

# NURSING STUDENT HANDBOOK

Clayton State University School of Nursing  
2000 Clayton State Boulevard Morrow, GA 30260

2023 - 2024

## Welcome New Nursing Student!

The faculty and staff of the School of Nursing (SON) wish to welcome you to the Nursing Program at Clayton State University (CSU)! We hope that your educational experience here will be enjoyable, as well as academically challenging and growth promoting. We are committed to promoting excellence in this program and seek to provide our graduates with the knowledge and skills necessary to function effectively in the health care delivery settings of the future.

This handbook is designed to guide your progression through the nursing curriculum and should be maintained throughout the program as a reference. The policies, guidelines and resources contained in this handbook serve to guide the practice of the SON. They are consistent with, and expand upon, those of CSU. University policies, as well as a list of student rights and responsibilities, are outlined in the **CSU SON Student Handbook**. Specific course policies and standards will accompany each course syllabus. Students are required to submit the [Student Handbook Acknowledgement](#) form prior to program entry.

The CSU SON handbook is published at the beginning of each academic year. When policies are changed during the year, students will be notified via email. If you have questions or concerns regarding matters not addressed by the contents of this handbook, please contact:

**Assistant Dean  
School of Nursing  
College of Health  
Clayton State University  
Morrow, GA 30260  
Phone: (678) 466-4995**

The contact information for the Associate Dean and Chief Nurse Administrator as well as SON faculty and staff may be found on the SON website at <http://www.clayton.edu/nursing/Faculty>.

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## Program Information

### Introduction

CSU (CSU) offers a program of study that leads to a BSN. The BSN program is fast-paced and very demanding. The challenges of this program can be met by setting priorities, managing your time, and maintaining a positive outlook.

- **Setting priorities** is one of the most important aspects of academic success. School, family, work, recreation, and social activities must be arranged to allow for studying.
- **Time management** will help you to maintain your priorities. Make a realistic, attainable schedule. Identify specific time for study and incorporate time for family and friends. Follow through with your plans. Avoid distractions! Alterations may be necessary. If so, reorganize your schedule and remember that cutting corners will catch up with you.
- **Think positively** and you will enjoy what you are doing. Accept each task as a challenge. The dynamic profession you have chosen is important to the community and respected by your peers.

Included in this handbook is the SON mission statement, philosophy, program outcomes and framework for the curriculum. These documents are provided here to assist your understanding of the values and beliefs held by the CSU nursing faculty. The faculty use these documents in developing and revising the program of study

The role of a professional nurse is dynamic; it requires special knowledge, skill and preparation. This program will prepare you to meet the challenges you will face as a nurse. As a nursing student, you are required to have knowledge in the biological, physical and social sciences. You will have the knowledge and skills to accept the responsibility and the challenge ahead. Upon satisfying the degree requirements, graduates who are not already Registered Nurses, are eligible to take the National Council Licensure Examination (NCLEX-RN) required for becoming a Registered Professional Nurse (RN).

**NOTE:** Applicants for the NCLEX-RN exam who have been arrested or convicted of a misdemeanor or felony will be required to disclose such violations before taking the NCLEX-RN exam. Applicants should be aware that the state examining board has the right to refuse or grant nursing licenses to any individual. Any student who thinks he/she may have an applicable situation should speak with the Chair of the Nursing Program upon admission to the SON.

### Mission

Consistent with the mission statement of CSU, the SON is committed to providing comprehensive nursing education to students from a diverse range of ethnic, socioeconomic, experiential, and geographical backgrounds. The following essential considerations inform and guide the programs offered by the SON:

- increasingly complex global context of contemporary life;
- promoting community-based, active, experiential learning;
- continuous education for teaching, scholarship, and growth;
- promoting health and human development of the global community in transition;
- providing high quality educational services and innovative teaching strategies for the development of competent, caring, and committed professional nurses;
- developing programs which incorporate innovative health care and educational technologies;
- maintaining standards of professional nursing practice that recognize and value the social, economic, ethnic and cultural diversity of individuals as central to the promotion of health and human development.
- promoting collaborative, interdisciplinary practices models.

It is the faculty's mission to use those resources, which will promote lifelong learning and enhance the acquisition of skills in modern technology. Mastery of clinical reasoning skills, comprehensive care, evidence and theory-based practice, research, and communication is successfully accomplished by integrating theory, clinical practice, and advanced technologies. The curriculum facilitates the transition of students into professional nursing roles in a multifaceted and multicultural health care environment.

### Philosophy

**We believe that nursing** is a dynamic, challenging profession that requires a synthesis of critical thinking skills and theory-based practice to provide care for individuals, families, and communities experiencing a variety of developmental and health-illness transitions. Caring, which is at the heart of the nursing profession, involves the development of a committed, nurturing relationship, characterized by attentiveness to others and respect for their dignity, values, and culture. We believe in understanding differences and fostering a culture of ethical treatment of individuals and social inclusiveness in the greater community. We believe that nursing practice must reflect an understanding of and respect for each individual and for human diversity.

Transitions involve a process of movement and change in fundamental life patterns, which are manifested in all individuals. Transitions cause changes in identities, roles, relationships, abilities, and patterns of behavior. Outcomes of transitional experiences are influenced by environmental factors interacting with the individual's perceptions, resources, and state of well-being. Negotiating successful transitions depends on the development of an effective relationship between the nurse and client. This relationship is a highly reciprocal process that affects both the client and nurse.

Developmental transitions represent maturational processes that progress from birth to death. Health-illness transitions are those biopsychosocial and spiritual changes that influence an individual's interaction with and ability to adapt to the environment. Nursing therapeutics are actions designed to facilitate healthy adaptation and to prevent unhealthy outcomes for clients experiencing these transitions. Professional nursing practice is based on critical thinking, mastery of knowledge and skill, integration of theories and research, and a commitment to lifelong learning. Ongoing professional development is necessary to maintain excellent nursing care, promote the nurse's growth, and continue the advancement of the nursing profession.

Nursing practice takes place within the context of an ever-changing environment, including organizations and communities undergoing transitions. Interdisciplinary collaboration is necessary to develop and implement comprehensive plans of care to improve outcomes among individuals, families, and communities. Nursing requires effective communication skills for interacting with diverse populations and with their colleagues in nursing and other disciplines. Nurses must continually expand their expertise in the use of technology to manage and process information to support their practice.

**We believe baccalaureate education in nursing** is the basis for professional practice as a nurse generalist, and it should be accessible to individuals with diverse sociocultural, experiential, and academic backgrounds. Baccalaureate nursing education involves the synthesis of knowledge from the discipline of nursing, the humanities, social, behavioral, and natural sciences. Nursing education is a collaborative process between the teacher and learner, with multiple and varied experiences appropriate to the learner's unique characteristics. The degree of active involvement in the learning process greatly influences the educational outcome. Assessment of learner progress toward the achievement of these outcomes is critically important to the teaching-learning process. The culmination of nursing education is the synthesis of critical thinking and communication skills to provide excellent nursing care and to foster ongoing professional development to facilitate healthy outcomes among individuals, families, and communities experiencing transitions.

## Reference

Schumacher, K.L., & Meleis, A.I. (1994). Transitions: A central concept in nursing. *IMAGE: Journal of Nursing Scholarship*, 26(2), 119-127.

## Program Approval/Accreditation

The Bachelor of Science in Nursing (BSN) program is approved by the Georgia Board of Nursing and accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750 Washington, DC 20001, Washington, DC 20001, 202-887-6791.

## Program Outcomes

1. Demonstrate human caring as a key philosophical basis for the practice of nursing.
2. Utilize effective communication skills to promote therapeutic nurse-client interactions and good collegial relationships.
3. Engage in critical thinking by using creative problem solving and making appropriate inferences, based on evidence derived from clinical practice.
4. Demonstrate client care that reflects the consideration of socioeconomic, political, legal, ethical and human diversity variables in the changing health care environment.
5. Demonstrate competence in utilizing information technology resources to advance professional practice.
6. Collaborate with health care providers from other disciplines to improve client outcomes.
7. Utilize nursing therapeutics based on a synthesis of critical thinking strategies and a theoretical knowledge base in nursing to provide competent professional care and maximize healthy outcomes.
8. Demonstrate commitment to ongoing professional development as a life-long learner.
9. Apply selected theoretical frameworks and evidence-based practice to nursing practice in diverse settings.

## Key Concepts Identified in Outcome

1. Caring
2. Communication
3. Critical Thinking
4. Human Diversity
5. Informatics
6. Interdisciplinary Collaboration
7. Nursing Therapeutics
8. Professional Development
9. Theory-Based and Evidence-Based Practice

Conceptual Curriculum Model



SCHOOL OF NURSING  
**Conceptual Curriculum Model**



Adapted from: Schumacher, K.L. and Meleis, A.I. (1994). "Transitions: A central concept in nursing." *IMAGE: Journal of Nursing Scholarship*, 26 (2), 119-127.

Scholarships

A wide variety of scholarship opportunities is limited to students currently enrolled in the BSN basic licensure track. Scholarship qualifications and monies awarded may vary and are subject to specific guidelines set forth by the sponsoring agency. Many require demonstration of financial need as well as academic potential. To be considered, the Free Application for Federal Student Aid (FAFSA) must be on file for the current academic year with the Financial Aid Office.

Students complete scholarship forms prior to program entry to help determine eligibility for available funds. Anticipated scholarship opportunities vary and are communicated with current nursing students via email.

Students who receive financial aid may be required to adjust loan amounts if selected as a scholarship recipient. These students should consider award amounts and coverage limitations before applying. Note that some private agencies also require scholarship recipients to sign a service agreement.

## Programs of Study

### Undergraduate Education

#### Basic Licensure

The Basic Licensure track is for students interested in obtaining initial licensure as a Registered Nurse. It is a full-time program of study that begins each fall and spring semester. The program requires students to be available days, evenings and weekends as they rotate through a variety of clinical experiences in hospitals and medical facilities throughout a 90-mile radius of campus. The program is designed to prepare graduates to practice professional nursing in diverse health/illness settings, including the hospital, public health, home, clinic, hospice, industry, and community.

#### RN-Completion Track

The Registered Nurse (RN) Completion track is available for registered nurses who are graduates of associate degree or diploma nursing programs. CSU participates in the Georgia Statewide Articulation Model. The program is 100% online except for the clinical practicum and progression is possible on a full-time or part-time basis. This open enrollment program includes full-time or part-time progression and can be completed in as little as one year. Coursework includes professional issues, health assessment, interactive communication, leadership and management, research, and electives of your choice. Students complete an individualized 90-hour clinical practicum that encompasses community, leadership and education experiences.

### Graduate Education

#### MSN

The MSN program is 100% online and progression is possible on a full-time or part-time basis. Educational experiences are provided to facilitate the registered nurse in expanding the scope of his or her practice in a rapidly changing society and health care delivery system. The **Family Nurse Practitioner** track prepares professional registered nurses who already hold a Bachelor of Science in Nursing for Advanced Practice Registered Nurse roles as culturally competent primary providers of clients, families, and communities.

## General Policies

### General Policy Statement

Students must abide by policies in the CSU Student Handbook, The CSU SON Student Handbook, and the [Basic Undergraduate Student Responsibilities](#). The Student Handbook is part of the [Academic Catalog and Student Handbook](#).

### Academic Honesty and Integrity

The SON seeks to educate professional nurses who abide by the ethical standards of CSU, the SON, and the Code of Ethics promulgated by the American Nurses Association. Students will read and sign the [Honor Code](#), and this document will be kept in the student's SON file. The SON expects the highest standards of academic integrity of its nursing students. To that end, all students admitted to the School will be expected to abide by the University standards of conduct as well as the standards for the SON. These standards are incorporated into this policy document and may also be found in the [Academic Catalog and Student Handbook](#). It is the responsibility of all members of the SON—faculty, staff, and students—to maintain an academic environment that promotes ethical behaviors, including academic honesty and integrity.

### Definitions

Academic honesty and integrity are a highly valued standard of ethical conduct for the University and SON and refers to:

**The performance of all academic work should represent one's own ideas and/or interpretations of the opinions of others. Acknowledgement of the work and efforts of others is at the core of academic integrity.**

### Violations

Violation of this standard constitutes **academic dishonesty**. To support a learning environment that ensures academic honesty and integrity, the following guidelines and definitions are presented:

#### *Independent Work*

All work submitted in any course of the nursing program must be the student's independent work unless the faculty member has indicated that group work is acceptable. Unauthorized collaboration with another student creates an unfair advantage and will be considered cheating. Students may be asked to supply documentation supporting the independence of work. Documentation may be in the form of rough drafts, note cards, copies of reference material or any other material deemed appropriate by the faculty.

#### *Plagiarism*

Plagiarism is submitting material that either in part or whole is not entirely one's own work without attributing those same portions to their correct source. Plagiarism of another individual's or group's work will be viewed as cheating. Faculty may use plagiarism detection programs to determine if plagiarism has occurred.



### *Plagiarism Detection Software/Turn-it-in Statement*

University faculty may use or require the use of plagiarism detection software as a part of their course. Clayton State is currently part of the University System of Georgia contract for the use of Turnitin.com. Turnitin.com is a third-party system and therefore faculty should include the following statement on their syllabus indicating the use of the system for plagiarism detection:

**“Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. You should submit your papers in such a way that no identifying information about you is included.”**

Using unauthorized notes such as those taken during a post-test review or, from a systematic attempt to reconstruct a test that had been given, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

### *Fabrication*

The acts of falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data; and, failing to include an accurate account of the method by which the data were gathered or collected.

### *Unfair Advantage*

The acts of (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaboration on an academic assignment; (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work, or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

### *Aiding and Abetting Academic Dishonesty*

The acts of (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or, (b) providing false information in connection with any inquiry regarding academic integrity.

### *Falsification of Records and Official Documents*

The acts of altering documents affecting academic records; forging signatures of authorization; or, falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.

### *Unauthorized Access to Computerized Academic and/or Administrative Records*

The acts of viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

### *Self-Plagiarism*

When plagiarism is conceptualized as theft, the notion of self-plagiarism may seem impossible. After all, one might ask: Is it possible to steal from oneself? As Hexam (1999) points out, it is possible to steal from oneself as when one engages in embezzlement or insurance fraud. In writing, self-plagiarism occurs when authors reuse their own previously written work or data in a ‘new’ written product without letting the reader know that this material has appeared elsewhere. According to Hexam, “... the essence of self-plagiarism is [that] the author attempts to deceive the reader”. Although in scholarly and scientific writing there are some situations in which some forms of text reuse are acceptable, many other instances in which text and/or data are known to have been reused violate the ethical spirit of scholarly research. The concept of ethical writing, about which this instructional resource revolves, entails an implicit contract between reader and writer whereby the reader assumes, unless otherwise noted, that the material was written by the author, is new, is original and is accurate to the best of the author’s abilities. The available literature on self-plagiarism is concerned with four major problems: The publication of what is essentially the same paper in more than one journal, but without any indication that the paper has been published elsewhere (i.e., redundant and duplicate publication), the partitioning of a large study which should have been reported in a single paper into smaller published studies (i.e., salami-slicing), copyright infringement, and the practice of text recycling. (<http://ori.hhs.gov/plagiarism-13>)

### **Accommodations**

Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator, Edgewater Hall 255, 678-466-5445, [disabilityservices@mail.clayton.edu](mailto:disabilityservices@mail.clayton.edu). In addition, the SON requires that the student provide a written request for accommodations using the Affirmation of Ability to Complete Core Performance Standards form.

### **Advisement**

CSU has the Center for Advising and Retention.

### **Admission Requirements**

For admission into the Bachelor of Science in Nursing for Basic Licensure, there is a competitive admission process with limited enrollment. 60 students are admitted each fall and spring. The student must take the Kaplan Nursing Admission Test (KNAT) from January-February for fall application and from August- September for spring application.



A minimum 2.80 overall GPA (combination of institutional and transfer including all attempts in all courses), and have a minimum math/science GPA of 2.80 (multiple attempts are averaged). The following classes are also required:

- A2 College Algebra (MATH 1101 or 1111)
- D2 Statistics (MATH 1231)
- D1 Science sequence I (CHEM 1151-1151L or 1211-1211L)
- D1 Science sequence II (CHEM 1151-1152L or 1212-1212L)
- F1 Human Anatomy and Physiology (BIOL 2251-2251L)\*
- F2 Human Anatomy and Physiology (BIOL 2252-2252L)\*
- F3 Microbiology (BIOL 2260-2260L or 3250-3250L)\*
- F6 Pathophysiology (HLTH 3201)\*

\*BIOLs and HLTH 3201 must be completed within seven years prior to beginning the nursing program.

Selected students will be called for an interview with a faculty member prior to admission to the SON. During the interview the student will be provided with information about expectations during nursing school. Upon acceptance to the SON, the student will be required to accept or decline admission to the nursing program in writing. Once the student is accepted in the program, the student will complete a series of requirements prior to enrollment in nursing coursework.

### Attendance Policy

Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students' ability to remain enrolled in their courses. The university and the SON reserve the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades. Questions regarding the Attendance Policy should be directed to the course coordinator, the Director of the Undergraduate Nursing Program, and/or the Associate Dean and Chief Nurse Administrator. Attendance at all clinical and community experiences is considered mandatory, and missing a clinical day could result in clinical course failure. Circumstances leading to missing a class should have supporting documentation.

### Background Check/Drug Screening

- Students in the SON must follow the College of Health Drug and Alcohol Policy, and must read and sign the College of Health Drug and Alcohol Policy Acknowledgement.
- The SON requires criminal background checks and drug screenings in keeping with the requirements of host clinical agencies. The background check and drug screening costs are the responsibility of the student.
- Upon program acceptance, students must utilize **AdvantageStudents** ([www.advantagestudents.com](http://www.advantagestudents.com)) for this process. See more information in the Advantage Students Guidelines.
- Verification must be completed prior to attending nursing program orientation. The SON administration and host clinical agencies will have access to results.

