



ALBANY STATE UNIVERSITY

DARTON COLLEGE OF HEALTH PROFESSIONS
DEPARTMENT OF NURSING

ASSOCIATE OF SCIENCE IN NURSING (ASN)
STUDENT HANDBOOK

NOTICE: *The provisions described in this handbook are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to make changes and designate effective dates of changes in curricula, course offerings, requirements for graduation, and other regulations at any time as such changes are considered to be desirable or necessary. This handbook is revised annually with the final version posted in August.*

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The Nightingale Pledge

I solemnly pledge myself before **G**od and in the presence of this assembly, to pass my life in purity and to practice my profession faithfully.

I will abstain from whatever is deleterious and mischievous, and will not take or knowingly administer any harmful drug.

I will do all in my power to maintain and elevate the standard of my profession, and will hold in confidence all personal matters committed to my keeping and all family affairs coming to my knowledge in the practice of my calling.

With loyalty will **I** endeavor to aid the physician in his work, and devote myself to the welfare of those committed to my care.

Lystra E. Gretter, 1893

**Albany State University
Department of Nursing
Associate of Science in Nursing Student Handbook**

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SECTION I UNIVERSITY AND DEPARTMENTAL BACKGROUND

GREETINGS FROM THE CHAIR

DR. CATHY WILLIAMS, FULLER E. CALLOWAY ENDOWED PROFESSORIAL CHAIR OF NURSING



On behalf of Albany State University's Department of Nursing, the Faculty and I are delighted that you have selected Albany State University for your undergraduate education in nursing. We congratulate you on your choice and are confident that you will find your educational experience at ASU gratifying and advantageous for many years to come. The faculty and I are here to guide, mentor and nurture you throughout your progression through the undergraduate program. As a student in the Darton College of Health Professions, you will have the opportunity to experience a diverse mix of courses in liberal arts, science, and nursing as you gain the education you need to provide high quality care in our dynamic healthcare environment.

The *Associate of Science in Nursing Student Handbook* has been compiled by our faculty with student input in order to present information and policies that are important to your successful completion of the Associate of Science in

Nursing (ASN) degree. You are responsible for adhering to the policies and procedures written in this handbook. I suggest that you read this during your first nursing course so that you are familiar with the Department of Nursing's policies and procedures. If you have questions or concerns about any information you read in this handbook, please be sure to ask your instructor or advisor for clarification. We value your ideas and welcome any additional inclusions you wish to suggest that may be helpful to your fellow students.

Policies and procedures are subject to change. Faculty reserve the right to revise policies, procedures, and curriculum found within this handbook at any time deemed advisable and appropriate for student success.

INTRODUCTION

This handbook is prepared for the students Albany State University's Department of Nursing, under the Darton College of Health Professions, to provide information related primarily to the associate program in nursing. Policies set forth in this handbook are reviewed and refined each year based on national standards, safety standards, curriculum review, clinical agencies policies, and input from constituents of interest. Policies are subject to review and revision by the faculty of the Department of Nursing as necessary. The content within this handbook is considered supplementary to policies and procedures detailed in the [Albany State University Academic Catalog](#) and the [Student Code of Conduct](#), and students are expected to read, understand, comply with, and adhere to the contents contained within each of these documents. Reference to general University policies can be found across the [Albany State University website](#), in the *Albany State University Academic Catalog* and in the *Student Code of Conduct*.

The Department of Nursing in the Darton College of Health Professions offers an Associate of Science in Nursing (ASN) degree, a Bachelor of Science in Nursing (BSN) degree, and a Master of Science in Nursing (MSN) degree. The associate's degree nursing program prepares students for the National Council Licensure Examination (NCLEX-RN) and to practice as registered professional nurses.

ACCREDITATION AND APPROVAL OF NURSING PROGRAMS *(Updated 2/21)*

Albany State University is accredited by the Southern Association of Colleges and Schools (SACS) as a Level IV institution.

The associate and baccalaureate nursing programs at Albany State University are approved by the Georgia Board of Nursing.

The associate, baccalaureate, master's, and post-master's certificate nursing programs at Albany State University at the West Campus located in Albany, Georgia, and the associate nursing program at Albany State University at the Cordele Campus located in Cordele, Georgia, are accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the associate, baccalaureate, master's, and post-master's certificate nursing programs is Continuing Accreditation.

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
404-975-5000
www.acenursing.org

Georgia Board of Nursing

237 Coliseum Drive
Macon, Georgia 31217
(912) 207-1640
<http://sos.ga.gov/index.php/?section=licensing>

ACEN is recognized by the U.S. Department of Education as the national accrediting body for all types of nursing education programs. ACEN supports the interests of nursing education, nursing practice, and the public by the functions of accreditation. Accreditation is a voluntary, self-regulatory process by which non-governmental associations recognize educational institutions or programs that have been found to meet or exceed standards and criteria for educational quality. Accreditation also assists in the further improvement of the institutions or programs as related to resources invested, processes followed, and results achieved. The monitoring of certificate, diploma, and degree offerings is tied closely to state examination and licensing rules, and to the oversight of preparation for work in the profession.

NONDISCRIMINATION NOTICE *(Updated 12/20)*

Albany State University does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender, or sexual orientation in its programs and activities, including admissions and employment, as required by Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and other applicable statutes, regulations, and East Georgia policies.

Albany State University prohibits sex discrimination, including sexual harassment and sexual violence, in its programs and activities. Sexual harassment is the unwelcome conduct of a sexual nature, including sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature such as sexual touching, sexual comments, jokes, or gestures, or distributing sexually explicit material. Sexual violence is a physical sexual act taken against a person's will, or when a person is incapable of consenting due to alcohol or drug use. Sexual violence includes rape, sexual battery, and sexual coercion.

The following person has been designated as the Title IX Coordinator to handle inquiries regarding the nondiscrimination policies and to serve as the overall campus coordinator for purposes of Title IX compliance: Kimberly Carter, Title IX Coordinator/Equity & Compliance Director, Albany State University, 504 College Drive, Albany, Georgia 31705; telephone 229-500-3304; email TitleIX@asurams.edu. Albany State University complies with applicable laws regarding reasonable accommodation for disabled students and employees.

Applicants requiring a reasonable accommodation in order to participate in the application process, or to have access to a program, service, or activity of Albany State University are requested to contact the Accessibility Services Coordinator: Keshundra Wright at 229-500-3445 or email Keshundra.Wright@asurams.edu.

Albany State University also prohibits discrimination on the basis of disability in its programs and activities, including admissions, employment, treatment, and access. The Student Accessibility Coordinator has been designated to handle inquiries regarding the Americans with Disabilities Act, the Rehabilitation Act, and related statutes, regulations, and Albany State policies.

HISTORY OF ALBANY STATE UNIVERSITY

ABOUT ALBANY STATE UNIVERSITY

On November 10, 2015, the Board of Regents of the University System of Georgia voted unanimously to begin the process of consolidating Albany State University and Darton State College. The new Albany State University unifies the distinction, values, and missions of the two institutions. To lead the two institutions through the complex process of consolidating, the USG appointed Dr. Arthur N. Dunning as the ninth president of Albany State University and Dr. Richard Carvajal as the interim president of Darton State College.

The new Albany State University continues a combined legacy of more than 100 years of providing leadership in southwest Georgia in access to education, academic excellence, social change, and economic impact. A nationally top-ranked HBCU, it serves an increasingly diverse

student body and community by offering the region a uniquely comprehensive array of programs, from associate to graduate degrees.

ALBANY STATE UNIVERSITY

Inspired by W.E.B. DuBois' writings about the persecutions and triumphs of African Americans living in Georgia and aided in his mission by private and religious organizations, Joseph Winthrop Holley founded the Albany Bible and Manual Training Institute in 1903, and he served as its president for the next 40 years. The new school was successful in its mission to provide religious and basic education, as well as teacher training, to the local black population. In 1917, the state of Georgia began providing financial support to the school, granting it two-year status. Responding to the needs of the state, the school added training in agriculture and was renamed the Georgia Normal and Agricultural College.

With the creation of the Board of Regents in 1932, the institution joined the newly formed University System of Georgia and, in 1943, was granted four-year status. Concentrating on teacher education and home economics, the school was again renamed, this time as Albany State College. Over the next few years, the College added majors in the humanities and social sciences. In 1954, it began adding degrees in secondary education and, in 1961, nursing, adding health care to its tradition of serving the region.

During the middle decades of the 20th century, the people of Albany State extended the college's mission of education and uplift to include political action. In 1961, Albany State College's students joined with Martin Luther King, Jr., the Student Nonviolent Coordinating Committee, and other black organizations in eight months of protest. Despite warnings from the college's president, William Dennis, many students participated in protests, marches, and an organized effort to test the state mandated desegregation of Albany's bus station. As a result of the protests and the arrest of several students, 40 students were expelled from the college. In May of 2011, 50 years after the events, 32 of these students were finally able to attend graduation as Albany State University awarded them honorary degrees.

With the passage of the Higher Education Act of 1965, the federal government formally recognized and began funding historically black colleges and universities, including Albany State College.

In the 1970s, the college worked with other institutions to offer graduate degrees in a variety of education fields and in business administration. In 1981, after increasing the number of faculty with doctorate degrees by more than fifty percent, Albany State College began offering graduate degrees designed and delivered solely by faculty and staff of the college.

In 1994, the school earned its nickname, "unsinkable." Tropical storm Alberto, which had submerged almost a half million acres of Georgia farmland, raised the Flint River to 44 feet, flooding most of the college. Under the leadership of president Billy C. Black, students and faculty banded together to carry on the college's mission, and, with the support of Governor Zell Miller and a \$153 million recovery fund, rebuilt, renovated, and expanded the campus. During the rebuilding process, on the strength of the school's growing graduate programs, the Board of Regents in 1996 approved the renaming of the institution: Albany State University. In the

following two decades, the university added residence halls, a student center, a stadium, and a fine arts center.

In the 21st century, Albany State University continued to strengthen its mission, attracting nationally renowned scholars and researchers to its faculty and preparing students for leadership in the region and beyond. Between 2000 and 2016, the University produced over 7,500 undergraduates and over 2,700 students with master's and educational specialist degrees and received almost 160 million dollars in research grants.

DARTON STATE COLLEGE

Since its founding in 1963, Darton State College has maintained and built upon its mission of providing access to higher education to potential students with a variety of educational needs from Albany, the region, and beyond.

In 1958, as part of a statewide effort to increase the number of Georgians with college degrees, the Georgia General Assembly passed the Junior College Act in an effort to spur the creation of local, two-year colleges. While the state would provide operating funds, the law stipulated that local authorities would need to finance capital construction. In response to local support, the Dougherty County School Board authorized a bond issue of 1.6 million dollars with which to finance the purchase and development of 100 acres of land and the construction of the first five buildings of the college.

In 1965, the Board of Regents appointed Dr. B. R. Tilley to serve as the college's first president, and he would remain in the office until 1989. When doors officially opened in 1966, 620 students enrolled in the new Albany Junior College.

In the following years, the College grew quickly and succeeded in serving both of its primary student populations. Students transferring to four-year institutions typically saw an increase in their grade point averages, and career-program students required to take a licensing exam consistently earned among the highest pass rates in the state.

In 1987, the USG removed the word *junior* from all of its two-year institutions. A committee made up of people from the faculty, staff, student body, and community drew upon an Old English word meaning "town by the water" and created the new name, Darton College.

Continuity forms an important part of Darton's history. In 1989, the USG appointed Dr. Peter Sireno to replace the retiring Dr. Tilley. Like his predecessor, Dr. Sireno served the institution for more than twenty years, overseeing a period of intense growth.

As part of its mission to serve its students and the region, Darton College committed to expanding its programs in nursing and the health sciences, expanding to 13 programs. As a result of this and other initiatives, such as the expansion of online programs, enrollment more than doubled after the year 2000. In this period, the campus facilities also grew, including the addition of a 427-seat theater and a massive physical education complex, among other improvements.

In the last decades, Darton developed a thriving campus culture. In response to increased enrollment and interest, the College broke ground on two residence halls. Sports played a major role in student life, drawing students from across the country and around the globe. Between 1998 and 2016, Darton won 48 regional and nine national championships.

In its first 50 years, Darton College evolved to support the needs of a community that was changing in its demography and in its values. The college's first class, in 1966, included no minorities. In its last decade as Darton College, approximately half of the more than 6,000 graduates were minority.

In 2012, upon USG approval of the College's first four-year program, in nursing, the institution's name was again changed, to Darton State College.

THE NEW ALBANY STATE UNIVERSITY

In the years before the two institutions consolidated, the missions of Albany State University and Darton State College had converged.

Both campuses committed to delivering world-class education with investments in faculty and instructional technology. Each reached out to students local and distant through the creation of online learning platforms. Both emphasized nursing and the health sciences in response to the needs of the population of southwest Georgia. Both schools recognized the needs of non-traditional students and responded with expanded programs and flexible course schedules at the graduate, bachelor, associate, and certificate level. And each campus engaged in the community, creating student learning opportunities off campus and building partnerships with schools, local businesses, and national corporations.

The new Albany State University is committed to sustaining the missions of both of its predecessors, honoring its legacy of service to the African American community and providing access to any citizen seeking a path to education, career enhancement, or personal enrichment.

MISSION STATEMENT OF ALBANY STATE UNIVERSITY

Albany State University, a proud member institution of the University System of Georgia, elevates its community and region by offering a broad array of graduate, baccalaureate, associate, and certificate programs at its main campuses in Albany as well as at strategically-placed branch sites and online. Committed to excellence in teaching and learning, the University prepares students to be effective contributors to a globally diverse society, where knowledge and technology create opportunities for personal and professional success. ASU respects and builds on the historical roots of its institutional predecessors with its commitment to access and a strong liberal arts heritage that respects diversity in all its forms and gives all students the foundation they need to succeed. Through creative scholarship, research, and public service, the University's faculty, staff, students, and administrators form strategic alliances internally and externally to promote community and economic development, resulting in an improved quality of life for the citizens of southwest Georgia and beyond.

VISION STATEMENT OF ALBANY STATE UNIVERSITY

Albany State University will be a world-class comprehensive university and a powerful catalyst for the economic growth and development of Southwest Georgia. ASU will be recognized for its innovative and creative delivery of excellent educational programs, broad-based community engagement and public service, and creative scholarship and applied research, all of which enrich the lives of the diverse constituencies served by the University.

CORE VALUES OF ALBANY STATE UNIVERSITY

ASPIRE TO EXCELLENCE

Albany State University will aspire toward excellence in teaching and learning, thus becoming the first-choice institution for students from southwest Georgia and garnering recognition as a premier southern regional university.

EMBRACE DIVERSITY

As a historically black institution and led by a highly-diverse faculty and staff, Albany State University will embrace diversity in all its forms – including age, gender identity, race and ethnicity, country of origin, religion, ability level, sexual orientation, and veteran status – and seek to foster a similar acceptance and celebration of that diversity.

EXPAND ACCESS TO HIGHER EDUCATION

As an access institution, Albany State University will promote student success for all by welcoming students from varying levels of academic preparation, keeping costs low, offering flexible class times and instructional modalities, and pairing high student expectations with exceptional mentoring, advising, and tutoring.

ELEVATE HISTORICALLY UNDERSERVED POPULATIONS

Albany State University will recognize and address the many challenges that face African Americans and other students of color, adult learners, first generation students, students from low socioeconomic backgrounds, and others from underserved populations, and form strong partnerships with K-12, government agencies, and community outreach organizations to increase access and success rates.

PROMOTE ECONOMIC DEVELOPMENT

As part of its commitment to teaching and learning, Albany State University will promote economic development in Albany and throughout southwest Georgia by engaging in applied research, aligning its resources in support of identified needs, developing and enhancing academic programs to meet evolving needs, forming broad strategic partnerships, supplying a trained workforce, and fostering a sense of entrepreneurship.

HISTORY OF ALBANY STATE UNIVERSITY'S DEPARTMENT OF NURSING

In September of 1961, under the leadership of Mrs. Rosa Storrs, BSN, Tuskegee Institute, the Baccalaureate Nursing Program, third to be established in the State of Georgia, was initiated at Albany State College as a Division of Nursing, following approval by the Georgia Board of Nursing in July of the same year. The first class included twenty-seven (27) students.

Following a brief affiliation with Phoebe Putney Memorial Hospital in the early 1960s under the direction of Mrs. Eleanor Winder, clinical agreements for student practice were established with hospitals in distant communities such as Miami, Florida; Atlanta, Georgia; Columbus, Georgia; Savannah, Georgia; Tuskegee, Alabama; and Marietta, Georgia. In 1967, an outstanding nurse educator recognized by the National League For Nursing, Mrs. Lillian Harvey, Dean of Tuskegee Institute School of Nursing, served as curriculum consultant to the Nursing Program. Subsequently, the College again pursued rigorously a course to utilize local health facilities for the clinical education of nursing students. Nursing leaders such as Mrs. Eleanor Winder (10 years) and Mrs. Mildred Pryse (3 years) were successful in this challenging effort.

In 1975, to address the educational needs for the Division of Nursing, Mrs. Patricia L. Starck was appointed Chairperson of the Division of Nursing. Faculty qualification and nursing enrollment improved under her leadership. Mrs. Starck (now Dr. Starck) was also successful in initiating a special project grant and securing the Division's first Nursing Capitation and Title III awards.

In September 1977, Dr. Lucille B. Wilson was appointed Chairperson of the Division of Nursing. During the 1977-78 period, all nursing faculty were prepared at the master's level with two (2) having doctoral degrees.

In August 1980, the Division of Nursing moved from the Brown Hall to a larger facility, the L. Orene Hall Nursing Building. By the early 1980s, the Orene Hall Building became inadequate due to growing space needs for the nursing program. (This facility, located next to the Flint River, was later irreparably damaged for use as an academic facility during the Flood of 1994.)

By 1982, under the direction of Dr. Wilson, the Division of Nursing received Initial Eight Year Accreditation by the prestigious National League for Nursing, Council of Baccalaureate and Higher Degree Programs, effective 1982-1991.

In 1985, the Nursing Program became the School of Nursing and Allied Health Sciences, with two departments. Dr. Wilson was named Dean and Chairperson of both departments with two coordinators assisting her in respective departmental management functions (Ms. Jean Walker, Nursing and Mr. Richard Miller, Allied Health Sciences). In 1989, Mrs. Linda Grimsley (now Dr. Linda Grimsley) was named Coordinator for the BSN Program following Ms. Jean Walker's death. In 2007, Dr. Cathy Williams became the BSN Coordinator and served in the role until August of 2011. In August of 2011, Catherine Hall, MSN, RN, CNE became the BSN Coordinator. Ms. Hall resigned her position to continue her education and Dr. Wanda Allen assumed the role in 2014.

After the Graduate School became the fifth academic unit of the College, the Cooperative Education Specialist in Educational Administration and Supervision with the University of Georgia was offered. The newest programs, the Master of Public Administration and the Master of Science in Nursing Degrees, became effective Fall Quarters 1987 and 1988, respectively. In 1994, the School received approval to offer the Family Nurse Practitioner Master of Science in Nursing Degree. By 1995, the Master of Science in Nursing curriculum again refined its areas of concentration to Clinical Nurse Specialist, Family Nurse Practitioner, and Nursing

Administration. Unfortunately, the Clinical Nurse Specialist and the Nurse Administrator concentrations were suspended in 2005 due to low enrollment in these concentrations.

On June 11, 1996, the college's name was officially changed to Albany State University. In 1998, the School's name was officially changed to the College of Health Professions, including departments of Nursing and Allied Health Sciences. The Department of Allied Health with its focus on the health care administration degree program is now coordinated by the College of Business. In 1999, Linda Grimsley became Chair of the Department of Nursing and served in this role until August of 2011. In August of 2011, Dr. Cathy Williams became the Chair of the Department of Nursing.

In July 2003, Dr. Wilson retired and Dr. Joyce Y. Johnson became the Dean of the College of Health Professions; in 2006, the College name was changed to the College of Sciences and Health Professions (CSHP). The CSHP includes the Department of Nursing and alumni data indicate that Albany State University Nursing Graduates are widely represented at all levels and fields of professional nursing.

In 2005 the Nursing Department initiated the RN-MSN concentration with the first students registering in Spring 2006 and graduating in Spring 2008.

In August of 2011 Dr. Williams was selected as the first Fuller E. Callaway Endowed Chair, Professor of Nursing at Albany State University.

In May of 2016, the presidents of Albany State University and Darton State College announced the names of the five colleges that would make up the academic unit of the NEW Albany State University. Among these, the Darton College of Health Professions (DCHP) was established as one of the colleges, separating the former College of Sciences and Health Professions into the newly established college and the College of Sciences and Technology. The DCHP comprises three departments: Health Sciences, Nursing, and Health and Human Performance. The other colleges named at this time were the College of Business, the College of Arts and Humanities, and the College of Education. During this time, Dr. Joyce Johnson was named Interim Dean of the College of Sciences and Technology, and Dr. Kerri L. Johnson was named Interim Dean of the DCHP. Additionally, during the Fall 2016 Semester, it was announced that the Department of Nursing had been assigned to relocate fully to the former Darton State College campus—now renamed Albany State University's West Campus—consolidating with the Nursing Division of the former college. In May 2017, Dr. Kerri L. Johnson was formally named Dean of the Darton College of Health Professions.

On July 1, 2017—the beginning of the fiscal year—the consolidation between Albany State University and the former Darton State College was finalized with the consolidation of the two institutions' budgets. Shortly thereafter, the Department of Nursing also finalized its physical transition to the West Campus's Nursing Building (L-Building), effective August 1, 2017. The former Darton State College had constructed this two-story, 25,600-square-foot academic building in 2011 with the intent to house its nursing programs. Its main office on the first floor includes a reception area, a workroom, an office for the Chair, two administrative assistant offices, and a conference room. The first floor also comprises one 150-seat lecture hall, one 75-

seat classroom, one 40-seat computer classroom, and one 32-seat computer lab. There is also a student lounge area and additional seating throughout the first and second floors for students to socialize and study alone or in groups. In addition to its faculty offices, the second floor also comprises a 48-seat classroom; a multipurpose room (used as both a conference room or up-to-20-students classroom); a 998-square-foot, six-bed nursing skills lab; and a 910-square-foot simulation lab.

In August 2018, the University underwent another college leadership restructuring to better align itself with the ideals of the NEW Albany State University, appointing three new Interim Deans to lead the new academic colleges. Consequently, Dr. Sarah Brinson was appointed as Interim Dean of the Darton College of Health Professions. Dr. Brinson had previously served as the Interim Assistant Vice President of Academic Affairs and as the Chair of the Health Sciences Division. Additionally, since 2004, she had also served as the Clinical Coordinator and Program Director for the Physical Therapist Assistant program. Effective February 1, 2019, Dr. Sarah Brinson was formally name Dean of the Carton College of Health Professions.

PINNING CEREMONY AND MEANING OF THE PIN

The nursing school pin symbolically reflects the broach presented to Florence Nightingale in 1855 by Queen Victoria of England for Miss Nightingale’s work in the Crimean War as a mark of esteem and gratitude for her devotion toward the Queen’s brave soldiers from Victoria. Her pin contained a red enamel cross, surmounted by a diamond crown, that bore the words “*Crimean*” and “*Blessed are the merciful.*”

The pin of the original Albany State College School of Nursing, designed for the first graduates of 1965, has been modified thrice since its original incarnation. The current design is that of the golden Lamp of Knowledge, encircled first by golden ring bearing the name Darton College of Health Professions, which is then encircled itself by a horizontally-bisected blue and yellow border bearing the name Albany State University (in the upper blue border) and Nursing (in the lower yellow border). Blue and gold are the colors of the university, and the lamp symbolizes the Founder of Modern Nursing, Florence Nightingale, who utilized a lamp as she tended the rows of wounded men during the Crimean War at night. The lamp represents bright vision and a steady glow of commitment. The Associate of Science in Nursing (ASN) degree represents graduation from the first professional program in nursing, connoting leadership and wisdom in the clinician role of nursing.

The pin, which reflects professionalism, is distinctive of the Department of Nursing and is a part of the uniform. It should be worn on the left collar and is presented to graduating nursing students prior to formal commencement exercises.

MISSION STATEMENT OF THE DEPARTMENT OF NURSING

The mission of the Department of Nursing is to provide nursing education to a diverse student population consistent with the mission of the Albany State University (ASU). The ASU Department of Nursing offers ASN, BSN, and MSN degrees as well as Post-Master’s Certifications. The Department of Nursing seeks to foster the growth and development of the region, state, and nation through teaching, research, quality health care delivery, and public service. In collaboration with academic institutions, health care institutions, and state agencies,

the Department of Nursing is committed to developing and enhancing programs and services to improve the health and quality of life of the citizens of southwest Georgia.

The Department of Nursing prepares safe, competent, effective, and efficient nurses to provide or facilitate health care to diverse populations and underserved communities. Integral to this mission is a supportive and diverse faculty delivering comprehensive and technologically enhanced didactic and experiential learning activities. These learning activities support the holistic development of students as learners, leaders, and contributing members of society who embody the ideals of professional nursing in a global society. The completion of these learning activities will prepare the students for success on the national licensing (NCLEX-RN) or certification examination(s), demonstrating competency in the delivery of evidence based nursing care.

STATEMENT OF PHILOSOPHY

The Department of Nursing is committed to the overall mission of Albany State University. In addition to graduating a diverse student body in nursing, we are proud to offer the Associate, Bachelor, and Master of Science in Nursing degree programs. The associate and baccalaureate programs prepare the nurse generalist for entry into professional nursing practice. The master's degree prepares the graduate for advanced practice as a nurse practitioner or a leader in nursing education. The goal of our programs in general is to increase the number of nursing graduates who are adequately prepared to enter the healthcare workforce and provide holistic, culturally-competent care, thereby decreasing the shortage that the nation, in general, and the South, in particular, currently face.

The faculty of the Department of Nursing believes that the primary concern of nursing is meeting the health needs of people, families, and communities. Thus, education for nursing students should be centered around patient care, patient education, collaboration, professionalism, safety, and evidence-based practice. Therefore, the philosophy reflects the faculty conceptualization of the interrelatedness of person(s), health, environment, and nursing. The philosophy further explicates our beliefs regarding teaching-learning and nursing education on the associate, baccalaureate, and master's levels.

PERSON

A person is viewed as a unique, holistic being in a continuous state of becoming, who operates as an open system, behaves as an integrated whole, and utilizes adaptive mechanisms in responding to needs. These needs include both internal and external stressors, which result in behavioral and physiological changes throughout the life span.

A person exists within the context of culture and groups in local and global communities. Each person has the potential for management, self-direction, and self-fulfillment. This potential influences a person's growth process, individual communicative abilities, and self-care behavior. Nursing respects the rights and self-care abilities of the individual as an active participant in health care.

HEALTH

Health is a state of being and is viewed as a dynamic process, rather than an absolute state. This process ranges across the lifespan, from wellness to illness or death. The interactive behaviors, which the person utilizes in response to stressors in the internal and external environment, become major determinants of her/his level of wellness. The faculty's view of health incorporates the wellbeing of the individual, family, community, and society as a whole. Nursing has the responsibility to advocate for quality health care for all.

ENVIRONMENT

The environment is both internal and external, and involves all factors and/or influences surrounding the person. The internal environment consists of all forces or interactive influences contained solely within the person. The external environment consists of all forces or interactive influences existing outside the person including family, socio-cultural, political and community variables. Both the internal and external environments influence each other. Responses of the person originate from the internal environment. The internal environment is constantly challenged to meet environmental demands as well as maintain integrity and optimal health. We believe, as Florence Nightingale stated, that the purpose of nursing is to put the patient in the best condition for nature to restore or to preserve health (Nightingale, 1860).

NURSING

Nursing is a professional practice discipline that merges art and science for the purpose of assisting others in meeting their health needs. Nursing involves a process that promotes health and wellness and prevents illness. Nursing provides care by assisting individuals to meet health needs and/or experience a peaceful death.

Nurses operationalize their roles through the processes of communicating, providing care, decision making, problem solving, scientific inquiry, teaching, managing and acting as change agents and/or as patient advocates. The efficacy of nursing is enhanced by nurses acting as dynamic forces in influencing and shaping policies that affect the health care of diverse client systems and communities.

TEACHING-LEARNING

Teaching involves the use of innovative strategies and principles of andragogy to facilitate students in their acquisition of knowledge, skills, and attitudes. The core curriculum provides a foundation for the study of nursing concepts. Global learning of the core nursing concepts of person, health, environment, and nursing is fostered through a broad-based curriculum, diverse University and community activities, and the expanding use of technology.

Education involves the acquisition of knowledge, skills, and attitudes that assist individuals to improve themselves and society. Learning, the product of education, is a complex developmental process that results in a change in the behavior of the individual. Learning is affected by perception, motivation, experience, orientation, and educational environment. It varies in rate and style. Insightful, reflective learning is viewed as most valuable in assisting students to acquire the knowledge, skills, and attitudes necessary to practice nursing effectively. Learning objectives go from simple to complex throughout the teaching and learning experience.

Learning is a lifelong process that reflects the individual's integration of physical, intellectual, emotional, and interpersonal experiences. The learner is an active, inquisitive being. Learning is a cooperative process whereby instructors facilitate and provide appropriate, varied theoretical, professional, pragmatic learning situations and applications. The learner has the opportunity to develop the ability needed to respond to diverse people and situations.

NURSING EDUCATION

Nursing education is that process which fosters acquisition of nursing knowledge, skills, values, and effective leadership. Professional nursing education enables graduates to synthesize knowledge, skill, and values needed to make responsible judgments in the management of varied and sometimes complex nursing problems. Nursing education strategies are reflective of evidenced based practice that encompasses the use of research, technology, critical thinking and the work-based paradigm. Efforts to promote students' retention through early socialization to the nursing role are addressed through academic advisement, counseling, dynamic, creative, and relevant curricula, and utilization of advanced technology.

Faculty serve as facilitators of learning and role models of professionalism and scholarship. The faculty is entrusted with the development and implementation of curricula which includes the selection of educational experiences and teaching strategies that ensure the student opportunities to acquire knowledge and skills related to practice and professional growth. Patricia Benner principals of novice to expert are utilized throughout each program to ensure that the student provides the best care whether they are undergraduate students or graduate students. Students are prepared to practice with clients of diverse cultural, spiritual, socioeconomic and educational backgrounds across the life span. The adult learning theory (andragogy) is utilized in teaching our adult learners.

