

**Alcorn State University**

**School of Nursing**

**Graduate Nursing Program**

**Student Handbook**

**10<sup>th</sup> Edition**

Revised 8/2007

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## Purpose

The graduate program in nursing is part of the Graduate School of Alcorn State University as well as the School of Nursing. This handbook provides students and faculty with information regarding the graduate program philosophy and mission, program and course requirements, and policies and procedures for progression in the course of study. Understanding of the contents of this handbook will facilitate timely completion of graduation requirements.

All information in this handbook is in compliance with policies of both the University Graduate School and the School of Nursing. Questions and suggestions for additions and/or changes are encouraged and are to be directed to the Chairperson of the Department of Graduate Nursing.

Additional information regarding policies that apply to graduate students is in the Alcorn State University General Catalog section entitled "School of Graduate Studies". Other specific policies applicable to graduate students are found in the following document:

- A Handbook for Students, Alcorn State University
- Withdrawal
- Grading System
- Application for Degree
- Business Office Policy and Regulations
- Students' Rights and Responsibilities
- Code of Conduct
- General Philosophy - Format for Disciplinary Procedures
- How to Request a Refund

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## Introduction

A policy is a settled course of action adopted by the University, the School of Nursing and/or the Departments of Baccalaureate, Associate Degree or Graduate Nursing. A procedure is a particular method prescribed by the University, the School of Nursing and/or the Departments of Baccalaureate, Associate Degree or Graduate Nursing for pursuing a course of action. University policies and procedures are located in the Alcorn State University (ASU) Catalog and in the ASU handbook for students. In addition to University regulations and procedures, nursing students are expected to adhere to School of Nursing Policies and Procedures **AND** Departments of Baccalaureate **OR** Associate Degree **OR** Graduate Nursing Policies and Procedures. School of Nursing and undergraduate departmental policies and procedures are located in the same manual. There is a separate manual for the Department of Graduate Nursing. Both manuals include specific professional expectations of each nursing student enrolled in the School of Nursing.

The history of the School of Nursing and the relationship of the School to the parent institution, Alcorn State University, are valuable to students' perceptions of their roles and responsibilities. The history of the School reflects trends in nursing and health care as well as regional needs. The Mission, Vision and Values of the School of Nursing, as well as the Philosophy, are key guides for all activities within the school. In order to promote students' successes and excellence in students' performance, the School of Nursing provides a variety of support services. A brief history of the School of Nursing follows this introduction. Next is the Mission, Vision and Values statement followed by the Philosophy and a brief description of support services available to students. This general information precedes the school and departmental policies and procedures.

## History

In 1976, in an effort to continue to meet the growing needs of Southwest Mississippi, the University petitioned the Board of Trustees of State Institutions of Higher Learning for the planning and implementation of a School of Nursing within the framework of the University structure. The University envisioned the preparation of competent practitioners of nursing at the baccalaureate level to meet the increasing need for professional nurses in the state as well as in the nation. Ongoing state and national studies supported the rationale for the preparation of nurses at the baccalaureate level. In addition, an existing pre-professional nursing program in the University prepared students for upper division entry into professional nursing programs.

Preliminary proposals for a baccalaureate-nursing program began in 1976. In 1977 permission was granted to establish a School of Nursing. In addition to granting permission to proceed with the planning phase of an upper division baccalaureate program, the Board provided for the transfer of the Associate Degree Nursing Program at the University of Southern Mississippi-Natchez to Alcorn State University. The provisions of the transfer of the Associate Degree Program and for the development of the Baccalaureate Degree Program specified that both programs must operate in Natchez.

Because of its commitment of services to the people, and in recognition of the acute need for nurses prepared at the baccalaureate level, as well as the continuing need for technical nurses, Alcorn State University set about executing the charge placed upon the institution by the Board. The Department of Associate Degree Nursing admitted students in the Fall Semester, 1977, and achieved accreditation by the National League for Nursing in January 1981. Consultation from nursing curriculum consultants in Mississippi and the Southern Regional Education Board (SREB) enabled the University to begin developing the baccalaureate-nursing program. The first students were admitted to the Department of Baccalaureate Nursing in fall 1979, and accreditation by the National League for Nursing was earned in 1982.

Both undergraduate nursing departments are accredited by the Board of Trustees of State Institutions of Higher Learning - State of Mississippi and the National League for Nursing. The School of Nursing holds membership in three National League for Nursing Councils: Council for Associate Degree Nursing;

Council for Baccalaureate Nursing and Higher Degree Nursing; and the Council of s. The School also holds membership in the Mississippi Council of Deans and Directors of Schools of Nursing, the Southern Council on Collegiate Education for Nursing, and the American Association of Colleges of Nursing.

The Department of Baccalaureate Nursing offers a flexible curriculum for registered nurses who want to earn a baccalaureate degree in nursing. The Department of Associate Degree Nursing offers advanced placement for qualified licensed practical nurses.

In 1990 a graduate program planning committee completed and submitted to the Board an application for a master of science in nursing program. In April 1994, the Mississippi legislature provided start-up funding under the conditions that the program admit students before the end of the fiscal year. The first students were admitted to the Department of Graduate Nursing in January 1995. The first class was graduated in 1997. The graduate nursing program received accreditation from NLNAC in 1999.

The School of Nursing had its beginnings in rented classroom facilities, which belonged to the discontinued extension campus of another institution. The School moved in 1981 to the old First Baptist Church in downtown Natchez. In 1984, the School of Nursing moved to a new 47,000 square-foot building on 10 acres in Natchez. The facility can accommodate 400 students and appropriate academic and support services.

Examples of educational technology in the SON building include ceiling mounted TV monitors in each classroom and laboratory, and a computer laboratory which houses 26 computers with a networking system, and printers. The Learning Resource Center houses an audio-visual tracking system capable of sending signals to TV monitors throughout the building from a central distribution area. The building is also equipped with a satellite dish and a 60-foot antenna for receiving selected educational telecasts. Two eight-bed nursing skills laboratories meet National Science Foundation standards. A 300-seat multi-purpose room and adjacent catering kitchen serve multi-focal purposes.

In 1987, an additional 1800 square foot building was constructed on the site belonging to Alcorn State University. The Nursing Center was constructed from funds provided by the W.K. Kellogg Foundation Academic Nurse-Managed Center for the Family-Centered Adolescent Health Promotion Project. It has a reception area that includes a play space for children, a business office and an office for the coordinator. The Nursing Center building includes two intake rooms, three examination rooms, two restrooms, a multi-purpose room and a staff office. The Nursing Center, including its mobile unit, offers primary care, health promotion, screening, education and counseling services to the community. The Nursing Center serves as a practice site for faculty and clinical learning site for students, and is an ideal setting for faculty and student research. The Nursing Center became a full-service primary care clinic in 2000 and the name was changed to The Family Clinic.

