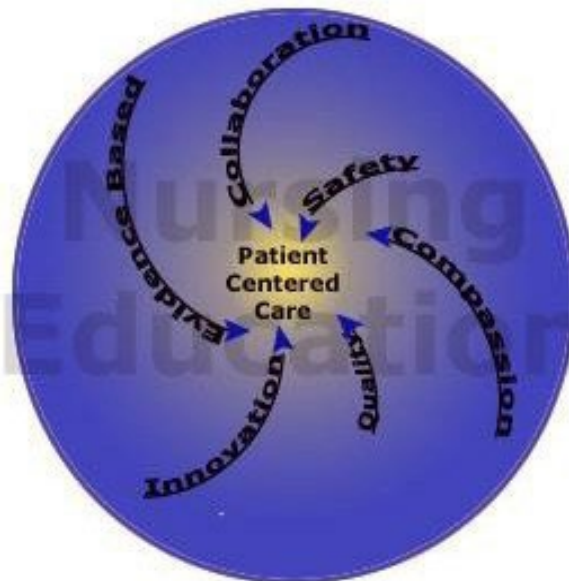


2023-2024

RN-BSN NURSING STUDENT HANDBOOK



SCHOOL OF NURSING
Georgia Southwestern State University

Revised Fall 2023

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MISSION STATEMENT OF THE SCHOOL OF NURSING

The mission of the School of Nursing is to prepare safe, competent, and compassionate professional nurses, who in collaboration with others, provide or facilitate high quality person-centered care in a global society. Students achieve academic excellence through a vibrant learning environment using evidence-based practice, creative inquiry, and the pursuit of lifelong learning. This mission prepares nurses to lead in their profession as they contribute to the health of the communities in which they live and work.

STATEMENT OF PHILOSOPHY AND CONCEPTUAL FRAMEWORK

The philosophy, affirmed by the faculty, is consistent with the Georgia Southwestern State University mission, which is to cultivate excellence in learning and teaching that encourages intellectual, personal, and social growth for students, faculty, staff, and the community. Through this philosophy, the faculty expresses its commitment to excellence in the profession of nursing and quality education. The academic program(s) is based on the faculty's beliefs about PERSON- CENTERED CARE, EVIDENCE BASED PRACTICE, QUALITY IMPROVEMENT, SAFETY, COLLABORATION, INNOVATION, and COMPASSION.

We believe that all nursing care should be person-centered. Person-centered care recognizes the individual or designee as the source of control and a full partner in providing compassionate and coordinated care based on respect for the individual's preferences, values, and needs (QSEN). The person's own values and preferences should be considered and reflected in the plan of care.

We believe that in order to deliver person-centered care, nursing practice should be evidence-based. Evidence-based practice integrates best research evidence, clinical expertise, and person/family preferences and values in making decisions about the care of individual persons (QSEN).

We believe that the application of quality improvement methods and principles is essential in achieving desired health outcomes for individuals and populations. Quality improvement uses data to monitor the outcomes of care processes and uses improvement methods to design and test changes to continuously improve the quality and safety of health care systems (QSEN).

We believe that safety is an essential component of all nursing care. Safe nursing care minimizes the risk of harm to persons and providers through both system effectiveness and individual performance (QSEN). Creating a culture of safety within the clinical environment is essential in providing quality patient care.

We believe that nurses deliver person-centered care as members of an interdisciplinary team. Collaboration involves functioning effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making with persons and families to achieve quality patient care (QSEN).

We further believe that innovation is a key component of nursing care. Innovation is the acceptance of change and is part of a dynamic and challenging nursing practice. Innovation includes informatics, which is the use of information and technology to communicate, manage knowledge, mitigate error, and support decision-making (QSEN).

We believe that compassion, which is at the heart of the nursing profession, involves the development of a committed, nurturing relationship, characterized by responsiveness to others and respect for their dignity, values, and culture. We believe that nursing practice must reflect an understanding of and respect for each individual and for human diversity.

We believe that nursing education promotes the intellectual, personal and social growth of the learner. Knowledge is achieved through a collaborative process that involves a shared responsibility between the teacher and learner. The goal is to assist the learner towards the acquisition of knowledge, skills and attitudes necessary to meet the challenges of a dynamic and evolving profession (QSEN).

Nursing education is designed to foster the development of professional nursing roles which includes provider of care, manager of care, and member of the profession. The learner will be prepared to practice comprehensive nursing care that includes health promotion, disease prevention, health restoration and health teaching to individuals, families and communities. Nursing education at Georgia Southwestern State University fosters an attitude that values lifelong learning in order to maintain high quality, person centered care in a global society.



Description of Curriculum

The mission, philosophy, and conceptual framework serve as the guiding structure for curriculum development and support the provision of didactic and clinical education in nursing, the preparation of nursing leaders, and the testing of innovative educational models. Guidelines for professional nursing practice approved by nursing organizations are utilized. Benchmarks include guidelines from the American Nurses Association, Americans Association of Colleges of Nursing (AACN) Essentials of Baccalaureate Nursing Education (2021), Institute of Medicine (IOM) Reports, Quality and Safety Education for Nurses (QSEN) web site and reports, Georgia Board of Nursing Rules and Regulations, and standards of care reports. The Quality and Safety Education for Nurses (QSEN) project was funded by the Robert Wood Johnson foundation to “address the challenge of preparing future nurses with the knowledge, skills, and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work (QSEN, 2014).” QSEN focuses on six competencies: person- centered care, teamwork and collaboration, evidence based practice, quality improvement, safety, and informatics. The Georgia Southwestern State University framed the nursing curriculum around the six QSEN competencies and added the construct of compassion. In the GSW SON conceptual framework nursing education is depicted as a process that involves the seven constructs of person-centered care, evidence based practice, quality improvement, safety, collaboration, innovation, and compassion. The pivotal and key construct in the model that provides the energy source and foundation for nursing education is person-centered care. The arrows in the model reflect the interdependent relationship or integration of the other constructs with the key construct. The implied circular motion of all the constructs reflects that nursing education is a field of dynamic changes and is an ongoing process in which faculty strive to assist students in developing the knowledge, skills, and attitudes necessary to ensure excellence.

The program aims to instill a spirit of inquiry and ongoing development of knowledge as well as a commitment to lifelong learning in the pursuit of excellence in nursing. The graduate of this program is prepared to participate in the nursing profession in the areas of research, education, leadership, and practice within a variety of settings. Completion of the baccalaureate degree prepares graduates for continued academic endeavors and graduate studies. The roles of the BSN prepared nurse generalist as described by AACN provide additional guidance to the curriculum. The roles of provider of care, manager of care, and member of the profession are interwoven in each nursing course.

Person-centered care is introduced in NURS 3197 (Professional Nursing Practice) and is included in each nursing course as students are expected to create a safe and compassionate environment for individual patients, their families, groups, and population areas. Students will gain competence in communication with patients and families, other nurses and health care professionals, resource persons, and the community in order to give comfort and emotional support, give care effectively, make decisions with patients and families, protect

patients from threats to well-being, coordinate and manage patient care, assist the patient in rehabilitation, and provide patient education.

Compassion is caring in action. Together compassion and person-centered care guide the nursing curriculum in the context of valuing the quality of life for individuals, families, and communities. Students are expected to blend the most current knowledge and practice standards with an insightful and compassionate approach to all patient care in every nursing course. In addition, faculty models this type of approach in working with patients and students.

Evidence-based practice (EBP) is included in every nursing course as students consider evidence-based practices as a guide to make effective, timely and appropriate clinical decisions about health care for specific clinical circumstances. In NURS 3197 (Professional Nursing Practice), students develop an appreciation and understanding of the role of evidence when caring for patients. In NURS 3297 (Evidence Based Practice) students learn how to identify a clinical problem, explore a variety of databases for the best evidence, and complete an evidence-based paper. This incorporates the development of skills in locating knowledge, critical thinking and clinical discernment. In NURS 4900 (Practicum in Nursing) students identify an actual or potential nursing problem from the practicum experience and explore the efficacy of nursing interventions for the identified nursing problem in the institution of their practicum experience.

Quality Improvement is introduced in NURS 3197 (Professional Nursing Practice) as a major responsibility of a registered nurse. The importance of quality improvement and of the quality improvement process are included in each nursing course. Students learn to develop a PICO statement, a formal model for exploring and resolving quality concerns. As a member of the nursing team, students may participate in recognizing trends in practice, identify when recurrent problems develop, and initiate opportunities to improve the quality of care in varied clinical settings each semester. In NURS 4597 (Leadership) students analyze quality and safety standards and initiatives in a complex healthcare system, the regulatory agencies governing them, and the nurse's role in quality improvement.

Safety, as an essential component of competent nursing practice and a basic human need, is introduced in all first semester nursing courses. The focus on safety is found throughout the curriculum from tailoring safety prevention programs to the needs, preferences, and life circumstances of particular age-groups, to reducing procedure-inherent accidents. As an important aspect of person-centered care, **collaboration** is introduced in NURS 3197 (Professional Nursing Practice). Recognition of the contributions and responsibilities of other health team members and person's family members to achieve quality person-centered care is emphasized. Collaboration with the person, family and other disciplines, such as social workers and occupational and physical therapy, become an important part of the person's plan of care in all clinical courses throughout the entire course of study in the nursing program.

Innovation, including informatics and the use of technology, is introduced in the core courses for all Georgia Southwestern students. The specific use of informatics and technology in nursing is introduced in NURS 3197 (Professional Nursing Practice) with the use of telehealth and other resources available to nurses regarding trends and issues. NURS 3120, Nursing Informatics, provides entry level principles and concepts which apply to nursing. Included in this course is a variety of data management systems such as EMR- Electronic Medical Records, CPOE- Computerized Provider Order Entry, POES- Provider Order EntrySystem and computerized medication dispensation systems.