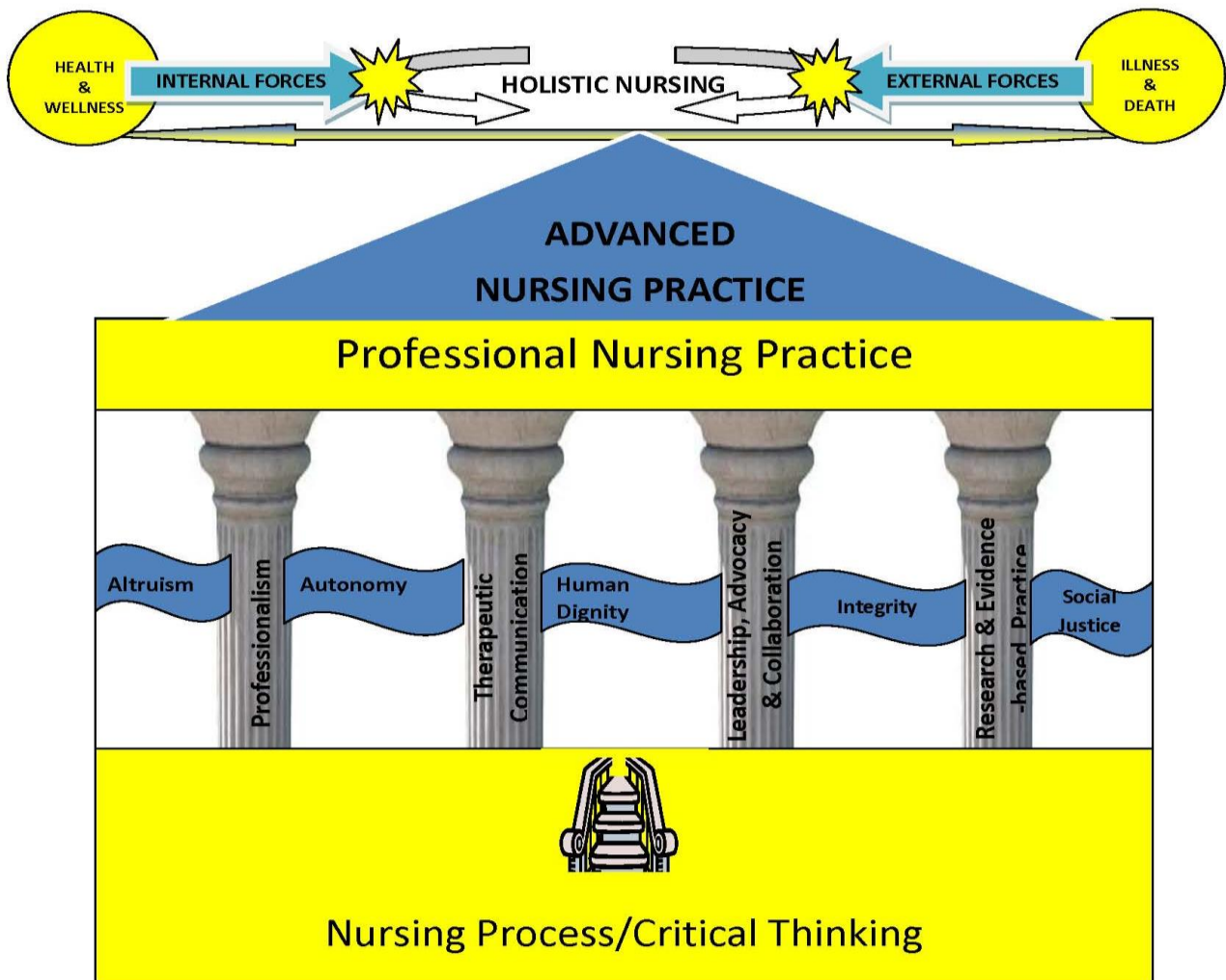
The basic preparation for professional nursing practice is the associate and baccalaureate level. Undergraduate nursing education prepares the nurse to function as a generalist utilizing the triad of evidenced based practice, teaching, and practice in providing nursing care in traditional and nontraditional settings. The professional nurse is broadly prepared to assume responsibilities as a leader, client advocate, change agent, health care provider, health educator, and consumer of research.

Master's education prepares a nurse for advanced nursing practice roles and is based on the creative application of knowledge, skills, and processes from the behavioral and natural sciences, nursing, and humanities. The master's program extends the theoretical foundations of nursing practice. It is designed to prepare an individual who is highly knowledgeable in advanced clinical nursing and who is able to make a significant contribution to health care. Nurses at the master's level are prepared to lead and manage collaborative efforts with physicians and other members of the health care team to conduct research and to improve practice environments. While the generalist functions as care giver, manager of client care, health care advocate, and change agent, the masters prepared nurse assumes advanced practice roles to the full extent of their education and training.

CONCEPTUAL FRAMEWORK FOR THE DEPARTMENT OF NURSING

The schema that follows is a reflection of our philosophy and includes the nursing values we embrace. The revised schema is based on an overall systems theory. The framework is representative of synthesis of compatible beliefs about the person, environment, nursing, teaching and learning and nursing education. The foundation of the program (critical thinking and the nursing process form the bases of the educational process which represents the systematic process used in planning and providing care to clients at the associate & baccalaureate (generalist) and graduate (advance practice) level. The overriding principle is that nursing education prepares the learner to serve as a lever supporting the client or supporting the patient/client directly, in maintaining balance on the health-illness continuum as the patient/client responds to the internal and external forces across the life span. The program values are threads woven throughout the curriculum as illustrated in the framework.

**ALBANY STATE UNIVERSITY
DEPARTMENT OF NURSING**



END-OF-PROGRAM STUDENT LEARNING OUTCOMES (EPSLOs)

Outcomes reflect the philosophy and the characteristics of the graduates of the associate program as defined by Albany State University's Department of Nursing. These outcomes integrate the QSEN competencies and shared concepts from the National League for Nursing and the Institute of Medicine's Core Competencies. Utilizing Benner's Novice to Expert nursing theory, the end-of-program student learning outcomes (EPSLOs) are organized based upon the course level of the nursing student; expectations of senior students are at higher level than the first year nursing students. The outcomes complement and advance the primary mission of Albany State University to educate students to become outstanding contributors to society and are in compliance with current Educational Rules of the Georgia Board of Nursing.

ASSOCIATE STUDENT LEARNING OUTCOMES

At the completion of the program, the ASN graduate will:

Patient-Centered Care

- Integrate nursing that is patient-centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of patients.

Teamwork and Collaboration

- Collaborate with members of the inter-professional health care team to promote continuity of patient care and achievement of optimal outcomes.

Evidence-Based Practice

- Use best current evidence, expert opinion, and clinical expertise as a basis for nursing practice and clinical judgment.

Quality Improvement

- Promote the development and implementation of quality improvement strategies to advance health care services.

Safety

- Provide a safe environment for patients, self, and others.

Informatics

- Integrate information technology resources into the provision of patient care.

Professionalism

- Practice nursing in a professional, ethical, and legal manner.

Leadership

- Use leadership skills in the management of safe, quality patient care.

SECTION II ADMISSION, PROGRESSION, RETENTION, AND GRADUATION POLICIES

PROGRAM OVERVIEW

The ASN traditional program is a five-semester program planned to prepare the graduate to function in entry-level staff nurse positions in hospitals and comparable agencies. After successful completion of the Associate in Science in Nursing (ASN) degree, graduates are academically eligible to write the state licensing examination and practice as a registered nurse. The State Board of Nursing has the right to refuse granting a registered nurse license to any individual who has been convicted of moral and/or legal violations specified in Georgia law.

In addition to the application forms submitted for admission to the University in general, students applying for the first time (and those returning to nursing courses after a break in nursing enrollment) are required to submit a separate application for admission to the nursing program. Application forms are available online and should be completed and returned to the Nursing Department Office.

The nursing programs have limited enrollment, and students are selected based on the pre-requisite course grades, completion of required nursing-related coursework, pre-admission test score, and other qualifications related to academic and professional potential. Students who wish to be considered for admission to the nursing program must submit a nursing program application to the Nursing Department Office by the deadline. Application deadlines are available online. Consideration for initial admission or re-admission to the program will be given after it has been determined that all admission requirements have been fulfilled. Readmissions are based on available space. Applicants accepted for a designated beginning nursing class who do not enroll in that class must re-submit an application to the Nursing Department Office to be considered for a subsequent class. Accepted applicants who fail to maintain admission standards will be dropped before beginning the nursing program.

GENERAL EDUCATION REQUIREMENTS

The ASN curriculum is supported by general education courses approved by the University System of Georgia. The Core curriculum encompasses arts, humanities, and physical and behavioral sciences, with particular emphasis on English (ENGL 1101 and 1102), math (MATH 1001 or 1111), anatomy and physiology (BIOL 2411K and 2412K), microbiology (BIOL 2211K), American government (POLS 1101) and psychology (PSYC 1101). The current ASN program matrix comprises 30 credit hours of Core (including coursework necessary for program application) and 40 credit hours within the major. All three ASN program tracks offered by the University—Traditional, Evening, and Hybrid—reflect the curriculum requirements. The Healthcare-Professional-to-RN Bridge program matrix comprises the same 30 credit hours of Core curriculum as described previously but differs in requiring only 30 credit hours of coursework within the major.

Learning support courses are offered to students as a means to augment skills in English and math. The need for learning support is based on previous academic records, college entrance exam scores, and ACCUPLACER exam scores. Learning support courses must be completed before entrance into the nursing program. Please note these important points:

- Science courses taken more than five years prior to enrolling in the nursing program will be evaluated by the Nursing Department Chair.
 - Microbiology (BIOL 2211K) will not have to be repeated.
 - Anatomy and physiology coursework (BIOL 2411K and 2412K) will need to be repeated if they are older than 5 years of age if the applicant is not an active healthcare professional (defined here as an LPN or Paramedic). However, if one or both of these courses is older than 5 years of age, the applicant may elect to retake either both courses or only Human Anatomy & Physiology II (BIOL 2412K) to meet this requirement.
 - If an applicant is an active healthcare professional (defined here as an LPN or paramedic), his/her anatomy and physiology coursework (BIOL 2411K and 2412K) will need to be repeated if they are older than 8 years of age. However, if one or both of these courses is older than 8 years of age, the applicant may elect to retake either both courses or only Human Anatomy & Physiology II (BIOL 2412K) to meet this requirement.
- It is recommended that ASN students applying for the Evening Program, and **required** for students applying to the Hybrid Program, have completed all core courses required for nursing prior to enrolling in NURS 1101: Fundamentals of Nursing.
- A letter grade of “C” or better is required in all associate Core curriculum courses.
- Student within the ASN program must have completed all Core courses required in the nursing program *prior* to enrolling in the last semester (NURS 2115) of the nursing program.

NURSING PROGRAM CURRICULUM

1. All ASN students must be admitted into the ASN program prior to enrolling in NURS 1101/1301 and NURS 1105.
2. NURS 1111/1311 must be taken immediately after or within one semester of NURS 1101/1301.
 - a. Students advancing to NURS 1111/1311 must have successfully completed NURS 1105 within the previous 2 semesters.
3. Students must have a grade of “C” or better in all associate Core curriculum courses and ASN nursing coursework. A student who has failed (“D,” “F,” “WF,” or “U”) two (2) nursing courses, whether at a 2- or 4-year institution (including Albany State University or the former Darton State College), will be ineligible for admission. Consideration may be given if the failures occurred over 3 years prior to application for admission. Please be aware of the following:
 - a. After a period of 3 years has passed from the second nursing course failure, an applicant will be permitted to reapply for admission into the Traditional ASN program. If the applicant is accepted into the program, the student must be in the program in NURS 1101, regardless of previous nursing education.
 - b. Students dismissed from the program due to excessive nursing course failures may apply for readmission into the Traditional ASN program after completing an LPN or paramedic program and working for a minimum of 1 year in that field.
 - c. If a student is dismissed from the ASN program but passes the NCLEX-PN without having first completed an LPN program, the student will not be permitted to apply for

- readmission into the ASN program until a period of 3 years has passed from the second nursing course failure.
4. Students who fail a nursing course must repeat both the theory and clinical components of the course. Students will be re-admitted to the course based on space available (see “Readmission/Progression After Absence from Program”).
 5. ASN students who are not enrolled in nursing courses for more than 1 semester must challenge previously completed courses (both theory and clinical skills components) to validate current knowledge and skills of the content. This includes all nursing courses, with the exception of NURS 2117: Nursing Leadership.
 6. Students are required to maintain at least a 2.0 cumulative grade point average in order to remain in the nursing program.
 7. Any nursing course presented for graduation that was completed 3 calendar years or more prior to anticipated date of graduation must be successfully challenged (both theory and clinical skills components) or repeated for credit.

GENERAL ASN PROGRAM ADMISSION CRITERIA

*Admission to the nursing program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does **NOT** guarantee acceptance. When faculty-to-student ratio limits the acceptance of all qualified students, students will be granted admission according to their qualifications and the completeness of their application packet.*

Applicants must:

1. **FIRST**, submit an application to Albany State University and **be admitted** in good standing.
2. **AFTER being accepted as a student** at Albany State University, submit the completed application, the \$20.00 application fee money order, and a copy of their TEAS exam scores by the application deadline.
 - a. Applicants who take the TEAS exam at Albany State University’s West Campus Testing Center may submit a printed copy of their results page with the application and money order.
 - b. Applicants who take the TEAS exam at a testing site other than ASU’s West Campus Testing Center will need to purchase the “TEAS transcript” through ATI Testing’s online store and indicate that they wish to have their scores transferred to Albany State University.
3. Successfully complete and exit all learning support courses.
4. Complete 10 hours of the associate program's Core Curriculum with a minimum grade of “C” in the following courses: Anatomy and Physiology I, English Composition I, and an approved math course (Quantitative Reasoning, College Algebra, or higher-level math course)
5. Have a minimum cumulative Nursing Grade Point Average (NGPA) of 2.8 in the three (3) core courses listed above. Passing, failing, and repeated course grades in the above courses will be computed to obtain the NGPA.
 - a. While not required for program admission, there are six (6) additional Core curriculum courses that students are required to complete prior to graduation: English Composition II, Anatomy and Physiology II, Microbiology, General

11. LPNs and paramedics who have been practicing as an LPN or a paramedic for at least one year may be eligible for the Healthcare-Professional-to-RN bridge program, provided all other admission criteria have been met.

NOTE: Students are subjected to compulsory background checks per clinical agency requirements and may also be required to submit to random tests for illegal use of controlled substance as a provided by the law or regulations of the contracting agency. If the site refuses to allow a student to attend clinical experiences, the nursing program is not obligated to find another clinical site. The student may not be able to complete the nursing program at ASU. Therefore, it is important to conduct personal record checks prior to admission to the nursing program.

HYBRID ASN NURSING PROGRAM ADMISSION CRITERIA

Applicants interested in applying to the Hybrid ASN track will need to meet the same general admission criteria for all ASN programs, as detailed above. Additionally, students applying to the Hybrid ASN Program must also be aware of the following:

1. Priority program consideration will be given to students who have completed all nine (9) Core courses required for completion of the ASN degree with a letter grade of “C” or better;
2. A minimum NGPA of 2.8, regardless of SAT/ACT scores, is required for program entry;
3. Applicants must show evidence of prior learning experience in an online format;
4. Students must have access to a reliable computer and stable internet access and should be comfortable using technology to perform tasks such as downloading, uploading, and emailing files; working with email; and joining webinar sessions (such as WebEx), which may require access to a microphone, speakers, and webcam; and
5. Unlike the Traditional and Evening ASN program formats, applicants to the Hybrid program may have no previous failing grades from other nursing programs, whether at a 2- or 4-year institution.

Students who are accepted into the Hybrid ASN track will have to meet all the same theory and clinical requirements as traditional classroom students. Students will be expected to complete online assignments and actively participate in online discussion forums. All testing will be performed at Albany State University’s West Campus under the supervision of an ASU Nursing faculty member. Likewise, all clinical assignments will be completed in Albany area healthcare facilities under direct supervision of ASU clinical faculty. Students will be required to travel to campus and clinical sites weekly during the semester to complete these requirements.

HEALTH-PROFESSIONAL-TO-RN BRIDGE PROGRAM ADMISSION CRITERIA

Applicants interested in applying to the Healthcare-Professional-to-RN Bridge program will need to meet the same general admission criteria for all ASN programs, as detailed above.

Additionally, students applying to this bridge program must also satisfy the following requirements:

1. Hold a valid Paramedic certification or LPN license with a minimum of **1 year** of experience;
2. Have completed **eight** of the nine nursing Core classes detailed in the General ASN Program Admission Criteria with a NGPA of 2.8 or higher; and

3. Applicants to the Healthcare-Professional-to-RN Bridge program may have no previous failing grades from other nursing programs, whether at a 2- or 4-year institution.

Healthcare-Professional-to-RN Bridge students with previous work experience will have fewer clinical hours than generic students. Additionally, preference will be given to students with the highest NGPA, the highest entrance exam scores, and those who have completed all Core coursework.

ADVANCE PLACEMENT FOR LICENSED PRACTICAL NURSES AND ADVANCED NAVAL CORPSMAN HOSPITALMAN

CREDIT BY EXAMINATION

ASN students who have completed an LPN Nursing Program or the Advanced Naval Corpsman Hospitalman Course (NER-HN-001) and have one year of active practice within the past two years may challenge NURS 1101, 1105, and NURS 1111 for credit**. Appointments to challenge these courses will be made after the application, a copy of PNE transcript and a copy of current Georgia license have been submitted. Successful performance on the three components of the challenge examination (theory, clinical laboratory, and mathematics tests) allows the LPN/ Advanced Naval Corpsman Hospitalman to exempt the courses from which they have successfully challenged and enter the Associate Degree curriculum. Admissions requirements are the same as for regular Associate Degree students. Student circumstances may be evaluated on a case-by-case basis.

** LPNs and/or Naval Corpsman who have previously been enrolled in a nursing program and earned one or more grades of D or less and/or withdrew from a nursing course are not eligible to challenge any nursing courses.

ADMISSION CRITERIA FOR CREDIT BY EXAMINATION OPTION

All applicants for the credit by examination option must meet these criteria:

1. Be eligible for admission to Albany State University and the ASN Nursing Program.
2. Submit a transcript from practical nursing education program / PNE transcript.
3. Demonstrate completion of a practical nursing program / Advanced Naval Corpsman Hospitalman Course (NER-HN-001) and provide evidence of one year of experience within the last two years. Employee verification and job description required.
4. Submit evidence of unrestricted LPN Licensure (LPNs only).
5. Complete all prerequisite requirements for the entry nursing class.

ADDITIONAL NURSING PROGRAM REQUIREMENTS

1. Students will be required to submit a completed health form which documents satisfactory health status prior to clinical practicum. The forms will be available after enrollment in NURS 1101/1301.
2. The student is expected to assume responsibility for his/her own health in the event of illness, accident, or exposure to communicable disease. Evidence of health insurance is required upon admission to the nursing program. Professional liability insurance is also required and is included in student fees. All students in the Albany State University ASN nursing program must have health insurance. Students who do not have health insurance

must purchase a USG student health insurance policy (SHIP). Fees for the USG SHIP will be added to student tuition each semester. Students who are already covered by an insurance policy (i.e., through parent plans, family plans, or employer-sponsored plans) can easily opt out of the plan by applying for a waiver through a secure online process. Once the information has been verified and approved, a waiver will be processed and posted to the student's ASU student account. The waiver is only available for a specific time frame; therefore, students must apply in a timely fashion or they will be billed for the USG SHIP. Waivers are valid for 12 months; students must reapply each year to avoid being charged for the USG SHIP. Students who fail to submit credible health insurance and opt out online will automatically be enrolled in and billed for the system-wide student health insurance plan. This charge will post to the ASU student account. Professional liability insurance is also required and is included in student fees.

3. Students must successfully complete the American Heart Association's BLS for Healthcare Provider Cardiopulmonary Resuscitation Course before or during NURS 1101/1301 and must be maintained throughout enrollment and updated as necessary. Students must receive permission from their course instructor(s) prior to selection of the CPR course.
4. Students wishing to enter the ASN program who are currently enrolled in the ASU BSN program must meet all ASN admission and progression requirements, and must apply to the ASN program. If accepted, these students will begin the ASN program in NURS 1101: Fundamentals of Nursing.
5. The Department of Nursing reserves the right to discontinue, at any time, the enrollment of a nursing student if, in the judgment of the Vice President for Academic Affairs and the nursing faculty, the student does not demonstrate the necessary qualifications for a nursing career. This includes, for example, cheating in any form, unprofessional conduct, violation of Albany State University's student code of conduct and/or any behavior/conduct deemed unbecoming of an ASU nursing student.
6. The faculty, staff, and students in health care programs shall uphold professional and ethical standards.
7. Student may withdraw from **one** nursing course throughout the entirety of their matriculation through the associate-level nursing program, excluding hardship withdrawals. This withdrawal must occur prior to the last day to withdraw from a course without academic penalty. Withdrawal from a second nursing course (whether from the same or another nursing course) will result in dismissal from the program for a period of three years. (For more information, see "Progression Policy" within this handbook.)

CORE PERFORMANCE STANDARDS

The following information has been adapted from the Southern Regional Education Board's Council on Collegiate Education for Nursing Education's report, "The Americans with Disabilities Act: Implications for Nursing Education," initially published in 1993 and updated in 2008.

In compliance with the Americans with Disabilities Act (ADA), Albany State University's Department of Nursing will honor requests for reasonable accommodations made by individuals with disabilities. Students must disclose their disability to the office of Disability Services before academic accommodations can be implemented.

Albany State University's Department of Nursing does not base admission, acceptance, or continued enrollment on the core performance standards detailed within this section. Instead, these standards are intended to assist applicants and students in the determination of a need for ADA-related accommodations and medications. The core performance standards detailed below are intended to constitute an objective measure of:

1. A qualified applicant's ability—with or without accommodations—to meet the program performance requirements.
2. Accommodations required by a matriculated student who seeks accommodations under the ADA.

Core performance standards for Albany State University's associate nursing programs are:

1. **Critical-thinking ability** for effective clinical reasoning and clinical judgment as evidenced by the ability to identify the cause/effect relationships in clinical situations, develop nursing care plans, and evaluate the effectiveness of the nursing interventions.
2. **Interpersonal skills** sufficient for professional interactions with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds as evidenced by the ability to establish rapport with patient/clients and colleagues, capacity to engage in successful conflict resolution, and establish peer accountability.
3. **Communication abilities** sufficient for verbal and written professional interactions with others as evidenced by the ability to explain treatment procedures, initiate health teaching, and document and interpret nursing actions and patient/client responses.
4. **Physical abilities** sufficient for movement from room to room and in small spaces as evidenced by the ability to move in a patient's room, work spaces, and treatment areas and administer cardiopulmonary procedures.
5. **Gross and fine motor abilities** sufficient for providing safe, effective nursing care as evidenced by the ability to calibrate and use equipment and position patients/clients.
6. **Auditory ability** sufficient for monitoring and assessing health needs as evidenced by the ability to hear monitor device alarm, emergency signals, auscultatory sounds, and cries for help.
7. **Visual ability** sufficient for observation and assessment necessary in nursing care as evidenced by the ability to observe patient/client condition and responses to treatment.
8. **Tactile ability** sufficient for physical assessment as evidenced by the ability to perform palpation, percussion, functions of physical examination, and/or those related to therapeutic intervention such as insertion of a catheter.

ADDITIONAL COSTS AND FEES

1. All ASN applicants must pay the application fee for nursing and the pre-admission test fee.
2. All nursing students are required to meet the requirements of the facilities utilized for clinical experience, which may include laboratory screenings, drug screen, and immunizations. All students are required to have a current tuberculin skin test. Health and other forms will be provided as needed. Required items must be submitted before students are permitted entry to the clinical/practicum areas.
3. All ASN nursing students will be expected to pay a Testing/Resource Fee each semester.

4. All ASN nursing students are required to have uniforms (clinical and on campus), white hose or white socks, shoes, scissors, stethoscope and watch with sweep second hand, and name tag. ASN students must also have a white lab jacket for getting clinical assignments. All ASN Nursing students are required to join the Darton State College GANS Chapter to enhance professional development.
5. All nursing students will be required to pay for a one-time, criminal background check which includes drug screening, on admission to the program. This information will be available to all clinical facilities. **If the student has a conviction in the criminal background check, the student may not be permitted in a particular practice setting. Students should note that prior felony charges/convictions are typically not allowed clearance into most healthcare settings. Since clinical is required to be successful in the nursing program, caution should be taken in circumstances where a student has prior charges/convictions.*
6. If drug abuse is suspected, the student will be required (at his/her own expense) to be tested. Albany State University reserves the right to request drug testing of any nursing student at any time during the program. A mandatory drug screen is required (at the expense of the student) after acceptance to the program and will also be required randomly throughout the course of the program.

TRANSFER ADMISSION POLICY

1. A student transferring into the nursing program from an accredited 2- or 4-year institution will be required to meet the program-appropriate admission criteria listed above and will follow the appropriate curriculum pattern, including completion of all prerequisite courses prior to entry into the nursing program. Credit for any nursing courses taken will be evaluated on an individual basis; however, as a general rule, students applying to the Generic or Accelerated (Second Degree) programs will not receive academic credit for any nursing courses successfully completed at other institutions.
2. A student who has failed (“D,” “F,” “WF,” or “U”) two (2) nursing courses, whether at a 2- or 4-year institution (including Albany State University or the former Darton State College), will be ineligible for admission. Consideration may be given if the failures occurred over 5 years prior to application for admission or if the student has obtained an LPN or RN degree since the two nursing course failures.
3. A student transferring from another nursing program with one (1) failure (“D,” “F,” “WF,” or “U”) in a nursing course may still be considered for admission. However, any nursing failure transferred in will still count as the first nursing failure.

An interview for appeal must be made in writing to the Department of Nursing’s Admission, Progression, and Retention Committee and submitted to the Department of Nursing at the time of application or after the second failure.

GPA CALCULATION FOR STUDENTS WITH REPEATED COURSES

ASU’S REPEAT POLICY STATEMENT

The University provides an opportunity for students to repeat courses in which “D” or “F” grades are earned. The following stipulations apply:

1. Effective for all undergraduate students enrolled Fall Quarter, 1997 or after, only the first passing grade will be used to compute the GPA.
2. The first passing grade earned above “D” will be reflected in the cumulative GPA, in lieu of the immediate prior grade.
3. Grade(s) earned in any subsequent repeat of the same course will not be counted in the repeat policy process.
4. For potential graduates the form must be submitted to the Office of the Registrar by the deadline date posted in the Graduation Planning Guide. Any forms submitted after the deadline will not be processed. Repeat policy is not applicable once a student’s academic records have been graduated and only applicable toward completion of an initial associate’s degree.
5. In applying the criteria for determination of honors and other awards, all grades will be used in the calculations.
6. The Repeat Policy pertains only to courses taken at the attending university (Albany State University).
7. See department chairperson or deans for additional information.

Execution of the Repeat Policy

- Repeat policy – time limit for application – Within one year, two semesters of enrollment, after a grade of “D” or “F” is received in a course, the student must register for and complete the course. Upon completion of the repeated course, if a grade of “C” or better is earned, the student must submit the repeat policy form to replace the failure grade by the deadline in the following semester (which will be the same deadline date as that for removal of an incomplete).
- A student may repeat a course a maximum of two (2) times for the purposes of executing the repeat policy.
- After the third attempt of a course the repeat policy is null and void.

GPA CALCULATION FOR ADMISSION INTO THE NURSING PROGRAM

For the Department of Nursing’s associate-level nursing programs, at a minimum, the following courses are utilized in the calculation of a student’s Nursing GPA: Anatomy and Physiology I, English Composition I, and an approved math course (Quantitative Reasoning, College Algebra, or higher-level math course). Additionally, the following courses will also be factored into a student’s NGPA calculation if taken prior to program application: English Composition II, Anatomy and Physiology II, Microbiology, General Psychology, American Government, and an elective in Humanities/Fine Arts (either a Literature, Foreign Language, or Appreciation course).

All grades received for these courses (including any failures and repeats) within the past **10 years** are factored in when making admission decisions. Please refer to the program-specific admission criteria regarding the number of failures allowed for specific course areas.

ADVISEMENT AND REGISTRATION

Albany State University recognizes the importance of a thorough program of academic advising. While it is ultimately the responsibility of the student to select and follow a program of study that will lead to the academic objective, the University provides a structure of academic advising to assist the student.

Academic advising is coordinated by the Academic Advisement and Retention Center (AARC). Following admission into the nursing program, students are assigned to the Department of Nursing for advising according to their stated program of study. All transfer nursing students are advised by a nursing faculty member in planning the program of study each semester. Students may elect to change advisors for personal or academic reasons; however, a consultation with the chairperson for the Department of Nursing is required prior to any changes.

Academic advisors are available to help students with their academic planning throughout their program at Albany State University. Even though advising weeks are scheduled periodically throughout the year, students are encouraged to discuss any academic problems they encounter with their faculty advisors when necessary.

While enrolled in nursing courses, nursing students are advised before midterm each semester. A student whose grades are below the required 75 in nursing courses at midterm may be advised to withdraw from the course (prior to the final date by which a student can withdraw without academic penalty) and in accordance with the nursing progression policy for withdrawals, as well as satisfactory academic progression (SAP). All students are encouraged to consult with instructors and advisors when concerned about their progress in classroom and/or clinical studies.

COURSE OVERLOAD

The maximum credit load for Fall and Spring semesters is 16 credit hours; any credits attempted above 16 hours constitutes an overload and requires the approval of the approval of the Chair of the Department of Nursing (17 credit hours), the Dean of the Darton College of Health Professions (18 to 20 credit hours), and/or Academic Affairs (21 to 23 credit hours).

