.

Tardy Policy

Regular and timely attendance in theory classes and practicum is considered essential if students are to receive maximum benefit from the nursing courses. The Nursing Department has implemented a policy, which we believe will discourage unnecessary tardiness and absences, but will not punish those conscientious students who must be absent from time to time for unavoidable reasons.

At the discretion of the instructor, a student who is tardy or absent may be allowed to complete a quiz or receive a handout if the student has called the nursing department or called/e-mailed the instructor before class to inform of the possibility of tardiness or absentness. This is solely at the discretion of the instructor.

Students are responsible for obtaining any missed information after class. Disrupting the learning of other students to ask questions or copy notes of the missed class time while class is in progress is inconsiderate.

The student is responsible for verbally notifying the instructor and agency if the student will be late for a clinical experience. Excessive tardiness will be reflected on the student's clinical evaluation.

Inclement Weather Policy

The DON adheres to the University policy on inclement weather. During travel, it is the student's responsibility to monitor changing weather conditions.

Procedure for decision-making and announcements regarding class cancellation

1. Unless a decision is announced to the contrary, classes will be held as scheduled.
2. When weather that would make travel dangerous/ precarious is present in the Arkansas Tech service area, this policy will be followed:
 - a. This decision will be made by the President in consultation with appropriate administrators. No individual classes are to be canceled by a dean, department Head, or individual faculty member.
 - b. Current conditions and forecasts will be checked with local and regional sources.
 - c. When it is judged that a significant portion of students and faculty will not be able to travel safely to and from campus, a recommendation for class cancellation will be conveyed to the President.
 - d. If a decision is made to cancel classes, it will be announced by the VPSA (Vice President for Student Affairs) calling local radio and TV outlets, the two Fort Smith TV stations and three Little Rock stations. In announcing the closing, a callback confirmation number will be given.
 - e. If at all possible, announcements affecting day classes will be made by 6 a.m., and announcements affecting night classes will be made by 4 p.m.
 - f. All announcements will be specific as to the dates and times of the classes to be canceled.
 - g. No announcements will be made except through the public media as listed.
 - h. Class cancellations for classes not meeting at Arkansas Tech will be handled at the local site.
 - i. Decisions concerning clinical assignments not meeting in Russellville will be made by the clinical instructor.

Substance Abuse

Arkansas Tech University is committed to the maintenance of a drug-and-alcohol free work place and to a standard of conduct for employees and students that discourages the unlawful possession, use, or distribution of controlled substances and alcohol on its property or as a part of any of its activities. Therefore, the unauthorized or unlawful possession, use, manufacture, or distribution of controlled substances or alcohol by students or employees on property of the University or as a part of any of the University's activities is expressly prohibited. Students violating the University policy on alcohol or other drugs are subject to sanctions up to and including expulsion from the University and referral for prosecution. The University may notify parents or guardians of students under age 21 who are found to be in violation of the drug or alcohol policies as set forth in the Student Code of Conduct.

The Department of Nursing recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the nursing profession. The department is committed to protecting the safety, health, and welfare of its faculty, staff, students, and people who come into contact with its faculty, staff, and students during scheduled learning experiences. The Department of Nursing strictly prohibits the illicit use, possession, sale, conveyance, distribution, and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs.

Any student who demonstrates behaviors or actions that cause concern of possible drug or alcohol use will be asked to leave the classroom and/or clinical site. The student will be referred to the office of the Vice President for Student Services. Faculty will follow up with the student and notify the Vice President for Student Services

of the referral.

In order to protect the staff, faculty, clinical agency, and clients, the students and faculty have devised an “Unsafe Student Behavior” form to be completed in the event a student displays behaviors that could cause harm to self or others. This form will be completed, witnessed by another person, and the student will document his/her version. This form will be sent to the Vice President for Student Services and will be placed in the student’s clinical file. Substantiation of this unsafe behavior will result in dismissal from the Nursing program and Arkansas Tech University (see Appendix for Unsafe Behavior Report Form).

*Please note that some clinical facilities may require drug screening. If a clinical facility rejects a student based on the screening results, the student may not progress in the nursing curriculum.

Sexual Harassment Policy

The policy of Arkansas Tech University is to maintain the University community as a place of work and study for staff, faculty, and students, free of harassment, to include sexual and gender harassment and all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware both that the University is concerned and prepared to take action to prevent and correct such behavior.

The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be described generally as unwanted sexual behavior, such as physical contact and verbal comments or suggestions, which adversely affect the working or learning environment of others.

Anyone who is subjected to offensive sexual behavior is encouraged to pursue the matter through the established informal or formal grievance procedures. Generally, the informal procedures afford an opportunity to explore a problem and consider alternative means for its resolution.

Students are referred to the current University Student Handbook for specific policy information.

Use of Technology

Technology and computer skills are required throughout the nursing curriculum. The student is expected to be proficient in these skills (use of e-mail, Blackboard, electronic charting, library searches, and multimedia resources). Coursework may be on-line, or in mixed technology format.

There may be specific computer requirements necessary for coursework. It is your responsibility to acquire the required software. ATU minimum equipment requirements are listed on the ATU Office of Information Systems website.

A. Smart Devices / Cell Phones

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

There is a NO smart devices/cell phone policy for all upper division testing/test review. This includes paper/pencil testing, test review, cooperative testing, clinical/simulation and computer testing. If you are discovered having a smart devices/cell phone on your person, this will be considered a violation of the Academic Honesty Policy. If we discover that you have your smart devices/cell phone with you during a unit exam/cooperative testing or unit exam review, you will receive a 0 for the test grade, clinical grade or simulation grade.

B. 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. This includes both formal and informal circumstances. Recording devices include, but are not limited to tape recorders, any form of digital recording, cellular phones, personal digital assistants, personal computers, tablets, or any other device that would maintain a record of audio or video. Recording of lectures in a classroom setting may be allowed as long as the individual faculty is aware and provides written or verbal approval prior to the class.

C. Communication

The use of electronic mail is utilized by the University and the DON to communicate vital information with students. As a primary method of communication, students should access OneTech and Blackboard several times per week. Students are referred to the University Student Handbook where the Electronic Communication Privacy Policy is located for specific information on the appropriate use of electronic communication.

D. 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 https://www.ncsbn.org/Social_Media.pdf. According to the NCSBN (2011), "Nurses need to be aware of the potential ramifications of disclosing patient-related information via social media. Nurses should be 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 and electronic media without violating patient privacy and confidentiality" (p. 4). 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 University Student Handbook).

E. Computer/Audiovisual Use

The Department has computer facilities and equipment for students to use for computer aided instruction, literature review, and word processing. Access to the Internet is also available. Department of Nursing computers are housed in Dean 213. The Library and the Computer Lab in Corley have computers available to students.