- Students are subject to screening by individual host clinical agencies who will determine eligibility for clinical placement at their site.
- Components of the background check may prohibit clinical placement for certain students.
- Students are required to release background check reports to all assigned clinical agencies.
- Students who have a urine drug screen result that is “Negative Dilute” must have the urine drug screen repeated within 1 week or 5 business days of the “Negative Dilute” result.
- If a student has a positive drug screen upon admission to the SON, the student must make an appointment with the Dean of the College of Health.
- Once a student is admitted to the program, if he/she is suspected of violating the College of Health Drug/Alcohol Policy, he/she will be required to complete a drug and/or alcohol screening on demand.
- Students must also sign College of Health Drug/Alcohol Violation form at the time of the suspected violation. If a student has a positive drug screen at any time in the program, he/she may not be able to go to clinical sites.

For more information, see The National Council on State Boards of Nursing’s publication *What You Need to Know about Substance Use Disorder in Nursing* (<https://www.ncsbn.org/3718.htm>).

### Committee Representation

Students are encouraged to participate in the planning and evaluation of the BSN program. To that end, student representation is solicited every year by the standing committees of CSU and the SON. Faculty encourages students to serve on these standing committees as well as other bodies, such as advisory boards, which are periodically formed as needed.

#### Curriculum Committee

The Curriculum Committee is a standing committee of the SON that reviews student and faculty data and revises or updates the BSN program curriculum.

#### Student and Community Relations

The Student and Community Relations Committee is a standing committee of the SON that serves as the liaison between students and community. This committee plans the annual student Recognition Ceremony (Pinning) and coordinates SON student activities on campus or in community.

#### Systematic Evaluation Committee

The Systematic Evaluation Committee is a standing committee of the SON that reviews faculty qualification records and evaluates academic policies at the University and program level.

#### RN Completion

The RN Completion Committee is a standing committee of the SON that reviews and evaluates the RN Completion Program.

### Computer Requirements

Each CSU student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. Students will sign a statement attesting to such access. For further information on CSU's Official Notebook Computer Policy, go to <http://www.clayton.edu/hub/itpchoice/notebookcomputerpolicy>.

## Software Requirements

- To properly access the course content, you will need to download the following free software:
- Adobe Reader (needed to access files in PDF format): <http://get.adobe.com/reader/>
- Adobe Flash (needed to access video content): <http://get.adobe.com/flashplayer/>
- In addition to textbooks, some classes require the mandatory purchase of software which might include DocuCare, Shadow Health, PrepU, or other programs required by the professor.

## Computer Skill Prerequisites

- Able to use the Windows™ operating system
- Able to use Microsoft Word™ word processing
- Able to send and receive e-mail using Outlook™
- Only use your CSU e-mail account or the e-mail system included in D2L to communicate academic information to your instructor.
- Able to attach and retrieve attached files via email
- Able to use a Web browser.

## Desire2Learn (Online Classroom)

- On-line activity will take place in Desire2Learn, the virtual classroom for the course. Posting of your work in D2L is a course requirement. You can gain access to Desire2Learn, by signing on to the SWAN portal and selecting: 'D2L' on the top right side.
- If you experience any difficulties in Desire2Learn, please email or call The HUB at [TheHub@mail.clayton.edu](mailto:TheHub@mail.clayton.edu) or (678) 466-HELP.
- You will need to provide the date and time of the problem, your SWAN username, the name of the course that you are attempting to access, and your instructor's name.

## CPR Certification

Students must be certified in Cardiopulmonary Resuscitation (CPR) prior to enrollment in clinical courses. Once obtained, CPR Certification must remain current throughout the student's tenure in the BSN program.

- Students must obtain certification through the American Heart Association by completing the BLS Healthcare Provider Course with AED. This course is designed to teach the skills of CPR for victims of all ages, use of an automated external defibrillator and relief of foreign-body airway obstruction. It is intended for participants who provide health care to patients in a wide variety of settings.
- If it is your first time taking CPR, an instructor-led course is strongly recommended. Students participate in simulated clinical scenarios and learning stations and also complete a written exam.
- Current CPR certification is required based on the policies of related clinical practice sites.
- Verification of CPR certification is required and proof may be requested on demand. It is the student's responsibility to carry their CPR certification card to all clinical experiences and to provide the SON with a copy of their CPR certification on an annual basis.
- **Note: Red Cross CPR training is not accepted for admission into the SON.**

## Counseling Services

Every year many students seek support at Counseling and Psychological Services. The primary mission is to support the personal, professional, and academic growth of CSU students. The staff is diverse, professional, warm and receptive to students who seek services.

Services offered include confidential individual, couples and group counseling, psychiatric consultations, and a variety of presentations and on-line resources. Services are designed to meet the wide range of needs that students may have at some point in their careers here at Clayton State. To schedule an appointment, please go by the office suite, Edgewater Hall 245, between 8:00 am and 5:00 pm or call at (678) 466-5406, Monday-Friday. Please see the Counseling and Psychological Services web page for additional information (<http://www.clayton.edu/counseling>).

## Disruption of the Learning Environment/Behavior/Code of Conduct

Behavior which disrupts the teaching–learning process during class, clinical and any learning activities including study abroad experiences activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class. A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF. More detailed descriptions of examples of disruptive behavior are provided in the [Academic Catalog and Student Handbook](#).

It is important for the classroom setting to be conducive to learning. Practice common courtesy. Come to class on time and be prepared to start at the scheduled time. Do not have private conversations; turn off, cell phones, and alarm watches, as the noise is distracting to others. Your classmates deserve your respect and support even if their opinions and ideas differ from yours. Students are expected to maintain the appearance of the classroom and discard all trash. Be respectful of the facility and the equipment.

## Due Process/Procedural Standards/Students Rights

According to the CSU Student Handbook, the Procedural Standards for the University are as follows:

- Section 4.6 of the Board of Regents' policies establishes minimum uniform, system-wide procedural standards for investigations and resolutions (including student conduct hearings) of alleged violations of CSU's rules. In accordance with this responsibility, disciplinary sanctions shall be applied only after the requirements of due process, fairness, and reasonableness have been met. The aim of any disciplinary action is the redirection of student behavior toward the achievement of their academic goals.
- The President has delegated the function of student discipline to the Vice President for Student Affairs, and he in turn designates the Vice President for Student Affairs and its staff to direct the disciplinary processes.
- The following disciplinary procedures are used to guide the fair and uniform enforcement of the [Student Code of Conduct](#). These procedures are applicable to any student or student organization when charged with a violation. Procedures allow for fact-finding and decision-making in the context of an educational community, and encourage students to accept responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the legitimate interests of the University.

When a student is charged with violating the rules and regulations of the University, disposition of the case will be according to the Constitutional requirements of due process. These rights include entitlement to:

1. A written copy of the charge(s).
2. A fair and impartial hearing and to be considered not responsible until proven responsible by a preponderance of the information.
3. Know the nature of the information against them and names of witnesses scheduled to appear.
4. Present information and witnesses in his/her behalf.
5. Choose an advisor of his/her choice. The advisor cannot participate directly in the hearing but may actively support his or her advisee.
6. Be present at the hearing during the presentation of any information or material on which a decision will be made. If the student fails to attend the hearing, it will be held in the student's absence.
7. Remain silent and refrain from answering questions without inference of guilt.
8. Ask questions of witnesses.
9. A copy of the hearing recorded by the Office of Community Standards will be provided to the student upon written request to the Office of Community Standards within 3 business days.
10. A decision based solely on the preponderance of the information presented.
11. A written notice of the results of the hearing and an explanation of the decision and any sanctions assessed, if applicable.
12. Appeal any decision made by a hearing authority or conduct official on appropriate grounds based upon established appeals procedures.

### Emergency/Inclement Weather Policy

In case of an emergency, faculty will direct students as appropriate. Depending upon the type of emergency, students will either evacuate or remain in the building. Students should follow the guidance and direction of the faculty in the case of an emergency. Emergency conditions like the weather, safety, declared state of emergency, or other situations may require CSU to declare a closing. When the University is declared closed, all academic classes and administrative offices are suspended and only essential services are maintained.

In cases of inclement weather and campus closure, students should check the CSU website ([www.clayton.edu](http://www.clayton.edu)) for frequent updates regarding campus closures.

### Employment

The faculty understands that students may be employed and may make an attempt to accommodate schedule requests when possible. However, due to the demanding nature of this program of study, students are expected to fulfill clinical and class attendance requirements. Students must realize that it may not be possible to accommodate their work schedule.

- The faculty strongly advises that students do not attempt to work full-time and attempt full-time nursing study.
- Working full time will negatively impact academic performance in the nursing program.
- Unlicensed students shall be employed only as unlicensed nursing personnel. They shall not represent themselves, or practice, as nursing students except as part of a learning activity in a practice setting which is integral to the curriculum. (Georgia Board of Nursing Rule 410-3).

## Evaluations of Courses/Faculty/Program/Students

### Course and Faculty

Students are expected to participate in the evaluation of courses and faculty for the purposes of improving performance. Each semester students are provided with the opportunity to submit anonymous evaluations. These evaluation forms are provided each semester by the SON and/or CSU. The forms are placed in a sealed envelope and a student is designated to deliver them to the SON.

### Program

Students are required to take nationally referenced standardized tests at certain points in the curriculum to assess their performance compared to students in other BSN programs. This testing fee is included in the Nursing Program Fee assessed each fall and spring semesters. Students participate in overall program evaluation through committee participation and systematic program evaluation process. At the completion of the program, students will complete comprehensive program evaluations.

### Student

The process of evaluation in all courses is provided through the grading process and course specific performance criteria designated on the syllabus.

A written clinical evaluation is completed at the end of each clinical rotation in every clinical course and in some courses the student may receive a midterm as well as a final evaluation. This evaluation is signed by the instructor and the student whose signature does not necessarily imply agreement with the evaluation but serves as acknowledgement that the evaluation has been read. If the student does not agree with the evaluation, the student may make written comments in response to the areas of disagreement and this written statement will be attached to the evaluation.

If a student's clinical performance is unsatisfactory, the clinical instructor counsels the student and provides a written clinical evaluation. The student may be asked by the clinical instructor to leave the clinical area if, in the judgment of the instructor, the student's clinical practice on that day is jeopardizing the safety of the patient(s) assigned to that student.

It is the student's responsibility to participate in advisement and /or counseling as needed. Students with special learning needs and/or personal problems will be referred to the Disability Resource Center and/or University Counseling Center.

## Examinations

Students are expected to take examinations and quizzes on the dates and times scheduled. In case of an emergency, students must notify the instructor as directed by the individual course syllabus of their absence as early as possible. A complete list of nursing faculty can be found on the SON website at <http://www.clayton.edu/nursing/Faculty>. The SON telephone number is (678) 466-4900; office hours are 9:00am - 5:00pm Monday – Friday; voicemail can be left.

Students must demonstrate the intent to uphold guidelines of academic honesty and integrity during the examination process. For each examination, students must sign the **Academic Honesty and Integrity Statement**. Refusal to sign will result in a zero (0) for that examination. A copy of the statement is presented below:



**I pledge that the answers I choose are based on my own knowledge and understanding of the content and do not represent an attempt to use other resources that could be perceived as “cheating.”**

Students found to have cheated in any manner on any exam or assignment will receive a zero for that examination or assignment and/or possible exclusion from the course, nursing program, and/or CSU.

A student who is absent from a test for any reason may receive a grade of zero "0" for that test. Permission to take a make-up test is ordinarily granted if the student missed the test due to circumstances beyond their control. The course faculty retains the right to refuse the student's request for a make-up test.

Some tests are given in D2L. It is the student's responsibility to bring his/her laptop computer and data cord. Also, it is the student's responsibility to have completed all computer updates for proper computer functioning prior to testing time. If the computer does not function properly, the student will be asked to go to the HUB and it will be up to the course faculty to determine if the test can be given at an alternate time.

When Scan Tron forms are used, no points will be given for answers marked incorrectly or if an erasure is present or suspected. Test papers and any papers provided to take the exam must be relinquished at the end of the allotted time. Tests administered by the SON are not returned to the student as these tests are the property of the SON.

In compliance with provisions of FERPA, test grades are not posted outside of a secure environment nor are test grades given out over the telephone or email. The manner of review and discussion of tests is at the discretion of the course instructor.

### Faculty/Student Interaction Form

The Faculty/Student Interaction Form is a communication tool that instructors use to document communication with students. The form is used when the student has gone above and beyond program expectations, when the student has not met program expectations, or when the faculty documents a substantive interaction with a student. In addition, the Student Plan of Action for Success Form may also be completed.

### Graduation

Students are responsible for submitting an application for graduation no later than two semesters prior to the semester in which graduation is planned. The nursing program graduation applications can be found at <http://www.clayton.edu/nursing/graduation>. See Registrar's Office for graduation application deadlines and information on graduation ceremony at <http://www.clayton.edu/registrar/Graduation>.

The SON will administer a program exit exam in NURS4500. Students must achieve a passing score in order to be eligible for graduation. See the Progression Policies section of this Handbook for details. An exit survey must be completed by all students during their last semester of program enrollment.

### Health Information Disclosure

In order to assure that students are able to meet the [SON Core Performance Standards](#) and to assure patient and student safety in the clinical area, certain health requirements are essential. Students will complete the [Affirmation of Ability to Complete Core Performance Standards](#) upon admission to the SON.

- Students must have proof of a current "health history" and "health assessment" prior to enrollment in clinical courses and must be updated annually throughout the student's tenure in the BSN program.
- Documentation of health information is required based on the policies of related clinical practice sites which now require documentation prior to student clinical experience. Students will not be allowed to attend any clinical until these are up-to-date.
- Upon acceptance into the BSN program, it is the student's responsibility to obtain an initial set of "health history" and "health assessment" forms and to submit completed forms and supporting documentation to the University Health Services prior to their first day of enrollment in the BSN program.
- The "health history" is a self-reporting form designed for the student to disclose any known medical conditions.
- The "health assessment" is equivalent to an annual physical examination which must be completed by a physician or nurse practitioner.
- All information requested on the "health history" and "health assessment" is designed to elicit information about any real or potential health problems. Confidentiality of health information will be maintained.
- If the student feels that certain information is an invasion of privacy, such as exam of genitalia, this information may be deferred with approval from the Chair of the BSN Program. However, the SON reserves the right to request additional health information if it appears that there is a problem which will interfere with the student meeting the Performance Standards of the Baccalaureate Degree Nursing Program.
- Students must read, sign and return the Affirmation of Ability to Complete Core Performance Standards to document understanding of these technical standards and/or request reasonable accommodations if applicable.

### Health and Malpractice Insurance

- CSU SON adheres to the **University System of Georgia Student Health Insurance Policy (USG- SHIP)** which requires student participation in a discounted group health insurance plan or proof of private health insurance coverage prior to and throughout enrollment in clinical courses.
- All students in the BSN program are required to carry proof of health insurance coverage and be able to produce it on demand both on-campus and at off-campus clinical sites.
- All students in the BSN program must read, sign and return the Insurance Policy Acknowledgement prior to program admission.
- Students with private health insurance can submit a waiver each fall and spring/summer.
- Students must have proof of current personal health insurance and malpractice insurance coverage prior to enrollment in clinical courses and this coverage must be retained throughout the student's tenure in the BSN program.
- Personal health insurance and malpractice insurance coverage are required based on the policies of related clinical practice sites.

### Immunization

The SON requires laboratory testing and immunization in keeping with University System of Georgia policies and the requirements of host clinical agencies. The immunization may be attained at University Health Services or through a local health department or personal physician.

In order to be admitted to CSU, students must have evidence of the following:



1. Measles, mumps and rubella immunity by titer
2. Varicella (chicken pox) immunity by titer
3. DTaP- Pertussis & Tetanus immunization
4. Influenza vaccination upon admission and annually in the nursing program
5. Hepatitis-B immunity by titer or waiver (See Hepatitis B Vaccination note below.)
6. Tuberculin Skin Testing (PPD) or chest x-ray at the time of admission and annually in the nursing program (See Tuberculin Skin Testing Note Below).

## Influenza (Flu) Vaccination

Proof of annual vaccine is required for clinical agencies.

## Hepatitis-B Vaccination

Hepatitis-B is a viral disease that causes systemic infection with primary liver involvement. There is no specific treatment available and the outcome from infection is variable. Five to ten percent of those infected with Hepatitis-B become carriers. Vaccination is recommended for health care workers whose jobs involve a potential for membrane or skin contact with blood or body fluids, tissue, or a potential for spills or splashes on them.

All students in the BSN program are required to have proof of Hepatitis-B vaccination (for the first semester students at least the first injection of the three-injection series) or laboratory titer positive for the presence of HAB prior to participation in any clinical activity. This vaccination consists of three injections:

- First injection must be administered prior to enrollment in clinical course.
- Second injection must be administered thirty days after the first injection.
- Third (and final) injection must be administered six months after first injection (five months after second injection).
- Post-vaccine titer must be obtained to confirm immune status.

If any of the following medical conditions are present, students should consult with a physician before beginning Hepatitis-B vaccination:

- Serious active infection or illness.
- Serious heart or lung disease.
- Pregnant women or nursing mothers.
- Immunocompromised or receiving immunosuppressive therapy.
- Allergy to yeast (for any of the recombinant vaccines).

## Tuberculin Skin Testing

Tuberculin skin testing is mandatory for all students enrolled in the BSN program on an annual basis during active clinical participation. The SON assumes no responsibility for students who convert to positive PPD results after exposure in the clinical agency.