ELIGIBILITY

Students who desire to take 17 or more credit hours must have a verifiable cumulative grade point average of 3.0 or better. No student will be eligible to carry more than 23 credit hours during any given semester. A graduating senior may request an overload (limited to 23 hours) on a one-time-only basis, providing he/she has a cumulative GPA of 2.5 or better.

PROCEDURE

1. The student should secure a Request for Overload form from the Department of Nursing, the Darton College of Health Professions, or Academic Affairs. The form must be typed.
2. The student completes the form and submits it to his/her advisor for approval.
3. The advisor should then route the request form through the departmental chairperson for approval, as indicated on the form.
4. The cumulative GPA or cumulative semester GPA must be verified by the department head or designated staff.
5. The course overload form is forwarded to the Dean of the College for final approval.
6. Once approval has been secured, the computer registration can be overridden (by designated department personnel) to allow entry of additional courses.
7. A copy of the Request for Overload form should be attached to registration printout for the student's academic file.

SCHEDULE ADJUSTMENTS

Schedule adjustments (or a “change of schedule”) is the process by which a student alters his/her schedule of classes.

During the first week of classes, in a designated period commonly known as the Add/Drop Period or Schedule Adjustment Days, a student may freely add or drop class from his/her schedule. **It is necessary that nursing students consult with their nursing faculty advisor prior to making any changes.** These schedule adjustments can be made via BannerWEB. A copy of the new schedule should be given by the student to the student’s advisor.

Students may not add a course after the designated date during official registration. If the student wishes to drop a course after the registration period has ended, the student must obtain a Change of Schedule Form from the Office of the Registrar. In consultation with his/her advisor, the student completes the form and obtains the signature of the advisor. The student takes the form to the Registrar’s Office. Classes dropped after the Add/Drop Period are considered student-initiated withdrawals and will appear on his/her transcripts as “W.” Course withdrawals can be made until a certain time period has passed, typically immediately following midterm exams.

No follow-up is necessary following submission of a Change of Schedule form. The student will now receive a grade in the course added and a “W” in the course dropped. If no grade is received, the student should report to the Office of the Registrar with a copy of the form within 10 business days of the receipt of his grade report.

PROGRESSION POLICY

The student is responsible for adhering to all prerequisite and co-requisite requirements as stated in the *Associate of Science in Nursing Student Handbook* and as described in the *Albany State University Academic Catalog*.

Satisfactory performance in both the course—including passing of all instructor-made and standardized test(s)—and in the clinical area (for courses with clinical components) is necessary for a passing grade and for progression in the nursing program. A student who receives an unsatisfactory grade in a nursing course (either clinical or non-clinical) will be allowed to repeat the nursing course one time during the semester in which the course is regularly offered at Albany State University. Unsatisfactory completion of a course (typically referring to course failures or withdrawals) will prevent progression in the nursing program until the course has been successfully repeated and any remediation required by the Department of Nursing completed.

The time to complete each nursing program depends on the sequence of courses, plan of study and clinical placement availability. Optimally, students should complete their respective program (ASN program tracks, 5 semesters; ASN HCP-to-RN Bridge program track, 3.5 semesters) according to the designated Recommended Academic Plan (RAP).

Academic progression in the nursing program supports the development and synthesis of the necessary skills, from fundamental understanding to complex critical thinking. The academic progression is designed to support educational success, licensure, and transition to practice.

In order to facilitate timely progression and, ultimately, success, the Department of Nursing has established specific progression guidelines for its associate-level programs, to which its students must abide. The actions detailed below will prolong the student's progression by one (1) or more semesters, depending upon the availability of seats within the program. Students within our associate-level programs are permitted to:

1. Withdraw from **one** nursing course throughout the entirety of their matriculation through the associate-level nursing program, excluding hardship withdrawals. This withdrawal must occur prior to the last day to withdraw from a course without academic penalty. Withdrawal from a second nursing course (whether from the same or another nursing course) will result in dismissal from the program for a period of three years.
2. Withdraw from the University only **one time** following enrollment in an associate-level nursing program, including hardship withdrawals.
3. Receive a nursing course failure only **one time**. At the undergraduate level, grades of "D," "F," "WF," and "U" constitute failing course grades.
 - a. **Effective Fall 2020:** If a student within the Hybrid ASN program or Healthcare-Professional-to-RN Bridge program fails a nursing course, he/she will be required to transfer to the Traditional ASN program cohort in order to resume his/her matriculation.
 - b. **Effective Fall 2020:** If a student within the Healthcare-Professional-to-RN Bridge program fails NURS 1311: Adult Health II (Bridge), he/she will be required to take NURS 1111: Adult Health I within the Traditional ASN program.

If a student is out of the program for more than one (1) semester (but less than 12 months), the student must challenge all previously completed courses to validate current knowledge and skills of the content. This includes all nursing courses, with the exception of NURS 2117: Nursing Leadership. Failure to successfully challenge any course may result in the student repeating the course(s) in which he/she was unsuccessful.

If a student is out of the program (i.e., has not enrolled in and/or successfully completed nursing coursework) for 12 (or more) months, the student must reapply to the nursing program, granted all other admission criteria are met. The affected student will be subject to the policies and procedures of the department in place at the time of the student's return to the program, and it is the responsibility of the student to be aware of changes in requirements or policies for both the University and the Department of Nursing during his/her absence. Admission to the nursing program is not guaranteed. If accepted, the student will begin the ASN program in NURS 1101: Fundamentals of Nursing.

CHANGE OF MAJOR

PROCEDURE

A student wishing to change his/her major should speak with his/her academic advisor and a representative from the Office of Financial Aid prior to making this decision. Students requesting

any changes to their major, minor, and/or concentration will need to submit the appropriate form to the Office of the Registrar via their [Change of Major/Minor/Concentration webpage](#). Changes submitted no later than two days prior to the beginning of the semester will be processed for the current semester. All changes submitted after this point will be effective for the next semester. However, please be aware that changing from an associate-level major to a baccalaureate-level major degree will increase your tuition charges.

A “Request for a Change of Major” form must be submitted if a student intends to do any of the following actions:

1. Change his/her program of study
2. Change his/her degree level (e.g., associate to bachelor or certificate to associate)
3. Add a second major
4. Drop a second major

Additionally, if either of the following scenarios are related to this request, it is recommend that the student speaks with an academic advisor regarding an internal transfer:

1. Program acceptance (Nursing, Dental Hygiene, PTA, etc...)
2. Transitioning from an associate-level degree program to a baccalaureate-level degree within the same program.

WITHDRAWAL FROM THE UNIVERSITY

Students who drop/withdraw from all courses must obtain a withdrawal form from the Office of the Registrar. The student is required to obtain the necessary signatures and return the form to the Office of the Registrar. An online version of the form is also available via the “Forms and Waivers” link on the Office of the Registrar’s webpage.

GRADING POLICY

The following is the grading scale for all undergraduate nursing courses:

A	90 - 100
B	80 - 89
C	75 - 79
D	60 - 74
F	59 - 0

Final grades will be computed with **no rounding** of grades. There will be no exception to the 75% grade requirement in general nursing courses.

INCOMPLETE GRADE POLICY *(Revised 12/20)*

Under certain circumstances, students may be assigned a letter grade of “I,” indicating an “Incomplete” grade for the course. Per the University’s definition, assignment of an “I” grade **requires** that the student both (1) was “doing satisfactory (grade of ‘C’ or better)” and (2) had “completed the major portion of the requirements for a given course;” however, “for reasons beyond expected control, such as illness or family emergency, [the student] could not complete the course requirements.” Both of the criteria noted here must be satisfied and documented in order for the Department to award an “Incomplete” grade. The Department cannot provide

exceptions to this policy without first receiving documented approval from the Provost/Vice President of Academic Affairs. Consequently, any student requesting an “Incomplete” who does not satisfy both of these criteria must **first** request approval from the Office of Academic Affairs (after notifying the course instructor of his/her intent).

Per the University’s policies, an “Incomplete” grade must be removed prior to the last day of class of the next semester of enrollment (including the Summer semester) or within 12 months, whichever occurs sooner. The “I” may be changed by completing the incomplete work as prescribed by the instructor. Any “I” grade that is not satisfactorily removed prior to this deadline will automatically be changed to a letter grade of “F” by the Office of the Registrar and will be computed in the student’s GPA.

In order to initiate the “Incomplete” grade process, the student must first secure and complete the “Permit to Remove an Incomplete Grade” (also referred to as the “Green Sheet”) from the Office of the Registrar and submit it to the course instructor. The instructor will then complete the “Documentation for Submission of ‘I’ Grade,” which denotes the requirements necessary for the removal of the “I” grade and requires that the student, course instructor, and departmental chairperson. Following satisfaction of these requirements, the instructor will execute the “Request to Remove an Incomplete” and secure the approval of the departmental chairperson. The Chair will then forward this document alongside the original “Permit to Remove an Incomplete Grade” and “Documentation for Submission of ‘I’ Grade” forms to their Dean, who then approves and forwards the packet to the Provost/Vice President of Academic Affairs. Following approval by the Office of Academic Affairs, the “I” grade is removed by the Office of the Registrar.

DISMISSAL POLICY

1. A second failure of a nursing course (whether a “D,” “F,” “WF,” or “U”) constitutes grounds for immediate dismissal from the nursing program.
2. For our associate-level programs, withdrawal from a second nursing course constitutes ground for immediate dismissal from the nursing program. (For more information, see “Progression Policy” within this handbook.)
3. Substantiated claims of cheating or violations of academic integrity constitute grounds for dismissal from the nursing program. (For more information, see “Cheating Policy” within this handbook.)
4. Gross misconduct, such as behaviors that endanger patient safety, patient confidentiality, or behaviors in direct opposition to the clinical instructor’s direction, may result in immediate dismissal from the program.
5. If, in the judgment of the instructor or supervisory person in a contracted clinical facility, there is reason to question the emotional or physical condition of a student or the safety or the quality of nursing care provided, the instructor has the responsibility to dismiss the student from the clinical or university laboratory. The plan for dismissal is as follows:
 - a. When an incident first occurs, the faculty will request the student to leave the clinical site/laboratory immediately.
 - b. The faculty will communicate to appropriate hospital/supervisory personnel regarding the problem.
 - c. The faculty will refer the student for appropriate professional for follow-up.

- d. The faculty will provide written documentation of the incident to the departmental chair and the student within 24 hours of the incident.
 - i. The student has the right to appeal in writing to the Chair (and then the Dean) if the decision is unacceptable to him/her, in accordance to university policy.
 - ii. Upon receipt of written appeal, the Chair (or Dean) will notify the student in writing of subsequent steps to take for redress of the decision, according to University policy. A clinical failure earns a grade of “F.”

READMISSION/PROGRESSION AFTER ABSENCE FROM PROGRAM

READMISSION

Students seeking readmission into an associate-level nursing program must meet the following policies:

1. Students must complete the Department of Nursing’s “Application for Re-Admission,” available in the main office, prior to the semester when they will return. Students should also be aware that not every associate-level track is available every semester, so readmission into the same program track may not be available.
 - a. Students who must retake NURS 1101/1301 **cannot** submit an “Application for Re-Admission” and must instead submit a new application packet for their desired program. Readmission into the program is not guaranteed and will be based on satisfaction of admission criteria and seat availability.
 - b. Students who were previously enrolled but—due to voluntary or involuntary reasons—have not been in attendance for one (1) or more year also **cannot** submit an “Application for Re-Admission” and must instead submit a new application packet for their desired program. Readmission into the program is not guaranteed and will be based on satisfaction of admission criteria and seat availability.
2. Students who have not been in attendance for one (1) or more semesters (excluding summer semesters) are required to file an “Application for Readmission” to the University by the deadline dates listed on the academic calendar for admission. Likewise, this classification also applies to those who were dismissed from the program via scholastic termination or dismissal procedures (for further clarification, see the appropriate sections in this handbook or the Albany State University Academic Catalog). Applications for readmission (and other related documentation) may be obtained from the Office of Admissions and Recruitment.
3. When a student’s program of study is interrupted by more than one (1) non-summer semester, the student is subject to the policies and procedures of the department in place at the time of the student’s return to the program. It is the **responsibility of the student** to be aware of changes in requirements or policies for both the University and the Department of Nursing during his/her absence.
 - a. Students who were enrolled under previous admission criteria must meet current admission requirements unless they continue through the program uninterrupted.
 - b. Students who were enrolled under a previous curriculum pattern must adopt the most current curriculum pattern in use unless they continue through the program uninterrupted.
4. Students may be required to complete additional coursework, repeat ATI testing/review course requirements, and/or demonstrate competency of skills. Students who were

previously enrolled but—due to voluntary or involuntary reasons—have not been in attendance for one (1) or more semesters (excluding summer semesters) must challenge previously completed courses to validate current knowledge and skills of the content. This includes all nursing courses, with the exception of NURS 2117: Nursing Leadership. Failure to successfully challenge all courses will require the student to repeat the course(s) in which he/she was unsuccessful.

5. Any nursing course presented for graduation that was completed three (3) or more calendar years prior to the anticipated date of graduation must be successfully challenged or repeated for credit. Failure to successfully challenge all courses will require the student to repeat the course(s) in which he/she was unsuccessful.
6. Must meet all program compliance requirements at least one month prior to the start of the semester of return.

In extreme cases, the Chair of the Department of Nursing (in coordination with the Program Director/Coordinator) may approve exceptions to these policies. If an exception is granted, the student must meet with these departmental representatives at least one month prior to the beginning of the semester to develop an individualized plan of study to validate current knowledge and clinical skills and ensure satisfaction of Student Learning Outcomes. (Please contact the nursing office for the military exception to this policy.)

REMEDICATION

The academic program reserves the right to place specific conditions and contingencies on any offer of readmission to be determined on a case-by-case basis. Students who have been granted this type of conditional acceptance must satisfactorily complete their individualized remediation before progression through the associate program is possible. Failure to comply with or satisfactorily complete any portion of this remediation program will prevent the student from progressing any further within the associate nursing program at ASU.

The student must meet readmission requirements and complete any remediation deemed necessary by either the appropriate Program Director or Chair of the Department of Nursing. Currently, all undergraduate nursing students who experience any interruption in the progression process resulting in non-completion of one or more nursing courses will be required to retake the course during the semester it is regularly offered. In order to continue progression through the program, students must meet all of the course and clinical objectives and requirements in order to pass any incomplete or unsatisfactorily passed nursing courses, including the end-of-course standardized comprehensive exam, if applicable.

STUDENT EMAIL ADDRESS POLICY

All nursing students must have a student email address, assigned by Albany State University; this email address will end with the @students.asurams.edu identifier. All communication from the Department of Nursing is sent via ASU email to nursing students; other email accounts (e.g., @gmail.com, @yahoo.com, @hotmail.com, @bellsouth.net, etc.) will not be used by the department. Setup of your ASU student email address is free-of-charge and typically done automatically upon acceptance into the institution, but you may also contact Information Technology Services to establish an account personally. Rationale behind the policy is based on

compliance with the Family Educational Rights and Privacy Act (FERPA), which can be fully reviewed in the *Albany State University Academic Catalog*.

GRADUATION CLEARANCE

In addition to the University's graduation requirements, the student must have a minimum grade of "C" in each nursing course.

APPLICATION FOR DEGREE

All students are required to apply for graduation. The graduation application signals the student's intent to graduate from Albany State University and begins the audit and commencement process for each student. An Application for "Graduation and Degree Evaluation" must be filed at least two (2) semesters prior to the term you expect to graduate. The application may be secured via the Office of the Registrar's webpage. On this application, students must indicate intended date of graduation and their degree program. The Office of the Registrar, in conjunction with the student's major department, will review the student's course of study and determine if the student has or will meet the requirements to graduate by the date requested. If approved, the student will be mailed a copy of the audit and will be directed to begin graduation clearance procedures. Any student who fails to graduate as indicated is required to complete another form. Students who complete all requirements for a degree at the close of the summer, fall, or spring semester will be given a statement, upon request, certifying requirements have been completed. Credits may be certified to the State Department of Education in order that the certificates to teach may be issued at any time during the school term. Degrees will be awarded pursuant to graduation.

GRADUATION/DEGREE AUDIT

Students are responsible for monitoring their progress toward completing their program. Consult with your nursing faculty advisor for support in reviewing and understanding your degree requirements as listed in this document. Degree audits are performed during the second semester of the nursing program for the traditional ASN program students (first semester for Healthcare-Professional-to-RN Bridge students), and the results are mailed to each student. Any outstanding Core courses must be completed prior to the last semester of nursing courses.

Regarding the application for graduation, please be aware of the following:

1. The graduation/degree application process is initiated by the student.
2. The completed application is to be submitted to the Office of the Registrar when a student has the following hours remaining to satisfy graduation requirements: 15 hours-Associate's, 30 hours-Bachelor's, 20-Master's, or 16 hours-Specialist.
3. In order for the degree audit application to be valid, the student must have the required cumulative grade point average for their academic major.
4. Each student should update name and/or address with the Office of the Registrar.
5. The student will receive his degree audit check sheet via mail. Please provide us with an email address which you check regularly and update us immediately should this change. The department chairperson prepares the degree audit check sheet. If the student has any questions, contact the department chairperson as soon as possible. He/she should not wait until their expected semester of graduation to resolve any outstanding problems.
6. Students must have the required cumulative grade point average prior to the beginning of the semester in which he/she is scheduled to graduate.

7. Each student must attend the commencement exercise or request in writing permission to graduate in absentia from the Provost and Vice President for Academic Affairs.

POST-GRADUATION ACTIVITIES

Post-graduation, students are encouraged to participate in the following activities:

1. Become members of the Albany State University Alumni Association.
2. Keep up-to-date name and address information on file with both Albany State University, the Darton College of Health Professions, and the Department of Nursing
3. Report professional and educational advancement in the field of nursing or any other field directly (via email, telephone, or social media) or via our Alumni Survey submitted 12 month post-graduation
4. Complete alumni and employer surveys 1 year post-graduation (and as necessary).

NATIONAL CERTIFICATION AND LICENSURE EXAMINATION

BACKGROUND

The NCLEX examination is designed to test knowledge, skills and abilities essential to the safe and effective practice of nursing at the entry level. NCLEX examination results are an important component used by boards of nursing to make decisions about licensure. The NCLEX is taken following graduation, and successful completion is required in order to practice as a registered nurse within the United States.

PROCEDURE

1. Submit an application for licensure to the board of nursing in the state or territory in which you wish to be licensed. Application forms for the Georgia Board of Nursing can be found at the Georgia Secretary of State's [Online Application Portal](#) or [paper application process](#). A \$40 application fee is required. The chair or the dean of the department will submit the required spreadsheet with requested information to the board of nursing after graduation.
2. Beginning in 2009, criminal background checks are required as part of the Nursing license application process. An applicant must register for the fingerprint-based criminal background check prior to completing the Nursing License application. There is a fee for the background check (see application process via the [Georgia Secretary of State's Licensure by Examination](#) webpage).
3. Register for the NCLEX examination through the web, mail, or telephone. Information about how to register by any of these methods can be found in the [NCLEX Examination Candidate Bulletin](#), which is available on the National Council of State Boards of Nursing (NCSBN) website.
4. The fee for taking the NCLEX examination is currently \$200. All NCLEX examination registrations will remain effective for a 365-day time period during which a board of nursing may determine the candidate's eligibility. Candidates who are not made eligible by their board of nursing within the 365-day time period will forfeit their registrations, including the candidate registration fee.
5. After your board of nursing declares you eligible, you will receive an Authorization to Test (ATT) in the mail (and through e-mail if you have provided an e-mail address on your registration). The ATT contains your test authorization number, candidate

identification number, and an expiration date. Each ATT is valid for a period of time specified by the state board of nursing (varies from 60 days to 365 days). In Georgia, the ATT is valid for 180 days. You must have your ATT to schedule an appointment to take the NCLEX examination. NCLEX® examination testing will take place at Pearson Professional Centers. A list of approved testing centers can be found at [Pearson VUE's NCLEX Examination](#) webpage. If you are applying to be licensed in Georgia, you may take the NCLEX-RN at any site, whether it is in Georgia or not.

6. When scheduling your examination appointment, you need to plan for a testing session that could last a maximum of five hours. Candidates need to make appointments to test as soon as possible after receiving their ATTs even if they do not want to test immediately. Test centers may fill up quickly because of high volumes and previously scheduled special events. Waiting to call to schedule your testing appointment may significantly limit the dates the center can seat you.
7. On the scheduled examination date, you must take your ATT with you to be admitted to the test center. All RN candidates take a minimum of 75 items. The maximum number of items an RN candidate can answer is 265 during the five-hour maximum testing period. The maximum five-hour time limit to complete the examination includes the tutorial, sample items and all rest breaks. As you take the examination, items are selected for you based on your responses to previous items. Once the minimum number of items has been taken, testing stops when a candidate's performance is determined to be either above or below the passing standard with a predetermined level of certainty regardless of the number of items answered or the amount of testing time elapsed. Thus, depending upon candidates' patterns of correct and incorrect responses, different candidates will take varying numbers of items and use varying amounts of time. The examination will also stop when the maximum number of items has been taken or when the five-hour time limit has been reached. It is important to understand that the length of your examination is not an indication of a pass or fail result.
8. Only boards of nursing can release NCLEX examination results to candidates. Your examination results will be mailed to you, or you may obtain unofficial results by retaining the ATT and calling their results line. No examination results will be given by telephone. A passing score does not ensure licensure.
9. When you pass the NCLEX and are approved for licensure, you will be issued a license with a permanent Georgia registration number. If you do not pass the NCLEX, contact the Georgia Board of Nursing to re-apply. Applicants may take the NCLEX-RN up to three (3) times in a given calendar year. You must pass the NCLEX within a three-year period from the date of your graduation.
10. The Board does not issue a temporary permit for practice as a Graduate Nurse. Following graduation, you must not engage in any "licensed" activities, or work in any position that requires RN licensure or commence orientation for any position that requires RN licensure until you have received your RN license.

STUDENT NOTIFICATION OF PROGRAM REQUIREMENTS

Directions: Please read and complete the Student Notification of Program Requirements form located under Quizzes in your nursing course.

1. **HANDBOOK:** The student is accountable for all policies and information contained within the Student Handbook. The student handbook can be found online.

2. **CONFIDENTIALITY:** All students must keep strictly confidential, and shall not divulge to anyone, the identity of any patient, their medical condition, or their treatment. All students are required to be familiar with all Standards of Nursing Conduct regarding confidentiality (Official Code of Georgia, Annotated, Sections 37-3, 37-4, 37-7). *Students who violate patient confidentiality in any format (verbally, email, text, social media, pictures, etc.) will fail the course.* Also, the clinical facility reserves the right to terminate any student's clinical experience if the facility's confidentiality (HIPAA) policies are violated. This would result in course failure because course objectives cannot be met without clinical experience.
3. **PERSONAL HEALTH INSURANCE:** Current health insurance is required of all students, and proof of coverage must be provided if the clinical facility requests proof prior to providing patient care. Therefore, students should carry a copy of their insurance card.

Your affirmative response to this form signifies that you have read and understand these requirements. Failure to complete and submit this form will result in noncompliance which will impact progression in the nursing program. This form is in effect until the student's graduation.

SECTION III ACADEMIC POLICIES

ATTENDANCE POLICIES

When students are absent for emergency reasons, the number of excused absences permitted should not exceed the number of credit hours awarded for the course except for the most extreme unavoidable emergencies (e.g.: death of family member, jury duty, etc.). The instructor will officially certify all excused absences. The instructor may drop the grade by one (1) letter grade when the student has exceeded the number of excused absences. Students are responsible for statements related to attendance as noted in the course syllabus and student handbook.

CLASSROOM

If a student is absent more than 10% of the course in one semester, it will constitute an automatic failure of the course. Tardiness of over 15 minutes will also constitute an absence.

CLINICAL

In NURS 1101, 1111, 1112, 1311, 2311, and 2111, 4.5 contact hours constitute a clinical laboratory period. In NURS 2113 and 2313, 3 contact hours constitute a clinical laboratory period. In NURS 2115, a clinical laboratory period equals 6 contact hours.

All absences will be made up at the discretion of the instructor. Clinical absences of more than 10% will result in an unsatisfactory clinical grade and a failing course grade. Tardiness of over fifteen minutes will constitute an absence in the clinical experience. The student is responsible for notifying the clinical unit prior to the start of clinical when an absence is unavoidable. Failure to do so may result in an unsatisfactory grade in clinical. Clinical will be graded on a satisfactory/unsatisfactory basis or a Likert scale.

ONLINE COURSES *(Revised 12/20)*

Per the *Albany State University Academic Catalog*, attendance for online courses “is verified in terms of participation, time spent in a particular unit or other part of online courseware, time spent in chats and online discussion, quality and quantity of chat and online discussion content, quality and quantity of e-mail, quality and quantity of course work, test participation, and other considerations. Distance learning courses at Albany State University are instructor-led classes, not independent study or correspondence courses. Students are expected to engage actively in the course content, participate in student-teacher and student-student communications, and complete assignments and tests according to the requirements and schedule of the course instructor.” Further, “[f]ailure to participate, communicate, or meet course requirements within the time frame required by the instructor may reduce the grade for the course or initiate faculty-withdrawal procedures.”

MISSED ASSIGNMENTS AND EXAMINATIONS *(Revised 12/20)*

Students are expected to account for all absences, preferably in advance, to the instructor of the course and, at the discretion of the instructor, to promptly make up the work missed. Make-up of coursework missed as a result of absence is at the discretion of each course instructor and, thus, may not be offered in every situation. However, students who miss classes while serving as jurors will not be penalized for such absences but will be required to make up classwork missed as a result of jury service. Consequently, the course instructor is responsible for publishing

his/her specific policies within the course syllabus, and it is the responsibility of the student to be aware of these policies. Additionally, please refer to the “Attendance Policy” and “Class Attendance” sections in the *Albany State University Academic Catalog* for the university policy regarding missed coursework and your course syllabi for your instructors’ policies.

COURSE REQUIREMENTS

Students must meet all of the course and clinical objectives and requirements in order to pass the course. A final course grade of “C” (75) or above are required to pass. Students must also pass any required standardized comprehensive end-of-course exams for an applicable course at the level identified in the syllabus within no more than two (2) attempts. Students must also pass the practice exams at the level established for that course prior to taking the standardized exam.

In addition to successfully completing the didactic course objectives, students are expected to be prepared for each clinical day and must achieve a satisfactory rating in order to pass the course and clinical. The clinical aspect of courses must be passed on the grading scale of “Pass/Fail,” and a “Pass” must be achieved in each area of the clinical evaluation tool, which is distributed and discussed during the first week of school or clinical. A failure in the clinical component of a nursing course results in the student receiving an automatic failing grade of “F” for the entire course. Attendance is mandatory for clinicals, and greater than one (1) absence from clinical may result in a clinical failure.

Evidence of unsafe practice (physical or psychological) in the clinical area, lack of responsibility to patient, self, university, or agency; errors in professional judgment (such as lack of confidentiality); inability to apply theoretical knowledge to clinical situations; lack of professionalism to nursing faculty; staff; fellow students; patients and their families; or other clinical professionals constitutes an unsatisfactory clinical grade and a failure for the course.

MATH MEDICATION ADMINISTRATION TESTS *(Revised 12/20)*

ASN students must demonstrate clinical competency of 100% accuracy in computation of medication dosages in NURS 1111, 1112, 1311, 2111, 2113, 2115, 2311, and 2313. This exam is known as the “Math Medication Administration Test” (but may also be referred to as the “Dosage Calculation Exam” or “Math Test/Exam”). Students must demonstrate 100% accuracy on at least one written/computer evaluation of dosage calculations each semester. A maximum of three (3) opportunities will be provided prior to the last day to withdraw from a course without academic penalty.

Prior to each subsequent math exam (math exam 2 and/or 3), students will be required to spend three (3) hours in ATI math remediation (or other approved remediation tools as assigned by your instructor), and submit a remediation plan, including strengths and weaknesses. Failure to do the required math remediation or submit a remediation plan will result in an inability to take the math exam.

As students who do not successfully pass this assessment are not eligible to attend clinical experiences, if a student is unsuccessful on all attempts of this assessment, he/she will be required to withdraw from the course prior to the last day to withdraw from a course without academic penalty (unless the student has previously withdrawn from 16 credit hours; see

Satisfactory Academic Progress). If the student successfully withdraws from the course, he/she will be eligible to register for the course again, provided that all of the other entry requirements are met and he/she has not previously withdrawn from his/her current course AND has not withdrawn in excess of the withdrawal policy.

If the student refuses or fails to withdraw from the course prior to this deadline, he/she will receive a clinical failure for the course and automatically be assigned a letter grade of “F.” Please see the “Clinical Failure” policy within this handbook for further information. Grades received on Math Medication Administration Tests are **not** appealable.

Math exams will be constructed utilizing the following test blueprint:

- Total items: 10
- Test time: 45 minutes
- Type of items: A minimum of one each from the following operations will be included.
 - Conversions within a system (e.g., mg to g),
 - Conversions between measurement systems (e.g., lb. to kg),
 - Administration in units (e.g., heparin, penicillin, insulin),
 - Calculation of IV flow rates (e.g., ml/h and gtts/min, completion time),
 - Solution reconstitution, and
 - Six rights of medication administration.

STANDARDIZED EXAMINATIONS *(Revised 12/20)*

Students enrolled in Albany State University’s undergraduate nursing programs are required to successfully complete a battery of comprehensive, nationally standardized examinations for nursing courses for which such an exam is available. Students must pass all standardized examinations at the benchmark noted in course syllabi. Grades received on these standardized examinations are **not** appealable.

Currently, the Department of Nursing utilizes the examinations offered via the Assessment Technologies Institute (ATI) either through electronic (online) or physical (paper-and-pencil) testing administration. While in the majority of cases these examinations will be monitored by a proctor who is physically present throughout the entirety of the testing administration, the use of remote proctoring may be necessary. Consequently, students are **required** to have access to a functional webcam and microphone throughout their program matriculation.

Fees associated with these standardized examinations and their appropriate testing materials are applied to students’ account each semester and must be paid by the deadline established by the University, which are disseminated via University communications and online resources (such as the current [academic calendar](#)). Once these fees are paid, the course-appropriate materials are distributed (for physical media) and/or unlocked (for electronic media) for utilization by the student. These fees are nonrefundable.