Professional nursing is a practice-oriented discipline that uses theory and evidence-based practice in the delivery of care. Encompassed in nursing education is the role development of the nurse as provider of care, designer/manager/coordinator of care, and member of the profession. The roles are explored and demonstrated across the RN to BSN curriculum.

The roles of provider of direct and indirect care and designer/coordinator/manager of care are emphasized in each nursing course. In all nursing courses, students are expected to prioritize care. Delegation of care is emphasized in NURS 4597: Leadership in Nursing. The final practicum experience provides the student with the ability to apply concepts of person-centered care, collaboration, EBP, quality improvement, safety, informatics, and compassion while integrating the three major roles. The community health course prepares the baccalaureate prepared nurse to assess and provide interventions to populations within the community. Students who enroll in a elective course, Transcultural Nursing, also have the opportunity to examine health care from the global health perspective and to provide care to persons in a different health care system through the course's study away experience.

The role of the nurse as member of the profession, while introduced in NURS 3197 (Professional Nursing Practice), is emphasized in all courses either through direct care experiences, projects, or other learning activities. Students explore the concepts of advocacy, respect, human dignity, and social justice for all humans, as well as volunteerism and service. Professional obligations are introduced in NURS 3197 (Professional Nursing Practice) with the inclusion of the ANA's Nursing Scope and Standards of Professional Practice, Nursing's Social Policy Statement; Quality and Safety Education in Nursing (QSEN); and IOM Health Professionals Education Core Competencies. In Community Health Nursing, students examine the impact of social, political, and economic issues on health care. Legal and ethical issues of care are included in appropriate areas across the curriculum. For example, issues related to end of life decision making is discussed in NURS 4150: Gerontological Nursing. Access to health care, health care financing and delivery of health care as a right are topics explored in Nursing Leadership.

BSN PROGRAM STUDENT LEARNING OUTCOMES (SLOS)

- 1. Provide person-centered care / with sensitivity & respect for the diversity of human experience. (QSEN & Essential II)**
- 2. Utilize inter- and intra-professional collaboration skills/ to provide holistic nursing care (QSEN & Essential VI)**
- 3. Integrate best current evidence with clinical expertise. (QSEN & Essential IV)**
- 4. Create a safe care environment that results in high quality patient outcomes. (QSEN&Essential V)**
- 5. Employ emerging technology & information management tools / to inform decision-making in the delivery of care. (QSEN & Essential VIII)**
- 6. Utilize critical thinking / to provide care for individual & communities. (Essential I, III)**
- 7. Analyze the effects of healthcare policy / on the quality & safety in the practice environment. (Essential V, VII)**
- 8. Assume responsibility for personal & professional behaviors. (Essential IX, X)**
- 9. Integrate knowledge, skills, and attitudes from the sciences, arts, humanities, and nursing science in providing nursing care in a global society. (QSEN & Essential I)**

Student learning outcomes were developed based on AACN 2021 Essentials of Baccalaureate Education for Professional Nursing Practice and the Quality and Safety Education for Nurses Project.

RULES OF THE GEORGIA BOARD OF NURSING

Standards of Professional Nursing Practice

These standards govern professional nursing practice in Georgia upon passage of the National Council Licensing Examination for Registered Nurses. RN-BSN students in this program must abide by these standards. Failure to abide by the professional standards set forth by the Georgia Board of Nursing may result in dismissal from the program. The Standards of Practice and Unprofessional Conduct may be accessed online at: <http://rules.sos.ga.gov/gac/410-10>

Licensure Requirements:

Any registered nurse, who is a student in a baccalaureate or higher degree nursing program, must be currently licensed according to the Georgia Registered Professional Nurse Practice Act in order to engage in any actual, interactive learning activities with patients/clients. (Georgia Board of Nursing: Rules and Regulations: <http://rules.sos.ga.gov/gac/410-8-.07>

Any registered nurse, who is a student with learning activities in practice settings in another state or country, shall comply with the relevant nurse practice act. <http://rules.sos.ga.gov/gac/410-8-.07>

Students in the RN-BSN program must provide evidence of active licensure throughout the nursing program.

Identification

Effective July 1, 1997, the Official Code of Georgia Annotated (The Nurse Practice Act) was amended to read:

O.C.G.A. 43-26-6

“(c) Any person who is licensed as a registered professional nurse shall identify that he or she is so licensed by displaying either the title ‘registered professional nurse’ or ‘registered nurse’ or the abbreviation ‘R.N.’ on a name tag or other similar form of identification during times when such person is providing direct patient care.”

NURSING PROGRAM CONTACTS

Administrative Support Personnel

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Connie Hammack, Academic Advisor

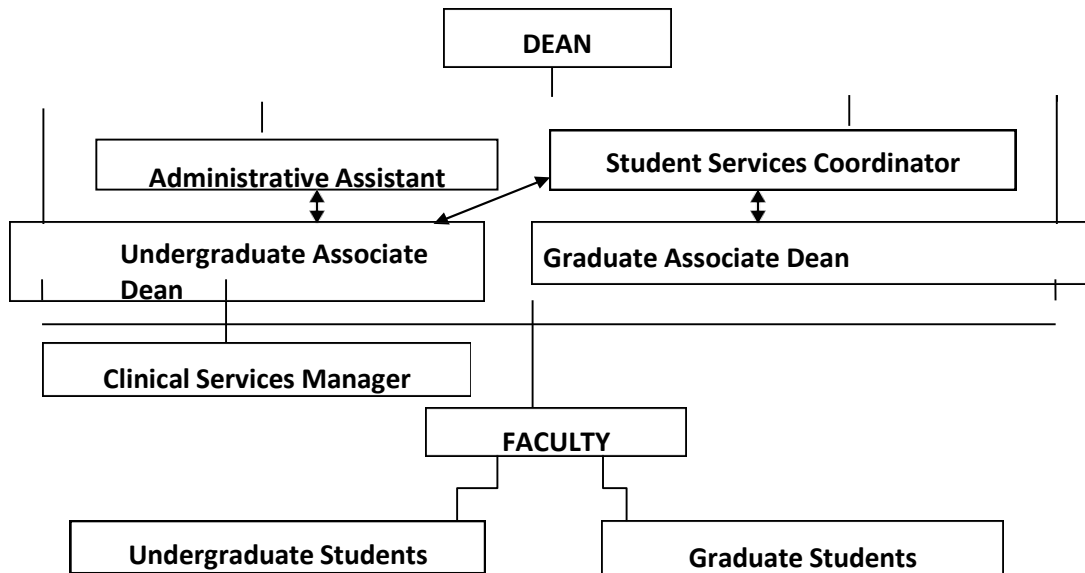
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Faculty and other staff contact information is located on the GSW School of Nursing web site.

SCHOOL OF NURSING ORGANIZATIONAL CHART



NURSING PROGRAM - GENERAL POLICIES

International Student Program Enrollment Policy

International students with F1 or J1 Visa Status may not enroll in the RN-BSN program. The RN-BSN Completion program would require students to enroll in courses not taught online according to federal regulations. Applicants may obtain more information about regulations by contacting the Primary Designated School Official (PDSO) at the Office of the Registrar at GSW for information.

Accreditation and Approval

The nursing program has full approval of the Georgia Board of Nursing (237 Coliseum Drive, Macon, GA 31217-3858; 478-207-1300 or 1640.) The program is accredited by the Commission on Collegiate Nursing Education (www.aacn.nche.edu/ccne-accreditation or 202-887-6791).

Advisement

Upon enrollment at GSW, students are assigned a professional nursing advisor. The student is responsible for initiating meetings with the advisor prior to registration each term. Each student is personally responsible for completing all academic requirements established by the University and the School of Nursing.

The student must maintain an institutional grade point average of 2.0. If the average falls below 2.0, the student will not be allowed to continue in the nursing program.

Change of Name, Address, or Telephone Number

Students must complete a change of information form in both the Registrar's office and the School of Nursing office.

Communication with Faculty

Georgia Southwestern State University encourages the use of electronic mail for communication related to campus and course issues. Each student has an electronic address. Email serves as an official means of sending information to students. Students are expected to check their official GSW email accounts (RADAR) and the GaView Course e-mail (or other platforms utilized by the University) on a frequent and consistent basis (at least 2-3 times per week). Personal email accounts **will not be** used. Electronic messages are equivalent to a formal letter. Please use appropriate rules of grammar and punctuation and "Dr.", "Professor" or "Dean" to address the person you are emailing.

Georgia Articulation Model

The Georgia Southwestern State University School of Nursing supports the Georgia RN-BSN Articulation Model. The purpose of this model is to facilitate the educational mobility of registered nurses who elect to pursue a baccalaureate degree in nursing. RN-BSN students are awarded 32 nursing credit hours after successfully passing six semester hours in nursing. (Refer to Admission Eligibility.)

Grading scale

The grading scale for courses in the School of Nursing is:

90-100	A
80-89	B
75-79	C
65-74	D
<65	F

Faculty determines and documents in their syllabi the criteria for grading in each of their classes. The clinical components of all courses, excluding the Practicum in Nursing are graded as satisfactory or unsatisfactory.

Health Insurance Portability and Accountability Act (HIPAA) Notice of Privacy Practices

Student health information is protected under the guidelines of the Board of Regents of the University System of Georgia. The web site for further information is:

<http://www.usg.edu/legal/hipaa/policies.phtml>

Mandatory Health Insurance

The Board of Regents mandates health insurance for students in the Mandatory SHIP Category. Effective July 1, 2012, the BOR changed the health insurance carrier for Georgia Colleges and Universities to United HealthCare. As of this date, the School of Nursing also elected to change its policy regarding health insurance coverage required for nursing students.