The School of Nursing is one of Alcorn's seven academic schools. It is administered by a Dean who reports directly to the Vice President of Academic Affairs. There is a chairperson for each academic nursing department; associate degree, baccalaureate and graduate and a nurse manager for the Family Clinic all of whom report to the Dean of the School of Nursing. All nursing faculty have a minimum of a Master of Science Degree in Nursing while almost fifty percentage of the faculty hold doctoral degrees.

Graduates from the associate degree nursing and baccalaureate nursing programs are eligible to write the licensing examination for registered nurses. The School of Nursing's cumulative pass rate on the licensing examination for registered nurses is 98%. Graduates from the nurse practitioner option of the graduate program are eligible to take the family nurse practitioner certification examination. The overall first time pass rate for this examination is 90%. All program graduates have achieved national certification.

## **MISSION, VISION, VALUES**

### **MISSION**

The School of Nursing is devoted to meeting the health care needs of diverse individuals, families, and communities at local, state, and national levels through teaching, scholarship, and community service. The School of Nursing is committed to providing unique and enriching educational experiences that will prepare competent entry-level and advanced practice nurses who will assume varied roles in health care settings and who will actively participate in the application and development of research.

### **VISION**

Alcorn State University School of Nursing shall become a comprehensive center of excellence in education, services, and research

- Characterized by culturally sensitive and caring attitudes among a community of diverse students, faculty and staff
- Dedicated to the preparation of holistic practitioners, educators and leaders to implement concepts of self-care in local, global and rural communities.

### **VALUES**

The greatest strengths within the School of Nursing are the creativity, knowledge, and skills of the faculty, staff and students. To achieve the vision of the School of Nursing, the faculty, staff and students are guided by:

Integrity	Diversity
Competence	Partnership
Quality	Scholarly Achievement
Health	Respect
Life-Long Learning	A Quest for Knowledge

## **PHILOSOPHY**

The School of Nursing derives its philosophy from the mission and philosophy of the University and is expressed in terms of faculty beliefs. Faculty believe that the purposes of the School of Nursing are to prepare its graduates for excellence in nursing practice as entry-level nurses and advanced practice nurses and to provide them with a foundation for further professional growth. The School of Nursing philosophy incorporates the beliefs of its faculty about nursing, individuals, society, health and learning and provides the foundation for the Department of Associate Degree Nursing, the Department of Baccalaureate Nursing, and the Department of Graduate Nursing and the Family Clinic.

### **Nursing**

Faculty believe nursing is a practice discipline that is both an art and science, in which theories and knowledge from nursing and other disciplines are used to assist individuals, families, groups, and communities toward optimum health. Nursing supports holistic human functioning by acting for or doing for another, guiding, supporting, teaching, and establishing and maintaining a developmental environment favorable to the health state and the self-care capacity of individuals or families throughout the life span.

### **Individual**

An individual is a unique, self-directing multidimensional being whose behavior is purposeful and involves

choices directed toward meeting perceived needs and goals. The individual's needs and behaviors throughout the lifespan influence and are influenced by internal and external conditions. Through dynamic processes of coping, each individual strives to maintain equilibrium within society.

### Society

Society is the totality of relationships among and between diverse individuals, families, groups, and communities with special emphasis on rural communities. Society, through its interactive partnerships, helps individuals, families, groups, and communities acquire beliefs, values, habits, and cultural practices that provide movement toward maturation and achievement of human potential. The political, cultural, socioeconomic, environmental, geographical, and other structures in society affect achievements, self-esteem, and health.

### Health

Health is physical, social, psychological and spiritual well being as perceived by the individual, family, group, and the community. Variations in health impact the ability to maintain self-care.

### Learning

Learning is a life-long process that results in goal-directed changes. Faculty believe learning takes place when the learner is guided from simple to complex, using previously gained knowledge. Faculty further believe active participation through student engagement enhances learning and promotes self-directed learning.

### Nursing Education

Nursing education is a process, which, through a disciplined series of intellectual and practical experiences, supports nursing values and behaviors in the individual who exercises critical inquiry, responsible judgment, and effective leadership in matters related to health. Nursing education occurs in an environment of scholarly inquiry and is focused on preparing students to care for and to contribute to society by engaging in life-long learning. Through the processes of nursing education and practice, the learner is assisted with formulating, assimilating, and applying nursing knowledge.

### Objectives

1. Maintain high quality programs of learning that prepare entry-level and advanced practice graduates to meet the health care needs of local, regional, and global communities.
2. Provide effective and efficient support for learning, teaching, scholarship, and community service.
3. Contribute to the elimination of health disparities by increasing access to quality health care through community outreach.
4. Maintain effective systems of ongoing assessment and evaluation to assure high-quality programs.
5. Provide for an effective research infrastructure to enhance faculty and student scholarship, research, and other creative pursuits.

## Philosophy of the Department of Graduate Nursing

The philosophy of the Department of Graduate Nursing is an expansion of the philosophy of the Department of Baccalaureate Nursing:

**Individuals.** The faculty guides the student to view the individual as a self-directing bio-psycho-socio-cultural being who possesses integrity and inherent worth. Individuals are purposeful, thinking, and problem-solving beings who have the capability of achieving self-fulfillment and maximizing the potential for health and wellness. The individual's needs and behaviors throughout the life span influence and, in turn, are influenced by internal and external conditions. This reciprocal interaction is characterized by change to which the person seeks to adjust as an individual and as a member of a family and a community.

**Society.** Individuals, as social beings, tend to form or become a part of social groups. Society, through its interactions, helps the individual acquire beliefs, habits, values, and cultural practices that provide movement toward maturation and achievement of human potential. In turn, the individual affects and is affected by social systems such as family, religion, government, education, and health. The society's political, cultural, and socioeconomic structures affect individual achievements, self-esteem, and health.

**Health.** Health is perceived as a state of wholeness or integrity of the individual human being, the family, and the community; the health state may fluctuate as internal and external conditions change. The absence of health implies a deviation from normal structure or functioning exists at any point on a continuum ranging from wellness to health deviation, and impacts on the ability to maintain self-care.