- Students with negative PPD results will be required to repeat the test annually during active clinical participation.
- Students with negative PPD results and assigned clinical experience at certain host clinical agencies may be required to repeat the test more frequently than the minimum bi-annual requirement.
- Students with positive PPD results will be required to submit a baseline chest x-ray report indicating absence of active disease or a negative QuantiFERON TB test on an annual basis.

## Immunization Deferral

Religious exemptions may not be exercised for nursing students; however, students may request deferral of these immunizations for health related or pregnancy related reasons. Detailed information is available on the **Vaccination Exemption Form** available through University Health Services at <http://www.clayton.edu/uhs/Immunization>.

## Impaired Students

The SON adheres to policies and procedures established by the Georgia Board of Nursing related to the student in recovery with a history of alcohol, drug abuse, or other impairing illness.

- Failure to comply with those established policies and procedures could result in (a) lack of access to the clinical setting resulting in inability to enroll in clinical courses and (b) render the student/graduate ineligible to write the NCLEX examination required for professional Nursing Licensure or in case of Registered Nurses, may represent a violation of a consent agreement with the Georgia Board of Nursing.
- Students who have been treated for alcohol or substance abuse should consult with the Chair of the BSN Program at the time of initial acceptance into the nursing program.
- Specific guidelines to assure compliance with established policies and procedures will be reviewed at that time.
- The Georgia Board of Nursing makes the final decision regarding licensure as a professional registered nurse (RN) on an individual basis.
- Students who have been arrested or convicted of a misdemeanor or felony will be required to disclose and present a copy of their dispensation prior to examination and licensure.

## Special Medications

Students who must take medication for health reasons which may adversely affect their level of clinical performance should inform the clinical instructor prior to the clinical lab assignment. Depending on the severity of the problem, the student may be asked not to come to clinical and/or class and to complete makeup work at a later time. Students will be asked to submit documents from their health care provider describing any medical conditions or circumstances which will necessitate activity limitations or modifications. Students must still adhere to the clinical absence policy.

## Learning Resources

Students will be provided with a list of required and recommended learning resources by each course professor. These learning resources may include:

- Textbooks
- Software packages
- Applications (apps) for smart devices
- Online resources
- Equipment for use in the clinical area

## Letters of Recommendation

Students may request letters of reference and/or recommendation for employment, scholarships, graduate school, etc. from the SON. All requests must be submitted in writing and contain appropriate name and address of where reference should be mailed or the web page where the reference is to be completed.

- Allow at least seven working days for the forwarding of the recommendation.
- It is the student's responsibility to see that a signed "Information Release Form" is on file with the SON. Requests for verbal or telephone references cannot be honored. This policy is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

### Library Resources

CSU's library is located in the center of campus. The web page for the library is <http://www.clayton.edu/library>. Students at University System of Georgia institutions have access to Galileo (Georgia's Virtual Library).

### Nurse Practice Act (Georgia)

The Nurse Practice Act in Georgia is found in the Georgia Administrative Code in Department 410. Rules of Georgia Board of Nursing, Chapter 410-10. Standards of Practice and Unprofessional Conduct. The practice act is Rule 410-10-.01. Standards of Practice for Registered Professional Nurses. See website at:

[http://rules.sos.state.ga.us/search.aspx?sortBy=&search=yes&searchWithin=&wc=&query=nurse&fid=21&docId=12030&hierarchysearch=&searchvalue=REPLACE\\_SEARCHVALUE&NextDoclimit=0&p=2](http://rules.sos.state.ga.us/search.aspx?sortBy=&search=yes&searchWithin=&wc=&query=nurse&fid=21&docId=12030&hierarchysearch=&searchvalue=REPLACE_SEARCHVALUE&NextDoclimit=0&p=2)

### Online Testing Policies

The SON expects students to adhere to the following policies in regard to online testing.

1. Each student is responsible for making sure that his or her internet connection is working before the exam. We will not restart the exam.
2. Every student must log on 30 minutes before exam to perform the required steps for Respondus Monitor. The steps will be the same as those for the required practice test at the beginning of the course. Late log in will result in taking an alternate form of the test that may include fill in the blank and short answer items.
3. You must perform a full 360-degree scan of your environment during the Respondus Monitor steps. Students who do not show a 360-degree view will not receive credit for the exam and will take an alternate form of the exam.
4. You must not leave the camera view during the exam. If this happens, you will receive a zero on the exam.
5. Students may use 1 piece of paper, 2 pencils/pens and a 4-function calculator during the exam. You will need to sign this paper and upload a copy of the back and front of the paper to the appropriate site in D2L. You must show that nothing is written on your paper when you do the scan of your environment.
6. Have student or government issued ID within reach. You will be asked to present it to the camera when prompted
7. Students should not look to the side of the computer as if reading from notes or a book. Students should also avoid looking above the computer. Consistently doing so will result in a zero for the exam.
8. Students should avoid having the sun shining from behind them when they take the exam which obscures the view of faces by Respondus Monitor. Maintain room lighting bright enough to be considered "daylight" quality. Overhead lighting is preferred; however, if overhead is not possible, the source of light should not be behind the test taker.

9. Please do not have large pictures or pictures with faces in the background as this can confound Respondus Lockdown or Monitor when taking the exam and cause problems with reporting.
10. No watches, phones or other electrical equipment is allowed during the testing period. This includes earbuds, headphones, tablets or other items. In addition, no background music, television sounds, etc. Do not talk to anyone else and no communication by any other means is allowed.
11. If there is any reason that you cannot take the test, please notify the course coordinator before exam time to get approval. Appropriate documentation may be needed.
12. Sit at a clean desk or table if available. In the event a desk is not available, you may utilize a seating bench (not on the bed or floor). The desk or table needs to be cleared of all other materials. This means the removal of all books, papers, notebooks, etc.
13. All other programs and/or windows on the testing computer must be closed before logging into the proctored test environment and must remain closed until the exam is completed. Do not take screenshots of test items.
14. Webcam should be placed on the upper screen of the computer or where it will have a constant, uninterrupted view of the exam taker.

*\*If you are having difficulty testing or are prone to distractions, there may be another option to test near campus. Please contact your faculty if you need further information about this option.*

### Performance Standards

Students must meet the Performance Standards of the Baccalaureate Degree Nursing Program found in the document [Core Performance Standards](#).

### Privacy Protection Policies

#### FERPA

The Family Educational Rights and Privacy Act (FERPA), a federal law enacted in 1974, is a law that protects the privacy of student education records. It affords students the right to inspect and review their education records, request the amendment of their records (if proven inaccurate or misleading), limit disclosure of personally identifiable information contained in their education record, and file a complaint with the U.S. Department of Education concerning alleged failures of the institution to comply with the law. It authorizes the release of "Directory Information" without the student's prior consent under certain conditions which are set forth in the Act.

#### *What are education records?*

Records directly related to a current or former student, maintained in any format, by an educational agency or institution or by a party acting for the agency or institution.

#### *What is Directory Information?*

Directory information is educational record information that would not generally be considered harmful or an invasion of privacy if disclosed. Clayton State designates the following as Directory Information:

- Name
- Mailing address
- Clayton State Student email address
- Telephone number

- Major
- Date and Place of Birth
- Degree Awarded
- Honors and Awards
- Dates of Attendance
- Participation in Recognized Activities and Sports
- Weight and Height of Athletic Participants

### *Can students control disclosure of Directory Information?*

Yes, students are notified of their right to control the disclosure of Directory Information in the Annual Notification of Rights under FERPA. Students must submit a written request to the Registrar's Office. If a student elects to control disclosure, no information will be released unless specifically authorized by the student in writing to the Registrar's Office.

### *How does FERPA apply to faculty and staff?*

Faculty and staff (including advisors) who have a need to know are permitted access to a student's records in the course of their duties as school officials.

The law requires employees to act in a legally specified manner as described below.

### Grades

Students' scores or grades should not be displayed publicly. Even with names obscured, numeric student identifiers are considered personally identifiable information and must not be used. Grades, transcripts or degree audits distributed for purposes of advisement should not be placed in plain view in open mail boxes located in public places.

### Papers

Graded papers or tests should not be left unattended on a desk in plain view in a public area nor should students sort through them in order to retrieve their own work.

### Class rosters/Grade sheets

These and other reports should be handled in a confidential manner and the information contained on them should not be re-disclosed to third parties.

### Parents

Parents, spouses and other relatives do NOT have a right to information contained in a student's education record. (Rights provided in FERPA transfer from parents to the student when he or she reaches the age of 18 or attends a school beyond the high school level.)

### BANNER and DUCK

Access to student information in BANNER and DUCK is not tantamount to authorization to view the data. Faculty and staff are deemed to be "school officials" and can access data if they have a "legitimate educational interest." A legitimate educational interest exists if the faculty or staff member needs to view the education record in order to fulfill his or her professional responsibility. Neither curiosity nor personal interest qualifies under the legitimate educational need to know specification.

### HIPAA

Students will receive instruction about HIPAA in the first semester of classes and will demonstrate knowledge of this law by passing a required quiz.

HIPAA is an acronym for the federal Health Insurance Portability and Accountability Act (1996, 2000, 2002) (<http://privacyruleandresearch.nih.gov/>). The privacy rule of HIPAA limits and restricts the use and disclosure of protected health information (PHI). PHI is identifiable health information in any form that is created, received, or maintained by a covered entity (see [18 PHI identifiers](#)). A covered entity is defined as health care providers, health plans, and healthcare clearinghouses. PHI can be used or disclosed for treatment, payment, and healthcare business operations of covered entities. HIPAA requires that patients sign a consent that informs them that PHI will be used for treatment, payment, or health care operations by the covered entity. Although the Privacy Rule protects disclosure of PHI, it still ensures that researchers can have access to information needed for research. Improper use of and disclosure of PHI can result in civil and criminal penalties.

HIPAA provides for the protection and confidentiality of a patient's medical records, health information, and other personal information. Student nurses must comply with all hospital and other facility privacy policies and procedures including those implementing the HIPAA Privacy Rules.

- All patient information, including medical, personal, billing and financial data is confidential
- All patient information is confidential even after the student is no longer at the school or facility.
- Violation of patient confidentiality by the using of or disclosure of patient information improperly may result in disciplinary action by the SON and legal action by the facility.

### Professional Organizations

Students are strongly encouraged to become involved in professional health care organizations.

- The **National Student Nurses' Association** (NSNA) and the state and local affiliates which include CSU's Chapter of the **Georgia Association of Nursing Students** (GANS). Points are given for NSNA members for various scholarships from outside agencies.
- Pre-nursing majors and students enrolled in the BSN program are also strongly encouraged to become members of the **Student Nurses Association** (SNA) which is a local, student run organization at CSU. It is the policy of the SON that participation in SNA activities is encouraged and supported by CSU nursing faculty. Students who miss class or clinical because they are participating in sanctioned and pre-approved SNA activities may be given the opportunity to make up the work at the discretion of the course faculty. Course faculty have the right to deny a student's request to miss class and or clinical if the faculty member believes that the absence would jeopardize a student's grade and/or clinical performance. The denial of a student's request to miss class or clinical to participate in SNA activities is not subject to appeal. Students must be passing at the time of the activity.
- CSU's Chapter of [Sigma Theta Tau International Honor Society](#) in Nursing (Xi Rho) was chartered in April, 1996. Membership in the chapter is by invitation. Individuals are selected based on scholarship and leadership potential. Candidates must have a minimum 3.0 GPA and be in the upper one third of the class. Invitations are extended in Fall and Spring of each year. It is both an honor and a privilege to be invited to join Sigma Theta Tau. The Chapter Eligibility Committee considers not only grades and class rank but also personal integrity and professional conduct. Students not offered membership as undergraduates may be eligible in graduate school or as community leaders (at least 5 years of professional practice post-graduation) and a major contributor to the nursing profession.

## Professionalism in Nursing

### Professional Image

- Clean, unwrinkled uniforms are required for clinical.
- Uniforms should be loose fitting, not snug or tight.
- Scrub tops are to cover the top of scrub pants or skirts without any lift.
- Uniform skirts and dresses should be knee length.
- Plain socks or hose that are the same color as shoes. No decorations or embellishments.
- White athletic shoes, nursing shoes, or clog-like shoes are required with closed toes, and heels. Shoes must be clean and/or polished at all times. Shoelaces must match shoe color and be clean. Wedge, platform shoes and high top shoes are not acceptable.
- Lab coats must be clean, white, and pressed. Lab coats may be worn with the required uniform or street clothes when visiting clinical sites or performing clinical duties.
- Hair back and off shoulders
- Nails short and unpainted. No gel, artificial, or acrylic nails are allowed.
- One pair of earrings (non-dangling). Hoops or earrings that dangle below the ear lobes may not be worn.
- Students may not wear jewelry in any other visible body piercing. Watches must have a second hand. Students may wear a narrow band/ ring with stones, a wedding, and/or an engagement ring.
- Beards and mustaches must be clean, trimmed, and neatly combed.
- Tattoos covered at all times.
- Perfumes and scents of any kind may not be worn within the clinical setting as they may interfere with patient care.
- Chewing gum is not permitted within the clinical setting or the clinical lab areas.
- Good personal grooming and hygiene
- Appropriate hair in class/clinical
- A pleasant expression
- Appearance speaks to judgment and self-worth.

### Professional Classroom Image

- Clean, appropriate attire.
- In appropriate attire to include:
- Revealing clothing, clothing with inappropriate language, and, torn, ripped, or damaged clothing of any kind are prohibited at all times.

### Professional Communication

- Do not swear or use foul language.
- Use lay language with lay people, professional language with professional people.
- Practice good manners (*culturally competent*).
- Use good communication techniques.
- Work well in teams.
- Use internet etiquette.
- Salutation, request, signature.



## Professional Conduct

### Clinical competency or excellence

- Behave with authority, confidence, and professional demeanor.
  - Practice according to standards
  - Strive to improve
- Caring about people
  - With compassion, empathy, and honor
  - Altruistic
  - Put the interests of patients above one's own
- Ethical conduct
  - Respect a person's independent ability
  - Do no harm and act for the benefit of others
  - Act fairly, distributing benefits and burdens equally
  - Behave with integrity, honesty, and responsibility
- Serve the patient, one's place of employment, and the community

See the *American Nurses Association's Code of Ethics for Nurses* at the website <https://www.nursingworld.org/coe-view-only>

## Social Media

The CSU [Social Media Policy](#) should be followed by SON students. Students and faculty should be cognizant of the potential impact of each social media interaction, with the understanding that patients, classmates, instructors, employers, and other personal or professional contacts may view an individual's online activity as a reflection of the CSU SON, the individual's career as well as the nursing profession in general. Because of student and faculty interactions with patients and health care facilities, additions to the CSU social media policy for SON faculty and students are considered necessary.

Students and faculty should not share, post, or otherwise disseminate any information, that can identify a patient, or in any way violate a patient's rights or privacy. First and foremost, nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times. Nurses are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient. Do not share, post or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so. Do not take photos or videos of patients on personal devices, including cell phones. Follow employer/clinical site policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.

On social media sites, limiting access through privacy setting is not sufficient to ensure privacy of patients. Nurses must observe ethically prescribed professional patient — nurse boundaries. Student nurses and faculty could breach confidentiality or privacy by posting information through social media tools, such as: commenting on someone else's post that displays any information that may identify a patient; referring to patients or their care; or posting videos or photos of patients or anything that may identify a patient. Student nurses should not make disparaging remarks about any college, university, or SON, including the students, faculty members and staff.



Student nurses should not post content or otherwise speak on behalf of any college, university, SON, or other student nurse's associations unless authorized to do so.

Student nurses and faculty have a responsibility to promptly report an identified breach of confidentiality or privacy to a school authority—including, but not limited to, an instructor, staff person, or dean.

This policy is consistent with policies suggested by [The National Council of State Boards of Nursing](#), [The National Student Nurses' Association](#), and [The American Nurses Association](#).

### Supplies Needed for First Semester

- Uniform (2 sets) and pair of plain white shoes
- Stethoscope, blood-pressure cuff, pen light, bandage scissors
- Watch with a second hand
- Name tag-(order from LochShop)
- Black pen, #2 pencils and Scantron forms
- Laptop and simple four-function calculator
- Reliable Transportation

### Student Responsibilities

Students have responsibility for the development of their academic, social, and career goals. As part of their education experiences at CSU, students are responsible and accountable for their academic choices and actions. The nursing student is responsible for reviewing, understanding, and abiding by the regulations, procedures, requirements, and deadlines described in official publications including the Academic Catalog, the Student Handbook, the SON Student Handbook, course syllabi, class schedules/calendars, clinical schedules/calendars, and simulation schedules/calendars.

### Interactions with Faculty, Staff, and Other Students

Each student is expected to:

- Understand the concept of academic misconduct as outlined in the [Student Code of Conduct](#).
- Be respectful and polite to all faculty, staff, and other students.
- Be familiar with and abide by the University's sexual harassment (Title IX) policies as well as University policies regarding consensual relationships between instructors and students.
- Consult the [Student Code of Conduct](#) for aspects of student conduct in and out of classroom.

### Responsibilities in the Classroom

Each student is expected to:

- Attend class regularly unless other arrangements are made.
- Arrive for class on time and leave the classroom only at the end of class.
- Engage in class discussions and activities when appropriate.
- Exhibit classroom behavior that is not disruptive of the learning environment.
- Make arrangements so that any children or other non-enrollees for which the student is responsible for are not brought into classroom buildings during class time.
- Secure and turn off all electronic communications and entertainment devices during class time unless otherwise directed by the course instructor. Any use of a cell phone or other unauthorized electronic device during an examination may lead to an accusation of academic misconduct, which may ultimately lead to expulsion from the University.