Many audiotapes, videotapes, DVDs and other learning aids are available for student use to supplement the information gained in theory and practicum courses. The faculty strongly encourages students to utilize these resources. Required audiovisual materials are noted in the syllabus for each course and are made available in the Testing Room, Dean 224-J. The Learning Resource Coordinator can advise faculty and students regarding available materials and their use.

The following policy has been developed in the Department of Nursing for the Skills Lab Office and Computer Lab to allow optimal use of the facility while maintaining adequate security.

1. Priority of Use

- a. FIRST - Completion of assigned Computer Assisted Instruction Assignments, testing by upper division nursing students.

- b. SECOND – Completion of other assignments, i.e. papers by upper division nursing students
 - c. THIRD – Other personal use by upper division nursing students, such as Internet and E-mail access
- 2. Use of Computer Programs and DVDs in Computer Lab/Skills Lab Office
 - a. Required computer assisted instruction programs will be provided by the Learning Resources Coordinator. Each instructor is responsible for informing the Learning Resources Coordinator at least two working days before the students are expected to view the material.
 - b. All DVDs and videos will be kept in a secure area until they are required for use.
 - c. Learning resource materials may not be removed from the Department.
- 3. Rules for using the Audiovisual/Computer Rooms and Simulation Lab
 - a. No eating or drinking in DEAN 213 or in the Skills Lab Office, Simulation Lab, or other computer areas of Dean Hall.
 - b. Leave equipment in good condition. If any part of a printer is removed in an attempt to load paper it should be replaced as it was originally found.
 - c. Care should be taken to handle software appropriately, return disks to their original jackets or files and place in the designated place.
 - d. Consider the audiovisual/computer room as you would a library. It is a working area and each student deserves an atmosphere conducive to study. When working together students should do so quietly.
 - e. If a problem is encountered with a computer or software, leave a note on the computer indicating the problem and also report it to the Learning Resources Coordinator or to the classroom Instructor.
 - f. Log off and turn off all equipment before leaving the Computer Lab. Each computer and printer may differ in how to turn it off.
 - g. Clean up after yourself -- papers in wastebasket, chair in proper position, no books, disks, etc., left out.
 - h. Any violation will result in loss of use of the facility.

F. Use of Physical Assessment Laboratories/Skills Lab/ Simulation

A completely equipped skills laboratory and simulation lab is located on the second floor of Dean Hall. Skills labs are primarily used for the nursing skills courses, however students wishing to review a previously learned skill may also utilize the lab with permission and when a regularly scheduled class is not in session. The use of high fidelity simulators such as Sim-Man and Sim-Baby must be faculty supervised. Please be mindful of the expensive and sensitive equipment and treat it appropriately. Verify with faculty what you are to clean the manikins with as well as the appropriate equipment to utilize with the simulators. Students will find that the Learning Resources available to them within the Department of Nursing are of very high quality. Utilization of these facilities and the equipment within them will greatly aid the student in maximizing his or her learning potential.

Miscellaneous Policies

A. Additional Learning Activities

Intermittently, throughout the student's career in the Department of Nursing, the student 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 conference that contains content related to nursing knowledge. These learning experiences are carefully chosen and are believed by the faculty to be valuable additions to the course content. Students may also be asked to participate in the education of their peers by acting as subjects in nursing courses. These activities are viewed as beneficial to all of the students concerned.

B. Tobacco/Nicotine/Vaping Use

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

C. Children in the Classroom

Children are not allowed in the classroom during any class, seminar, group work session, lab, or any scheduled learning experience.

D. 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 lab. Students should promptly dispose of and clean up any spills or crumbs in the proper manner. No glass containers are allowed.

EVALUATION AND GRADING

Course and Faculty Evaluation

The nursing faculty believes that evaluation of courses and of the teaching process is an integral part of nursing education. Based on this belief, the faculty provides opportunity for evaluation to occur within the program. Near the end of each semester, nursing students complete confidential evaluations of courses and instructors. Faculty members also evaluate the courses in which they teach. The evaluation data are summarized by faculty and, in addition to other variables, are used to make needed course revisions and to improve teaching methods.

Student Evaluation

All students in the nursing major receive ongoing evaluation of their progress throughout each semester. The evaluations are given verbally and in writing. Standardized nursing departmental forms are used to record the clinical evaluation for students. Clinical evaluation standards are provided in each course syllabus and may vary by level. At the end of each clinical rotation, student-teacher conferences are required. The instructor will complete a written student evaluation form which is then discussed with the student, dated, and signed. The completed form is retained in the student's upper division nursing clinical file. A copy will be provided to the student upon request. Occasionally students may be asked to self-evaluate his or her clinical performance. Clinical performance evaluations are based upon how well the individual has met the objectives and course outcomes as identified in the syllabi and/or clinical evaluation tool.

Grading

The Blackboard grade book maintains the official record of course progress (grading). The gradebook should be monitored and checked regularly to determine student progress.

Students must maintain a minimum grade of "C" in each nursing course in order to progress in the nursing

major. (For specific information, see Progression Policies in this handbook or the University Catalog.)

The grading scale for the **upper division pre-licensure** nursing courses is standardized as follows:

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

The grading for the **RN-BSN or NURN** nursing courses is standardized as follows:

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

- a. Grades less than “C” will not be rounded. See appropriate syllabi for additional information on grading, course requirements, etc.
- b. A grade of "I" may be recorded for a student who has not completed all the requirements of a course because of illness or other circumstances beyond the student's control, provided work already completed is of passing quality. For all nursing courses "passing quality" is defined as a grade of “C” or above on previously completed work. Before a grade of "I" may be recorded, the student and instructor must determine course requirements to be completed and the completion date. This information is to be documented by completing the ATU Incomplete Grade Agreement contract (see Appendix).
- c. No grades will be provided by phone. Grades will be posted securely via Blackboard.

Exams

Exams and/or quizzes may be administered via paper and pencil, computer, or online. Should a student miss an exam, he or she must notify the DON and level faculty and provide a valid rationale. The student is then responsible to schedule the make-up exam on the first day back to class. Ideally, absent students should be prepared for the makeup exam on the first day back to class. Failure to make arrangements for the makeup exam could result in a zero on the exam. Faculty reserve the right to offer make-up exams with alternate test item formats such as short answer, essay, or a combination of formats.

Online course exams will be administered online. Some exams may require a proctor. Students are responsible for procuring a proctor if necessary.

Exam confidentiality is critical! There is a NO smart devices/cell phone policy for all upper division testing/test review. This includes paper/pencil testing, test review, cooperative testing, and computer testing. If you are discovered having a smart device/cell phone on your person, this will be considered a violation of the Academic Honesty Policy. If we discover that you have your smart device/cell phone with you during a unit exam/cooperative testing or unit exam review you will receive a 0 for the test grade.

Standardized Examinations

Subject specific standardized exams are administered to all pre-licensure junior and senior nursing students at specific intervals during the nursing program. The examination results provide both students and faculty with valuable information regarding strengths and weaknesses in the various areas of nursing. The DON utilizes this information to evaluate and strengthen the nursing curriculum.