As noted previously, the syllabus for each course requiring a standardized examination will detail the specified score, proficiency level, or other benchmark that must be attained in order to successfully pass the exam. The following is an example of how this may be presented in the course syllabus: “The benchmark score for the Comprehensive Predictor exam is 90% predicted

probability of passing NCLEX. The benchmark score for the Pharmacology exam is Proficiency Level 2.”

For each of these standardized exams, students are granted a maximum of two (2) attempts to achieve the minimum individual score required to achieve either a specified proficiency level or—in the case of Senior Comprehensive Nursing—predicted probability of passing the NCLEX-RN. The course syllabi provided to students at the beginning of each semester will specify the proficiency level necessary to successfully pass this exam. No more than two (2) attempts on a course’s proctored assessment will be permitted under any circumstances.

In order to become eligible to take the initial administration of the proctored standardized examination, course instructors may require that the student complete assignments and/or practice assessments in order to demonstrate sufficient exam preparation. Students who do not successfully complete these assignments (potentially within the specified timeframe) forfeit their initial attempt. A student who is unsuccessful on (or has forfeited) his/her first exam attempt must complete any remediation deemed necessary by the course instructor. Failure to successfully complete the required remediation or submit evidence of its completion will result in forfeiture of that second attempt.

ADULT HEALTH III STANDARDIZED EXAM

During NURS 2115: Adult Health III, student will be required to take two ATI exams: a Comprehensive Predictor exam and a Pharmacology exam. The benchmark score for the Comprehensive Predictor exam is a 90% predicted probability of passing the NCLEX. The benchmark score for the Pharmacology exam is a Proficiency Level 2. Students who do not achieve these minimum score requirements will be permitted one (1) retest in order to meet these benchmark scores. The Comprehensive Predictor ATI exam grade will count for 85% of a unit exam grade and the Pharmacology ATI exam grade will 15% of the unit exam grade.

The student’s predicted probability of passing NCLEX will constitute their numerical grade on the unit exam (e.g., a predicted probability of 90% is equal to a 90 on the unit exam).

Remediation requirements for this exam are as follows:

- a. 90% or greater predicted probability (no remediation required)
- b. Less than 90% predicted probability (remediation required)

The conversion scale for the Pharmacology ATI exam grade and remediation requirements are as follows:

- a. Proficiency Below Level 1: 60 (remediation required)
- b. Proficiency Level 1: 70 (remediation required)
- c. Proficiency Level 2: 80 (no remediation required)
- d. Proficiency Level 3: 90 (no remediation required)

As noted previously, students will be granted a maximum of two (2) attempts to achieve the minimum individual score required to achieve this predicted probability, and students **must** pass this standardized exam in order to pass the course and become eligible for graduation from the associate nursing program.

TESTING POLICIES

TESTING BEHAVIOR

During any exam – keep your eyes on your own test and answer sheet (computer). If you have a question, raise your hand, but do not look around. During any exam or assignment—regardless of whether at the quiz, unit, final, or standardized level—**NO STUDENT** should have anything on his/her desk but the test, answer sheet, writing tool, and eraser. The use or performance of any of the following items during the test is strictly prohibited:

- Use of telephones, cellphones, Blackberry devices, PDAs, stereos, radios with headphones, or other electronic/photographic devices during testing will result in a zero (0) on the exam and removal from the testing area.
- Use of books, study guides (on body parts or paper), pamphlets, protractors, and unapproved calculators during an exam will result in a zero (0) on the exam and removal from the testing area.
- Asking another student for answers or talking to another student during the exam or assignment will result in a grade of zero (0) on the exam or assignment.
- Attempting to take the test for someone else or having someone else take the test for you will result in a zero (0) on the exam or assignment.
- Obtaining improper access to the test, a part of the test or information about the test will result in a zero (0) on the exam and dismissal from the testing area.
- No student may talk, use hand, head or shoulder gestures to another student during the exam. Any activity of this nature will result in the student(s) receiving a zero (0) on the exam or assignment and dismissal from the testing area.
- Plagiarism or copying another student’s exam, paper or assignment will result in a zero (0) on the exam and/or assignment with no ability to make up the assignment or exam. Plagiarism also includes self-plagiarism (turning in work that you have done for another class without the permission of your current professor).
- Copying or plagiarism of another student’s clinical assignment will result in a zero (0) on the assignment and a “U” for the clinical day (in the area of professionalism, integrity, and plan of care) with no ability to make up the assignment or removal of the “U” grades and will result in a clinical failure.
- During computerized testing (including test review), students are not allowed to have any other screen open besides the exam screen and/or the exam review screen. Students are not allowed to open additional tabs or open other screens within GeorgiaVIEW in the testing environment.

A student found violating this policy will be reported to the nursing disciplinary committee and may result in dismissal from the course (with a grade of “D” or “F”) and/or nursing program.

TEST REVIEW *(Revised 12/20)*

Effective Spring 2021: Instructors will review test items identified as high-missed questions based on student exam performance. Instructors will provide topical remediation to the class as a whole for all questions with more than 50% of class not answering correctly. This topical remediation will be completed within 7 days of the exam date. No specific individualized exam review will be offered.

STANDARDS OF CONDUCT

Albany State University has an obligation to clarify those standards of behavior that it considers essential to its educational mission and its community life. The University shall protect its educational purpose, provide for orderly conduct of these activities, and safeguard the interest of the University community. As a result, the University has established standards and procedures. These disciplinary procedures used by the University are considered part of its educational process and reflect the philosophy of peer education and evaluation. Hearings and appeals conducted as part of the process provide due process; are not courts of law and are not subject to many of the rules of civil or criminal hearings. Because some of the violations of these standards are also violations of law, students may be accountable to both civil authorities and to the University for their actions.

Disciplinary actions at the University will normally proceed notwithstanding any civil or criminal proceeding. The responsibility to know and abide by the *Student Code of Conduct* ultimately lies with the student. The *Student Code of Conduct* supersedes all other means of disciplining or removing students for behaviors prohibited by the University. Please refer to the “Student Conduct Authority” in the *Student Judicial System: Student Code of Conduct*, published by the Division of Student Affairs & Success and the Office of Student Conduct and Academic Integrity.

PROFESSIONAL BEHAVIOR

Students will exhibit appropriate professional behaviors in class, labs, and clinical settings. Appropriate professional behavior is defined as “behavior that demonstrates respect for others, personal integrity, and responsibility.” A student may be denied permission to continue in the program if, in the opinion of the faculty, the student’s knowledge, character, and mental or physical capacity cast doubt upon the student’s potential to function as a professional nurse

Gross misconduct is grounds for dismissal from the nursing program. Behaviors that endanger patient safety, patient confidentiality, or behaviors in direct opposition to the clinical instructor’s direction may result in immediate dismissal from the program. The student may not be eligible for readmission.

DEFINITION OF UNPROFESSIONAL CONDUCT

Nursing behaviors (acts, knowledge, and practices) failing to meet the minimal standards of acceptable and prevailing nursing practice, which could jeopardize the health, safety, and welfare of the public, shall constitute unprofessional conduct. These behaviors shall include, but not be limited to, the following:

1. using inappropriate or unsafe judgment, technical skill or interpersonal behaviors in providing nursing care;
2. performing any nursing technique or procedure for which the nursing student is unprepared by education or experience;
3. disregarding a patient/client's dignity, right to privacy or right to confidentiality;
4. failing to provide nursing care because of diagnosis, age, sex, race, creed or color;
5. abusing a patient/client verbally, physically, emotionally, or sexually;
6. falsifying, omitting or destroying documentation of nursing actions on the official patient/client record;
7. abandoning or knowingly neglecting patients/clients requiring nursing care;

8. delegating nursing care, functions, tasks or responsibility to others when the nursing student knows or should know that such delegation is to the detriment of patient safety;
9. providing one's license/temporary permit to another individual for any reason (if applicable);
10. failing to practice nursing in accordance with prevailing nursing standards due to physical or psychological impairment;
11. diverting prescription drugs for own or another person's use;
12. misappropriating money or property from a patient/client or employee;
13. failing to notify the appropriate party of any unprofessional conduct which may jeopardize patient/client safety (Courtesy: RULES OF GEORGIA BOARD OF NURSING)

PROFESSIONAL STANDARDS: GEORGIA BOARD OF NURSING

STANDARDS OF REGISTERED PROFESSIONAL NURSING PRACTICE

1. For purposes of O.C.G.A. Secs. [43-26-4](#) (a)(6)(B)(v) and 43-1-29(6), the Georgia Board of Nursing defines the minimal standards of acceptable and prevailing nursing practice as including, but not limited to the following enumerated standards of competent practice.
2. The Georgia Board of Nursing recognizes that assessment, nursing diagnosis, planning, intervention, evaluation, teaching, and supervision are the major responsibilities of the registered nurse in the practice of nursing. The Standards of Registered Professional Nursing Practice delineate the quality of nursing care which a patient/client should receive regardless of whether it is provided solely by a registered nurse or by a registered nurse in collaboration with other licensed or unlicensed personnel. The Standards are based on the premise that the registered nurse is responsible for and accountable to the patient/client for the quality of nursing care rendered. The Standards of Registered Professional Nursing Practice shall establish a baseline for quality nursing care; be derived from the law governing nursing; apply to the registered nurse practicing in any setting; govern the practice of the licensee at all levels of competency.
 - A. Standards related to the registered nurse's responsibility to apply the nursing process (adapted from American Nurses' Association *Code for Nurses and Standards of Practice, 1994*). The registered nurse shall:
 1. assess the patient/client in a systematic, organized manner;
 2. formulate a nursing diagnosis based on accessible, communicable and recorded data (which is collected in a systematic and continuous manner);
 3. plan care which includes goals and prioritized nursing approaches or measures derived from the nursing diagnoses;
 4. implement strategies to provide for patient/client participation in health promotion, maintenance and restoration;
 5. initiate nursing actions to assist the patient/client to maximize her/his health capabilities;
 6. evaluate with the patient/client the status of goal achievement as a basis for reassessment, reordering of priorities, new goal-setting and revision of the plan of nursing care;
 7. seek educational resources and create learning experiences to enhance and maintain current knowledge and skills appropriate to her/his area of practice.

- B.** Standards related to the registered nurse's responsibilities as a member of the nursing profession. The registered nurse shall:
1. function within the legal boundaries of nursing practice based upon knowledge of statutes and regulations governing nursing;
 2. accept responsibility for individual nursing actions and continued competence;
 3. communicate, collaborate and function with other members of the health team to provide optimum care;
 4. seek education and supervision as necessary when implementing nursing practice techniques;
 5. respect the dignity and rights of the patient/client regardless of socioeconomic status, personal attributes or nature of health problems;
 6. maintain each patient/client's right to privacy by protecting confidential information unless obligated, by law, to disclose the information;
 7. provide nursing care without discrimination on the basis of diagnosis, age, sex, race, creed or color;
 8. delegate and supervise only those nursing measures which the nurse knows, or should know, that another person is prepared, qualified, or licensed to perform;
 9. retain professional accountability for nursing care when delegating nursing intervention;
 10. respect and safeguard the property of clients, family, significant others and the employer;
 11. notify the appropriate party of any unprofessional conduct which may jeopardize patient/client safety;
 12. Participate in the periodic review and evaluation of the quality and appropriateness of nursing care.
- C.** Standards related to the registered nurse's responsibilities in assignment of patient activities to unlicensed assistive personnel (UAP). The registered nurse shall:
1. Determine that the care and/or activity to be performed would be based upon orders or directions of a licensed physician, licensed dentist, licensed podiatrist or person licensed to practice nursing as a registered professional nurse.
 2. Assign only care and activities that do not require the skills and knowledge of a person practicing nursing as a registered professional nurse or licensure of another health care professional. The care and activities to be assigned must meet all of the following criteria:
 - a. The care and/or activities do not require complex observations or critical decisions.
 - b. The care and/or activities can be safely performed according to exact, unchanging directions.
 - c. The outcome and/or results of the activities are reasonably predictable.
 3. Verify that the UAP has the necessary knowledge and skills to accept the assignment.
 4. Periodically evaluate and review the quality and appropriateness of the care provided by the UAP.
 5. Not assign activities which require licensure to an unlicensed assistive personnel.

ETHICAL STANDARDS

The student who is preparing to enter the profession of nursing is expected to follow the Code of Ethics for Nurses. Each person, upon entering the profession, inherits a measure of responsibility and trust of the profession and the corresponding obligation to adhere to standards of ethical practice and conduct set by the profession. The Code was adopted by the American Nurses' Association (ANA).

ANA CODE OF ETHICS

1. The nurse provides services with respect for human dignity and the uniqueness of the client, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse safeguards the clients' right to privacy by judiciously protecting information of a confidential nature.
3. The nurse acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.
4. The nurse assumes responsibility and accountability for individual nursing judgments and actions.
5. The nurse maintains competence in nursing.
6. The nurse exercises informed judgment and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
7. The nurse participates in activities that contribute to the on-going development of the profession's body of knowledge.
8. The nurse participates in the profession's efforts to implement and improve standards of nursing.
9. The nurse participates in the profession's efforts to establish and maintain conditions of employment conducive to high quality nursing care.
10. The nurse participates in the profession's efforts to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
11. The nurse collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public. (1999, American Nurses Association)

ACADEMIC HONOR CODE

STUDENT ACADEMIC HONOR CODE

The Albany State University *Student Code of Conduct* and the Academic Honor Pledge establish standards of conduct designed to foster the development of well-educated, mature, ethical, and responsible citizens. As a student of Albany State University, you are responsible for upholding these standards of conduct and living up to the principles of the Academic Honor Code.

ACADEMIC HONOR PLEDGE

As a student of Albany State University, I solemnly pledge to uphold the Academic Honor Code at all times. It is my responsibility to know and understand these rules of conduct. Lack of awareness is not a legitimate reason for failure to abide by the *Student Code of Conduct*. If I fail

to uphold the principles of this Academic Honor Code, I will accept any penalty that may be imposed upon me following due process.

STUDENT RESPONSIBILITY

- A. All students are responsible for reading, understanding, and complying with the Academic Honor Code Policy.
- B. If a student sees, knows, or hears of an act of dishonesty, he or she is encouraged to report this suspected violation to the instructor concerned, the course division dean, the Vice President and Provost for Academic Affairs or the University Judicial Officer.
- C. To remind student of their responsibility to uphold the Academic Honor Code, the following statement will be included in each course syllabus – “It is understood that all students are required to abide by the Albany State University Academic Honor Code as stated in the *Student Code of Conduct*.”
- D. In all fields of study the Academic Honor Code policy will be strictly enforced as per the *Student Code of Conduct*.

ZERO TOLERANCE POLICY

A zero tolerance policy is one which requires a severe penalty to be imposed which is unbending in its imposition, and often does not give allowance for extenuating circumstances. It is, as it states, completely intolerant of the behavior for which it requires consequences, no matter what. As part of a “zero tolerance policy”, ASU will take disciplinary action for any and every alcohol, weapons, drug, sexual misconduct, hazing or gang activity related violation on campus and in the clinical setting. ASU will also take disciplinary action for many of the violations reported off campus, provided these violations have a connection to the campus. This would include violations that endanger students or may cause harm to the campus community.

EXCEPTIONS: HOUSE BILL 280

Beginning on July 1, 2017, House Bill 280 (which amends O.C.G.A. 16-11-127.1) allows anyone who is properly licensed in the State of Georgia to carry a handgun in a concealed manner on property owned or leased by public colleges and universities, with some exceptions. It will not allow any other type of gun to be carried around campus; nor will it allow handguns to be carried openly. (House Bill 280 does not apply, however, to institution-sponsored events or excursions away from campus on property not owned or leased by a University System institution. See Part III, Section VII. pg. 66.)

ACADEMIC INTEGRITY

ACADEMIC DISHONESTY

The intentional misrepresentation of one’s work to deceive for personal gain, when in fact said work is not that person’s or assisting another to do the same. When the instructor has sufficient evidence of cheating or plagiarism, he or she may impose disciplinary actions such as assigning a failing grade to the student's assignment, quiz, paper, or test. If the plagiarism or cheating involves major course work such as plagiarizing a research paper or cheating on a final exam, the instructor may fail the student in the course. Academic Dishonesty includes, but is not limited to cheating, plagiarism, and fabrication.

- Definition of ***Cheating***: Cheating can be, but is not limited to, a student using electronic technology, notes, or other written materials not permitted by the instructor; looking at other students' papers / computers without the instructor's permission; requesting answers from other students, alteration of grades or marks by the student in an effort to change the earned grade or credit; or working with other students when independent work is required. Situations where cheating may occur are during tests, exams, quizzes, or other similar methods of evaluation.
- Definition of ***Plagiarism***: Plagiarism is the appropriation of language, thoughts, or ideas of another author and claiming that as one's own. Plagiarism is work not produced by the student, or work that does not credit borrowings from the original source(s). Plagiarism can also be viewed as submitting substantially the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement, without permission of the instructor of the course for which the work is being submitted or supervising authority for the academic requirement.

UNIVERSITY POLICY ON CHEATING AND PLAGIARISM

Cheating and plagiarism are non-academic grounds for expulsion from Albany State University. No student shall give or receive any assistance not authorized by the professor in the preparation of any assignment, report, project, or examination to be submitted as a requirement for academic credit. Online courses at Albany State University utilize plagiarism software tools such as TurnItIn as a positive instructional tool and to promote academic integrity.

DEPARTMENT OF NURSING POLICY ON CHEATING

If a student is found cheating on any exam or course assignment in the nursing program, he/she will receive a **zero** on that exam or assignment (without the possibility of a retake), **fail** the course, and be **dismissed** from the program.

FORGERY, DISHONESTY, FRAUDULENT ACTS, AND/OR MISREPRESENTATION

Forgery of names, signatures, documents (personal, public, and/or private) will not be tolerated. Forgery, deceptive acts, misrepresentation and/or dishonest acts include, but are not limited to materials, alteration, misuse of University documents, records, or student identification cards, or documents and records belonging to another, cheating, plagiarism, or other forms of academic dishonesty. Lying, knowingly furnishing false information to the University or its officials, other forms of dishonesty in University-related affairs is also prohibited. The scope includes but is not limited to the following: lying, fraudulently obtaining, altering, falsifying, transferring, loaning, selling or misusing or attempting intended misuse of ID card, validation sticker, or any University document or service; misuse of university computer systems, laboratories, equipment, or software in violation of university computer use policies; unauthorized access, distribution, alteration, or use of electronic materials including, but not limited to, information, images, text, or software; recklessly or maliciously interfering with or damaging computer or network resources or computer data, files, or other information; engaging in or attempting to engage in a denial of service; failing to comply with laws, license agreements, and contracts governing network, software and hardware use; using University computing resources for unauthorized commercial purposes or personal gain; using any account or password without authorization; allowing or causing to be used an account number or password by any other person without

authorization; accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials.

COOPERATIVE OR COLLABORATIVE EFFORT IN COURSEWORK

Without acknowledgement or explicit permission of the instructor (including digital media); knowingly helping or attempting to help another violate any provision of the Honor Code.

Examples include, but are not limited to the following:

- A. Working together on a take-home exam;
- B. Working together on assignments without instructor permission.

ABUSE OF ACADEMIC MATERIALS

Intentionally or knowingly destroying, stealing, or making inaccessible any resource material.

Examples include, but are not limited to:

- A. Stealing, destroying, or hiding any reference materials needed for common academic requirements.
- B. Stealing exams, grade books, books, papers, computer equipment and data, and laboratory materials.
- C. Destroying computer files or programs needed for academic works
- D. Damaging computer equipment (including removable media such as disks, CDs, flash drives, etc.) or laboratory equipment in order to alter or prevent evaluation of academic work, unauthorized use of another's computer password, disrupting the content or accessibility of an internet site, or impersonating another to obtain computer resources.
- E. Purchasing and/or using an instructor edition of any textbook in place of the student edition for any course.
- F. Purchasing and/or using the test bank for any course.

THEFT

Stealing, taking or obtaining in any unauthorized manner information related to any academic work. Examples include, but are not limited to: stealing exams, grade books, books, papers, computer equipment and data, and laboratory materials.

STUDENT MISCONDUCT WITHDRAWAL POLICY (SUSPENSION & EXPULSION)

Albany State University allows a student to withdraw from a total of 16 hours with a "W". After 16 hours, all withdrawals are automatically given a grade of "WF." In the case of suspension or expulsion, a student will receive a "W" for each course in which he or she is enrolled**.

However, a student will receive a "WF" for course withdrawals identified after the 16-hour limit regardless of the time of the infraction. A student will also forfeit the right to a refund of any fees (i.e. tuition, mandatory fees, housing, etc.). This also includes any zero tolerance infractions.

A student may not voluntarily withdraw from the University without penalty if a decision of suspension or expulsion is rendered against the student. In addition, all students who are suspended or expelled from the university may have their name reported in the Board of Regents of the University System of Georgia's Student Disciplinary Actions Reporting System.

The University may, in its sole discretion, place a hold on the student's academic records at the time of the incident, which will affect access to transcripts, re-entry to the University and/or

other educational records until the disciplinary process is complete. Financial aid is not guaranteed for students who are involved in disciplinary proceedings.

*** If a student is suspended or expelled from the university and receives financial aid, it is imperative that the student contact the Office of Financial Aid. Students who receive financial aid funds should consult with the Office of Financial Aid regarding any required return or repayments of grant or loan assistance received for that academic term or payment period. If a recipient of student financial aid funds withdraws from the institution during an academic term or a payment period, the amount of grant or loan assistance received may be subject to return and/or repayment provisions.*

STUDENT CODE OF CONDUCT VIOLATIONS

The following list of violations of the *Student Code of Conduct* is an example of behaviors that may result in disciplinary action by the University. It is not to be regarded as all-inclusive. In the event ambiguity, inconsistency, or a need for further clarification arises regarding what constitutes a violation of the *Student Code of Conduct*, the University Judicial Officer shall make the final determination. Any student or student organization found responsible for misconduct is subject to sanctions. Forms needed to file student misconduct, appeals, and general student complaints can be found at <https://www.asurams.edu/student-affairs-success/student-conduct/forms/#1508439977880-2377fd53-c928>.

ASSAULT

- A. Includes but is not limited to, any intentional physical contact of an insulting or provoking nature.
- B. Any physical abuse, intentional injury, or physical harm of another person is prohibited.
- C. Violence involving physical abuse of contact which includes but is not limited to the intentional administration of a poison or other noxious substances, slapping, punching, pushing, fighting and/or contact using a weapon of any sort for the purpose of physical abuse, or violence involving physical contact.

DANGEROUS, THREATENING, AND/OR UNSAFE BEHAVIOR

(Includes Terroristic Threats Acts and/or Gang Activity)

A person commits the offense of a terroristic threat when:

- A. he/she threatens to commit any crime of violence, or to release any hazardous substance.
- B. exhibits any conduct or behavior that threatens or endangers the health or safety of any person in the University environment, including oneself. This includes, but is not limited to verbal threats to injure or harm another, horse playing, practical jokes, abductions, kidnapping, and gang related activity.

HARASSMENT (VERBAL OR PHYSICAL) AND/OR BULLYING

The excessive physical annoyance of or the use of verbally abusive language by any person on University-owned or controlled property or while on the premises of, or while in attendance of University-sponsored or supervised events (such as the clinical setting) is considered to be harassment and is prohibited. The scope of any form of harassment includes language and/or physical acts which degrades, insult, taunt, or challenges another person by any means of communication, so as to provoke a violent response, communication of threat, defamation of character, use of profanity, verbal assaults, derogatory comments or remarks, sexist remarks,

racist remarks or any behavior that places another member of the University community in a state of fear or anxiety.

RETALIATION

Anyone who, in good faith, reports what she or he believes to be student misconduct, participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the victim of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact the Chair of Nursing. Any person found to have engaged in retaliation in violation of the student conduct policy shall be subject to disciplinary action.

BAD-FAITH OR FALSE COMPLAINTS

Individuals who intentionally give false statements to University official, or who submit false complaints or accusations, including during a hearing, in violation of policy shall be subject to disciplinary action pursuant to the institution's policy.

SEXUALLY-BASED BULLYING

Sexual Harassment: Unwelcome verbal, nonverbal, or physical conduct, based on sex or on gender stereotypes, that is implicitly or explicitly a term or condition of employment or status in a course, program, or activity; is a basis for employment or educational decisions; or is sufficiently severe, persistent, or pervasive to interfere with one's work or educational performance creating an intimidating, hostile, or offensive work or learning environment, or interfering with or limiting one's ability to participate in or to benefit from an institutional program or activity.

DRUG POLICY

APPLICABILITY

This policy applies to all students currently matriculating through one of the programs offered by Albany State University's Department of Nursing. As defined in this policy, **substance abuse** is defined as follows:

- The manufacture, use, sale, purchase, distribution, transfer, or possession of an illegal drug by any nursing student while on university or affiliated clinical site premises or while participating in any university or affiliated clinical site-sponsored or related activity (including any nurse-related course or clinical training activity).
- The consumption, possession, or distribution of alcohol—unless approved by the university or clinical agency—by any nursing student while on university or affiliated clinical site premises or while participating in any university or affiliated clinical site-sponsored or related activity (including any nurse-related course or clinical training activity).
- The use of alcohol or any drug in such a way that the student's performance in any nursing course, including activities at any clinical site, is impaired.

Substance abuse, as defined here, is strictly prohibited. Under no circumstance should nursing students participate in nursing-related course or clinical activities while they are impaired. All students enrolled in Albany State University's nursing courses or programs are required to abide

by the rules and guidelines detailed below when reporting to nursing-related courses, clinical experiences, and while at affiliating clinical agencies (including parking lots and grounds). A violation of this policy may constitute removal from clinical participation and/or cause for termination from the nursing program. Students must comply with all local, state, and/or federal laws and regulations controlled the possession, manufacture, use, or distribution of controlled or illegal substances and alcohol. Students are also responsible for adhering to the “Policy on Drug Use” as defined in *Student Code of Conduct*.

Failure or refusal to comply with the policies detailed herein may be grounds for disciplinary action, including dismissal from the program. Any attempt to delay, hinder, or tamper with any testing or to alter the results of testing will be considered a refusal to comply with this policy. In addition, failure or refusal to comply with any aspect of the substance abuse policy may be reported to the University’s Office of Student Conduct for possible disciplinary action in accordance with the university’s Student Conduct Policy.

ALCOHOLIC BEVERAGES

- A.** It is prohibited for anyone to have alcohol on campus;
- B.** It is illegal for anyone under the age of 21 to drink;
- C.** It is illegal for anyone to buy or provide alcohol for someone under 21;
- D.** It is illegal for anyone to be intoxicated in public or to drive while intoxicated, on or off campus;
- E.** It is illegal for anyone to sell alcohol beverages without a license. By law, the sale of alcoholic beverages includes any situation in which there is a charge for entertainment or service and alcohol is freely available (including through common source or selling in a cup);
- F.** It is a violation of University policy for a student to disturb someone else’s ability to study, sleep, or live peacefully. (This means that other people’s inappropriate behavior should not disturb your study, sleep, or ability to live peacefully);
- G.** It is a violation of University policy for a student to hurt or endanger another student through drinking alcohol;
- H.** Unlawful sale of alcoholic beverages to, and unlawful purchase and possession, of alcoholic beverages by any person under 21 years of age.
- I.** The use, consumption, possession, sale, and/or distribution of alcoholic beverages on University property, in cars or other vehicles, or at any of the University activities (whether on or off campus) are prohibited.

ALCOHOLIC/DRUG INTOXICATION

Appearing in public on the University premises while intoxicated or under the influence of alcohol or illicit drugs is strictly prohibited. This includes any disorderly conduct regardless of whether such conduct results in injury to person or property, as a result of intoxication shall be considered a violation.

DRUGS (ILLEGAL) AND/OR DRUG PARAPHERNALIA

The consumption, sale, distribution, manufacturing, purchase, passing of, or being in the presence of or the vicinity of illegal drugs, narcotics, the accessory to, or aiding and abetting or any controlled substances, are strictly prohibited from all locations of the University, and beyond

the premises according to all local state and federal laws. Illegal drugs also include all prescription drugs without a valid medical prescription.

Drug paraphernalia is strictly prohibited from the University. Paraphernalia is defined as all equipment, products, and material of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, concealing, playing with injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body. Scope includes being on the person or in the possession of a student on property owned or controlled by the university and/or at events and activities sponsored by the University, and involves related incidents that are subject to prosecution under local, state, and federal laws.

The illegal possession of and/or use of drugs, or drug paraphernalia, includes, but is not limited to roach clips, bongos, masks, scales, balances, sandwich bags or plastic bags and their corners, sifters, syringes, spoons, chamber pipes, homemade pipes, film canisters, diluents, spray cans, carburetor pipes, paint, pipes, using screens, water pipes, hollowed cigars, rolling papers and any other equipment, products and materials that can be directly linked to the usage of controlled substances. Improper behavior or conduct on the campus which is a result of the use of illegal drugs which means that one who, having consumed or used drugs, experiences a restriction or a loss of the normal use of his/her mental and/or physical faculties.

RULES AND GUIDELINES

1. All students involved in clinical practice settings, whether for clinical education purposes or for the recruitment of research subjects and/or the collection of research data, must undergo drug testing prior to clinical placement.
2. For all affiliating clinical agencies which require nursing students to be subject to the agency's drug/alcohol testing policies (including, but not limited to, pre-employment placement testing, pre-clinical placement testing, or when there is reasonable suspicion to believe that a student may be impaired or is/has been engage in substance abused as defined herein), the student may be tested in accordance with the affiliating agency's policies.
 - a. As defined by this policy, "reasonable suspicion" includes evidence which forms a reasonable basis for concluding that is it more likely than not that a person has engaged in substance abuse.
3. During enrollment in the Department of Nursing, a student may also be required to undergo drug or alcohol testing for cause when there is reasonable suspicion that the student is impaired due illegal drug/alcohol use or misuse of prescribed/over-the-counter medications.
 - a. University employees within the Department of Nursing able to make this determination are the Department Chairperson and the Assistant Chairperson, as well as appropriate Program Directors, Course Instructors, and Clinical Instructors.
4. The cost of all drug/alcohol testing required by the university, the Department of Nursing, or affiliating clinical agencies shall be the responsibility of the student or affiliating clinical agency, as determined by the agency. Neither the university nor the Department of Nursing—including any of its officers or employees—shall be required to

absorb drug/alcohol testing costs arising out of any nursing student's placement at an affiliating clinical agency.

