RN COMPLETION STUDENT HANDBOOK

2022 - 2023

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

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:

<div align="center">

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

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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 https://www.clayton.edu/health/nursing/faculty-and-research.

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Program Information

Introduction

CSU (CSU) offers a program of study that leads to a BSN. 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 included 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.

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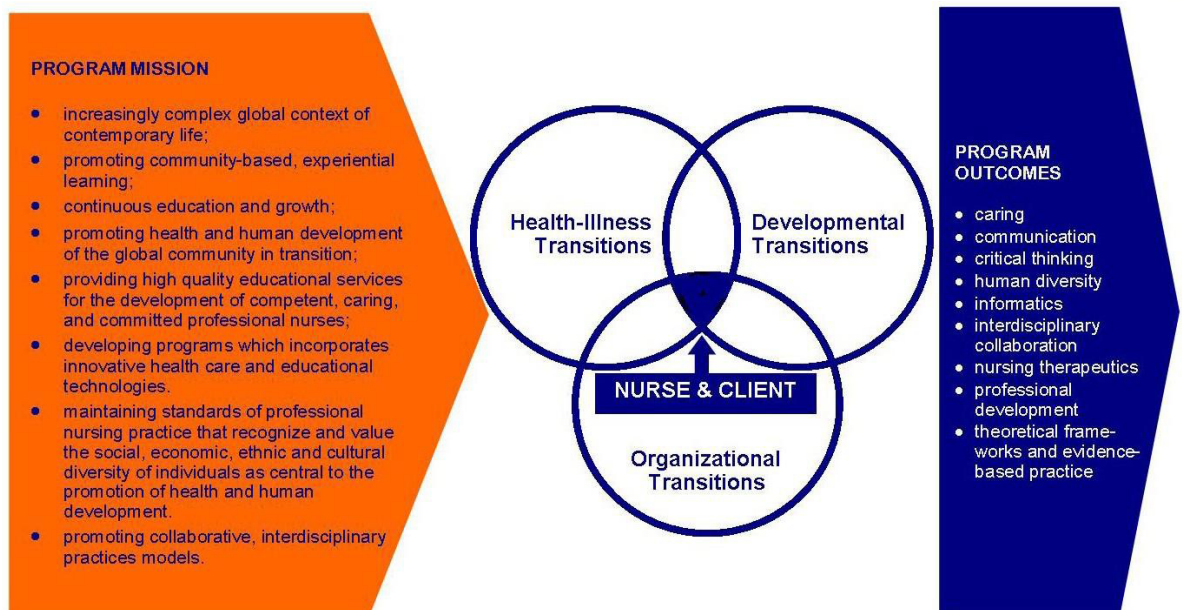
Adapted from: Schumacher, K.L. and Meleis, A.I. (1994). "Transitions: A central concept in nursing." IMAGE: Journal of Nursing Scholarship, 26 (2), 119-127.

Scholarships

Scholarship opportunities are funded by public and private sources and are communicated with current nursing students via email. Qualifications and awards vary and are subject to specific guidelines set forth by the sponsoring agency. The SON requires a scholarship eligibility form prior to program entry to help determine eligibility for available funds. 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 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

BSN - 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.

BSN – RN Completion
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. This open enrollment program is online with full-time or part-time progression. It can be completed in as little as one year. Coursework includes professional issues, health assessment, interactive communication, leadership and management, research, and electives. Students complete an individualized 90-hour 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 the Advanced Practice Registered Nurse (APRN) role as culturally competent primary providers of clients, families, and communities.

Post-Graduate Certificate
The Post-Graduate Certificate 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 Masters' degree in Nursing for the Advanced Practice Registered Nurse (APRN) role 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 CSU Code of Conduct. 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 which 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 admitted students 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 is 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. 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
Students should contact the Center for Advising and Retention (CAR), Magnolia Hall, Room 143, 678-466-5598, https://www.clayton.edu/car/.

Admission Requirements

The RN Completion program is available for registered nurses with an associate degree or diploma in nursing who meet University admission requirements. Clayton State participates in the Georgia Statewide Articulation Model.