All pre-licensure upper division nursing students are required to take the designated online exams each semester. Each Theories and Concepts syllabus will present the course requirements concerning required standardized exams. Should an exam score be unsatisfactory, remediation may be required. Specific remediation requirements vary by level. Level IV standardized testing is tied to progression/graduation (see progression in DON student handbook OR current academic catalog). Remediation material is not to be shared with other students. If the student is found to be sharing remediation/testing material this will be considered a violation of the Academic Honesty Policy.

Practicum (Clinical) Policies

Uniforms

Students are expected to present a clean and neat appearance in the classroom and in practicum/laboratory settings.

Any student whose appearance the clinical instructor deems unprofessional may be asked to leave clinical.

Obtaining uniforms and accessories is the responsibility of the student.

The student uniform consists of a plain black scrub-style, straight leg pant uniform with the ATU Department of Nursing insignia, white/black leather shoes, and a name badge. A white laboratory coat (at least fingertip length) with a name badge and ATU Department of Nursing insignia is worn (on the left shoulder) over appropriate street clothing when in the practicum setting for study, research, or patient contact other than during assigned practicums. Required uniform accessories include a watch (no smart watch) with a second hand, stethoscope, scissors, and penlight. A plain black nursing scrub hat may be worn in the practicum setting. Uniforms and required accessories may be purchased from a vendor of the student's choice.

Exceptions to the student uniform can be made as designated by the practicum agency's dress code. For example, professional looking street clothing and a lab coat may be worn in some agencies. Tennis shoes and/or jeans are not acceptable with lab coats. See individual requirements below for more pertinent details.

- a. Solid, black scrub-style, straight leg pants uniform. No colored stitching or trim. Pants waist must be kept at the waist.
- b. ATU Nursing insignia on left sleeve of uniform.
- c. One full or 3/4 length white lab coat with ATU Nursing insignia on left sleeve. A white lab jacket is not acceptable. A black lab jacket with ATU insignia on the sleeve is acceptable to wear with scrubs.
- d. White or black, closed toe leather nursing shoes; clean and in good repair. Crocs with holes are not allowed. Clogs and slinged heeled shoes and white or black leather tennis shoes with conservative trim may be worn.
- e. Name badge with student's name, picture, and ATU Nursing Student, will be worn on upper left chest.
- f. Hair shall be pulled back away from the face and off the shoulder if it is longer than shoulder length.
- g. Fingernails should be short, no longer than fingertips. Colored fingernail polish is not to be worn on clinical days. Artificial nails are prohibited. No gel, dip or shellac nail polish allowed.

- h. Students may not have tongue piercing. If the tongue has been pierced, studs, rings, etc. must be removed during clinical, and any activity associated with the Arkansas Tech University Department of Nursing. There are to be no visible body piercings. Students may wear one single, stud earring in each ear, a wedding band, and a watch.
- i. Male students must be clean-shaven, or beards and mustaches must be short, well-trimmed maximum of 1-inch in length.
- j. No perfumes, colognes, or other strong or offensive odors (body odor, cigarette, hairsprays) will be allowed.
- k. All visible tattoos must be covered with the exception of those that would interfere with hand washing.
- l. No gum to be chewed during clinical/simulation experiences.
- m. Plain, clean, white or black long or short sleeve shirts may be worn under scrubs and not hang longer than the uniform top at the waist.
- n. White or natural colored socks or stockings must be worn at all times. If wearing a dress or skirt, must wear stockings.
- o. Unconventional hair colors (pink, blue, red, orange, green, purple, etc.) will not be allowed.
- p. Make-up should be used to enhance natural look and be of conservative nature.
- q. No visible undergarments are allowed.
- r. Plain black nursing scrub hats (aka bonnets, tiebacks, tie hats) may be worn during practicum. Scrub hat appearance will be professional in nature, clean, 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. Students must seek approval from the level coordinator prior to the start of practicum for substitution other dark plain colored scrub hats.

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

A Nursing photo ID badge must be purchased from the ID Office in Brown Building. Students must purchase this prior to the first day of clinical. If a student is currently enrolled at ATU, the student's current photo on file is used for the badge.

**** Any student who does not have an ATU photo ID must have a photo made in Student Accounts for an ID card and the nursing photo ID badge.**

RN to BSN students are required to ascribe to the above policies, however are **not** required to purchase black scrubs.

Confidentiality

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

Students are prohibited from making photocopies or transferring identifiable client information in the clinical setting. All client information gathered must be kept confidential and cannot leave the unit. Students should be

extra cautious when completing clinical paperwork so that HIPAA is not violated.

Attendance

The clinical attendance policy and make-up clinical guidelines can be found earlier in the student handbook. More specific information can be found in course syllabi.

Travel

The Department of Nursing primarily utilizes the practicum facilities and services of the Arkansas River Valley area. However, in order to completely meet the objectives of certain courses, students will be required to travel outside the immediate area. Students must provide their own transportation to and from the practicum setting. Assignments cannot be made based upon whether or not a student has transportation. In addition, students may need to make arrangements for overnight lodging when practicum experiences are out of town. Fees involved with overnight lodging and travel are at the expense of the student. Students are encouraged to carpool with classmates and to share lodging expenses to decrease the hardships associated with travel.

Student Signature

When signing any documentation in the clinical setting, the student should sign his/her 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.

Unsafe Clinical Behavior and Clinical Incidents

A clinical incident report (See Appendix) 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 paperwork).
3. Student commits a medication or treatment error (in addition to clinical agency requirements).
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 the 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.

Further behaviors are outlined on the Unsafe Behavior Report Form (see Appendix F). Faculty is required to clearly document the unsafe behavior or clinical incident on the appropriate form and institute the proper procedures to ensure the safety of all involved. The student affected will have the opportunity to comment and is required to sign all documentation and follow through with resolution or plan for improvement. Additional reporting and paperwork may be required by the clinical agency where the incident occurred.

*The occurrence of an accidental needle stick injury or exposure to blood or body fluids requires additional processing. It is the policy of Arkansas Tech University DON to provide a follow-up program (at the student's expense) for students following HIV or Hepatitis exposures incidents. This includes accidental sharps injuries and exposure to blood and body fluids. Following an accidental sharps injury or exposure to blood or body fluids, the student should immediately report the situation to the faculty member supervising the clinical assignment. The faculty member then assists the student in completing the clinical agency's report and seeks

appropriate treatment for the injury. The DON department head is to be notified as soon as possible.

Forms that must be completed include:

1. The clinical agency incident report.
2. The ATU DON Clinical Incident Report (see Appendix E).
3. The Source Consent Form, if source consent is required by agency (see Appendix).
4. Consent OR Assumption of Risk and Waiver Form if student refuses testing (see Appendix).

Student pre- and post-test counseling guidelines are contained within the Appendix.

Student Engagement

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 in the Welfare committee where they serve as class (level) representatives. Students are encouraged to be active participants within the DON.