5. A positive substance abuse test shall result in dismissal from the program on the basis that the student is not able to meet the course objectives for classroom and/or clinical experiences. Please review the "Professional Behavior" and "Dismissal Policy" sections detailed within the handbook for further definitions and applicability.
6. If a student tests positive for a prescribed drug, the person must obtain a written statement from a qualified physician stating that the drug level is within prescribed limits and the level does not indicate abuse. The physician must indicate that the drug will not interfere with safe practice in the clinical area.
 - a. Students requiring the use of over-the-counter or prescribed medications that the potential to impair performance or personal behavior are responsible for being aware of the effect these medications may have. Additionally, they must notify the Program Director, Course Instructor, or Clinical Instructor within 72 hours prior to clinical attendance or drug testing about the use of medications that could impair performance or that has the potential to influence a drug screening.

Facts which could give rise to reasonable suspicion include, but are not limited to, the following:

- Unusual or aberrant behavior or patterns of abnormal or erratic behavior;
- Physical symptoms of impairment;
- Arrest or conviction for a drug or alcohol related offense;
- Evidence of drug tampering, drug diversion, or misappropriation;
- Direct observation of drug use or discrepant drug counts;
- Alterations in student clinical and/or didactic performance that may not be attributed to other causes;
- Following a work-related injury or illness, with evidence that it may have been related to use of a controlled substance;
- Observation of poor judgment or careless acts which caused or had the potential to cause patient injury, jeopardize the safety of self or others, or resulted in damage to equipment

SCREENING PROCEDURE

Drug and alcohol testing required by the Department of Nursing will be conducted utilizing the following measures:

1. Pre-placement drug screenings may occur at any facility capable and qualified to perform a 10-panel drug screening, which is the minimum required for clinical pre-placement; drug screenings requested by the university or affiliated clinical facilities must be done at university- or site-approved facilities.
2. The student must fully comply with the testing facility's methods and procedures for collecting samples.
3. Urine, serum, hair, and saliva analysis, or a combination of these, may be tested.
4. The test shall screen for the use of the controlled substances or any other controlled substances, including (but not limited to) amphetamines (AMP), barbiturates (BAR), benzodiazepines (BZO), cocaine (COC), methadone (MTD), oxycodone/OxyContin (OXY), phencyclidine (PCP), marijuana (THC), methamphetamine (Mamp), opiates (OPI), Ecstasy (MDMA), propoxyphene (PPX), and/or nicotine (NIC).

5. The student must notify the Program Director, Course Instructor, or Clinical Instructor within 72 hours prior to clinical attendance or drug testing about the use of prescribed or over-the-counter medications, as well as any dietary habits, that could impair performance or that has the potential to influence a drug screening.
6. If the accuracy of a positive test is disputed by the student, the student may request a retesting of samples by the original facility.
7. Substance abuse is considered “verified” if either a positive test result is not disputed, or if the student-requested retest is positive.
8. If the test is inconclusive, the screening will be treated as positive until definitive analysis by alternate testing is accomplished. During this time, the student will not be permitted to participate in clinical activities but may be allowed to attend classes, pending the approval by the Department Chairperson and/or Assistant Chairperson.
9. For pre-clinical placement screenings, the student will be responsible for providing the Department of Nursing with the final results of the drug screening (positive, negative, or inconclusive); for additional screenings required by the university or clinical site, the testing facility will be responsible for providing the Department of Nursing with the final results of the drug screening (positive, negative, or inconclusive).

TREATMENT AND COUNSELING RESOURCES

As noted in the “Policy on Drug Use” section of the *Student Code of Conduct*,

Drug use and abuse is a major concern across college campuses in today’s time. Albany State University continuously promotes and requires a drug free campus. The University actively encourages students and employees who feel they have a substance abuse problem to seek counseling and treatment. The Student Counseling Department will help students, faculty, and staff seeking assistance with a substance abuse related problem. Those seeking such assistance are assured that professional standards of confidentiality will be upheld.

Additionally, the following websites are available as resources for students:

- [American Association of Nurse Anesthetists Peer Assistance](#)
- [Alcoholics Anonymous](#)
- [American Society of Addictive Medicine](#)
- [Narcotics Anonymous](#)
- [National Survey of Substance Abuse Treatment Services](#)

SOCIAL MEDIA POLICY

The Social Media policy provides students of Albany State University’s Department of Nursing with rules to participate in social media, including ASU’s Department of Nursing social media and in non-ASU Department of Nursing social media.

Definition: “Social media” is a conventional term of electronic communication through which users create online communities to share information, ideas, personal messages, email, or video hosting sites.

First and foremost, all nursing students must recognize their ethical and legal obligation to maintain patient privacy and confidentiality at all times. As a nursing student it is important to represent Albany State University and its Department of Nursing in a fair, accurate and legal manner while protecting the University's reputation.

1. Students may be held personally liable for proprietary, defamatory or libelous material posted on any form of social media.
2. Students will face sanctions for posting of materials that is defamatory, profane, threatening, harassing, hateful or humiliating to patient, students, hospital staff, preceptors, nurses, Albany State University faculty and staff, employers and coworkers included. Sanction will be determined by the University Office of Academic Affairs, the Department of Nursing's Admission, Progression, and Retention Committee, and/or the appropriate Department of Nursing academic administrator.
3. Improper use of social media may result in being sued for defamation, invasion of privacy or harassment.
4. Occurrences of inappropriate use of social and electronic media may be submitted to the State Board of Nursing, which may affect licensure or eligibility for licensure.
5. The use of pseudonymous email addresses or online identities can be investigated and traced, so their use does not protect the student from responsibility and any liabilities related to posting online materials and or social media.
6. Students must promptly report any identifiable breach of confidentiality of privacy in regard to self, other nurses, and /or other nursing students.
7. Students must be knowledgeable of hospital and healthcare institution policies, relevant state and federal laws, and professional standards regarding patient privacy and confidentiality, as well as their application to social and electronic media.
8. The Department of Nursing may take action to dismiss any student from the nursing program who violates the social media statement.
9. Students may not transmit any electronic media of any patient-related information or image that violates patient rights to confidentiality or privacy or to otherwise degrade or embarrass the patient and/or families.
10. Students must 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 care-related need to disclose the information or other legal obligation to do so.
11. Students must not use social media during clinical hours or at any time on the clinical agency's equipment or property.

MISUSE OF ELECTRONICS OR SOCIAL MEDIA

Engaging in inappropriate or irresponsible conduct using any ASU affiliated webpage, email, and/or social media resource is strictly prohibited. The use of social media sites (Facebook, MySpace, Instagram, TikTok, Twitter, LinkedIn, YouTube, Flickr, Snapchat, etc.) to harass, cause bodily and/or mental harm or used to violate the law is also prohibited. Students who are alleged to be in violation of misuse of electronic or social media sites will be subject to criminal or civil penalties, as well as university disciplinary actions. Some examples include but are not limited to the following:

- Derogatory language or demeaning statements about or threats to any third party;

- Inappropriate or incriminating images depicting hazing, sexual harassment or sexual misconduct, vandalism, fighting, stalking, underage drinking, illegal drug use, pornography or any other inappropriate behavior; or inappropriate language;
- Content that violates state or federal law;
- Information or images that could be considered obscene or untrue;
- Content that harasses third parties.

SECTION IV CLINICAL POLICIES

CLINICAL POLICIES AS STUDENTS

All students in the nursing program will be required to complete clinical learning experiences to fulfill the requirements of the appropriate degree. Please be advised that the following policies are applicable to all students, and failure to meet any clinical requirements will impact progression and timely completion of the program. Policies may represent requirements of the clinical facilities, the Department of Nursing and/or the University.

1. Students are required to attend all laboratory/clinical experiences. If a student is ill and unable to attend lab, he/she must notify the assigned clinical unit before the day of the laboratory experience. If the laboratory/clinical experience will occur on campus, the instructor should be notified by telephone immediately prior to the scheduled experience. It is understandable that illnesses can and do occur during the semester; however, failure to notify your lab instructor prior to the missed experience is a serious matter and is unacceptable in nursing. A grade of unsatisfactory for the day will, therefore, be given to students who do not provide appropriate notification of absences.
2. Students are expected to arrive to clinical well rested. Therefore, students are not allowed to work for at least 8 hours immediately preceding their clinical shift. Students who do not adhere to this policy will not be allowed to attend clinical and/or will be sent home from clinical and assigned a clinical unsatisfactory for the day.
3. Students will not be allowed to receive personal telephone calls while in clinical areas. If an emergency should arise and the student needs to be notified, calls will be handled by the instructor who will relay the message to the student. This will necessitate informing family members the name of your instructor as well as the procedure to be followed for contacting students (see Attendance Policy, Clinical).
4. Each student will be assigned to a specific unit. He/she will not leave this area except at the request of the instructor or nurses on the unit until time for post-conference. Students are expected to seek learning opportunities. It is not acceptable to loiter in the hallways, nursing stations, or break rooms. Noise in the clinical setting should be kept to a minimum.
5. Students are not allowed to eat on any of the units.
6. Parking will be at the discretion of each clinical agency, and students will adhere accordingly.
7. If drug abuse is suspected, the student will be dismissed from clinical and be required to be tested at the student's expense. Students must obtain drug screening immediately after the request. Failure to complete testing immediately may result in disciplinary action up to and including dismissal from the program.
8. Additional requirements may be mandated by a clinical agency and will be adhered to by ASU nursing students.

ON-CAMPUS SIMULATION SKILLS LABS

The purpose of the on-campus simulation skills lab is to allow students to demonstrate certain required skills. A student can only attend the scheduled lab at the date and time assigned. A student will not receive credit for attending a lab at another time or date unless prior written authorization is obtained from the course instructor. This written authorization should be submitted to the clinical lab instructor by the course faculty prior to lab time.

Because the scheduled laboratory is for student demonstration, students are expected to be prepared and on-time. Students will not be allowed to stay in the lab if they are late or noted to be unprepared for the lab experience.

In order to satisfactorily demonstrate the assigned skills during the scheduled campus time students may be required to watch videos, read pertinent material and practice in the laboratory outside of the scheduled lab hours. Available practice hours will be posted on the campus lab doors. During unscheduled lab hours, faculty/staff may be available to answer questions and practice assistance. Therefore, sign up for lab at least one day prior to the assistance being needed.

All students are expected to maintain a lab log sheet. This record must be maintained neatly in a soft-back folder and turned into the course instructor upon request. This log should note the following:

1. Each date that you attend the scheduled lab.
2. Each date you attend an unscheduled lab with instructor assistance. (Note: Any unscheduled lab hours spent without instructor assistance should not be documented.)
3. The date you viewed the required videotapes. Videotapes may not be taken from the Department of Nursing.
4. A faculty/staff member should initial each of the above log notations at that time. Staff members can only sign that videotapes were secured and returned and cannot sign for skill demonstration or skill assistance.

Requirements for nursing lab skills must be completed before the student will be allowed to perform these skills in the clinical setting. If lab assignments are not completed by the dates posted, the student may be terminated from the course. The student must demonstrate in the college laboratory, the hospital, and other practice settings the ability to give safe, effective nursing care in the assigned areas. The student must attend all assigned clinical experiences, either in the hospital or other practice setting. Make-ups may not be possible. Successful completion of these assignments is required in the course. If safe, effective nursing care and/or attendance cannot be achieved, the student will fail clinically and receive an "F" as a final course grade. If a student is going to be absent from a clinical experience, the student must call on the day of absence prior to the start time and notify faculty at the clinical area. Depending upon why a student received a clinical failure, he/she may not be able to return to the program (if violation involves safety).

PRECLUDED STUDENTS FROM CLINICAL INSTITUTION

All students will be expected to comply with all requirements set forth by the clinical institution, including their code of conduct. The institution reserves the right to prevent entry or request withdrawal from the clinical site any student the institution believes constitutes a risk of harm to patients, visitors, or employees or who fails to follow the institution's policies and procedures. If students are precluded from a clinical site by an institution, the Department of Nursing has no obligation to find an alternative clinical site for the student, and this may prevent the student from progressing in the Nursing Program.

EMPLOYMENT AS AN UNLICENSED STUDENT

As required by the Georgia Board of Nursing, “unlicensed students shall be employed only as unlicensed nursing personnel. They shall not represent themselves, or practice, as nursing students except as part of a learning activity in a practice setting which is integral to the curriculum.” Please refer to GBN Rule 410.-3-.07(4)

PATIENT CARE

The student nurse will not discriminate while providing nursing services on the basis of age, marital status, sex, sexual preference, race, religion, diagnosis, socioeconomic status or disability. This is in accordance with Georgia Board of Nursing Rule 410-10-.01 Standards of Practice for Registered Professional Nurses.

CLINICAL SAFETY POLICY

When health issues (physical or psychological) are involved, both student and patient safety will be considered.

- Student is advised to consult with the nursing faculty member or adviser regarding health related issues that may put either student or patient in danger
- All requirements of the clinical institution will be followed. Clinical institutions may require the student to provide evidence from his/her health care provider that the student may participate without restriction in all clinical activities, and that the student’s health concerns will not negatively impact students and patients
 - The student may need to withdraw from nursing courses in order to allow time to receive treatment and improve his/her health condition and to maintain the safety of patients.
- Students are required to perform any patient procedure and/or invasive skill such as venipuncture, establishing intravenous access, administering medications (including, but not limited to: orally, parenterally, enterally, topically, intramuscularly, intravenously, subcutaneously, otically, ophthalmically, nasally, rectally, sublingually, or transdermally) under the direction and supervision of the clinical instructor, preceptor, or other designated licensed individual (such as patient’s assigned registered nurse). The clinical instructor, preceptor, or specified designee must be notified prior to student undertaking a patient procedure/skill.
- Specific policies related to health follow:

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The nursing student must keep in confidence all knowledge about any patient. Such matters are not to be discussed with friends, roommates, or other lay persons. The patient’s complete name or other identifying information (such as social security number) should **NOT** appear on care plans or other written work to be turned in to the instructor. Discussion of confidential information about a patient other than in clinical conference or with other members of the health team in inappropriate settings is a serious breach of ethics and is grounds for dismissal from the program.

CONFIDENTIALITY AND SECURITY AGREEMENT

In accordance with the Law (Official Code of Georgia, Annotated, Sections 37-3, 37-4, 37-7) every patient’s right to confidential treatment must be protected. As a student and/or provider of

care, the patient's right to privacy must be protected and treatment must remain confidential. students and/or providers of care must keep patient information confidential and safeguard the privacy and security of the patient information including electronic health information. While providing care, students and/or providers of care may become knowledgeable of certain patient related information. This information may include patient identity, information related to a patient's treatment, diagnosis, or to other services received. Students and/or providers of care understand that they are restricted from discussing any information pertaining to their patient with anyone including other students (outside of post conference) other than Albany State University Nursing faculty, clinical instructors, or hospital personnel directly responsible for the patient's care, for any reason. Personally identifying information is any information which is readily used to identify a particular patient including but not limited to: name, address, social security number, physical description, names of family members, and photographs. Students and/or providers of care further understand that if they do discuss patient information, they subject themselves to civil liability and may be subject to dismissal from Albany State University's Nursing Program.

PROFESSIONAL DRESS GUIDELINES

Failure to comply with the clinical uniform regulations detailed below will result in the student being dismissed from clinicals and receiving an unsatisfactory clinical day. Students who do not comply with the uniform regulations for the classroom will not be allowed to attend class.

ASN CLINICAL UNIFORMS

The uniform dress code applies to all students enrolled in the Department of Nursing's associate-level nursing programs at Albany State University. The uniform must be clean, neat, and properly fitted. Information concerning the purchase of uniforms (including purchase deadlines) may be obtained from the students' clinical instructor or in the nursing office. Formal clinical uniforms are purchased from Meridy's Uniforms (Vidalia, GA).

1. **Top:** A white scrub top in the appropriate style is to be worn at all times. The current style includes two sleeve "windows" in which patch inserts may be fitted.
 - a. **Patch Inserts:** Sleeve patch inserts will be fitted in the sleeves of the scrub top. The left sleeve will bear "Darton College of Health Professions" insert, and the right sleeve will bear the "ASN Nursing" insert.
 - b. **Student Identification:** A student identification badge (issued by the Department of Nursing) is to be worn on the left chest area during the time a student is in any clinical area. This name badge will be made after enrollment in NURS 1101/1301: Fundamentals of Nursing during the first or second week of classes.
2. **Bottoms:** Navy blue or black scrub pants are to be worn at all times and should be well-fitted. For students electing to instead wear a scrub-style dress or skirt, its length should be at the knee (or not over one inch above the knee). Either white pantyhose (with no runs) or white socks are required in the clinical setting.
3. **Shoes:** White flats are to be worn at all times.

ASN CLASSROOM/SIMULATION LAB UNIFORM

The uniform dress code applies to all students enrolled in the Department of Nursing's associate-level nursing programs at Albany State University. The uniform must be clean, neat, and properly fitted.

1. **Top:** A white oxford shirt to be purchased at the ASU Bookstore
 - a. **Student Identification:** A student identification badge (issued by the Department of Nursing) is to be worn on the left chest area. This name badge will be made after enrollment in NURS 1101/1301: Fundamentals of Nursing during the first or second week of classes.
2. **Bottoms:** Navy blue or black scrub pants are to be worn at all times and should be well-fitted. For students electing to instead wear a scrub-style dress or skirt, its length should be at the knee (or not over one inch above the knee). *The slacks/scrub pants or skirt cannot be purchased at the ASU Bookstore. Please consult with the instructor of the course for information on their purchase.*
3. **Shoes:** Shoes must be either leather or vinyl, have closed toes and heels. The color must be black or white

HAIR AND NAILS

Note: *These requirements are applicable to both clinical and classroom/simulation lab uniforms.*

- Hair should be a single, natural color.
- All students should have their hair neat and trim and off the collar.
- Long hair and braided hair must be pinned up.
- False eyelashes are not permitted in the clinical setting.
- Mustaches and beards should be neat and well-maintained.
 - Men without well-established beards and/or mustaches are expected to shave before reporting to the clinical unit. Men with beards and/or mustaches are expected to keep them neatly trimmed to a length that can be fitted under an N-95 mask.
- Nail polish is not permitted in the clinical setting.
- Nails should be trimmed to the tip of the fingers.
- For hygiene reasons, artificial nails (including gel, acrylic, and silk-wrapped nails) are not allowed in the health care settings.

JEWELRY AND OTHER REQUIREMENTS

Note: *These requirements are applicable to both clinical and classroom/simulation lab uniforms.*

- Students may wear one ring or wedding set if married or engaged.
- No bracelets are allowed.
- Neck chains may be worn concealed under the uniform.
- Women are permitted to wear one small ear stud (pierced) in each ear; however, male students are not allowed to wear earrings at the clinical site or while in clinical attire.
- No dangling earrings or ear charms may be worn.
- Nose piercings (or other visible body piercings, excluding ear piercings as dictated above) and visible tattoos are not allowed.
- A watch with second hand must be worn while in clinical attire.
- Perfume, cologne, body sprays, and other fragranced oils/sprays are not permitted to be worn.
- Deodorants and antiperspirants with strong odors may be subject to removal.
- Chewing gum is not permitted.

Additional requirements may be mandated by a clinical agency and will be adhered to by ASU

nursing students.

ACEMAPP (Revised 12/20)

As part of the clinical clearance process, students will submit all relevant clinical documentation via ACEMAPP, a secure, online, clinical rotation matching, student on-boarding, and document storage solution for clinical sites, schools and consortiums. Students are provided an ACEMAPP account by the Department at the beginning of their first semester within the program and are prepared for their clinical rotations through their profile assignments. Within ACEMAPP, each school and clinical site has different requirements, and students will be required to meet compliance for both their home institution and the site(s) at which their clinical experiences will be completed. Full clinical clearance is **required** in order to attend any clinical experiences.

While clinical site requirements will vary, students within the undergraduate nursing program will be required to submit documentation evidencing satisfaction (and/or maintenance) of the following requirements for departmental clinical clearance:

- Active health insurance
- Active malpractice insurance (University-provided)
- Annual flu vaccination
- Background check
- BLS card (AHA-certified)
- Drug screening
- Immunization record
- Tuberculosis screening

Full explanations of each criterion—as well as the type(s) of documentation that may be submitted to satisfy each—will be provided to students in their first clinical course within the nursing program.

At the beginning of each semester, the instructors of courses requiring clinical experiences will provide a deadline by which the student must upload all clinical documentation **and** attain clinical clearance from both the department and, if applicable, the clinical site. While deadlines may vary between courses, the deadline must occur prior to the initiation of clinical experiences but **no later than** the last day to withdraw from a course without academic penalty. Failure to provide sufficient clinical documentation or attain full clinical clearance by this established deadline will result in the student being unable to attend clinical experiences, and he/she will be required to withdraw from the course prior to the last day to withdraw from a course without academic penalty. If the student refuses or fails to withdraw from the course prior to this deadline, he/she will receive a clinical failure for the course and automatically be assigned a letter grade of “F.” Please see the “Clinical Failure” policy within this handbook for further information. No deadline extensions will be provided under any circumstance.

HEALTH REQUIREMENTS FOR NURSING STUDENTS

The student is required to submit evidence of a physical examination to the Director of Student Health Services upon admission to the University. Chest X-rays and/or tuberculin tests may be required annually. Students who have had a previous positive TB skin test will be required to have an annual review completed by Student Health Services. The TB screening form is available in Student Health – the student must bring a copy of the completed form to be placed in

the student's file in the Department of Nursing. Should there be special requirements (such as throat cultures) for specialized areas, students must comply before clinical assignments begin. Hepatitis B vaccine is available for purchase through Student Health Services. Affiliating hospitals strongly recommend that students have the Hepatitis B series.

The student is responsible for ensuring that Student Health Services receive immunization records. Beginning Fall 2005, students who do not have immunizations on file will be dropped from their classes. Failure to have current immunizations on file may also result in denial of clinical experiences and result in a failing grade for a clinical course.

The student is responsible for securing and submitting copies of any/all Student Health Services records to the Department of Nursing.

NOTIFICATION OF RESTRICTIONS (POLICE RECORDS/BACKGROUND CHECKS)

The nursing student should be eligible to receive approval for taking the NCLEX-RN exam by the Georgia Board of Nursing at the time of admission to the program. The Georgia Board of Nursing asks the following questions of students at the time of application for nursing licensure (prior to examination by NCLEX-RN):

1. Have you ever been arrested, convicted, sentenced, plead guilty, plead nolo contendere or given first offender status which is (a) a misdemeanor, (b) a felony; (c) a crime involving moral turpitude; (d) a crime violating a federal law involving controlled substances, dangerous drugs or a DUI or DWI, or (e) any offense other than a minor traffic violation?
Note: Even if probation completed or first offender status granted.
2. Has any licensing board or agency in Georgia or any other state ever: (a) denied your license application, renewal or reinstatement? (b) revoked, suspended, restricted, or probated your license? (c) requested or accepted surrender of your license? (d) reprimanded, fined or disciplined you?

The authority of licensure rests with the Georgia Board of Nursing. For further information, contact the Georgia Board of Nursing or [visit their website](#).

Given this requirement and these questions by the Georgia Board of Nursing, Albany State University Department of Nursing requires that students undergo a personal (criminal) background check during the first semester of enrollment in the nursing program using the company designated by the Department of Nursing. Additionally, a student who is not enrolled in a nursing course for 1 or more non-summer semester must undergo another criminal background check. While the Department of Nursing cannot legally ascertain the results of this background check, a clean check increases the chance that the student will not be prohibited from writing the National Licensing Examination because of serious judicial violations.

Additionally, students may be subjected to background checks for agency clinical requirements, which are compulsory. If the agency refuses to allow a student to attend clinical experiences at the designated site, the nursing program is not obligated to find another clinical site. The student may not be able to complete the nursing program at ASU. Therefore, it is important to conduct personal record checks prior to admission to the nursing program.

PROFESSIONAL LIABILITY INSURANCE

The student is required to carry professional liability (malpractice) insurance at a minimum coverage amount of \$1,000,000 each claim and \$6,000,000 aggregate. Explicit reference to coverage as a “student” within your current program of study must be present on documentation. For example, for undergraduates, this may appear as “Registered Nurse Student.” Please note that having coverage as only a “Registered Nurse” or “Employed Nurse” will NOT satisfy this requirement. The student must carry health insurance prior to attending clinical rotations in clinical agencies, and it must be maintained throughout the student’s duration in the program.

MANDATORY STUDENT HEALTH INSURANCE

Beginning Fall Semester 2014, all new students accepted into any of the programs under the Darton College of Health Professions at ASU will be required to show proof of active Medical Insurance coverage. This is a new Board of Regents of the University System of Georgia mandate and not an ASU mandate. Proof of coverage must be submitted during the fall and spring semesters (as coverage for the Spring semester extends through the Summer). Submission is done via [Albany State University’s UnitedHealthcare Student Resources](#) page.

Proof of coverage must be provided in one of the following ways:

1. Through a currently active parent plan.
2. Through a currently active individual or family plan.
3. Through a currently active Employer-Sponsored plan.
4. Through a currently active Darton College of Health Professions Student Health Insurance Plan (SHIP).
5. Through a currently active Government-Sponsored Plan.

If a student fails to provide appropriate proof of coverage during the dates stated above, the student will be automatically enrolled (via the Business Office) into plan #4 above. Rates are subject to change without notice.

Additionally, Health insurance coverage must be maintained by the student throughout the entire time that he/she remains enrolled and is actively progressing through his/her respective Health Sciences or Nursing Program. If a student fails to maintain Health Insurance coverage, then he/she will be immediately dismissed from his/her respective Health Sciences or Nursing Program for failure to maintain the mandatory coverage as required by the Board of Regents of the University System of Georgia. If you have any questions regarding this requirement, please contact your respective Program Director, the Nursing Division Office, or the Health Sciences Division Office. If a student does not take any action, they will still be charged.

IMPAIRED STUDENT NURSE POLICY

POLICY

The intent of this Policy is to offer assistance to those who are in need, while sending a clear message that all students enrolled in the Department of Nursing (“Department of Nursing”) at Albany State University (“The University”) are strictly prohibited from possessing or being under the influence of alcohol or drugs while engaged in any Clinical Activities.

STATEMENT OF PURPOSE AND INTENTION

- A. Students enrolled in the Department of Nursing at the undergraduate level engage in clinical rotations and training on the campus of The University and at various types of health care facilities, including, but not limited to, University skills or simulation laboratories, hospitals, private practice offices, long-term care facilities, clinics, schools and community agencies.
- B. Drug and alcohol use may adversely affect the educational process and the quality of care provided by students in the clinical setting. Drug and alcohol use may also pose serious safety and health risks to the student, patients and others.
- C. The University and the Department of Nursing require all nursing students engaged in Clinical Activities be free from the influence of drugs and alcohol.
- D. This Policy is enacted in accordance with a position statement on the subject of substance abuse in nursing education published by the American Association of Colleges of Nursing, and the standards set forth in Georgia Registered Professional Nurse Practice Act (§ 43-26-53).
- E. This policy is not intended to apply to the use or possession of prescribed or over-the-counter drugs and/or drug paraphernalia, if legally obtained, used for the purpose for which it was prescribed or manufactured, and if taken at the prescribed or authorized dosage; provided that use of the drug and/or drug paraphernalia does not interfere with the safe and efficient performance of the Student's Clinical Activities.

DEFINITIONS

- A. "Alcohol" means beer, wine and all forms of distilled liquor containing ethyl alcohol.
- B. "Clinical Activities" shall refer to those duties or activities required of Department of Nursing students, whether on the campus of Albany State University or at an outside Host Facility, which involve direct patient care or interaction with a patient or research subject for purposes of medical care, treatment, or testing, and/or as part of a Clinical Program.
- C. "Clinical Program" shall refer to the assignment of Department of Nursing students to health care facilities, University skills or simulation laboratories, etc., for the purpose of gaining practical experience and/or engaging in patient care, in fulfillment of degree or course requirements.
- D. "Drug" means hallucinogenic or narcotic drugs or other drugs/substances which tend to impair judgment or coordination including, but not limited to, substances controlled by State or Federal laws.
- E. "Drug Paraphernalia" means all equipment, products, and materials of any kind, which are used for injecting, ingesting, inhaling or otherwise introducing a drug into the human body. This includes, but is not limited to, all equipment, products and materials prohibited or controlled by State or Federal laws.
- F. "Host Facility" shall mean any place other than a campus of Albany State University where a student is engaged in Clinical Activities in fulfillment of degree or course requirements, including but not limited to health care facilities, hospitals, physician offices, long-term care facilities, clinics, schools and community agencies.
- G. "Student" is an undergraduate student enrolled in the Department of Nursing.
- H. "Clinical Instructor/Supervisor" is the person the Department of Nursing assigned to oversee a student while engaged in performance of a Clinical Program and/or while

engaged in Clinical Activities. Clinical Instructors are faculty employed by Albany State University Department of Nursing. Supervisors are employees of the facility at which a Clinical Program takes place.