Nursing application is separate from University application and admission. The program is offered online and can be completed on a full-time or part-time basis. Graduates are prepared to practice in diverse health care settings, including hospitals, homes, clinics, hospice, industry, and community.

Eligibility Requirements
1. Unrestricted current nursing licensure in the United States or eligibility for licensure.
2. College grade point average (GPA) of 2.00 on 4.00 scale.
3. Completion of 45 semester hours of BSN core curriculum with grades of C (or K or S) or better in all natural and behavioral science, math, and Area F courses at the time of application and 60 semesters hours at the time of enrollment in nursing program.
4. Successful completion of the transition course HLTH3200-Pathophysiology for RNs.
5. Successful completion of the legislative and overlay requirements.
6. Eligible for clearance on criminal background check and drug screening.

International graduates, registered nurses professionally inactive for four or more years and graduates of non-accredited programs may be required to validate nursing knowledge prior to acceptance. Candidates who have been dismissed from another nursing education program are ineligible.

Attendance Policy

Students are expected to attend and participate in class activities. Instructors establish specific policies relating to absences 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 those 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 Assistant Dean and Chief Nurse Administrator.

Background Check/Drug Screening

- Students in the SON must follow the COH Drug and Alcohol Policy and must read and sign the COH Drug and Alcohol Policy Acknowledgement.
- The SON requires criminal background checks and drug screenings as needed for RN Completion students. The background check and drug screening costs are the responsibility of the student.
- Students must utilize AdvantageStudents; reference 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 COH Drug and Alcohol Policy, he/she will be required to complete a drug and/or alcohol screening on demand.
- Students must also sign COH Drug and 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 RN completion 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 RN completion 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 recommended technology, go to https://www.clayton.edu/hub/itp-choice.

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 faculty.

Computer Skill Prerequisites

- Able to use the Windows^{TM} operating system.
- Able to use Microsoft Word^{TM} word processing.
- Able to send and receive e-mail using Outlook^{TM.}
- 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 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 RN completion 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 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) for frequent updates regarding campus closures.

Evaluations of Course and Faculty/Student

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.

Student

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

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.

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

Students must complete the Affirmation of Ability to Complete Core Performance Standards upon admission to the SON 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 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 RN completion program are required to carry proof of health insurance coverage and be able to produce it on demand.
- All students in the RN Completion program must read, sign and return the Insurance Policy Acknowledgement prior to program admission.
- Students with private health insurance can submit a waiver each semester.
- Students must have proof of current personal health insurance and malpractice insurance coverage throughout the RN Completion program.

Immunization

In keeping with University System of Georgia policies and requirements, the University requires vaccines and laboratory testing for immunization prior to enrollment in the RN COMPLETION program. These requirements may be obtained at University Health Services or through a local health department or personal physician.

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 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 Assistant Dean and Chief Nursing Administrator 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.

Learning Resources

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

- Textbooks
- Software packages
- Applications (apps) for smart devices
- Online resources

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).

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.

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 Lawriter - Home - Search - ((nurse) and (practice) and (act)) (state.ga.us).

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 electronic 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.

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

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.

- Students enrolled in the RN COMPLETION program are 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.
- 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

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.

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 Virtual 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.
- 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.

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 and 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 RN completion program.

Withdrawals

Course withdrawal is not 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, go to the DUCK to withdraw from classes. In the DUCK, click on Student Services, then Registration, then 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. Click here for detailed instructions.

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
- 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

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 *RN completion program.*

Grade and Academic Appeal 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 at https://www.clayton.edu/about/administration/student-affairs/student-complaints.

Graduation Application Policy

Students scheduled to complete degree requirements in the upcoming semester, must submit graduation application and application fee by the appropriate deadline. A separate application and application fee are required for each degree/certificate sought. Applications will not be accepted without the application fee. The application and accompanying fee should be submitted no more than two semesters in advance of the semester in which you intend to graduate.

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.
- 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.
- 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.