## Course Responsibilities

Each student is expected to:

- Observe the pre-requisites, co-requisites and other requirements for the course.
- Obtain and understand the course syllabus.
- Keep up with the coursework, complete all course requirements, submit all assignments, and take all scheduled examinations.
- Address any conflicts in scheduling with the instructor as soon as possible and in accordance with course policies concerning scheduled course activities.
- Review all graded material and seek help if necessary.
- Register any disabilities with the Office of Disability Services prior to the beginning of classes, and notify the instructor of any documented disabilities that might interfere with completion of course work prior to the end of the drop-add deadline.
- Fairly and thoughtfully complete the course and instructor evaluation form(s).
- Check for emails regularly at the university-issued email address.
- Have ready access to a notebook computer with software that is appropriate to each course.

## Clinical Responsibilities

Each student is expected to:

- Be on time.
- Be prepared.
- Be professional in dress and manner.
- Maintain patient confidentiality.
- Perform within the scope of nursing student practice.
- Know medications, dosage range for patient, use(s), adverse reactions, and how to administer
- Complete work on time.
- Participate in pre- and post-conferences.
- Look it up or ask.
- If in doubt, don't.
- Complete required paperwork within the time limits allowed.

*Nursing students may NOT perform the following:*

- Give medications unsupervised by a nurse (staff or instructor).
- Sign off on or hang any blood products.
- Administer any chemotherapy agents.
- Take verbal orders.
- Serve as a witness for Advanced Directives or Living Wills.
- Initiate restraints.
- Admission assessments unsupervised by staff nurse.
- Discharge instructions unsupervised by a nurse (staff or instructor).

## Academic Progress

Each student is expected to:

- Review academic requirements in your chosen major/minor in order to plan completion of these requirements.
- Communicate regularly with the assigned academic advisor to review academic progress, program plan, and continuing enrollments.

- Maintain personal copies of a tentative degree plan, progress reports, general educational material, and transfer credit evaluations until after graduation.
- See that any academic records from other colleges and universities are transferred and received by all the appropriate offices for evaluation.
- Support and promote a learning environment where academic honesty and integrity is valued take an active part in assessing his or her academic progress each semester, and to monitor progress towards completion of graduation requirements.
- Review academic policies and procedures described in the current CSU Academic Catalog as well as in applicable SON Student Handbook and other official advisement materials.
- Know basic University, School or College, and departmental admission, progression, and an integral aspect of the academic process. Specifically, student responsibilities include:
  - Declaring intent to support the guidelines of the Academic Honesty and Integrity Policy. As part of the nursing program admission process, newly accepted students must sign the SON Honor Code form.
  - Reporting any perceived violations of the Academic Honesty and Integrity Policy.

### Study Abroad Experience

[Study Abroad](#) experiences may be available to you as a student. Eligibility for participation includes:

- Seek advisement from the Office of International Programs;
- Seek advisement from the SON Advisor regarding if the class will be able to be used to fulfill degree requirements;
- Be in good academic standing;
- Be aware that some Financial Aid requires that a Study Abroad Program must fill your academic course requirements or course electives. Please speak with your Financial Aid advisor before applying for the study abroad program.

### Waiver of Liability

Students are required to sign a Consent, Release Waiver of Liability, and Covenant Not to Sue form upon program admission, releasing CSU, the Board of Regents of the University System of Georgia and the officers, agents and employees of each, should the student suffer any illness or injury incurred in the usual course of educational activities in the BSN program.

### Withdrawals

The withdrawal form will not be available until after Drop/Add. You must now log in through [The SWAN](#) to access the withdrawal form. Once you are logged into the SWAN, please go to the DUCK to withdraw from classes. In the DUCK, click on Student Services and then go to Registration. Under Registration, click on Drop/Withdraw from Courses. Please keep a copy of the email confirmation that will be sent to your CSU email address upon successful completion of a course withdrawal. Students are encouraged to speak with their assigned SON advisor or the Course Coordinator prior to withdrawing from classes.

### Withdrawal BEFORE Midterm

- A completed withdrawal prior to the published midterm date for the term of enrollment will be assigned a grade of **W (withdrew)** per University policy. *However, if the student has a grade of 'D', 'F' or 'U' in the course at time of withdrawal then the SON will consider it a WF (withdrawal failing) for purposes of nursing program progression.*
- A grade of **W is not** included in the calculation of the GPA but may have implications for continued financial aid eligibility (Consult the Financial Aid Office).

- A grade of **W** **will be** considered in the course repeat policy (refer to the Academic Catalog).
- You may no longer attend class once you have officially withdrawn.
- Per the SON, a withdrawal from a course even before mid-term will count as a course attempt for the purposes of nursing program progression.

### Withdrawal AFTER Midterm

- A completed withdrawal after the published midterm date for the term of enrollment will be automatically count as a grade of **WF (withdrew failing)** unless a hardship exception is granted. *The SON will consider it a WF (withdrawal failing) for purposes of nursing program progression.*
- A grade of **WF** **is** included in the calculation of the GPA the same as a grade of F and may have implications for continued financial aid eligibility (Consult the Financial Aid Office).
- A grade of **WF** **will be** considered in the course repeat policy (refer to the Academic Catalog).
- You may no longer attend class once you have officially withdrawn.
- You may not submit a withdrawal after the last scheduled day of classes.

### Hardship Withdrawals

To be eligible for a hardship withdrawal, a student must meet **ALL** of the following criteria per University policy. The SON may consider additional student performance measures when determining if a student qualifies for hardship withdrawal due to the clinical nature of the program. Nursing students should declare a hardship **immediately** and not wait to request it after the hardship has negatively affected their academic or clinical performance in the program.

In addition to submission of the Hardship Withdrawal Request Form to the Registrar's Office, nursing students must also contact the Dean, College of Health to discuss their situation and determine if they qualify for a hardship withdrawal for purposes of nursing program progression.

- Experienced an emergency or other unanticipated hardship that makes continuation in the course or courses ill-advised.
- Passing the course at the time the emergency or hardship arose.
- Acted responsibly by notifying his or her instructors or other University official about the hardship situation as soon as possible after it arose.
- Filed the hardship request with the appropriate Dean as soon as it is feasible to do so. Hardship requests that are not filed in a timely manner are subject to denial even if the student was passing and the hardship was legitimate.
- Hardship withdrawals will only be considered prior to the last day of class. You may not file a hardship withdrawal once final exams have begun.
- Submitted the hardship request form prior to the end of classes for which the hardship withdrawal is being requested. Requests for a hardship withdrawal will not be considered once final exams have started for the semester.
- Hardship withdrawals will only be considered for the current semester. You may not retroactively request a hardship withdrawal for a previous semester.
- Students are responsible for obtaining appropriate faculty signatures on the hardship request forms in a timely manner.

### Writing Assistance

The goal of the Writers' Studio is to give rise to better writers, not just to better writing. People who love to write, people who struggle mightily with it, and people who fall anywhere else on the spectrum can

find a place at The Writers' Studio—a place for students to come for writing guidance and feedback. Each student may receive up to 90 minutes of assistance per day and 3 hours per week. Furthermore, both appointments and walk-ins are welcome. Here is The Writers' Studio's contact information:

- Location: Arts & Sciences Building, Room G-224
- Phone: 678.466.4728
- Email: [ws224@clayton.edu](mailto:ws224@clayton.edu)
- Website: <http://clayton.edu/writersstudio>
- Visit The Writers' Studio at <http://clayton.edu/writersstudio> or schedule your appointment online at <http://clayton.mywconline.com> (Note: first-time users need to complete a one-time registration prior to using the online appointment website).

## Progression Policies

### Standardized Testing Policy and Procedures

#### Purpose

Student participation in the Standardized Testing Program serves multiple purposes. Standardized testing provides feedback on individual student performance throughout the curriculum. Students can use feedback from results of the standardized testing to identify knowledge strengths and potential knowledge deficits. If knowledge deficits are identified, specific remediation plans are to be developed by the student, in conjunction with their course faculty, to correct the deficits. It is expected that students who perform well and remediate when needed will be better prepared for the program exit exam and NCLEX. Evaluation of student performance on standardized exams provides faculty with a mechanism for identifying students who may need additional academic assistance. The Standardized Testing Program is one of several methods used by faculty to evaluate curriculum.

#### Enrollment and Administration Procedures

##### *Enrollment in the Standardized Testing Program*

Students will register for standardized testing in the first semester and every semester thereafter. Registration will provide students access to learning resources, online testing, and remediation materials.

##### *Standardized Administration*

All standardized exams will be administered on campus. Students must have access to a laptop computer and data/power cord. Standardized exams will be administered throughout the curriculum every semester.

#### Junior Level Standardized Testing Administration and Remediation

All basic licensure students must successfully pass all standardized exams from the junior year (Fundamentals, Health Assessment, Adult Medical Surgical, Mental Health, and Pharmacology) prior to progressing to the senior level courses. The Standardized Kaplan exam for each course will count as 10% of the students' grade for each course. Students who score below the designated benchmark on the first attempt in a course **will earn 75 course points** for the exam.

In order to be successful, students are required to obtain a passing score designated for each course according to course policy. The course coordinator will provide the benchmark for the respective course prior to the actual exam. The benchmark will vary from course to course.

If unsuccessful, the student may have up to 2 opportunities to retake the exam before the end of the subsequent semester, including summer semester. In order for the student to schedule a retake, evidence of remediation should be emailed to the Standardized Testing Coordinator and the course coordinator. After completing the remediation, students will have the opportunity to re-test. Students must retake the exam at the next available testing time. Pre-arranged testing times will be scheduled through the Standardized Testing Coordinator and the Testing Center. Students will be allowed to retake only during these times.

All exceptions to this rule should receive written approval from the Standardized Testing Coordinator. There is a fee of **\$20.00** payable to the testing center at the time of the exam.

If the student is successful on the retake (2<sup>nd</sup> attempt), no further action is needed. If the student is unsuccessful, the student will remediate again for a third attempt. At this time, the student will need to apply for a Stop Out while remediating for the 3<sup>rd</sup> attempt. If the student is successful on the third attempt, the student can resume upcoming coursework. If unsuccessful on the 3<sup>rd</sup> attempt, the student will need to follow the provisions outlined in the Stop Out Policy.

After the first retake, there will be an additional charge for subsequent exams in that content area. Students may incur a testing fee for repeat exam from the testing agency. In addition, there will be a charge of **\$20.00** per repeat exam from the Testing Center.

All basic licensure students must successfully pass all the standardized exams by the end of the junior year (Fundamentals, Health Assessment, Adult Medical Surgical, Psychosocial, and Pharmacology) in order to progress to the senior level courses. If the student does **not successfully pass all junior level standardized exams** prior to beginning the senior level courses, the student will **not be able to register for any senior level nursing courses**.

### Senior Level Standardized Testing Administration and Remediation

All basic licensure students must successfully pass all the standardized testing exams as listed above for the Junior Level in addition to the tests in Pediatrics and Obstetrics prior to progressing to second semester senior level.

#### First Semester Seniors

All basic licensure students must successfully pass all standardized exams in Pediatric and Obstetrics prior to progressing to the second semester senior level courses. The Standardized Kaplan exam for each course will count as 10% of the students' grade for each course. Students who score below the designated benchmark on the first attempt in a course **will earn 75 course points** for the exam.

In order to be successful, students are required to obtain a passing score designated for each course according to course policy. The course coordinator will provide the benchmark for the respective course prior to the actual exam. The benchmark will vary from course to course.

If unsuccessful, the student may have up to 2 opportunities to retake the exam before the end of the subsequent semester, including summer semester. In order for the student to schedule a retake, evidence of remediation should be emailed to the Standardized Testing Coordinator and the course coordinator. After completing the remediation, students will have the opportunity to re-test. Students must retake the exam at the next available testing time. Pre-arranged testing times will be scheduled through the Standardized Testing Coordinator and the Testing Center. Students will be allowed to retake only during these times.



All exceptions to this rule should receive written approval from the Standardized Testing Coordinator. There is a fee of **\$20.00** payable to the testing center at the time of the exam.

If the student is successful on the retake (2<sup>nd</sup> attempt), no further action is needed. If the student is unsuccessful, the student will remediate again for a third attempt. At this time, the student will need to apply for a Stop Out while remediating for the 3<sup>rd</sup> attempt. If the student is successful on the third attempt, the student can resume upcoming coursework. If unsuccessful on the 3<sup>rd</sup> attempt, the student will need to follow the provisions outlined in the Stop Out Policy.

After the first retake, there will be an additional charge for subsequent exams in that content area. Students may incur a testing fee for repeat exam from the testing agency. In addition, there will be a charge of **\$20.00** per repeat exam from the Testing Center.

### **Second Semester Seniors**

All second semester senior basic licensure students must successfully pass the standardized program exit exam as a graduation requirement.

Students are required to obtain the score designated by each specific course, according to course policy, for the exam attempt to be successful.

### **Kaplan Program Progression for NURS 4500:**

As part of the program requirements, the nursing student is required to pass an Exit Exam (Kaplan Secured Predictor) in Role Transitions (NURS 4500). Students will have TWO attempts to pass the Exit Exam with a passing score designated in the course.

If the student is not successful on the first attempt, the student must complete the remediation plan as outlined in the course syllabus. The student will be allowed a second attempt after the remediation plan is completed. If the student is not successful on the second attempt, the student will receive an Incomplete for the course and must take a one-hour independent study course the following semester (summer, fall or spring) to assist with NCLEX preparation. This independent study will be at the student's expense.

After the independent study is completed, the student will be allowed a third attempt to pass the Exit Exam. If the student is unsuccessful on this 3<sup>rd</sup> attempt, the student will receive a failing grade for the course. If this failure is the student's first nursing course failure, the student will be allowed to retake NURS 4500. If this failure is considered the student's second course failure, the student will be dismissed from the program. The required Georgia Board of Nursing paperwork will not be submitted by the School of Nursing until the Exit Exam has been successfully passed at the designated score.

The student will not be permitted to graduate with the basic licensure BSN degree until the program exit exam has been successfully passed.

### **Responsibility of Students**

It is the responsibility of each student to review their standardized exam results and to contact their course faculty and Standardized Testing Coordinator within one week of receiving their test results if they scored below the required score.

It is the responsibility of each student who is unsuccessful on a standardized test to develop and complete a remediation plan. Students should be able to provide evidence that the plan was completed. It is the responsibility of the student to pay all Testing Center fees incurred as a result of having to re-take a test.

It is the responsibility of each student to adequately prepare for each standardized test administration, and it is good practice to take the practice tests online prior to the day of the scheduled test administration. Additionally, students should do a focused review on identified areas of weakness. Some classes require the practice test to be taken as a class assignment.

### Course Progression Policies

#### Standardized Testing Requirements

All basic licensure students must successfully pass all standardized exams by the end of the junior year (Fundamentals, Health Assessment, Adult Medical Surgical, Mental Health, and Pharmacology) prior to progressing to the senior level courses. Basic licensure students must successfully pass all standardized testing exams as listed above for the Junior Level in addition to the tests in Pediatrics and Obstetrics prior to being enrolled in the second semester senior level. If a student is not successful in taking any of the required Junior Level tests, then he or she will not be able to register for any Senior Level nursing class. The student will not be permitted to graduate with the basic licensure BSN degree until the program exit exam has been successfully passed. The required Georgia Board of Nursing paperwork will not be submitted by the SON until the program exit exam is successfully passed.

#### Basic Licensure Track Courses

In order to enroll in an upper division class in the nursing curriculum, a student must complete program prerequisites and a separate program application. HLTH 3201 Pathophysiology is considered to be a transition course, and is not offered at most schools. Transfer students should be completed HLTH 3201 at Clayton State during the first semester of enrollment prior to nursing admission. See the Basic Licensure Track Progression.

##### **Semester 1**

- NURS 3200 Health Assessment
- NURS 3300 Health-Illness Transitions
- NURS 3300 L Health-Illness Transitions Practicum
- NURS 3110 Interactive Communications\*

##### **Semester 2**

- NURS 3383 Clinical Nursing Pharmacology
- NURS 3501 Psychosocial Transitions
- NURS 3501 L Psychosocial Transitions Practicum
- NURS 3701 Health-Illness Transitions II
- NURS 3701 L Health-Illness Transitions II Practicum

##### **Semester 3**

- NURS 4100 Nursing Research
- NURS 4000 Developmental Transitions I
- NURS 4000 L Developmental Transitions I Practicum
- NURS 4201 Developmental Transitions II
- NURS 4201 L Developmental Transitions II Practicum
- Major Specific Elective^\* (3 Credit Hours)

##### **Semester 4**

- NURS 4500 Role Transitions
- NURS 4401 Health-Illness Transitions III



- NURS 4401 L Health-Illness Transitions III Practicum
- NURS 4601 Organizational Transitions
- NURS 4601 L Organizational Transitions Practicum

\*NURS/HLTH/HCMG/HSCI 3000/4000 level or appropriate upper division statistics course  
\*NURS 3110 and Major Specific Elective may be completed prior to program enrollment

### Concurrent Courses

Students enrolled are expected to successfully complete the concurrent didactic and practicum components of all courses as a condition of continued progression in the nursing program. Receipt of a letter grade of less than a 'C' or a grade of 'unsatisfactory', 'incomplete', or 'withdrawal' will prevent the student from progression to the next designated course sequence.

Students, who earn a satisfactory grade in either the classroom or the practicum, but not in both courses, will not be allowed to progress until a satisfactory grade is achieved in the other component. However, because the courses are concurrent prerequisites, failure of either theory or clinical practicum will require a repeat of both courses. Failure of either course at the time of repeat will serve as grounds for program dismissal.