Nursing students registered for nursing courses requiring a lab with an off-site clinical component (including online courses) will automatically be enrolled by Student Accounts in the new Mandatory Plan. Other nursing students not enrolled in nursing courses with labs and who wish to be covered under the Mandatory Plan (OPT Enrollment) can enroll themselves at <https://www.uhcsr.com/gsw> as a “voluntary student.”

Regardless of what nursing courses they are taking, students who fall into the Mandatory SHIP Categories listed below must purchase the USG SHIP policy:

- All graduate students receiving a Full Tuition Waiver as part of their graduate assistantship award;

- All undergraduate, graduate and ESL International students holding F or J visas;
- All undergraduate and graduate students enrolled in programs that require proof of health insurance;
- All graduate students receiving fellowships that fully fund their tuition; International Scholars; See <https://www.gsw.edu/student-account/student-health-insurance> for rates and <https://www.uhcsr.com/school-page> or all other information such as login information, ID cards, etc.

Waiver: Nursing students (registered for nursing courses with an off-site lab) who are covered by a policy held by a parent, spouse, company or organization may apply for a waiver of the Mandatory Plan by going to the United HealthCare site. The student must enter his/her name and date of birth to process a waiver. United Health Care will evaluate the current insurance and will approve or deny the waiver. ***If a nursing student is not registered for one of the nursing courses requiring the Mandatory Plan and tries to request a waiver, an error message will appear saying “We were unable to find a student record for the submitted information. Please check your information and try again, or contact your school administrator.” This message means you are not required to have the Mandatory Plan for nursing courses the current semester.***

RN-BSN Student Nurse Orientation

An orientation to this nursing program track is required for first time RN-BSN nursing students.

This online orientation is located at GSW School of Nursing web page:

<https://gsw.edu/academics/schools-and-departments/school-of-nursing/bulletinandresources>

Nursing Student Expenses

Nursing students will incur expenses throughout the nursing program above the fees identified in the Georgia Southwestern State University *Undergraduate Bulletin*. These additional expenses may include but are not limited to specialty textbooks, computer software, medical supplies and equipment, student nursing organization membership dues, and transportation to and from clinical agencies. Listed below are some of the major additional costs.

Additional Expenses:

- A. *Testing and other fees:* at the time of registration:
 - Clinical Surcharge fee: \$50.00 for NURS 3398 and NURS 4498
 - Nursing Assessment Fee: \$100.00 for NURS 4900
- B. Computer access with Microsoft Office Word 2016 or later
- C. *Transportation and travel-related expenses:* Transportation to and from clinical sites is the responsibility of the student.

- D. *CPR Certification*: Certification in AHA Basic Cardiac Life Support for Healthcare Providers (BCLS) for health care professionals is required upon admission and must be maintained. The cost of the certification is determined by the agency providing training and currently cost approximately \$60. The STTI Honor Society of Nursing, Chapter Mu Pi, has also begun offering a CPR course on campus. For more information on this course, contact Chapter Officers through the School of Nursing main line.
- E. *Malpractice Insurance*: Students enrolled in clinical courses must show proof of professional liability insurance, minimum amount of \$1,000,000/\$6,000,000 (refer to clinical policies for additional information on purchasing).
- F. The downloadable syllabus and course materials for each nursing course.
- G. *Criminal background check*: Required for ALL nursing students and conducted through an approved SON vendor (annual cost of approximately \$60)
- H. *Drug/Alcohol testing*: Required annually for ALL nursing students and conducted through an approved SON vendor (annual cost of approximately \$40)
- I. *Immunization Tracker*: Required for ALL nursing students through an approved SON vendor (one-time cost of approximately \$35)
- J. There are costs occurring at the end of the program that is related to graduation and pinning ceremony. These are optional, but all students are encouraged to participate.

They are:

- Graduating seniors may purchase a school pin. Cost of pins will vary. Pins are ordered by the student through the Bookstore.
- Cap and gown rental, graduation pictures, approximately: \$100
- Pinning Ceremony costs (e.g. refreshments, program printing) if student desires to participate in Pinning ceremony.

This is an online program and students are expected to have a computer or computer access. The University provides computer labs; however, for many students the convenience of having a computer outweighs the additional expense of accessing computers on campus.

These are estimates only. Costs may be more or less and additional expenses for nursing students may be required.

Student Employment

The nursing program is a rigorous program of study. Significant study and preparation is required outside the class and lab times, please consider this as you develop a work plan.

Students Records Policy

Student folders are maintained as permanent records in the School of Nursing and are the property of the School of Nursing. Students have access to their own records and should follow the procedures published by the Office of Student Affairs.

Scholarships and Financial Aid

The School of Nursing annually awards several scholarships. Information and applications for scholarships are distributed by the Student Services Coordinator. Many local health care facilities offer financial assistance. Additional information on scholarships and financial aid may be accessed online at: <https://gsw.edu/financial-aid/index>

Student Representatives to Committees

Students are encouraged to participate in nursing faculty meetings and Instructional Resources Committee through a representative elected/appointed by the students from each of the three program tracks.

One student from the RN-BSN cohort will be selected by their peers to serve as the cohort representative at faculty meetings. This selection will take place at the beginning of the fall semester each year. Membership is for a one-year period.

Students will present the general concerns of their classmates, and participate in discussion of non-confidential topics.

Student Role in Research

According to the American Nurses Association (1994), nurses with baccalaureate degrees participate in research activities by:

1. Identifying clinical problems requiring investigation
2. Assisting experienced investigators in gaining access to clinical sites
3. Influencing the selection of appropriate methods of data collection
4. Collecting and implementing nursing research findings

Nursing students may have an opportunity to participate in faculty and other research projects as part of class or clinical experiences.

Written Assignments

The faculty requires that all written assignments conform to the style of the American Psychological Association (APA), latest edition.

Plagiarism

Any act of plagiarism will result in a failing grade for the assignment. *The faculty view plagiarism as a serious violation of commonly accepted standards of honesty.* When source materials are used in the writing of papers, the student must document such use of sources both by clearly indicating material used as quotations and by giving proper recognition when ideas or information have been paraphrased or summarized. Many faculty use a plagiarism prevention and detection program such as *Turn-It-In* to assess the ownership of student work. Both the *University Bulletin* and the *GSWeathervane Student Handbook* address the consequences of plagiarism. Additional discussion is provided in this Handbook.

Appointments with Faculty (Advisor or Course Faculty)

Appointments with faculty should be scheduled in advance. The scheduled office hours for each faculty are posted on the course syllabus. If the posted hours are not convenient, the student may request by e-mail an appointment with the faculty member. Please remember faculty members are scheduled in clinical agencies one or two days a week, therefore an e-mail response may take 48 hours (not including weekends).

Course and Faculty Evaluation

Students have the opportunity to evaluate courses (clinical and class instruction) according to University policy. Evaluations are a part of the overall School of Nursing academic process.

Course/faculty evaluations are completed electronically towards the end of each semester (fall and spring semesters) and anonymous results are provided to the faculty members after final grades are submitted

In the nursing program, students will also complete other needed evaluation forms for the purpose of program evaluation (e.g. clinical agency, preceptor).

Inclement Weather Guidelines and Emergency Alert System

In the event of inclement weather, please use the following guidelines; closure of the GSW campus requires approval from the President (or designee). To obtain information on the closing of the campus the following resources should be used: local radio and TV for closing; and GSW home page; and the GSW Emergency Alert System.

In the event of a campus emergency, an emergency alert system is in place at Georgia Southwestern State University. This system will notify you by cell phone, office phone, home phone, email, and text messaging. Students are responsible for maintaining current information with the SON and registrar. Each person can be notified by six different communication methods. Students are urged to register for this alert system.

PROGRESSION POLICIES

General Progression Policies

1. All pre-and co-requisites for courses must be met before the student progresses to the next specified course. Rare exceptions may be made at the discretion of the full faculty if it is in the academic best interest of a given cohort of students.
2. Students are required to have a grade of “C” or better in each nursing course. A withdrawal for academic reasons after midterm counts as a course failure in the nursing program. A student may not enroll in 3000 and 4000 level nursing courses more than three times. If enrollment occurs the third time then the student must remain registered in the class and earn a letter grade. Even in the event that a student withdraws from a course medically upon the third attempt/enrollment in a nursing course, the student will no longer be eligible to continue in the nursing program. Students may not withdraw from more than three nursing classes due to academic problems in the entire nursing program.
3. **Two course failures in any required nursing courses** will result in **program dismissal**. This means failure of the same course two times or failure of two individual courses one time.
4. A student failing a course for the *first time* may repeat it once in the subsequent term that the course is offered, *as space is available*. Failure upon repeating the course is considered two course failures.
5. A student obtaining a second “D” and/or “F” in any required nursing courses is not eligible to continue the program of study and will be withdrawn from the School of Nursing.
6. If the average falls below 2.0 then the student will not be allowed to continue in the nursing program.
7. In nursing courses with a clinical component, the student must achieve a satisfactory (or passing) grade in the clinical learning experiences *and* a “C” or better in the theory (didactic) portion of the course in order to pass the course. If a student must retake a course due to failure of one or both components, the student must retake both components.
8. After admission to the nursing program, the student must take all nursing courses at Georgia Southwestern State University.
9. A student must register for co-requisite courses as required for all nursing clinical courses; however, if a student withdraws from a nursing clinical course at or before midterm of the semester, then completion of co-requisite courses is allowed.
10. Strict adherence to the Georgia Board of Nursing’s Standards *of Professional Nursing Practice* is required of all nursing students.
11. Nursing students must submit and maintain current required documents using designated vendor in conjunction with the documentation portal to include:
 - Up-to-date tetanus immunization (every 10 years); Hepatitis B series
 - Annual influenza immunization
 - Tuberculosis screening or T-spot per clinical credentialing requirement.
 - Physical examination -Annually

- Current CPR (American Heart Association BCLS for Healthcare Providers)
- Professional liability insurance (minimum coverage \$1,000,000/claim; \$6,000,000/aggregate)

Students who do not comply with the specified requirements will not be allowed to attend clinical and subsequently cannot fulfill the course outcomes in which the clinical experience is incorporated. Students must withdraw from the course and associated lab or receive a failing grade in the course/lab.