Note: *Defined terms are capitalized herein.*

DRUG AND ALCOHOL POSSESSION AND USE

- A.** Prohibitions. Except as provided in paragraph C below:
1. No Student engaged in Clinical Activities shall use, consume, transport, possess or sell Alcohol, Drugs or Drug Paraphernalia while on the site of a Clinical Program, or while engaged in Clinical Activities.
 2. No Student may report to the premises of a Clinical Program or remain on duty, or engage in any Clinical Activities, while under the influence of or impaired by Alcohol or Drugs, to any degree. This is a **zero** tolerance policy.
 3. This policy is not directly applicable to Students who are in traditional classroom/lecture situation; however, all Students of the University are prohibited from being under the influence of Alcohol or Drugs while taking part in on-campus activities and violations of this nature may be subject to sanctions under the *Student Code of Conduct* and/or other University or Department of Nursing rules and regulations.
- B.** Exceptions. The following circumstances may constitute exceptions to this Policy:
1. Prescribed and over-the-counter drugs. The use or possession of prescribed or over-the-counter drugs and/or drug paraphernalia is not prohibited by this Policy, if legally obtained, used for the purpose for which it was prescribed or manufactured, and if taken at the prescribed or authorized dosage; provided that use of the drug and/or drug paraphernalia does not interfere with the safe and efficient performance of the Student's Clinical Activities.
 2. Legitimate distribution of medications. The prohibitions set forth in this Policy do not apply to legitimate distribution of medication as may be an assigned duty in a clinical program.
- C.** Students who participate in Clinical Programs at outside facilities are subject to the rules and regulations of the Host Facility and Albany State Department of Nursing. This may include drug and/or alcohol testing. Testing for illegal drugs or alcohol may be required by the Host Facility prior to commencement of a clinical program, on a random basis, following an accident, or upon observation of conduct which may be indicative of drug or alcohol use. Neither the University nor the Department of Nursing has control over the manner in which testing is carried out by a Host Facility. If a test indicates the presence of illegal drugs or alcohol, and if the test results are provided to the Department of Nursing, this information will be utilized in the manner set forth herein.

PROCEDURES

- A.** Failure to cooperate with the procedures set forth herein may result in termination of a Student's clinical program, which will carry with it serious consequences for the Student's ability to complete his or her course of study in the Department of Nursing.
- B.** In order to assure compliance with this Policy and as a condition of continuing to participate in Clinical Activities and/or a Clinical Program, Students are required to cooperate with the procedures outlined herein, including Drug and Alcohol testing. Such

tests may be administered upon a finding of reasonable suspicion that a Student has used Drugs or Alcohol while engaged in Clinical Activities. Reasonable suspicion shall be determined by the Clinical Instructor/Supervisor, based upon various factors, including but not limited to observation of signs or symptoms commonly associated with intoxication, such as: impaired mental ability, inability to maintain balance, odor of alcohol, boisterous or slurred speech, drowsiness, dilated pupils, staggering, awkward movements or erratic behavior. In making a determination of reasonable suspicion, the Clinical Instructor/Supervisor may take into account observations of lay persons, other staff or faculty of the Department of Nursing and/or health care professionals.

- C. When finding of reasonable suspicion is made, the following steps will be implemented by the Department of Nursing.
1. If the student appears to be medically unstable (i.e. is obtunded, falling down, lashing out at people, etc.), the student will be sent to the nearest emergency room. If no emergency room is in the clinical site, an ambulance will be called.
 2. If the student appears medically stable, the Clinical Instructor/Supervisor shall instruct the student to leave the clinical area and will address the student in private to discuss the behavior(s) observed. If the supervisor is a non-ASU preceptor or supervisor, contact the course or clinical instructor assigned to the student.
 3. If at any time during this process, the Clinical Instructor is not able to adequately manage other students in the clinical group, they should be sent home, citing an emergency situation that requires the Clinical Instructor attention.
 4. The Clinical Instructor will specifically inquire about whether the student has used drugs or alcohol and if so, the details of such use.
 5. The Clinical Instructor shall consult with the ASN Program Director, as practicable, and shall make a determination as to whether to refer the Student for Drug and Alcohol testing. If the program director is not available, the Clinical Instructor will consult with another nursing administrative person or faculty member at the Department of Nursing or campus. The decision to send the student for testing will preferably be made with consultation of at least one other administrative person who has assessed the student face to face or has consulted via phone. In the event that another person is not available, the clinical instructor will make the decision independently.
 6. If the decision is made to send the Student for testing, the Student shall be notified that he or she will be tested for the presence of Drugs and/or Alcohol. The student will incur costs associated with the initial testing. A student who refuses to undergo testing shall be presumed to have violated this policy. Transportation for both the student and the faculty person to and from the location for testing will be arranged by the Department of Nursing. The Student will be accompanied by a Department of Nursing representative at all times during transportation to the testing site.
 7. Each location will determine appropriate safe travel arrangements keeping in mind that the Department of Nursing representative must be in the vehicle with the student.
 8. After testing is completed, the Department of Nursing will arrange for the student to be transported home or to the home of a family member or friend. The student will be counseled against driving and encouraged to arrange to be accompanied by a family member or friend. If the student is unable or unwilling to call a family member or friend to transport them home, transportation will be arranged by the Department of

- Nursing at the student's expense. The ASU representative will remain with the student until transportation is obtained.
9. Tests shall be accomplished via urine sample, or other reliable method. The testing process will be carried out pursuant to the testing protocols of the clinical agency or the testing site. Samples shall be collected by the clinical agency or the designated testing site. A split sample shall be collected. Test results for the presence of Drugs or Alcohol will be interpreted by the testing site. A negative result on a test will not necessitate further testing and no further action shall be taken. In the case of a positive test, the Student shall be contacted by the testing site to determine whether there is any legitimate explanation for the positive test. If no legitimate explanation can be verified by the testing site, the Student shall be given the option of having the second sample tested, at the expense of the Student. If testing of the second sample yields a negative result, no further action shall be taken. The testing site shall advise the Assistant Chair and/or Chair of the Department of Nursing of testing results. NOTE: If testing is necessary during a time that the screening clinic is closed, testing will be done at the Clinical agency, if possible, and results will be obtained by the Assistant Chair and/or Chair of the Department of Nursing.
 10. The University will make reasonable efforts to maintain confidentiality in the administrative handling of matters relating to Student Drug and Alcohol testing.
 11. The Clinical Instructor/Supervisor will prepare a written report documenting the observed Student behavior(s) and submit same to the Assistant Chair and/or Chair of the Department of Nursing
 12. A Student who has been sent for a Drug and Alcohol test shall be suspended from participation in Clinical Activities until the results are returned. Based on the test results, the Assistant Chair and/or Chair of the Department of Nursing will report to the Clinical Instructor whether the Student will be permitted to resume Clinical Activities. If the results are negative, the Student shall be permitted to resume his or her regular Clinical Activities immediately. If the test results are positive for the presence of Drugs or Alcohol, or if the Student refused to submit to testing, the following steps shall be followed.
 13. A positive substance abuse test shall result in dismissal from the program on the basis that the student is not able to meet the course objectives for classroom and/or clinical experiences. Please review the "Professional Behavior" and "Dismissal Policy" sections detailed within the handbook for further definitions and applicability.
 14. If a student tests positive for a prescribed drug, the person must obtain a written statement from a qualified physician stating that the drug level is within prescribed limits and the level does not indicate abuse. The physician must indicate that the drug will not interfere with safe practice in the clinical area.
 15. Students requiring the use of over-the-counter or prescribed medications that the potential to impair performance or personal behavior are responsible for being aware of the effect these medications may have. Additionally, they must notify the Program Director, Course Instructor, or Clinical Instructor within 72 hours prior to clinical attendance or drug testing about the use of medications that could impair performance or that has the potential to influence a drug screening.
 16. The fact of a positive test result shall be conveyed by the Department of Nursing to the Office of Student Conduct for evaluation of whether the behavior has violated the

Student Code of Conduct. The Office of Student Conduct will investigate and process the matter in accordance with standard University procedures and the *Student Code of Conduct*. The Designee or staff from the Office of Student Conduct will investigate the allegation and when it appears that a violation may have occurred, the Student will be subject to the University's disciplinary process. The Department of Nursing will be notified of the outcome of this process.

APPEALS

- A.** Student may appeal sanctions by sending a written statement of the basis for the appeal to the Assistant Chair and/or Chair of the Department of Nursing, within ten (10) days after the action which is being appealed. The Student's written appeal shall succinctly set forth the basis for the appeal, with supporting documentation, as appropriate.
- B.** Within a reasonable period of time after the filing of an appeal, the Assistant Chair and/or Chair of the Department of Nursing shall convene a meeting with the Student in an attempt to amicably resolve the matter. If no resolution can be reached, the Assistant Chair and/or Chair of the Department of Nursing shall convene a hearing committee, consisting of three (3) faculty members from the Department of Nursing, one of whom shall serve as committee chair. The hearing shall be convened as soon as practicable. The following rules shall apply to the hearing:
 - 1.** The purpose of the hearing is one of fact finding.
 - 2.** The committee shall have full authority to conduct the hearing in a manner that is fair, efficient, and respectful.
 - 3.** Formal rules of evidence do not apply, but irrelevant, immaterial or unduly repetitious evidence may be excluded at the discretion of the committee.
 - 4.** In light of the nature and spirit of the proceeding, representation by legal counsel is prohibited.
 - 5.** The hearing shall be closed, meaning that no one beyond the persons involved in the hearing will be admitted.
 - 6.** Participants shall include the Student and the Clinical Instructor who observed or was involved in the incident in question. Others with knowledge of the circumstances in question may be permitted to participate, with the permission of the chair of the committee.
 - 7.** The Clinical Instructor will address the committee first, followed by the Student. The committee may ask questions of the Clinical Instructor and the Student. The Clinical Instructor or faculty member and the Student may also ask questions of each other, in a polite and respectful manner.
 - 8.** Requests for additional information may be made by the committee to the faculty member and the Student.
 - 9.** At the conclusion of the hearing, the committee shall dismiss the participants and deliberate in private. The committee members shall then vote on the outcome of the hearing, with each member having one vote. The chair of the committee will inform the Student of committee's decision within one business day after the hearing.
 - 10.** The decision of the committee shall be final.

REINSTATEMENT TO CLINICAL PROGRAM/ACTIVITIES

- A. As a condition for being considered for reinstatement to a Clinical Program and/or participation in Clinical Activities, Students must consent to release to the Department of Nursing the findings, reports and/or recommendations of any drug and alcohol counselors, physicians, psychiatrists, psychologist, etc. as well as the outcome of any actions undertaken by the Office of Student Conduct.
- B. A Student who has been removed from a Clinical Program for a violation of this Policy shall be permitted to return to the Clinical Program upon fulfillment of the following conditions:
 1. Expiration of any academic suspension or disciplinary suspension.
 2. Written documentation of successful completion of all drug and alcohol services recommended or any recommendations by the Office of Student Conduct.
 3. Agreement to voluntarily participate in random Drug or Alcohol screening, the cost of which must be paid by the Student.
- C. A Student's return to any Clinical Program at a Host Facility will be contingent upon re-acceptance by the Host Facility.

ASSISTANCE TO STUDENTS WITH DRUG OR ALCOHOL PROBLEMS

Students with drug or alcohol problems, whether or not engaged in Clinical Activities, are encouraged to voluntarily seek assistance through University's Student Counseling Department. Professors, instructors and advisers in the Department of Nursing will assist Students with referrals, as requested. NOTE: Any situation that may arise that does not fall within the policy guidelines will be addressed on a case-by-case basis, in consultation with the Department of Nursing, University Student Health Center and University Risk Management.

As noted in the "Policy on Drug Use" section of the *Student Code of Conduct*,

Drug use and abuse is a major concern across college campuses in today's time. Albany State University continuously promotes and requires a drug free campus. The University actively encourages students and employees who feel they have a substance abuse problem to seek counseling and treatment. The Student Counseling Department will help students, faculty, and staff seeking assistance with a substance abuse related problem. Those seeking such assistance are assured that professional standards of confidentiality will be upheld.

Additionally, the following websites are available as resources for students:

- [American Association of Nurse Anesthetists Peer Assistance](#)
- [Alcoholics Anonymous](#)
- [American Society of Addictive Medicine](#)
- [Narcotics Anonymous](#)
- [National Survey of Substance Abuse Treatment Services](#)

PROCEDURE FOR INTERVENTIONS RELATED TO ESSENTIAL FUNCTIONAL STANDARDS AND CLINICAL PERFORMANCE

A. Identification

1. Faculty or on-site clinical supervisors who determine there is a potential or clear concern that the student is unable to maintain the provision of safe care to patients, or that the student's actions or behaviors are detrimental to the functioning of the healthcare environment, shall remove the student from the clinical area.
2. Depending on the reason for removal, appropriate university resources will be consulted. If an immediate concern is identified, the student shall be transported to the appropriate emergency department for evaluation/treatment or returned to the Department of Nursing for an immediate meeting with the Program Director, Assistant Chair, and/or Chair of Nursing. If the Program Director, Assistant Chair, and/or Chair of Nursing is unavailable, a meeting will be held within one (1) business day with an appropriate administrative representative of Department of Nursing.
3. Transportation of the student from the clinical site to the Department of Nursing or healthcare facility shall be determined by the resources available to the specific Department of Nursing campus policy and resources. Possible resources may include transportation by ambulance, public transportation, or family. Faculty will consult with Department of Nursing administrator to evaluate the safest mode of transportation for the student in light of student behavior and condition.
4. Written evidence of the student's inability to complete the essential functions will be reviewed with the student, and the student will be given an opportunity to respond to the information.
5. A student's unwillingness to follow the Essential Functional Standards policy may be cause for dismissal from the nursing program.
6. Upon satisfactory resolution of the observed functional impairment demonstrated during the clinical experience, the student may be given consideration to return to the clinical site, if mutually agreed upon by the faculty and clinical site.

B. Evaluation Referral and Treatment

1. Documentation of the student's ability and appropriateness for clinical work may be necessary prior to the student's return to clinical experiences. The Department of Nursing Assistant Chair, Chair, Dean, or Clinical Facility may request an evaluation conducted by the appropriate professional or agency (e.g., Physical or Mental Health Professional, Student Disability Resources, Office of Student Conduct, etc.) to document the student's ability to return to the clinical site and enact the required essential functions. The cost of the evaluation will be the responsibility of the student.
2. The student must sign a release of information to enable the evaluator to inform the appropriate Chair or Assistant Chair of the student's ability to return to the clinical site and render safe care to patients. The Department of Nursing will provide a copy of this policy and expectations of the student in the clinical site to the identified provider in order to facilitate an appropriate evaluation of the student.
3. Students in need of treatment beyond the initial evaluation may be referred to an appropriate psychological and counseling campus resource, an outside mental or physical health provider, or appropriate agency or office. Costs for treatment services are the responsibility of the student.
4. Failure to comply with the requested assessment, recommended treatment and/or monitoring may result in dismissal from the nursing program.

C. Return to Clinical Practice

1. In the event that the student has been referred for assessment and/or treatment, a written evaluation by the service provider, which includes an endorsement of the student's ability to enact the essential functions, must be received by the appropriate Department of Nursing Chair or Assistant Chair prior to the student's return.
2. All medical information will be treated as confidential and maintained according to Albany State University policy and relevant State and Federal regulations. It is only with the student's expressed written consent that information will be shared between the Department of Nursing and service provider. No information shall be shared with the Department of Nursing faculty or personnel unless there is a clear need to know.
3. The student and Department of Nursing representative(s) will review and sign a return to clinical practice agreement, which is reflective of the student's individual needs.
4. The Department of Nursing and/or clinical facility have the right to place conditions on the student's return to clinical experiences.
5. The Department of Nursing faculty will provide direct, on-going supervision of the student's ability to meet the expected essential functions upon the student's return to practice. Appropriate oversight will be maintained by the Department of Nursing.
6. Additional behaviors indicative of unsafe clinical practice may be cause for dismissal from the nursing program.
7. Certain behaviors such as taking and/or being under the influence of certain medications (such as narcotic or antianxiety medications) and/or alcohol during clinical may result in immediate dismissal from the nursing program.

D. Appeals

1. Student may appeal any aspect of the application of this policy by sending a written statement of the basis for the appeal to the appropriate Chair or Assistant Chair of the Department of Nursing, within ten (10) business days after the action that is being appealed. The student's written appeal shall succinctly set forth the basis for the appeal, with supporting documentation, as appropriate.
2. Within a reasonable period of time after the filing of an appeal, the appropriate Chair or Assistant Chair of the Department of Nursing shall convene a meeting with the student in an attempt to amicably resolve the matter. If no resolution can be reached, the appropriate Chair or Assistant Chair of the Department of Nursing shall convene a hearing committee, consisting of three (3) faculty members from the Department of Nursing, one of whom shall serve as committee chair. The hearing shall be convened as soon as practicable. The following rules shall apply to the hearing:
 - a. The purpose of the hearing is one of fact finding.
 - b. The committee shall have full authority to conduct the hearing in a manner that is fair, efficient, and respectful.
 - c. Formal rules of evidence do not apply, but irrelevant, immaterial or unduly repetitious evidence may be excluded at the discretion of the committee.
 - d. In light of the nature and spirit of the proceeding, representation by legal counsel is prohibited.
 - e. The hearing shall be closed, meaning that no one beyond the persons involved in the hearing will be admitted.
 - f. Participants shall include the student and the supervisor who observed or was involved in the incident in question. Others with knowledge of the

circumstances in question may be permitted to participate, with the permission of the chair of the committee.

- g.** The supervisor will address the committee first, followed by the student.
- h.** The committee may ask questions of the supervisor and the student. The supervisor or faculty member and the student may also ask questions of each other, in a polite and respectful manner.
- i.** Requests for additional information may be made by the committee to the faculty member and the Student.
- j.** At the conclusion of the hearing, the committee shall dismiss the participants and deliberate in private. The committee members shall then vote on the outcome of the hearing, with each member having one vote.
- k.** The chair of the committee will inform the student of committee's decision within one business day after the hearing.
- l.** The decision of the committee shall be final.

STANDARD PRECAUTIONS

The use of standard precautions is the best way to prevent exposure to any type of infection. Students and faculty in the clinical setting must follow Universal Precautions. Students are required to review Standard precautions and hospital policy orientation power point and take an exam prior to starting their clinical experiences and annually.

BLOODBORNE PATHOGENS EXPOSURE POLICY

Exposure Definition: Significant exposure includes contamination by blood or other body fluids or high titers of cell-associated or free virus via 1) percutaneous, e.g., needle stick; 2) permucosal, e.g., splash in eye or mouth; or 3) cutaneous exposure, e.g., non-intact skin, or involving large amounts of blood or prolonged contact with blood, especially when exposed skin is chapped, abraded, or afflicted with dermatitis.

BARRIER PRECAUTIONS (PERSONAL PROTECTIVE EQUIPMENT)

- a.** All Darton College of Health Professions nursing faculty and students must routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with any blood or other body fluids is anticipated.
- b.** Gloves must be worn for touching blood or body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood and body fluids, and for performing venipuncture and other vascular access procedures.
- c.** Masks and protective eyewear or face shields must be worn to prevent exposure of mucous membranes of the mouth, nose, and eyes during procedures that are likely to generate splashes or splatters of blood or other body fluids.
- d.** Appropriate protective gowns or aprons must be worn during procedures that are likely to generate splashes of blood or other body fluids. For procedures during which you anticipate your clothing will be soaked, fluid resistant aprons or gowns must be worn.
- e.** Surgical caps or hoods, shoe covers or boots must be worn in instances where gross contamination with blood/body fluids is reasonably anticipated (i.e. surgery, trauma).

POST EXPOSURE EVALUATION AND FOLLOW-UP

- a. Faculty and/or students who experience a needle stick or other occupational exposure are to do the following:
- b. Immediately report all blood or body fluid exposures via needle sticks, punctures, or broken skin or mucous membrane contact
 - Students: to the instructor;
 - Faculty: to the Chair/Assistant Chair of Nursing.
- c. Clean the area involved thoroughly with soap and water. For splash to eyes, mouth or nose, flush with copious amounts of water.
- d. Report to the nearest Emergency Department for further treatment. Students are responsible for any cost incurred in the treatment and/or follow-up of an exposure. Faculty expenses will be covered by Worker's Compensation; however, faculty must follow the University of Georgia Policy on Worker's Compensation Benefits and Return-To-Work found online at the [Georgia Department of Administrative Services \(DOAS\) Insurance Services](#) webpage.
- e. Faculty should alert the charge nurse, nurse manager, and/or unit director of bloodborne exposure (if Emergency Department does not) and request they enact their facility protocol regarding testing of the source.
- f. Faculty will complete post exposure documentation to include: the route of exposure and circumstances related to the incident; and HBV/HIV antibody status of the source (if known).
 - If the source person can be determined and permission is obtained, collection and testing of the source person's blood will be done to determine the presence of HIV or HBV (per facility protocol). Students may incur additional expense for testing of the source. These results will be forwarded to the Emergency Department.
- g. Documentation of each incident and associated records will be kept in the faculty member/ student's file with limited access and strict confidentiality maintained.
- h. During all phases of the follow-up, confidentiality of the faculty member/student will be protected.

ACADEMIC EXPOSURE

Faculty and/or students who experience a needle stick or other occupational exposure while on campus or in an academic setting are to do the following:

- a. Immediately report all blood or body fluid exposures via needle sticks, punctures, or broken skin or mucous membrane contact.
 - Students: to the instructor;
 - Faculty: to the Chair/Assistant Chair of Nursing.
- b. Clean the area involved thoroughly with soap and water. For splash to eyes, mouth or nose, flush with copious amounts of water.
- i. Report to the Student Health Clinic for further evaluation. In the event the Student Health Clinic is not open, the faculty/student should proceed to the nearest Emergency Department. Faculty/student may be referred to the nearest Emergency Department for further treatment. Students are responsible for any cost incurred in the treatment and/or follow-up of an exposure. Faculty expenses will be covered by Worker's Compensation; however, faculty must follow the University of Georgia Policy on Worker's

Compensation Benefits and Return-To-Work found online at the [Georgia Department of Administrative Services \(DOAS\) Insurance Services](#) webpage.

- c. Faculty will complete post exposure documentation to include: the route of exposure and circumstances related to the incident; and HBV/HIV antibody status of the source (if known).
 - If the source person can be determined and permission is obtained, collection and testing of the source person's blood will be done to determine the presence of HIV or HBV (per treating facility protocol). Students may incur additional expense for testing of the source. These results will be forwarded to the Emergency Department.
- d. Documentation of each incident and associated records will be kept in the faculty member/student's file with limited access and strict confidentiality maintained.
- e. During all phases of the follow-up, confidentiality of the faculty member/student will be protected.

RETURN TO CLINICAL

Students enrolled in clinical courses who require surgery, hospitalization, under the care of a physician post-accident, or sick for an extended period of time (5 or more days) must provide verification from a physician that the student may return to clinical activities without restrictions. In addition, any student with limitations or the use of an assisted device will be required to follow the clinical institution's policy.

STUDENT PREGNANCY POLICY

For the safety of the pregnant student, she should be aware of potential risks related to some learning experiences such as, but not limited to, communicable disease[s], strenuous activity, toxic substances including radiation, and the potential for bodily harm. The student should consult with her faculty member prior to the clinical experience to be made aware of any clinical agency policies related to pregnant individuals such as not entering where radiation therapy is being administered. Neither Albany State University nor its affiliating clinical agencies assume responsibility for any harm that might occur to a fetus or a pregnant student.

USE OF ELECTRONIC DEVICES IN CLINICAL POLICY

This policy is to establish guidelines for appropriate and professional use of electronic devices (e.g., cell phones, smart phones, tablets, computers) during clinicals by nursing students. "Clinical" is defined as the various settings utilized in any clinical nursing course (for example, skills laboratory, acute care facilities, sub-acute care and rehabilitation facilities, long-term care facilities, clinics and physician offices, and community settings). Students **must first adhere to the policies of the clinical facility**, as well as this Department of Nursing policy, regarding the use of electronic devices in clinical settings.

If electronic devices are approved for use according to clinical facility policy, the following restrictions apply:

- Electronic devices may only be used for clinically-related reasons as approved by each clinical instructor and/or course coordinator.
- All devices must be kept on "silent" or "vibrate" mode in the clinical setting.
- Use of electronic devices for personal communication (e.g. email, text, social media) or other personal reasons unrelated to clinical is strictly prohibited.

- Taking any voice recordings, photographs, or videos during clinical is strictly prohibited.
- Students are responsible for adhering to the federal Health Insurance Portability and Accountability Act (HIPAA) and Information Technology for Economic and Clinical Health (HITECH) regulations regarding protected health information. Students may not download or store any confidential patient data on a personal electronic device.

Violations of this policy and/or the policy of the clinical facility may result in clinical remediation or failure.

CLINICAL CANCELLATION GUIDELINES

(Includes: inclement weather, natural disasters, campus emergencies, and other events)

1. Albany State University's decision to delay or cancel classes is almost always because of hazardous travel conditions. If bad weather requires the University to cancel classes, the local radio and television stations are informed.
2. Decisions are campus-specific (e.g., cancellation of classes at the Albany campuses but not the Cordele satellite campus). Distance learning students will need to use their best judgement and communicate about clinical attendance with their clinical preceptors.
3. If your campus cancels the next day's classes the day or night before clinical, then clinical is cancelled. For example, if on Thursday the University cancels classes for Friday, then Friday clinical is cancelled.
4. If faculty and students are already at the clinical facility when the campus classes are cancelled, then the instructor will decide, based on current and anticipated weather/travel conditions, whether clinical should be cancelled.
5. If the campus has not cancelled classes, clinical may still be cancelled if hazardous travel conditions exist. In this instance, the faculty will evaluate the weather and travel situation of their specific clinical facility/location and notify students according to an established student notification process previously communicated with the class.
6. Students must additionally use their own best judgment in traveling when clinical is not cancelled. Faculty cannot know all weather/travel conditions if the student is traveling from outside the immediate area.
7. Bottom line: **SAFETY FIRST!**

CLINICAL FAILURE POLICY

At the completion of the semester, a student who receives an unsatisfactory clinical performance rating in the final clinical evaluation on the Student Clinical Performance Evaluation tool is deemed unsafe or inadequate in the application of knowledge that is expected at the course level. This unsatisfactory rating will denote clinical failure and subsequent course failure, automatically earning a letter grade of "F." The student must repeat both the theory and clinical portion of the course.

Students who fail a clinical course will be required to repeat the clinical. Assignments for repeat coursework will be scheduled at the site based on the specific learning experience needed by the student. Exceptions must be approved by the Chair and/or Assistant Chair of the Department of Nursing and the appropriate nursing-program-specific director.

If a required nursing course is not successfully completed, academic progression in the nursing program will be affected and the student may need to “sit out” for a semester based on the course offering schedule (nursing courses are offered during specific semesters). Please consult your program of study and/or curriculum pattern.

CLINICAL PLACEMENT PRECEPTORS

GENERAL CRITERIA FOR PRECEPTORSHIPS

The Department of Nursing sets criteria, coordinates and evaluates preceptorship experiences in relationship to selected course and program objectives for selected student experience in clinical nursing courses (such as Community Health Nursing) for Nursing Students.

A. The participating agency should:

1. Be exemplary of the policies and philosophy necessary to achieve the optimal goals of the Department of Nursing and
2. Assume an active role in providing realistic learning experiences and supportive supervision of students.

B. Criteria for Selection of the Preceptor. The clinical preceptor should:

1. Submit resume to Department of Nursing, Albany State University
2. Complete the Georgia Board of Nursing’s Preceptor Form
3. Participate in an orientation for the purpose of reviewing the philosophy, conceptual frame work, program objectives and evaluation process of the Department of Nursing, Albany State University.
4. Be a registered nurse currently licensed according to the Law of Georgia.
5. Have at least a baccalaureate degree in nursing. When the preceptor does not have a BSN degree, clinical expertise will be considered in making the selection.
6. Show evidence of continuing professional education in the area of clinical practice; or in the area of an “expanded nursing role”.
7. Have one year of experience in the current position or in a position commensurate with the goals and objectives of the student.
8. Have had prior experience in supervising professional staff and/or nursing students in higher educational programs.
9. Sign a preceptor agreement provided by the Department of Nursing, Albany State University.

C. Student selection of a preceptor, other than one previously utilized, shall be through the following processes. The student should:

1. Discuss the requirements and course objectives and his/her clinical goals with the potential preceptor.
2. Ask for verbal agreement with potential preceptor.
3. Ask the preceptor to submit vita as well as other necessary information required of preceptors to the Department of Nursing, Albany State University.
4. Inform the course faculty of the potential preceptor and the tentative agreement of the preceptor.

D. The course faculty shall:

1. Obtain the preceptor information.
2. Interview the preceptor.

3. Collaborate with the Agency Nursing Administrations regarding potential preceptor and the participating of the agency.
4. Submit the required information and recommendation to the committee for approval or denial.

E. Roles and Responsibilities of the Faculty

1. The faculty will:
2. Review course and clinical objectives in relationship to expected learning experiences with students/preceptors.
3. Approve the student's clinical objectives.
4. Approve student's implementation plan.
5. Review student's log weekly and provide feedback
6. Be available by telephone during clinical time for consultation to student and preceptor for review of progress.
7. Meet with the preceptor at selected times during the semester to discuss the student's progress.
8. Collaborate with the preceptor for final evaluation of student's performance.
9. Award the final course grade.
10. Initiate negotiations for letters of agreements.

F. Roles and Responsibilities of the Students

1. The student will:
2. Identify the clinical environment for the preceptorship experience.
3. Submit a copy of the clinical objectives (behavioral) for the learning experience.
4. Identify the clinical environment for the preceptorship experience.
5. Submit a copy of the clinical objectives (behavioral) for the learning experience.
6. Identify the days and hours for the clinical experience.
7. Maintain an accurate log which describes the learning activities and/or nursing practice
8. Produce written plans for implementation of clinical objectives.
9. Conduct selective pre and post conferences with the nurse preceptor.
10. Submit a summary of clinical experiences.
11. Maintain malpractice insurance.

G. Roles and Responsibilities of the Preceptor

1. The nurse preceptor will:
2. Enter into a written agreement with the course faculty to act as clinical preceptor.
3. Be assigned to not more than two (2) students at any given time.
4. Provide supervision for the student in the selected clinical.
5. Meet with the students and faculty at selected times during the semester to discuss the student's progress.
6. Collaborate with the faculty for final evaluation of the student's performance, using the clinical evaluation of Albany State University.
7. Submit a short summary of strengths and summary of the preceptor's role and offer suggestions for improvements.
8. Review the clinical objectives

APPEAL PROCESSES AND PROCEDURES

CHAIN OF COMMAND

Students seeking an appeal of any nature should **always** utilize the following chain of command:

1. Course Faculty/Instructor. If unresolved, the student may appeal to the
2. Program Director/Academic Advisor. If unresolved, the student may appeal to the
3. Department Committee. If unresolved, the student may appeal to the
4. Department Chairperson. If unresolved, the student may appeal to the
5. Dean of the College. If unresolved, the student may appeal to the
6. Provost for Academic Affairs/Vice President for Student Affairs. If unresolved, the student may appeal to the
7. President of the University. If unresolved, the student may appeal to the
8. Board of Regents of the University System of Georgia.