**Nursing.** Nursing is a profession and practice discipline, which requires a synthesis of antecedent knowledge, nursing knowledge, nursing processes, and the ability to skillfully apply these in the creative design of care for individuals and groups. Nursing supports optimal, wholistic human functioning by acting for or doing for another, guiding, supporting, teaching, and establishing and maintaining a developmental environment favorable to the health state and the self-care capacity of individuals or groups throughout the life span. In practice, the nurse is an active participant at some point in all levels of health care and uses the nursing process as a technology to gather and process information, to make decisions for interventions, and to evaluate nursing care outcomes. When change occurs and the health state is altered, nursing assists the individual to reach a maximum potential for wellness and self-management. Consistent with these roles, the nurse purposefully designs systems of care that reflect health promotion and maintenance; treatment and recovery; restoration and/or rehabilitation for individuals in primary, secondary, and tertiary health care settings.

**Teaching/Learning Process.** Nursing education is a process, which, through a disciplined series of intellectual and practical experiences, supports nursing behaviors in the individual who exercises critical inquiry, responsible judgment, and effective leadership in matters related to health. Through the processes of nursing education and practice, the learner participates in situations, which allow for management of individuals with increasingly complex and varied nursing problems and is able to function professionally by being accountable to self, clients, and the nursing profession.

Faculty view learning as a cooperative process between the learner and the teacher. The learner contributes an interest in nursing as a career; readiness and motivation to learn; a knowledge base; a value and belief system; and life experiences. Knowles' theory of androgogy supports the concept of the self-directed learner as an active participant in the teaching/learning process, interacting with teachers, peers, and others in a variety of experiences and settings. The teacher guides and facilitates the learning process in an environment in which the learner has the opportunity to gain nursing knowledge, skills, and attitudes that result in changes of behavior and an incentive for life-long learning.

In the teaching/learning process, teachers assist learners to move progressively to a synthesis of knowledge and skills that allow the learner to move from dependency on others for decision-making toward self-directiveness and independency. The outcome is a learner prepared as a graduate nurse who

has the opportunity to function in many roles independently and interdependently in collaboration and cooperation with others.

In addition to those beliefs articulated in the Philosophy of the Department of Baccalaureate Nursing, the Department of Graduate Nursing philosophy reflects beliefs about graduate education for advanced roles in nursing.

**Advanced Roles.** Advanced role practice in nursing builds on the knowledge and competencies of baccalaureate nursing education. Graduate nursing education provides for acquisition of advanced knowledge in nursing and related disciplines and competencies essential for application of that knowledge in advanced role practice in nursing. Graduate nursing education fosters creativity, critical thinking and self-direction in support of professional commitment and a continuing desire to learn and grow.

Education for advanced role practice in nursing is guided by societal needs and professional standards. The Department of Graduate Nursing is committed to serving the health care needs of the people of rural, underserved southwest Mississippi and surrounding regions. Those identified needs have guided the Department of Graduate Nursing in providing education for advanced role practice in primary care and nursing education. Advanced practice roles in nursing are both autonomous and collaborative in nature, and require accountability.

Preparation for advanced roles in nursing provide for development in ethical conduct, consultation, research, management and teaching. The graduate is prepared with knowledge and skills to contribute to the profession of nursing through scholarly inquiry, and to provide leadership for improving nursing and the health care system and for influencing health policy.

The advanced nursing practice primary care role of Rural Family Nurse Practitioner is grounded in a view of health care encompassing health promotion/protection, disease prevention and surveillance. These primary care activities are conducive to the achievement of health/well-being and self-reliance by providing information, knowledge, skills, and resources needed by individuals and families seeking to meet their own personal health objectives within the context of their communities. The Rural Family Nurse Practitioner is prepared to practice interdependently and collaboratively and to be accountable as a provider of primary care services in rural health care systems.

Preparation at the master's level for the advanced role of Nurse Educator is grounded in a view of health care as accessible to, reflective of, and accountable to the community being served. These values are expressed in patterns of education and employment in Southwest Mississippi, a region whose traditions reflect a sense of community and rurality. Nurse Educators are prepared to contribute to the development of a cadre of nurses committed to delivering highly proficient health services in a context of culture and community. Preparation for the Nurse Educator role includes the acquisition of values, knowledge and skills necessary to the functions of teacher, scholar and service provider.

### **Support Services**

In keeping with our Mission, Vision and Values, the School of Nursing has available to students the following support services;

**Learning Resource Center (LRC).** This area houses the Library, multimedia study carrels, computers for student use and a variety of data base resources. It also houses print and non-print media and access to interlibrary loans. Staff is available to assist students with these learning resources.

**Simulated Nursing Skills Laboratory.** Two areas adjacent to each other serve as skills laboratories. Each area is equipped with eight hospital beds with a bedside table and overbed table for each bed. Supplies and equipment for demonstrating, learning, practicing and testing specific nursing skills are available. A skills lab instructor is available according to a posted schedule to assist students with skills.

**Computer-Assisted Instruction Laboratory.** Two areas adjacent to each other are equipped with computer hardware and software. A coordinator of the CAI Lab is available to assist students with needs related to computer use.

**Student Development and Counseling Support Services.** These services are available each semester according to a schedule that is released from the Office of the Dean of the School of Nursing. A counselor is available by appointment to help students with academic and personal problems.

**Receptionist-Clerk/Financial Aid Clerk.** Through the person in this position telephone messages for students are taken and referred, students are directed to faculty offices when faculty are in. When faculty is not in and messages are left for them they are transmitted to them by the Receptionist/Clerk. The person in this position also serves as a liaison between Natchez campus students and the Business and Financial Aid Offices at the Lorman campus.

**The Family Clinic.** Student health services are available at the Clinic, which affiliates, with University Health Services at the Lorman campus for this purpose. Additionally, Services such as pre-admission physicals, CPR certification and immunizations including Hepatitis B are available by appointment through the Clinic.

#### Purpose of the Graduate Nursing Program

The Department of Graduate Nursing provides learning opportunities for baccalaureate nursing graduates to extend their knowledge and skills in nursing and to develop a functional role as either family nurse practitioner or nurse educator. The program focuses on the educational preparation of advanced practice nurses who can make significant contributions to the improvement of healthcare of diverse individuals, families, groups, and communities with special emphasis on rural communities. The curriculum is designed to provide a sequential plan of study in two program options: family nurse practitioner (FNP) and nurse educator (NE) which leads to the Masters of Science in Nursing (MSN) degree. Completion of the MSN requires a minimum of 37-43 semester hours.

#### Goals of the Department of Graduate Nursing

##### **Goal 1:**

Establish a graduate nursing program of exceptional quality that is dynamic and flexible in meeting the advanced educational needs of nurses in the surrounding area.

##### **Goal 2:**

Assist in fulfillment of the goals of the University by educating advanced practice nurses to meet the specific needs of the population served.

##### **Goal 3:**

Develop an educational program that will attract a culturally diversified group of eligible students.

##### **Goal 4:**

Contribute effectively to the research and service roles and functions of the University.