Student Nurses Association

All nursing students are encouraged to become members of the Department of Nursing Student Nurses Association (SNA) as a first step toward professionalism. The ATU SNA is the local organization of the State and National Student Nurse's 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 two nursing faculty advisors to serve for each academic year. The parent organization is the American Nurses Association (ANA).

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

Arkansas Tech 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 early in the fall of each year. State and National Student Nurses Association application membership forms are available in the Nursing Department office, from the SNA officers, and the faculty advisor. Membership dues are established at the national level and are currently *\$35.00 per year. Local SNA membership is \$5.00 per semester.

Benefits of National SNA membership include reduced rates for nursing liability insurance, 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. Participation in the ATU Student Nurses Association activities is considered to be a show of professionalism. One benefit of this participation is the opportunity to earn up to two (2.0) 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.

Registered nurses have a choice of belonging to SNA or ArNA or both.

*Fees are subject to change.

Community Involvement

The ATU DON is actively involved in community service. From time to time, 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 (See <https://atu.campuslabs.com/engage/organization/sna>).

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, e-mail 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 are required to check e-mail on a regular basis. 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 contact 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, and advisor-advisee communications.
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 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 office hours not coincide with student need. Video chat is available but not limited to those students who are off-campus.

FINANCIAL AID

Financial Aid

Arkansas Tech University provides financial assistance to eligible students in the form of scholarships, loans, and grants. Nursing students are eligible for the same financial aid as other enrolled students. Details concerning aid specific to nursing students are available in the Financial Aid Office in the Brown Hall, Suite 206 and the Department of Nursing. Fees and charges are listed in the ATU Catalog and the schedule of courses published prior to each semester. An estimate of fees associated with nursing school is located in Appendix A.

Nursing Scholarships and Loans

Scholarships and financial aid are listed in the ATU catalog as well as on the ATU Financial Aid website. Applications for a few specific scholarships are available within the DON website:

(<https://www.atu.edu/nursing/scholarships.php>).

Nursing students are also referred to external sources of funding for nursing education. Various educational scholarships are available online. A simple Google search reveals many opportunities for monies to support nursing education.

Graduation

Information regarding graduation can be found online in the [ATU Undergraduate Catalog](#).

STUDENT NEEDS STATEMENT

Any student who faces challenges securing their food or 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/localresources/>

APPENDICES

Estimate of Nursing School Expenses

Below are items that you will incur in the Upper Division Nursing courses. This list does not comprise all costs but will aid you to be better financially prepared.

***Special Fees:**

Sophomore/Junior Year

Skills Kits – Level 0	\$190-\$225*	Uniforms.	\$100.00
Simulation Kits – Level 1-3	\$40-95* Semester		
CPR mask/Cards. . .	\$35.00	Stethoscope.	Variable
Complio	\$105.00 *	Pen Light.	Variable
SNA Dues.	\$5.00 Semester	Scissors.	Variable
Liability Insurance	\$16.00	Clipboard.	Variable
Hotel Expenses	\$50-100 night *	Watch.	Variable
Textbooks.	\$400-800/semester *	ID Badge.	\$5.00
		Travel expenses to & from clinical.	\$150.00 *

Senior Year

Liability Insurance	\$16.00	Child Maltreatment	\$17.00
Research Day.	\$20	Textbooks.	\$400-800/Semester *
Hotel Expenses. . .	\$50-100.00 night *	Class Pin.	\$45 to \$200.00
NCLEX Review.	\$380.00 * (optional)	Travel Expenses to & from Clinical.	\$200.00 *
SNA Dues.	\$5.00 Semester	*NCLEX AP Fee. . .	\$55.00
Criminal Background. . . Fingerprinting	\$22.00 and \$19.25	*NCLEX Exam. . . .	\$200.00
Community Health Simulation Computer Download	\$99.00		

*These are estimated fees. Prices are subject to change.

There are times when additional purchases may be required of all students. When nearing graduation, for example, students may be asked to purchase pictures of themselves for use in the Department composite photo of each class that is prepared and displayed in the nursing building.

Refer to the University catalog for costs of dormitory living.

ACCIDENTAL SHARPS INJURY AND HIV/HBV EXPOSURE POLICY

Pre-Test Counseling Guidelines

Objective:

The objective of the pre-test counseling guidelines is to inform the student or faculty member who has been exposed to blood or body fluids of the possible or probable medical, economic, and social consequences of HIV and HBV antibody testing.

INFORMATION TO BE COVERED:

- Review of the antibody test, including meanings of positive and negative results, testing times, and procedures for testing
- Review of initial written incident report with the student
- Discuss issues such as:
 - ◆ relationship changes, marital difficulties and contact notification
 - ◆ insurance issues such as non-payment of testing and the possibility of future requests or reporting of HIV testing
 - ◆ potential psychological and emotional reactions to negative and positive results (see “Possible Risk of Testing”)
 - ◆ information about risk reduction behaviors, general health measures, pregnancy avoidance, and the generalized viral syndrome some people experience at seroconversion

POSSIBLE RISKS OF TESTING:

- severe psychological reactions, including anxiety, nightmares, sleep disturbances, depression, and suicidal behavior
- disrupted interpersonal relations, including potential for rage reactions and their extreme manifestations, such as homicidal behavior
- social ostracism and self-imposed social withdrawal
- relationship problems (blaming partners, sexual dysfunction, disrupted ability to make plans as a couple)
- stigmatism and discrimination if a positive antibody status is made known to others outside of confidentiality guarantees

- employment and insurance problems including future hiring situations
- preoccupation with bodily symptoms
- a false sense of security and denial if the test results are negative

PAYMENT:

Payment for drug therapy, lab tests, and physician visits are the responsibility of the student. Arkansas Tech University pays for testing of the source patient if not an agency patient.

FOLLOW-UP APPOINTMENT:

A follow-up appointment for notification of test results should be made. If the student does not allow the Department of Nursing designee to be informed first, he/she is **STRONGLY** encouraged to notify the counselor **IMMEDIATELY** of the test results. This will allow for appropriate follow-up, as well as provide support for the student.

POST-TEST COUNSELING GUIDELINES:

The post-test counseling session is to assist the student to cope with immediate psychological reactions, cope with the test results and manage information, and develop a personal health plan.

The student is encouraged to have the HIV test repeated at 6 weeks, 3 months, and 6 months after the last possible exposure. Appointments should be consistently met.

Information should include:

- interpretation of test results
- recommendations for medical follow-up and discussion of infection symptoms
- discussion of a personal health plan (rest, nutrition, stress-reduction behaviors, possible participation in clinical drug trials)
- referral for continued psychological and education services, including involvement in a support group
- recommendations for prevention of transmission
- recommendations concerning the follow-up of sexual partners and children
- review of potential discrimination (personal and professional)

*** As in the case of any policy guidelines, Arkansas Tech University reserves the right to change them or to make appropriate revisions, additions, amendments, or corrections. Faculty/students will be notified of any changes.