Students are expected to adhere to the published chain of command; however, rare exceptions to this chain of command can be made but must be determined on a case-by-case basis. It is the responsibility of both the student and the members within each level to ensure compliance with the chain of command.

APPEAL OF NUMERICAL OR NON-NUMERICAL GRADES

Any student may appeal to his/her course faculty for assistance in the resolution of academic problems. In order to initiate the grade appeal process, the student must complete a Student Grade Appeal Form (see Appendix for forms regarding the appeal of numerical and non-numerical grades). Each step of the grade appeal process may take up to 10 business days upon receipt of the appeal or response to the appeal. However, standardized comprehensive end-of-course exams and Math Medication Administration Exams (also known as “Dosage Calculation Exams”) are **NOT** appealable. The student must follow the chain of command detailed here in order to continue along each step of the grade appeal process:

Instructor Level

- If the student is dissatisfied with a **numerical grade** from a specific course (including final course grades), the student must first contact their instructor(s) no later than 10 business days after receipt of the specified grade and preferably before the end of the semester. Every effort should be made to resolve the specific issue with the instructor(s) prior to the end of the semester. During this interaction, some form of documentation must be created (email chain, voice recording, written statement).
- If the appeal is not related to a numerical grade but instead to other **non-numerical grades/activities** (e.g., professional behavior, clinical failures), the student must first contact their instructor no later than 5 business days after the incident/event and preferably before the end of the semester. Every effort should be made to resolve the specific issue with the instructor(s) prior to the end of the semester. During this interaction, some form of documentation must be created (email chain, voice recording, written statement).

Program Director Level

- If the issue remains unresolved at the instructor level, the student should then seek guidance from their appropriate Program Director, submitting a copy of the documentation created from the initial meeting with the instructor.

Admission, Progression, and Retention Committee Level

- If the issue remains unsatisfactorily resolved with the instructor(s) and the Program Director, the student must inform their instructor(s) of his/her intent to appeal the specified grade. Only at this point does the student complete the appropriate Student Grade Appeal Form, attaching—at a minimum—the original grade sheet from GeorgiaVIEW and the documentation created during the initial attempt to resolve the issue with his/her instructor. The appeal form and all relevant supporting documentation will be submitted to a departmental Administrative Assistant, Technical/Administrative Assistant, or Administrative Specialist to be forwarded to the Admission, Progression, and Retention Committee. Late appeals and appeals completed by individuals other than the affected student will not be considered. Additionally, appeals based on grade miscalculations in which the instructor agrees that a miscalculation was made will not be considered and will instead go through the faculty-initiated Grade Change process (if the mistake is caught after the submission of final grades).
- The Admission, Progression, and Retention Committee comprises at least two (2) faculty members (excluding the student's instructor). The committee will then independently investigate the issue, searching out all relevant facts and gathering all relevant information pertaining to the grade appeal. The panel will then make their recommendations to the instructor and Chair for the Department of Nursing.

Chair Level

- The Chair of the Department of Nursing will review the recommendations made by the Admission, Progression, and Retention Committee. If the chairperson is in agreement that a grade change **should** be made, the chairperson will either inform the instructor of this decision and request the grade be changed (if the process is completed prior to submission of final grades) or compose the paperwork necessary to initiate a change of grade (if the process is completed after the submission of final grades). Similarly, if the chairperson is in agreement that a grade change **should not** be made, the chairperson will then compose a letter detailing the rationale behind why the decision was made, and the completed packet will be returned to the student via his/her student email address for use in appeals exceeding this level, should the student desire to further pursue the appeal.

Post-Chair Level

- If the issue is not satisfactorily resolved at the Chair Level, the student may then appeal their grade as necessary to the following individuals:
 - a. Dean, Darton College of Health Professions. If not satisfactorily resolved, make an appeal to the
 - b. Provost for Academic Affairs or Vice President for Student Affairs.

See the “Grade Appeal Policy” in the *Albany State University Academic Catalog* further progression. Please note that grade appeals made after the Chair Level are applicable only for final course grades.

APPEAL OF ADMISSION/DISMISSAL STATUS

Decisions regarding the student's admission or dismissal status may be appealed. If the student is denied admission to the desired undergraduate program or has been dismissed for the reasons detailed in the “Dismissal Policy” of this handbook, the student may appeal the decision to the Department of Nursing. This appeal must be made in writing to the Department of Nursing’s Admission, Progression, and Retention Committee and submitted within 10 business days of either the denial of application for admission or notification of dismissal from the nursing program for cause. If the issue is not satisfactorily resolved, the student has the right of further appeal this decision at the post-committee levels published in the chain of command.

APPEAL OF IMPAIRED STUDENT POLICY

Student may appeal sanctions by sending a written statement of the basis for the appeal to the Assistant Chair and/or Chair of the Department of Nursing, within ten (10) days after the action which is being appealed. The student’s written appeal shall succinctly set forth the basis for the appeal, with supporting documentation, as appropriate.

Please refer to the “Impaired Student Policy” within the Clinical Policies section for a detailed breakdown of this appeal.

APPEAL OF INTERVENTIONS RELATED TO ESSENTIAL FUNCTIONAL STANDARDS AND CLINICAL PERFORMANCE

Student may appeal any aspect of the application of this policy by sending a written statement of the basis for the appeal to the appropriate Chair or Assistant Chair of the Department of Nursing, within ten (10) business days after the action that is being appealed. The student’s written appeal shall succinctly set forth the basis for the appeal, with supporting documentation, as appropriate.

Please refer to the “Procedure for Interventions Related to Essential Functional Standards and Clinical Performance” within the Clinical Policies section for a detailed breakdown of this appeal process.

THE RIGHT TO SHARE IN POLICY MAKING

UNIVERSITY POLICY

The Albany State University students have a collective right to an appropriate voice in the making of institutional policy generally affecting their social or academic affairs; however, this right is subject to the supervening responsibility of the institution to assure adequate protection for essential interests and policies of the institution. This collective right is recognized by the inclusion of student representation with full voting privileges on all standing institutional committees. To the extent that students are foreclosed from sharing in the making of particular decisions, or kinds of decisions, the institutional policy or interest deemed to require the foreclosure will be explicitly stated. Students will always share in the formulation of standards of student conduct. The status of the University as a fully accredited member of the Southern

Association of Colleges and Schools Commission on Colleges (SACSCOC) requires that caution be exercised in retaining any student who falls below the accepted academic standards. Students are reviewed each year to determine their academic status. Students are notified of extended probation and suspensions.

DEPARTMENT OF NURSING POLICY

The student in the Department of Nursing is first and foremost a member of the Albany State University student body which entitles the student to be a member of the Student Government Association (SGA) of Albany State University, and each enjoys all of the rights and privileges of the SGA and the Student Body of Nursing. The student is eligible to be a member of Georgia Association of Nursing Students (GANS) or/and ASU student nursing organization and is also encouraged to participate in University functions in order to achieve appropriate representation on committees. Students are encouraged to serve on committees in the department of nursing.

STUDENT REPRESENTATIVE FOR DEPARTMENTAL COMMITTEES

OBJECTIVES

- To serve as the official structure to handle student grievances.
- To plan and implement social and professional programs of the department.
- To monitor a body of resource materials for students in the clinical and computer labs.
- To participate on library facilities and services committee.
- To promote and implement continuing education programs and workshops (including Advisory Committee meeting) within the department.

RESPONSIBILITIES

1. Annually reviews existing student policies and makes recommendations for change to the Faculty Governing Board.
2. Assists student(s) with grievance by
 - a. searching out all facts
 - b. gathering correct information
 - c. making recommendations to Faculty Governing Board
3. Serves as advisory committee for professional ceremonies and student organization each year according to the wishes of the class and protocol of the University
4. Provides leadership for identifying and recognizing honor students and outstanding students at appropriate ceremonies.
5. Makes recommendations for new acquisitions in clinical and computer lab in conjunction with coordinators and based on student and faculty needs.

NOTICE OF CHANGE OF NAME, ADDRESS, OR PHONE

Students who wish to notify the university that their name, address, or phone is either displaying incorrectly (due to clerical error) or has recently changed is responsible for having this information corrected as soon as possible. Please utilize the following procedure to ensure the correctness of this information:

PROCEDURE

1. Navigate to the Office of the Registrar’s page (either via direct link navigation or by utilizing the “Search” feature in the upper right corner of the home page)
2. Select the “Forms & Waivers” button in the navigation pane
3. Download the “Change of Name, Address, or Phone Number” form and submit to the Office of the Registrar
4. Alternatively, some information can also be changed by logging in to your Banner account and updating the appropriate information under the “Personal Information” tab.

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)

ATI Nursing Education (Assessment Technologies Institute®) is a technology-based educational assessment and testing program. The program’s focus is helping students succeed in the licensure examination (NCLEX) that all graduates need to successfully pass in order to practice nursing after graduation.

Today’s nursing students are diverse with different learning styles and needs. ATI Nursing Education’s learning systems are designed to offer a variety of learning methods. ATI information and services are available to students throughout their academic career and one year after graduation. The following is a summary of the ATI testing that students are exposed to across the nursing curriculum.

NOTE: Students are assessed a fee for the ATI program material and resources which is included in their tuition each semester. Additional materials are available for purchase through ATI; however, in order to contain cost and present our students with the best NCLEX preparation package, the materials and fees associated with ATI are negotiated annually between the Department of Nursing and ATI. In addition, there is a multitude of additional information available on the [ATI website](#) at no additional cost.

ATI assessment results are a designated portion of the course grade and identify content areas needing further study for successful completion of NCLEX. The cost associated with materials (textbooks, skills modules, handbooks, tutorials, online assessment testing, proctored exams, and the NCLEX Live Review) is the student’s responsibility, and all students are required to purchase the materials and take the exams. ATI Cost Fees are **NOT** refundable.

NURSE LOGIC

An interactive, media-rich, online tutorial is designed to introduce students to the new ATI Helix of Success. This model illustrates how knowledge and clinical judgment, supported by concepts derived from the Quality of Safety Education for Nursing (QSEN) competencies and Institute of Medicine (IOM) recommendations for nursing education, can prepare the student for academic and NCLEX success. This robust and interactive tutorial introduces nursing students to core concepts relevant to nursing practice, arms students with study and test-taking skills, and introduces them to the NCLEX examination process.

Students benefit from a wide array of case studies, applied learning examples, and learning resources that support student success throughout the curriculum. The depth and breadth of the content provides beginning and advanced students valuable information that can be used in classroom and clinical settings.

SKILLS MODULES SERIES

ATI's Skills Modules Series gives the student the opportunity to apply critical-thinking skills to patient care before entering the skills lab. This online assessment-driven, self-study learning package is continually updated and includes how-to videos of nursing skills, practice challenges, evidence-based research summaries and much more. Additionally, the program covers situations that may not arise in actual clinical time, so nursing students will be prepared for the unexpected as well as the expected.

CONTENT MASTERY SERIES

A group of proctored and online practice assessments that provides data regarding a student's mastery of concepts related to specific nursing content areas such as maternity, pediatrics and medical surgical. The proctored assessments provide content specific proficiency levels that measure a student's level of knowledge acquisition.

NCLEX readiness is measured with the Comprehensive Predictor. A practice version called the Comprehensive Assessment helps students prepare for the Comprehensive Predictor. Two forms of each proctored and practice assessment are currently available, so faculty may use any or all of the components of the Content Mastery Series in whatever combination or sequence works best for them and their students.

CUSTOMIZED MEDICAL SURGICAL TESTS

This series addresses individual body systems and provides formative evaluation of content prior to the final medical surgical course. Both students and faculty can generate a score report after each assessment. Score reports provide valuable information. Students can also create a focused review to guide remediation along with each score report. Focused review refers students to the review modules and remediation templates to remediate content deficiencies.

PHARMACOLOGY MADE EASY

An audiovisual, interactive, media-rich, online tutorial designed to help students learn about pharmacology and drugs given in practice. The tutorial contains 12 modules with about 200 prototype drugs addressed. Each module focuses on drugs that relate to a body system and contains detailed drug information related to the drugs' use in the management of alterations in health.

LIVE NCLEX REVIEW

This NCLEX review is based on the class performance on the Comprehensive Predictor, one of the final exams used within the Comprehensive Assessment and Review Program (CARP). This three-day live review is designed to improve competency on topics that need additional instruction. The review is highly interactive and is closely aligned with the NCLEX blueprint. Test-taking strategies, critical thinking, and Q&A are presented. Upon completion of the review, students receive a customized, individual study plan to continue examination preparation. The live NCLEX review will be scheduled your final semester. ***Students must attend all three (3) days of the live review as part of the course grade; students who do not attend may receive a failing grade for the course for failure to meet all class/clinical requirements.***

DOSAGE AND CALCULATIONS 2.0: RATIO AND PROPORTION

Interactive drills, embedded videos, and new case studies enrich real-life scenarios, providing valuable experience for building competence to administer drugs safely. Mathematical equations are simplified through step-by-step animations that demonstrate the dosage calculation process. Ratio and Proportion method allows a nurse to calculate dosages by using the amount of medication prescribed and the dose available.

- For example, a patient is prescribed haloperidol (Haldol) 1 mg PO BID and the dose available is 0.5 mg/tablet. The desired amount is 1 mg, the dose available is 0.5 mg and the quantity available is 1 tablet. Use the following formula to calculate dosages using the Ratio and Proportion method.

LEARNING SYSTEM RN

Learning System offers curriculum support to faculty by providing learning-enhanced assessments in nursing content areas. Alignment of Learning System assessments to the curriculum allows instructors to assign those that correspond with the nursing content covered in the course. The use of learning-enhanced assessments in Learning System promotes student success throughout the Nursing Program and on the NCLEX exam.

Learning System provides students with practice in content-specific areas, which allows students to focus on their strengths as well as identify areas of need. Faculty can identify which areas to direct students' attention to for remediation using ATI practice assessments and tutorials.

FINANCIAL AID AND SCHOLARSHIPS

Nursing students are eligible for financial aid as described in the ASU handbook. In addition, there are some scholarships and grants that are available for nursing majors. It is also recommended that students search the web for grant opportunities with the financial aid office. A financial aid brochure available in the Darton College of Health Professions describes numerous financial assistances. Those especially for nursing majors are Army ROTC Scholarship; Dialysis Clinics, Inc. Scholarship; Dougherty County Medical Society Scholarship; Georgia Student Finance Authority Educational Loans with Service Cancelable Benefits; Phoebe Putney Memorial Hospital Service Cancelable Assistance; and Scholarships for Disadvantaged Students (SDS) Program. In addition, two websites—[Sallie Mae](#) and [Fastweb](#)—may provide information on nursing scholarships. Students may discuss financial opportunities with the Office of Fiscal Affairs (430-4650) and their advisor. See the *Albany State University Academic Catalog* and the financial aid office for other options.

STUDENT FINANCIAL AID

Albany State University offers a variety of financial aid programs, which include grants, scholarships, loans, and employment opportunities. To be considered for any type of financial aid, an applicant must (1) be admitted as a regular student and (2) complete the Free Application for Federal Student Aid (FAFSA). Financial aid awards are made on a rolling basis throughout the year. Students must re-apply each year to determine continued eligibility.

The University participates in all major federal and state aid programs including the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work- Study, Federal

Stafford Student Loans, Hope Accel Program and Hope Scholarship Program. In general, aid is available to students who establish need and who make normal progress toward graduation.

Area hospitals offer scholarships and financial aid to nursing students at Albany State University. Applications may be obtained from the hospitals.

SCHOLARSHIPS

ROTC Scholarship

Army Nurse Corps United States Army ROTC Program: Non-Scholarship Students: Students can participate in ROTC without a Scholarship and receive \$200/month (up to \$2000/year) during their junior and senior year. Upon completion of the program, students are commissioned as officers in the United States Army. Application Procedures: Four Year scholarship Applications are normally completed by high school seniors. This information is available online at or by mail at 1-800-USA-ROTC. Two and Three Year Scholarship Applications are normally completed by college freshmen and sophomores. Applications are available at Army ROTC Department at ASU.

Non-Traditional Package

\$3,500/year (up to \$7,000); money can be used for tuition, books, and living expenses. The student is obligated to work 11/2 years for each year of scholarship assistance. To qualify, student must submit proof of last tax return. Student must have 2.5 GPA in all pre-requisite classes and be accepted into a nursing program. Information is available through Financial Aid Office or from Phoebe Putney Memorial Hospital at 229-312-4369 or Financial Aid Office, Albany State University.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations, HEA Sec. 484(c) §668.16, 668.34, require institutions participating in Title IV federal financial aid programs to develop academic progress standards and review student records to ensure they are complying with these standards and making adequate progress toward their academic goals. Information regarding SAP may be found at via the [Office of Financial Aid's Satisfactory Academic Progress \(SAP\) page](#).

At Albany State University's (ASU) Office of Financial Aid (OFA), SAP is reviewed each semester. Students who do not meet the minimum SAP standards are not eligible for financial aid, unless they have been granted a WARNING, APPROVED APPEAL, or PROBATION status as described below. **The Financial Aid SAP policy should not be confused with academic PROBATION or GOOD STANDING.** Failure to maintain SAP will result in the loss of all federal and state aid, including:

1. Federal Pell Grant
2. Federal Supplemental Education Opportunity Grant (SEOG)
3. Iraq and Afghanistan Service Grant
4. Federal Work-Study Program
5. Federal Direct Subsidized Loan
6. Federal Direct Unsubsidized Loan
7. Federal Direct PLUS Loan (for parents and graduate students)

8. State of Georgia Financial Aid Programs including the Georgia HOPE Scholarship Programs
9. Other Grant and/or Scholarship programs which require Satisfactory Academic Progress verification

COMPONENTS OF SAP

ASU's definition of satisfactory academic progress for receiving financial aid includes the following three components:

- **Grade Point Average (Qualitative Measure)** Students are required to maintain a minimum 2.0 cumulative Financial Aid GPA. All attempted hours at Albany State University, including learning support and repeat courses, as well as most transfer hours regardless of whether or not you received financial aid for those terms of enrollment are included in SAP evaluation (exclusions: transfer courses accepted as "NO CREDIT). Grades that are not associated with quality points cannot be used to calculate the GPA. They do, however, count as attempted hours.
- **PACE (Quantitative Measure) Completion Ratio** -- Students must successfully complete a minimum of 67% (NO rounding) of the cumulative credit hours attempted (cumulative earned hours/cumulative attempted hours). Grades of F, W, WF, U, I, and NR do not indicate successfully completed courses. They will be counted as attempted, but not earned hours.
- **Maximum Time Frame** Students are allowed to receive financial aid for up to 150% of the hours required for their degree program. Example: If a bachelor program requires 120 credit hours, a student may attempt a maximum of 180 hours before becoming ineligible for financial aid. Please see the chart below for more detailed information.

Program	Maximum Attempted Hours Allowed *
First Associate's Degree	90 semester hours or 150% of required hours (maximum hours will be adjusted for programs greater than 60 hours)**
Second Associate's Degree	135 semester hours or 150% of 90 hours allowed for first associate's degree**
First Bachelor's Degree	180 semester hours or 150% of required hours (maximum hours will be adjusted for programs greater than 120 hours) **
First Master's Degree	45 semester hours (maximum hours will be adjusted for programs greater than 30 hours)
Bachelor – Double Major	Determined based on program requirements as requested, contact the Office of Financial Aid for more information.
* The Maximum Length of Study does <u>not extend beyond the completion of coursework for a degree program</u>	
** Students who were enrolled at both institutions (Darton State College and ASU) at any point prior to consolidation will have a separate Satisfactory Academic Progress Policy in an attempt to mitigate potential effects of the consolidation.	

After First Bachelor Degree is Earned**	Maximum Attempted Hours Allowed (includes all attempted hours)*
Second Bachelor's Degree	270 semester hours

After First Bachelor Degree is Earned**	Maximum Attempted Hours Allowed (includes all attempted hours)*
Second Master's Degree	75 semester hours
<i>**No hours for additional programs beyond the second degree**</i>	
* The Maximum Length of Study does <u>not extend beyond the completion of coursework for a degree program</u>	
** Students who were enrolled at both institutions (Darton State College and ASU) at any point prior to consolidation will have a separate Satisfactory Academic Progress Policy in an attempt to mitigate potential effects of the consolidation.	

ELIGIBLE COURSEWORK REQUIREMENT

Federal regulations require that financial aid funds can only be used to pay for coursework that is required toward the completion of the official degree on record in the Registrar Office at the time of taking the coursework. A student is expected to know and understand his/her degree requirements and work with an academic advisor to ensure that classes will meet degree requirements. If it is determined that a student takes a class that does not meet degree requirements, the student is required to repay all or a portion of the financial aid received while taking ineligible coursework.

CHANGING MAJORS

Undergraduate students who change majors during the academic year are strongly encouraged not to withdraw from any classes as they still must successfully complete a minimum 67% of the hours attempted at ASU, including all hours accepted in as transferable credit. Students who change majors or degree programs are at risk of exceeding eligibility limits before obtaining a degree. Students who decide to change majors or degree programs should do so early in their academic career so as not to jeopardize future eligibility for student financial aid at the University. **Major changes are not considered mitigating circumstances for financial aid appeal purposes.**

REMEDICATION/LEARNING SUPPORT ENROLLMENT

Students cannot receive financial aid for more than 30 semester hours of remedial coursework (Learning Support and Regents courses). If these courses must be taken beyond 30 semester hours, students must enroll at their own expense.

REPEATED COURSES

All repeated courses and grades will be included in SAP calculations. Students may only receive Title IV Aid for one repeat of a previously passed course.

Students who wish to retake a previously passed course in their final term of enrollment for their program should contact the Office of Financial Aid to determine how this may affect their awards.

COMPLETED PROGRAM OF STUDY BUT NO DEGREE EARNED

A student who completes the academic requirements for a program, but does not yet have a conferred degree, is not eligible for further Title IV aid for that program. Adding an additional

major, minor, or concentration will not permit the student to extend the length of a degree and eligibility for financial aid funding.

The Office of the Registrar, after approving the audit, will determine if the student has completed all course requirements for the degree. This includes courses for double majors or minors.

After your audit for degree has been completed, you will be identified as a potential graduate. If you fail to meet graduate requirements, you may no longer be eligible to receive financial aid funds. Students who are not eligible to receive financial aid funding through the Office of Financial Aid for the next semester of enrollment will have to pay out of pocket with an alternative funding source.

UNDERGRADUATE TRANSFER STUDENTS

Undergraduate transfer students are also subject to the 67% Minimum Pace of Completion, the Maximum Allowable Total Attempted Hours and the minimum 2.0 overall GPA requirement. As previously stated, all hours attempted while enrolled at the University and all transfer hours accepted by the University are included in SAP determination.

STUDY ABROAD/STUDENT EXCHANGE PROGRAMS/CONSORTIUM COURSES

Hours enrolled in Study Abroad, Student Exchange or Consortium courses are counted as attempted hours when applying SAP standards. These grades do not count as successfully completed hours until a transcript is received by the Office of Undergraduate Admissions and grades are entered on the student's academic transcript. Students should contact OFA once Study Abroad, Student Exchange or Consortium grades are entered so OFA can determine if the student now meets the 67% Pace of Completion for SAP.

EXCESSIVE ELECTIVE COURSES

Students found to be enrolling in an excessive number of elective courses may have their financial aid revoked as these do not contribute to making satisfactory progress toward earning a degree.

ACADEMIC RENEWAL

University approval of Academic Renewal does not supersede SAP requirements. All attempted hours will continue to be included in SAP determination. More information on Academic Renewal can be found in the *Albany State University Academic Catalog*.

SAP DETERMINATION

All new, first-time freshmen students are considered to be meeting SAP during their initial term of enrollment at ASU. All transfer student SAP calculations will be determined using transfer hours accepted by ASU for credit. SAP will subsequently be calculated after grades are posted at the end of each semester

WARNING STATUS

Students who are not meeting SAP qualitatively (2.0 GPA) and/or quantitatively (67% completion) are allowed to receive financial aid for one term with a status of WARNING. Students are notified by email when they are placed in a WARNING status and no appeal is

necessary to receive aid for this status. Students must meet the SAP requirements at the end of their next term of enrollment or lose financial aid eligibility. Students may only be placed on Warning if they were meeting the SAP standards for the immediate preceding term. Students will only be allowed one warning per academic year.

FINANCIAL AID SUSPENSION

Financial Aid suspension occurs when a student has failed to maintain satisfactory academic progress. When financial aid is suspended, students are no longer eligible for aid until they are meeting the terms of academic progress for financial aid both qualitatively and quantitatively, or have an approved financial aid appeal. **Students on financial aid suspension are ineligible for aid. Therefore, it is the student's responsibility to pay all tuition and fees by the payment deadline to prevent cancelation of registration.**

SAP APPEALS

Students who lose their financial aid eligibility may appeal based on mitigating circumstances. Mitigating circumstances are defined as unanticipated and unavoidable events or situations beyond a student's control that prevented him or her from successfully completing courses or meeting the terms of a prior appeal. Examples of **acceptable** mitigating circumstances could include (but are not limited to) serious accident or illness of the student, serious illness or death of immediate family member (parents, grandparents, siblings, spouse, children), and/or unexpected financial obligations, etc. Examples of unacceptable mitigating circumstances include (but are not limited to) withdrawal to avoid a failing grade, too many courses attempted, voluntary change of major, limited number of tests/assignments, disagreement with instructor, voluntary change in work hours, being out of school for a number of years, and/or incarceration. The Office of Financial Aid realizes that students may not be able to continue their education without financial assistance; however, this is not a reason that will be considered for an appeal. Approval of all appeals is determined on a case-by-case basis and is not guaranteed.

SAP APPEAL PROCESS

- Log into asurams.verifymyfafs.com. If you do not already have an account, you will need to create an account. Once logged in you will see an outstanding task titled "SAP Appeal". Click on the task and then click "view form".
- You will be required to provide a detailed explanation of mitigating circumstances, supporting documentation, and a statement explaining what has changed that will allow you to be successful.
- The completed form along with all appropriate supporting documentation must be submitted online by the deadline for the following term of enrollment. (*NOTE: Appeals submitted after the deadline will be accepted but may not be reviewed before the fee payment deadline. Meeting this deadline does not guarantee that funds will be available, only that a decision will be made by the fee payment deadline.*) Appeals will not be approved without sufficient supporting documentation. **Incomplete appeals may result in automatic denial.**
- Appeals will be reviewed by the SAP Appeals Committee. Appeals recommended for approval will be reviewed by the Executive Director of Financial Aid and may require a meeting with the student at the Executive Director's discretion. The Executive Director's decision is final and may not be appealed.

- Notification of the appeal decision and conditions of any approval will be sent by mail and/or email to your ASU email account.
- If assigned an academic plan and the conditions of that plan are not met, the appeal will be rescinded and financial aid eligibility will be immediately suspended. Students will be notified by mail and/or email.
- Students whose appeals are denied or rescinded will be required to pay tuition/fees in full by the published fee payment deadline for the particular term of enrollment.
- Appeal approval is determined on a case-by- case basis and is not guaranteed.

PROBATION STATUS

Students who lose financial aid eligibility, but have an approved SAP appeal are placed on financial aid PROBATION. Students in this status may continue to receive aid for one semester or for the amount of time designated in the aid academic plan outlined in the appeal approval. Students on financial aid PROBATION will have their progress checked at the end of each semester. Failure to meet any part of the academic plan will result in the appeal being rescinded and the immediate loss of financial aid eligibility. It is important to note that all stipulations and requirements of an OSFA approved academic plan are final and are not subject to further consideration by the University’s Satisfactory Academic Progress Appeals Committee.

STUDENT FINANCIAL COUNSELING MAY BE REQUIRED

Students who previously received Federal Direct Student Loans or previously failed to maintain SAP may also be required to complete additional financial counseling before eligibility for student financial aid can be re-established.

REGAINING STUDENT FINANCIAL AID ELIGIBILITY

A student may be awarded Federal Pell Grants, Federal Perkins Loans, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Direct Loans and state financial aid (HOPE Scholarship, Zell Miller Scholarship, etc.) for the semester in which the student is now making SAP or the semester for which a SAP appeal and/or an academic plan has been approved. All other rules and regulations governing federal and state student financial aid programs still apply.

STUDENT AFFAIRS AND SERVICES

Please refer to the [Division of Student Affairs](#) for a comprehensive list and description of services available to students, including Student Conduct, Counseling and Student Accessibility Services, Student Health Services, and Campus Life.

COUNSELING AND STUDENT ACCESSIBILITY SERVICES

The [Department of Counseling and Student Accessibility Services](#) collaborates with other university divisions and community liaisons to provide a wide range of services for students. The scope of services that this department provides includes individual, couple, and group counseling; crisis intervention; outreach workshops; referrals to off-campus resources when appropriate; and reasonable academic accommodations for students with documented disabilities. Their office’s contact information is as follows:

Counseling and Student Accessibility Services
504 College Drive

Billy C. Black Building, Room 170
Albany, GA 31705
(229) 500-2013 (phone)
(229) 878-3030 (fax)
stephanie.harris-jolly@asurams.edu

Students requesting accommodations should submit the appropriate form(s) and requested documentation found via the [Department of Counseling and Student Accessibility Services Forms page](#). This will include:

- Completed voluntary disclosure of disability form,
- Completed authorization for release of information,
- Documentation of disability—current statement from medical doctor or evaluation from psychiatrist/psychologist,
- Copy of detailed course schedule (schedule with names of instructors) for current semester—print from BANNER

Note: *Each semester students need accommodations, they must provide the Student Disability Center with a copy of their detailed course schedule.*

ADDITIONAL STUDENT RESOURCES

STUDENT SUCCESS PROGRAM

The student success program is designed to help students develop ways to be successful and can assist students in setting goals, managing time, exploring campus resources, communicating more effectively, improving study skills, enhancing test taking strategies, and developing career/educational plans. Other ways the Student Success Program can assist students include:

- **Personal Counseling** – Albany State University students may seek personal counseling from qualified counselors for any academic/nonacademic problem that interferes with their ability to achieve success. These individual sessions are confidential and free of charge to any ASU student. Online students may obtain counseling services by calling the Counseling and Disability Services office.
- **Academic Advising and Retention Center (AARC)** – All freshmen and sophomore students with 45 credit hours or less are advised by the AARC. Advising sessions consist of completing a student evaluation, designing a schedule, registering, introducing the student to the Student Success Program, and making appropriate referrals to improve the student's overall academic success. There are two AARC advisors who are assigned to online students. The Academic Advising and Retention Center (AARC) provides peer and faculty tutors in a variety of subjects. These services are always free for ASU students and easily accessible. There are no forms to complete, no appointments to make, and always no cost.
- **Career Services** - Career Services provides focused advisement to current students and alumni through ubiquitous resources, student centered programming, and events to increase awareness, career exploration, student engagement, and employability to positively impact student success and career progression. Online students may access links to assessments, job/internship databank, interviewing prep, resume databank

for employers – RAM NATION, and other services. Online students can also make appointments by phone for personal career counseling.