12. All non-nursing course requirements must be completed prior to taking Nursing Practicum (NURS 4900)
13. The University System of Georgia U.S. History and Constitution requirements must be completed prior to taking Nursing Practicum (NURS 4900)
14. For RN-BSN students, the nursing program must be completed within three (3) years of successfully completing NURS 3197: Professional Nursing Practice.
15. Out of Sequence/Off Track

A student is out of sequence or off track when an interruption in the progression in the nursing program as noted in the curriculum plan occurs.

Examples include but are not limited to:

- Withdrawal from a nursing course or a required pre-requisite course
- Unsuccessful completion of a nursing course.
- Student fails to take the next offered nursing course in the curriculum sequence due to withdrawal, incomplete, or failure.

Progression of off-track students is contingent upon factors such as space availability, remediation efforts made by the student and the time frame for program completion.

Students are required to demonstrate previously mastered material and competency in previously learned skills. This may be accomplished by proficiency testing, completion of an independent study and/or examination in the skills lab. A student must submit a written request to resume studies to the Undergraduate Associate Dean of the School of Nursing.

Program Progression Prerequisites and Co-requisites

Advisors develop an individual model plan of study to help students stay on track for completion of the degree. Students are required to take a minimum of one class per academic year, and to begin their course of study the semester they are admitted to the program. RNs may need to take some core courses before taking only nursing courses. However, NURS 3197 should be taken as the first nursing course.

Although there is flexibility in the sequencing of some classes, other classes have prerequisites and co-requisites. The nursing courses are listed below:

Course Number	Course Name	Prerequisite(s)	Co-requisite(s)
3005	Human Pathophysiology 3-0-3	Accepted to SON	none
3197 (e-major)	Professional Nursing Practice 3-0-3	Accepted to SON RN	None
3120	Nursing Informatics 2-0-2	Accepted to SON	None
3297 (e-major)	Evidence Based Practice 3-0-3	MATH 2204 RN	none
3397 (e-major)	Health Assessment 3-0-3	RN	None
3398	Health Assessment Lab 0-3-1	RN	None
4150	Gerontological Nursing 3-0-3	Accepted to SON	None
4597 (e-major)	Leadership and Management 3-0-3	Accepted to SON RN	None
4497 (e-major)	Community Health Nursing 3-0-3	NURS 3397, 3398	None
4498	Community Health Nursing Lab 0-3-1	NURS 3397, 3398	None
4900	Practicum in Nursing*** 1-9-4	NURS 4597 RN	None

*** Practicum is taken in the final semester of study.

The RN to BSN program is in a collaborative agreement with other USG RN-BSN programs in Georgia. These courses will be the same 8 week terms, multiple entry times, 100% on-line, low tuition, and open educational resources (no textbooks). These courses are indicated above with e-major following the course number. Please reach out to Mrs. Connie Hammack, RN-BSN advisor if you have any questions.

eCampus Registration Guide

	eCore	eMajor RN-BSN
Description	<ul style="list-style-type: none"> Core Classes Only Core Areas A-E USG Statewide Collaborative https://ecore.westga.edu/ 	<ul style="list-style-type: none"> eMajor RN-BSN Collaborative Courses NURS 3197, NURS 3297, NURS 3397, NURS 4497, NURS 4597 https://emajor.usg.edu/academics/nursing/collaborative/
Benefits	<ul style="list-style-type: none"> Free online textbooks (except science lab kits) Affordable & flexible Full semester & Accelerated 8-week terms Personal success coaching & free online tutoring 	<ul style="list-style-type: none"> Free online textbooks within course Accelerated 8-week terms Personal success coaching & free online tutoring
General & Tech Support	<ul style="list-style-type: none"> eCampus Help Desk (Mon-Fri / 8am - 5pm) 678-839-5300 or ecore@westga.edu 24/7/365 Help Desk (D2L): D2Lhelp.view.usg.edu 	<ul style="list-style-type: none"> eCampus Help Desk (Mon-Fri / 8am - 5pm) 678-839-5300 or ecore@westga.edu 24/7/365 Help Desk (D2L): D2Lhelp.view.usg.edu
Course Access	<ul style="list-style-type: none"> https://go.view.usg.edu Username Ex: jdoe_gsw password: Banner password when registered for course <ul style="list-style-type: none"> If unsure, use forgot password link on login page Course can be accessed on the first day of class 	<ul style="list-style-type: none"> https://go.view.usg.edu Username Ex: jdoe_gsw password: Banner password when registered for course <ul style="list-style-type: none"> If unsure, use forgot password link on login page Course can be accessed on the first day of class
Important Notes	<ul style="list-style-type: none"> NOT a degree program eCore academic calendar differs from campus calendar 	<ul style="list-style-type: none"> eMajor RN-BSN Collaborative Course calendar may differ from campus calendar
Tuition & Additional Expenses	<ul style="list-style-type: none"> \$159 per credit hour (other fees apply) Free online textbooks Additional expenses include lab kits & proctoring services. 	<ul style="list-style-type: none"> Tuition for these courses is the same as normal GSW Online courses.
Prerequisites	<ul style="list-style-type: none"> New Student Introduction Quiz required for first time eCore students. 	<ul style="list-style-type: none"> New Student Introduction Quiz required for first time eMajor

	<ul style="list-style-type: none"> Find quiz at http://ecore.usg.edu > Future Students > New Student Introduction Quiz May take 24-48 hours for the quiz to process and satisfy the prerequisite. 	<p>students.</p> <ul style="list-style-type: none"> Find quiz at https://emajor.usg.edu/ > Future Students > New Student Introduction Quiz May take 24-48 hours for the quiz to process and satisfy the prerequisite.
Registration	<ul style="list-style-type: none"> All eCore sections end with the letter "G" Full Session section numbers begin with 1-4 Ex: 1AG Session I section numbers begin with a 5-7 Ex: 5AG Session II section numbers begin with an 8-9 Ex: 8AG 	<ul style="list-style-type: none"> All eMajor RN-BSN Collaborative Course sections end with the letter "E" Session I section numbers begin with a 5-7 Ex: 50E Session II section numbers begin with an 8-9 Ex: 80E
Closed Section	<ul style="list-style-type: none"> If a section is closed, contact a Liaison for assistance. 	<ul style="list-style-type: none"> If a section is closed, contact a Liaison for assistance.
Withdrawals	<ul style="list-style-type: none"> Students may withdraw themselves in BanWeb 	<ul style="list-style-type: none"> Students cannot withdraw in BanWeb. Students withdraw at https://emajor.usg.edu/ > Current Students > Withdrawals, Appeals, and Complaints. Select Institution and follow on screen instructions.
Liaison	<p>Connie Hammack, connie.hammack@gsw.edu 229-931-2662</p>	<p>Connie Hammack, connie.hammack@gsw.edu 229-931-2662</p>

Dismissal Policy

Students enrolled in the School of Nursing at Georgia Southwestern State University are held to the high standards expected of a Registered Nurse. To this end, any student who violates the American Nurses Association Code of Ethics for Nurses and/or the Rules of the Georgia Board of Nursing may be dismissed from the School of Nursing. Examples of ethics or rule violations include but are not limited to:

- Failure to maintain confidentiality for all clinical experiences including simulation (posting client information on social networks, texting, cell phone use or any other form of unsecured communication regarding patient information)
- Unsafe practices (failure to prepare for clinical experiences as deemed appropriate by the clinical instructor, inattentive or not alert at times during the clinical and simulation experiences)
- Failure to care for equipment (intentional destruction of equipment, simulators, BP cuff, etc.)
- Falsification of identity: Permitting anyone to pose as self while engaging in any course/program activity or falsely identifying yourself as another student
- Breach of security
- Maintaining test taking practices that aid or hinder fellow students during, before, or after an examination
- Making threats
- Verbal or physical acts of violence toward fellow students, faculty or staff
- Theft of school property or equipment from any clinical setting including simulation lab

TESTING

Students enrolled in online courses through the School of Nursing may be required to take two or more proctored exams per semester. Students will be required to use the university selected testing proctor. Students will be responsible for proctored testing fees.

Exemption from GSW Policy on Re-Examination for Seniors:

The Vice President of Academic Affairs has given the School of Nursing an exemption from following the University policy on reexamination for seniors. Progression in and graduation from the nursing program is dependent on meeting the conditions as listed in the most recent version of the School of Nursing progression policy.

ATTENDANCE AND PROFESSIONAL BEHAVIOR

Classroom Attendance Policy:

Faculty will publish attendance requirements in the course syllabus. Any material missed due to student's absence is the student's responsibility to obtain from another student. Students out of attendance for two or more weeks may have their course grade lowered one letter grade.

Professional Behaviors

Nursing students' behaviors include but are not limited to: maintaining an environment that is conducive to learning; actively engaging in learning; civility among classmates, faculty and staff, and all patient care interactions (staff/patients/family members). Incivility may lead to program dismissal.

Clinical Attendance Policy:

Attendance at any scheduled clinical day that is part of a clinical course is mandatory. Tardiness or absences may result in unsatisfactory clinical performance.

If a student is late for a clinical assignment, it is at the faculty members or preceptor's discretion as to whether the student will be allowed to participate on that date. If the student is not allowed to participate on that date in the clinical learning experience this will result in an unsatisfactory clinical grade for that experience and is a component of the total clinical grade for the course.