#### Graduate Program Student Outcomes

The graduate of the program of study leading to the Master of Science in Nursing degree will:

1. Synthesize theoretical and empirical knowledge from nursing and other disciplines, and evaluate this knowledge for use in guiding nursing research and advanced practice.
2. Validate and extend nursing knowledge through interpretation, development, and collaboration in nursing research.
3. Demonstrate leadership in approaching clinical and professional issues related to advanced practice nursing in rural settings.
4. Analyze implications of ethical and legal issues affecting advanced practice nursing and health care delivery in rural settings.
5. Generate collaborative and consultative relationships with colleagues, health care providers, and consumers to improve nursing and health care services for diverse individuals, families, groups, and communities in rural settings.
6. Propose, implement, and evaluate strategies that contribute to the improvement of health care delivery and influence health care policy for unserved and underserved rural populations.
7. Demonstrate the ability to communicate in a scholarly manner.
8. Communicate effectively using oral, written, and information technology in a variety of settings.
9. Exhibit competence and confidence when assuming role responsibilities as a graduate with advanced level preparation.

## **Accreditation Status**

### State of Mississippi Accreditation

The Department of Graduate Nursing has successfully met the criteria established by the Board of Trustees of State Institutions of Higher Learning for full accreditation.

### National League for Nursing Accrediting Commission (NLNAC)

The Department of Graduate Nursing was fully accredited by the NLNAC in 1999. NLNAC, 61 Broadway, New York, NY 10006, 212-363-5555 X 153.

## **Student Body Organization**

1. Functions
  - a. coordinate and regulate the activities of the SBO for the benefit of the entire educational community;
  - b. provide input into the evaluation of resources, facilities, and services;
  - c. provide a forum for students to have input regarding academic, non-academic and administrative issues;
  - d. promote personal/social/intellectual growth and development of students through the exchange of ideas and opinions among students, faculty, staff and administration;
  - e. provide an avenue for exploration of issues and concerns related to professional growth and development;
  - f. provide liaison activities between students, faculty, and staff;
  - g. involve nursing students in recruitment and retention efforts;
  - h. involve nursing students in activities on the parent campus;
  
2. Members of the Student Council (Student Body Organization) shall be:
 

Each student who is registered at the Alcorn State University SON as prescribed by the registrar shall be a member of the Student Body Organization and shall be subject to its rules. All members of this said organization shall be considered equal. The Student Body Organization does not discriminate on the basis of race, color, sex, religion, national origin, age or handicaps.
  
3. Election
  - a. The Student Body Organization president and secretary shall be classified as a senior (BS) or sophomore (AD) student and be elected in the spring semester for the up-coming year.
  - b. All other officers of the Student Body Organization shall be elected each fall semester to assume their duties upon election.
  - c. All elections shall be by secret ballot, and outgoing officers may serve as advisors to the newly elected officers.

## School of Nursing Policies

(Taken from the School of Nursing Policy and Procedure Manual)

### 1. Student Discipline Code

#### 1.1 Definitions

- 1.1.1 **Student** includes all persons taking courses at the ASU School of Nursing (SON), both full-time and part-time, pursuing undergraduate or graduate studies.
- 1.1.2 **Faculty member** means any person employed by the SON to teach.
- 1.1.3 **Member of the Alcorn State University community** includes any person who is a student, faculty member, ASU official, or any other person employed by ASU.
- 1.1.4 **School of Nursing (SON) jurisdiction** will include all activities that bear upon the member of the ASU community and/or the reputation of the institution.
- 1.1.5 **Disciplinary Council** means a group of persons authorized by the dean of the SON to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
- 1.1.6 **Dean's designee** means the SON official authorized on a case-by-case basis by the dean to carry out the Disciplinary Council-imposed sanctions on students found to have violated the Student Code.
- 1.1.7 **Appellate** review means the dean will consider an appeal of the Disciplinary Council's determination.
- 1.1.8 **Dean** is that person designated to be responsible for the administration of the SON, including the Student Code.
- 1.1.9 **Policy** is defined as the written regulations of the SON as found in, but not limited to, the Student Handbook.
- 1.1.10 **Cheating** includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the SON faculty or staff.
- 1.1.11 **Plagiarism** includes, but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

#### 1.2 Disciplinary Council Authority

- 1.2.1 The Dean's Designee shall convene the disciplinary council. The Dean or Dean's Designee and the Nursing Student Body (NSB) President will appoint 3 impartial members each to serve on the Disciplinary Council. Students appointed by NSB to the Disciplinary Council shall be full-time students in good academic standing

and be enrolled in a student program different from the program of complaint. Faculty appointed by the Executive Council will be full-time faculty. The council will elect its own chairperson. The Dean or Dean's Designee will be an ex officio member of the council.

1.2.2 The SON Administrative Council shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings, which are not inconsistent with provisions of the Student Code.

1.2.3 Decisions made by the Disciplinary Council shall be final, pending the normal appeal process.

### 1.3 Prescribed Conduct

#### 1.3.1 Jurisdiction of the SON

The SON jurisdiction and discipline shall be limited to conduct that occurs on the ASU property and/or SON education/research/practice activities at affiliating agencies.

#### 1.3.2 Conduct-Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Section 1.5.2:

##### 1.3.2.1 Acts of dishonesty, including **but not limited to** the following:

13.2.1.1 Cheating, plagiarism, or other forms of academic dishonesty.

13.2.1.2 Furnishing false information to a SON official, faculty member, or ASU affiliate offices.

13.2.1.3 Forgery, alteration, or misuse of any SON or ASU document, record, or instrument of indication.

13.2.1.4 Tampering with the election of any SON recognized student organization.

1.3.2.2 Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other SON activities, including its public service functions on or off campus, or other authorized non-SON activities, when the act occurs on SON jurisdiction.

1.3.2.3 Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or any conduct that creates a hostile environment and threatens or endangers the health or safety of any person.

1.3.2.4 Attempted or actual theft of and/or damage to property of ASU or property of a member of the ASU community, including SON clinic, or other personal or public property.

1.3.2.5 Failure to comply with directions of SON officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

1.3.2.6 Unauthorized possession, duplication, or use of keys to any SON

jurisdiction or unauthorized entry to or use of SON jurisdiction.