Students must satisfactorily complete the concurrent didactic and lab courses below during the required semester of enrollment in order to progress to the next semester of enrollment. **Any student that receives an unsatisfactory in a lab/clinical course at any time during the semester must withdraw from the didactic co-requisite course. Any student that receives an unsatisfactory in a didactic course at any time during the semester must withdraw from the lab/practicum co-requisite course.**

- NURS 3300 Health-Illness Transitions I; NURS 3300L Health-Illness Transitions Practicum
- NURS 3501 Psychosocial Transitions; NURS 3501L Psychosocial Transitions Practicum
- NURS 3701 Health-Illness Transitions II; NURS 3701L Health-Illness Transitions II Practicum
- NURS 4000 Developmental Transitions I; NURS 4000L Developmental Transitions I Practicum
- NURS 4201 Developmental Transitions II; NURS 4201L Developmental Transitions II Practicum
- NURS 4401 Health-Illness Transitions III; NURS 4401L Health-Illness Transitions I II Practicum
- NURS 4601 Organizational Transitions; NURS 4601L Organizational Transitions Practicum

### Dosage Calculation Exam

Students are required to pass a dosage calculation exam in all clinical courses and in the pharmacology course during the first week of classes to pass the course. A student will be allowed two attempts to pass the exam. A score of 90% or higher is considered passing. A failure on the second attempt will result in clinical course failure for the semester. The student will need to petition to be readmitted to the clinical course.

- Students should arrive on time to class on the schedule day of testing.
- The testing format will either be pencil and paper or online. The student should bring two #2 pencils for pencil and paper exams.
- Student may use their own simple calculator which will be checked by nursing faculty prior to testing.
- Students must complete the exam in the allotted time.

- Students should not bring any personal items to their desk. All cell phones, PDAs, computers or other electronic devices should be shut off or left out of the room. The faculty may use their discretion to all personal items in the room.

### Grading Scale and Program Standing

The SON adheres to all academic policies and procedures established by CSU including those related to grading. Additionally, the SON employs higher academic standards in order to receive a passing grade in the course. The process of student evaluation is provided through the grading process of required curriculum as posted on course syllabi.

All grades to students are reported as letter grades which are usually computed from a point system. The following grading scale was developed by the SON and is used in all program required curriculum. A grade of 'C' (minimum 75.00) or better is required for satisfactory progress in the nursing program.

Percentage	Grade	Quality Points
89.50-100.00	A	4.0
79.50-89.49	B	3.0
75.00-79.49	C	2.0
64.50-74.99	D	1.0
Below 64.49	F	0

#### *Rounding Rule*

Students must achieve an average a grade of 75 or higher on course exams in order to pass the course. A course/quiz exam average at or below 74.99 will not be rounded up. Grades from other assignments, when applicable, will only be added if the student has a quiz and exam average at or above 75.

#### *Program Probation*

Students who earn a grade lower than 'C' in any one nursing course will be placed on program probation.

#### *Program Suspension*

Students who earn a grade lower than 'C' in any two nursing courses will be dismissed from the *BSN program*.

### Grade and Academic Appeal/Conflict/Grievance Policy

- All students are responsible for maintaining the standards of academic performance established by the University and by the faculty for each course in which they are enrolled. Faculty in the SON are responsible for posting course expectations and grading criteria in course syllabi.
- Any student dissatisfied with a grade or academic action should begin the appeal process by consulting with the faculty member who assigned the grade/action to determine if the matter can be resolved through mutual understanding. Faculty are required to advise students of all academic actions and to make themselves available for conferences with individual students who seek counsel and advice regarding their progress.
- **Any student wishing to file a formal appeal** of a grade or other academic action is required to follow established University procedures. Full details of the appeal process are contained in the [Academic Catalog and Student Handbook](#).

- All academic appeals must be initiated and pursued in a timely manner no later than 90 days.

### Falsification of Medical Records

Falsification of any medical information will result in expulsion from the nursing program.

### Honor's Program

Any student enrolled in the Honors Program at CSU will forfeit automatic admission to the BSN Program with the SON if any of the following conditions are met:

- A positive background and drug screen, and/or a negative dilute drug screen (please reference the SON Handbook). If a negative dilute is confirmed, the student will have one additional attempt to submit another sample within five (5) business days.
- Sanctions of any kind from the University's Office of Community Standards, to include alcohol, drug, or plagiarism issues.
- Engagement in any behavior that disrupts the teaching-learning process during class.

### Incomplete Grade Policy

- Incomplete grades are awarded only in situations when a student has successfully completed the major portion of coursework and extenuating circumstances prevent completion of course requirements during the term of enrollment.
- It is the student's responsibility to formally request in writing a grade of 'Incomplete' with the instructor or course coordinator. The instructor will then complete the
- A grade of 'incomplete' will be awarded only to students who otherwise currently have a grade average of 75.00% or higher and/or a satisfactory clinical rating in the course (if applicable).
- Any course for which a grade of 'Incomplete' is assigned requires completion within the next semester in which the student is enrolled. Students must successfully complete the course requirements to remove the 'incomplete' prior to enrollment in subsequent nursing courses.
- Students will not be permitted to progress in the nursing program until all course requirements to remove "Incomplete" grades are successfully achieved.
- If, for any reason, the course requirements are not satisfactorily completed during the next semester of attendance, the course grade will be converted to a grade of 'F'.

### Military Leave

The SON supports its students that are military service members to include the National Guard and the Reserves. Students in the National Guard and/or the Reserves who are called into active duty for military service by the United States during a war or other operational or national emergencies are eligible to utilize this policy. This policy does **exclude** active duty training or attendance at a military service school. If the student's military service requires an absence longer than one year, the student should discuss this with the Associate Dean and Chief Nurse Administrator, the Associate Dean, and the Dean of the College of Health. To utilize this policy, copies of all current active duty orders with the Commander's signature, and a current copy of the Common Access Card (CAC) or the Uniformed Services Identification Card will be required.

### Program Probation

Students in the BSN program will be placed on program probation in the following cases:

- Program Probation will result if a student's program grade point average falls below 2.00. The student's progression in the BSN program will be halted and the student will not be permitted

to enroll in other nursing coursework until the student has successfully completed the course(s) that had previous unacceptable grades.

- Program Probation will result if the student receives a letter grade lower than 'C' (i.e. 'D', 'F', 'WF') in any nursing course (any course with NURS prefix) in any given semester (or half semester).
- A completed withdrawal prior to the published midterm date for the term of enrollment will be assigned a grade of **W (withdrew)** per University policy. *However if the student has a grade of 'D', 'F' or 'U' in any nursing course (any course with NURS prefix) at time of withdrawal, then the SON will consider it a WF (withdrawal failing) for purposes of nursing program progression.*
- Program Probation will result if a student fails to demonstrate clinical competency, safety, ethical behavior, and accountability in nursing practice and compliance with performance standards. This probation recommendation is made by the faculty member and approved by the Dean. This probation extends until graduation, and a student will be suspended if he or she again fails to meet the criteria listed above while on probation. Students, who receive a grade lower than 'C' or unsatisfactory in any nursing course (any course with NURS prefix) must complete a Nursing Progression Support Plan to notify in writing the Admission and Progression Committee to continuation in the BSN program.
- The Admission and Progression Committee will review the student's academic performance and determine if the student will be allowed to continue in the BSN program. If approved for re-instatement, the student will enter the course the next time that it is offered depending on the availability of space (Students with good academic standing in the BSN program have priority on space availability.)

### Program Dismissal

Students in the BSN program will be dismissed from the program in the following cases:

- Students who earn a grade lower than "C" or unsatisfactory in any two nursing courses (any course with NURS prefix) will be dismissed from the BSN program, as policy states that a nursing course cannot be taken more than twice.
- Plagiarism or cheating.
- Unsafe clinical performance when the student's conduct or health presents a direct threat to self, patients, peers, health care personnel, faculty or other individuals.
- Falsification of records, written assignments or misrepresentation of presence at assigned clinical or community activities.
- Unethical or illegal conduct. All students are expected to adhere to the legal, moral, and legislative standards which determine acceptable and unacceptable behavior for nurses. The American Nurses' Association Code for Professional Nurses and Code for Professional Nurses and Georgia Law Regulating Practice of Registered nursing are used as standards.
- Student dismissal from the BSN program will be facilitated by the Chair of the Nursing Program and Dean and communicated to the student in writing.
- The Dean reserves the right to deny admission or readmission to any student deemed unsatisfactory for nursing based on the recommendation of the BSN Chair and faculty.

### Readmission

The following process applies to students in the BSN program and must be taken by students seeking readmission to the nursing program:

- Any appeal of program probation or dismissal must be submitted in writing to the Chair of the Nursing Program and to the Chair of the Admission and Progression Committee. Students
-

will be notified of the decision in writing and may further appeal according to the University's 'Academic Appeal' policy (refer to the CSU SON Student Handbook).

- Students who have been placed on program probation may petition for readmission following a minimum of one semester out of the program. Readmission is not automatic. The Admissions and Progression Committee will review all students seeking readmission. The readmission decision will be based on the judgment of the program faculty concerning the student's likelihood of academic success and willingness and ability to meet reasonable conditions. Students will be notified in writing.
- A student may be readmitted following program probation or dismissal only once. This policy includes probation or dismissal from another institution.
- Returning students may be required to validate clinical skills by demonstrating competency in written and performance check offs. Failure to perform satisfactorily will be grounds to disqualify readmission.
- Returning students who have been out of the program for more than one year must reapply to the University then submit a written request to return to the BSN program.
- The Admission and Progression Committee will review all students applying for readmission. The student may be required to audit or repeat clinical courses to ensure clinical competency.
- Students who are applying for readmission should submit a formal, professional letter to the Admissions & Progression Committee. This letter should describe, in detail, reasons the student was unsuccessful and the plan for success in the future, if readmitted.

### Time Limitation

Students are expected to progress in the nursing major in a timely fashion.

- All students are required to finish all coursework for the BSN degree within five years of matriculation. Extensions are rarely granted and require a written request from the student which may only be approved by the Dean of the College of Health.
- All required upper division nursing courses must be completed within five years of matriculation into the clinical nursing courses. To determine the status of academic credit taken greater than five years ago, the Admission and Progression Committee must evaluate the course for credit.
- Students re-entering the BSN program must be able to demonstrate competency in the nursing courses previously completed in the event that the course has been changed as to content and/or the course was taken over five years earlier. This competency may be demonstrated by successful completion of the final exam (theory and applicable lab) and/or demonstrating appropriate skills and/or provision of care (clinical courses).

### Voluntary Stop-Out

Students that stop-out of the nursing program in good standing for reasons other than a course failure will be considered for re-entry into the program providing all re-entry criteria are met.

- A stop-out is characterized by voluntary withdrawal from the program with a theory grade of C (75%) or higher and satisfactory performance in clinical. The student may initiate this process for personal reasons (for example health reasons, etc.). The student must communicate in writing to the nursing instructor, the Associate Dean and Chief Nurse Administrator, the Associate Dean, and the Dean of the College of Health the reason for the stop-out. This process must be initiated before the final date to withdraw with a W each semester. This date will vary from semester to semester.
- The student will complete all necessary stop-out forms. The student will bring the completed form to the course coordinator for review prior to forwarding the chair of the nursing program and the Associate Dean. Only one (1) stop-out will be allowed for the duration of the nursing program. Stop-outs cannot exceed one academic year or three academic semesters (fall, spring,

and summer) from the date of the original submission. The student who is absent from the program in excess of one (1) year will be considered "inactive" and will have to reapply to the nursing program and begin the curriculum again. Thus, the student will have to begin the program starting with the first course in the nursing program. Re-entry will be on a space available basis.

- Once a stop-out has been approved, and the student is now able to return to the nursing program, a return after stop-out form is required to be completed and submitted, three months (90 days) prior to the anticipated return date. If the form is not received three months (90 days) prior to the anticipated return date, this will invalidate the return status to the nursing program. The student will not be able to return. This will also count toward the one academic year rule.
- Students who request and are granted a stop-out will only be allowed back into the nursing program on a space available basis. Students are encouraged to discuss their individual situations with their academic advisors first, followed by their instructor(s) and consider very carefully the effective utilization of a voluntary stop-out.

### Voluntary Stop-out Re-Entry

Students must apply for re-acceptance into the nursing program within one (1) year of the exit date. All students that utilize the stop-out policy, and have been out of the program for one academic year (fall spring, summer) or longer will have to reapply to the nursing program. If accepted into the nursing program, the student that has been out of the program for one year or longer must start the nursing curriculum from the beginning (starting with first semester courses).

Students that utilize the stop-out policy and are out of the program for one semester, two semesters, or an entire academic year will have to be eligible for University readmission, submit a current (within the past 30 days), negative background and drug screen. Positive Drug Screens and Negative Dilutes will not be accepted. Please reference the background and drug screen policy within the SON Handbook. Any university sanctions from the Office of Community Standards of any kind will invalidate the student's return status to the nursing program.

In addition to an updated background and drug screen, the student will be required to validate proficiency (during the 90 days prior to the anticipated return date) by completing a drug calculation exam with a score of 90 or higher. The student will only have one attempt to complete the drug calculation exam with a 90% or higher. There will not be any make-up attempts for this exam. In addition to the drug calculation exam, the student will have to complete six nursing skills (listed below) and perform each skill satisfactorily (on the first attempt) according to the nursing skills sheets.

Completion of both the drug calculation exam and the six nursing and nursing skills are required to return to the nursing program. A designated nursing faculty member will proctor the drug calculation exam and the skills validation.

Required Skill Validation for re-entering students are:

- Auscultating a manual blood pressure reading within six mmHg (both systolic and diastolic)
- Inserting an Nasogastric tube
- Inserting a Foley catheter (male or female)
- Performing a sterile dressing change
- Drawing up medication from a vial
- Performing an IM injection

Any student re-entering the nursing program that does not successfully validate each nursing skill, and/or does not successfully complete the drug calculation exam on one attempt with a score of 90% or better will have failed to meet the SON's re-entry criteria and will not be admitted into the nursing program. The student who is absent from the program in excess of one (1) year will be considered "inactive" and will have to be eligible for University readmission and also reapply to the nursing program and begin the curriculum again. Re-entry will be on a space available basis.



## Clinical Guidelines

Prior to any clinical experience, students are required to read and sign a Student Applied Learning Experience Agreement which further explains the student's responsibility while participating in clinical learning. Students are also required to sign an Authorization for Release of Records and Information.

### Absence

All students are expected to satisfactorily meet clinical evaluation criteria. Nursing, as a practice discipline, requires continuous opportunities for skill development and as such, absences from clinical experiences make it very difficult for a student to be successful in a clinical course. To be successful, attendance at all clinical activities, including seminar and lab sessions, is required. Absence does not waive satisfactory demonstration of clinical outcomes.

In the event of an emergency or illness resulting in absence from clinical experience, the student must notify the assigned clinical instructor, course coordinator and community-site clinical agencies (not hospital units) prior to the start of the scheduled clinical time. Upon returning to school, the students must provide the course coordinator with written document verifying the absence (i.e., health provider authorization to return, child's health care provider note, funeral notice, etc.).

The course coordinator, in collaboration with clinical faculty, will determine whether or not a student will be given an opportunity to make-up excused absences of less than 15 hours. Students with excused absences may be assigned an alternative make-up activity or clinical experience depending on the student's overall clinical performance and available resources (i.e., instructor, agency, etc.).

Students with 15 or more hours of excused clinical absences in one clinical course must petition the Chair of the Nursing Program to continue in the course. The petition should include a description and documentation of the circumstances surrounding the absences and the student's rationale for continuing in the course. The Chair, in consultation with the appropriate course faculty, will determine the possibility of the student successfully meeting the clinical objectives for the course. If it is determined that it is not possible for the student to meet the objectives, the student must withdraw from the course.

Students are expected to be punctual and prepared to deliver safe and effective nursing care to all assigned clients. Students who are tardy or unable to attend clinical because of illness or for other personal circumstances, must contact the clinical instructor, course coordinator and community-site clinical agencies (not hospital units) as early as possible (within 30 minutes of the assigned clinical time). Students who fail to report clinical tardiness or absences in a timely manner or are consistently late or absent with or without the appropriate notification may receive an unsatisfactory.

### Behavior in the Clinical Area

Students are expected to follow the [Student Code of Conduct](#). Students must also adhere to the specific code of conduct for all community sites and/or clinical agencies. It is the policy of the SON to create and maintain a teaching-learning environment conducive to the sharing of information, exploration of new knowledge and current problems, and the open expression of ideas while demonstrating respect for the dignity and worth of all individuals involved in the teaching- learning process.

- Students should turn off (or set to a vibrating position) cell phones and other electronic devices when in clinical settings.
- The utilization of cell phones, text messaging, internet access, or other electronic media, other than classroom instruction is at the discretion of the nursing instructor in the nursing classroom and in the clinical setting.
- No audio and/or visual recordings of any kind are allowed in the clinical area. Failure to abide by this rule may result in the student being dismissed from the course.
- Social media restrictions include prohibition of any pictures, audio and/or visual recording taken in clinical settings. You may not disclose patients and/or clinical settings in any social media platform. You may not “tag” any clinical sites on any social media platform.
- Students must refrain from any and all behaviors constituting disorderly, disruptive, or obstructive actions which interfere with the teaching-learning process or with patient care.
- Students who violate policy will be subject to disciplinary procedures by the SON and CSU.
- Students will function in the practice setting within the limits of the policies of CSU and the assigned clinical facility.
- Assignments will be reflective of the knowledge and skill level of the student.

### Dress Code/Uniforms/Lab Coats/Patches/Shoes in Clinical Area

Students are expected to adhere to uniform standards and dress code appropriate to the clinical setting. The complete nursing student uniform must be worn at all times while in the clinical setting and students should carry the appropriate equipment.

