



Associate of Applied Science in Nursing RN Student Handbook

2025-2026

1700 Helburg Lane, Ozark, AR 72949

[ATU Ozark RN Program](#)



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ACKNOWLEDGMENT

I have received a copy of the Associate of Applied Science in Nursing RN Student Handbook (2025-2026 revision) and will familiarize myself with the information therein. I acknowledge that the Student Handbook constitutes the general policies and procedures for students in the nursing program and by signing this document accept these policies.

(Signature)

(Printed Name)

(Date)

Please sign and submit this form in **PDF format** to your instructor via Blackboard.
This signed form will be retained as part of your permanent record.

**Arkansas Tech University Ozark Campus
Registered Nursing Program
Welcome**

Welcome to the Arkansas Tech University-Ozark Campus Associate of Applied Science Nursing program. This handbook has been prepared by the faculty and students to provide you with information that you will need to function effectively as a student in the AAS in Nursing Program. This handbook contains the policies, procedures, and guidelines for 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.

The handbook of the ATU-Ozark Campus AAS in Nursing program has been developed to supplement the information contained in the ATU-Ozark Student Handbook and to provide information relevant to the nursing program.

If, after reading the handbook, you have questions, please feel free to contact one of the other faculty members for help. The faculty of the nursing program is very excited to have you in the program and wants to see you succeed.

Accreditation

The ATU Ozark Nursing Program is approved by the Arkansas State Board of Nursing and the Arkansas Department of Higher Education. The program is also accredited by the Accreditation Commission for Education in Nursing, Inc.

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

Arkansas Department of Higher Education
423 Main Street, Suite 400
Little Rock, AR 72201
Phone: 501-371-2000
<http://www.adhe.edu/Pages/home.aspx>

Arkansas State Board of Nursing, University Tower Building.
1123 South University, Suite 800
Little Rock, AR 72204-1619
Phone: 501-686-2700
<http://www.arsbn.arkansas.gov/Pages/default.aspx>

Arkansas Tech University-Ozark Campus

Campus Mission Statement

Arkansas Tech University-Ozark Campus, in partnership with the community, will provide a quality educational environment that will enable all students to learn the skills and acquire the knowledge necessary for them to become contributing members in the workforce and in society.

Registered Nursing Program Mission Statement

The Registered Nurse Program at ATU Ozark promotes the development of critical thinking and clinical judgement to prepare a graduate who is professional, caring, competent, and self-directed in providing therapeutic nursing care and demonstrates an interest in life-long learning, as well as to assist the student to achieve personal and professional goals.

ATU Vision Statement

Arkansas Tech University will empower its students to pursue their dreams and unlock their full potential by providing a high-quality, challenging education, creating a path to personal and professional success across the Arkansas River Valley, the state, the nation, and beyond.

Nursing Program Curricular Pattern and Role Progression

	Level II	Level III
Role	Caregiver, Communicator, Teacher, Collaborator	Caregiver, Communicator, Teacher, Collaborator, Advocate
Diversity & Life Cycle Stages	Young Adult/Children Hospital/Community	Adult/Elderly Hospital/Community
Care Setting	Individual, Family	Individual, Family, Group
Topic	Maternal-Newborn, Surgical, Pediatrics, Pharmacology, Introduction to Professional Nursing	Medical-Surgical, Mental Health, Pharmacology, Nutrition, Leadership
EBP/Research	Read/Utilize	Read/Utilize/Analyze/Critique

**Program Curricular Pattern and Role Progression adopted from ATU Russellville Department of Nursing in an attempt to emphasize the cohesive nature that the two registered nursing programs offered by the University share.*

Faculty

The following Ozark faculty currently teach in the AAS nursing degree program:
(Date of hire follows name).

Lisa Pittman, MSN, RN

Registered Nursing Program Chair

August 2021

M.S.N. Western Governors University

B.S.N., Oklahoma Wesleyan University

A.D.N. University of Arkansas Fort Smith

Jordan Wright, BSN, RN

Registered Nursing Instructor

August 2022

B.S.N., Arkansas Tech University

A.A.S. Medical Radiography UAMS

Overview of the Registered Nursing Program

The Registered Nursing Program at the Arkansas Tech University – Ozark campus offers an associate degree program in nursing to qualified graduates of the nursing program. This program leads to a degree of Associate of Applied Science degree in Nursing and has received Full Approval from the Arkansas State Board of Nursing and the Arkansas Department of Higher Education.

Effective March 13, 2019, this nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Generally, nursing students begin their studies with foundation courses consisting of Registered Nursing Program platform courses or paramedic courses and the RN 2006 Paramedic to RN course, general education requirements, and having completed successfully a practical nursing program. The classes provide the basis of knowledge on which nursing theory and skills are built.

Once the practical nursing program and platform courses are completed, the student applies for admission into the technical phase of the Nursing program (see Admissions section for more in-depth information).

The technical phase of the Registered Nursing program is comprised of two semesters of full-time study, which are designed to prepare students for beginning professional responsibilities in a variety of health-care settings and to provide the necessary foundation for transition into the online RN-BSN program offered by the Arkansas Tech University – Russellville campus.

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

Philosophy of the Registered Nursing Program

The mission of the Associate of Applied Science in the Registered Nurse Program at ATU Ozark promotes the development of critical thinking and clinical judgement to prepare a graduate who is professional, caring, competent, and self-directed in providing therapeutic nursing care and demonstrates an interest in life-long learning, as well as to assist the student to achieve personal and professional goals.

Nursing Philosophy

The faculty of the Registered Nurse Program at Arkansas Tech University – Ozark Campus seeks, through its associate degree nursing program, to implement the mission of the Ozark campus of the University, a mission committed to preparing students to learn the skills and acquire the knowledge to contribute to the workforce and to society.

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

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

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

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

Associate degree nursing education prepares a graduate to function as an entry-level registered nurse, providing direct care to persons as individuals and as members of a family or group. The curriculum is designed to prepare the person for registered 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, and will be encouraged at every step along the educational path to follow up on this program by entering a baccalaureate program in nursing to demonstrate this quest for knowledge and growth.

This philosophy is very similar to and in fact mirrors, when possible, the philosophy of the Nursing program of the Arkansas Tech University – Russellville campus in an attempt to emphasize the cohesive nature that the two registered nursing programs offered by the University share.

Conceptual Framework

The design of the conceptual framework at Arkansas Tech University's Registered Nurse Program on the Ozark Campus is composed of four major components: PERSON, HEALTH, NURSING, and ENVIRONMENT.

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

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

Health

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

Nursing

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

- Provision of a caring relationship that facilitates health and healing;
- Attention to the range of human experiences and responses to health and illness within the physical and social environments;
- Integration of assessment data with knowledge gained from an appreciation of the patient group;
- Application of scientific knowledge to the processes of diagnosis and treatment through

- the use of judgment and critical thinking;
- Advancement of professional nursing knowledge through scholarly inquiry;
- Influence on social and public policy to promote social justice
- Assurance of safe, quality, and evidence-based practice

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

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

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

Environment

Environment considers the external world of persons. The world encompasses the society in which the person lives. This includes the culture set within a geographical location. The

environment consists of a group of persons who share certain commonalities, such as goals, values, political ideologies, and socio-economic status. The community is an interactional unit of this world consisting of health care consumers, health care providers, and health care settings. The structural unit of the community is the family in various traditional and nontraditional family forms. Because a person's life depends upon the environment, one cannot view the person apart from it. Throughout the life cycle, the person changes and adapts to the environment. The person's response to the environment impacts the possibilities for health, which then guides the nurse in making appropriate nursing interventions.

***Adopted from the Arkansas Tech University BSN program, in an effort to keep the ATU–Ozark AAS program and the ATU – Russellville BSN program as similar as possible.*

Arkansas Tech University-Ozark Campus
Associate of Applied Science in Nursing
End of Program Student Learning Outcomes EPSLO

Students in the Registered Nursing program will:

- Perform individualized, patient-centered care for diverse client populations across the lifespan.
- Integrate the nursing process and clinical judgment into safe and effective nursing care
- Integrate principles of professional identity, leadership, and nursing ethics to provide competent client care.
- Incorporate evidence-based practice, technology & informatics to gather information, continuously monitor, communicate, and improve the quality of client care.
- Model therapeutic, empathetic, and supportive communication with peers, clients, and families, adapting to different situations and needs.
- Collaborate with team members to share knowledge and foster teamwork to provide safe patient-centered care.

ANA Code of Ethics for Nurses

The 2025 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 recipient(s) of nursing care, whether an individual, family, group, community, or population.
3. The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.
4. Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.
5. The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.
6. Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.
7. Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.
8. Nurses build collaborative relationships and networks with nurses, other healthcare and nonhealthcare disciplines, and the public to achieve greater ends.
9. Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.
10. Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

Program Admission Requirements

The following is required for admission to the proposed AAS in Nursing:

Application for Admission to the University (if not already enrolled at ATU-Ozark)

Official High School Transcript with 2.0 or better GPA or GED

Official transcripts from other colleges attended

Test scores from ACT or COMPASS (no more than 5 years old), Minimum of 15 ACT or COMPASS equivalent (no more than 5 years old)

Placement Scores

The following scores will be used for placement in English, Math, and, if required, Reading courses:

ACT	COMPASS	COURSE
19 ACT English	(75 Writing)	ENGL 1013
19 ACT Reading	(82 Reading)	READ 0103
19 ACT Mathematics	(41 Algebra)	MATH 1113

Complete Nursing admissions requirements:

- Eligibility for admission to Arkansas Tech University- Ozark Campus
- Completion of pre-requisite general education coursework with a minimum of a "C" or better in each course and a 2.75 GPA; Conditional acceptance may be granted to those students who are in the process of completing remaining pre-requisite coursework. Failure to maintain "C" or better and a 2.75 GPA upon completion of the remaining pre-requisite coursework may lead to the forfeiture of the RN program admission offer.
- Hold a current, unencumbered Arkansas LPN license OR Hold a National Paramedic Registry Certificate.
- Graduated from an approved PN school in the last 12 months OR worked a minimum of 1000 hours as an LPN in acute care/long-term care in the past 12 months
- Paramedics must have either a) graduated from an approved paramedic program in the 12 months prior to application with 600 work hours completed by June 1st OR b) been employed a minimum of 1,000 hours as a paramedic in the 12 months prior to application. Volunteer hours are not considered in the 1,000 hours.
 - If 600 hours are not completed by the application deadline and the student is selected for the program, then it will be a conditional acceptance until either the June 1st deadline or 600 completed work hours.
- Completion of LPN to RN Program Application for Admission
- Completion of appropriate LPN or Paramedic HESI testing
- Be at least 18 years of age
- Students who speak English as a second language shall meet the same admission criteria as other students.

Admission ranking is based on HESI scores, followed by GPA of platform coursework and Date/Time of application in case of a tie.