- 1.3.2.7 Violation of published SON policies, rules, or regulations.
- 1.3.2.8 Violation of federal, state, or local law on SON jurisdiction or at ASU sponsored or supervised activities.
- 1.3.2.9 Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
- 1.3.2.10 Use, possession, or distribution of alcoholic beverages on SON jurisdiction.
- 1.3.2.11 Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on SON jurisdiction.
- 1.3.2.12 Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on SON jurisdiction or at functions sponsored by, or participated in by ASU.
- 1.3.2.13 Theft or other abuse of computer time, including but not limited to:
  - 1.3.2.13.1 Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - 1.3.2.13.2 Unauthorized transfer of a file.
  - 1.3.2.13.3 Unauthorized use of another individual's identification and/or password.
  - 1.3.2.13.4 Use of computing facilities to interfere with the work of another student, faculty member, or UMC official.
  - 1.3.2.13.5 Use of computing facilities to send obscene or abusive messages.
  - 1.3.2.13.6 Use of computing facilities to interfere with normal operation of the ASU computing system.
  - 1.3.2.13.7 Failure to follow ASU's rules regarding computer use.
- 1.3.3 Abuse of the Disciplinary System, including but not limited to:
  - 1.3.3.1 Failure to obey the summons of a Disciplinary Council or SON official.
  - 1.3.3.2 Falsification, distortion, or misrepresentation of information before the Disciplinary Council.
  - 1.3.3.3 Disruption or interference with the orderly conduct of a Disciplinary Council proceeding.
  - 1.3.3.4 Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the Disciplinary Council proceeding.
  - 1.3.3.5 Harassment (verbal or physical) and/or intimidation of a member of the

Disciplinary Council prior to, during, and/or after a Disciplinary Council proceeding.

1.3.3.6 Failure to comply with the sanction(s) imposed under the Student Code.

#### **1.4 Violation of Law and SON Discipline**

- 1.4.1 If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, or whose continued presence constitutes a material or substantial disruption, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the SON community.” In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., no contest. or nolo contendere.). SON disciplinary proceedings may be instituted against a student charged with violation of a law, which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the tendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- 1.4.2 When a student is charged by federal, state, or local authorities with a violation of law, the SON will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a disciplinary body under the Student Code, however, the SON may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the SON community. The SON will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

#### **1.5 Judicial Policies**

At a disciplinary hearing, the technical rules of evidence applicable to civil and criminal cases shall not apply.

##### **1.5.1 Charges and Hearings**

- 1.5.1.2 Any member of the SON community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Dean.
- 1.5.1.3 The charge should be submitted as soon as possible after the event takes place, no later than two weeks after the incident occurred.
- 1.5.1.4 The Dean or Dean's Designee may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Dean or Designee. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Dean or Designee may later serve in the same matter as the disciplinary body or a member thereof.
- 1.5.1.5 All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five nor more than 15

calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean or the Dean's designee.

1.5.1.6 Hearings shall be conducted by the Dean or Dean's Designee according to the following guidelines:

- 1.5.1.6.1 Hearings normally shall be conducted in private.
- 1.5.1.6.2 Admission of any person to the hearing shall be at the discretion of the Disciplinary Council and/Dean or Dean's designee.
- 1.5.1.6.3 In hearings involving more than one accused student, the chairperson of the Disciplinary Council, in his/her discretion, may permit the hearings concerning each student to be conducted separately.
- 1.5.1.6.4 The complainant and the accused shall have the privilege of presenting witnesses from the ASU community, subject to the right of cross-examination by the Disciplinary Council.
- 1.5.1.6.5 Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the Disciplinary Council.
- 1.5.1.6.6 All procedural questions are subject to the final decision of the Dean or Dean's designee.
- 1.5.1.6.7 After the hearing, the Disciplinary Council shall determine by majority vote whether the student has violated each section of the Student Code with which the student is charged with violating.
- 1.5.1.6.8 The Disciplinary Council's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
- 1.5.1.6.9 There shall be a single record, such as a tape recording, of all hearings before the Disciplinary Council. The record shall be the property of the SON.
- 1.5.1.6.10 If a student fails to respond to notices, the case will be heard based on the available evidence.

1.5.2 Sanctions

1.5.2.1 The following sanctions may be imposed upon any student found to have violated the Student Code:

- 1.5.2.1.1 Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
- 1.5.2.1.2 Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional

regulation(s) during the probationary period.

- 1.5.2.1.3 Loss of Privileges - Denial of specified privileges for a designated period of time.
  - 1.5.2.1.4 Fines - Previously established and published fines may be imposed.
  - 1.5.2.1.5 Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - 1.5.2.1.6 Discretionary Sanctions - Work assignments, service to the SON, or other related discretionary assignments (such assignments must have the prior approval of the Dean or Dean's designee).
  - 1.5.2.1.7 SON Suspension - Separation of the student from the SON for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - 1.5.2.1.8 SON Expulsion - Permanent separation of the student from SON.
- 1.5.2.2 More than one of the sanctions listed above may be imposed for any single violation.
- 1.5.2.3 Other than SON expulsion and suspension, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions.
- 1.5.2.4 The following sanctions may be imposed upon groups or organizations:
- 1.5.2.4.1 Those sanctions listed in Section 1.5.2: 1.5.2.1.1-1.5.2.1.8.
- 1.5.2.5 In each case in which a Disciplinary Council determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the Disciplinary Council. The Dean shall provide advice to the Disciplinary Council. Following the hearing, the Disciplinary Council and the Dean shall advise the accused in writing of its determination and of the sanction(s) imposed, if any.
- 1.5.3. Appeals
- 1.5.3.1 A decision reached by the Disciplinary Council may be appealed by accused students or complainants to the Dean within five (5) working days of the decision. Such appeals shall be in writing and shall be delivered to the Dean.
  - 1.5.3.2 Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
    - 1.5.3.2.1 To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in

conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.

1.5.3.2.2 To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.

1.5.3.2.3 To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code, which the student was found to have committed.

1.5.3.2.4 To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

1.5.3.3 If an appeal is upheld by the dean, the matter shall be 1) remanded to the original Disciplinary Council for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s), or 2) the sanction shall be reviewed by the dean and may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the dean may, upon review of the case, reduce, but not increase, the sanctions imposed by the Disciplinary Council.

1.5.3.4 The dean notifies the Department Chair and the faculty advisor of the final sanction so that any necessary procedures may be put into place.

1.5.3.5 The decision of the dean shall be final and binding. There are no further appeal processes within the University.

## **1.6 Interpretation and Revision**

1.6.1 Any question of interpretation regarding the Student Code shall be referred Dean or Dean's designee for final determination.

1.6.2 The Student Code shall be reviewed every year by the Dean and Executive Council.

## **2. Grievance Procedure**

2.1 If a student believes that his/her academic rights have been violated, the procedure below is followed within the School of Nursing.

2.2 The student is to contact the following persons in the order as listed below. The student will proceed to the next person when the grievance is not resolved to his/her satisfaction.

