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

________________________________________
Date

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 this document electronically during NURN 4002 (Nursing Informatics).

This form will be retained as part of your permanent record.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>5</td>
</tr>
<tr>
<td>Accreditation</td>
<td>5</td>
</tr>
<tr>
<td>BSN Program Overview</td>
<td>6</td>
</tr>
<tr>
<td>Program Mission, Goals, Outcomes</td>
<td>8</td>
</tr>
<tr>
<td>Philosophy</td>
<td>9</td>
</tr>
<tr>
<td>Conceptual Framework</td>
<td>10</td>
</tr>
<tr>
<td>ANA Code for Nurses</td>
<td>15</td>
</tr>
<tr>
<td>Curriculum Schema</td>
<td>16</td>
</tr>
<tr>
<td>Admission</td>
<td>17</td>
</tr>
<tr>
<td>Non-discrimination policy</td>
<td>19</td>
</tr>
<tr>
<td>Advanced Placement (RN, LPN, LPTN)</td>
<td>19</td>
</tr>
<tr>
<td>Progression</td>
<td>20</td>
</tr>
<tr>
<td>Student Withdrawal</td>
<td>22</td>
</tr>
<tr>
<td>Readmit Policy</td>
<td>23</td>
</tr>
<tr>
<td>NCLEX Examination</td>
<td>23</td>
</tr>
<tr>
<td>Crime Conviction Statement</td>
<td>23</td>
</tr>
<tr>
<td>Upper Division Student Requirements</td>
<td>24</td>
</tr>
<tr>
<td>Immunizations</td>
<td>24</td>
</tr>
<tr>
<td>CPR</td>
<td>24</td>
</tr>
<tr>
<td>Licensure</td>
<td>24</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>25</td>
</tr>
<tr>
<td>Criminal Background Check</td>
<td>25</td>
</tr>
<tr>
<td>Photograph</td>
<td>27</td>
</tr>
<tr>
<td>Academic Policies and Procedures</td>
<td>28</td>
</tr>
<tr>
<td>Scholastic Non-Cognitive Performance Standards</td>
<td>28</td>
</tr>
<tr>
<td>Abilities and Skills</td>
<td>29</td>
</tr>
<tr>
<td>Academic Honesty</td>
<td>30</td>
</tr>
<tr>
<td>Unprofessional Conduct</td>
<td>31</td>
</tr>
<tr>
<td>Grievance Policy and Procedure (Updated)</td>
<td>31</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>35</td>
</tr>
<tr>
<td>Tardy Policy</td>
<td>36</td>
</tr>
<tr>
<td>Substance Abuse Policy</td>
<td>36</td>
</tr>
<tr>
<td>Sexual Harassment Policy</td>
<td>37</td>
</tr>
<tr>
<td>Use of Technology</td>
<td>38</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>40</td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS (Continued)

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation and Grading</td>
<td>41</td>
</tr>
<tr>
<td>Course and Faculty Evaluation</td>
<td>41</td>
</tr>
<tr>
<td>Student Evaluation</td>
<td>41</td>
</tr>
<tr>
<td>Grading</td>
<td>41</td>
</tr>
<tr>
<td>Exams</td>
<td>42</td>
</tr>
<tr>
<td>Standardized Testing</td>
<td>42</td>
</tr>
<tr>
<td>Practicum Policies</td>
<td>43</td>
</tr>
<tr>
<td>Uniforms</td>
<td>43</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>44</td>
</tr>
<tr>
<td>Attendance</td>
<td>44</td>
</tr>
<tr>
<td>Travel</td>
<td>44</td>
</tr>
<tr>
<td>Student Signature Guidelines</td>
<td>45</td>
</tr>
<tr>
<td>Unsafe Clinical Behavior – Clinical Incident</td>
<td>45</td>
</tr>
<tr>
<td>Student Engagement</td>
<td>46</td>
</tr>
<tr>
<td>SNA</td>
<td>47</td>
</tr>
<tr>
<td>Community Involvement</td>
<td>47</td>
</tr>
<tr>
<td>Communication</td>
<td>48</td>
</tr>
<tr>
<td>Finances</td>
<td>48</td>
</tr>
<tr>
<td>Scholarships and Loans</td>
<td>49</td>
</tr>
<tr>
<td>Appendices</td>
<td>50</td>
</tr>
<tr>
<td>A – Estimate of Nursing School Expenses</td>
<td>51</td>
</tr>
<tr>
<td>B – Accidental Sharps Injury – HIV/HBV Exposure Policy</td>
<td>52</td>
</tr>
<tr>
<td>C – History of the ATU BSN Nursing Pin</td>
<td>59</td>
</tr>
<tr>
<td>D – How to Study for Nursing Exams</td>
<td>60</td>
</tr>
<tr>
<td>E – Clinical Incident Report Form</td>
<td>62</td>
</tr>
<tr>
<td>F – Unsafe Behavior Report Form</td>
<td>64</td>
</tr>
<tr>
<td>G – Conference Note Form</td>
<td>66</td>
</tr>
<tr>
<td>H – Inclement Weather Policy</td>
<td>67</td>
</tr>
<tr>
<td>I – Crime Conviction Form</td>
<td>68</td>
</tr>
<tr>
<td>J – Advisement and Registration Directions</td>
<td>70</td>
</tr>
<tr>
<td>K – Online Resources</td>
<td>71</td>
</tr>
<tr>
<td>L – Faculty Listing</td>
<td>72</td>
</tr>
<tr>
<td>M – Organizational Chart</td>
<td>74</td>
</tr>
<tr>
<td>M – Certified Background Instructions</td>
<td>75</td>
</tr>
<tr>
<td>O – Reapplication to Upper Division</td>
<td>76</td>
</tr>
</tbody>
</table>
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 via Student Services or linked through the ATU Registrar site.

