



Alcorn
State University

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WHERE KNOWLEDGE AND CHARACTER MATTER

SCHOOL OF NURSING

**UNDERGRADUATE
STUDENT HANDBOOK**

2019-2020

(Revised August 2019)

Registration at the University assumes the student's acceptance of all published regulations, including those which appear in this and all other publications. It is the student's responsibility to read and adhere to all University and School of Nursing policies and procedures.

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INTRODUCTION

A policy is a settled course of action adopted by the University, the School of Nursing (SON), and/or the Undergraduate and Graduate Nursing Programs. A procedure is a particular method prescribed by the University, the School of Nursing, and/or the Undergraduate and Graduate Nursing Programs for pursuing a course of action. University policies and procedures are located in the Alcorn State University (ASU) Catalog and the Division of Student Affairs ASU Student Handbook. In addition to University regulations and procedures, nursing students are expected to adhere to School of Nursing Policies and Procedures and the Undergraduate and Graduate Nursing Programs Policies and Procedures. The ASU School of Nursing Undergraduate Student Handbook includes 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 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 and Philosophy which is followed by a brief description of support services available to students. This general information precedes the school policies and procedures.

HISTORY

In 1976, the Mississippi Institutions of Higher Learning (IHL) Board of Trustees granted ASU permission to establish a SON in Natchez, Mississippi. The first students were admitted into the Department of Associate Degree Nursing (ADN) in the fall semester 1977. The first Bachelor of Science in Nursing (BSN) degree students were admitted shortly thereafter in the fall of 1979. Initial state accreditation was granted for the ADN and BSN programs in 1978 and 1979, respectively. Subsequently, full initial accreditation by the National League for Nursing (NLN) was granted to the ADN program in spring 1981 and the BSN program in fall 1982.

The structure that currently houses the SON was erected in 1984. Over the years, several renovations bring the building to the current size of approximately 47,000 square feet. In 1988, construction on the Natchez campus co-ed dormitory was completed. In 1992, the SON was named in honor of Dr. Cora S. Balmat. Dr. Balmat holds the distinction of being the first Dean of Nursing from 1980-1988.

Major curricular revisions and innovations have taken place over the 40 years since the inception of the SON. In response to community needs and the nursing workforce shortage, the Department of Associate Degree Nursing began offering a LPN to RN track option for licensed practical/vocational nurses in 1999. The RN to BSN Program Option was initiated in 1998 to meet the educational needs of practicing registered nurses.

In April 1990, an application for a Master of Science in Nursing (MSN) degree program was submitted to the IHL Board. Four years later, in April 1994, the Mississippi Legislature appropriated funds for the start-up of the MSN program. The Department of Graduate Nursing (DGN) enrolled its first students in January, 1995. Program options offered at the master's level include family nurse practitioner (FNP) and nurse educator (NE). The nurse educator program option began as an online program. The DGN received initial accreditation by the NLNAC in 1999 and continuing accreditation in 2004 and 2012.

Graduates from both the baccalaureate and associate degree nursing programs are eligible to write the National Council Licensure Examination Registered Nurses (NCLEX-RN®).

ACCREDITATION INFORMATION

Alcorn State University School of Nursing is accredited by the following organizations.

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850

Atlanta, Georgia 30326

Phone: (404) 975-5000

Fax: (404) 975-5020

Email: info@acenursing.org

Web: www.acenursing.org

Mississippi Board of Trustees of Institutions of Higher Learning (IHL)

3825 Ridgewood Road

Jackson, Mississippi 39211

Telephone: 601.432.6486

[Dr. Janette McCrory](#)

Director of Nursing Education

Rev. 8/06

Rev. 6/07

Rev. 8/15

Rev. 8/16

Rev. 8/17

Rev. 8/18

Rev 1/19

Rev 8/19

MISSION and PHILOSOPHY

MISSION

Through teaching, scholarship, and service, the mission of the School of Nursing is to provide undergraduate and graduate nursing programs that are committed to excellence in the education and preparation of clinically competent, caring, nursing professionals.

ASN Program Mission:

The mission of the ASN Program is to cultivate a learning environment that facilitates the acquisition of knowledge, skills, and attitudes necessary to provide safe, competent nursing care that promotes optimal health outcomes for individuals, families, and communities.

BSN Program Mission:

The BSN Program seeks to prepare nurses to meet the health needs of the community and clients across the lifespan through the use of evidenced-based practice and applications of knowledge, skills, and attitudes required to deliver safe, competent, and high quality client-centered care in complex healthcare environments.

VISION

The vision of the School of Nursing is to achieve national prominence as a leader of excellence in nursing education, nursing practice, and nursing research.

VALUES

Holism, integrity, professionalism, diversity, accountability, competence, leadership, service, and collaboration.

PHILOSOPHY OF THE SON:

The faculty believes that licensed registered nursing flows along a continuum from the associate degree prepared registered nurse to the doctoral prepared registered nurse.

The faculty believes that nursing is both a science and an art. It is a science built on knowledge from humanities, the natural, psychological, sociological, and nursing sciences. It is the art of applying scientific principles, while assessing individuals, families, and communities to achieve optimal health.

The faculty believes that each human is a unique, integrated biopsychosocial being, who functions in a changing environment. Basic needs must be satisfied for humans to function optimally. Human behavior is a dynamic response to commonly

occurring, multiple, and complex interacting stimuli. Adaptation to these stimuli is influenced by individual patterns of development and coping.

Society is dynamic and culturally diverse. It is a totality of relationships characterized by language, shared beliefs, and common norms that influence the behavior and development of all of its members. Humans simultaneously occupy many roles within society; as individuals, as members of a family, and as members of a community. Environment refers to both internal and external forces affecting health.