Admission and Progression Criteria Table

	LPN to RN		Paramedic to RN	
Admission	Fall		Fall	
GPA	≥ 2.75		≥ 2.75	
Entrance Exam	HESI test-PN-ADN		HESI test-EMS-ADN	
Licensure Requirement	LPN-unencumbered license IF Graduated from an ASBN approved PN school in the 12 months prior to application work requirement not applicable		National Paramedic Registry Certificate IF Graduated from an approved paramedic program in the 12 months prior to application with 600 work hours completed by June 1 st	
Work Experience Requirement	LPN employment for minimum of 1,000 hours in acute or long term care in 12 months prior to application		Paramedic employment for minimum of 1,000 hours in the 12 months prior to application	
Application Deadline	March 1 st		March 1 st	
Curriculum and Credits	General Education & Nursing Prerequisites	37	General Education & Nursing Prerequisites	43
	Nursing Curriculum	30	Nursing Curriculum	30
Progression	Coursework must be completed with ≥75% in order to progress. Nursing program must be completed within 2 years of entry of the program. A nursing course may be repeated only once. Only two nursing courses may be repeated.		Coursework must be completed with ≥75% in order to progress. Nursing program must be completed within 2 years of entry of the program. A nursing course may be repeated only once. Only two nursing courses may be repeated.	
Graduation	67 hours		73 hours	
Other Requirements	<ul style="list-style-type: none">• Criminal Background check• 10 panel urine drug screen• Abilities and Skills• Scholastic Non-Cognitive Performance Standards• Professional/student liability insurance• Proof of vaccination: Hepatitis B (3), Tdap within last 10 years, Tuberculosis 2-step method or T-spot (as directed by contract), annual Influenza, MMR (2 doses), Varicella (2 doses) or positive titer• American Heart Association BLS Healthcare Provider CPR certification			

Definition of Acute Care or Long-Term Care Facilities

Long-term care facilities include:

- nursing homes
- skilled nursing facilities

Acute Care is defined as a facility or position that requires time-sensitive and rapid intervention to prevent illness, injury, or death. Examples include, but are not limited to:

- inpatient hospitals, including inpatient medical hospitals, inpatient rehabilitation hospitals, inpatient psychiatric hospitals, and long-term acute care facilities
- urgent care facilities
- ambulatory surgery centers
- dialysis centers
- home health agencies
- hospice

Primary care and specialty care clinics are not considered acute care facilities. Even though clinics may occasionally see patients who require some components of acute care, they are not positioned to assume the role of acute care providers.

This is not intended to be a comprehensive listing of every single acceptable type of nursing care. If you have a question, please contact Susan Furr at 479-508-8500 x 6503, and your employment history will be evaluated on a case-by-case basis.

Student Program Requirements for Admission

Applicants who are selected for admission must notify Arkansas Tech University – Ozark campus that they will be attending to verify and accept placement. The Registered Nurse Program utilizes an online vendor to maintain required confidential student information, such as background checks, drug screening, proof of immunization, and other documentation. Students are required to purchase the package necessary upon admission and maintain current documentation while enrolled. This is a subscription service at the student's expense. The student may incur additional charges for breaks in enrollment or to extend the subscription service. Specific instructions on how to access the online vendor are provided upon admission (**Appendix I: Complio Instructions**).

Student requirements upon admission are determined by the clinical partners and outlined in Affiliation Agreements. Student requirements upon admission are determined by clinical affiliation agreements and include: a criminal background check, proof of immunization, tuberculosis screening, CPR certification, proof of licensure (if applicable), student professional liability insurance, and drug screening. Health insurance is recommended.

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

Failure to have these immunizations uploaded and available by the deadline could result in the student not being assigned practicum rotations. If this occurs, the student will be unable to meet the program objectives; therefore, failure will result in dismissal from the nursing program.

Arkansas law prohibits state agencies from either inquiring about or requiring vaccination for COVID-19. Arkansas Tech University will comply with those laws. However, please be aware that multiple clinical agencies that the university has previously utilized for clinical experiences require proof of COVID-19 vaccination for students wishing to participate in clinical experiences at their medical facilities. *Please note that unfulfilled vaccination requirements, including vaccination requirements of private clinical facilities, may limit student site placement and could substantially impede progression through your program of study.*

Criminal Background Check

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

may result in the student's dismissal from the program. This record must be available to the clinical facilities on the first day of the student's initial practicum rotation. Falsification of this information will be cause for dismissal. ***(This criminal history check does not apply to the background check required by the Arkansas State Board prior to being allowed to take the NCLEX exam.)*** The instructions will be given with the orientation material.

1. Purpose

The ATU Ozark nursing program requires students to have criminal background checks initiated prior to the first day of nursing classes. The rationale for performing criminal background checks on-acceptance nursing school students is based on a number of issues, including but not limited to:

- A. The need to enhance the safety and well-being of patients and, in so doing, to bolster the public's continuing trust in the nursing profession;
- 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 nursing program and our affiliated clinical facilities; and
- D. To comply with mandates from many clinical agencies utilized by the nursing program.

2. Applicability

The ATU Ozark nursing program will require initial criminal background checks to be performed on each student. Students will utilize the services of the American Databank assigned at admission to procure the national background check report.

3. Policy Statement

All students must consent to, submit to, and fully complete a criminal background check through their American Databank as a condition of matriculation into the ATU Ozark Nursing Program. Failure to do so will constitute failure to meet the matriculation requirements established by the nursing program and will result in administrative withdrawal from the program.

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

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

4. Procedure for Review of Criminal Background Check Findings

- A. Upon receipt of a CBCR from the American Databank, the Program Director will review

the report.

B. If the CBCR is “Clear”, no action is required.

C. If the CBCR is “flagged”, the Program Director will initiate contact with the student. The student will be required to provide a written summary explaining the circumstances surrounding the incident flagged on the CBCR. The written summary and a copy of the CBCR is then provided to the appropriate clinical agency representative to determine if the student will be able to complete clinical experiences at that facility.

The student will not be allowed to start clinical until the agency has cleared the 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 Ozark nursing program will attempt to reassign the student to another clinical agency. This requires the student to submit a copy of the CBCR to Human Resources (HR) Office at that agency where he/she has been reassigned. If the nursing program is unable to find another comparable clinical experience, the student will be dismissed from the major.

C. Any documentation that may affect clinical placement (e.g. screening results) should be shared with the clinical faculty, HR, and nursing program 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.

Crime Conviction Statement

All nursing students should be aware that the Arkansas State Board of Nursing requires all applicants for the NCLEX-RN to have a criminal background check performed. If the applicant has ever been convicted of a crime, the Board will review each application individually and make a decision as to whether the applicant is eligible to take the NCLEX exam and to practice nursing in the State of Arkansas. 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 complete the paperwork required of the Registered Nurse Program (**Signature Form, Crime Conviction Form, and Licensing Restrictions**).

Students who intend to pursue a nursing license in the State of Arkansas are required under Arkansas law to submit to a criminal background check. Any student who has been convicted of a crime should notify his or her advisor upon admission to the nursing program. This information is kept strictly confidential. The student will be advised and counseled as to the method of petitioning the board to write the NCLEX exam.

Drug Screening

Mandatory drug screening is required for all Registered Nurse Program students per clinical

affiliation agreements. Required drug screening must be ordered and completed within the contracted, secure vendor (Complio). Any costs associated with drug screening are assumed by the student.

Drug Screening occurs:

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

Drug Screening Results

A negative drug screen is required. If a positive test is confirmed, the program director will initiate contact with the student to hold a meeting with all involved parties. The student with a positive drug screen will have three consecutive days to retest. The retest must be ordered and completed through the approved online vendor (Complio). The student will not be permitted to attend clinical until a negative screen is obtained. If the second drug screen is positive, the student cannot attend clinical and thus unable to meet course objectives. The student will be dismissed from the nursing program. The student will be strongly encouraged to attend intervention or counseling.

Effective Date

In June 2024, the Background Check and Drug Screening policy was adopted from the ATU BSN program in an effort to keep the ATU-Ozark AAS program and ATU Russellville BSN program as similar as possible.

Proof of Immunization

- **DTAP/Tdap** (Tetanus, Diphtheria, and Acellular Pertussis) proof within the last 10 years
- **Hepatitis B vaccine** (3 doses) with completed documentation; proof of at least the first two of three injections must be received before the student may practice in the clinical setting. The third vaccine must be received and documented by the end of the 1st clinical semester. If no proof of immunization, the student may alternatively provide a positive Hepatitis B titer. If the Hepatitis B Vaccine is declined, the student must sign and submit the Hepatitis B Waiver
- **Measles, Mumps, Rubella (MMR)**- Record of 2 doses, or positive titer.
- **Varicella (VZV)**- Record of 2 doses or positive titer
- **COVID-19 vaccine** series: Some clinical sites require this vaccine

Tuberculosis (TB) Screening

- Documentation of negative TB screening or T-SPOT as required by clinical affiliation agreement. Positive results will require further documentation of health at the student's expense.
- First time TB testing involves a 2-step process: Initial TB skin test administered, and results read between 48-72 hours. Second TB skin test administered 1-3 weeks from initial testing, with a final reading after 48-72 hours. Each test must be "read" by the same entity that administered the test.
- The student may opt to obtain a T-SPOT blood test; however, this test is more expensive than skin testing. (**Appendix E: High Risk and Annual TB Questionnaire**)

Cardiopulmonary Resuscitation (CPR)

American Heart Healthcare Provider CPR is required as a prerequisite before entry into the Registered Nurse Program. Each student must have verification documentation of current **American Heart Association** Healthcare Provider CPR (adult, child, and infant) on file uploaded within American Databank. The verification must be valid through the length of the month program or will require renewal in order to complete the practicum rotations.

Liability Insurance

Each student in the nursing program is required to carry liability insurance. The fee for this insurance is included in the student fees and must be paid when registering. (*See supply/Fees list*)

Licensure

If licensed as a Paramedic, LPN, or LPTN, proof of current, unencumbered license is required throughout the Registered Nurse Program.

Immunizations are available by appointment from the ATU Health & Wellness Center
Dean Hall Room 126
402 West O Street, Russellville, Ar. 72801
Phone 479-968-0329

Essential Abilities and Skills for Admission, Progression, and Graduation*

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

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

1. Visual, Auditory, and Tactile:

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

2. Communication:

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

3. Motor:

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

4. Cognitive, Conceptual, and Quantitative:

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

5. Behavioral, Interpersonal, and Psychosocial:

- Ability to exercise good judgment and complete client care responsibilities promptly and professionally
- Ability to interact with colleagues, staff, and clients with honesty, empathy, civility, integrity, and non-discrimination
- Ability to interact with individuals, families, and groups from various social, developmental, cultural, physical, and intellectual backgrounds
- Ability to work in stressful and dynamic environments
- Ability to modify behavior in response to constructive feedback
- Ability to demonstrate ethical behavior including adherence to the professional

nursing and student honor codes, including the legal and ethical standards of the nursing profession

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

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

SCHOLASTIC NON-COGNITIVE PERFORMANCE STANDARDS*

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

Failure to comply with the requirements of any of the following items or other policies in the Registered Nurse Program Student Handbook and the Catalog may result in a conference with the appropriate Program Chair to discuss the difficulty. Should the problems warrant immediate action, the Program Chair may recommend that the student be placed on disciplinary probation or dismissed from the program.

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

Demeanor – The student has a positive, open attitude towards peers, teachers, and others during the course of nursing studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

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

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

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

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

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

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

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

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

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

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

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

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

Ethics – The student conducts self in compliance with their professional code of ethics.