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 DON is approved by the Arkansas State Board of Nursing and the Arkansas Department of Higher Education. It is also accredited by the National League for Nursing Accrediting Commission (NLNAC). The ATU DON provides accrediting bodies with specific program information on a regular basis.

Accrediting Commission for Education in Nursing, Inc. (formerly NLNAC)

3342 Peachtree Road NE, Suite 850

Atlanta, GA 30326

Phone: 404-975-5000

http://www.acenursing.org/
BSN Program Overview

Generally, the first two years of study are foundational courses consisting of nursing prerequisites and general education requirements. Once the prerequisite requirements are complete, 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 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 as does clinical (practicum) coursework. During practicum, students have direct access to a variety of clients within acute care and community based settings in the River Valley region.

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 RN’s who have met the general education requirements and pre-requisites to enroll and complete the requirements for the BSN in one year if enrolled full-time.
Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

### ATU MISSION

<table>
<thead>
<tr>
<th>PROGRAM MISSION</th>
<th>PROGRAM GOALS/OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide an intellectual climate that fosters the development of critical thinking to prepare a graduate who is professional, caring, competent, and self-directed in providing therapeutic nursing intervention and demonstrates an interest in life-long learning.</td>
<td>1. Functions as a safe, competent, self-directed professional nurse.</td>
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<td>2. Assist the student to achieve personal and professional goals regardless of cultural, racial, or ethnic background.</td>
<td>2. Provides theory based therapeutic nursing care to patient, family, and community</td>
</tr>
<tr>
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<td>3. Collaborates in caregiving, communicating, teaching, advocating and managing diverse patient populations in a variety of health care settings.</td>
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<tr>
<td></td>
<td>4. Integrates critical thinking processes and evidence-based findings in their practice to enhance overall delivery of care.</td>
</tr>
<tr>
<td></td>
<td>5. Utilizes research strategies and informatics to continuously monitor and improve the quality and safety of clinical practice.</td>
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<tr>
<td></td>
<td>6. Values lifelong learning and the pursuit of higher education.</td>
</tr>
<tr>
<td></td>
<td>7. Achieves educational and professional goals.</td>
</tr>
</tbody>
</table>
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.

Individuals are complex beings with bio-psychosocial, emotional, spiritual, cultural, and environmental elements. The Department of Nursing is committed to providing opportunities for students to enhance their 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.

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

The design of the conceptual framework at Arkansas Tech University's Department of Nursing is a construct composed of four major components: PERSON, HEALTH, NURSING, and ENVIRONMENT. Thus, the design of the program is an intersecting circular formation of the four major components.

Description of the Components

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. Person's 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. Persons must adapt in order to survive. Adaptive processes 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. Person's state of health is determined by the ability to adapt. According to the ANA Nursing’s Social Policy Statement (2003), "The presence of illness does not preclude health, nor does optimal health preclude illness" (p. 3). The life cycle is an orderly sequence of events beginning at conception and ending with death. 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. 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 (2003): 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; and influence on social and public policy to promote social justice (p. 5). 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 taken into account 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 in regard to various aspects of life's spirituality will be motivators in the kinds of care delivered to clients. Therapeutic touch, sensitivity to client's needs, religious affiliations, compassion for suffering persons, and comfort measures are all contained in the realm of spiritual aspects. “Nursing behaviors reflect nursing roles and practices utilized to promote health, prevent illness, or assist with activities that contribute to recovery from illness or to achieving a peaceful death” (ANA 2003, p. 76). “Restorative practices modify the impact of illness or disease. Supportive practices are oriented toward modification of relationships or the environment to support health. Promotive practices mobilize healthy patterns of living, foster personal and family development, and support self-defined goals of persons, families, and communities” (ANA 2003, p. 74). 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 particular patient, family, group, or community. The nursing process provides the methodology for nursing care. The nursing process consists of five steps: assessment, diagnosis, planning, implementation, and evaluation. During assessment, data collection, and organization leads 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 (ANA, 2003).