- **Uniform** The official SON uniform must be worn in appropriate to clinical settings and/or standard white 3/4 length lab coat unless the student is told by the instructor to wear other attire. While in uniform, students will be expected to be neat. Uniforms must be kept clean, complete and in good condition, with appropriate hemline. Students should wear clean uniforms each day. Lab coats should be worn anytime the student is in a health care agency. Unsightly undergarments (colored or bright) that can be seen through the uniform are inappropriate. Please see the [Error! Reference source not found.](#)
- **Shoes/socks/hose** When the student is wearing the official SON uniform, solid white shoes with a closed toe and closed back must be worn. Shoes should be polished and hose (without tears or runs) or socks should be worn at all times. Shoes must be solid white and clean.
- **Name pins** indicating the student’s status and **CSU patches** must be worn at all times while in uniform. If appropriate, clinical agency identification badges must also be worn at all times while in the clinical facility.
- **Cosmetics or make-up** should be used in moderation. Perfume must not be worn while in client contact situations.
- **Fingernails** must be worn short, clean and trimmed neatly. Acrylic/false nails and colored nail polish are not permitted while in uniform.
- **Wrist watch with second hand**, wedding bands and small, non-dangling, inconspicuous earrings are the only jewelry permitted while in uniform. Visible tattoos and body piercing are inappropriate in the clinical settings and must be hidden. No visible body piercing, other than one to two small earrings per ear, is appropriate.
- **Hair** should be well groomed. Long hair should be worn up (off the shoulders and collar); and medium length hair should be pulled back (off the collar). Extreme hair styles and hair colors are inappropriate in the clinical setting and must be avoided.
- **Equipment should** include a stethoscope, pen light, bandage scissors and ink pen.

## Exposure/Potential Health Risks/Incident Reporting

### Exposure

Certain health risks are inherent to the nursing profession as the clinical experience presents occupational hazards with the potential for blood borne pathogen exposure. Healthcare personnel are at risk for occupational exposure to blood borne pathogens: hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV). Exposures occur through needle sticks, cuts from other sharp instruments contaminated with an infected patient's blood, and through contact of the eye, nose, mouth, or skin with a patient's blood.

Precautions are recommended such as:

- Taking care using sharps instruments.
- Do not recap used needles by hand.
- Do not remove used needles from disposable syringes by hand.
- Do not bend, break, or otherwise manipulate used needles by hand.
- Place used disposable syringes and needles, scalpel blades, and other sharp items in puncture-resistant containers for disposal.
- Locate the puncture-resistant containers as close to the use area as is practical.
- Preventive measures consistent of:
  - Use protective barriers to prevent exposure to blood, body fluids containing visible blood, and other fluids to which universal precautions apply.
  - The type of protective barrier(s) should be appropriate for the procedure being performed and the type of exposure anticipated.

In the event of exposure to any type of Blood Borne Pathogen:

1. Immediately and thoroughly wash hands and other skin surfaces that are contaminated with blood or other body fluids to which universal precautions apply.
2. If exposure occurs on-campus, first aid treatment may be rendered by available and qualified SON health care providers.
3. Seek follow-up care from private health care provider; student will incur expense of any treatment.
4. Notify the Clinical Instructor.
5. Complete an accident/injury report with the Office of Public Safety and host agency if off-campus; student should retain copy of report for their records.

### Incident Reporting Procedures

Students are required to report all accidents that occur while participating as a student. The instructor will complete an incident report and obtain necessary signatures. The student will be given a copy of the incident report to be retained for their records. Students are expected to use their own medical coverage to pay any expenses incurred as a result of the incident. Students should seek follow-up care with their private health care provider.

### Acknowledgement Form

Students will sign the Blood Borne Pathogen Exposure Acknowledgement form that contains above information.

### Malpractice Insurance

Students participate in a blanket coverage policy. The fees for this coverage are collected in the fall and spring semesters nursing program fees.

### Nursing Care Plans/DocuCare Notes

Nursing care plans are required in each of your clinical courses. The example provided is not course specific but rather just a general guide. In most clinical courses, you must also have access to DocuCare software to prepare clinical assignments for submission. This software is a Lippincott product that the student must purchase.

### Nursing Drug and Substance Abuse Policy

The purpose of this policy is to provide a safe and effective work environment in the SON, and the associated clinical institutions. Consequently, all SON students including pre-licensure, RN-BSN, and MSN are required to undergo alcohol and drug testing. Accordingly, it is the expectation that all students have a negative drug screen. The SON has designated Advantage as the vendor to conduct drug testing for all new students and currently enrolled students. Students may not begin or continue coursework (clinical or non-clinical) until a negative test report (no indication of drugs) is received from the designated vendor and all necessary requirements are fulfilled.

CSU SON enforces a zero-tolerance policy for impairment due to drug abuse while on the school campus, and on any associated clinical facility campuses. Any violation of this policy will cancel admission to the SON. For those students already admitted to the program, and/or are currently enrolled in any of the nursing programs (pre-licensure, RN-BSN, or graduate) disciplinary action will result, up to and including academic dismissal from the respective nursing program (pre-licensure, RN-BSN, or graduate).

Student admission to the nursing program is contingent upon a drug screening test result indicating no evidence (negative) of drug use. A drug screen result indicating dilution of the sample will require a one-time repeat drug test within five (5) business days. If the second result is not received within five (5) business days, admission to the program will be cancelled. If a second screening also results in a diluted sample, admission to the program will be cancelled.

For those students already admitted or are currently enrolled in any of the nursing programs and a dilute sample is reported, the student will be subject to disciplinary action, up to and including academic dismissal for the current semester and/or an indefinite suspension from the appropriate program of study (pre-licensure, RN-BSN, or graduate).

The student will be responsible for the cost of the drug screening/test, which is part of the background check conducted for admission, and again at the request of the clinical agency or the SON while admitted in the program. The screening/test must be completed at least fourteen (14) business days prior to the start of the current semester.

In the event the results from the drug screen indicate the use of an illegal drug, and/or controlled substance without a legal prescription, admission into the nursing program will be denied or progression for currently enrolled students will be cancelled. Results from the report will be submitted to the Director of the Undergraduate Program, the Associate Dean and Chief Nurse Administrator, and the Office of Academic Conduct for the University.

In some cases, students may be permitted to take legally prescribed and/or over-the-counter medications consistent with appropriate medical treatment plans while in the classroom and on the clinical campuses. However, when such prescribed, or over-the-counter medications negatively affects clinical judgment (either the student's safety or the safety of others is affected), the student will be removed from the clinical setting/institution). The Associate Dean and Chief Nurse Administrator will be consulted to determine if the student is capable of continuing in the academic and clinical programs. The Admission and Progression Committee for either the pre-licensure, RN-BSN and/or graduate programs will be consulted for a progression opinion. Based upon the decision of the committee/personnel, the D Associate Dean and Chief Nurse Administrator, the student will either be allowed to remain enrolled in the program of study on a probationary status, or dismissed indefinitely from the academic program.

CSU has a zero tolerance policy regarding illicit drug use. In the event of a positive drug screen or a confirmed diluted sample of a student who is currently enrolled in the nursing program, the student will be suspended from the program for the current semester pending review by the Admission and Progression Committee, and the Associate Dean and Chief Nurse Administrator. The Admission and Progression Committee/Personnel for the appropriate program (pre-licensure, RN-BSN, or Graduate) will be consulted for a progression opinion. Based upon the decision of the committee, the Associate Dean and Chief Nurse Administrator, and the Dean of the College of Health, the student will either be allowed to return to the program the following semester (pending space availability) to the previously enrolled program of study on a probationary status, or the student will be dismissed indefinitely from the program.

### Placement

The faculty of the SON have adopted policies to regulate clinical agency placement and assignment of students to ensure the student's ability to function in a definitive role as a student in the clinical setting.

#### Clinical Agency Placement

Faculty request clinical areas for student learning experiences on the basis of course and level objectives. Student placements are made on the basis of clinical course objectives and space availability at the host clinical agency.

#### Assignment of Students

Faculty determine assignment of students to clinical agencies based on course and level objectives and clinical site availability per semester. Students cannot be guaranteed placement in the clinical agency of their choice.

- Students should be reminded we are guests in clinical facilities and are obligated to follow the policies and procedures of the host clinical agency as well as the SON. Failure to adhere to agency policies may lead to removal from the facility.
- If a student must be removed from a clinical agency, one attempt will be made to find appropriate placement at another clinical agency. However, if satisfactory experiences cannot be found, the student may receive an "incomplete", "unsatisfactory" or "withdrawal" depending upon the circumstances leading to removal from the clinical agency.
- Students are responsible for reliable transportation to and from assigned clinical sites, as well as the associated parking fees.

### Clinical Agency Student Management Software

Hospitals and other clinical agencies may now require the use of software to verify all required clinical documentation needed by students. There is an additional fee associated with the use of these products which is the responsibility of the student to pay. Examples of such software are ACEMAPP and Symplr. It is the students' responsibility to be sure that clinical documentation is completed in a timely manner.

### Simulation

The primary learning activity for clinical courses will be clinical experiences with students caring for assigned clients. Additional learning activities will include case studies, care planning/mapping, high fidelity simulation, and skills practice. High fidelity simulation presents a manikin with human-like functions in an environment which replicates actual patient situations for student learning. Students are expected to follow the [Simulation and Health Assessment Laboratory Safety Guidelines](#) when they are in the Simulation Lab and the Health Assessment Lab.

During simulation, students can be video/audio recorded for educational debriefing. Students may be asked to work as individuals or in groups. As a resource for clinical learning, high fidelity simulation should be treated as a real patient care experience where students are clinically evaluated. Students must come to simulation clinical prepared as if having a regular clinical day in the healthcare agency. The [Nursing Simulation Lab Confidentiality Statement/Photography Release](#) will also be required to be signed by each student. In addition, each student should sign the Model Release Form.

## Lab Guidelines

It is the intent of the SON faculty, staff and administration to provide a safe learning experience. The following policies and procedures are established to provide instructions in maintaining safety for students, staff and faculty while using the skills, assessment and simulation laboratories within the CSU SON and shall be adhered to by all concerned.

### General Guidelines

- All faculty, staff, and students must know and practice the safety guidelines at all times while using the labs. Failure to adhere to general guidelines can result in disciplinary action. Students will be instructed to review the contents upon admission to the clinical component of the curriculum and/or when utilizing the laboratory spaces.
- All labs are locked unless occupied by faculty and/or students during class or practice.
- Students are expected to come to lab prepared by having read the scheduled lab objectives and assignments prior to the start of the lab period, paying particular attention to skills that have the potential for harm to self or others.
- Students will be instructed to practice and return demonstrate only those skills for which they have had prior instruction and gained technical competency. Students should at all times practice safe and appropriate techniques while learning and practicing skills in the lab.
- Students should be knowledgeable of the care, handling and proper use of equipment prior to using it in the laboratory.
- Students should report recent injuries and/or mobility limitations, surgeries, or communicable disease to their instructor as soon as possible so that necessary precautions may be taken. A medical clearance from a physician and approval from the course coordinator is required before students with aforementioned concerns will be allowed to utilize the laboratory spaces.

### Laboratory Safety

#### Infection Control

- All students shall practice proper hand washing techniques per lab protocol within the lab setting.
- Universal precautions should be followed at all times when there is exposure, potential exposure or simulated exposure to blood or bodily fluids.
- In the event of an incident involving displacement of bodily fluids, the area around the incident shall be cleared by the lab instructor or Lab Coordinator who shall contact university housekeepers for cleanup assistance.

#### Physical Space

- The lab is a learning environment and student behavior should remain professional at all times.
- Food and drink, with the exception of water secured by a top or lid, is strictly prohibited in labs.
- Students are prohibited from accessing supply cabinets without permission from the lab instructor or lab coordinator.
- Keep the work spaces, floors, beds and desk areas clean and free of clutter.
- Doorways and emergency equipment (e.g. first aid kits and eye wash stations) must be accessible at all times. Furniture should not be placed to obstruct the entries/exits.
- The lab will not be used as a health center for ill students, staff, or faculty.
- Unauthorized individuals are not allowed in the labs at any time. Injury to unauthorized individuals in the lab will not be considered the responsibility of the SON and CSU.



## Medication and Fluids

- When breaking glass ampules for practice, students should protect their fingers by using a gauze covering or an alcohol wipe and should break the ampule in the opposite direction of their body. All used ampules must be disposed of in sharps containers only.
- Placebos (candy pieces, commercially prepared PRACTI-med and water) will be used for simulation of oral/topical medications. Old medicine bottles are labeled for use when simulating preparation of an actual medication order.
- IV fluids with expired dates may be used for practice and demonstration unless obviously contaminated. These fluids are not for internal or actual use but for practice with manikins only.
- Bottles, containers or fluids mixed in the lab will be minimally labeled with actual contents, date, and the initials of the preparer.

## Needle Safety

- Students should handle needles and other sharps with extreme care.
- Used needles are to be disposed of in the sharps containers provided throughout lab space. Do not dispose of needles and other sharps in the trash.
- Needles for injection practice in the laboratories are to be used only when faculty, staff or graduate assistants are present.
- Students are to practice injections in the laboratories only on the manikins or task trainers as directed by the laboratory instructor. Under no circumstances will students practice injections and/or IV starts on themselves, other students, faculty, staff or any other individuals while in the laboratories.
- In the event of a sharps-related injury, the university Blood Borne Pathogen Procedure shall be followed. The procedure instructions shall be posted by all laboratory sinks.
- Students should never recap dirty needles.

## Electrical Safety

- Wet materials may not be used around electrical outlets or equipment.
- Students are responsible for reporting to the appropriate faculty/staff member any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment. Faculty/staff members are responsible for reporting this information to the Lab Coordinator.
- No electrical cords will be left in the pathway of walking traffic.
- All equipment with AC/DC capabilities will be kept plugged in at all times.
- Electric beds shall be maintained in the lowest position when not actively in use.
- Only three-prong plugs that contain a ground wire should be used to power equipment in the skills labs.

## Ergonomics

- Students will be instructed in principles of body mechanics prior to practice and return demonstration of moving, lifting, and transferring skills.
- Students should use caution when practicing lifting skills and should not lift equipment, manikins, and/or people who are too heavy without assistance.
- Equipment needed for body mechanics practice (e.g. beds, wheelchairs, stretchers) will be kept in good working condition.
- The wheels of all equipment (e.g. beds, wheelchairs, stretchers) are to be locked during practice and return demonstration.

### Latex Allergies

- Students, faculty and staff may come in contact with products containing latex in the lab environment including, but not limited to, disposable gloves and manikin skins.
- If students, faculty, or staff are allergic to products containing latex, they are to notify the Lab Coordinator who will make appropriate accommodations to minimize the risk of an allergic reaction.

### Reporting an Injury

Any incident occurring in a lab must be reported immediately to the lab instructor/coordinator:

- If the injury is of a serious nature, first aid shall be rendered by the lab instructor/coordinator who will determine if emergency response is warranted. If so, the lab instructor/coordinator will summon 911 and campus police for emergency assistance.
- In the event of a serious injury, campus police will investigate and file an incident report.
- Medical consultation, evaluation and any treatment deemed appropriate will be available through University Health Services and/or emergency medical services personnel.
- The SON will follow up with the student within three business days.

### Cleaning and Maintenance of Lab and Equipment

- It is the responsibility of all those who use the lab for keeping equipment and the physical space clean, neat and orderly. Supplies should be replaced at the end of each lab session.
- Floors, counters, and furniture will be cleaned by appropriate personnel at the end of each semester and more frequently if needed.
- Laboratory equipment will be cleaned and serviced as needed. The protocol for cleaning equipment is directed by the product manufacturer. Linens will be changed and laundered when soiled, after extensive use, and at the end of each semester.
- If equipment is determined to be functioning improperly, the lab instructor/coordinator shall be notified and the item will be removed from service and tagged with a description for its removal for further inspection.

### Sharps and Biohazard Waste Disposal

- Potential biohazard waste is collected, contained, stored, and disposed of according to Occupational Safety and Health Administration (OSHA) guidelines.
- Fully discharged non-rechargeable batteries should be given to the Lab Coordinator for recycling and/or proper disposal.
- When sharps containers are full the Lab Coordinator should be notified. It is the responsibility of the Lab Coordinator to arrange for proper handling and disposal of full sharps containers.

### Emergencies

- At the beginning of each semester, all faculty, students and staff who work in the labs will become oriented to the location and operation of each of the following emergency items:
  - Fire extinguisher
  - First aid kit
  - Automated External Defibrillator (AED)
  - Eyewash station
  - Safety Data Sheets (SDS)
- Contact University Police at (678) 466-4050 and/or 911 for all emergencies including injuries and medical emergencies, fire/smoke, gas odors, criminal activity and all other threats to persons and property.



## Drug/Alcohol Policy Form



## College of Health Drug/Alcohol Policy

All dental and nursing students are expected to be free from any influence of drugs and/or alcohol while in class and during all clinical/lab experiences. All dental and nursing students must undergo drug screening prior to matriculation into the clinical portion of their majors.

Additionally, the College of Health reserves the right to require any and all students accepted into its clinical programs to submit to random drug screening upon request and at any time a student is suspected of being under the influence. Failure to comply will result in immediate dismissal from the program.

If a student is suspected of being under the influence, they will be removed from class and/or lab/clinical experiences and asked to submit to drug testing within 24 hours using the procedure described below. Admission of drug/alcohol use will result in immediate dismissal from the program and referral to University Student Affairs for possible additional disciplinary action.

If the student denies any drug or alcohol use, they must undergo drug screening, at their expense using the following protocol. If the drug screen comes back negative, the student is allowed to return to class and/or clinical experiences. If the drug screen comes back positive, the results will be reviewed by the appropriate university administrator and may result in dismissal from the program.