In the event of illness, other problems, or an emergency, students are required to notify their clinical instructor/preceptor and the clinical agency that they will be absent prior to the start of clinical or as specified in the course syllabus. A message sent with another student or left on an instructor's answering machine is insufficient. The student must speak directly to the preceptor or faculty member unless otherwise specified in the syllabus.

Faculty may publish in their syllabi a more detailed policy for clinical attendance.

Exam Absences:

Attendance for all examinations is expected. Students missing an examination will receive a zero (0) for that exam. In extreme extenuating circumstances, a student may submit a formal written request for exception to this policy as follows:

- Submit formal letter of request to course faculty;
- Include in letter of request the specific exam and a detailed rationale for the request;
- Attach official documentation of extenuating circumstances.

The course faculty will make the decision to grant or deny the request based on a case-by-case review of individual circumstances. If permission to take a make-up exam is granted, the time

and type of examination will be determined by the course instructor(s). Make up exam items may be of any type including short answer and essay.

Extreme, Extenuating Circumstances:

Occasionally, unforeseen, uncontrollable extenuating circumstances cause tardiness or absence from class or clinical experiences; however, a pattern of tardiness shows a lack of respect for others, irresponsibility, and is unacceptable.

Below are listed some circumstances which might lead to an isolated incident of absence or tardiness. If such a circumstance should occur, the student may submit a written request for an exception to policy with supporting documentation:

- Illness of student or immediate family member requiring the student's care.
- Documentation will consist of medical statement with date, letterhead, and signature of care provider.
- Death of a family member. Documentation will consist of the newspaper obituary, death certificate, or funeral home documents.
- Unforeseen emergencies preventing the student from attending class or lab (e.g. house fire, vehicle collision, jury duty). Documentation will consist of a signed statement from the appropriate agency or office.

GRADUATION

Students in the School of Nursing must meet the graduation requirements and application for graduation deadlines found in the *Georgia Southwestern State University Undergraduate Bulletin* at the following web link: <https://gsw.edu/Academics/Registrars-Office/GSW-CatalogBulletin>. It is the student's responsibility to submit the completed Application for Graduation to the academic advisor by the first two weeks of the semester proceeding the graduating semester and pay the graduation application fee to the Office of the Registrar by the required date. Students are expected to be aware of and meet all deadlines for graduation.

U.S. /Georgia History Requirements

The baccalaureate student must meet the U.S. and Georgia History and Constitution requirements as stated in the Georgia Southwestern State University Bulletin. These requirements **MUST BE MET BEFORE** entering into NURS 4900 (Practicum). U.S. and Georgia History and Constitution requirements by the state of Georgia may be met by passing an examination or successfully completing BOTH POLS 1101 and HIST 2111. Students must schedule their own tests and times by contacting the Testing Center. It is the student's responsibility to obtain information on study guides and recommended resources.

POLICY ON ACADEMIC INTEGRITY

Students at Georgia Southwestern State University are expected to conform to high standards of intellectual and academic integrity. The University assumes as a basic and minimum standard of conduct that students be honest and that they submit for credit only the product of their own efforts. Scholastic ideals and the need for fairness require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from all forms of dishonorable conduct in the course of their academic careers.

Dishonest work will be treated as a serious offense by the faculty and administration of Georgia Southwestern. Multiple infractions may be cause for permanent expulsion from the University. An instructor who receives dishonest work from a student has several options. At a minimum, the work should be rejected as a basis for academic credit. At the discretion of the instructor, the student may be given a score of zero on the assignment in question, may be required to rewrite the assignment, may be given a grade of F in the course, may not be recommended for admission to Teacher Education or the Nursing programs, or may be penalized in some intermediate way. ***If a violation occurs before the last day to withdraw without penalty for the term, students in a course where the instructor's policy calls for a grade of F as the final grade will receive a grade of F for the class regardless of whether they attempt to withdraw.*** A student found guilty of submitting dishonest work will have this information and the instructor's course of action placed on file in the Office of Academic Affairs so that if future instructors receive dishonest work from that same student, the student may be penalized by the institution, resulting in possible expulsion. Academic integrity violations may be placed on the student's academic transcript. In the event that a student is suspended from the University for violations of academic integrity, courses taken at other institutions while a student is on Academic Suspension from Georgia Southwestern will not be accepted in transfer.

Given the serious nature of infractions of this policy, students have a right to know what constitutes academic dishonesty and have a right to a fair and consistent procedure before severe penalties are imposed. The examples given below are intended to clarify the standards by which academic integrity is judged. They are meant to be illustrative and are not exhaustive. There may be cases which fall outside of these examples and which are deemed unacceptable by the academic community. <https://www.gsw.edu/campus-life/resourcesinformation/studenthandbook/academic-information#ACADEMIC-INTEGRITY-POLICY>

DEFINITIONS AND EXAMPLES OF DISHONEST BEHAVIOR

Plagiarism

It is a violation of academic honesty to submit plagiarized work. Plagiarism includes, but is not limited to, asking someone to write part or all of an assignment, copying someone else's work (published or unpublished), inadequately documenting research, downloading material from electronic sources without appropriate documentation, or representing others' works or ideas as the student's own.

The student is responsible for understanding the legitimate and accurate use of sources, the appropriate ways of acknowledging and citing academic, scholarly or creative indebtedness, and the consequences of violating this responsibility.

Cheating on Examinations

It is a violation of academic integrity to cheat on an examination. Cheating on an examination includes, but is not limited to, giving or receiving unauthorized help before, during, or after an in-class or out-of-class examination. Examples of unauthorized help include using unauthorized notes during an examination, viewing another student's exam, and allowing another student to view one's exam.

Unauthorized Collaboration

It is a violation of academic honesty to submit for credit work, which is the result of unauthorized collaboration. It is also a violation to provide unauthorized collaboration. Unauthorized collaboration includes giving or receiving unauthorized help for work that is required to be the effort of a single student, such as the receiving or giving of unauthorized assistance in the preparation of any academic or clinical laboratory assignment.

Falsification

It is a violation of academic honesty to falsify information or misrepresent material in an academic work. This includes, but is not limited to, the falsification of citations of sources, the falsification of experimental or survey results, and the falsification of computer or other data.

Multiple Submissions

It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the instructor(s) to whom the work is submitted for additional credit. If a work product is to be substantially revised or updated, the student must contact the instructor in advance to discuss necessary revisions. The faculty member may require a copy of the original document for comparison purposes.

Obligations to Report Suspected Violations

Members of the academic community (students, faculty, administration, and staff) are

expected to report suspected violations of these standards of academic conduct to the appropriate authority: the instructor, department Associate Dean, Academic Dean, or Vice President for Academic Affairs.

Evidence and Burden of Proof

In determining whether or not academic dishonesty has occurred, the standard which should be used is that guilt must be proven by the instructor with a preponderance of evidence. That is, it should appear to a reasonable and impartial mind that it is more likely than not that academic dishonesty has occurred.

Procedures for Resolving Matters of Academic Dishonesty

When an instructor believes that academic dishonesty has occurred, the instructor will inform the student that academic dishonesty is believed to have taken place. The instructor will explain to the student what the penalties will be should the guilt be proven by a preponderance of evidence. If the student maintains that academic dishonesty did not take place, the student should discuss the matter with the instructor and present evidence (if possible) demonstrating that the work was done in an honest manner. Should the instructor and student not resolve the matter, then they will bring the matter to the Department Associate Dean. If the matter is not resolved at this level, then the matter will be brought to the Academic Dean. If the matter is still unresolved, it will be brought to the Vice President of Academic Affairs. The decision of the Vice President may be appealed to the President, who would then refer it to the Committee on Academic Grievance for its recommendation before rendering a decision. The President's decision is final and binding.

All acts of plagiarism are reported to the Dean and to the Vice-President for Academic Affairs.

Testing Protocol

In addition to Policy on Academic Integrity detailed above, the following testing protocol will be followed:

1. On-line courses will utilize an on-line proctored testing service. Students will be responsible for the cost of this service.
2. Any student who exhibits suspicious behavior while taking an exam may be warned by the faculty member or proctor to stop the behavior. If the suspicious behavior continues after the warning, then the Proctor shall take the exam away from the student and he/she will receive a zero for the exam. If the faculty or proctor directly observes cheating, the exam will immediately be taken away from the student and he/she will receive a zero for the exam (no prior warning need be given). Once an exam is taken away, the incident will also be reported to the Dean and VP for Academic Affairs for further disciplinary action.
3. Students will not be permitted to go to the bathroom once the exam has started except in an emergency. Students taking bathroom breaks do not receive additional time to

complete the exam.

4. Faculty members are not obligated to provide a pre or post-test review.

Exam or Test Review

If a post exam review is provided, then the following will apply:

1. The exam review will be reviewed at a time and location designated by the instructor.
2. The review may be held outside of regular class time.
3. Any recording (video or audio) of exam review is prohibited and will result in a failure of the course.
4. Individual (one on one) exam review will not be permitted.
5. Any dispute of exam content must be submitted in writing with a minimum of two supportive references - references or copies of references must be provided to the faculty of instruction.