Practicum Requirement

Students in the RN completion program complete the capstone course NURS 4503 – Practicum in their final semester of enrollment. This course requires the RN student to accomplish individual learning objectives negotiated with their faculty facilitator and chosen preceptor(s) to satisfy 90 hours of leadership/management – 30 hours, education – 30 hours, and community practice – 30 hours.

Program Probation

Students in the RN completion 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 RN completion 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 RN completion 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 RN completion 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 RN completion program have priority on space availability.)

Program Dismissal

Students in the RN completion 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 RN completion program, as policy states that a nursing course cannot be taken more than twice.
- Plagiarism or cheating and 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 RN completion program will be facilitated by Assistant Dean 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 Assistant Dean and faculty.

Readmission

The following process applies to students in the RN completion 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 Assistant Dean 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.

- Students may be readmitted to the program following dismissal if there is clear and convincing evidence that the circumstances that led to the dismissal have substantially changed. Readmission following program dismissal may be granted upon recommendation of the faulty and approval by the Dean.
- A student may be readmitted following program probation or dismissal only once. This policy includes probation or dismissal from another institution.
- 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 RN completion 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. To determine the status of academic credit taken greater than five years ago, the Admission and Progression Committee must evaluate the course for credit.

Student Handbook Acknowledgement

CLAYTON STATE UNIVERSITY

STUDENT HANDBOOK ACKNOWLEDGEMENT

I, the undersigned, understand that that there are policies specific to the BSN program. I understand that I am responsible for those policies and have been told how to access a copy of the program handbook. I further agree that the School of Nursing has the right to make necessary/needed changes in the policies and procedure here within.

I, the undersigned, have read the policy on academic honesty. I understand that I am expected submit work that is totally my own. If a faculty member authorizes a group activity, I may work with other students.

I, the undersigned, will appropriately reference all written work that is taken from the works of others.

I, the undersigned, also understand that this policy is binding on all of my work for the program including, but not limited to exams, projects, papers and presentations.

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

To Be Completed by Student

I have read and understand the Clayton State University School of Nursing Student Handbook. I will uphold the policies as outlined therein. My signature is proof of my commitment to abide by the policies of the Clayton State University School of Nursing.

_____   _____

Last Name   First Name   Middle Name   Laker ID

_____   _____

Signature   Date

Drug/Alcohol Policy Form

CLAYTON STATE UNIVERSITY

**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

Drug/Alcohol Violation Form

CLAYTON STATE UNIVERSITY

**College of Health
Drug/Alcohol Violation**

I understand that I have been suspected of violating the College of Health Drug/Alcohol Policy and must complete drug and/or alcohol screening within 24 hours.

I understand that I am to follow the instructions listed here:

1. Go online to www.advantagestudents.com.
2. Login in to your student account.
3. Order an 11 panel drug screen. The cost is approximately $33.00 and students are responsible for any and all costs.
4. Choose a laboratory site that is convenient to you from the list provided by Advantage.
5. Proceed to the lab for testing.
6. Notify your program director/chair and instructor when the process is complete.
7. Wait for further instructions from program director/chair.
8. Please note: Analysis may take up to 48 hours to complete.
9. You may not return to clinic/clinical until cleared by the program director/chair.
10. In the event your analysis is positive for drug and/or alcohol use, the program director/chair will review the results and render a decision about disposition. If no drug or alcohol use is discovered, the program director/chair will release you to return to class and/or clinical experiences.

To Be Completed by Instructor

_____   _____   _____
Instructor   Date of Violation   Time of Violation

To Be Completed by Student

_____   _____
Last Name   First Name   Middle Name   Laker ID

_____   _____
Signature   Date

Student Applied Learning Experience Agreement

Student Applied Learning Experience Agreement – Office of Legal Affairs   Page 1 of 2

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.

USG 6/21/12

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:_____   Name:_____
    (Please print)   (Please print)

_____   _____
Parent/Guardian Signature   Witness Signature
(if applicable)

Name:_____   Name:_____
    (Please print)   (Please print)

USG 6/21/12

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".