**Adopted from UAMS, (June 2016)*

Academic Progression

In order to progress within the nursing curriculum, the student must meet the following criteria:

- The student must maintain a “C” in all nursing theory classes and practicums to progress to the next level of courses
- A failed/attempted nursing course must be repeated the next time the course is offered, based on the availability of space in the course. A nursing course may be repeated only once, and only two nursing courses may be repeated. Following a second failure/attempt in that nursing course, the student will be dismissed from the program.
- An attempted course 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 failure of the course with a D or F.
- Students must achieve a passing grade of “C” in all the Theories and corresponding Practicum courses in order to progress within the program. Students who repeat a theories course are required to show practicum competency in order to progress. Students who repeat Practicum are required to show theoretical competency in order to progress.
 - Practicum competence can be attained by: 1) taking for credit the corresponding practicum course or 2) Completing RN 2115, Practicum for ADN I and RN 2116 Practicum for ADN II with a grade of “C” or better.
 - Theoretical competence can be attained by: 1) taking for credit the corresponding theoretical competencies and maintaining a 75% average on all exams or 2) taking a comprehensive theory exam for the corresponding theoretical courses and achieving a 75% or greater.
- The drug calculation test will be given in Pharmacology I a total of three times. Before practicing in the clinical setting, the student must demonstrate competence in medication administration by passing the exam with a score of 92%. Prior to the second week of clinical, the drug calculation test must be passed with a score of 100%. Failure to make 100% on the drug calculation test by the third attempt will result in remediation and possible failure of Practicum I.
- To successfully complete the Nursing program, all level three nursing students will take the ATI- RN Comprehensive Predictor Test. The examination simulates the NCLEX-RN and provides feedback to the student of their overall knowledge and comprehension of the nursing courses. The examination is given at the end of the second semester prior to final exams. The passing score for the ATI- RN Comprehensive Predictor Test is determined by the nursing program using the data from the national standardized test.
 - Any student not achieving a passing score on the 1st attempt must complete a review as set by the faculty before a 2nd attempt on the exam. Any student not achieving a passing score on the 2nd attempt at the exam must meet with faculty to discuss the review necessary before subsequent attempts. The student must wait at least three weeks between the 2nd and 3rd attempts.
- All coursework must be passed with a “C” or higher in each level to progress to the next level.
- The nursing program must be completed within two years of entry into the technical phase of the program.
- The student must continue to hold an active, unencumbered LPN license throughout their

time in the program.

Student Withdrawal

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

1. The student will inform the Program Chair of the need or desire to be withdrawn from the program.
2. The Program Chair will contact the student and arrange for an exit interview and summary. A copy of the exit interview and survey will be placed in the student's file and in the nursing office.
3. The student should be aware that withdrawing from the program means that the student must reapply for admission to the Registered Nurse Program. If the student has a disciplinary action on file within the program upon withdrawal, the student will not be eligible for readmission into the program.
4. The student will be referred to the Office of Student Services, Registrar's Office to officially withdraw from the nursing courses or school, if applicable. Student Services will notify the nursing program when this procedure is complete.
5. The student should be aware that if the grade at the time of withdrawal was below "C" the grade for the course(s) will be reflected as calculated at the time of withdrawal, which could possibly reflect a failing grade on the student's transcript. ***Withdrawal with a grade of less than "C" may prevent the student being accepted for re-entry into the nursing program. This will be determined by the nursing faculty after a review of the student's course work and practicum performance and evaluations.***
6. The student should note that not completing the above-mentioned process will make the student ineligible for reenrollment in the nursing program.

Readmission Candidates

A student who fails or leaves the program for any reason must reapply for admission. A student who withdraws from any nursing course with a grade less than a "C" may not be eligible for re-admission. This will be determined on a case-by-case basis after reviewing the student's coursework and practicum performance, and evaluations. A student who leaves the program for any reason with a disciplinary action on record will not be eligible for readmission.

Transfers

Due to differences in nursing curriculum at other nursing programs, ATU-Ozark will not accept transfer students into the LPN to RN program. Students who were enrolled in another program will be required to follow the same requirements and admission procedures as students who have never attended another nursing program.

Graduation Policy

To be eligible for graduation, the student must complete the following steps:

1. Complete all general education requirements, which include 37 (43*) hours for an associate degree in nursing with a grade of "C" or better as specified in the University Catalog.
2. Successfully complete all requirements of the 30-hour nursing program courses at

Arkansas Tech University Ozark.

3. Submit the specified forms to the Registrar's office.
4. A processing fee, payable to Student Accounts, is assessed when the application for graduation is approved.
5. If a student is receiving any financial services to cover costs for graduation requirements, the student is responsible for contacting the appropriate personnel for payment.
6. Upon completion of the nursing degree requirements, the graduate's status will be submitted to the Arkansas State Board of Nursing.
 - a. Students are reminded that graduation from the Arkansas Tech University – Ozark campus with an AAS in Nursing does NOT automatically enable the student to take the NCLEX-RN exam. This is determined by the Arkansas State Board of Nursing.
7. The Arkansas State Board of Nursing will notify the graduate when they are eligible to take the NCLEX-RN. The fees for the NCLEX and to obtain a license from the Arkansas State Board of Nursing are subject to change. Students will be provided with further information and the necessary forms in the 2nd semester of the nursing program.

* Required only for Paramedic transition students

Associate of Applied Science Degree – Registered Nursing Requirements				
Prefix	Number	Title	Credit hrs	Semester taken
MATH	1113	College Algebra	3	1 Fall/Spring
ENGL	1013	Composition I	3	1 Fall/Spring
PSY	2003	General Psychology	3	1 Fall/Spring
BIOL	2404	Human Anatomy & Physiology I	4	1 Fall/Spring
BIOL	2414	Human Anatomy & Physiology II	4	2 Fall/Spring
ENGL	1023	Composition II	3	2 Fall/Spring
BST Or COMS	1303	Introduction to Computers	3	2 Fall/Spring
	2003	Microcomputer Applications		
PSY	3813	Lifespan Development	3	3 Fall/Spring
BIOL	3054	Microbiology	4	3 Fall/Spring
SOC	1003	Introduction to Sociology	3	3 Fall/Spring
CHEM	1113/ 1114	Survey of Chemistry	4	3 Fall/Spring
RN	2006	Paramedic Transition to RN*	6	3 Spring
			37 (43*)	
		APPLICATION TO ADN RN PROGRAM	Credit hrs	
RN	2113	Introduction to Professional Nursing	3/45	Fall
RN	2112	Pharmacology I	2/30	Fall
RN	2116	Theories and Concepts for ADN I	6/90	Fall
RN	2115	Practicum for ADN I	5/225	Fall
RN	2212	Pharmacology II	2/30	Spring
RN	2216	Theories and Concepts for ADN II	6/90	Spring
RN	2215	Practicum for ADN II	5/225	Spring
RN	2211	Nutrition	1/15	Spring
			30	

***Required only for Paramedic transition students 67 Credit Hours (73 for Paramedic students)**

Students will be required to complete 37/43 credit hours of prerequisite coursework with a minimum of a “C” or better in each course and a 2.75 GPA prior to admission to the technical phase of the RN program. Students must also hold a current, unencumbered Arkansas LPN license and must have either a) graduated from an ASBN-approved PN school in the past 12 months OR b) worked a minimum of 1000 hours as an LPN in the 12 months prior to application. Paramedics must hold a National Paramedic Registry Certificate and must have either a) graduated from an approved paramedic program within the last 12 months with 600 work hours completed by June 1st OR b) been employed a minimum of 1,000 hours as a paramedic in the 12 months prior to application.

Course Descriptions

RN 2113 Introduction to Professional Nursing

A three-hour course that introduces the student to selected basic concepts of professional nursing. The purpose of the course is to introduce nursing concepts to nursing majors. This course focuses on nursing as a caring profession, nurses' roles and functions, ethics, standards, legal aspects, holism, wellness, health care settings, communication, teaching/learning, critical thinking, and the nursing process. The Conceptual Framework and Philosophy of Tech's Registered Nurse Program will be explored. Lecture 3 hours.

RN 2112 Pharmacology I

This course focuses on the relationships between the action of drugs, their effects and the contraindications for their administration. The relationship between specific patient needs and the type of drugs that would be effective to meet those needs will be analyzed. The nursing care related to each type of drug and the rationales for care will be included. Lecture 2 hours.

RN 2116 Theories and Concepts for ADN I

Co-requisite: RN 2115. This course, utilizing the nursing process, builds upon the knowledge of the LPN and includes the bio psycho social and spiritual needs of the family. The course emphasizes family development, the childbearing experience, and the child's unique response to the internal and external environment. Lecture 6 hours.

RN 2115 Practicum I

Co-requisite: RN 2116. A clinical course that facilitates the integration, synthesis, and application of the theories, concepts, and skills taught in RN 2112, RN 2116, and RN 2113. 15 practicum hours are equal to 5 credit hours.

RN 2212 Pharmacology II

This course is a continuation of Pharmacology I and focuses on the relationships between the action of drugs, their effects, and the contraindications for their administration. the relationship between specific patient needs and the type of drugs that would be effective to meet those needs will be analyzed. The nursing care related to each type of drug and the rationales for the care will be included. Lecture 2 hours.

RN 2216 Theories and Concepts for ADN II

Co-requisite: RN 2215. The course focuses on the prevention of illness, maintenance of health, and the restoration of wellness in the care of clients and families experiencing major dysfunctions in adaptation. The nursing process is the methodology used to assist clients and families toward achieving optimal health. Principles of growth and development throughout the life cycle, utilization of research findings, principles of communication in crisis, and the role of the nurse in crisis situations are included in the course. Psycho social theories and concepts relevant to the care of the emotionally disturbed client and family are explored in depth. Lecture 6 hours.

RN 2215 Practicum for ADN II

Co requisites: RN 2216. This is a clinical nursing course which provides the opportunity for the integration of theories and concepts in the application of the nursing process in the care of the

emotionally and/or physically dysfunctional client, family or group who are undergoing adaptation difficulties due to major deviations from wellness. The health care is delivered according to scientific principles, research findings, and accepted standards of care. Nursing behaviors and nursing roles are emphasized which are appropriate to the level of the students. Learning experiences are gained through caring for clients. 15 practicum hours equal to 5 credit hours

RN 2211 Nutrition

Principles of normal nutrition at all stages of the life cycle are emphasized. Growth and development needs are incorporated into the maintenance, restoration of nutritional health, and in the prevention of nutritional deficit. Exploration is conducted of the social, religious, and cultural factors which affect the family's nutritional health. Lecture 1 hours.

Grievance Policy and Procedure

The Registered Nurse Program grievance policy and procedure is consistent with that of the University. This 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. The student is referred to the [ATU Ozark Student Handbook](#) for the policy.

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. Faculty and course evaluations are completed at the end of each semester through a confidential, electronic process.

The nursing faculty evaluates the program using the Weave assessment tool. The data is collected using information from instructor course grades, computerized assessment testing at the end of each semester, and the RN Comprehensive Predictor Test at the end of the training program. This information is used to review the overall program and to identify areas within the program that have a need for revision or to make curriculum changes.

Faculty members also evaluate the courses in which they teach. The data is summarized by faculty, and, in addition to other variables, is used to make needed course revisions and to improve teaching methods.

Student Evaluation

All students in the nursing program receive ongoing evaluation of their progress throughout each semester. The evaluations may be verbal and or in writing.

Practicum Evaluations

This evaluation is based on how well the student has met the practicum objectives and followed the policies and procedures for the specific rotation. Practicum evaluations are done by the practicum instructors at the end of each clinical rotation. The evaluation is discussed with the student, and both the instructor and the student sign and date the form. A copy of these practicum evaluations are placed in the student's practicum file or electronically. The student may request a copy of the evaluation.

Theory Evaluations

Classroom evaluations are largely related to the grade the student is maintaining in the class. The promptness of completion of assignments and class attendance is evaluated.

Grading Scale

A = 90-100

B = 80-89

C = 75-79

D = 68-74

F = 67 and below

Grades less than 75% will not be rounded. Each individual syllabus will contain additional information on grading, course requirements, etc.

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 75% 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.

Students who receive a grade of "I" in a course must remove the "I" before they will be permitted to progress to the next level. **An "I" will not be given if the earned course grade at the end of the grading period is less than a "C".**

Midterm grades will be posted electronically to the Banner system. No grades will be given by *phone or to another student*.

Assessment Technology Resources, ATI

ATU Ozark Registered Nursing Program utilizes Assessment Technology Resources ATI throughout the RN program.