ETIQUETTE: *Web Etiquette or "Netiquette"*

All students communicating electronically via Radar e-mail and/or GAVIEW courses should adhere to standard and professional behavior. Some rules to remember:

1. Always address your e-mail to someone: For example, an e-mail to your professor should begin as Professor or Dr. Jones or to a classmate John.
2. Always sign your e-mail so the receiver knows who you are. Frequently the e-mail address does not easily disclose who you are.
3. All electronic correspondence should be written in a professional manner.
4. Be very judicious when copying (using the C.C. function at the top of your e-mail routing) an e-mail you are sending to someone. It may be improper to copy or forward another e-mail or correspondence to another party without the permission of the sender or receiver. Remember, copying or forwarding a memo to another party is very different than forwarding an article you read off the Internet.
5. Avoid profanity and remember neither the Internet nor e-mail are entirely secure. What you write is often not easily deleted—especially by the party who received your e-mail.
6. Reply to important e-mails that are sent to you in a timely manner. E-mail has supplanted phone calls in many cases, and ignoring an e-mail is similar to ignoring a phone call.
7. Avoid SPAMMING—that is mass forwarding of items of interest to you that may NOT be of interest to all your classmates.
8. Avoid SLAMMING—that is the use of harsh words to others in a public forum. This is sometimes referred to as FLAMES- abusive or heated messages. If you receive a flame, it is best to ignore it.
9. Avoid use of caps as much as possible. THE USE OF ALL CAPS (LIKE THIS) IS EQUATED WITH YELLING. It is much softer to use small letters and use CAPS only for emphasis.
10. Remember, only write in an e-mail what you would put on the door of your office—for

the world to see.
Additionally, specific course syllabi may address web etiquette issues.

Online Course Information

Online learning, you will find, is quite different than classroom learning. It requires different attitudes, responsibilities, and communication skills. Additionally, a student enrolling in online courses will have ready access to a reliable personal computer with internet access. The required software is Microsoft Word (2016 or more recent edition). ALL DOCUMENTS SUBMITTED AS ASSIGNMENTS MUST BE IN WORD FORMAT.

It is highly recommended that the "browser checker" utility be completed (in its entirety prior to accessing GAVIEW for the first time. The browser checker is located on the upper toolbar of the course and is used to verify that all browser settings are correct.

CLINICAL POLICIES

Pre-Clinical Requirements

A major component of the curriculum is the clinical experience that provides the student with the opportunity to apply learned concepts and skills in actual patient situations. These clinical experiences are made available through contracts with a variety of health care agencies. Therefore, in order to be able to provide patient care, students must meet the following requirements (details of these requirements provided in this section):

- Meet the School of Nursing Health Requirements and Essential Technical Standards
- Utilize an approved SON vendor to enter immunization document verification and other required clinical documents via the internet (utilize SON immunization form provided on SON website)
- All requirements must be kept current.
- Completion of all clinical requirements
- AHA BCLS for Health Care Providers Certification (PEDS 2000 Does not satisfy this requirement).
- Background Check- Annually, utilize an approved SON vendor
- Drug/Alcohol Test – Annually, utilize an approved SON vendor
- Physical Exam Annually (utilize SON form provided on SON website)
- Professional liability insurance, minimum coverage \$1,000,000/\$6,000,000
- Health Insurance coverage as specified by the University System of Georgia
- RN-BSN students must be licensed as an RN in the state of Georgia or state of licensure in which course clinical requirements will be met

Submission of Signed Forms and Compliance of Requirements for Clinical Placement:

- The following forms must be signed, witnessed where indicated, and returned to the Student Services Coordinator within two weeks of the receipt of notice of

acceptance status: *Reservation Form, Authorization for Release of Records and Information, Student Applied Learning Experience Agreement, Infectious Disease Risks, Photography Release, Confidentiality Statement.*

- Credentialing vendor package for RNs must be purchased and documents uploaded and approved by the indicated deadline as noted on notice of acceptance status.
- Notify in writing the Clinical Service Manager, GSW Health Services, and clinical instructors each semester of any severe sensitivity (latex, peanuts).
- Review Universal Blood and Body Fluid Precautions.

Students who do not comply with the specified requirements will not be allowed to attend clinical and subsequently cannot fulfill the course outcomes in which the clinical experience is incorporated. Students must withdraw from the course and associated lab or receive a failing grade in the course/lab.

Immunization Requirement (Utilize form located on SON website)

(The requirement is included in and a part of the credentialing package for RNs.)

- MMR: One of the following is required: two (2) vaccinations or positive titers for all three (3) components (with lab report).
- Varicella/Chickenpox: One of the following is required: Medically documented date of illness or positive titer (with lab report) or two (2) vaccinations
- Td/Tdap: Documentation of the completed primary series and a booster within past ten (10) years.
- Hepatitis Series: Requires three (3) vaccinations to be complete, with the second injection being administered one month after first injection, and the third one being administered six (6) months after first injection.
- Annual Influenza Immunization

Tuberculosis Screening

Tuberculosis Screening or T-Spot to be completed per clinical credentialing requirements.

CPR Certification

(The requirement is included in and a part of the credentialing package for RNs.) CPR certification must be American Heart Association for Healthcare Providers BCLS card. The card must show an expiration date and must be renewed every two (2) years.

Physical Exam and Student Statement of Health (Utilize form located on SON website)

(The requirement is included in and a part of the background check and tracker package for

RNs.) Two forms are required: “Physical Exam Form” and the “Student Statement of Health Form.” The forms must be signed by a physician, nurse practitioner, or physician’s assistant. Both are required annually.

Professional Liability Insurance

(The requirement is included in and a part of the background check and tracker package for RNs.) Students enrolled in clinical nursing courses must show proof of professional liability insurance, minimum amount of \$1,000,000/\$6,000,000.

The student may purchase such liability insurance from a carrier of his/her choice. The School of Nursing has some plan information, but the School of Nursing does not endorse any particular carriers. Any student without insurance, or without the required proof, will not be allowed to attend clinical, including mandatory orientation, until the requirement is met. The missed time will be counted as a clinical absence. It is the responsibility of the student to maintain coverage throughout the nursing curriculum and to have the documentation available upon request of any authorized person.

Clinical Agency Mandates

Most clinical agencies utilized for clinical placements through the School of Nursing at Georgia Southwestern State University require students to have a criminal background check and drug/alcohol tests, and may condition acceptance into the clinical facility based on the results of those tests. Any fees levied will be the responsibility of the student. The School of Nursing will not have access to the results of the background check or drug/alcohol tests, but will notify the clinical agency if alerted by credentialing vendor of an unresolved problem. Students who cannot be placed in clinical experiences because of clinical agency rejection (i.e. related to criminal background check, drug/alcohol screening) will not be able to complete program requirements. The GSW School of Nursing will NOT seek additional areas for clinical placement.

Criminal Background Check and Drug/Alcohol Screening (both required annually)

(The requirement is included in and a part of the background check and tracker package for RNs.) Georgia Southwestern State University does not assume any responsibility for performing or evaluating the background check, drug/alcohol screening, delivering the documents to the facility, or maintaining the records. As stated above, decisions as to whether a student is ineligible for placement at a particular clinical site based on results of the check are those of the clinical site alone.

Licensure

(The requirement is included in and a part of the background check and tracker package for RNs.) Students must provide documentation of current licensure as a registered nurse in Georgia or state of licensure in which course clinical requirements will be met at least 3 weeks prior to the start of clinical learning experiences.

CLINICAL REQUIREMENTS

Applied Clinical Learning Experiences

In order to provide appropriate learning experiences, nursing classes may be scheduled during the day or evening hours, on weekday and weekends. Likewise, clinical experiences may be scheduled any day of the week and any time (days/evenings/nights). Students are responsible for making suitable arrangements for childcare, transportation, and employment. The student's personal schedule must be flexible to meet all requirements and expectations.

Clinical sites and schedules may not be established prior to the semester beginning. Students registering for classes should anticipate that changes may occur any time during the semester.

Standards of Professional Nursing Practice

Strict adherence to the Georgia Board of Nursing's *Standards of Professional Nursing Practice* is required of all nursing students. Failure to comply with these professional standards will result in review and action by the School of Nursing faculty and could result in the student's dismissal from the nursing program.

Confidentiality and Access to Medical Records

Students enrolled in the School of Nursing must hold in confidence all patient related information. Specific instruction on confidentiality within the health care setting is provided in the initial nursing courses. Failure to protect any patient's right to confidential treatment may result in a failing grade in the course and dismissal from the School of Nursing.

Students must abide by the HIPAA policies of the clinical facility. Students are prohibited from photocopying any part of a client's medical chart or other facility documents that pertain to the client. Any student who goes to medical records to retrieve information, who photocopies a chart, who leaves the facility with any part of a client's record, or violates HIPAA policies will be dismissed from the nursing program.

Change in Health Status Policy

Nursing students are expected to complete all assigned academic and clinical activities. If a student develops a change in health status (including but not limited to pregnancy and illness) that requires restrictions on his/her academic or clinical activities, the student must notify the course faculty and provide the program Associate Dean with written confirmation of the restriction from the health care provider. The restrictions must include the duration and the specific restrictions.

If the restrictions affect the ability of the student to meet program or course outcomes, the Associate Dean, in consultation with the appropriate faculty, will determine whether to assign a grade of "incomplete" or to support an administrative withdrawal. A release form from the

health care provider responsible for the ongoing care of the student is required when the restrictions are no longer necessary and the student can return to full participation.

Infectious Disease Risks

It is the policy of this University to provide academic programs, support services, and social and recreational activities to all qualified individuals. In the event that a student is diagnosed with, or shows signs of, an infectious disease or condition, the student may not be arbitrarily excluded from enrollment or otherwise restricted from classroom or clinical activities. The student may be excluded **IF** medically-based judgments in each individual case establish that exclusion or restriction is necessary to the welfare of the individual, other members of the University community, or clients under the student's care.

School of Nursing students are also obligated to follow the policies and procedures of the host facilities regarding infectious diseases disclosure and/or practice restrictions. If a clinical agency has no policy for a specific disease or condition the current Centers for Disease Control (CDC) *Guidelines for Infectious Control in Health Care Personnel* will be utilized. It is the policy of the School of Nursing that standard precautions must always be utilized by all students.