Environment

Environment takes into account the external world of persons. The world encompasses the society in which the Person lives. This includes the culture, set within a particular 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 on the possibilities for health which then guide the nurse in making appropriate nursing intervention.
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.
## Curriculum Schema

<table>
<thead>
<tr>
<th>CONCEPT</th>
<th>Communication</th>
<th>Critical Thinking</th>
<th>Nursing Process</th>
<th>Caring</th>
<th>Holism</th>
<th>Professionalism</th>
<th>- Legal/Ethical</th>
<th>- Leadership</th>
<th>Health</th>
<th>- Promotive</th>
<th>- Restorative</th>
<th>- Supportive</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>SOPHMORE LEVEL 0</th>
<th>JUNIOR LEVEL I</th>
<th>JUNIOR LEVEL II</th>
<th>SENIOR LEVEL III</th>
<th>SENIOR LEVEL IV / RN-BSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roles</td>
<td>Introduction to all roles including:</td>
<td>Care Giver</td>
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<td>Care Giver</td>
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</tr>
<tr>
<td>Diversity - Life Cycle - Settings</td>
<td>Growth and development of all ages</td>
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</tr>
<tr>
<td></td>
<td>Hospital/Community</td>
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<td>Hospital/Community</td>
</tr>
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</tr>
<tr>
<td></td>
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<td>Within the</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td>Context of</td>
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<td></td>
<td></td>
<td>Community</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research</td>
<td>Read</td>
<td>Read/Utilize</td>
<td>Read/Utilize</td>
<td>Analyze/Utilize/Critique</td>
<td>Analyze/Utilize/Critique</td>
</tr>
</tbody>
</table>
Admission

Admission into lower division foundation courses is open to any Arkansas Tech University student who meets the prerequisites for each course. Nursing majors are encouraged to seek academic advising from the nursing faculty 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, sex, national origin, sexual orientation, or physical handicap in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

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 June 30 or January 5.

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, BIOL 3074 or BIOL 2414, CHEM 1113 and CHEM 1111, PSY 2003, SOC 1003, and NUR 2303.
3. Completion of the following General Education courses:
   Option 1: Social Sciences 6 hrs; Fine Arts/Humanities 6 hrs; Speech 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.

*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.

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.

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, criminal background check 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 that is valid for two years.
2. Two of the three injections in the Hepatitis B Vaccine series.

Advanced Placement for LPN, LPTN, and RN’s

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 3304/NUR 3303.
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 NLNAC accredited program may receive credit for 17 hours of nursing courses (NUR 3103, NUR 3204, NUR 3213, NUR 3404, NUR 3513) if they meet the following specific requirements:
   a. Have a current 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, NUR 3303, and NUR 3402 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 and NUR 3404 by taking the National League for Nursing ACE I with a decision score of 75 (eight credit hours); NUR 2303 by taking the National League for Nursing Normal Nutrition examination with a decision score of 50 (three credit hours); and NUR 3103 and NUR 3513 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 pre-licensure 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 NLNAC accredited at the time of graduation may receive credit for 38 hours of nursing courses (NUR 2023, NUR 2303, NUR 3103, NUR 3204, NUR 3213, NUR 3402, NUR 3404, NUR 3513, NUR 3606, NUR 3802, and NUR 3805) if they meet the following specific requirements:
   c. Have a current RN license in the state where they are practicing.
   d. Have graduated less than 12 months prior to entry into the upper division.
   e. 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.
   f. All nursing major prerequisite courses must be completed prior to entry into the program. Up to 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).
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, NUR 3103, NUR 3204, NUR 3213, NUR 3402, NUR 3404, NUR 3513, NUR 3606, NUR 3802 and NUR 3805 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.

4. 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.
5. Students transferring from another nursing program must submit a letter of good standing to the Admission and Progression Committee with the upper division application.
6. Nursing students other than Registered Nurses must comply with the general institutional provisos; i.e., the last 30 semester hours of work toward a degree must be done at ATU; and, normally, a maximum of 68 semester hours of acceptable credit may be transferred from community colleges.
7. 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.

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 students 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 be 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 both the Theories and corresponding Practicum courses in order to progress within the program. 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.

Skills competence can be obtained by:

1. Taking for credit the corresponding skills course.
2. Completing NUR 4991 Ind: Skills Competency with a grade of “C” or better.

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 Review Exam. The student must complete the non-proctored exam with a passing score prior to sitting for the proctored examinations. The student is allowed five attempts to pass the NCLEX Review exam. Any student not achieving a passing score on the 1st attempt must complete a review prior to a 2nd attempt on the exam. NUR 4903 contains specific review and testing procedures within the syllabi.
**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 notify the student's nursing faculty advisor that the student has withdrawn.

C. The advisor will then contact the student and arrange for an exit interview which will include the reason for withdrawal. The student should be aware of the fact that he or she will need to apply for readmission immediately preceding semester they plan to resume progress in the Nursing Program. 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.