The comprehensive ATI review program offers the following to students:

- A comprehensive, assessment-driven review program designed to enhance student NCLEX® success.
- Multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking ability, and learning styles. Additionally, online tutorials, online practice assessments, and proctored assessments are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students in preparing effectively, helping to increase their confidence and familiarity with nursing content.
- ATI Orientation resources, such as the ATI Plan, may be accessed from the "My ATI" tab. It is highly recommended that you spend time navigating through these orientation materials.

REVIEW MODULES/EBOOKS

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement coursework and reading. Instructors may assign chapter readings either during a given course or as part of active learning/remediation following assessments.

TUTORIALS TO SUPPORT THE ASSESSMENT AND REMEDIATION PROCESS

ATI Pulse introduces new predictive capabilities that build on existing Pulse functionality by generating dynamic predictions of the likelihood of students to achieve at least a Level 2 proficiency on the first attempt for each Content Mastery Series (CMS) proctored assessment –

providing faculty and students with even earlier insights into future performance on the proctored assessments that ultimately are used to predict NCLEX success, as well as earlier warning for students not on track to succeed. Predictions of likelihood to succeed will be generated as students complete coursework and practice assignments within each of the CMS areas, before they even attempt the proctored exam. Additionally, ATI Pulse provides prescriptive, data-backed recommended ATI learning activities for students to improve their likelihood of proctored CMS assessment success.

For example, ATI offers unique tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System** offers practice quizzes in specific nursing content areas that allow students to apply valuable learning tools from Nurse Logic. ATI is committed to increasing student confidence by providing students with experience answering NCLEX-style questions in a variety of quizzing formats. With Learning System, students can assess their knowledge through pre-set quizzes, build a customized quiz that focuses on specific categories, or test their category-specific comprehension in an adaptive quizzing environment.

ASSESSMENTS

The Content Mastery Series Assessments (CMS) provide essential data regarding a student's mastery of concepts in relation to specific nursing content areas, including a series of Targeted Medical Surgical assessments that address individual body systems to provide formative evaluation of content prior to the final medical-surgical course. There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help students identify what they know, in addition to areas requiring remediation (called Topics to Review).

FOCUSED REVIEWS/ACTIVE LEARNING/REMEDIATION

ATI Focused Review facilitates the post CMS assessment remediation experience for students. This personalized learning experience uses a student's performance on the CMS practice and proctored assessments to drive focused student learning. Once the student has completed a CMS practice assessment, Focused Review automatically assesses the student's learning gaps and generates a personalized learning experience. Focused Review provides ATI Review Module content in an eBook experience while highlighting the specific elements of content that a student should review. The forms of content include text, image, sound, and video. When the student has completed their first round of remediation (practice assessments only), they can take a post-remediation quiz that provides similar questions on identified content gaps. Upon completion of the quiz, the student can review their knowledge gaps and study updated eBook content. The post-remediation quiz is intended to provide feedback on remediation impact. If the student has completed a CMS proctored assessment, Focused Review provides ATI Review Module content in an eBook experience that is viewed by chapter versus a specific highlighted presentation.

Academic Integrity

Academic Integrity Policy

A university exists for the purpose of educating students and granting degrees to all students who complete graduation requirements. Therefore, Arkansas Tech University requires certain standards of academic integrity and conduct from all students. Arkansas Tech University expects an academic atmosphere to be maintained in all classes. This atmosphere is created by both the professor and the class to enable all students enrolled to reach their academic potential. Students are expected to attend class, conduct themselves in a non-disruptive manner in class, and refrain from cheating, plagiarism, or other unfair and dishonest practices. Students should also realize that the classroom is under the control of the instructor, who will give students a statement of their classroom policies in a syllabus at the beginning of the semester.

Academic Dishonesty

Academic dishonesty refers to the various categories of cheating and plagiarism in the classroom.

Cheating on an examination, quiz, or homework assignment involves any of several categories of dishonest activity. Examples of this are: a) copying from the examination or quiz of another student; b) bringing into the classroom notes, messages, or crib sheets in any format which gives the student extra help on the exam or quiz, and which were not approved by the instructor of the class; c) obtaining advance copies of exams or quizzes by any means; d) hiring a substitute to take an exam or bribing any other individual to obtain exam or quiz questions; e) buying term papers from the Internet or any other source; and f) using the same paper to fulfill requirements in several classes without the consent of the instructors teaching those classes.

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

Students are expected to be honest and truthful in both the classroom and during practicum experiences. They are expected to adhere to the Code of Ethics and Standards of care. Students should refer to the Arkansas Tech University-Ozark Campus Handbook for more specific regulations regarding academic honesty [ATU Ozark Student Handbook](#).

Attendance Policy

As professionals, students must be responsible for their own learning experiences. You are responsible for making 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. **Students are required to attend all scheduled classes, clinical days, and/or events. It is the student's responsibility to ask about makeup work, assignments, or tests with faculty.** The requirements noted in each course syllabus shall take precedence over this handbook.

Excused absences

- Will be considered with **supporting documentation**, submitted prior to the absence or prior to returning to class.
- If the absence is approved as excused, it will not count against the student's attendance
- Examples of excused absences include the following: student illness, death of a student's immediate family member (spouse, child, parents, stepparents, grandparents, siblings), court appearance, accident, jury duty, hospitalization, or other extenuating circumstances.
- The instructor and program chair will determine if the absence is excused or unexcused.

If a student has a total of unexcused absences beyond three days combined for clinical, class or campus events, this can result in dismissal from the program.

Unexcused absences will result in progressive discipline.

Theory

Regular and timely attendance in theory classes is considered essential if students are to receive maximum benefit from the nursing courses. ***It is at the instructor's discretion only whether a student who is tardy may be allowed to complete a scheduled quiz or test.*** Students are responsible for obtaining any missed information **after** class. It is also at the instructor's discretion to determine what percentage of theory can be missed in an individual course and how that percentage will affect the final grade in the course. ***It is also at the instructor's discretion if makeup work from an absence in the theory class will be able to be completed. (See individual course syllabus)***

Clinical

Missed practicum experiences may seriously affect the student's ability to meet the course objectives and may jeopardize the student's grade for the course. Each student must be responsible for their own learning experiences. It is your responsibility to make the most of all educational opportunities.

Attendance in class is a reflection of your dedication and the value you place on your chosen profession. We, the faculty, expect you to attend **ALL CLASSES AND CLINICAL EXPERIENCES.**

The student is responsible for knowing the attendance policy for each course or practicum level. The instructor supervising the practicum experience will keep practicum attendance daily. Practicum days are twelve (12) hours unless otherwise stated. The student is responsible for notifying the practicum instructor at least 1 hour prior to the beginning of the shift if they are not going to be present for the practicum experience. "Sending word" by another student is not acceptable. If the appropriate procedures are not followed, the absence will be considered a No Call/No Show. ***An incident of no call/no show is grounds for dismissal from the program.***

The maximum number of practicum days/ hours missed cannot exceed 16 hours. The student will be given a written warning after the first 8 hours missed. If the student misses more than 16 hours, they may be dropped from the practicum course. *(See section on Missed Clinical)*

Tardy Policy

Regular and timely attendance in theory classes and clinical is considered essential if students are to receive maximum benefit from the nursing courses. The individual course syllabus will identify the tardy policy for classes. The student is considered tardy if he or she arrives at the practicum site more than 15 minutes after the scheduled start time. Excessive ***tardiness (greater than 2)*** will result in the student not being allowed to remain in the practicum area for that day. This day would then be considered an absence and be reflected on the student's practicum evaluation and grade for the practicum portion of the course.

If the student has **three tardy** incidents for any of the scheduled classes or clinicals, this will be considered an unexcused absence.

Missed Exams/Quizzes

The course syllabus will provide information for each course and the instructor's policy for missed exams and or make-up. *The ability to make up a quiz or exam is at the instructor's discretion and will be stated in the course syllabus, as well as the timing and grading for the missed work.*

Missed Clinical

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. Practicum absences will have to be made up by the student.

Specific requirements will be stated in the syllabus for each course. For clinical rotations, an absence will result in a makeup assignment or a makeup day. 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 prior to missing the clinical day or on the first day back to clinical.

B. Guidelines for Make-up Practicum

1. If a student must be absent from practicum, the student must notify the practicum instructor **prior** to the time the practicum experience is scheduled.
2. Efforts will be made to place the student in another corresponding clinical day to meet program objectives.
3. The practicum instructor will 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's file what instructions were given, and the student will sign the file, noting that the instructions were received.
- b) If the absence was determined to be unexcused by the instructor, then the student will still be required to make up the work to meet the course objectives. However, the submitted work may result in reduced credit or a zero. This will be at the discretion of the instructor for the course.
 - c) The make-up assignment must be completed by the deadline given, but this will not erase any of the missed hours the student was not in attendance at the practicum

A practicum facility may require an orientation to its properties for the students and practicum faculty. The orientations are scheduled with the facilities and, in most instances, are only scheduled once each semester at the time given by the practicum agency. Each student is expected to attend these orientations. If a student misses an orientation to a facility, they will not be able to complete practicum rotations at that facility *until that orientation is completed*. *Rescheduling an orientation may not be an option. This is at the discretion of the practicum instructor and the nursing facility.* Missing the orientation may disqualify the student for clinical.

Specific requirements and objectives for each practicum level will be stated in the syllabus. Practicum hours are kept by the practicum instructors and totaled.

All excused or unexcused practicum days must be made up.

If the student is going to be absent for a practicum assignment, the student must notify the practicum instructor. This must be done at least **1 hour** prior to the time the practicum experience is scheduled, or it will result in a no-call/no-show. Two no-call/no-show absences are grounds for dismissal from the program.

Children in the Classroom

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

Off-Campus Activities

School activities (including those off campus), must follow the rules and regulations, as stated in the Student Handbook and The ATU Ozark Nursing Program Handbook. Any violation of these policies may result in disciplinary action, including dismissal from Arkansas Tech University-Ozark Campus. Some activities require overnight stays; *there are to be no guests or family members accompanying the students or staying with the students during these events. (See Student Services Memorandum).*

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 online or in a mixed technology format. Students are required to have laptop computers and bring them to class. Laptops may be purchased in the bookstore. Web cameras are also required if the computer is not equipped. It should be charged and in working order. There are various activities and tests that will be done in

class on the laptop.

There may be specific computer requirements necessary for coursework. It is your responsibility to acquire the required software. Training and support are available from faculty, the [ATU Office of Information Systems](#), or within each platform's customer and technical support. ATU minimum equipment requirements are listed on the [ATU Office of Information Systems \(OIS\)](#) website, under "[Solutions](#)."

A. Smart Devices / Cell Phones

Cellular phones/smart devices are not allowed in the classrooms or clinical. You may check your devices at break times. Students found to have cellular phones, smart watches, or similar devices in testing areas will receive a zero on the exam and will be asked to leave the testing area immediately. ***Students found making or receiving calls on personal cell phones in the practicum area will be removed from the area for the remainder of the practicum day.***

Students should give the nursing program, front desk, or the practicum instructor's number to persons who would need to call in case of an emergency. ***(See individual syllabus for classroom policies concerning the use of cell phones.)***

B. Recording Devices

Use of audio or video recording devices of any type is strictly prohibited at any time in all classrooms, clinical, or conference situations without the prior written or verbal approval of the 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 member is aware and provides written or verbal approval prior to the class.

C. Communication

The use of electronic mail is utilized by the nursing program 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 nursing program has adopted the National Council of State Boards of Nursing (NCSBN) guidelines provided within the publication "A Nurse's Guide to Social Media," which can be accessed online at <https://www.ncsbn.org/>. According to the NCSBN (2018), "Nurses need to be aware of the potential consequences of disclosing patient-related information via social media, and mindful of employer policies, relevant state and federal laws, and professional standards regarding patient privacy and confidentiality and their application to social and electronic media. By being careful and conscientious, nurses may enjoy the personal and professional benefits of social media without violating patient privacy and confidentiality" (p. 14). Students who violate HIPAA are subject to dismissal from the nursing program and may

face civil and criminal penalties. Inappropriate use of social media is also grounds for disciplinary action within the program, which may involve dismissal from the nursing program. Cyberbullying will also not be tolerated (see Equal Opportunity, Harassment (Sexual Misconduct), and Nondiscrimination Policy and Procedures in the ATU Student Handbook.