2.2.1 The faculty involved

2.2.2 The Departmental Chairperson

2.2.3 The School of Nursing Dean

2.3 If the problem is not resolved on the School level, the Dean of the School of Nursing will refer the student to the Vice President of Academic Affairs and recommend that the student's grievance be heard. See Appendix A for Grievance Form. (The student grievance

review process guidelines may be obtained from the Dean's Office, School of Nursing).

### **3. Financial Aid and Housing**

- 3.1 Nursing students may obtain contact information about financial aid and housing from the SON receptionist. More detailed information about financial aid may be obtained from the SON Counselor/Enrollment Coordinator. Detailed information about housing may be obtained from the Office of Housing Administration on the Lorman campus.
- 3.2 Students are expected to adhere to the rules and regulations of the facility where they are housed.

### **4. Personal Counseling**

- 4.1. Nursing students desiring personal counseling may contact the School of Nursing Mental Health Counselor directly at 601-442-7449 for an appointment to see the student development and counseling personnel.

### **5. Academic Advisement**

- 5.1 Each nursing student is assigned a Faculty Advisor prior to the beginning of the semester.
- 5.2 The Advisor/Advisee list is posted or available to student and faculty in the Department of Graduate Nursing office.
- 5.3 The role of the Faculty Advisor is to guide the student in planning his/her program of study, to provide career guidance and counseling and to refer students desiring personal counseling to appropriate resources.
- 5.4 It is the student's responsibility to make an appointment with his/her Advisor prior to registration for each semester to discuss program planning and complete the pre-registration form for classes for the following semester.

### **6. Student Health Service, CPR Certification and Emergency Medical Care**

- 6.1 All students may receive the primary health care services offered at the School of Nursing's Family Clinic for a fee. These services include: pre-admission physical examinations, health screening, education, counseling, selected treatments and immunizations including Hepatitis B and flu shots (in season).
- 6.2 Students may receive CPR Certification via the Family Clinic.
- 6.3 Students classified as full-time are eligible to receive emergency room medical care at any hospital of their choice. Supplemental student insurance usually covers approximately twenty (20%) of these costs.
- 6.4 Part-time students, those students carrying less than twelve (12)\* hours, are not covered by insurance through the University. *\*Less than nine [9] hours for graduate students*
- 6.5 All students are eligible to be seen at the University Infirmary on the main campus in Lorman or at the Family Clinic on the Natchez Campus.
- 6.6 It is the responsibility of full-time and part-time students to seek their own medical care, including transportation to and from the health care facility.

6.7 All students are required to complete an Emergency Information Card.

## 7. Registration

7.1 Registration for nursing students is held on the Natchez Campus each semester at a prescribed time. Representatives from Financial Aid, Registrar's Office, Business Office, Bookstore, Counseling and Testing, General College, and ROTC are available from the Lorman Campus. Nursing Faculty Advisors and School of Nursing Staff are available on the Natchez Campus during registration.

7.2 All first-time graduate students are required to register on the Natchez campus. With the exception of first-time student, currently enrolled students may register on-line prior to designated registration dates.

7.3 Students who do not participate in or who fail to complete their registration on the designated date will have to do so at their own expense during the regularly scheduled registration period at the Lorman Campus.

7.4 Registration dates are listed in the college catalog. Special announcements regarding the Natchez Campus registration procedure will be placed online on each department bulletin board.

7.5 Early Registration

7.5.1 Anytime after the publication of the semester Schedule of Classes, enrolled students may register at [www.alcorn.edu](http://www.alcorn.edu) and click on "ASU online services." Students must first receive their pin number for the appropriate semester from their faculty advisor. See the ASU Schedule of Classes, published each semester, for instructional use of the on-line registration system.

7.5.2 Students taking classes on the Natchez Campus who want to complete the early registration process may go to the Lorman Campus to do so. (This includes payment of fees for the up-coming semester).

## 8. Risk Management

8.1 In an effort to reduce risks, the following will be in effect.

8.1.1 Children under age twelve (12) are not allowed on the Natchez Campus. Any exceptions must be granted by the Dean of the School of Nursing or her designee.

8.1.2 Children should not be left alone in vehicles in the ASU Natchez Campus parking lot.

8.1.3 Students are expected to report to the appropriate faculty and/or staff any observations they make at the Natchez Campus that could be the source of potential injury.

8.1.4 Students are expected to report to the appropriate faculty and/or staff any actual injuries to themselves or others while involved in school-related activities on the Natchez Campus.

8.2 Frequent visitors and Children in the Workplace. To safeguard against injury to minor children on campus and to discourage the distraction caused by having visitors/children around the workplace and classrooms, it is necessary to recognize that frequent or

extended presence of visitors or children during work hours is inappropriate.

- 8.2.1 Employees, supervisors, and students must consider issues of safety, confidentiality, disruption of operations, disruption of services, disruption to other employees/students, appropriateness, and legal liability posed by the presence of visitors/children in the workplace. It is inappropriate, other than in a valid family emergency, to bring a child to the workplace/classroom. Neither employees nor students should have family members, including children, or friends as a regular presence in their workplace or classrooms and other areas of instruction.
- 8.2.2 It is the responsibility of managers and supervisors to ensure that the work of the campus is accomplished in an environment that promotes employee health and safety and minimizes work-related disruptions.
- 8.2.3 Supervisors may grant an exception for a temporary, unforeseen emergency, but no parent can have a child in the workplace without the supervisor's written permission or use the workplace as an alternative to childcare or for any other purpose. Exceptions should be made only in response to special circumstances or for casual visits of short duration. When visits are authorized, the accompanying adult must supervise the minor(s) at all times. No child can be left unattended in an office, room, hall, lounge, restroom, or lunch area. The adult is responsible for the child's safety and is financially responsible for any damages caused by the child.
- 8.2.4 Supervisors may direct an employee or student to remove a child from the workplace at any time if the supervisor determines that this policy has been violated or that the child's presence negatively impacts the university. In this event, the employee will be charged with leave for any time that he or she is absent from his/her station or duties.
- 8.2.5 No visitor/minor may ever be allowed into an area that is potentially hazardous (i.e., where hazardous equipment, human-derived materials, radioactive materials, etc., are located); such prohibited areas include workshops and laboratories, areas where chemicals are stored, construction sites, and plant rooms.
- 8.2.6 Institutional computers are university property and vital equipment, intended for use by only employees and students in the course and scope of assigned duties. Computers are not to be used as a toy or entertainment for visiting children.
- 8.2.7 As used in this policy, the terms "minor," "child," and "children" are defined as any individual who has not reached the age of 18. For purposes of this policy, difficulty or inability in arranging childcare does not constitute an emergency. When childcare arrangements break down, an employee should seek alternatives to bringing the child to the workplace. In such cases, an employee typically uses accrued leave hours or leave without pay and cares for the child at home.
- 8.2.8 The university does not accept any liability for injuries to children who are on campus in violation of this policy.