ACCIDENTAL SHARPS INJURIES AND HIV/HBV EXPOSURE POLICY (continued)

**ARKANSAS TECH UNIVERSITY
Department of Nursing**

CONSENT FOR HIV AND HEPATITIS B TEST

I agree to have a sample of my blood taken for the purpose of testing for the Human Immunodeficiency Virus Antibody (HIV (AIDS Screen) and for Hepatitis B Virus Surface Antibody (Anti-HBs) and surface antigens. I acknowledge that I am financially responsible for the cost of the tests and follow-up treatments, if any, prescribed due to tests results.

The reason for this test is that I have been exposed to another's blood or body fluid during my course, work assignment or clinical and the criteria has been met that requires follow-up screening test and prophylactic treatment.

One test is for antibodies to the virus that causes AIDS. It does not diagnose AIDS or tell whether a person will get AIDS. Additional tests for HIV will be repeated at 6 weeks, 12 weeks, and 6 months. In the case of a positive result, I will be referred to my private physician and the result reported to the Arkansas State Department of Health, as required by law.

A second test is done to indicate if I have Anti-HBd. In the case of a positive result without history of previous vaccination, I will be referred to my private physician. Confidentiality is maintained in regards to record keeping and personnel policies in compliance with federal, state and local laws.

Please Initial One:

_____ I authorize test results to be given to the Arkansas Tech University Department of Nursing Head or his/her designee, who will notify me of screening results and recommended follow-up medical care and counseling.

_____ I prefer to be informed of the tests results directly by the agency performing such test. I authorize the agency performing the tests to release the tests results to the Arkansas Tech University Department of Nursing Head or his/her designee for counseling and for recommendations as to follow-up medical care.

Witness

Signature

Date

Date

Witness

Date

ACCIDENTAL SHARPS INJURIES AND HIV/HBV EXPOSURE POLICY (continued)

**ARKANSAS TECH UNIVERSITY
Department of Nursing**

**ASSUMPTION OF RISK AND WAIVER FORM
RELATING TO REFUSAL TO TAKE HIV AND HEPATITIS B TESTING**

I understand that due to my occupational or clinical exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to have the Hepatitis B Virus Surface Antibody (Anti-HBs) and have been informed that regardless of the results I should be vaccinated with Hepatitis vaccine at my own expense. However, I decline Hepatitis B Virus Surface Antibody (Anti-HBs) and Antigen tests at this time. I understand that by declining the vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. I also understand that by declining the test and vaccine, that should I contract HBV prior to being vaccinated, I have willfully and voluntarily consented to the following agreement: I understand that by declining this test, I hereby and for myself, my heirs, executors, administrators, successors and assigns release, acquit and forever discharge Arkansas Tech University, Inc., and its successors in interest, assigns, employees, agents, officers, and directors of and from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service, expenses and compensation whatsoever, which the undersigned may hereafter accrue on account of or in any way growing out of any and all known and unknown, foreseen and unforeseen bodily and personal injuries and property damage and the consequences thereof resulting or to result from exposure to another's blood or body fluid which occurred on or about the day of _____, 20__ as a student of Arkansas Tech University Department of Nursing. I understand and agree that by refusing this test the person whose blood or body fluids I was exposed to will not be tested.

I understand that due to my occupational or clinical exposure to blood or other potentially infectious materials, I may be at risk of acquiring the Human Immunodeficiency Virus (HIV). I have been given the opportunity to have testing for the HIV virus at a minimal charge to myself. However, I decline this at this time. I understand that by declining this test, I hereby and for myself, my heirs, executors, administrators, successors and assigns release, acquit and forever discharge Arkansas Tech University, Inc., and its successors in interest, assigns, employees, agents, officers, and directors of and from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service, expenses and compensation whatsoever, which the undersigned may hereafter accrue on account of or in any way growing out of any and all known and unknown, foreseen and unforeseen bodily and personal injuries and property damage and the consequences thereof resulting or to result from exposure to another's blood or body fluid which occurred on or about the ____ day of _____, 20__, as a student of Arkansas Tech University Department of Nursing. I understand and agree that by refusing this test the person whose blood or body fluids I was exposed to will not be tested.

ACCIDENTAL SHARPS INJURIES AND HIV/HBV EXPOSURE POLICY (continued)

I the undersigned, hereby declare and represent that the injuries sustained may be permanent, progressive and may take several years to manifest itself as AIDS (Acquired Immune Deficiency Syndrome). Recovery therefore is uncertain and indefinite, and in making this Release it is understood and agreed that the undersigned relies wholly upon the undersigned's judgment, belief and knowledge of the nature, extent, effect and duration of said injuries and liability therefore. This release is made without reliance upon any statement or representation of the party or parties hereby released or their representatives or by any physician or surgeon by them employed.

The undersigned further declares and represents that no promise, inducement or agreement not herein expressed has been made to the undersigned, and that this Release contains the entire agreement between the parties hereto, and that the terms of this Release are contractual and not a mere recital.

Witness

Signature

Date

Date

Witness

Date

**STATE OF ARKANSAS
COUNTY OF POPE**

On this the _____ day of _____ 20__, before me, the undersigned officer, personally appeared _____ known to me to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

IN WITNESS THEREOF I hereunto set my hand and official seal.

Notary Public

My Commission Expires:

ACCIDENTAL SHARPS INJURIES AND HIV/HBV EXPOSURE POLICY (continued)

**ARKANSAS TECH UNIVERSITY
Department of Nursing
SOURCE CONSENT FORM**

I, _____, consent to the collection of bloods as requested by _____ at Arkansas Tech University, for the purpose of testing for the Human Immunodeficiency Virus Antibody (HIV) or (AIDS Test) and for Hepatitis B Virus Surface Antibody (Anti-HBs) and surface antigens. The reason for requesting this test is that an Arkansas Tech University student or employee has been exposed to my blood or bodily fluid and the results of my test will be used in determining the need for further treatment of that person. I furthermore authorize the release to Arkansas Tech University's Department of Nursing Head or his/her designee of any and all medical information obtained during the exam and testing procedure agreed to herein. I understand that the examination and testing procedures mentioned above will be conducted at no charge to me. Confidentiality will be maintained in keeping with federal, state and local laws.

Signature

Date

Witness

Date

Witness

Date

**STATE OF ARKANSAS
COUNTY OF POPE**

On this the _____ day of _____ 20____, before me, the undersigned officer, personally appeared _____ known to me to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

IN WITNESS WHEREOF I hereunto set my hand and official seal.