Miscellaneous Requirements

Intermittently, throughout the student's career in nursing, the student may be required 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.

Student Nursing Association

Each student enrolled in the Arkansas Tech University-Ozark Campus Associate of Applied Science in Nursing Program is encouraged to become a member of the State RN Association as a step toward professionalism. The association promotes the role of the RN and the RN student. The parent organization is the American Nurses Association (ANA).

Membership dues are established at the national level and are currently *\$37.00 per year. 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. One benefit of this participation is the opportunity to earn up to two (2.0) professional points to RN 2113 Introduction to Professional Nursing course grade above 75%.

Registered nursing students have a choice of belonging to NSNA or ArNA or both.

*Fees are subject to change.

Peer Education

Students may also be asked to participate in the education of their peers by acting as subjects in the fundamental skills courses or working on group presentations and projects. The activities are viewed as beneficial to all of the students concerned.

Substance Abuse

Arkansas Tech University-Ozark Campus 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 part of any of its activities or sponsored activities away from the campus. Therefore, the unauthorized or unlawful possession, use, manufacture, or distribution of controlled substances or alcohol by students or employees on property of the University or as 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 the

age of 21 who are found to be in violation of the drug or alcohol policies as set forth in the Student Code of Conduct.

The Nursing Program recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the nursing profession. The faculty 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 Nursing Program 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 or possible drug or alcohol use will be asked to leave the classroom and/or clinical site. The student will be referred to the Chief Student Officer in the office of Student Services.

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 Chief Student Officer, and a copy will be placed in the student’s practicum file. Substantiation of this unsafe behavior will result in dismissal from the Nursing Program. *(See Appendix E)*

Nondiscrimination Policy

The Registered Nursing Program at Arkansas Tech University-Ozark Campus does not discriminate on the basis of color, sex, race, age, religion, national origin, disability, genetic information or veteran status in any of its practices, policies, or procedures. This includes, but is not limited to, admission, employment, financial aid, or educational service. Arkansas Tech University-Ozark Campus complies with all applicable state and federal laws including, but not limited to, Title VI and Title VII of the Civil Rights Act of 1964 as amended, the Age Discrimination in Employment Act of 1967 as amended, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act Amendments of 1974, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991. A copy of the Affirmative Action Plan, including specific responsibilities and provisions for implementation and compliance will be made available upon request. Responsibility for implementation and compliance with this Affirmative Action policy has been delegated to the Affirmative Action officer, e-mail affirmative.action@atu.edu.

Sexual Harassment Policy

The policy of Arkansas Tech University-Ozark Campus is to maintain the University as a place of work and study for staff, faculty, and students free of harassment, to include sexual and gender harassment and all form 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 and 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 Harassment (Sexual Misconduct) Prevention Program and Policy Information in the ATU Student Handbook.

Communications

Maintaining good communication between the students and faculty is essential. Methods of sharing information within the Department include:

1. Memos are posted on the classroom bulletin board.
2. Email to the individual student or class by the instructor through the Blackboard system.
3. Individual student-faculty conferences. These are scheduled throughout the semester to discuss progress, counseling, or advisement.
4. The individual instructor's e-mail address and office phone number will be listed in the course syllabus.
- 5.

Practicum Rules

1. Students must report to the assigned practicum area no later than 15 minutes after the start time, unless otherwise noted. (*See attendance and tardy policies for practicum*)
2. All absences and tardiness will be reflected on the practicum grade.
3. Please adhere to the allotted times for breaks and lunch. This means a 15-minute break in the morning and afternoon, and a 30-minute lunch break. Abuses of these times will be reported.
4. **CELL PHONES** will not be allowed in the practicum areas. Calls may be made during breaks. *Receiving or making calls while in the practicum area will result in disciplinary action.*

Dress and Professional Appearance

Students are expected to present a clean and neat appearance in the classroom and in the practicum settings. It is the student's responsibility to order and receive the uniforms and accessories prior to the first day of rotation.

The student classroom uniform consists of a steel grey scrub-style, straight leg pant uniform with the ATU Ozark Registered Nursing Program insignia. The student can wear tennis shoes of choice, but no flip flops or house shoes/slippers, or boots are allowed. Jackets can be worn within the classroom, but no pullover jackets or sweatshirts are allowed. Jackets and undershirts in the classroom can be color and design of the student's choice, but no inappropriate patterns or logos are allowed.

Clinical uniform requirements are:

- a) Solid, steel grey scrub-style, straight leg or jogger pants uniform. No colored stitching or

trim. Pants waist must be kept at the waist. If jogger pants are worn, then they must be at the appropriate level of the ankle.

- b) White, black, or natural colored socks or stockings should be worn.
- c) ATU Nursing insignia on left sleeve of uniform.
- d) One black lab jacket with ATU Nursing insignia on left sleeve.
- e) Plain, clean, black, white, green or yellow long or short-sleeved shirts may be worn under scrubs and not hang longer than the uniform top at the waist.
- f) Black, closed-toe nursing shoes; clean and in good repair. Crocs with holes are not allowed. Clogs and slinged heeled shoes and black leather tennis shoes with conservative trim may be worn.
- g) Name badge with student's name, picture, and ATU Nursing Student will be worn on the upper left chest.
- h) Hair shall be pulled back away from the face and off the shoulders if it is longer than shoulder length.
- i) Eyelashes should appear natural. No glue on or magnetic lashes allowed.
- j) Students must wear a watch with a second hand to clinicals.
- k) Students must bring a stethoscope and penlight to clinicals.
- l) Students are not permitted to wear artificial fingernails or long natural nails. Fingernail polish is not to be worn on practicum days. A good rule to follow is that when the fingers are held up, no nails can be seen past the fingertips.
- m) Students may not have tongue piercings. If the tongue has been pierced, studs, rings, etc. must be removed during clinicals, and any activity associated with the Arkansas Tech University Ozark Registered Nursing Program.
- n) There are to be no visible body piercings. Students may wear one earring in each ear. Jewelry is ONLY to be single stud earrings, a wedding band, and a watch.
- o) Male students must be clean-shaven, or beards and mustaches must be short, well-trimmed.
- p) No perfumes, colognes, or other strong or offensive (body odor, cigarette, hairspray) odors will be allowed.
- q) All visible tattoos must be covered with the exception of those that would interfere with hand washing.
- r) No gum.
- s) White, natural, or black colored socks or stockings must be worn at all times. If wearing a dress or skirt, you must wear stockings.
- t) Unconventional hair colors (pink, blue, red, orange, green, purple, etc.) will not be allowed.
- u) Make-up should be used to enhance a natural look and be of a conservative nature.
- v) No visible undergarments are allowed.

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 jacket may be worn in some agencies. Tennis shoes and/or jeans are not acceptable with lab coats. If the dress code of a practicum site varies from the listed dress code, the student will be notified and expected to meet the expectations. Any appearance that the practicum instructor deems unprofessional may be asked to leave clinical.

The required accessories (watch, stethoscope or penlight) may come from the company of the student's choice. The Registered Nursing Program insignia is sold only in the ATU Bookstore. It must be sewn on the left sleeve of the uniform and lab jacket halfway between the shoulder and the elbow.

A Nursing photo ID badge will be provided in the Health Science & Wellness office. Pictures for these will be taken during the first week of class. Faculty will let students know when and where to go for this. If the Nursing photo ID badge is lost, a new one may be purchased from the Health Science & Wellness office. Students must have this ID badge prior to the first day of clinical. Failure to have ID badge at a practicum site will result in the student being sent home with hours of practicum missed, counting as hours of absence.

Documentation

When signing any documentation in the practicum setting, the student should sign his/her name followed by "ATUONS". This also applies to students who are already licensed as LPNs. Licensed students may not sign their licensure initials after their name while functioning in the student role in the practicum setting.

Example: Mary Green, ATUONS

Accountability

Students must maintain the highest standards of integrity, ethical, and legal behavior at all times in the classroom and in the practicum areas. The following are examples of some related issues: ***The practicum Instructor/or instructor has the responsibility for maintaining the practicum rotation and is considered to be the person in charge during the practicum rotation.***

1. When given a practicum assignment, the student will fulfill that assignment without objection or questioning. ***Arguing with the practicum instructor, agency personnel, or other inappropriate behavior in the practicum area will not be tolerated.*** This behavior could result in counseling and/or dismissal from the program.
2. **If asked by the instructor in charge of the practicum area to leave the area, the student will do so.** The instructor will discuss the situation with the student away from the practicum area.
3. Upon completion of the practicum assignment, the student will give a report to the appropriate staff person regarding care given and other pertinent information necessary for continuation of care. The student will also report to the appropriate staff member when leaving the assigned area for breaks and or lunch, or going with a client to another area of the facility. **Breaks and lunches will be of appropriate length and should be taken on the facility's property, unless otherwise noted by the instructor.**
4. Classroom: ***(See section on classroom and lab policies)***
5. Information regarding clients and families must be kept strictly confidential.
6. Students are expected to comply with the Health Insurance Portability and Accountability Act. **(HIPAA)**

Failure to comply in any of the above-listed areas will result in the student being counseled, placed on probation if warranted, or dismissed from the program. If the student is placed on probation for an infraction and the behavior is again demonstrated or not corrected in

the specified period, they will be permanently dismissed from the program.

Finances – Financial Aid

Fee Structure	Technical	Undergraduate (Gen Ed)
Tuition	\$136 per credit hour	\$249.78 per credit hour
Infrastructure Fee	\$12 per credit hour	\$12 per credit hour
Instructional Support Fee	\$11 per credit hour	\$13.16 per credit hour
Facilities Fee		\$19.33 per credit hour
Student Support Fee	\$12 per credit hour	\$10 per credit hour
Technology Fee*	\$18 per credit hour	\$18 per credit hour
Allied Health **	\$31 per credit hour	
CTE General Tech Fee **	\$17 per credit hour	
Distance Learning Fee	\$10 per credit hour	\$10 per credit hour

*If pursuing a technical degree on the Ozark campus

**Certain Ozark Campus coursework only

Certain courses may also have fees attached. See individual course descriptions to determine whether a course fee is applicable.

For more information, contact the Office of Student Services at (479) 667-2117.

**Student Supplies/Fees
2025-2026
Clinical/Theory**

1. Steel grey Scrubs	Top	\$27.00
	Pant	28.00
2. Shoes		50.00
3. Watch with second hand		30.00
4. Lab jacket	Male/female	27.00-30.00
5. School patch		5.00 ea
6. Stethoscope		25.00
7. Practicum criminal background check fee		40.00
8. Immunization Tracker fee		20.00
9. Practicum drug screening		38.00
10. Baptist Care learning fee		15.00
11. ATI Assessment fee		2875.00
12. Books and Nursing Kit		708.00
13. SNA Membership dues		37.00
14. Laptop		Varies 180.00, AR Futures approved one 700.00

Malpractice Insurance

\$30.00/year

Graduation Expenses

1. ATI Exit Exam (first two times included in fees)	71.00
2. Background check fee	38.00
3. Fingerprints	20.00
4. NCLEX examination fee	200.00
5. State Application fee	100.00
6. Temporary license fee	30.00

Cost of the above-listed supplies, books, ATI fees, scrubs, shoes, etc. are approximated; actual cost may vary depending on retail cost and sales tax or publisher increases

The following information is taken directly from the Arkansas Tech University – Ozark campus course catalog. Please refer to that document at:

<https://www.atu.edu/catalog/current/ozark/fees.php>

Reduction of Tuition and Fees for Official Withdrawal

The following reduction information **specifically** addresses courses that begin and end with the main term dates for Spring, Summer, and Fall, as listed in the [Academic Calendar](#). Courses with beginning and/or ending dates that are different from the main terms listed above may have

different reduction periods. It is the students' responsibility to consult the Office of Student Services for these reduction dates prior to withdrawing. Withdrawal dates for courses with beginning and/or ending dates outside the traditional term can be found at: <https://www.atu.edu/ozark/registrar>.