Students have the right to appeal any disciplinary action resulting from the drug/alcohol screen.

### To Be Completed by Student

I have read and understand the above policy.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Laker ID

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## Student Applied Learning Experience Agreement

Student Applied Learning Experience Agreement – Office of Legal Affairs

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**University System of Georgia**  
Creating A More Educated Georgia

### **Student Applied Learning Experience Agreement**

In consideration for participating in an applied learning experience (hereinafter referred to as the "A.L.E.") at any Facility where I may participate in such an A.L.E. (hereinafter referred to as the "Facility"), I hereby agree to the following:

1. To follow the administrative policies, standards and practices of the Facility when in the Facility.
2. To report to the Facility on time and to follow all established regulations of the Facility.
3. To keep in confidence all medical, health, financial and social information (including mental health) pertaining to particular clients or patients.
4. To not publish any material related to my A.L.E. that identifies or uses the name of the Institution, the Board of Regents of the University System of Georgia, the Facility or its members, clients, students, faculty or staff, directly or indirectly, unless I have received written permission from the Institution, the Board of Regents of the University System of Georgia, and the Facility. However, the Facility hereby grants to the Institution the right to publish Institution administrative materials such as catalogs, course syllabi, A.L.E. reports, etc. that identify or uses the name of the Facility or its members, staff, directly or indirectly.
5. To comply with all federal, state and local laws regarding the use, possession, manufacture or distribution of alcohol and controlled substances.
6. To follow Centers for Disease Control and Prevention (C.D.C.) Universal Precautions for Bloodborne Pathogens, C.D.C. Guidelines for Tuberculosis Infection Control, and Occupational Safety and Health Administration (O.S.H.A.) Respiratory Protection Standard.
7. To arrange for and be solely responsible for my living accommodations while at the Facility.
8. To provide the necessary and appropriate uniforms and supplies required where not provided by the Facility.
9. To wear a name tag that clearly identifies me as a student. Further, I understand and agree, unless otherwise agreed to in writing, that I will not receive any monetary compensation from the Board of Regents of the University System of Georgia, the Institution or the Facility for any services I provide to the Facility or its clients, students, faculty or staff as a part of my A.L.E.

Unless otherwise agreed upon in writing, I also understand and agree that I shall not be deemed to be employed by or an agent or a servant of the Institution, the Regents or the Facility; that the Institution, Regents and Facility assumes no responsibilities as to me as may be imposed upon an employer under any law, regulation or ordinance; that I am not entitled to any benefits available to employees; and, therefore, I agree not to in any way to hold myself out as an employee of the Institution, the Regents or the Facility.

I understand and agree that I may be immediately withdrawn from the A.L.E. based upon a lack of competency on my part, my failure to comply with the rules and policies of the Institution or Facility, if I pose a direct threat to the health or safety of others or, for any other reason the Institution or the Facility reasonably believes that it is not in the best interest of the Institution, the Facility or the Facility's patients or clients for me to continue. Such party shall provide the other party and the student with immediate notice of the withdrawal and written reasons for the withdrawal.

I understand and agree to show proof of professional liability insurance in amounts satisfactory to the Facility and the Institution, and covering my activities at the Facility, and to provide evidence of such insurance upon request of the Facility.

I further understand that all medical or health care (emergency or otherwise) that I receive at the Facility will be my sole responsibility and expense.

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, or my parent or guardian has signed below; that I am legally competent to execute this Applied Learning Agreement; and that I, or my parent and/or guardian, have read carefully and understand the above Applied Learning Experience Agreement; and that I have freely and voluntarily signed this "Applied Learning Experience Agreement".

This the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Witness Signature

Name: \_\_\_\_\_  
(Please print)

Name: \_\_\_\_\_  
(Please print)

\_\_\_\_\_  
Parent/Guardian Signature  
(if applicable)

\_\_\_\_\_  
Witness Signature

Name: \_\_\_\_\_  
(Please print)

Name: \_\_\_\_\_  
(Please print)



## Authorization for Release of Records and Information

Authorization for Release of Records and Information – Office of Legal Affairs

Page 1 of 2



**University System of Georgia**  
Creating A More Educated Georgia

### **Authorization for Release of Records and Information**

TO: The Board of Regents of the University System of Georgia or any of its member Institutions (hereinafter referred to as the "Institution"), and any Facility where I participate in or request to participate in an applied learning experience (hereinafter referred to as the "Facility").

RE: \_\_\_\_\_  
(Print Name of Student)

As a condition of my participation in an applied learning experience and with respect thereto, I grant my permission and authorize The Board of Regents of the University System of Georgia or any of its member institutions to release my educational records and information in its possession, as deemed appropriate and necessary by the Institution, including but not limited to academic record and health information to any Facility where I participate in or request to participate in an applied learning experience, including but not limited to the Facility (hereinafter referred to as the "Facility"). I further authorize the release of any information relative to my health to the Facility for purposes of verifying the information provided by me and determining my ability to perform my assignments in the applied learning experience. I also grant my permission to and authorize the Facility to release the above information to the Institution. The purpose of this release and disclosure is to allow the Facility and the Institution to exchange information about my medical history and about my performance in an applied learning experience.

I further understand that I may revoke this authorization at any time by providing written notice to the above stated person(s)/entities, except to the extent of any action(s) that has already been taken in accordance with this "Authorization for Release of Confidential Records and Information".

I further agree that this authorization will be valid throughout my participation in the applied learning experience. I further request that you do not disclose any information to any other person or entity without prior written authority from me to do so, unless disclosure is authorized or required by law. I understand that this authorization shall continue in force until revoked by me by providing written notice to the Institution and the Facility, except to the extent of any action(s) that has already been taken in accordance with this "Authorization for Release of Records and Information".

In order to protect my privacy rights and interests, other than those specifically released above, I may elect to not have a witness to my signature below. However, if there is no witness to my signature below, I hereby waive and forfeit any right I might have to contest this release on the basis that there is no witness to my signature below. Further, a copy or facsimile of this "Authorization for Release of Records and Information" may be accepted in lieu of the original.

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, or my parent or guardian has signed below; that I am legally competent to execute this "Authorization for Release of Records and Information"; and that I, or my parent and/or guardian, have read carefully and understand the above "Authorization for Release of Records and Information"; and that I have freely and voluntarily signed this "Authorization for Release of Records and Information".

This the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Participant Signature

Name: \_\_\_\_\_  
(Please print)

\_\_\_\_\_  
Witness Signature

Name: \_\_\_\_\_  
(Please print)

\_\_\_\_\_  
Parent/Guardian Signature  
(if applicable)

Name: \_\_\_\_\_  
(Please print)

\_\_\_\_\_  
Witness Signature

Name: \_\_\_\_\_  
(Please print)

## Core Performance Standards

ISSUE	STANDARD	AS EVIDENCED BY (including but not limited to)
<b>Critical Thinking Ability</b>	Critical thinking ability sufficient for clinical judgment.	<ul style="list-style-type: none"> <li>Identify cause/effect relationships in clinical situations.</li> <li>Develop nursing care plans, evaluate the plan of care and revise as appropriate.</li> <li>Analyze and use assessment findings to plan and implement care for clients and families.</li> <li>Use relevant data to support the decision making process.</li> <li>Identify priorities of care based analysis of data.</li> <li>Manage and respond to multiple priorities in stressful situations.</li> <li>Respond instantly to emergency situations.</li> <li>Exhibit arithmetic competence that would allow the student to read, understand and perform calculations for computing dosages</li> <li>Solve problems and make valid rational decisions using logic, creativity, and reasoning.</li> </ul>
<b>Interpersonal Skills</b>	Interpersonal skills sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	<ul style="list-style-type: none"> <li>Establish rapport (relationship) with clients/colleagues.</li> <li>Maintain therapeutic relationships with clients and colleagues.</li> <li>Respect cultural diversity and the rights of others.</li> <li>Work effectively in small groups as a team member and as a team leader</li> <li>Practice verbal and non-verbal therapeutic communication</li> <li>Recognize adverse events and attempt to resolve for both client and colleague.</li> </ul>
<b>Communication Ability</b>	Communication abilities sufficient for interaction in verbal, written, electronic format.	<ul style="list-style-type: none"> <li>Write and speak English effectively so as to be understood by general public.</li> <li>Communicate therapeutically with clients, families, and groups in a variety of settings.</li> <li>Document client data and nursing care completely and accurately use correct medical terminology.</li> <li>Obtain health history information from client/family.</li> <li>Interpret nonverbal cues and behaviors.</li> <li>Provide health teaching information for clients, families, and/or groups based on assessed needs, available resources, age, lifestyle and cultural considerations.</li> <li>Remember multiple messages and information</li> <li>Communicate to all interdisciplinary team members and family/client.</li> </ul>
<b>Physical Ability</b>	Physical abilities sufficient to move from room to room and maneuver in small spaces. Maintain physical tolerance for repetitive movements and demands of the work assignment.	<ul style="list-style-type: none"> <li>Lift a minimum of 25 lbs. of weight.</li> <li>Lift, move, position, and transport clients without causing harm, undue pain, or discomfort to the client or one's self.</li> <li>Transport mobile equipment in a timely and safe manner.</li> <li>Exhibit physical mobility and strength sufficient to propel wheelchairs, stretchers, equipment, etc. through doorways and close fitting areas alone.</li> <li>Move around in client's room, work spaces and treatment areas, in all clinical settings Stand, walk for the duration of a work assignment (may be 12 hr shift).</li> <li>Stoop, bend, squat, reach overhead as required to safely reach equipment, and provide nursing care in emergent and non-emergent care.</li> <li>Safely assist with ambulation of a client.</li> <li>Navigate stairs.</li> <li>Maintain client's dignity and personal space at all times.</li> </ul>
<b>Gross and Fine Motor Skills</b>	Gross and fine motor skills sufficient to provide safe and effective nursing care.	<ul style="list-style-type: none"> <li>Perform physical activities necessary to do basic fundamental nursing skills, including but not limited to: putting on sterile gloves, donning mask and gown, operating a manual and electronic blood pressure cuff, sterile technique and other essential fundamental nursing skills.</li> <li>Perform correct hand washing technique and behaviors.</li> <li>Provide or assist with activities of daily living such as bed bath, hygiene, toileting, positioning clients, making an occupied and unoccupied bed.</li> <li>Manipulate instruments, supplies, and equipment with speed, dexterity, precision, strength, coordination and adequate eye-hand coordination.</li> <li>Correctly administer oral, and parenteral medications to maintain client safety.</li> <li>Perform electronic keyboarding/documentation and/or extensive writing with a pen and/or pencil.</li> <li>Maintain and safely operate orthopedic device such as traction equipment, casts, and assistive devices.</li> <li>Perform cardiopulmonary resuscitation procedures.</li> <li>Calibrate and use equipment (i.e. syringes, vials, ampoules and medication packages, manual blood pressure cuff, don sterile gloves, etc.). Grasp small objects with hands (e.g. IV tubing, pencil). Pinch/pick or otherwise work with fingers (e.g. manipulate a syringe, eye dropper, etc.). Twist (turn objects/knobs using hands).</li> </ul>

## NURSING STUDENT HANDBOOK 2023-2024

ISSUE	STANDARD	AS EVIDENCED BY (including but not limited to)
<b>Auditory Ability</b>	Auditory ability sufficient to monitor and assess health needs.	<ul style="list-style-type: none"> <li>• Hear monitor alarm, emergency signals, ringing phones, telephone interactions and cries for help.</li> <li>• Distinguish sounds with background noise ranging from conversational levels to high pitch sounding alarms.</li> <li>• Perceive and receive verbal communication from clients and members of the health team.</li> <li>• Tolerate occasional exposure to loud and unpleasant noises.</li> <li>• Hear and understand communication without visualization of the communicator's mouth/lips within 20 feet.</li> <li>• Hear and distinguish changes in tone and pitch when listening to a client's respiratory, cardiac, and abdomen auditory characteristics when using a stethoscope.</li> </ul>
<b>Visual Ability</b>	Visual ability sufficient for observation and assessment necessary for safe client care.	<ul style="list-style-type: none"> <li>• Perform basic nursing skills such as insertion of a catheter, insertion of an IV, counting respirations, preparing and administering medications.</li> <li>• Observe client responses (level of consciousness, respirations patterns) and recognize subtle physical changes.</li> <li>• Read small print, gauges, thermometers, measuring cups, syringes, and other equipment.</li> <li>• Discriminate colors, changes in color, size, and continuity of body part.</li> <li>• Accurately identify, prepare, and administer medications.</li> <li>• Identify hazards in the environment (safety rails, restraints, water spills and harmful situations).</li> <li>• Correctly visualize written words and information on paper and on a computer screen.</li> </ul>
<b>Tactile Ability</b>	Tactile ability sufficient for physical assessment	<ul style="list-style-type: none"> <li>• Correctly perform palpation, functions of physical examination and/or those related to therapeutic intervention.</li> <li>• Don and wear gloves and other protective devices while accurately performing physical assessment.</li> <li>• Correctly perform skills that require tactile sensation.</li> <li>• Accurately palpate for pulses, temperature, texture, hardness or softness, and landmarks.</li> </ul>
<b>Olfactory Ability</b>	Olfactory ability sufficient for observation and assessment necessary for safe client care.	<ul style="list-style-type: none"> <li>• Recognize environmental odors.</li> </ul>
<b>Emotional Stability</b>	Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress.	<ul style="list-style-type: none"> <li>• Establish therapeutic interpersonal boundaries.</li> <li>• Provide clients with emotional support.</li> <li>• Adapt to changing environment and stress while maintaining professional conduct and standards without displaying hostility, agitation, rudeness or belligerence.</li> <li>• Poses no threat to self or others.</li> <li>• Perform potentially stressful tasks concurrently.</li> </ul>













## Simulation Center Confidentiality Statement/Photography Release



### Simulation Center Confidentiality Statement/ Photography Release

#### Confidentiality

Clayton State University School of Nursing supports the University Honor Code and maintains School of Nursing policies.

Students are expected to keep all events, procedures, and information used in conjunction with the simulation lab strictly confidential. This includes patient history information obtained prior to the actual simulation experience, as well as information obtained and used in the pre- and post conferences. Simulations will not be discussed with other students in order to maximize learning opportunities.

Information is to be treated as for real patients and confidentiality for simulated patients' health information should be treated as it is for HIPAA.

Students are to maintain confidentiality about any observations made or the performance of individuals during the simulation experience. Simulation includes use of high-fidelity mannikins, medium-fidelity mannikins, task trainers, and simulated situations such as medication administration.

Students *may not* video or audio record simulation experiences, actual lab experiences, or clinical experiences, or store recorded information on personal devices, nor transmit recordings, information, or data.

#### Photography Release

During simulated experiences recording may be used for debriefing and for educational purposes. Students, staff, and faculty may be recorded for the purpose of education, research, and/or quality improvement projects.

During simulation visitors may be authorized to observe if granted permission by the School of Nursing.

Recorded student videos, photos, or media may be used in publications, proceedings, and/or conferences for educational or instructional purposes only.

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*I have read the statements above, understand them, and will abide by them. I agree to allow Clayton State University to record and/or photograph my performance in the simulation lab for teaching purposes. I understand any photos or videos are the property of Clayton State University and agree to the use of any versions of recorded media from the Simulation Center as stated above. I waive all claims relating to rights of privacy, rights of publicity, confidentiality, copyright, and any other such claims against Clayton State University and/or the School of Nursing, or any other person or entity.*

Student name: \_\_\_\_\_ Witness: \_\_\_\_\_  
(Please print) (Please print)

Student Signature: \_\_\_\_\_ Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Honor Code



## School of Nursing Honor Code

I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others.

I have received a copy of the policy on academic honesty, have read it and understand the implications and penalties for violations of said policies. The definitions of academic dishonesty have been reviewed with me and I have had the opportunity to discuss any concerns or questions with a representative of the School and gain clarification.

I understand that violation of this policy may lead to course failure, and/or probation, suspension or permanent dismissal from the program.

As a student of Clayton State University School of Nursing, “I commit to uphold the ethical principles of the American Nurses’ Association Code of Ethics for Nurses in the classroom, clinical area and during any activity or event associated with the School of Nursing. I commit to conduct myself in a manner that will uphold the essential nursing values and principles of altruism, equality, aesthetics, freedom, human dignity, justice, truth, and caring. I pledge to assume responsibility and accountability for all written assignments and verbal and written communications. I agree that I am responsible for the academic integrity of my work and will not misrepresent any work or receive unauthorized assistance. The work that I complete will be my own and any cited work by another author will be given proper credit. I know cheating and plagiarism are not tolerated and I support consequences for participating in such activities. I pledge to uphold the Academic Honesty and Integrity Policy. I will report students who choose not to preserve the Honor Code of the School of Nursing. Failure to report a violation, in itself, is a violation of the Honor Code. Any student who reports an act of misconduct will be protected from repercussions and his/her confidentiality will be maintained within the guidelines of the Academic Honesty and Integrity Policy.

I have read and understand the Honor Code of Clayton State University School of Nursing. I will uphold the Honor Code and Academic Honesty Policy. My signature is proof of my commitment to abide by this Honor Code and the Academic Honesty Policy of the Clayton State University School of Nursing.<sup>1</sup>

### To Be Completed by Student

_____	_____	_____	_____
Last Name	First Name	Middle Name	Laker ID
_____			_____
Signature			Date

<sup>1</sup> Adapted from Blessing-Rieman College of Nursing



## Model Release Form



Office of Marketing and Communications

### Model Release

I hereby give Clayton State University the absolute right and permission to copyright and/or publish, or use photographic portraits or pictures of me, in which I may be included in whole or in part, or composite, in conjunction with my own or fictitious name, or reproductions thereof in color or otherwise, for the purposes of marketing, advertising, and promotion of Clayton State University, or any other lawful purpose whatsoever.