Notary Public

My Commission Expires: _____

HISTORY OF THE ARKANSAS TECH UNIVERSITY

BACHELOR OF SCIENCE IN NURSING PIN



The nursing pin, as we know it today evolved from a badge worn by knights during the Crusades. The Crusades, which swept northern Europe, were to last for almost 200 years (1096-1291). The deaconess movement, suppressed by the Western churches, became all but extinct. Military nursing orders evolved as a result of the Crusades. The Knights Hospitallers of St. John was one such order. It was organized to staff two hospitals that were located in Jerusalem. The knights, organized as a nursing order, were required, at times, to defend the hospital and its patients. For this reason they wore a suit of armor under their habits. On the habit was the Maltese cross. The same cross was to be used later on a badge designed for the Nightingale School. The badge became the forerunner of the nursing pin, as we know it today. The symbolism of the pin dates back to the sixteenth century, when the privilege of wearing a coat of arms was limited to noblemen who served their kings with distinction. As centuries passed the privilege was extended to schools and to craft guilds, and the symbols of wisdom, strength, courage, and faith appeared on buttons, badges, and shields. The pins of many schools of nursing are fashioned after a cross of some kind.

Each nursing program designs its own pin. Graduates and others recognize each other from the pin no matter where they work all over the world. The first class to graduate from the Arkansas Tech University Bachelor of Science in Nursing Program in 1980 chose the shield design with a lamp (with a flame) in the center to symbolize the knowledge needed to direct and administer care to patients of all ages in various stages of wellness, illness, and rehabilitation. The lamp is embedded in a wreath to denote life and caring. Because the class was proud to be the first graduates of the Bachelor of Science in Nursing Program in Russellville, Arkansas, they emblazoned Nursing across the top and Baccalaureate at the lower end of the lamp and wreath. They had Arkansas inscribed on the top left side and Tech on the top right side, and University beginning on the lower left side and ending on the lower right side so graduates everywhere would recognize each other. The pin is one inch in actual size. The die from the first sketch was cast on September 17, 1979. A chain is an option. The colors are Arkansas Tech University's colors green and gold.

HOW TO STUDY FOR NURSING COURSES

Before Class

As minimum preparation for class, utilize the following guide for pre-reading the reading assignment before the lecture.

1. Read the unit objectives in the course syllabus.
2. Read the introduction to the unit in the text.
3. Read the title to the chapter(s). These will give you an idea of where the material is starting and where it is leading.
4. Review the anatomy and physiology and the pathophysiology for the system covered. Utilizing notes from previous courses should provide an adequate review.
5. Read each major heading in the chapter.
6. Look over any typographical aids, i.e., italic, boldface, etc. Pay particular attention to definitions of terms.
7. Look over any visual aids, i.e., graphs, pictures, diagrams, tables, figures, etc.
8. Read the chapter summary.
9. Estimate how long it will take you to read the entire chapter and make a plan for when and where you will read the chapter.

For complete preparation, read the chapter before the lecture is presented in class.

After Material Is Presented In Class

1. Review your lecture notes as soon as possible after the lecture and definitely before the next lecture.
2. Write down any questions that you have or flag any areas that need clarification.
3. Read the chapter if you have not done so.
4. Expand your notes and/or highlight text to further clarify other important material.

Before Examinations

1. Review lecture notes and text.
2. Apply the material to the client situations you have experienced in the clinical setting.
3. Review pharmacological agents presented in the material.
4. Make a list of applicable nursing diagnoses and be able to explain rationale for why the diagnoses apply.
5. List appropriate nursing intervention.
6. Finally, review the syllabus section pertaining to the topic. Analyze each objective to see that you have met that objective.
7. Study for any deficiencies revealed by analyzing unit objectives.

ARKANSAS TECH UNIVERSITY
Department of Nursing
CLINICAL INCIDENT REPORT

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

1. Student is deficient in personal or patient safety.
2. Student is not prepared for clinical (knowledge or required paperwork).
3. Student commits a medication or treatment error (in addition to clinical agency requirements).
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 the 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 Accidental Exposure Policy Form and clinical agency requirements).

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

Instructor Signature: _____

Date: _____

Student Signature: _____

Date: _____

Original: Student File

CC: Department Head, Level Coordinator, Student

Instructions to complete the Unsafe Behavior Report Form

1. Faculty will initial unsafe behaviors noted, write a brief description of the event(s) and have it witnessed by others who observed the same, unsafe behavioral event(s).
2. The student performing the unsafe behavior(s) will be asked by the faculty member to perform a routine task/calculation or critical thinking activity and document student's completion of the activity. The student will be asked to write his/her own comments on the same form.
3. After completion of the form, the student will be asked to leave the clinical/classroom area and to see the Vice President of Student Services for follow up.
4. If the student(s) is/are unsafe to leave the facility, faculty will confer with the Department Head for further instructions.

**Arkansas Tech University
Department of Nursing
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 your observations checked above.
You may write on the back of this form.

Student Comments

ARKANSAS TECH UNIVERSITY
Department of Nursing

Conference Notes

☐ Summer

☐ Fall

☐ Spring _____ Year

NOTES:

Student's Signature

Instructor's Signature

Date

Date

ARKANSAS TECH UNIVERSITY
Department of Nursing
Admission Criteria
CRIME CONVICTION FORM

APPENDIX H

Have you ever been convicted of a crime? Yes /No
If yes, please explain (please use back 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 his or her 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 _____

ARKANSAS TECH UNIVERSITY
Department of Nursing
Admission Criteria
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 § 5-10-105;
- (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 § 5-13-204;
- (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 sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting 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 — 5-27-305, 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 § 5-36-103;

(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 listed 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 for 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 "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 § 5-28-103; 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 _____

ARKANSAS TECH UNIVERSITY
Department of Nursing
Directions For Advisement Appointment And Registration

To Schedule An Appointment With An Advisor:

The secretary will direct the students to their advisor for scheduling all appointments during general advisement or registration. If the student calls for an appointment and the advisor is unavailable, the secretary is to take a message and the advisor is to call the student to schedule an appointment. The secretary is not to direct the student to anyone other than that student's advisor.

Fall And Spring Preregistration:

For Fall and Spring preregistration all students will sign up for an appointment with their advisor on Blackboard.

Fall And Spring Registration:

During Fall and Spring regular registration there will be advisors available to register all students. If the student wishes to see his/her assigned advisor, that student is responsible for making an appointment directly with the advisor.

Summer Registration:

Specific dates assigned by the University for registration is on the academic calendar. During these dates assigned faculty advisors will be available for registration.

Drop and Add:

The policy for Drop and Add will be the same as before. Students who wish to have Drop and Add forms signed will be given to faculty members who are available at that time.