In the event a student is receiving student financial aid, any refund amount attributable to a loan, grant, or scholarship may be returned to the appropriate account and not to the student. Students receiving Federal financial aid funds will have those funds adjusted according to the Federal regulations governing those programs. Aid will be refunded in the following order up to the amount of the original disbursement: Federal Direct Loan Programs, Federal Perkins Loan Program, Federal Direct PLUS Loan Program, Federal Pell Grant Program, Federal SEOG Program, Arkansas Department of Higher Education Programs, Tech scholarships, and private aid. Additionally, students who have received a refund of Federal aid money will be sent a letter after their withdrawal informing them of any amount to be repaid. These repayments will be made through the Office of Student Accounts. The student will be ineligible to register for additional courses or to receive further Federal financial aid until the required payment is made.

Reduction of Tuition and Fees for Official Withdrawal - Spring and Fall Semesters

Students registering for the fall or spring semester but officially withdrawing from the University by the end of the fifth day of the semester, as listed in the [Academic Calendar](#), will receive a 100 percent reduction of tuition and fees. Thereafter, students officially withdrawing by the end of the eleventh day of the semester will receive an 80 percent reduction of tuition only for courses in which they are enrolled at the time of withdrawal. No reduction in tuition will be made after the eleventh day of the semester. No reduction in fees will be made after the fifth day of the semester.

Department Facilities and Learning Resources

Audiovisuals Use

Many videotapes, DVD's and other audiovisual aids are available for student use to augment the information gained in theory and practicum courses. The use of these resources is strongly encouraged. *(Check individual syllabi for those that are required, and instructions.)* These are located in the TAS building, room 164. ***Learning resources are not to be removed from the campus under any circumstances.***

Computer Use

The Department has computer facilities and equipment for students to use for computer-aided instruction and review of course materials. Access to the Internet is also available.

Guidelines for Audiovisual/Computer use:

1. There is to be no food or drink at the computer stations.
2. Leave equipment in good condition.
3. Care should be taken to handle software appropriately, return disks to their original jackets or files, and place them in the designated place.
4. The audiovisual/computer area is a working area, and each student deserves an atmosphere conducive to study. When working together, students should do so quietly.
5. Students are responsible for their own paper for printing. If the paper is left in the printer, the department does not take responsibility for replacing.
6. If a problem is encountered with a computer, software, or video equipment, leave a note on the computer indicating the problem and report the situation to the Health Science & Wellness office.
7. Log off the computer before leaving the area.
8. Clean up after yourself- papers in waste basket, chair in proper place, no books, disks, etc., left out on tables or computer stations.
9. **Learning resources are not to be removed from the Campus.**

Skills Labs

The nursing skills lab is located in the HSW Room 207. Time may be scheduled with the practicum instructors for practice and/or check-off of instructor-mandated skills. ***It is the student's responsibility to make arrangements for these times with the instructor. Equipment or supplies are not to be removed from the lab.*** The student should bring and use their items from their own skills kit.

Signature Forms

Please sign, date, and initial (if applicable), and upload into Blackboard

ARKANSAS TECH UNIVERSITY-OZARK CAMPUS

Accidental Sharps Injuries and HIV/HBV Exposure Policy

Following an accidental sharps injury or exposure to blood/body fluids, the student should immediately report the situation to the faculty member in charge of the practicum assignment. The faculty member assists the student in completing the practicum agency's incident report form and seeks appropriate treatment for the injury, following the practicum agency's guidelines and ATU-Ozark Nursing Program Guidelines. The Nursing Chair is notified by the faculty member as soon as possible.

Forms that must be completed following a sharps injury or blood/body fluid exposure include:

1. The practicum agency's Incident Report form
2. The ATU-Ozark Nursing Program Practicum Incident Report Form.

Payment: Payment for drug therapy, lab tests, and physician visits are the responsibility of the student.

Student Signature: _____ Date: _____

(Student will sign and date a copy of this policy: copy will be kept in student practicum file)

ARKANSAS TECH UNIVERSITY-OZARK CAMPUS

CONFIDENTIALITY POLICY

I understand that all clients and residents of all affiliated health care agencies are entitled to an absolute right to privacy.

I will not discuss patient information with anyone except on an as-needed basis with one of the supervisors, facility managers, or practicum instructors. I will not use any form of media to capture images of clients or residents.

I will adhere to the regulations of the **Health Insurance Portability and Accountability Act. (HIPAA)** *(See accountability)*

If it is determined that I have breached the confidentiality of a client in any form or manner, I may be dismissed from the program immediately.

Student Signature: _____ Date: _____

(Student will sign and date, a copy of this policy to be kept in the student's practicum file))

ARKANSAS TECH UNIVERSITY-OZARK CAMPUS

Injury and Accident Policy

Any accident or injury occurring on a health care facility's premises during scheduled practicum hours will be evaluated and or treated through the facility's Health/Emergency department. The cost of the services will be the responsibility of the student. Students are not protected under the facilities insurance or Workers' Compensation.

Student Signature: _____ Date: _____

(Student will sign and date, a copy of this policy to be kept in the student's practicum file.)

ARKANSAS TECH UNIVERSITY-OZARK CAMPUS

MRSA Protocol and Policy

Any student with an open or draining wound that tests positive for MRSA will not be allowed in any of the practicum areas. The student will be required to submit a report from a physician verifying that the student is free from active infection before being allowed to return to clinical.

Student signature: _____ Date: _____

(Student will sign and date, a copy of this policy to be kept in the student's practicum file)

Essential Abilities and Skills for Admission, Progression, and Graduation

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

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

1. Visual, Auditory, and Tactile:

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

2. Communication:

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

3. Motor:

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

4. Cognitive, Conceptual, and Quantitative:

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

5. Behavioral, Interpersonal, and Psychosocial:

- Ability to exercise good judgment and complete client care responsibilities promptly and professionally
- Ability to interact with colleagues, staff, and clients with honesty, empathy, civility, integrity, and non-discrimination
- Ability to interact with individuals, families, and groups from various social, developmental, cultural, physical, and intellectual backgrounds
- Ability to work in stressful and dynamic environments
- Ability to modify behavior in response to constructive feedback
- Ability to demonstrate ethical behavior, including adherence to the professional

nursing and student honor codes, including the legal and ethical standards of the nursing profession

- Capacity for development of mature, sensitive, and effective therapeutic relationships with others

Initial and sign below:

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

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

Student signature: _____ Date: _____

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

SCHOLASTIC NON-COGNITIVE PERFORMANCE STANDARDS

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

Failure to comply with the requirements of any of the following items or other policies in the Registered Nursing Program Student Handbook and the Catalog may result in a conference with the appropriate Program Chair to discuss the difficulty. Should the problems warrant immediate action, the Program Chair may recommend that the student be placed on disciplinary probation or dismissed from the program. (Appendix? For the signature form)

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

Demeanor – The student has a positive, open attitude towards peers, teachers, and others during the course of nursing studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

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

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

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

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

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

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

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

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

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

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

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

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

Ethics – The student conducts self in compliance with their professional code of ethics.

Initial and sign below:

_____ **I acknowledge that I have read and understand the above document on the scholastic, non-cognitive performance standards.**

_____ **I acknowledge that I understand the importance of these standards in regards to professional nursing and will strive to uphold them.**

Student signature: _____ Date: _____

*Adopted from UAMS, (June 2016)

**Arkansas Tech University-Ozark Campus
Registered Nursing Program
Crime Conviction Form**

17-87-312. Criminal background checks.

- (a)
 - (1) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Division of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.
 - (2) At the time a person applies to an Arkansas nursing educational program, the program shall notify the applicant in writing of the provisions and requirements of this section.
- (b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.
- (c) The applicant shall sign a release of information to the board and shall be responsible to the Division of Arkansas State Police for the payment of any fee associated with the criminal background check.
- (d) Upon completion of the criminal background check, the Identification Bureau of the Division of Arkansas State Police shall forward to the board all releasable information obtained concerning the applicant.
- (e) For purposes of this section, the board shall follow the licensing restrictions based on criminal records under § 17-3-102.
- (f)
 - (1) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.
 - (2) The permit shall be valid for no more than six (6) months.
- (g)
 - (1) Any information received by the board from the Identification Bureau of the Division of Arkansas State Police under this section shall not be available for examination except by:
 - (A) The affected applicant for licensure or his or her authorized representative; or
 - (B) The person whose license is subject to revocation or his or her authorized representative.
 - (2) No record, file, or document shall be removed from the custody of the Division of Arkansas State Police.
- (h) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.
- (i) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.
- (j) The board shall adopt the necessary rules to fully implement the provisions of this section.
- (k)
 - (1) The board may participate at the state and federal level in programs that provide notification of an arrest subsequent to an initial background check that is conducted through available governmental systems.
 - (2) The board may submit an applicant's fingerprints to the federal Next Generation Identification system.
 - (3) The fingerprints may be searched by future submissions to the Next Generation Identification system, including latent fingerprint searches.
 - (4) An applicant enrolled in the Next Generation Identification system is not required to re-fingerprint when a subsequent request for a state or federal criminal history background check is required if:
 - (A) A legible set of the applicant's fingerprints is obtained when the applicant enrolls in the Next Generation Identification system; and
 - (B) The applicant is subject to the Rap Back service of the Next Generation Identification system.
- (l) The Identification Bureau of the Division of Arkansas State Police and the Federal Bureau of

Investigation may maintain fingerprints in the Integrated Automated Fingerprint Identification System.