USG 6/21/12

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   Witness Signature

Name: _____   Name: _____
         (Please print)   (Please print)

_____   _____
Parent/Guardian Signature   Witness Signature
     (if applicable)

Name:_____   Name:_____
         (Please print)   (Please print)

Core Performance Standards

ISSUE	STANDARD	AS EVIDENCED BY (including but not limited to)
Critical Thinking Ability	Critical thinking ability sufficient for clinical judgment.	• Identify cause/effect relationships in clinical situations. • Develop nursing care plans, evaluate the plan of care and revise as appropriate. • Analyze and use assessment findings to plan and implement care for clients and families. • Use relevant data to support the decision making process. • Identify priorities of care based analysis of data. • Manage and respond to multiple priorities in stressful situations. • Respond instantly to emergency situations. • Exhibit arithmetic competence that would allow the student to read, understand and perform calculations for computing dosages • Solve problems and make valid rational decisions using logic, creativity, and reasoning.
Interpersonal Skills	Interpersonal skills sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	• Establish rapport (relationship) with clients/colleagues. • Maintain therapeutic relationships with clients and colleagues. • Respect cultural diversity and the rights of others. • Work effectively in small groups as a team member and as a team leader • Practice verbal and non-verbal therapeutic communication • Recognize adverse events and attempt to resolve for both client and colleague.
Communication Ability	Communication abilities sufficient for interaction in verbal, written, electronic format.	• Write and speak English effectively so as to be understood by general public. • Communicate therapeutically with clients, families, and groups in a variety of settings. • Document client data and nursing care completely and accurately use correct medical terminology. • Obtain health history information from client/family. • Interpret nonverbal cues and behaviors. • Provide health teaching information for clients, families, and/or groups based on assessed needs, available resources, age, lifestyle and cultural considerations. • Remember multiple messages and information • Communicate to all interdisciplinary team members and family/client.
Physical Ability	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.	• Lift a minimum of 25 lbs. of weight. • Lift, move, position, and transport clients without causing harm, undue pain, or discomfort to the client or one's self. • Transport mobile equipment in a timely and safe manner. • Exhibit physical mobility and strength sufficient to propel wheelchairs, stretchers, equipment, etc. through doorways and close fitting areas alone. • 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). • Stoop, bend, squat, reach overhead as required to safely reach equipment, and provide nursing care in emergent and non-emergent care. • Safely assist with ambulation of a client. • Navigate stairs. • Maintain client's dignity and personal space at all times.
Gross and Fine Motor Skills	Gross and fine motor skills sufficient to provide safe and effective nursing care.	• 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. • Perform correct hand washing technique and behaviors. • Provide or assist with activities of daily living such as bed bath, hygiene, toileting, positioning clients, making an occupied and unoccupied bed. • Manipulate instruments, supplies, and equipment with speed, dexterity, precision, strength, coordination and adequate eye-hand coordination. • Correctly administer oral, and parenteral medications to maintain client safety. • Perform electronic keyboarding/documentation and/or extensive writing with a pen and/or pencil. • Maintain and safely operate orthopedic device such as traction equipment, casts, and assistive devices. • Perform cardiopulmonary resuscitation procedures. • 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).