I hereby waive any right that I may have to inspect and/or approve the finished product or the copy that may be used in connection therewith, or the use of which it may be applied.

I hereby release, discharge, and agree to save Clayton State University from any liability by virtue of any use in composite form, whether intentional or otherwise, that may occur or be produced in the publication of said photographs. I understand that editorial copy may accompany these photographs.

I certify that I am over 18 years of age and that I am possessed of full and legal capacity to execute the forgoing authorization.

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Name (Print)

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Signature

---

Witness

---

Date

## Basic Licensure Track Progression



### Baccalaureate of Science in Nursing Basic Licensure Track Progression Main Campus

Semester 1—Fall or Spring	Semester 2—Spring or Fall	Semester 3—Fall or Spring	Semester 4—Spring or Fall
NURS 3200 Health Assessment (3-2-3)  NURS 3300 Health Promotion (6-0-6)  NURS 33001L Health Promotion Practicum (0-9-3)  <i>*NURS 3110</i> <i>Interactive Communications</i> (3-0-3)   15 hours	NURS 3383 Clinical Nursing Pharmacology (3-0-3)  NURS 3501 Psychosocial Transitions (3-0-3)  NURS 3501L Psychosocial Transitions Practicum (0-6-2)  NURS 3701 Health-Illness Transitions II (3-0-3)  NURS 3701L Health-Illness Transitions II Practicum (0-6-2)	NURS 4100 Nursing Research (3-0-3)  NURS 4000 Developmental Transition I (3-0-3)  NURS 4000L Developmental Transition I Practicum (0-6-2)  NURS 4201 Developmental Transitions II (3-0-3)  NURS 4201L Developmental Transitions II Practicum (0-6-2)  <i>*Major Specific Elective</i> (3-0-3)  16 hours	NURS 4500 Role Transitions (2-0-2)  NURS 4401 Health-Illness Transitions III (3-0-3)  NURS 4401L Health-Illness Transitions III Practicum (0-9-3)  NURS 4601 Organizational Transitions (4-0-4)  NURS 4601L Organizational Transitions Practicum (0-3-1)

\*Upper division coursework that can be completed prior to program enrollment. Major Specific Elective can be any NURS, HLTH, HCMG, HFMG or HSCI 3000/4000 level course (or appropriate upper division statistics course). Program prerequisites and separate program application must be completed prior to enrollment in upper division nursing curriculum. Transition course HLTH3201-Pathophysiology is not offered at most schools; transfer students should complete at Clayton State during first semester of enrollment prior to nursing admission. Course scheduling is subject to change; consult the DUCK for course availability.



### Baccalaureate of Science in Nursing Basic Licensure Track Progression Fayette Instructional Site

Semester 1—Fall	Semester 2—Spring	Semester 3—Summer	Semester 4—Fall
NURS 3200 Health Assessment (3-2-3)  NURS 3300 Health Promotion (6-0-6)  NURS 33001L Health Promotion Practicum (0-9-3)  <i>*NURS 3110</i> <i>Interactive Communications</i> (3-0-3)  15 hours	NURS 3383 Clinical Nursing Pharmacology (3-0-3)  NURS 3501 Psychosocial Transitions (3-0-3)  NURS 3501L Psychosocial Transitions Practicum (0-6-2)  NURS 3701 Health-Illness Transitions II (3-0-3)  NURS 3701L Health-Illness Transitions II Practicum (0-6-2)	NURS 4100 Nursing Research (3-0-3)  NURS 4000 Developmental Transition I (3-0-3)  NURS 4000L Developmental Transition I Practicum (0-6-2)  NURS 4201 Developmental Transitions II (3-0-3)  NURS 4201L Developmental Transitions II Practicum (0-6-2)  <i>*Major Specific Elective</i> (3-0-3)  16 hours	NURS 4500 Role Transitions (2-0-2)  NURS 4401 Health-Illness Transitions III (3-0-3)  NURS 4401L Health-Illness Transitions III Practicum (0-9-3)  NURS 4601 Organizational Transitions (4-0-4)  NURS 4601L Organizational Transitions Practicum (0-3-1)

\*Upper division coursework that can be completed prior to program enrollment. Major Specific Elective can be any NURS, HLTH, HCMG, HFMG or HSCI 3000/4000 level course (or appropriate upper division statistics course). Program prerequisites and separate program application must be completed prior to enrollment in upper division nursing curriculum. Transition course HLTH3201-Pathophysiology is not offered at most schools; transfer students should complete at Clayton State during first semester of enrollment prior to nursing admission. Course scheduling is subject to change; consult the DUCK for course availability.

## Advantage Students Guidelines



### GUIDELINES FOR STUDENTS

Before you begin your clinical rotation experience, you will be required to complete a satisfactory background check and drug test. For a fast and easy background and drug screening solution, turn to InfoMart's Advantage Students, the preferred screener for students in the healthcare field.

Student package: \$78.50 for all students	
Package includes:	Criminal History
	Multi-State Sex Offender Search
	National Social Security Search (NSSS)
	Patriot Act Search
	OIG List of Excluded Individuals/Entities
	GSA List of Parties Excluded from Federal Programs
	US Treasury Office of Foreign Asset Control (OFAC) Search
	11 Panel Drug Screening (includes Amphetamines, Cannabinoids, Cocaine Metabolites, Opiates, Phencyclidine, Barbiturates, Benzodiazepines, Methadone, Propoxyphene, Methaqualone and Oxycodone)
	Employment History ( <i>only required for students over 21 years of age</i> )

#### To Place an Order:

- Log into [www.advantagelstudents.com](http://www.advantagelstudents.com)
- Click on Students, and then select the school you're attending. If your school or hospital is not listed on the initial drop down menu, please select "Other Schools/Hospitals".
- Select the Student Package (unless instructed otherwise by your school or clinical site).
- Select method of payment (if paying by money order, the request will NOT be processed until the money order is received by InfoMart).
- Enter all required information (watch for error messages in red).
- Make a note of the email and password entered, as this will be your log in to access the website in the future.
- Select the school and hospital that will receive your results. **Note:** Selecting a hospital is optional at the time of the order, but eventually must be selected in order for that hospital to view your results. You may select one hospital during your initial order, and later share with additional hospitals throughout your clinical education experience.

**Drug Screening:** Once the order has been processed and payment has been received an email will be sent to you with a link that will direct you to a site to schedule your drug test. Once you are directed to the site, choose a collection facility (clinic) convenient to you. This will be where you must go for your drug test. If asked for an address, complete the appropriate fields, the search results will identify clinics in close proximity to the address you provide. From the clinics list, select the one you want to use. Then confirm your selection. Finally, print the "ePassport". Take this with you to the clinic along with a photo ID. It is imperative that you report to the clinic as soon as possible. This link will also be made available on the confirmation page and your Advantage Students account profile.

**Order Status:** After the request is underway, you can log into the site to view your profile progress. Simply click the status link to view the profile. You will be notified by email when your background check is complete.

**Sharing Results:** To select a hospital to share results with, simply click on the hospital, then click Share. You (or your school will follow this process each time you are placed for clinical rotation at a different hospital facility). **If a hospital is not listed as a user on the website, you can print your report from the website by clicking on the "completed" link and provide it to them in person.**

For further assistance, please contact:



Natalie Ellington, National Account Manager  
 InfoMart / Advantage Students  
 770.984.2727 ext. 1376  
[natalie.ellington@infomart-usa.com](mailto:natalie.ellington@infomart-usa.com)  
[www.infomart-usa.com](http://www.infomart-usa.com)



## Student Plan of Action for Success Form



### Student Plan of Action for Success

Date:  
 Student:  
 Course:  
 Semester:  
 Faculty:  
 Clinical Facility:

It is our goal to offer all students an optimum chance for success in our nursing program. The purpose of this conference is to address areas of needed student improvement for satisfactory performance in \_\_\_\_\_.

Guidance will be provided to you to assist you in altering, adjusting, redefining, and demonstrating improvement in your classroom/clinical performance.

Self-evaluation is an integral component of professional behavior. You will participate today in identifying ways to enhance your performance. You will also participate in discussing ramifications and consequences for not making the necessary changes to enhance your clinical/course performance.

The following recommendations are suggested:

1. Familiarize yourself with the Course Syllabi, Course Calendar, and Clinical Performance Evaluation Tool (if applicable) for your courses. By doing so, expectations of the courses will be familiar. Being aware of expectations will increase your chance of success.
2. Come to class prepared. Prepare prior to class by reading the assigned readings, assignments, reviewing the power points, and/or other documents/handouts posted.
3. Come to clinical/lab prepared. Prepare prior to clinical by reviewing clinical/skills lab expectations. Take notes in skills lab.
4. Take notes during class and record lecture if allowed. Review these recordings often.
5. Meet with the Course Coordinator or Clinical Instructor to clarify any topics/skills that are difficult or that you do not understand.
6. Plan study time in your calendar. Study when you are most alert.
7. Be punctual for all classes, clinical, and other course activities.
8. Do the recommended Prep-U quizzes and Kaplan exams and follow the remediation plan recommended.
9. Meet with course faculty to review each unit exam (even if your grade is above 75%).
10. In addition to your assigned Kaplan and Pass Point assignments, practice answering NCLEX type questions daily. Answer at least 20 questions a day. Read the rationales for each question, even if you got the question correct.
11. Review the protocols for expected clinical skills for this course.
12. Be familiar with common drugs discussed in this class and used in the clinical area.

Part of evaluation is self-reflection. Please list actions and behaviors you will change or demonstrate to improve your clinical/course performance to meet criteria for your expected performance level:





## Standardized Testing Policy and Procedures

### Purpose

Student participation in the Standardized Testing Program serves multiple purposes. Standardized testing provides feedback on individual student performance throughout the curriculum. Students can use feedback from results of the standardized testing to identify knowledge strengths and potential knowledge deficits. If knowledge deficits are identified, specific remediation plans are to be developed by the student, in conjunction with their course faculty, to correct the deficits. It is expected that students who perform well and remediate when needed will be better prepared for the program exit exam and NCLEX. Evaluation of student performance on standardized exams provides faculty with a mechanism for identifying students who may need additional academic assistance. The Standardized Testing Program is one of several methods used by faculty to evaluate curriculum.

### Enrollment and Administration Procedures

#### *Enrollment in the Standardized Testing Program*

Students will register for standardized testing in the first semester and every semester thereafter. Registration will provide students access to learning resources, online testing, and remediation materials.

#### *Standardized Administration*

All standardized exams will be administered on campus. Students must have access to a laptop computer and data/power cord. Standardized exams will be administered throughout the curriculum every semester.

### Junior Level Standardized Testing Administration and Remediation

All basic licensure students must successfully pass all standardized exams from the junior year (Fundamentals, Health Assessment, Adult Medical Surgical, Mental Health, and Pharmacology) prior to progressing to the senior level courses. The Standardized Kaplan exam for each course will count as 10% of the students' grade for each course. Students who score below the designated benchmark on the first attempt in a course **will earn 75 course points** for the exam.

In order to be successful, students are required to obtain a passing score designated for each course according to course policy. The course coordinator will provide the benchmark for the respective course prior to the actual exam. The benchmark will vary from course to course.

If unsuccessful, the student may have up to 2 opportunities to retake the exam before the end of the subsequent semester, including summer semester. In order for the student to schedule a retake, evidence of remediation should be emailed to the Standardized Testing Coordinator and the course coordinator. After completing the remediation, students will have the opportunity to re-test. Students must retake the exam at the next available testing time. Pre-arranged testing times will be scheduled through the Standardized Testing Coordinator and the Testing Center. Students will be allowed to retake only during these times.

All exceptions to this rule should receive written approval from the Standardized Testing Coordinator. There is a fee of **\$20.00** payable to the testing center at the time of the exam.

If the student is successful on the retake (2<sup>nd</sup> attempt), no further action is needed. If the student is unsuccessful, the student will remediate again for a third attempt. At this time, the student will need to apply for a Stop Out while remediating for the 3<sup>rd</sup> attempt. If the student is successful on the third attempt, the student can resume upcoming coursework. If unsuccessful on the 3<sup>rd</sup> attempt, the student will need to follow the provisions outlined in the Stop Out Policy.

After the first retake, there will be an additional charge for subsequent exams in that content area. Students may incur a testing fee for repeat exam from the testing agency. In addition, there will be a charge of **\$20.00** per repeat exam from the Testing Center.

All basic licensure students must successfully pass all the standardized exams by the end of the junior year (Fundamentals, Health Assessment, Adult Medical Surgical, Psychosocial, and Pharmacology) in order to progress to the senior level courses. If the student does **not successfully pass all junior level standardized exams** prior to beginning the senior level courses, the student will **not be able to register for any senior level nursing courses**.

### Senior Level Standardized Testing Administration and Remediation

All basic licensure students must successfully pass all the standardized testing exams as listed above for the Junior Level in addition to the tests in Pediatrics and Obstetrics prior to progressing to second semester senior level.

#### First Semester Seniors

All basic licensure students must successfully pass all standardized exams in Pediatric and Obstetrics prior to progressing to the second semester senior level courses. The Standardized Kaplan exam for each course will count as 10% of the students' grade for each course. Students who score below the designated benchmark on the first attempt in a course **will earn 75 course points** for the exam.

In order to be successful, students are required to obtain a passing score designated for each course according to course policy. The course coordinator will provide the benchmark for the respective course prior to the actual exam. The benchmark will vary from course to course.

If unsuccessful, the student may have up to 2 opportunities to retake the exam before the end of the subsequent semester, including summer semester. In order for the student to schedule a retake, evidence of remediation should be emailed to the Standardized Testing Coordinator and the course coordinator. After completing the remediation, students will have the opportunity to re-test. Students must retake the exam at the next available testing time. Pre-arranged testing times will be scheduled through the Standardized Testing Coordinator and the Testing Center. Students will be allowed to retake only during these times.

All exceptions to this rule should receive written approval from the Standardized Testing Coordinator. There is a fee of **\$20.00** payable to the testing center at the time of the exam.

If the student is successful on the retake (2<sup>nd</sup> attempt), no further action is needed. If the student is unsuccessful, the student will remediate again for a third attempt. At this time, the student will need to apply for a Stop Out while remediating for the 3<sup>rd</sup> attempt. If the student is successful on the third attempt, the student can resume upcoming coursework. If unsuccessful on the 3<sup>rd</sup> attempt, the student will need to follow the provisions outlined in the Stop Out Policy.

After the first retake, there will be an additional charge for subsequent exams in that content area. Students may incur a testing fee for repeat exam from the testing agency. In addition, there will be a charge of **\$20.00** per repeat exam from the Testing Center.

#### Second Semester Seniors

All second semester senior basic licensure students must successfully pass the standardized program exit exam as a graduation requirement.

Students are required to obtain the score designated by each specific course, according to course policy, for the exam attempt to be successful.

## **Kaplan Program Progression for NURS 4500:**

As part of the program requirements, the nursing student is required to pass an Exit Exam (Kaplan Secured Predictor) in Role Transitions (NURS 4500). Students will have TWO attempts to pass the Exit Exam with a passing score designated in the course.

If the student is not successful on the first attempt, the student must complete the remediation plan as outlined in the course syllabus. The student will be allowed a second attempt after the remediation plan is completed. If the student is not successful on the second attempt, the student will receive an Incomplete for the course and must take a one-hour independent study course the following semester (summer, fall or spring) to assist with NCLEX preparation. This independent study will be at the student's expense.

After the independent study is completed, the student will be allowed a third attempt to pass the Exit Exam. If the student is unsuccessful on this 3<sup>rd</sup> attempt, the student will receive a failing grade for the course. If this failure is the student's first nursing course failure, the student will be allowed to retake NURS 4500. If this failure is considered the student's second course failure, the student will be dismissed from the program. The required Georgia Board of Nursing paperwork will not be submitted by the School of Nursing until the Exit Exam has been successfully passed at the designated score.

The student will not be permitted to graduate with the basic licensure BSN degree until the program exit exam has been successfully passed.

## **Responsibility of Students**

It is the responsibility of each student to review their standardized exam results and to contact their course faculty and Standardized Testing Coordinator within one week of receiving their test results if they scored below the required score.

It is the responsibility of each student who is unsuccessful on a standardized test to develop and complete a remediation plan. Students should be able to provide evidence that the plan was completed. It is the responsibility of the student to pay all Testing Center fees incurred as a result of having to re-take a test.

It is the responsibility of each student to adequately prepare for each standardized test administration, and it is good practice to take the practice tests online prior to the day of the scheduled test administration. Additionally, students should do a focused review on identified areas of weakness. Some classes require the practice test to be taken as a class assignment.

## **Course Progression Policies**

### **Standardized Testing Requirements**

All basic licensure students must successfully pass all standardized exams by the end of the junior year (Fundamentals, Health Assessment, Adult Medical Surgical, Mental Health, and Pharmacology) prior to progressing to the senior level courses. Basic licensure students must successfully pass all standardized testing exams as listed above for the Junior Level in addition to the tests in Pediatrics and Obstetrics prior to being enrolled in the second semester senior level. If a student is not successful in taking any of the required Junior Level tests, then he or she will not be able to register for any Senior Level nursing class. The student will not be permitted to graduate with the basic licensure BSN degree until the program exit exam has been successfully passed. The required Georgia Board of Nursing paperwork will not be submitted by the SON until the program exit exam is successfully passed.

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*Completion of this form, with signature and notary information, affirms that I have read and understand the Standardized Testing Policy and Procedures for the Clayton State University School of Nursing.*

**Signature of Individual:**

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**Signature of Notary:**

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**Date:**

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**Name of Notary (typed, stamped, or printed)**

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**My commission expires:**

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Stamp here