Student Signature _____ T# _____ Date _____

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

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

- (1) Capital murder as prohibited in § 5-10-101;
- (2) Murder in the first degree and second degree as prohibited in §§ 5-10-102 and 5-10-103;
- (3) Manslaughter as prohibited in § 5-10-104;
- (4) Negligent homicide as prohibited in § 5-10-105;
- (5) Kidnapping as prohibited in § 5-11-102;
- (6) False imprisonment in the first degree as prohibited in § 5-11-103;
- (7) Permanent detention or restraint as prohibited in § 5-11-106;
- (8) Robbery as prohibited in § 5-12-102;
- (9) Aggravated robbery as prohibited in § 5-12-103;
- (10) Battery in the first degree as prohibited in § 5-13-201;
- (11) Aggravated assault as prohibited in § 5-13-204;
- (12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;
- (13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
- (14) Terroristic threatening in the first degree as prohibited in § 5-13-301;
- (15) Rape as prohibited in § 5-14-103;
- (16) Sexual indecency with a child as prohibited in § 5-14-110, if the offense is a felony;
- (17) Sexual extortion as prohibited in § 5-14-113;
- (18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 — 5-14-127;
- (19) Incest as prohibited in § 5-26-202;
- (20) Offenses against the family as prohibited in §§ 5-26-303 — 5-26-306;
- (21) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
- (22) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
- (23) Permitting the abuse of a minor as prohibited in § 5-27-221;
- (24) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print media depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 — 5-27-305, 5-27-402, and 5-27-403;
- (25) Possession or use of child sexual abuse material as prohibited in § 5-27-603;
- (26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;
- (27) Felony adult abuse as prohibited in § 5-28-103;
- (28) Theft of property as prohibited in § 5-36-103;
- (29) Theft by receiving as prohibited in § 5-36-106;
- (30) Arson as prohibited in § 5-38-301;
- (31) Burglary as prohibited in § 5-39-201;
- (32) Felony violation of the Uniform Controlled Substances Act, § 5-64-101 et seq., as prohibited in the former § 5-64-401, and §§ 5-64-419 — 5-64-442;

- (33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
 - (34) Stalking as prohibited in § 5-71-229;
 - (35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection; and
 - (36) All other crimes referenced in this title.
- (b)
- (1) If an individual has been convicted of a crime listed in subsection (a) or subsection (e) of this section, a licensing entity may waive disqualification or revocation of a license based on the conviction if a request for a waiver is made by:
 - (A) An affected applicant for a license; or
 - (B) The individual holding a license subject to revocation.
 - (2) A basis upon which a waiver may be granted includes without limitation:
 - (A) The age at which the offense was committed;
 - (B) The circumstances surrounding the offense;
 - (C) The length of time since the offense was committed;
 - (D) Subsequent work history since the offense was committed;
 - (E) Employment references since the offense was committed;
 - (F) Character references since the offense was committed;
 - (G) Relevance of the offense to the occupational license; and
 - (H) Other evidence demonstrating that licensure of the applicant does not pose a threat to the health or safety of the public.
 - (3) The waiver requirements of this section are not required for a renewal of a license if an individual has been convicted of a crime listed in subsection (a) of this section and has either:
 - (A) Completed the waiver requirements of this section at his or her initial licensure;
 - (B) Been licensed in this state before the enactment of subsection (a) of this section; or
 - (C) Attended a professional or occupational school, program, or training in pursuit of an occupational license before the enactment of subsection (a) of this section and would have been qualified to hold an occupational license on or before July 24, 2019.
- (c) If an individual has a valid criminal conviction for an offense that could disqualify the individual from receiving a license, the disqualification shall not be considered for more than five (5) years from the date of conviction or incarceration or on which probation ends, whichever date is the latest, if the individual:
- (A) Was not convicted for committing a violent or sexual offense; and
 - (B) Has not been convicted of any other offense during the five-year disqualification period.
- (d) A licensing entity shall not, as a basis upon which a license may be granted or denied:
- (1) Use vague or generic terms, including without limitation the phrases “moral turpitude” and “good character”; or
 - (2) Consider arrests without a subsequent conviction.
- (e) Due to the serious nature of the offenses, the following shall result in disqualification for licensure, regardless of the date of conviction or the date on which probation or incarceration ends unless a waiver is granted under subsection (b) of this section:
- (1) Capital murder as prohibited in § 5-10-101;
 - (2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
 - (3) Kidnapping as prohibited in § 5-11-102;

- (4) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
 - (5) Rape as prohibited in § 5-14-103;
 - (6) Sexual extortion as prohibited in § 5-14-113;
 - (7) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;
 - (8) Incest as prohibited in § 5-26-202;
 - (9) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
 - (10) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
 - (11) Adult abuse that constitutes a felony as prohibited in § 5-28-103;
 - (12) Arson as prohibited in § 5-38-301; and
 - (13) 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 media 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.
- (f) This chapter does not preclude a licensing entity from taking emergency action against a licensee as authorized under § 25-15-211 for the sake of public health, safety, or welfare.
- (g) The disqualification for an offense listed in subsection (a) of this section and the disqualification for an offense listed in subsection (e) of this section do not apply to:
- (1) An individual who holds a valid license on July 24, 2019;
 - (2) An individual who holds a valid license on or before July 24, 2019, but failed to renew his or her license for any reason; or
 - (3) An individual who was a student on or before July 24, 2019, in a professional or occupational school, program, or training in pursuit of an occupational license and would have been qualified to hold an occupational license on or before July 24, 2019.
- (h) This section does not apply to licensure or certification:
- (1) Of professions not governed by this title;
 - (2) Of polygraph examiners and voice stress analysis examiners under § 17-39-101 et seq.;
 - (3) Of private investigators and private security agencies under the Private Security Agency, Private Investigator, and School Security Licensing and Credentialing Act, § 17-40-101 et seq.;
 - (4) Of body artists under § 17-26-601 et seq. who hold a valid license on or before July 1, 2024; or
 - (5) Of cosmetologists licensed under Title 17, Chapter 26, Subchapter 3.

Student Signature _____ T# _____ Date _____

Appendices

APPENDIX: A
ARKANSAS TECH UNIVERSITY-OZARK CAMPUS
REGISTERED NURSING PROGRAM
HOW TO STUDY FOR NURSING COURSES

Before Class

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

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

After the material is presented in class:

1. Review your lecture notes as soon as possible after the lecture and definitely before the next lecture.
2. Review any video or supplemental content that is posted on Blackboard.
3. Write down any questions that you have or flag any areas that need clarification.
4. Read the chapter if you have not done so, or re-read if needed.
5. Expand your notes and/or highlight text to further clarify other important material.

Before examinations:

Review lecture notes and text.

1. Apply the material to the client situations you have experienced in the practicum setting.
2. Reviews pharmacological agents presented in the material.
3. Make a list of applicable nursing diagnoses and be able to explain the rationale for why the diagnoses apply.
4. List appropriate nursing interventions.

Finally, review the syllabus section pertaining to the topic. Analyze each objective to see if you have met that objective.

APPENDIX: B
ARKANSAS TECH UNIVERSITY-OZARK CAMPUS
REGISTERED NURSING PROGRAM
HEPATITIS B VACCINE WAIVER

I, _____ a
student of the Arkansas Tech University- Ozark Campus Registered Nursing
Program, do understand that while at a practicum site, I am taking the risk of
contracting the Hepatitis B virus. However, at this time, I do waive my
option to get the vaccination against Hepatitis B.

It is my decision to waive the Hepatitis B vaccine, and I will not hold either
Arkansas Tech University or any practicum site responsible in the event
that I should contract the Hepatitis B virus.

Student Signature

Date

Instructor Signature

Date

APPENDIX: C
ARKANSAS TECH UNIVERSITY-OZARK CAMPUS
REGISTERED NURSING PROGRAM
COUNSELING RECORD

Student Name _____ Date _____

Faculty Name _____ Course _____

On, _____ I met with the faculty for an evaluation of my conduct. The conditions of possible further disciplinary action or the conditions to remain in the program have been discussed with me.

This written statement is: ☐ Written Warning ☐ Critical Incident ☐ Probation

Conduct/Violation of Program Policy

Guidelines to Correct Conduct

Time Frame for correction of conduct to occur

Consequences for non-compliance or guidelines

Student Comment:

Student Signature_____ **Date**_____

(The signature only verifies that I have been counseled regarding the conduct above, not that I agree)

Chairperson Signature_____ **Date** _____

Faculty Signature_____ **Date** _____

Practicum Instructor Signature_____ **Date** _____

Chief Student Officer_____ **Date**_____

☐ I have satisfactorily met the conditions of this contract. I am aware that I may remain in the program until such time that I fail to meet the objectives and goals of the program.

Student Signature_____ **Date** _____

Chairperson Signature_____ **Date** _____

Faculty Signature_____ **Date** _____

Practicum Instructor Signature_____ **Date** _____

Chief Student Officer_____ **Date**_____

☐ I have not met the conditions of this contract. I am aware that this results in:

☐ **Probation** or ☐ **Dismissal from the program.**

Student Signature_____ **Date** _____

Chairperson Signature_____ **Date** _____

Faculty Signature_____ **Date** _____

Practicum Instructor Signature_____ **Date** _____

Chief Student Officer_____ **Date**_____

APPENDIX: D
Arkansas Tech University-Ozark Campus
Registered Nursing Program
Unsafe Behavior Report Form

Name of Student: _____

Name of Instructor: _____

Date: _____ Time: _____ Office: _____

Name and Title of Witness: _____

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

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

Other: _____

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This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

APPENDIX: E
Arkansas Tech University-Ozark Campus
Registered Nursing Program
CRITERIA FOR EVALUATING UNPROFESSIONAL CONDUCT

Unprofessional conduct refers to legal and ethical violations and other acts that are not in compliance with the practical nurse program policies. The behaviors listed below, (*but not limited to*) have been identified by the nursing faculty are considered unprofessional for students in the nursing program and will be cause for disciplinary action, and may result in counseling, probation and/or dismissal for the nursing program.

Incident/Occurrence	1st Offense	2nd Offense	3rd Offense
Minor Incidents			
<ul style="list-style-type: none"> Chewing gum or unprofessional behavior in practicum Exhibiting poor personal hygiene Poor quality or incomplete patient care, failure to follow established procedures or expectations –patient not put at risk Infection control policies or procedures not followed Medications errors other than those listed under major category – patient not at risk Using profanity and/ or bullying or verbal abuse in the classroom or practicum area Arguing with nursing faculty. Failure to demonstrate adequate preparation for practicum – patient not put at risk 	Counseling	Probation	Dismissal
<ul style="list-style-type: none"> Violating the ATU-Ozark RN dress code: Visible piercing, tattoos, out of uniform in practicum No name badge at practicum Arguing with practicum faculty or site staff Accepting or making personal phone calls while in the practicum facility or otherwise using cellphone in care area Seeking medical advice when in the practicum area 	Counseled & sent home for practicum day	Probation	Dismissal
Major Incidents			
<ul style="list-style-type: none"> Falsifying any Arkansas Tech University – Ozark Campus record Cheating of any kind, in classroom or practicum 	Probation	Dismissal	---

<ul style="list-style-type: none"> • Inappropriate administration of medications (ex: cardiotonics, antihypertensives, insulins, narcotics, or any critical drip) • Administering medication to wrong patient • Failing to report a practicum error to faculty or agency 			
<ul style="list-style-type: none"> • Leaving practicum facility at any time without notifying appropriate faculty and personnel • Failure to demonstrate adequate preparation for practicum experience – risk for client, no injury/harm • Making decisions or failing to make a decision that could endanger a client • Attempting to perform skills or assignments in practicum without adequate preparation, assistance or supervision 	Probation & sent home from practicum day	Dismissal	---
Critical Incidents			
<ul style="list-style-type: none"> • Falsifying any information in a client record • Violating the ATU-Ozark RN Program substance abuse policy • Abandonment of patient after being assigned (ex: leaving facility without notifying faculty & nurse in charge after being assigned patient) • Violating patient privacy rights or breach of confidentiality (HIPAA) • Engaging in behavior that is disrespectful to client (ex: socioeconomic status, race, religion, personal beliefs or health) • Taking part in any activity that jeopardizes the health, safety and welfare of a client, staff, faculty, other student or self (this includes but is not limited to: possessing or using firearms, dangerous chemicals, explosives or any type of weapons in the practicum area or on campus) • Engaging in conduct with a client that is sexual in nature, or may be reasonably interpreted as sexual, any verbal behavior that is seductive or sexually demeaning, or engaging in sexual activities with a client • Violating the boundaries between the healthcare professional and the client, including but not limited to: giving the client your phone number, your address, inviting the client to your home or adding the client on social media accounts. 	Dismissal	---	---

APPENDIX: F
Arkansas Tech University Ozark Campus
Registered Nursing Program
Allied Health Committee

Purpose:

The **Allied Health Committee** is formed for the purpose of the allied health programs at ATU Ozark to collaborate and support each program for the benefit of the students and the success of the programs. This committee will also review student members of allied health programs who have reason(s) which may be out of their control to appeal a departmental policy in regard to attendance, program requirements, and practicum performance.

Committee Members:

The Committee will consist of two (2) members of the nursing faculty, 1 member of each of the other Health Sciences program faculty, when possible, to include: EMT/Paramedic, Physical Therapy, Practical Nursing, and one appointed member of the student services staff.