## **9. Withdrawal Policy and Procedure**

### **9.1 Policy**

- 9.1.1 All students wishing to withdraw from the University must secure a withdrawal

form from the appropriate departmental chairperson.

- 9.1.2 Students who are unable to meet the objectives of a course due to illness or physical limitations will be advised to withdraw.

## 9.2 Procedure

- 9.2.1 The student must notify the advisor of intent to withdraw.

- 9.2.2 The advisor refers the student to the departmental chairperson.

- 9.2.3 The chairperson interviews the student and forwards a Permission to Withdraw form to the Dean of the School of Nursing who forwards it to the Vice President of Academic Affairs.

- 9.2.4 The student's University ID badge must accompany the withdrawal form.

## 10. Class Preparation and Available Facilities

- 10.1 Students are responsible for obtaining their own lecture notes during class. Students may share lecture notes; no instructor is required to make lecture notes available to the students.

- 10.2 Tape recorders may be used only by permission of individual instructors.

- 10.3 Students are expected to prepare adequately for each class and/or laboratory experience. Failure to do so will be reflected in course grades.

### 10.4 Copy Equipment

#### 10.4.1 Policy

Workbooks and chapters from books are not to be duplicated for class distribution as the copyright law and the costs are prohibitive.

#### 10.4.2 Procedures

- 10.5.2.1 Students must use the approved system in the LRC for copying materials.

- 10.5.2.2 Revenue generated from use of the copy machine by students will be used for the general operation of the Natchez Campus.

### 10.5 Lockers

#### 10.5.1 Policy

Lockers are provided for use by faculty, staff, and students in respective men's and women's locker rooms. The Natchez Campus receptionist will assign a number. Each person is responsible for furnishing his/her lock to secure belongings.

#### 10.5.2 Procedures:

- 10.5.2.1 A locker request form should be obtained from the receptionist.

10.5.2.2 When the completed form is submitted to the receptionist, the locker number will be assigned.

10.5.2.3 The University assumes no responsibility for articles taken from lockers.

## 10.6 Lounges and Restrooms

### 10.6.1 Policy

Lounges and restrooms are provided for student use.

### 10.6.2 Procedures

10.5.2.1 The student lounge may be used by students for lunch and refreshment breaks.

10.5.2.2 All students are requested to participate in keeping the lounges and restrooms neat.

10.5.2.3 Requests for paper products for the restrooms should be referred to the Director of Academic Support and Facilities, receptionist, or maintenance supervisory.

## 11. Clinical Laboratory Requirements

11.1 Each student is responsible for obtaining **Malpractice Insurance** during registration at the beginning of each academic year once they begin clinical courses.

11.2 Prior to assignment to clinical experiences, each student is required to show evidence of **current certification in Cardiopulmonary Resuscitation (CPR)**.

11.3 A **Physical Examination** with routine laboratory work is required prior to registration for each academic year. Special forms for the physical examination are issued by the departments. The expense of this examination is the student's responsibility.

11.4 Annually, each student must document compliance with Occupational and Health Administration (OSHA) guidelines regarding blood borne pathogens prior to assignments to the clinical laboratory sites.

11.5 Failure to comply with items 11.1, 11.2, 11.3 and 11.4 by the stated dates will result in students not being assigned to a clinical agency until compliance is obtained and given to the departmental office.

## 12. Policy Changes

12.1 Changes in policies may be necessary. These changes shall become effective as indicated in announcements in class, by U.S. mail, E-mail, telephone, fax or posting on Blackboard.

12.2 All changes will be distributed in writing for addition to the Policy and Procedure Manual.

## 13. Smoking

### 13.1 Policy

13.1.1 The Surgeon General has determined that both primary and secondary smoking

is injurious to health. Alcorn State University, School of Nursing subscribes to this thesis through health promotion practices.

13.1.2 There is no smoking in the School of Nursing building.

## 13.2 Procedure

13.2.1 "No Smoking" signs are posted.

13.2.2 All faculty and staff monitor adherence to the "No Smoking" Policy and Procedures.

13.2.3 Repeated violators of the "No Smoking" Policy are reported to the School Dean or her designee.

## 14. Controlled/Contraband Substances, Weapons and Fights

14.1 The use of controlled/contraband substances, including alcohol, within the confines and grounds of the Natchez Campus is prohibited. (See the University's Handbook for Students, pages 77-78).

14.2 Attention is called to pages 62-64 of the University's Handbook for Students, "Grounds for Disciplinary Action" for the rules leading to disciplinary action. Specifically:

**Intoxication-- Possessing, drinking, or being under the influence of alcoholic beverages, narcotics, or barbiturates are forbidden on campus. This regulation also applies to approved social functions on or off the University campus. Violators will be subject to arrest and prosecution in civil court.**

14.3 Firearms, knives, chemicals, explosives or other weapons are not allowed on state property.

14.4 Students are forbidden from engaging in fights, especially where weapons are used or where there is attempted use. The use of weapons is also a violation of civil laws. Persons are also held responsible for damages or injuries received or given in horseplay or other potentially dangerous activities.

14.5 Violation of any of the above may result in disciplinary action.

## 15. Drug and Alcohol Policy and Procedure

### 15.1 Policy

15.1.1 It is the intent of Alcorn State University's School of Nursing to maintain a learning and teaching environment that is drug and alcohol free in accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. It is also the intent of the School of Nursing that all nursing students be free of any chemical impairment during participation in any activities related to client care in the classroom, laboratory and clinical settings. The overall purpose of the policy is the provision of safe and effective nursing care to clients by students who are drug and alcohol free.

15.1.2 Possession and/or use of an illegal drug, an unprescribed controlled drug or use of alcoholic beverage by a nursing student in the School of Nursing is strictly prohibited in the classroom, laboratory, or clinical setting or on campus property.

Within the scope of the policy, students are prohibited from using, possessing, distributing, manufacturing, selling or attempting to sell illegal drugs. Students are prohibited from being under the influence of illegal drugs, unprescribed controlled drugs, alcohol or inhalants while on campus, in campus vehicles or in an affiliated clinical facility.