Universal Precautions

Hepatitis B and C, human immunodeficiency virus (HIV) infections, and other infections are significant and growing risks in the United States. Health care workers are especially at risk for developing these diseases due to exposure to needle-sticks and splashed blood/body fluids. By consistently following UNIVERSAL PRECAUTIONS to prevent exposure to these diseases, exposure to these diseases can be prevented or minimized. *Universal precautions must be followed by students and faculty in the clinical settings.*

If a student is exposed to an actual or potential infectious agent, the student must follow the guidelines of the host facility for reporting the incident and for laboratory testing. **Students understand and agree that (1) testing is at the expense of the student; and (2) any testing results must be forwarded to the Dean of the School of Nursing.**

The student understands that the clinical aspects of the nursing program represent medical risks even though correct procedures are followed. Students understand that they are entering the clinical aspect of this program at their own risk and will not hold the University or the clinical facility liable for any illnesses resulting from these clinical experiences.

Hepatitis B Vaccination

All students in the School of Nursing are required to have completed the Hepatitis B immunization series. The vaccination consists of three (3) injections, with the second injection being administered thirty (30) days after the first injection, and the third one being administered six (6) months after the first injection. *It is the nursing student's responsibility to initiate the series of three vaccines prior to entering the nursing program and complete the series.*

Compliance with Policies of the Host Facility

Georgia Southwestern State University is privileged to maintain memoranda of understanding with clinical facilities across Georgia. The students and faculty are guests in these facilities and must abide by their rules and regulations. When present in a host facility, a student must:

- follow the administrative policies, standards, and practices of that facility;
- provide the necessary and appropriate uniforms and supplies where not provided by the facility;
- report to the facility on time;
- conform to the standards and practices established by the University while in the facility;
- keep in confidence all medical and health information; and
- not publish any material that identifies patients, facilities, or institution without specific permission from the appropriate parties.

Failure to comply with any of these policies may lead to dismissal from the nursing program.

CLINICAL PREPARATION

Students are expected to prepare for all hospital clinical experiences prior to the clinical day. At the beginning of the course, the instructor will notify the class members of specific expectations and requirements.

Student Responsibilities When Working with a Preceptor

Students with current RN licensure who are enrolled in courses with clinical components may work with a preceptor who holds the qualifications required by the Georgia Board of Nursing. The student is responsible for arranging their precepted experiences. The clinical services manager will facilitate this process and will ensure required contracts are in place between facilities. It is imperative to contact the clinical services manager well in advance of taking a clinical course if there is a possibility that a new contract must be initiated. The student will complete a preceptor information form and e-mail it to the clinical services manager as soon as possible before or at the beginning of clinical courses. The student cannot begin clinical until cleared to do so by the clinical services manager.

Dress Code Policy

For safety, infection control, and patient comfort there are specific requirements related to adornment and appearance in all clinical experiences. These include:

- Maintaining good personal hygiene including cleanliness and neatness of uniforms and shoes;
- Wearing the appropriate uniform according to the dress code policy for that clinical experience (see approved attire below). The instructor's judgment will be the criterion for acceptable clinical appearance for students. The student must change into street clothes at the earliest opportunity following clinical experiences.

- Hair must be neat, clean, and off the collar; beards and mustaches must be trimmed neatly. Hair must be a color of which one could be born (i.e. no colors such as purple or blue). Large hair bows, jewelry, or other adornment may not be worn in the hair.
- Jewelry wear is limited to a wedding band, and one pair of small stud earrings (limited to less than ½ inch stud) and a required watch. Earrings may only be worn with one earring per an ear lobe. Males are not allowed to wear earrings. No other face or tongue jewelry is allowed.
- Tattoos: Any violent, vulgar, offensive, or otherwise inappropriate tattoos are prohibited, regardless of tattoo location. Any tattoos above the shoulders must be covered at all times. No visible body piercing and jewelry may be worn (e.g. nose tongue, eyebrow rings, etc.)
- Light makeup; no colognes, aftershaves, or other scented products are to be used. Nails must be kept clean and free of polish; no artificial nails, tips, or any additional items applied to the nail surface; Nails must be < ¼ inch beyond tip of finger.
- Clothing of appropriate lengths, style, and fit and appropriate undergarments (e.g. no visible thong or brightly colored undergarments). No stretch pants or cuffs dragging on the floor will be allowed;
- Chewing gum or tobacco use is *not allowed*.

A student who reports to clinical and is not in compliance with dress code policy will be given an opportunity to comply or be dismissed from clinical for the day with an unsatisfactory clinical grade.

Uniforms

The required uniform, name badge, watch, and optional lab coat must be worn for all clinical experiences. The University insignia and name badge may only be worn on lab coats and uniforms when the individual is involved in a GSW SON clinical experience or sponsored event.

The following constitutes general policies regarding professional attire.

For in-hospital experiences:

- Appropriate attire for agency
- Closed toe shoes appropriate for agency. Shoes must be mesh-free, puncture-proof, waterproof leather or faux leather.
- Neutral, solid colored socks or hose must be worn.
- Name Badge:
 - Name badge indicating student is an RN to BSN student at Georgia Southwestern State University.

For other clinical experiences:

- Lab coat (White, hip-length)
- Closed-toe shoes; heels no higher than 1 ½ inch □ Neutral, solid colored socks or hose must be worn. Shoes must be mesh-free, puncture-proof, waterproof leather or faux leather.

- Name badge:
 - Name badge indicating student is an RN to BSN student at Georgia Southwestern State University.

Drugs and Alcohol

The University policies on alcoholic beverages and drugs are described in the *Weathervane/Student Handbook*. In accordance with these policies, the School of Nursing has adopted the following policy for nursing students in the clinical setting:

An impaired student constitutes a potential threat to faculty, staff, students, and client safety. The inappropriate use of drugs or alcohol is not condoned.

- Any student reporting to the class or any clinical setting exhibiting signs/ symptoms of alcohol or substance abuse will not be allowed to remain in the clinical setting that day. The student will be asked to submit to a blood and/or urine test at the student's expense.
- A detailed written narrative of the behavior and action taken will be written by the clinical faculty member and submitted to the School of Nursing Dean. Reasonable suspicion of inappropriate use of alcohol or drugs may come from supervisory observation, agency staff, or classmate reports. Suspicion must be verified by at least two witnesses.
- The course faculty, clinical instructor, and School of Nursing Associate Dean will tell the student when the student can return to clinical, if the student has been asked to leave class or the clinical setting due to being under the influence of drugs/alcohol.
- Any student using illicit drugs or under the influence of illicit drugs during class or clinical experiences is subject to immediate dismissal from the Georgia Southwestern State University nursing program.
- Any student charged with a drug violation by law enforcement authorities will be suspended from class and clinical experience sites. If the charges are dropped or the involved individual is ruled innocent, the individual may return to class and clinical experiences sites as appropriate.
- If deemed necessary by the School of Nursing Associate Dean, the Dean, course faculty, and the clinical instructor, the student will be referred to a certified addiction counselor for evaluation at the student's expense. Further action will depend on the recommendation of the counselor.
- If the addiction counselor feels treatment is necessary the student may have the option of returning to the nursing program upon completion of treatment. A random drug/alcohol screening must be performed with negative results within one week of returning to clinical and as required by the aftercare contract.

- If the student does not comply with the above recommendations, he/she will be referred to the School of Nursing Associate Dean and the Dean for further action, including the possibility of being dismissed from the nursing program.
- Any student violating the tobacco policy of the host facility is subject to immediate dismissal from the nursing program.

Transportation

Students must be able to provide their own transportation to classes, to and from clinical agencies, and to other clinical experiences.

TECHNICAL STANDARDS FOR STUDENTS WITH DISABILITIES

Georgia Southwestern State University (GSW) School of Nursing has a responsibility to educate competent nurses to care for their patients/clients, families, and/or communities with critical judgment, broadly based knowledge, and well-honed technical skills. The School of Nursing has academic, as well as technical, standards that must be met by students in order to successfully progress in and graduate from its programs.

Technical Standards: The School of Nursing provides the following description/examples of technical standards to inform prospective and enrolled students of a sampling of technical standards required in completing their nursing science curriculum. These technical standards reflect a sample of the performance abilities and characteristics that are necessary to successfully complete the requirements of this nursing program. The standards are not requirements of admission into the programs and the examples are not all-inclusive. Individuals interested in applying for admission to the programs should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required to successfully complete the programs. Key areas for technical standards in nursing include having abilities and skills in the areas of: (1) acquiring fundamental knowledge; (2) developing communication skills; (3) interpreting data; (4) integrating knowledge to establish clinical judgment; and, (5) incorporating appropriate professional attitudes and behaviors into nursing practice capabilities.

GSW's School of Nursing wishes to ensure that access to its facilities, programs and services is available to all students, including students with disabilities (as defined by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008) and all students can study and practice nursing with or without reasonable accommodation. GSW's School of Nursing provides reasonable accommodations to all students on a nondiscriminatory basis consistent with legal requirements as outlined in the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008. A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation from the nursing program. To be eligible for accommodations, a student must have a documented disability of (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such impairment; or, (c) be regarded as having such a condition.