WRITING CENTER AND MATH CENTER

- The Writing Center is located in room C-102 on the West Campus and in the Fine Arts Building, Room 206 on the East Campus. The Albany State University Writing Center is designed to help students, free of charge, develop the writing skills necessary to achieve success not only in college courses at ASU, but also in their careers after graduation. Writing proficiently ensures success academically and in the workplace. The Writing Center staff is committed to providing constructive feedback throughout the writing process at all ability levels, utilizing an active learning approach that allows students to take complete responsibility for their success. The Writing Center will assist in all writing assignments for all academic disciplines, not just English writing courses, and is committed to providing a site where students can complete their writing assignments in a supportive environment free from distraction and disruption. There is full-time online assistance available in the writing center for all online and distance education students.
- The Math Center is located in I-110 on the West Campus and in Simmons Hall Rooms 319 and 327 on the East Campus. The Math Center provides support for any math class on campus, from the earliest remedial class up through the upper level math courses. The highly skilled staff consists of a coordinator, an assistant coordinator, and several student workers. The Math Center is open for students who want to “drop-in” for homework help and/or need clarification on a mathematical topic. The center is also open to online math students who may find it difficult to grasp a topic and need assistance. Support is provided in a number of ways. Students can receive one-on-one tutoring from any staff member. In addition to individualized assistance, different technologies are available. Students have the choice of working on a computer with different software packages or they can watch videos (either from the Internet or on DVD). Several links are provided to helpful web sites that offer lessons, quizzes, and additional instruction in several areas of mathematics. For the online math center, hours are Monday and Wednesday, 6:00pm – 11:00 pm EST. The Online Math Center uses Blackboard Collaborate to connect tutors with students.

SMARTHINKING

Smarthinking is an online tutoring and writing service that supports both online and on-campus students. Students can connect on demand with an expert tutor for a drop-in session 24 hours a day, schedule an appointment in advance, submit writing for detailed review, or ask a question offline. Topics covered range from Business, Math & Statistics, Science, Nursing & Allied Health, Spanish, Writing, Reading, and Computers & Technology

PEER TUTORS

For nursing students, peer tutors are available upon request. For students enrolled in the online FNP program, online tutors are funded using the Master’s Enhancement Grant. In addition, students taking courses online have access to library resources and technical support 24/7, disability services, and both on-site and electronic proctored testing.

GEORGIAVIEW ORIENTATION

GeorgiaVIEW orientation is now mandatory for all students prior to accessing scheduled courses. The Online/ GeorgiaVIEW Orientation provides students with information on accessing academic and student support services from a distance, as well as, providing helpful tutorials for learning in the GeorgiaVIEW learning management system environment.

STUDENT HEALTH SERVICES

Please refer to the “Student Affairs and Services” section in the *Albany State University Academic Catalog* for a comprehensive list and description of services available to students via Student Health Services, and Campus Life.

LOCAL LIBRARIES

Albany State University cooperates with other colleges and universities in the Georgia University System in the inner-library loan program providing students access to all available materials in the total system of the thirty-five (35) institutions.

The Dougherty County Library has useful research facilities and it is open to all Albany residents. The Phoebe Putney Hospital is also open to our students and faculty. It stocks many medical and nursing specialty books and journal.

The James Pendergrast Memorial Library, the central University Library, has available appropriate books, periodicals, films, other references and electronic services to adequately support the learning, teaching and research to meet the needs of students and faculty. References are comprehensive and current. The Library also makes available curriculum materials, Census materials and selected government documents. CD-ROM service gives users access to Electronic Indexes (Medline, Infotrac, Ethnic Newswatch, ERIC Newsbank, Business Newbank Plus and JSTOR). Audiovisual materials (video cassettes, audio cassettes, films), automatic public catalog with 10 terminals are available.

Students can now find out the passwords each semester online via the following process:

1. Log onto your GeorgiaVIEW
2. Go to your home page and click on “Galileo”

STUDENT COMPUTER LABS

SIGN-IN

Students are to sign in and sign out of the nursing computer lab each time even if several times during the day.

QUESTIONS/PROBLEMS

Students are to direct all questions and concerns about equipment to the Technology department. Do not attempt to correct problems with computer lab equipment.

NOISE

Computer Labs serve as a shared study area, where noise must be kept to a minimum. In consideration of other students working in the lab, you are expected to speak softly and limit conversation with others. You may not play music in the lab. Persons making excessive noise and disturbing others will be asked to leave the lab.

FOOD AND DRINKS

Absolutely no food and drinks are allowed in the lab. Anyone with food and/or drinks will be asked to leave for the remainder of the day.

SMOKING

The computer lab is a smoke-free zone. There will be no smoking, chewing tobacco, snuff or other tobacco products allowed the lab at any time. ASU is a smoke free campus.

GAMES

Playing of games is not allowed on the machines in the computer lab.

CHILDREN IN THE LAB

Children are allowed in the computer lab when accompanied by a parent, but are prohibited from using any University computer equipment or systems.

SOFTWARE AND MANUALS

All software, manuals and equipment must stay in the computer lab. Material may not be checked out for use outside of the lab at any time.

STORING FILES AND DATA

Installation of any programs or data files on any public computer lab machine is prohibited. You may create and save personal files to portable diskettes.

CELL PHONES

Are not to be used in class. Cell phones are not allowed to be used during testing. Cell phones should be placed on vibrate or silenced during class and test taking.

NATIONAL STUDENT NURSES' ASSOCIATION

Nursing student may be interested in becoming involved with professional associations, which can enhance their career development. At a national level, students can become involved with the National Student Nurses' Association (NSNA).

Some of the benefits with NSNA may include:

1. Leadership Opportunities
2. Nursing Journal Subscription Discounts
3. Convention and Conference Discounts
4. Financial Services
5. Scholarship Program
6. Malpractice/Liability Insurance
7. Publication Resources

At Albany State University, students are encouraged to become involved with the Darton College of Health Professions Nursing Student Organization (DCHP-NSO).

NURSING STUDENT ORGANIZATIONS

The Darton College of Health Professions Nursing Student Organization (DCHP-NSO) is an organization open to all nursing students at Albany State University that provides opportunities to broaden the student's awareness of professional and service experiences in the community. The NSO organizes and encourages student participation in interdisciplinary activities, represents Albany State University at the national and state student nursing conventions, and provides a great chance to get involved socially with others within the major.

NSO is the local chapter of GANS (Georgia Association of Nursing Students) and is composed of students who are enrolled in the nursing program and hold membership in the State Student Nurses' Association. Nursing students participate in local, state, and national activities and conventions where they have an opportunity to observe and participate in their professional organizations. Students are encouraged to join NSO to enhance professional development.

The Department of Nursing's faculty strongly encourages attendance at NSO events. Students may request pre-approval from faculty for other NSO-related events. When a scheduled NSO event occurs at the same time as a previously scheduled clinical, the following rules apply:

1. Approval must be obtained in advance for a missed clinical.
2. Faculty discretion is used based upon course grade, previous attendance in clinical, remediation in any course, and/or general academic standing. Faculty determines if make-up is required.
3. Attendance at an approved NSO event may allow a student to be excused from a maximum of one (1) clinical day per nursing course, for a maximum of two (2) nursing courses.
4. Students may be required to do the following for the clinical instructor:
 - a. Write a short one- to two-page report on the activity
 - b. Provide a brief 10-minute verbal report post-conference
5. Course syllabus attendance policy overrides this option. Students should be aware that their grades could be adversely impacted and should communicate with their instructor about their course grade in advance.

PHI THETA KAPPA (ΦΘΚ)

Phi Theta Kappa (ΦΘΚ) is a national honorary fraternity, which has as its purpose to recognize and encourage scholarship among junior college students. To do this, the fraternity provides opportunity for the development of leadership and service, an intellectual climate for exchange of ideas, lively fellowship for scholars, and the stimulation of interest in continuing academic excellence.

Membership shall be available to Albany State University students with a 3.4 overall academic average. A 3.25 average must be maintained to remain in the organization. If a student's grade point average drops below 3.25 he/she shall be placed on probation for one semester during which the student must obtain a 3.25 average to once again become a member in good standing.

WHO'S WHO CERTIFICATES

The criteria are:

1. Students who graduate during the summer or fall semester of the preceding year or who are candidates for graduation during the spring semester of the current year.
2. Students who have an overall grade point average of 2.7.
3. Students who have excelled in one or more of the following areas:
 - a. Student Activities:
 - i. Clubs and organizations
 - ii. Fine arts
 - iii. Intercollegiate athletics
 - iv. Intramurals
 - v. Publications
 - vi. Student Government Association
 - b. Service to Albany State University and the community:
 - i. Committee work
 - ii. Community service
 - iii. Student employment
 - iv. Volunteer tutorial service
 - v. Scholastic Performance

OTHER ORGANIZATIONS

AMERICAN NURSES ASSOCIATION (ANA)

The American Nurses Association is a full-service professional organization representing the nation's 2.6 million Registered Nurses through its 50 constituent states associations and 13 organizational affiliate members. ANA advances the nursing profession by fostering high standards of nursing practice, promoting the economic and general welfare of nurses in the workplace, projecting a positive and realistic view of nursing, and by lobbying the Congress and regulatory agencies on health care issues affecting nurses and the public. (Courtesy: [American Nurses Association's website](#))

GEORGIA STUDENT NURSES ASSOCIATION (GANS)

The nursing student is encouraged to participate in the GANS organization. Students participate in health screenings, health education programs, and community service activities. Student can exercise his/her rights and assume responsibility to discuss, inquire, and express opinions relative to areas of concern. The student also has an opportunity to express personal views through the open door policy maintained by the Dean and assigned faculty advisors. Active participation in this organization varies, depending upon student interest. Many students are active in fraternal, sororal, and student government activities and organizations.

SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING

Sigma Theta Tau, International is dedicated to improving the health of people worldwide. Vision: to create a global community of nurses who lead in using scholarship, knowledge and technology to improve the health of the world's people. Mission: Sigma Theta Tau International, Honor Society of Nursing provides leadership and scholarship in practice, education and research to enhance the health of all people. We support the learning and professional

development of our members, who strive to improve nursing care worldwide. (Courtesy: [Sigma Theta Tau International Honor Society of Nursing website](#))

SUPPLEMENTAL FORM LOCATIONS

- 1. Physical Documentation Available On-Site in L-120 and L-123**
 - a. Program Admission Criteria (also available on website)
 - b. Programs of Study (also available on website)
 - c. Curriculum Patterns (also available on website)
 - d. Curriculum Guides (also available on website)
 - e. Request to Implement the Repeat Policy
 - f. Request for Addition of Class Slot for Individual Student
 - g. Override Form
 - h. Registration Permit
 - i. West Campus Map (also available on website)
 - j. East Campus Map (also available on website)
 - k. Ram Rush Map (also available on website)
 - l. Application for Re-Admission (ASN Nursing Program)
- 2. Forms Available Upon Request (Sent via Student Email)**
 - a. Request to Take Non-Resident Courses
 - b. Request for Overload
 - c. Student Appeal Form (Numerical)
 - d. Student Appeal Form (Non-Numerical)
- 3. Office of the Registrar's Forms (Available on Website)**
 - a. Academic Renewal
 - b. Application and Certification of Fee Waiver Under Amendment 23
 - c. Application for Graduation and Degree Evaluation
 - d. Authorization to Release Information (FERPA Form)
 - e. Change of Name, Address, or Phone Number
 - f. Enrollment Verification Request Form
 - g. Reinstatement Form
 - h. Request for a Change of Major/Minor/Concentration
 - i. Request to Audit a Course
 - j. Request to Participate in Commencement Without Having Met Degree Requirements
 - k. Withdrawal Forms
- 4. Counseling and Student Accessibility Forms (Available on Website)**
 - a. Client Information and Consent Form
 - b. Voluntary Disclosure of Disability Form
 - c. SDS Authorization for Release of Information
 - d. Disability Services Nondiscrimination Notice
 - e. Request Accommodation Letters
 - f. Students with a Previously Diagnosed Disability
 - g. Request for Housing/Dining Accommodation
 - h. Student Disability Services Office Information Request Form
 - i. Student Test Request Form

**DEPARTMENT OF NURSING FACULTY AND STAFF
2020 – 2021 ACADEMIC YEAR**

DEAN

Sarah Brinson, EdD, PTA – Dean, Darton College of Health Professions

CHAIR

Cathy Williams, DNP, RN – Fuller E. Callaway Endowed Professorial Chair, Department of Nursing

PROGRAM LEADERSHIP

Wanda Allen, DNP, AGNP-C, NE, RN – Director, Baccalaureate Nursing Programs / Assistant Professor

Donyale Childs, PhD, RN – Director, Graduate Nursing Programs / Associate Professor

Jan Rodd, MN, RN – Director, Post-Licensure Nursing Programs / Assistant Professor

Sandra Vargovich, MSN, RN – Coordinator, Associate Nursing Programs / Assistant Professor

Nicole Watkins, MSN FNP-C, RN – Director, FNP Program / Assistant Professor

FULL-TIME FACULTY

Linda Amankwaa, PhD, RN, FAAN – Professor

Schvon Bussey, MSN FNP-C, PMHNP-C, RN – Assistant Professor

Angela Davis, MSN, RN – Instructor

Andrea Dozier, MSN, RN – Undergraduate Clinical Coordinator / Assistant Professor

Belinda Gilbert, DNP, MSN-Ed, RNC-NIC – Instructor

Laura Gosa, MSN, RN – Instructor

Jennifer Heyer, MSN, RN – Associate Professor

Kristen Hill, MSN, RN – Instructor

Deanna Howe, PhD, CNE, RN – Professor

Veela Hughes, DNP, RN – Assistant Professor, Cordele Campus

Lisa Jenkins, MSN, RN – Instructor

Paige Long, MSN-Ed, RN – Instructor, Cordele Campus

Daphine Mathis, MSN, RN – Instructor

Leah McLeod, MSN, RN – Instructor, Cordele Campus

Oluwatoyin Okafor, MSN, RN – Skills Lab & Simulation Coordinator

Zelda Peters, DNP, FNP-C, RN – Graduate Clinical Coordinator

LaToya Phillips, MSN-Ed, RN – Instructor

Mattie Shiloh, DNP, RN – Assistant Professor

Seketha Silas, MSN, RN – Assistant Professor

Cynthia Summerlin, DNP, FNP-C, RN – Assistant Professor

Lyla Taft, MSN, RN – Instructor

Stephanie Warfel, MSN FNP-C, RN – Assistant Professor

PART-TIME FACULTY

Pamela Amos, MSN, RN – Part-Time Faculty

Amber Cook, DNP, FNP-C, RN – Part-Time Faculty

Sheree Dickenson, EdD, RN – Part-Time Faculty

Larecia Gill, PhD, RN – Part-Time Faculty

Linda Grimsley, DSN, PhD, RN – Part-Time Faculty

Verna Inandan, MSN, RN – Part-Time Faculty
Joyce Johnson, PhD, RN – Part-Time Faculty
Edna Jones, MN, RN – Part-Time Faculty
Bianca Kierce, DNP, FNP-C, AGNP-C, WHNP, RN – Part-Time Faculty
Crystal Laramore, MSN, RN – Part-Time Faculty
Teresa Mitchell, Pharm.D, RN – Part-Time Faculty
Doretha Moultrie, MSN, RN – Part-Time Faculty
Summer Odom, MSN, RN – Part-Time Faculty

STAFF

Bonnie Hardegree – Administrative Assistant, Associate Nursing Programs
Eric Hernandez – Undergraduate/Graduate Technical and Administrative Assistant
Sherry Koster – Clinical Coordinator Assistant, Associate Nursing Programs

**ALBANY STATE UNIVERSITY – DEPARTMENT OF NURSING
TRADITIONAL ASN CURRICULUM PATTERN (70 CREDIT HOURS)**

PLAN OF STUDY (*Full-Time*)

1ST SEMESTER	2ND SEMESTER	3RD SEMESTER
BIOL 2411K Anatomy & Physiology I.....4 ENGL 1101 Engl. Comp. I.....3 MATH 1001/1111 (or higher-level MATH).....3 POLS 1101 American Government.....3 <hr/> TOTAL SEMESTER HOURS13	BIOL 2412K Anatomy & Physiology II.....4 ENGL 1102 Engl. Comp. II.....3 NURS 1101 Fundamentals of Nursing.....5 NURS 1105 Pharmacology.....1 <hr/> TOTAL SEMESTER HOURS13	BIOL 2211K Intro to Microbiology4 NURS 1111 Adult Health I.....7 PSYC 1101 General Psychology3 <hr/> TOTAL SEMESTER HOURS14
4TH SEMESTER	5TH SEMESTER	6TH SEMESTER
Area C Elective (Lit./Foreign Lang./Appreciation).....3 NURS 1112 Adult Health II.....7 NURS 2113 Psychiatric Nursing.....3 <hr/> TOTAL SEMESTER HOURS13	NURS 2111 Nursing Care of Women/Children.....8 NURS 2117 Nursing Leadership.....1 <hr/> TOTAL SEMESTER HOURS9	NURS 2115 Adult Health III8 <hr/> TOTAL SEMESTER HOURS8

**ALBANY STATE UNIVERSITY – DEPARTMENT OF NURSING
HEALTHCARE-PROFESSIONAL-TO-RN BRIDGE CURRICULUM PATTERN (60 CREDIT HOURS)**

PLAN OF STUDY (*Full-Time*)

1ST SEMESTER	2ND SEMESTER	3RD SEMESTER
BIOL 2411K Anatomy & Physiology I.....4 ENGL 1101 Engl. Comp. I.....3 MATH 1001/1111 (or higher-level MATH).....3 POLS 1101 American Government.....3 TOTAL SEMESTER HOURS13	Area C Elective (Lit./Foreign Lang./Appreciation).....3 BIOL 2412K Anatomy & Physiology II4 ENGL 1102 Engl. Comp. II.....3 PSYC 1101 General Psychology3 TOTAL SEMESTER HOURS13	BIOL 2211K Intro to Microbiology4 NURS 1301 Fundamentals of Nursing – Bridge.....3 NURS 2313 Psychiatric Nursing – Bridge.....3 TOTAL SEMESTER HOURS10
4TH SEMESTER	5TH SEMESTER	6TH SEMESTER
NURS 1105 Pharmacology for Nurses.....8 NURS 1311 Adult Health II – Bridge1 TOTAL SEMESTER HOURS9	NURS 2117 Nursing Leadership.....1 NURS 2311 Nurs. Care of Women/Child. – Bridge6 TOTAL SEMESTER HOURS7	NURS 2115 Adult Health III8 TOTAL SEMESTER HOURS8

ASN CURRICULUM GUIDE (70 HOURS)

AREA A1: Communication Skills* (6 hours)		Grd	Hr	AREA E: Social Sciences (6 hours)		Grd	Hr
ENGL 1101	English Composition I, OR		3	POLS 1101	American Government*		3
ENGL 1101H	English Composition I Honors			PSYC 1101	General Psychology		3
ENGL 1102	English Composition II, OR		3	* This course meets the legislative requirement that students complete coursework in the history of GA and the United States			
ENGL 1102H	English Composition II Honors						
* Minimum grade of "C" required in each course				AREA F: Courses Related to Major		Grd	Hr
AREA A2: Quantitative Skills (3 hours*)		Grd	Hr	ASSOCIATE NURSING MAJOR (12 hours)			
SELECT ONE (1) BELOW				BIOL 2211K	Microbiology		4
MATH 1001	Quantitative Reasoning		3	BIOL 2411K	Human Anatomy & Physiology I		4
MATH 1111	College Algebra		3	BIOL 2412K	Human Anatomy & Physiology II		4
* A higher-level MATH than those listed in this section may also satisfy this area.				AREA G: Professional Nursing Courses (40 hours)		Grd	Hr
AREA C: Humanities/Fine Arts (3 hours)		Grd	Hr	NURS 1101	Fundamentals of Nursing		5
SELECT ONE (1) BELOW				NURS 1105	Pharmacology for Nurses		1
ARTS 1100	Art Appreciation		3	NURS 1111	Adult Health I		7
ENGL 2111	World Literature I, OR		3	NURS 1112	Adult Health II		7
ENGL 2111H	World Literature I Honors			NURS 2111	Nursing Care of Women & Children		8
ENGL 2112	World Literature II, OR		3	NURS 2113	Psychiatric Nursing		3
ENGL 2112H	World Literature II Honors			NURS 2115	Adult Health III		8
ENGL 2121	British Literature I		3	NURS 2117	Nursing Leadership		1
ENGL 2122	British Literature II		3				
ENGL 2131	American Literature I		3				
ENGL 2132	American Literature II		3				
ENGL 2141	African American Literature I		3				
ENGL 2142	African American Literature II		3				
FREN 1001	Elementary French I		3				
FREN 1002	Elementary French II		3				
FREN 2001	Intermediate French I		3				
FREN 2002	Intermediate French II		3				
LATN 1001	Elementary Latin I		3				
LATN 1002	Elementary Latin II		3				
LATN 2001	Intermediate Latin I		3				
LATN 2002	Intermediate Latin II		3				
MUSC 1100	Music Appreciation		3				
JAPN 1001	Elementary Japanese I		3				
JAPN 1002	Elementary Japanese II		3				
JAPN 2001	Intermediate Japanese I		3				
JAPN 2002	Intermediate Japanese II		3				
SPAN 1001	Elementary Spanish I		3				
SPAN 1002	Elementary Spanish II		3				
SPAN 2001	Intermediate Spanish I		3				
SPAN 2002	Intermediate Spanish II		3				
THEA 1100	Theatre Appreciation		3				

HEALTHCARE-PROFESSIONAL-TO-RN BRIDGE CURRICULUM GUIDE (60 CREDIT HOURS)

AREA A1: Communication Skills* (6 hours)		Grd	Hr	AREA E: Social Sciences (6 hours)		Grd	Hr
ENGL 1101	English Composition I, OR		3	POLS 1101	American Government*		3
ENGL 1101H	English Composition I Honors			PSYC 1101	General Psychology		3
ENGL 1102	English Composition II, OR		3	* This course meets the legislative requirement that students complete coursework in the history of GA and the United States			
ENGL 1102H	English Composition II Honors						
* Minimum grade of "C" required in each course				AREA F: Courses Related to Major		Grd	Hr
AREA A2: Quantitative Skills (3 hours*)		Grd	Hr	ASSOCIATE NURSING MAJOR (12 hours)			
SELECT ONE (1) BELOW				BIOL 2211K	Microbiology		4
MATH 1001	Quantitative Reasoning		3	BIOL 2411K	Human Anatomy & Physiology I		4
MATH 1111	College Algebra		3	BIOL 2412K	Human Anatomy & Physiology II		4
* A higher-level MATH than those listed in this section may also satisfy this area.				AREA G: Professional Nursing Courses (30 hours)		Grd	Hr
AREA C: Humanities/Fine Arts (3 hours)		Grd	Hr	NURS 1105	Pharmacology for Nurses		1
SELECT ONE (1) BELOW				NURS 1301	Fundamentals of Nursing – Bridge		3
ARTS 1100	Art Appreciation		3	NURS 1311	Adult Health II – Bridge		8
ENGL 2111	World Literature I, OR		3	NURS 2115	Adult Health III		8
ENGL 2111H	World Literature I Honors			NURS 2117	Nursing Leadership		1
ENGL 2112	World Literature II, OR		3	NURS 2311	Nurs. Care of Women/Children – Bridge		6
ENGL 2112H	World Literature II Honors			NURS 2313	Psychiatric Nursing – Bridge		3
ENGL 2121	British Literature I		3				
ENGL 2122	British Literature II		3				
ENGL 2131	American Literature I		3				
ENGL 2132	American Literature II		3				
ENGL 2141	African American Literature I		3				
ENGL 2142	African American Literature II		3				
FREN 1001	Elementary French I		3				
FREN 1002	Elementary French II		3				
FREN 2001	Intermediate French I		3				
FREN 2002	Intermediate French II		3				
LATN 1001	Elementary Latin I		3				
LATN 1002	Elementary Latin II		3				
LATN 2001	Intermediate Latin I		3				
LATN 2002	Intermediate Latin II		3				
MUSC 1100	Music Appreciation		3				
JAPN 1001	Elementary Japanese I		3				
JAPN 1002	Elementary Japanese II		3				
JAPN 2001	Intermediate Japanese I		3				
JAPN 2002	Intermediate Japanese II		3				
SPAN 1001	Elementary Spanish I		3				
SPAN 1002	Elementary Spanish II		3				
SPAN 2001	Intermediate Spanish I		3				
SPAN 2002	Intermediate Spanish II		3				
THEA 1100	Theatre Appreciation		3				

STUDENT GRADE APPEAL FORM (NUMERICAL)

Students who wish to appeal a numerical grade from a specific course must first contact their professor no later than ten (10) days after receipt of the specified grade. If the issue remains unresolved after reviewing the grade with the professor, the student must notify the course faculty by completing this form and provide a copy of the letter to the program coordinator. ATI and Math Calculation exam grades are **NOT** appealable.

Note: Depending upon the request, all coursework work for this class may be reviewed. Therefore, **the final grade has the potential to increase, decrease, or remain the same.**

STUDENT INFORMATION			
Name		Date	
Ram ID		Email	
Phone #			
COURSE INFORMATION			
Semester		Instructor	
Course #		CRN #	
Course Title			
GRADE INFORMATION			
Current Grade		Change Request	
SUPPORTING DOCUMENTATION			
In the space below, list all supporting documentation that supports your appeal and shows that you were graded unfairly. At a minimum, this should include the <i>GeorgiaVIEW grade sheet</i> and documentation evidences that you have contacted the professor regarding this grade prior to submitting the completed appeal form . <u>ATTACH</u> all supporting documentation to the completed form.			
1. Original GAVIEW grade sheet (req.)	2.	3.	
4.	5.	6.	
STUDENT SIGNATURE			
<i>I understand that this an appeal for a grade change and has the potential to increase, decrease, or remain the same.</i>			
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black;"> </div>			
<i>Student Signature</i>		<i>Date</i>	
COMMITTEE DECISION			
<input type="checkbox"/> Approved Grade changed from _____ to _____.			
<input type="checkbox"/> Denied <i>Rationale for denial attached via student letter.</i>			
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black;"> </div>			
<i>Department Chair's Signature</i>		<i>Date</i>	

RATIONALE

Explain why your grade is incorrect (be specific).

STUDENT GRADE APPEAL FORM (NON-NUMERICAL)

Students who wish to submit an appeal related to non-numerical activities (professional behavior, clinical failure, etc.) course must first contact their professor no later than five (5) days after receipt of the specified grade. If the issue remains unresolved after reviewing the grade with the professor, the student must notify the course faculty by completing this form and provide a copy of the letter to the program coordinator. ATI and Math Calculation exam grades are **NOT** appealable.

Note: Depending upon the request, all coursework work for this class may be reviewed. Therefore, **the final grade has the potential to increase, decrease, or remain the same.**

STUDENT INFORMATION			
Name		Date	
Ram ID		Email	
Phone #			
COURSE INFORMATION			
Semester		Instructor	
Course #		CRN #	
Course Title			
GRADE INFORMATION			
Current Grade		Change Request	
SUPPORTING DOCUMENTATION			
In the space below, list all supporting documentation that supports your appeal and shows that you were graded unfairly. At a minimum, this should include the <i>GeorgiaVIEW grade sheet</i> and documentation evidences that you have contacted the professor regarding this grade prior to submitting the completed appeal form. <u>ATTACH</u> all supporting documentation to the completed form.			
1. Original GAVIEW grade sheet (req.)	2.	3.	
4.	5.	6.	
STUDENT SIGNATURE			
<i>I understand that this an appeal for a grade change and has the potential to increase, decrease, or remain the same.</i>			
_____ <i>Student Signature</i>		_____ <i>Date</i>	
COMMITTEE DECISION			
<input type="checkbox"/> Approved	Grade changed from _____ to _____.		
<input type="checkbox"/> Denied	<i>Rationale for denial attached via student letter.</i>		
_____ <i>Department Chair's Signature</i>		_____ <i>Date</i>	

RATIONALE

Explain why your grade is incorrect (be specific).



REPEAT POLICY CLARIFICATION FOR NURSING STUDENTS

By signing below, I understand that the request to implement the repeat policy for a nursing course will only improve my overall grade point average (GPA) and will not erase the failing course grade from my record. The failing course grade in nursing will remain as a nursing failure and will continue to count. The Nursing Department Policy is that “A second failure of a nursing course constitutes grounds for dismissal from the nursing program” (Nursing Undergraduate Handbook).

Student’s Signature

Date

Witness (Print & Sign)

Date



ACKNOWLEDGEMENT: RECEIPT OF ASN STUDENT HANDBOOK

By signing below, I, _____, acknowledge that I have received the *Associate of Science in Nursing Student Handbook* and understand that I am responsible for reading, understanding, and adhering to the contents described therein. Additionally, I understand that I am also responsible for reading, understanding, and adhering to the contents described in the *Albany State University Academic Catalog* and the *Student Code of Conduct*.

Student's Signature

Date