<u>Name:</u>	<u>Office Number:</u>	<u>Email</u>	<u>Phone Number:</u>
Dr. S. Daily	Dean 126 I	sdaily@atu.edu	968-0437
Nursing Secretary	Dean 126		968-0383
Dr. W. Christie	Dean 222	wchristie@atu.edu	964-0583 x 4651
Dr. C. Corkern	Dean 224 D	ccorkern@atu.edu	964-0583 x 4657
Dr. M. Darnell	Dean 224 G	mdarnell@atu.edu	964-0583 x 4655
Dr. L. DuBose	Dean 218 B	ldubose@atu.edu	964-0583 x 4656
Dr. C. Ellis Laffoon	Dean 126 C	cellislafoon@atu.edu	964-0583 x 4658
Dr. S. Escobar	Dean 224 H	sescobar@atu.edu	964-0583 x 4659
Dr. L. Harless	Dean 126 K	lharless@atu.edu	964-0583 x 4660
Dr. J. Helms	Dean 126 E	jhelms@atu.edu	964-0583 x 4661
Dr. J. Henderson	Dean 224 N	khenderson20@atu.edu	964-0583 x 4652
Dr. L. Jobe	Dean 224 M	ljobe@atu.edu	964-0583 x 4662
Dr. S. Maggard	Dean 219	smaggard@atu.edu	964-0583 x 4664
Dr. T. McKown	Dean 224 A	tmckown@atu.edu	964-0583 x 4665
Dr. C. Monfee	Dean 126 G	cmonfee1@atu.edu	964-0583 x 4666
Ms. C. Ricono	Dean 224 B	cricono@atu.edu	964-0583 x 4667
Dr. S. Self	Dean 224 I	sself3@atu.edu	964-0583 x 4668

Online Resources

ATU Registrar Website:

<http://www.atu.edu/registrar/>

ATU Nursing Website:

<http://www.atu.edu/nursing/>

ATU Student Handbook:

<https://www.atu.edu/studenthandbook/>

ATU Blackboard:

<https://bblearn.atu.edu/>

BSN Curriculum:

http://www.atu.edu/catalog/undergraduate/colleges/natural_health_sciences/nursing/nursing.php

Complio:

<http://www.atunursingcompliance.com/index.html>

NCLEX Information:

<http://www.ncsbn.org/nclex.htm>

OneTech:

<http://onetech.atu.edu/>

RN to BSN Curriculum:

<http://www.atu.edu/nursing/rn-bsn.php>

SNA Webpage:

<https://atu.campuslabs.com/engage/organization/sna>

[Arkansas Tech University Department of Nursing is also on Facebook](#)

Administration 2021-2022

Shelly Daily, D.N.P., A.P.R.N., F.N.P.-B.C., C.N.E.
 D.N.P., University of South Alabama
 M.N.Sc., University of Arkansas for Medical Sciences
 B.S.N., Arkansas Tech University

Head, Department of Nursing
 Professor of Nursing

Faculty

Brittany Burris, M.S.N., A.P.R.N.
 M.S.N., University of Central Arkansas
 B.S.N., Arkansas Tech University

Visiting Professor

Wanda Christie, Ph.D., R.N.
 Ph.D., University of Arkansas for Medical Sciences
 M.N.Sc., University of Arkansas for Medical Sciences
 B.S.N., Arkansas Tech University

Associate Professor

Lindsey Clark, M.S.N., A.P.R.N., C.P.N.P.-P.C.
 M.S.N., Maryville University
 B.S.N., Arkansas State University

Visiting Professor

Chantell Corkern, D.N.P., A.P.R.N.
 D.N.P., Samford University
 B.S.N., Baptist Health College

Assistant Professor

Melissa Darnell, Ph.D., D.N.P., A.P.R.N., F.N.P.-B.C., C.N.E.
 Ph.D., Barnes Jewish College Goldwater School of Nursing
 D.N.P., Barnes Jewish College Goldwater School of Nursing
 M.S.N., University of Central Arkansas
 B.S.N., University of Central Arkansas

Associate Professor

Lisa DuBose, D.N.P., R.N.
 D.N.P., American Sentinel University
 M.S.N., Arkansas Tech University
 B.S.N., Arkansas Tech University

Assistant Professor

Carey Ellis Laffoon, D.N.P., A.P.R.N., F.N.P.-B.C.
 D.N.P. Union University
 M.S.N., University of Central Arkansas
 B.S.N., Arkansas Tech University

Professor of Nursing

Shaana Escobar, D.N.P. R.N.
 D.N.P., Graceland University
 M.S.N., University of Central Arkansas
 B.S.N., Arkansas Tech University

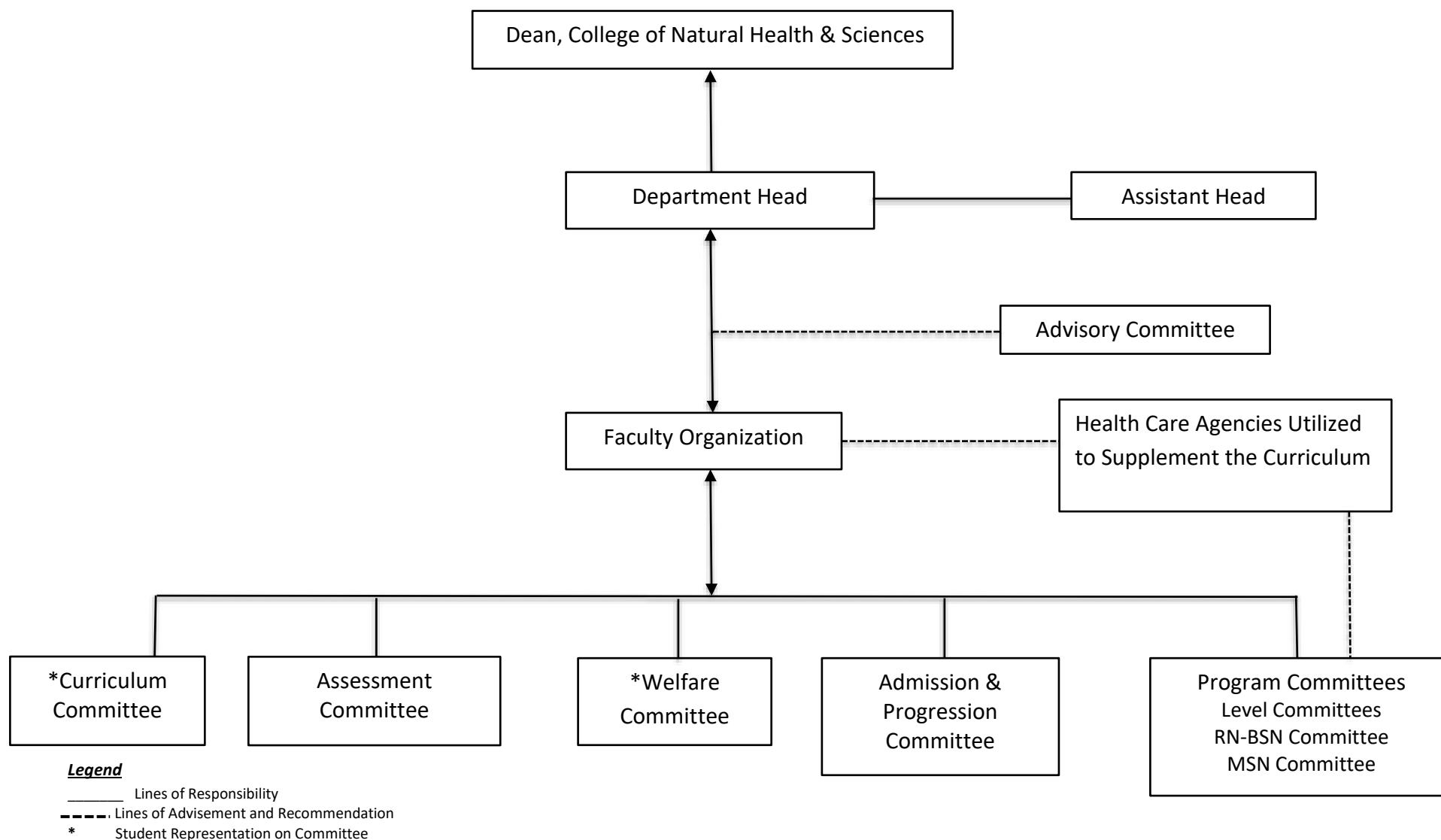
Associate Professor
 Learning Resource Coordinator