ISSUE	STANDARD	AS EVIDENCED BY (including but not limited to)
Auditory Ability	Auditory ability sufficient to monitor and assess health needs.	• Hear monitor alarm, emergency signals, ringing phones, telephone interactions and cries for help. • Distinguish sounds with background noise ranging from conversational levels to high pitch sounding alarms. • Perceive and receive verbal communication from clients and members of the health team. • Tolerate occasional exposure to loud and unpleasant noises. • Hear and understand communication without visualization of the communicator's mouth/lips within 20 feet. • Hear and distinguish changes in tone and pitch when listening to a client's respiratory, cardiac, and abdomen auditory characteristics when using a stethoscope.
Visual Ability	Visual ability sufficient for observation and assessment necessary for safe client care.	• Perform basic nursing skills such as insertion of a catheter, insertion of an IV, counting respirations, preparing and administering medications. • Observe client responses (level of consciousness, respirations patterns) and recognize subtle physical changes. • Read small print, gauges, thermometers, measuring cups, syringes, and other equipment. • Discriminate colors, changes in color, size, and continuity of body part. • Accurately identify, prepare, and administer medications. • Identify hazards in the environment (safety rails, restraints, water spills and harmful situations). • Correctly visualize written words and information on paper and on a computer screen.
Tactile Ability	Tactile ability sufficient for physical assessment	• Correctly perform palpation, functions of physical examination and/or those related to therapeutic intervention. • Don and wear gloves and other protective devices while accurately performing physical assessment. • Correctly perform skills that require tactile sensation. • Accurately palpate for pulses, temperature, texture, hardness or softness, and landmarks.
Olfactory Ability	Olfactory ability sufficient for observation and assessment necessary for safe client care.	• Recognize environmental odors.
Emotional Stability	Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress.	• Establish therapeutic interpersonal boundaries. • Provide clients with emotional support. • Adapt to changing environment and stress while maintaining professional conduct and standards without displaying hostility, agitation, rudeness or belligerence. • Poses no threat to self or others. • Perform potentially stressful tasks concurrently.

Affirmation of Ability to Complete Core Performance Standards

Affirmation of Ability to Complete Core Performance Standards

The list of Core Performance Standards is documented to provide students with information related to skills required in the performance of duties of the professional nurse as well as to assess your ability to complete such duties. These standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the program at this University. Persons interested in applying for admission to the nursing program should review the core performance standards to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program.

These core performances are based on guidelines proposed by the Southern Regional Education Board (SREB) and National Council of State Boards of Nursing. The University complies with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Therefore, the University will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

To Be Completed by Student

I would require the following accommodation(s):

_____

_____

_____

I have read and understand the technical standards of the Baccalaureate Nursing Program and possess the ability to successfully complete the program.

Last Name	First Name	Middle Name	Laker ID

Signature	Date

Blood Borne Pathogen Exposure Guidelines Acknowledgement

CLAYTON STATE UNIVERSITY

**BLOOD BORNE PATHOGEN
EXPOSURE ACKNOWLEDGEMENT**

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, body fluids containing visible 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 School of Nursing 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 in the School of Nursing. 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 should seek follow-up care with their private health care provider. Students are responsible for the costs or expenses of any treatment.

To Be Completed by Student

I have read, understand and agree to follow the above responsibilities, guidelines and procedures.

_____   _____
Last Name   First Name   Middle Name   Laker ID

_____   _____
Signature   Date

Consent, Release Waiver of Liability, and Covenant Not to Sue

CLAYTON STATE UNIVERSITY

STATE OF GEORGIA
COUNTY OF CLAYTON

CONSENT, RELEASE WAIVER OF LIABILITY, AND COVENANT NOT TO SUE

(READ CAREFULLY BEFORE SIGNING)

The undersigned hereby intends to voluntarily participate in a program of study through the School of Nursing at Clayton State University (herein after referred to as the Program) and acknowledges that participation in said Program, and travel to and from this Program may involve inherent risks of physical injury, including but not limited to death or loss of personal property and hereby assumes an such.

NOW, THEREFORE, the undersigned (for myself, my heirs, executors, administrators, and assigns) hereby agrees, for the sole consideration of the enrichment I expect to derive from the Program and for consideration of Clayton State University allowing my participation in the Program and/or arranging travel to and from the Program, to waive, release, hold harmless, covenant not to sue, and forever discharge Clayton State University and the Board of Regents of the University System of Georgia, and their members individually, and their officers, agents and employees from any and all claims, demands, rights, causes of action actions, judgments, costs and expenses, or other liability of whatsoever kind or nature resulting from my participation in or growing out of or in any way connected with this Program either arising before, during and/or subsequent to the Program, including but not limited to any and all, known and unknown, foreseen and unforeseen, bodily and personal injuries, including death; damage to property; and the consequences thereof.

I understand that the acceptance of this Consent, Release, Waiver of Liability, and Covenant not to Sue by the Board of Regents of the University System of Georgia shall not constitute a waiver, in whole or in part, of sovereign immunity by said Board, its members, officers, agents, and employees.