D. The advisor will notify the coordinator of the above action.

E. 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.

F. 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.

G. 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 must reapply for progression in the nursing program by June 30, for readmission for the fall semester, or January 5, for readmission to the spring semester. To reapply, the student must complete “Reapplication to Upper Division” form and submit a letter of intent addressing reasons for past failure and a plan of action to enhance future success within the nursing program. The reapplicant must also submit a letter of recommendation from a nursing faculty member. 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 with 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

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 for Crime Conviction Form). This form will be confidential. Students with concerns regarding criminal conviction will be advised of the method of petitioning the Board 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.
UPPER DIVISION STUDENT REQUIREMENTS

Arkansas Tech DON utilizes CertifiedBackground.com as the 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 CertifiedBackground.com. Specific instructions on how to access CertifiedBackground.com are provided (See Appendix entitled CertifiedBackground.com).

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. Please consult faculty should you choose to decline this vaccine.

2. **Tetanus:** At least every 10 years. Often this vaccine is administered as a TDap – Tetanus, Diptheria, and Acellular Pertussis.

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.

4. **Influenza – Yearly proof of immunization.**

Clinical sites utilized for educational training may require additional proof of immunization. The student is required to provide proof of required immunization to appropriate faculty or clinical agency personnel. Failure to do so will prevent the student from accessing the clinical site.

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
Falsification of this information will be cause for dismissal.

D. **Liability Insurance**

Students are required to have professional liability insurance of $1,000,000. This is at the student’s own expense. Student’s 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.

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 JCAHO 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 students’ 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 and will utilize the services of Certified Background.com 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 Certified Background.com 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 nursing program is contingent upon a completed criminal background check and drug screening (if required by agencies) with acceptable results. 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 investigatory 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 the previously undisclosed 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, will result in disciplinary action up to, and including, administrative withdrawal from the program.

4. Procedure for Review of Criminal Background Check Findings

A. Upon receipt of a CBCR from Certified Background.com, 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 (i.e. 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.

**Photograph**

Each student must submit a **passport photo** of self to the Department of Nursing. This photo is to be a bust profile only, no snapshots. This photo will be placed in your student advisement folder.
ACADEMIC POLICIES & PROCEDURES  
FOR UPPER DIVISION NURSING

Scholastic Non-Cognitive Performance Standards *

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 lectures and stays until the ends of presentations. The student is alert during the presentation 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 an ability to communicate effectively with peers, teachers, patients, and others.

**Professional Role** – The student conducts self as a professional role model at all times and in compliance with ANA Standards of Practice and the Arkansas State Board of Nursing Rules and Regulations regarding professional conduct. 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.

**Ethics** – The student conducts self in compliance with the ANA Code of Ethics.
**Moral Standards** – The student respects the rights and privacy of other individuals and does not violate the laws of our society.

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, September 23, 2005*

**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.


**Academic Honesty**

Students are expected to be honest and truthful in both classroom and practicum experiences. They are expected to adhere to the Code of Ethics and uphold current standards of care. Students are referred to the Arkansas Tech University Student Handbook for more specific regulations regarding academic honesty.

Students are expected to:

a. Perform their assigned tasks in the practicum experiences. Students should have the permission of the clinical instructor before using assistance from the staff.

b. Notify the instructor immediately of any clinical error made so that steps can be taken to prevent harm to the patient.

c. Present written work that is theirs alone.

d. Correctly document any materials from a textbook, pamphlet, journal, etc., that is used for an assignment.

e. Be honest and truthful when writing clinical logs and giving verbal or written reports regarding patient care or the student's clinical experiences or assignments.

f. Only use authorized devices or materials for an examination and not copy from other students' papers.
Document material correctly. Plagiarism is defined as stealing and presenting as one's own ideas or words of another, or not documenting material correctly. Student papers may be evaluated by turnitin.com which can detect plagiarism. For the first occurrence of academic dishonesty, the student will receive an ‘F’. If there is a second occurrence, the student will receive an ‘F’ for the course and will be administratively withdrawn from all Nursing courses. Students are referred to the ATU catalog and handbook for policies regarding plagiarism.

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.

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 having been assigned by an instructor and program dismissal having been made 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 tape-recorded. If tape-recorded, the tape 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 above 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.)

C. 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
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, you must be responsible for your 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. 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 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 been courteous enough to call the nursing department or call/e-mail 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.

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

36
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 students’ 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. Cellular Phones
The use of cellular phones are 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 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 cell phone on your person, this will be considered a violation of the Academic Honesty Policy. If we discover that you have your cell phone with you during a unit exam/cooperative testing or unit exam review you will receive a 0 for the test 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 of 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, DVD’s 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 Skills Lab Office, Dean 219. 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 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 DVD’s 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 DVD’s 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
   a. No eating or drinking in DEAN 213 or in the Skills Lab Office 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. The telephone is to be used only for very brief conversations. There will be no incoming calls on the phone and no long distance calls.

i. 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. Please be mindful of the simulation

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 Use

Students are not permitted to use any tobacco products on the ATU campus.