Lisa Harless, Ph.D., R.N., C.N.E.
 Ph.D., University of Texas at Tyler
 M.S.N., University of Central Arkansas
 B.S.N., Arkansas Tech University

Associate Professor

Jennifer Helms, Ph.D., R.N. Ph.D., University of Arkansas for Medical Science M.S.N., University of Missouri-Kansas City B.S.N., Harding University	Professor of Nursing
Kristin “Jaye” Henderson, Ph.D., R.N. Ph.D., University of Arkansas M.S.N., Arkansas Tech University B.S.N., Arkansas Tech, University	Assistant Professor
Laura Jobe, Ph.D., R.N. Ph.D., University of Arkansas for Medical Science B.S.N., University of Louisiana at Monroe	Associate Professor
Shellie Maggard, D.N.P., R.N., C.H.S.E. D.N.P., American Sentinel University M.S.N., University of Central Arkansas B.S.N., Arkansas Tech University	Assistant Professor Simulation Coordinator
Terri McKown, D.N.P., A.P.R.N., F.N.P.-B.C. D.N.P., University of Tennessee Health Science Center M.S.N., University of Central Arkansas B.S.N., Arkansas Tech University	Professor of Nursing
Cheryl Monfee, Ph.D., R.N. Ph.D, University of Arkansas for Medical Sciences M.S., University of Mississippi B.S.N., University of Alabama	Professor of Nursing
Shelly Randall, Ph.D., R.N. Ph.D., Texas Woman’s University M.S.N., West Texas A&M University B.S.N., Arkansas Tech University	Associate Professor
Carolyn Ricono, M.S.N., R.N. M.S.N., University of Alabama-Birmingham B.S.N., Chamberlain College of Nursing	Assistant Professor
Susan Self, D.N.P., R.N. D.N.P., Graceland University M.S.N., Arkansas Tech University B.S.N., Arkansas Tech University	Associate Professor

Organizational Chart of the Department of Nursing



**STUDENT INSTRUCTIONS FOR ACCESSING
Arkansas Tech University**

Complio

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.

Please visit the website: <http://www.atunursingcompliance.com/index.html> Step by step instructions are provided.

You will have two packages to choose from – please pick the Pre-Licensure package. Then you will want to select Immunization Tracker and Background Check. Do not purchase the Drug Screening at this time. You will need this before starting clinicals.

The most important item for you to start is the Background Check and Hepatitis B vaccination series.

**REAPPLICATION TO UPPER DIVISION
ARKANSAS TECH UNIVERSITY
Department of Nursing**

APPLICATION FOR: Level 0 ____ Level I ____ Level II ____ Level III ____ Level IV ____

NAME: _____ **DATE:** _____

ADDRESS: _____ **EMAIL:** _____

TELEPHONE: _____ **T #** _____

PREREQUISITE GPA (based on completion of 48 general education requirements) ____/____
(Qty. Pts.)

UPPER DIVISION COURSE COMPLETION (Complete those that apply)

LEVEL 0			LEVEL I		
COURSE	GRADE	QUALITY POINTS EARNED	COURSE	GRADE	QUALITY POINTS EARNED
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 EARNED	COURSE	GRADE	QUALITY POINTS EARNED
NUR 3606			NUR 4206		
NUR 3802			NUR 4303		
NUR 3805			NUR 4405		
			Elective (list course)		
LEVEL IV					
COURSE	GRADE	QUALITY POINTS EARNED			
NUR 4606					
NUR 4804					
NUR 4903					

Cumulative Nursing GPA: _____

(48 General Education hours and completed Upper division Course only)

Student Signature _____

Faculty Signature _____

Date _____

ATU and Department of Nursing Academic Integrity Policy

ATU 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.

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; and
- altering a previously graded exam or assignment for purposes of a grade appeal or of gaining points in a re-grading process

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 process includes an appeals 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**.

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.
 - i. 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.

(Academic Integrity Policy, ATU Student Handbook, 2020-2021)

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'. If there is a second violation, the student will receive an 'F' 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.

By signing my name below, I have read the Academic Integrity Policy; and I understand the policy and the consequences for any violation of the academic integrity policy.

Student's Signature

T#

Date

(Place initials at Cheating, Plagiarism, Collusion and Impersonation)

Arkansas Tech University Department of Nursing Drug Testing Consent Form

For and in consideration of my being permitted to participate in the Department of Nursing activities/requirements at Arkansas Tech University, I hereby agree to abide by the drug-testing program that has been set forth in the Arkansas Tech University Department of Nursing Drug Testing Policy. By signing this form, I affirm that I am aware of the Arkansas Tech University Department of Nursing Drug Testing Policy, which provides in part that:

1. After the students' initial positive lab result, he or she will be subject to subsequent drug tests, and there will be additional testing/discipline of the student directed by the Department Head. The student will also be required to go to counseling at ATU's Health and Wellness Center. There are more severe penalties for subsequent "positive" drug tests.
2. The penalty for missing a drug test is the same as the penalty for testing positive, unless there are extenuating circumstances.
3. I agree to allow Arkansas Tech University's Department of Nursing to drug test me in relation to my participation in nursing activities/requirements sanctioned by Arkansas Tech University. Also, I understand that the University's Nursing Department can request a drug screen on me at any time.
4. I understand that this consent and the results of my drug tests will be disclosed to the Department Head, faculty representative, my treating physician, and Arkansas Tech University health care staff (with signed consent). I understand that this means the Nursing Department will receive a copy of my results.
5. I voluntarily agree to follow all of the criteria outlined in the Arkansas Tech University Department of Nursing Drug Testing Policy. I specifically consent to have my urine collected and tested for the substances pursuant to this policy and I authorize the Arkansas Tech University Nursing Department to notify and discuss the results of my drug(s) with appropriate persons.

Date

Signature of Student

Name (please print)

Date of birth