I further understand that if I elect to drive any vehicle during the Program and/or travel to and from the Program, I win be personally responsible and liable for all damages and injuries arising therefrom, to the extent that said liability, damage and/or injury is not covered by the Georgia State Tort Claims Act.

I hereby certify that I am 18 years of age or older, or my parent or guardian has signed below-, that I am suffering under no legal disabilities, and that I, or my parent and/or guardian, have read and understand the above Consent, Release Waiver of Liability, and Covenant Not to Sue carefully before signing and agree to be bound by its terms.

To Be Completed by Student

IN WITNESS WHEREOF, I have hereunto set my hand and seal this document:

_____   _____
Last Name   First Name   Middle Name   Laker ID

_____   _____
Signature   Date

Insurance Policy Acknowledgement

CLAYTON STATE UNIVERSITY

College of Health
Health Insurance Policy

The Clayton State University College of Health adheres to the University System of Georgia Student Health Insurance Policy (USG-SHIP). This policy requires students in health related programs to carry proof of health insurance coverage.

I understand that it is my responsibility to:

- have proof of health insurance coverage prior to enrollment in clinical courses
- be able to produce proof of coverage on demand, both on-campus and at off-campus clinical sites
- continue health insurance coverage throughout my tenure in the BSDH/BSN program

I understand that per University System of Georgia guidelines, I will be automatically enrolled each semester in a discounted group health insurance plan:

- fees will be added to my student account each fall and spring/summer
- students with private health insurance can submit waiver; upon approval fees will be dropped from student account

To Be Completed by Student

_____   _____

Last Name   First Name   Middle Name   Laker ID

_____   _____

Signature   Date

            Date

Honor Code

CLAYTON STATE UNIVERSITY

**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.[1]

To Be Completed by Student

_____   _____
Last Name   First Name   Middle Name   Laker ID

_____   _____
Signature   Date

---

[1] Adapted from Blessing-Rieman College of Nursing

Model Release Form

CLAYTON STATE UNIVERSITY

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 wherewith, 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.

_____

Name (Print)

_____

Signature

_____

Witness

_____

Date

2000 Clayton State Boulevard, Morrow, Georgia 30260-028   Voice: (678) 466-4467   Fax: (678) 466 4479
www.clayton.edu
An Affirmative Action/Equal Opportunity Institution

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RN Completion Progression

CLAYTON STATE UNIVERSITY

Baccalaureate of Science in Nursing
RN Completion Suggested Progression

Prerequisites	Semester 2		Semester 3	
Core Curriculum Areas A – F 60 hours includes MATH 1401 (if not applied in Area D2) or appropriate lower division statistics course required **Transition Course** HLTH 3200* Pathophysiology for RNs (3-0-3) **Legislative Requirements**	*Session I* **NURS 3197**** Professional Nursing Practice (3-0-3) **NURS 3397** Health Assessment (3-0-3) *Session II* **NURS 3297** Nursing Research Application (3-0-3)	*Full Term* **NURS 3110** Interactive Communication (3-0-3) **Major Specific Elective^** (3-0-3)	*Session I* **NURS 4497** Community Health Nursing (3-0-3) *Session II* **NURS 4597** Leadership and Management (3-0-3)	*Full Term* **NURS 4503** Practicum (0-9-3) **Major Specific Elective^** (3-0-3)
63 hours	**15 hours**		**12 hours**	

Distance learning program with coursework available every fall and spring semester. Program prerequisites and separate program application must be completed prior to enrollment in upper division nursing coursework. Course scheduling is subject to change; consult the DUCK for course availability.

*HLTH3200 is not offered at most schools; transfer students should complete at Clayton State during first semester of enrollment prior to nursing admission.

**Upon successful completion of NURS 3197, block credit up to 30 semester hours will be awarded.

^Any three-credit hour NURS, HLTH, HCMG, HFMG or HSCI 3000/4000 level course (or appropriate upper division statistics course).