Meetings:

The committee will meet on an as-needed basis and a *minimum* of once each semester to review policies, procedures, collaboration, student concerns, and appeals that have been filed by students. The date(s) for these meetings will be set to accommodate the committee members' schedules. If applicable and is a student appeal, the student(s) will be notified of the scheduled meeting date(s). The committee will review each appeal individually; the student will be notified of the findings in writing.

Rationale: Specific requirements and objectives for each practicum level will be stated in each of the syllabus. Practicum hours are kept by the practicum instructors and totaled. Students will be given a copy of each of the practicum-level syllabi.

The Registered Nursing Program follows the ATU Ozark policy for appeals and grievances within the student handbook at: [ATU Ozark Student Handbook](#). The Registered Nursing Program will also refer to the RN Student Handbook and/or the Allied Health Committee for decisions regarding processes or concerns.

See the next page for information regarding student attendance and appeals for attendance in the Registered Nursing Program.

Attendance & Appeals

Attendance Policy as stated in the Student Handbook

Students are required to attend **all scheduled** classes, clinical days, and/or other events. If the student must miss a day, it is their responsibility to ask about makeup clinical day or work, assignments, or tests with faculty. The student must provide supporting documentation for the absence to be considered excused. The maximum number of practicum days/hours missed **cannot exceed 16 hours**. The student will be given a written warning after the first 8 hours missed. **If the student misses more than 16 hours, they may be dropped from the practicum course.**

Practicum days are twelve (12) hours unless otherwise stated. The student is responsible for notifying the practicum instructor at least 1 hour prior to the beginning of the shift if they are not going to be present for the practicum experience. “Sending word” by another student is not acceptable. If the appropriate procedures are not followed, the absence will be considered a No Call/No Show. ***An incident of no call/no show is grounds for dismissal from the program.***

If a student has a total of unexcused absences beyond three days combined for clinical, class or campus events this can result in dismissal from the program.

Allied Health Committee Attendance Appeal Review Criteria

The student filing an appeal for review of attendance will have met the following criteria in order to be considered for review:

Clinical

1. The appeal must be in writing and submitted to the Nursing Chairperson to be filed within 48 hours of return to school or practicum after the occurrence; the written appeal should include an explanation of why they are seeking an appeal. The appeal form will be provided in the student handbook.
2. The student has satisfactorily met the practicum objectives for the level of practicum that is to be considered. If a student has been counseled, given a written warning, or placed on probation for practicum performance, failed to notify the practicum instructor or assigned facility of an absence as described in the student handbook, *i.e.*; **No Call, No Show** for clinical, the appeal **will not** be considered. ***(This excludes the 8-hour absence warning notification by the practicum instructor)***
3. Has missed no more than a total of 24 hours of practicum in the semester.
4. Has maintained a minimum of 75% in the correlated course (theory). If the student has less than 75% in the related theory course, the appeal will not be considered.
5. Has missed no more than two meetings of the related theory course. ***If the student has missed more than two class meetings, the appeal will not be considered.***
6. If the student has been readmitted as a result of previous practicum failure due to attendance, **the appeal will not be considered.**
7. The student requesting an appeal will be expected to continue participating in

practicum rotations and theory classes until the appeal has been reviewed and a decision made.

Theory

The student filing an appeal for Instructor Withdrawal due to class attendance must have met the following criteria in order to be considered for review:

1. The appeal must be filed in writing, within **48** hours of return to school/clinical; the written appeal should include an explanation of why they are seeking an appeal. The form can be found in the student handbook.
2. Has been granted reinstatement status under the guideline listed above (*see practicum section*), class attendance was affected for the same reason that the student missed clinical.
3. Has maintained satisfactory progress in the theory course, a grade of at least 75%.
4. Has no outstanding work due in the theory course.

If the above-listed criteria are met, the student may file an appeal for consideration by the Allied Health Committee. The student, if granted an appeal, will be placed on probation for the period specified by the committee. Failure to adhere to the standards or to meet practicum and /or theory objectives for the course(s) will result in permanent termination of the student from the Nursing Program. The Nursing Chairperson retains the right to consider other students for appeal for reasons not listed above.

**Arkansas Tech University-Ozark Campus
Registered Nurse Program
Attendance Appeal Request**

Student: _____ **Original Admission Date:** _____

Level: _____ **Dates of Absences:** _____ **Total Hours Missed:** _____

Date of Review: _____ **Date Notified** _____

Granted ☐

Denied ☐

Probation ☐

Conditions of probation: _____

Course # (s)	Title	Practicum Hours Missed	Theory Hours Missed	Grade Avg. (% at time of request)

Student Signature: _____ **Date:** _____

Program Chair Signature: _____ **Date:** _____

Appeals Committee Signatures:

APPENDIX G
Arkansas Tech University Ozark Campus
Registered Nurse Program
Conference Note

Student:

Notes:

Student's Signature & Date:

Instructor's Signature & Date:

Appendix H
Arkansas Tech University-Ozark Campus
Registered Nursing Program
Performance Improvement Plan

Student: _____

Date: _____

Discussion Notes:

Instructor Goals for the student:

Student Goals (Identify at least 3 goals):

Comments: _____

Student's Signature & Date:

Instructor's Signature & Date:

APPENDIX I
STUDENT INSTRUCTIONS FOR ACCESSING
Arkansas Tech University Ozark Campus
Complio

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

Please visit the website: <http://www.atunursingcompliance.com/index.html>. Step-by-step instructions are provided. Make sure that you choose the ATU Ozark RN Program.

You will have two packages to choose from – please pick the Pre-Licensure package. Then you will want to select Immunization Tracker, Background Check, and Drug Screening.

Approximate costs for this include immunization tracker-\$20, background check-\$40, and drug screening-\$38.

Appendix J

Arkansas Tech University Ozark Program Links & Resources

Arkansas Tech University Ozark Nursing Website:

<https://www.atu.edu/ozark/degrees/associates/registered-nursing.php>

ATU Blackboard:

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

Complio:

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

One Tech:

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

NCLEX Information:

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

Arkansas State Board of Nursing:

<https://www.healthy.arkansas.gov/programs-services/topics/arkansas-board-of-nursing>

Arkansas Tech University Russellville Nursing Website:

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

Guides for APA Formatting

A variety of tools are available online to assist students in utilizing the APA format. Students are required to use the current APA format to cite resources/references in all nursing courses.

Arkansas Tech University

<https://libguides.atu.edu/apa>

Purdue University

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

Appendix K
ARKANSAS TECH UNIVERSITY-OZARK CAMPUS
REGISTERED NURSING PROGRAM
Online Testing Rules

Prior to Testing:

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

Testing Environment:

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

During Testing:

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

Appendix L: High Risk and Annual TB Questionnaire

Student's Name: _____
(Print) Last, First MI

Student T#: _____ Date: _____

Please answer the following questions:

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

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

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

Student Signature: _____ Date: _____

Appendix M: Simulation

Simulation Mission:

It is our mission to facilitate and support the education of nursing students by creating an environment to promote the development of critical thinking and the utilization of clinical judgment. Through simulation, students can practice recognizing and analyzing clinical cues to develop and prioritize hypotheses, plan client care, apply skills and safety measures, and evaluate outcomes while utilizing communication and teamwork skills. The simulation environment will advance nursing excellence through the application of evidence-based practice, promotion of teamwork and collaboration, equity, and fostering diversity.

Simulation in nursing education supports the ATU-Ozark mission by providing an educational environment that enables students to learn and apply the skills necessary to be contributing members of the nursing workforce. Student competence and confidence are fostered utilizing various assessment methods. Mutual feedback between faculty and students is utilized to support scholastic development.

Simulation Vision:

To promote student success and nursing excellence by supporting nursing education through simulation experiences.

Simulation Goals:

1. Cultivate critical thinking and clinical judgment.
2. Enhance clinical skill competence.
3. Provide a safe learning environment to assess the application of skills.
4. Foster communication, collaboration, and teamwork.
5. Reinforce safety and professional standards.
6. Support student success in meeting course and program outcomes.

Simulated Experiences

The Arkansas Tech University – Ozark Campus Nursing Simulation Program references the International Nursing Association for Clinical Simulation and Learning (INACSL) and the Society for Simulation in Healthcare for simulation best practices.

Simulations are life-like clinical situations set in a safe environment. Scenarios use high-fidelity and mid-fidelity simulators that focus on psychomotor skills, problem identification, clinical reasoning, and communication. Each simulation experience has time allotted for pre-briefing, clinical scenarios, and debriefing. Each simulated experience is chosen or developed by the faculty to enhance classroom learning and facilitated by a simulation faculty member with expertise and training in simulation pedagogy.

Simulation in healthcare is a set of activities that improve the safety, effectiveness, and efficiency of healthcare services. Simulation education is a bridge between classroom learning and real-life clinical experiences. Simulations are standardized and ensure that participants have equal learning opportunities, whereas clinical settings can differ in exposure and level of participation. In this professional

environment, all users (participants, staff, faculty, etc.) must abide by the privacy, privileges, health, and safety of everyone in their surroundings and treat simulators with the respect the patients deserve. This expectation increases therapeutic communication skills, compassion, and empathy.

Student Simulation & Lab Participant Expectations

1. All simulated patient encounters should be treated with the same professionalism as clinical patient encounters. Participants are expected to maintain a professional attitude and avoid disruptive behavior.
2. All activities in the skills lab and simulation labs are considered confidential. Any breaks in confidentiality will be considered a HIPAA violation. Each simulation is a confidential scenario including participant performance and activities. Participants may want to help fellow classmates by providing information about the simulation. This sharing of information denies participants the opportunity to develop their own critical thinking skills. It is important to keep details classified.
3. Participants must be in clinical uniform in its entirety, including nursing name badge, unless otherwise notified by faculty. Hair & jewelry must follow the participant dress and behavior guidelines stated in your practicum syllabus.
4. Tardiness or leaving early may be considered as a tardy or absence for the corresponding course. Grade reduction or other consequences may apply as defined by the course syllabus.
5. Participants are expected to have clinical tools, including a stethoscope, writing utensil, and pen light, and resources.
6. Participants are expected to participate throughout the entirety of the simulation. Roles for participation may vary per simulation and may include, but are not limited to: primary role as nurse, supporting role, or participating in observation and feedback.
7. During simulated activities, it is vital that the participant does as little pretending as possible. For example, if a medication is to be given, the expectation is that the participant will either know the rate of administration or look it up. The port will be cleaned with actual alcohol, and all medication safety checks will be followed.
8. Cell phone or smart device (smart watches) is prohibited during all sections of the simulation.
9. Food and drink may only be in the designated portion of each lab, and cannot be taken into simulation rooms.
10. You are expected to come to the simulation prepared. Failure to participate in or be prepared for any portion of a simulated experience may result in a grade reduction, a grade of “zero,” or an absence for the class as described by the course syllabus.
 - a. Prep work, if assigned, should be completed prior to the scheduled simulation and may serve as your ticket to participate in the scheduled simulation experience. Students may

not be allowed to participate if pre-simulation work is not completed.

- b. Students may be expected to participate in the observation of other students' simulated experiences and asked to give feedback on performance.
 - c. Students are required to complete student evaluations of the experiences. These evaluations will be on Blackboard. Other post-simulation assignments and reflections may be utilized.
11. Students are expected to follow all guidelines outlined in their course syllabus, the nursing program's student handbook, and the ATU–Ozark Student Handbook.
12. No photos or videos should be taken in the simulation & lab area without express permission from faculty and anyone who may be included in the videos or photos.
13. Students are to pick up after themselves and leave the lab clean. If they are using beds, they should make them before leaving. Any damaged or malfunctioning equipment should be reported to the simulation coordinator or faculty member immediately.