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. Inclement Weather

The DON adheres to the University policy on inclement weather (see Appendix). During travel, it is the student’s responsibility to monitor changing weather conditions.

E. 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. At the end of each semester, junior and senior 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:

\[
\begin{array}{ll}
A & 90 - 100 \\
B & 80 - 89 \\
C & 75 - 79 \\
D & 68 - 74 \\
F & 67 and below \\
\end{array}
\]

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

\[
\begin{array}{ll}
A & 90 - 100 \\
B & 80 - 89 \\
C & 70 - 79 \\
D & 60 - 69 \\
F & 59 and below \\
\end{array}
\]

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 on-line. Some exams may require a proctor. Students are
responsible for procuring a proctor if necessary.

Exam confidentiality is critical! There is a NO 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 cell phone on your person, this will be considered a violation of the
Academic Honesty Policy. If we discover that you have your 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 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).
Practicum (Clinical) Policies

Uniforms

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

Any 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 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 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 with a second hand, stethoscope, scissors, and penlight. 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 nursing shoes; clean and in good repair. Crocs with holes are not allowed. Clogs and slinged heeled shoes and white 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.

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.
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.
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 shirt, 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.

If the student is a licensed nurse and already owns a white uniform and does not wish to purchase the black uniform, he or she may have the option to wear a professional white uniform dress, pantsuit, or white shirt and straight leg trousers. The ATU insignia and white professional lab coat are required as with the black uniform.

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 Student Accounts office. 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**

**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 sharing 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). 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).
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 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 Nurse’s 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 Nurse’s Association convention that is held early in the fall of each year. State and National Student Nurse’s 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 Nurse’s 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. Spring professional points may be applied to summer courses.

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://orgs.atu.edu/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 within Dean 224. 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. Student mailboxes are located in their respective level locations.
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.

FINANCES

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 Doc Bryan Building 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 the Appendix.
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 (Dean 224). Generally, all scholarships are processed through University Financial Aid. Some scholarships include:

1. Dr. Charles and Joyce Wilkins provide a tuition scholarship to the senior with the highest grade point average.
2. Some hospitals and health agencies have loan programs available to nursing students in exchange for a specific period of employment following graduation.
3. The Yell County Medical Society provides a scholarship.
4. Hazel Thrasher Memorial Scholarship Fund provides scholarships for Upper Division nursing students.
5. The First United Methodist Church of Russellville provides a nursing scholarship.
6. Nell Teeter Balkman Nursing Scholarship provides partial tuition for Upper Division Nursing students.

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.
APPENDICES
Appendix A

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:

<table>
<thead>
<tr>
<th>Sophomore/Junior Year</th>
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<th>Senior Year</th>
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</thead>
<tbody>
<tr>
<td>CPR mask/Cards. . . .</td>
<td>$35.00</td>
<td>Liability Insurance</td>
</tr>
<tr>
<td>Certified Background</td>
<td>$90.00 *</td>
<td>Research Day. . . .</td>
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<tr>
<td>SNA Dues. . . . . . .</td>
<td>$5.00 Semester</td>
<td>Hotel Expenses . . .</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>$13.00</td>
<td>NCLEX Review. . . .</td>
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<tr>
<td>Hotel Expenses</td>
<td>$50-100.00 night *</td>
<td>SNA Dues. . . . . .</td>
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<td>Textbooks. . . . . .</td>
<td>$400-800/semester *</td>
<td>Criminal Background. . Fingerprinting</td>
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<td></td>
<td></td>
<td>*NCLEX AP Fee. . .</td>
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<tr>
<td></td>
<td></td>
<td>*NCLEX Exam. . .</td>
</tr>
</tbody>
</table>

Uniforms. . . . . . . $100.00  Scissors. . . . . . . Variable
Stethoscope. . . . . Variable
Pen Light. . . . . . . Variable
Watch. . . . . . . Variable
ID Badge. . . . . .  $5.00
Travel expenses to & from clinical. . . . . . . $150.00 *

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

There are some 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.
APPENDIX B

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
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:
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: _____________________
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 emblazed 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 every where 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.
APPENDIX D

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).

<table>
<thead>
<tr>
<th>Description of Incident:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach witness documentation as applicable &amp; include all persons involved.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resolution of Incident/Plan for Improvement:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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

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

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
<table>
<thead>
<tr>
<th>NOTES:</th>
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_______________________________
Student’s Signature
_______________________________
Instructor’s Signature

_______________________________
Date
_______________________________
Date

(White-File Copy/Yellow-Faculty Copy/Pink-Student Copy)
APPENDIX H

Inclement Weather Policy

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 Chair, 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.
Have you ever been convicted of a crime? Yes/No

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

The Arkansas State Board of Nursing (ASBN) requires a criminal background check for all graduates applying for licensure. Graduating from a nursing program does not assure ASBN’s approval to take the licensure examination. Eligibility to take the licensure examination is dependent on meeting standards in the ASBN Nurse Practice Act and Rules. You are required to sign this statement, when you declare nursing as a major, that states you have read and understand ACA § 17-87-312 and the specific offenses which, if plead guilty, nolo contendere, or found guilty will make an individual ineligible to receive or hold a license in Arkansas.