GSW School of Nursing Technical Standards Requirements

Requirements	Standards	Examples
Acquiring fundamental knowledge	<ol style="list-style-type: none"> 1. Ability to learn in classroom and educational settings 2. Ability to find sources of knowledge and acquire the knowledge 3. Ability to be a life-long learner 4. Novel and adaptive thinking 	<ul style="list-style-type: none"> • Acquire, conceptualize and use evidence---based information from demonstrations and experiences in the basic and applied sciences, including but not limited to information conveyed through online coursework, lecture, group seminar, small group activities and physical demonstrations • Develop health care solutions and responses beyond that which is rote or rule-based
Developing communication skills	<ol style="list-style-type: none"> 1. Communication abilities for sensitive and effective interactions with patients (persons, families and/or communities) 2. Communication abilities for effective interaction with the health care team (patients, their supports, other professional and non--professional team members) 3. Sense---making of information gathered from communication 4. Social intelligence 	<ul style="list-style-type: none"> • Accurately elicit or interpret information: medical history and other info to adequately and effectively evaluate a client or patient's condition • Accurately convey information and interpretation of information using one or more means of communication (verbal, written, assisted (such as TTY) and/or electronic) to patients and the health care team

		<p>Effectively communicate in teams</p> <p>Determine a deeper meaning or significance in what is being expressed.</p> <ul style="list-style-type: none"> • Connect with others to sense and stimulate reactions and desired interactions
Interpreting data	<ol style="list-style-type: none"> 1. Ability to observe patient conditions and responses to health and illness 2. Ability to assess and monitor health needs 3. Computational thinking 4. Cognitive load management 	<ul style="list-style-type: none"> • Obtain and interpret information from assessment maneuvers such as assessing respiratory and cardiac function, blood pressure, blood sugar, neurological status, etc. • Obtain and interpret information from diagnostic representations of physiologic phenomena during a comprehensive assessment of patients • Obtain and interpret information from assessment of patient's environment and

		<p>responses to health across the continuum</p> <p>Obtain and interpret for evaluation information about responses to nursing action</p> <ul style="list-style-type: none"> • Translate data into abstract concepts and to understand data-based reasoning
Integrating knowledge to establish clinical judgement	<ol style="list-style-type: none"> 1. Critical thinking, problem-solving and decision-making ability needed to care for persons, families and/or communities across the health continuum and within (or managing or improving) their environments – in one or more environments of care 2. Intellectual and conceptual abilities to accomplish the essential of the nursing program (for example, baccalaureate essentials) 3. Media literacy 4. Transdisciplinary 5. Design mindset 	<ul style="list-style-type: none"> • Accomplish, direct or interpret assessment of persons, families and/or communities and develop, implement and evaluate of plans of care or direct the development, implementation and evaluation of care • Critically assess and develop content that uses new media forms, and to leverage these media for persuasive communication • Literacy in and ability to understand concepts across disciplines • Represent and develop tasks and work processes for desired outcomes

<p>Incorporating appropriate professional attitudes and behaviors into nursing practice.</p>	<ol style="list-style-type: none"> 1. Concern for others, integrity, ethical conduct, accountability, interest and motivation 2. Acquire interpersonal skills for professional interactions with a diverse population of individuals, families and communities 3. Acquire interpersonal skills for professional interactions with members of the health care team including patients, their supports, other health care professional and team members 4. Acquire the skills necessary for promoting change for necessary quality health care 5. Cross-cultural competency 6. Virtual Collaboration 	<ul style="list-style-type: none"> • Maintain effective, mature and sensitive relationships with clients/patients, students, faculty, staff and other professionals under all circumstances • Make proper judgements regarding safe and quality care • Function effectively under stress and adapt to changing environments inherent in clinical practice • Demonstrate professional role interactions with patients, intra and inter professional teams • Operate in different cultural settings (including disability culture) • Work productively, drive engagement, and demonstrate presence as a member of virtual team
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To be qualified for Georgia Southwestern State University School of Nursing, individuals must be able to meet both our academic standards and technical standards, with or without reasonable accommodations. For further information regarding services and resources to students with disabilities and/or to request accommodations please contact the Georgia Southwestern Office for Disability Services and Testing Center.

NURSING PROGRAM – EVALUATION OF CLINICAL LEARNING

GSW SON BSN Program CLINICAL EVALUATION TOOL (CET)

Student: _____

Semester: _____

Faculty: _____

Clinical Site: _____

Formative clinical evaluation will be an ongoing process during the semester. The Clinical Evaluation Tool (CET) will be used to assess clinical competence in the clinical nursing courses at the Junior, Senior, and Practicum levels. A CET will be completed on each student at midterm and at the end of the semester; however, students will receive feedback on clinical performance each week. If a student earns a “Level 2” or below from the faculty on any behavior at the midpoint evaluation, a corrective action plan will be initiated. At the end-point evaluation, a “Level 3” or higher must be achieved on all behaviors in order to successfully complete clinical.

This decision will be evaluated on the following areas:

- I. Patient Centered Care
- II. Teamwork and Collaboration
- III. Evidence Based Practice
- IV. Quality Improvement
- V. Safety
- VI. Innovation
- VII. Compassion
- VIII. Professionalism

Ratings:

Level 5= student always or nearly always performs behaviors with minimal supporting cues

Level 4= student usually performs behaviors with minimal supporting cues

Level 3= student fluctuates in performance of behaviors, requires occasional supporting cues

Level 2= student rarely performs behaviors, requires continuous supporting cues

Level 1= student consistently does not perform behaviors, requires continuous supporting cues

N/A= not applicable

SATISFACTORY: rating of Level 3 or above in each behavior of each competency

UNSATISFACTORY: rating of Level 2 or below in any behavior of each competency

Criteria for Dismissal from the Nursing Program

The nursing faculty members believe that the habits and work patterns which are established when an individual is a student will be carried over into the work setting when the transition is made to a graduate nurse.

Every effort should be exerted to establish positive patterns of professional behavior, which include arriving on time for each clinical assignment, notifying the instructor if tardiness or absence is expected, and when indicated, contacting the appropriate instructor concerning make-up work missed during an absence.

The following criteria may be used for the **immediate dismissal** of any nursing student from the Georgia Southwestern State University Nursing Program. These behaviors are not in accord with the standards that this faculty has established for their students and graduates:

1. Unprofessional conduct which shall include but is not limited to:
 - a. performing acts beyond the limits of practice;
 - b. assuming duties and responsibilities without adequate preparation or when competency has not been achieved;
 - c. diverting supplies, equipment, or drugs for personal or other unauthorized use;
 - d. falsifying or otherwise altering client or agency records;
 - e. abusing, neglecting, or abandoning clients;
 - f. conduct unbecoming a nursing student, or detrimental or dangerous to the health and welfare of clients or of the public; and
 - g. demonstrating an inability to progress and/or master the clinical skills and competencies as evaluated by the clinical instructor.
2. Willful commission of any act which is a felony under the laws of the State or of the United States or any act which is a misdemeanor under such laws and involves moral turpitude.
3. Failure to abide by the Georgia Southwestern State University Nursing Program policies.
4. Grade Point Average which falls below 2.0 overall.
5. Inability to practice (student) nursing with reasonable skill and safety to clients by reason of illness, excessive use of alcohol, drugs, narcotics, chemicals, or other material, or as a result of any mental or physical condition.
6. Any violation of the Georgia Southwestern State University academic dishonesty policy. The student will be counseled and advised of unacceptable behavior. Evidence of the conference will be documented and signed by the instructor, the student, and a faculty or staff witness.

Appeals Process

A student may appeal dismissal from the Georgia Southwestern State University nursing program. Students must follow the procedure listed in the most current issue of the *GSWeathervane/Student Handbook*.

ADDITIONAL INFORMATION

Professional Nursing Organizations

Georgia Nurses Association/American Nurses Association

The GNA/ANA serves the diverse needs of nursing professionals while strengthening the standing of nurses in the health care community. Membership in the GNA/ANA allows for all nurses to have an active role in the decisions made in practice, reform, legislation, and economic arenas. The Georgia Southwestern State University nursing faculty support membership in this organization. All registered nurses are eligible for membership.

Mu Pi Chapter/Sigma Theta Tau, International

Sigma Theta Tau, International, is committed to fostering excellence, scholarship, and leadership in nursing to improve health care worldwide. The Society promotes the use of nursing research in health care delivery and makes its resources available to all people and institutions interested in the latest knowledge in nursing care. Membership is by invitation only.

* Membership Criteria for Undergraduate BSN students must:

- ☐ have completed ½ of the nursing curriculum;
- ☐ have at least a GPA of 3.0 (based on a 4.0 grading scale);
- ☐ rank in the upper 35 percentile of the graduating class;
- ☐ meet the expectation of academic integrity.

* (Retrieved July 27, 2017, from
<http://www.nursingsociety.org/Membership/FAQ/Pages/faqs.aspx>

STATEMENT OF AGREEMENT

Each nursing student is required to sign and return the Statement of Agreement included with the *Nursing Student Handbook* within two weeks of receipt of the Handbook.

Return signed form to: School of Nursing
Student Services Coordinator
Georgia Southwestern State University
800 Georgia Southwestern State University Drive
Americus, GA 31709
FAX: 229-931-2288

The Nursing Student Handbook provides information regarding policies for students in the nursing program. Additional sources of information related to student policies are published in the Georgia Southwestern State University *Bulletin* and the *GSW Weathervane/Student Handbook*. Students are expected to be knowledgeable about these policies and procedures. Policies specific to the School of Nursing are included here. Course specific policies may be found in the individual course syllabi.

HANDBOOK DISCLAIMER

Every effort has been made to verify the accuracy of information in this publication. Nevertheless, the Georgia Southwestern School of Nursing reserves the right to amend or add to the academic policies and scholastic regulations at any time, provided that such changes or additions are intended to improve the quality of education and are introduced in a fair and deliberate manner with appropriate notice provided to all students affected by the changes. The School of Nursing reserves the right to change without prior notice: admission and degree requirements, curriculum, courses, teaching personnel, rules, regulations, fees, and any other matter described in this handbook. This handbook does not constitute a contract, expressed or implied, between any student or faculty member and the School of Nursing. The School at all times retains the right to dismiss any student who does not attain and maintain adequate academic performance or who does not exhibit the personal and professional qualifications required for nursing professionals. Any of the policies contained within this Student Handbook related to student progress in a degree program or graduation may be waived (only if consistent with existing GSW policy) following review and written approval by the relevant School of Nursing department head(s) and the Dean. It is the responsibility of each student enrolled in School of Nursing to know current academic policies of the University, general and specific requirements, and policies that apply to the nursing program.

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