- 15.1.3 Educational content on substance abuse is provided to students throughout each nursing curriculum. Substance abuse information, as well as consequences of impairment due to abuse and addiction, is included.
- 15.1.4 The Dean of the School of Nursing shall post this policy and rules in an appropriate and conspicuous location in the School of Nursing Building and copies of the policy shall be available in the Dean's office for inspection during regular school hours by students. The Drug and Alcohol Policy Statements will also be included in the Student's Policy and Procedure Manual, which is issued to each student.
- 15.1.5 All students admitted to ASU nursing programs are required to sign a statement indicating that the student has received and assumed the responsibility for reading the School of Nursing Drug and Alcohol Policy.
- 15.1.6 Students enrolled in nursing courses may be required to submit to drug and alcohol testing.
- 15.1.7 **Definitions**
  - 15.1.7.1 A "**drug**" is defined as an illegal drug, or a prescription or nonprescription medication.
  - 15.1.7.2 An "**illegal drug**" is defined in this policy as any substance, other than alcohol, having psychological and/or physiological effects on a human being, that is not a prescription or nonprescription medication, including controlled dangerous substances and controlled substance analogs or volatile substance that produce the psychological and/or physiological effects of a controlled dangerous substance through deliberate inhalation.
  - 15.1.7.3 "**Alcohol**" means ethyl alcohol.
  - 15.1.7.4 "**Prescription medication**" is defined as a drug prescribed for use by a duly licensed physician, dentist or other medical practitioner licensed to issue prescriptions.
  - 15.1.7.5 "**Nonprescription medication**" is defined as a drug that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments or injuries.
  - 15.1.7.6 "**Specimen**" means a tissue or product of the human body chemically capable of revealing the presence of drugs in the human body.
  - 15.1.7.7 "**Confirmation test**" means a drug and alcohol test on a specimen to substantiate the results of a prior drug and alcohol test on the specimen.
  - 15.1.7.8 "**Drug and alcohol test**" means a chemical test administered for the

purpose of determining the presence or absence of a drug or metabolites in a person's body fluids.

15.1.7.9 **"Initial test"** means an initial drug test to determine the presence or absence of drugs or their metabolites in specimens.

15.1.7.10 **Neutral Selection (Random) Testing:** Testing on a neutral selection basis means a mechanism for selecting students for drug tests that (1) results in an equal probability that any student from a group of students subject to the selection mechanism will be selected, and (2) does not give the School of Nursing discretion to waive the selection of any student selected under the mechanism.

15.1.7.11 **Reasonable Suspicion Testing:** Reasonable suspicion drug and alcohol testing means drug and alcohol testing based on a belief that a student is using or has used drugs in violation of the School of Nursing's Drug and Alcohol Policy and may be based on (1) observable phenomenon, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug in the classroom, in the laboratory and/or in the clinical setting; (2) abnormal conduct or erratic behavior such as absenteeism, tardiness or a significant deterioration of performance; (3) a report of drug use provided by reliable and credible sources and which has been independently corroborated; (4) evidence that an individual has tampered with a drug and alcohol test while enrolled at the university; (5) information that a student has caused or contributed to an accident while at the School of Nursing or its affiliated clinical agencies; (6) evidence that a student is involved in the use, possession, sale, solicitation or transfer of drugs while at the School of Nursing or its affiliated clinical agencies; (7) evidence of an unaccounted for loss of drugs where the student has had access to those drugs.

15.1.7.12 A written report of the conduct of the student giving rise to the reasonable suspicion signed by the person or persons observing the conduct and signed by the student's instructor or advisor shall be prepared and signed within twenty-four (24) hours of the occurrences of said conduct, and said report shall be maintained in a confidential student's file.

#### 15.1.8 Substances for Which the School May Test

15.1.8.1 The School of Nursing may include in its drug and alcohol testing protocols: marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), or metabolites of any of these substances and alcohol (ethanol) and any other controlled substance for which the U.S. Department of Health and Human Services has established an approved protocol and positive threshold and which has been adopted by the Mississippi State Department of Health.

### 15.2 Procedure

15.2.1 All collection of specimens, storage and transportation of specimens, initial testing, confirmation testing, analysis procedures, medical review, and all other aspects of this drug and alcohol testing program shall be in accordance with proper chain of custody procedures and pursuant to the regulations adopted

pursuant thereto by the Mississippi State Department of Health.

- 15.2.2 The School of Nursing has contracted with a local laboratory to obtain initial specimens. The specimens will be collected under reasonable and sanitary conditions. Individual dignity shall be preserved to the extent practical. Any person who collects or takes a specimen for a drug or alcohol test conducted pursuant to this policy shall collect an amount sufficient for two (2) drug and alcohol tests as defined by the Mississippi State Department of Health. Specimens shall be collected in a manner reasonably calculated to prevent substitution of specimens and interference with the collection, or testing of specimens. All specimen containers will be labeled so as to reasonably preclude the likelihood of the erroneous identification of test results. Specimen collection, storage and transportation to the testing site will be performed in a manner which will reasonably preclude specimen contamination or adulteration, and specimen testing for drugs shall conform to scientifically accepted analytical methods and procedures.
- 15.2.3 An initial positive test will be followed by a "confirmation test" to further define the initial test. Each "confirmation test" conducted under the provisions of this policy, not including the taking and collecting of the specimen to be tested, will be done by an independent agency under contract with the School of Nursing. Only certified laboratories shall conduct confirmation drug and alcohol tests. All confirmation tests shall use an alternate method of equal or greater sensitivity than that used on the initial drug and alcohol test. If an initial drug and alcohol test is negative, there shall be no confirmation drug and alcohol test.
- 15.2.4 Every specimen that produces a positive confirmed result shall be frozen and preserved by the certified laboratory that conducted the confirmation test for a period of ninety (90) days from the time the results of the positive confirmed test are delivered to the School of Nursing. During this period the student who has provided the specimen shall be permitted by the School to have a portion of the specimen retested, at the student's expense, at a certified laboratory chosen by the student.
- 15.2.5 **Positive Test Results** - The student will be notified within five (5) working days after receipt of a positive confirmed test result. The Dean of the School of Nursing will, in writing, inform the student of the positive test result and inform the student, in writing, of the consequences of the positive report and the options available to the student. The written notice will be sent by certified mail to the address provided by the student.
- 15.2.6 **Challenges to Test Results** - The student may request and receive from the School of Nursing a copy of the test result report. Within ten (10) working days after receiving notice of a positive confirmed test result, a student will be allowed to submit information to the designated medical review officer for the School of Nursing explaining the test results and why the results do not constitute a violation of the School of Nursing policy. If the student's explanation or challenge of the positive test results are unsatisfactory, the medical review officer will, within fifteen (15) days of receipt of the explanation or challenge, submit to the Dean of the School of Nursing, a written explanation as to why the students' explanation is unsatisfactory, along with the report of positive results. A copy shall be placed in a confidential student's file. The Dean of the School of Nursing shall in writing, inform the student of such confirmed positive test result and notify the student of the consequences of a positive confirmed test result. Such written notice shall be either personally

















































