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

(a) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Department of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.
(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 Department 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 Department of Arkansas State Police shall forward to the Board all information obtained concerning the applicant in the commission of any offense listed in subsection (e) of this section. NURSE PRACTICE ACT 14 Arkansas State Board of Nursing

(e) Except as provided in subdivision (l)(1) of this section, no person shall be eligible to receive or hold a license issued by the Board if that person 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:

(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) 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 controlled substance into the body of another person as prohibited in § 5-13-210;
(13) Terroristic threatening in the first degree as prohibited in § 5-13-301;
(14) Rape as prohibited in §§ 5-14-103;
(15) Sexual indecency with a child as prohibited in § 5-14-110;
(16) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 – 5-14-127;
(17) Incest as prohibited in § 5-26-202;
(18) Offenses against the family as prohibited in §§ 5-26-303 - 5-26-306;
(19) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
(20) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
(21) Permitting abuse of a child as prohibited in § 5-27-221(a)(1) and (3);
(22) 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;
(23) Felony adult abuse as prohibited in § 5-28-103;
(24) Theft of property as prohibited in § 5-36-103;
(25) Theft by receiving as prohibited in § 5-36-106;
(26) Arson as prohibited in § 5-38-301;
(27) Burglary as prohibited in § 5-39-201;
(28) Felony violation of the Uniform Controlled Substances Act §§ 5-64-101 – 5-64-608;
(29) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
(30) Stalking as prohibited in § 5-71-229;
(31) 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;
(32) Computer child pornography as prohibited in § 5-27-603; and
(33) Computer exploitation of a child in the first degree as prohibited in § 5-27-605.

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

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

(2) Except as provided in subdivision (1) of this section, upon receipt of information from the Identification Bureau of the Department of Arkansas State Police that the person holding the letter of provisional licensure has pleaded guilty or nolo contendere to, or has been found guilty of, any offense listed in subsection (e) of this section, the Board shall immediately revoke the provisional license.

(g) (1) The provisions of subsections (e) and subdivision (f)(2) of this section may be waived by the Board upon the request of:

(A) An affected applicant for licensure; or

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

(2) Circumstances for which a waiver may be granted shall include, but not be limited to, the following:

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

(B) The circumstances surrounding the crime;

(C) The length of time since the crime;

(D) Subsequent work history;

(E) Employment references;

(F) Character references; and

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

(h) (1) Any information received by the Board from the Identification Bureau of the Department of Arkansas State Police pursuant to this section shall not be available for examination except by:

(A) The affected applicant for licensure, or his 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 Department of Arkansas State Police.

(i) 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.

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

(k) The Board shall adopt the necessary rules and regulations to fully implement the provisions of this section.

(l) (1) For purposes of this section, an expunged record of a conviction or a plea of guilty or nolo contendere to an offense listed in subsection (e) of this section shall not be considered a conviction, guilty plea, or nolo contendere plea to the offense unless the offense is also listed in subdivision (l)(2) of this section.

(2) Because of the serious nature of the offenses and the close relationship to the type of work that is to be performed, the following shall result in permanent disqualification:

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

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

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

(D) Rape as prohibited in § 5-14-103;

(E) 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;

(F) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205 and endangering the welfare of a minor in the second degree as prohibited in § 5-27-206;

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

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

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

(J) Adult abuse that constitutes a felony as prohibited in § 5-28-103.

Student Signature _______________________ T#_________________ Date ________________________
APPENDIX J

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 a form which is posted on the hall bulletin board nearest the nursing office. The advisor will notify the secretarial staff of this appointment. During pre-registration, advisement will be by appointment only. The student will not be directed to anyone other than that student's advisor.

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Number</th>
<th>Email</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. C. Bosold</td>
<td>Dean 218 A</td>
<td><a href="mailto:cbosold@atu.edu">cbosold@atu.edu</a></td>
<td>964-3294</td>
</tr>
<tr>
<td>Ms. L. Buckholtz</td>
<td>Dean 217</td>
<td><a href="mailto:lbuckholtz@atu.edu">lbuckholtz@atu.edu</a></td>
<td>968-0221</td>
</tr>
<tr>
<td>Dr. R. Burris</td>
<td>Dean 224 P</td>
<td><a href="mailto:rburris@atu.edu">rburris@atu.edu</a></td>
<td>968-0437</td>
</tr>
<tr>
<td>Dr. W. Christie</td>
<td>Dean 222</td>
<td><a href="mailto:wchristie@atu.edu">wchristie@atu.edu</a></td>
<td>964-0864</td>
</tr>
<tr>
<td>Ms. J. Coleman</td>
<td>Dean 224 C</td>
<td><a href="mailto:jcoleman@atu.edu">jcoleman@atu.edu</a></td>
<td>498-6086</td>
</tr>
<tr>
<td>Ms. K. Cox</td>
<td>Dean 218 B</td>
<td><a href="mailto:kcox@atu.edu">kcox@atu.edu</a></td>
<td>968-0442</td>
</tr>
<tr>
<td>Dr. S. Daily</td>
<td>Dean 224 H</td>
<td><a href="mailto:sdaily@atu.edu">sdaily@atu.edu</a></td>
<td>968-0649</td>
</tr>
<tr>
<td>Dr. M. Darnell</td>
<td>Dean 224M</td>
<td><a href="mailto:mdarnell@atu.edu">mdarnell@atu.edu</a></td>
<td>964-0865</td>
</tr>
<tr>
<td>Ms. S. Escobar</td>
<td>Dean 224 E</td>
<td><a href="mailto:sescobar@atu.edu">sescobar@atu.edu</a></td>
<td>964-0866</td>
</tr>
<tr>
<td>Ms. L. Harless</td>
<td>Dean 218 C</td>
<td><a href="mailto:lharless@atu.edu">lharless@atu.edu</a></td>
<td>964-3292</td>
</tr>
<tr>
<td>Dr. J. Helms</td>
<td>Dean 224 A</td>
<td><a href="mailto:jhelms@atu.edu">jhelms@atu.edu</a></td>
<td>498-6018</td>
</tr>
<tr>
<td>Ms. C. Jones</td>
<td>Dean 224 G</td>
<td><a href="mailto:cjones1@atu.edu">cjones1@atu.edu</a></td>
<td>968-0438</td>
</tr>
<tr>
<td>Dr. L. Jobe</td>
<td>Dean 224 E</td>
<td><a href="mailto:ljobe@atu.edu">ljobe@atu.edu</a></td>
<td>968-0220</td>
</tr>
<tr>
<td>Ms. S. Maggard</td>
<td>Dean 224 K</td>
<td><a href="mailto:smaggard@atu.edu">smaggard@atu.edu</a></td>
<td>880-4299</td>
</tr>
<tr>
<td>Dr. T. McKown</td>
<td>Dean 224 N</td>
<td><a href="mailto:tmckown@atu.edu">tmckown@atu.edu</a></td>
<td>964-3293</td>
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<tr>
<td>Ms. C. Ricono</td>
<td>Dean 224 J</td>
<td><a href="mailto:cricono@atu.edu">cricono@atu.edu</a></td>
<td>880-4080</td>
</tr>
<tr>
<td>Ms. S. Self</td>
<td>Dean 224D</td>
<td><a href="mailto:ssself3@atu.edu">ssself3@atu.edu</a></td>
<td>964-3291</td>
</tr>
<tr>
<td>Dr. C. Smith</td>
<td>Dean 224I</td>
<td><a href="mailto:csmith@atu.edu">csmith@atu.edu</a></td>
<td>968-0440</td>
</tr>
<tr>
<td>Ms. L. Kennedy</td>
<td>Fort Smith</td>
<td><a href="mailto:lkennedy@atu.edu">lkennedy@atu.edu</a></td>
<td>709-1974</td>
</tr>
<tr>
<td>Nursing Secretary</td>
<td>Dean 224</td>
<td></td>
<td>968-0383</td>
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Online Resources

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

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

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

BSN Curriculum
http://www.atu.edu/nursing/undergrad.php

Certified Background
http://www.certifiedbackground.com/

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:
http://clubs.atu.edu/sna/

Arkansas Tech University Department of Nursing is also on Facebook
## APPENDIX L

### Administration

<table>
<thead>
<tr>
<th>Name and Degrees</th>
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</thead>
<tbody>
<tr>
<td>Rebecca F. Burris, Ph.D., R.N.</td>
<td>Head, Department of Nursing</td>
</tr>
<tr>
<td>Ph.D., University of Arkansas for Medical Science</td>
<td>Professor of Nursing</td>
</tr>
<tr>
<td>M.S.N., Northwestern State University</td>
<td></td>
</tr>
<tr>
<td>B.S.N., Northwestern State University</td>
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### Faculty

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<tr>
<td>Carey Bosold, D.N.P., R.N., A.P.N., C.N.E.</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>D.N.P. Union University</td>
<td></td>
</tr>
<tr>
<td>M.S.N., University of Central Arkansas</td>
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<td>B.S.N., Arkansas Tech University</td>
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<tr>
<td>Linda A. Buckholtz, M.N.Sc., R.N.</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>M.N.Sc., University of Arkansas for Medical Sciences</td>
<td></td>
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<tr>
<td>B.S.N., University of Arkansas Pine Bluff</td>
<td></td>
</tr>
<tr>
<td>Wanda Christie, Ph.D., R.N.</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Ph.D., University of Arkansas for Medical Sciences</td>
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<tr>
<td>M.N.Sc., University of Arkansas for Medical Sciences</td>
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<tr>
<td>Jennifer Coleman, M.S.N., P.N.P., R.N.</td>
<td>Assistant Professor</td>
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<tr>
<td>M.S.N., University of Iowa</td>
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<tr>
<td>Carolyn Cook, M.N.Sc., R.N.</td>
<td>Visiting Instructor</td>
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<tr>
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<td>K. Kay Cox, M.N.Sc., R.N.</td>
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<tr>
<td>M.N.Sc., University of Arkansas for Medical Sciences</td>
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<tr>
<td>Shelly Daily, D.N.P., A.P.R.N., C.N.E.</td>
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<td>Melissa Darnell, Ph.D., D.N.P., A.P.R.N., F.N.P.-B.C., C.N.E.</td>
<td>Assistant Professor</td>
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<tr>
<td>Ph.D., Barnes Jewish College Goldwater School of Nursing</td>
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<td>Shaana Escobar, M.S.N., R.N.</td>
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</table>
| Lisa Harless, Ph.D. Candidate, 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 | Assistant 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 |
| Laura Jobe, Ph.D., R.N.  
Ph.D., University of Arkansas for Medical Science  
B.S.N., University of Louisiana at Monroe | Assistant Professor |
| Cynthia J. Jones, M.N., R.N.  
M.N., University of Mississippi  
B.S.N., University of Mississippi | Assistant Chair  
Associate Professor |
| Loyce A. Kennedy, M.S.N., R.N.  
M.S.N., University of Central Arkansas  
B.S.N., University of Arkansas Medical Science | Assistant Professor |
| Shellie Maggard, M.S.N., R.N.  
M.S.N., University of Central Arkansas  
B.S.N., Arkansas Tech University | Assistant Professor  
Simulation Coordinator |
| Terri McKown, D.N.P., 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 | Associate Professor |
| 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 | Assistant Professor |
| Carolyn Ricono, M.S.N., R.N.  
M.S.N., University of Alabama-Birmingham  
B.S.N., Chamberlain College of Nursing | Visiting Assistant Professor |
| Susan Self, M.S.N., R.N.  
M.S.N., Arkansas Tech University  
B.S.N., Arkansas Tech University | Assistant Professor  
Learning Resource Coordinator |
| Cheryl Smith, 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 |
ORGANIZATIONAL CHART
Department of Nursing

DEAN, COLLEGE OF
NATURAL AND HEALTH SCIENCES

HEAD

ASSOCIATE HEAD

LEVEL COORDINATORS
RN to BSN COORDINATOR
GRADUATE STUDIES COORDINATOR

LEVEL COMMITTEES
RN to BSN COMMITTEE
GRADUATE STUDIES COMMITTEE

FACULTY
ORGANIZATION

HEALTH CARE AGENCIES
UTILIZED TO SUPPLEMENT
THE CURRICULUM

ADVISORY
COMMITTEE

CURRICULUM
COMMITTEE

*WELFARE
COMMITTEE

STUDENTS

ADMISSION/PROGRESSION
COMMITTEE

SNA

LEGEND

--- Lines of Responsibility or Authority

--- Lines of Advisement and Recommendation

--- Lines of Coordination

* Student Representation on Committee

Direct Communication
STUDENT INSTRUCTIONS FOR ACCESSING
CERTIFIED BACKGROUND
ARKANSAS TECH UNIVERSITY - NURSING

CertifiedBackground.com is a secure platform that allows you to order your background check online. Once you have placed your order, you may use your login to access additional features of CertifiedBackground.com, including document storage, portfolio builders and reference tools. CertifiedBackground.com also allows you to upload any additional documents required by your school.

- **Required Personal Information**
  - In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.

- **Immunizations**
  - Document trackers provide secure online storage for all of your important documents. At the end of the online order process you will be prompted to upload specific documents required by your school for immunization, medical or certification records.

- **Payment Information**
  - At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a $10 fee and an additional turn-around-time.

Go to: www.CertifiedBackground.com and click on “Students” then enter package code: RK87
You will then be directed to set up your CertifiedBackground.com account.

Your results will be posted directly to your CertifiedBackground.com account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as “In Process” until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password.
Appendix O

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) ______ / ______
(Qlty. Pts.)

UPPER DIVISION COURSE COMPLETION (Complete those that apply)

<table>
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|                  | Elective (list course) |       |                         |

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<th>COURSE</th>
<th>GRADE</th>
<th>QUALITY POINTS EARNED</th>
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Cumulative Nursing GPA: ____________
(48 General Education hours and completed Upper division Course only)

Student Signature _____________________________

Faculty Signature _____________________________

Date ______________________