Health is conceptualized as occurring on a continuum with movement between a state of optimum wellness and degree of illness. The adaptive abilities and health perspectives of humans are major determinants of their position on the health continuum. Primary considerations are the promotion of wellness, prevention of illness, restoration of health, and maintenance of optimal functioning.

The faculty believes that teaching/learning is a dynamic and lifelong process characterized by the acquisition of knowledge and skills, which change the behavior of the learner. The role of the teacher is to mentor and facilitate learning. The learner is an active participant and has the responsibility to share in the teaching/learning process. The learning environment, enhanced by technology, should foster an enriching interaction between the teacher and learner.

The faculty believes that nurses prepared at the associate, baccalaureate and master's degree levels are responsible for continuing their educational and professional development. The school of nursing has a firm commitment to facilitate the professional and personal development of its learners. Both nursing consumers and practitioners benefit from the commitment and vision of the school of nursing.

SUPPORT SERVICES

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

Natchez Library Learning Resource Center. (NLLRC). 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.

Center for Information Technology Services. (CITS). The Alcorn State University Center for Information Technology Services provides a variety of computer resources and services which support administrative, management, research, and educational needs. These services are provided by utilizing a variety of systems from microcomputers to supercomputers. <http://www.alcorn.edu/offices/finance/cits/index.aspx>

CITS Help Desk. The CITS Help Desk Service is available to request IT related services and assistance. Faculty, staff and students can communicate with a help desk consultant to answer questions or resolve minor issues over the phone, or escalate your request to a qualified Support Technician if needed. **The Help Desk can be reached at 601-877-CITS (2487).**

Clinical & Virtual Skills Laboratory. Two areas adjacent to each other serve as skills laboratories. Each area is equipped with seven hospital beds with a bedside table and over bed table for each bed. Supplies and equipment for demonstrating, learning, practicing and testing specific nursing skills are available. There also is a two-bed Sim Man lab utilized by faculty to assist students in the development of assessment and clinical decision making skills. A skills lab coordinator is available according to a posted schedule to assist students with skills.

Resource Laboratory. Two areas adjacent to each other are equipped with computer hardware and software. A coordinator of the RL Lab is available to assist students with needs related to computer use.

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.

Enrollment & Recruitment Coordinator. The Enrollment and Recruitment Coordinator reports directly to the Dean of the School of Nursing and provides counseling for students, participates in resolution of school-related issues and makes the appropriate referral, and assists students with registration.

The ASU Family Clinic. Student health services are available in the Family Clinic. Services such as pre-admission physicals and immunizations, including Hepatitis B, are

available by appointment through the Family Clinic. Expenses incurred for these services are the student's responsibilities.

Career Placement. Placement Services has a new web site: <https://www.alcorn.edu/academics/student-affairs/career-services>. Students and alumni can connect with companies, post a resume, contact recruiters, or research companies.

Success Coach. A Success Coach with an office in the Cora Balmat School of Nursing is available to assist students with study techniques, test-taking skills, and time management skills. Faculty may refer students to the Success Coach on an as needed basis. tlehmann@alcorn.edu

COMMON SCHOOL OF NURSING POLICIES AND PROCEDURES

2019-2020

ACADEMIC ADVISEMENT

Faculty provide academic counseling of students to facilitate retention, progression and graduation from a chosen plan of study.

1. Each nursing student is assigned a Faculty Advisor prior to the beginning of the semester.
2. Each student will be able to access their degree plan and transcripts via go.alcorn.edu. Go.alcorn.edu is accessed using the student's email address and password.
3. The Advisor/Advisee list is posted on the program bulletin board or it can be obtained from the program's office.
4. The role of the Faculty Advisor is to guide the student in planning a program of study, provide career guidance, academic counseling, and refer students desiring personal counseling to appropriate resources.
5. It is the student's responsibility to make an appointment with his/her Advisor prior to registration for each semester to discuss program planning. Students are able to complete registration on line after they have been provided with CRN numbers.
6. The Faculty Advisor is responsible for documenting advisement sessions with a student experiencing academic difficulty and assisting the student in developing a performance improvement plan. A copy of each of these documents is located in the student's file.

ADDING AND DROPPING CLASSES

Classes may be added or dropped in accordance with the deadline dates published in the University Academic Calendar each semester, in the University Bulletin or in memoranda from the Provost/Executive Vice President for Academic Affairs. See ASU Catalog. <https://www.alcorn.edu/academics/resources>

1. Students should first contact their faculty advisor if dropping a course.
2. When the student's advisor is not available, the Enrollment and Recruitment Coordinator or the Director of the Student Services Access Center may assist the student with adding or dropping a course.
3. The student must see the Director of Undergraduate Programs for an Exit Interview.
4. The student should verify, in Banner, that the drop or add was completed.

ALCORN STATE UNIVERSITY NOTICE OF NON-DISCRIMINATION STATEMENT

The University complies with all laws regarding affirmative action and equal opportunity in all its activities and programs and does not discriminate against anyone on the basis of age, creed, color, national origin, race, religion, gender, handicap, or military status. <https://www.alcorn.edu/academics/resources>

BOOKSTORE

Textbooks are made available for sale to students on registration day who enroll in courses offered at the Natchez Campus through the University Bookstore.

1. **The Natchez Campus Bookstore is only open on scheduled registration days.** Students are informed by posted flyers.
2. Books may be ordered online through the University Bookstore on the Lorman Campus. Books ordered online can be shipped to a mailing address, delivered to the Natchez Campus, or picked up on the Lorman Campus.
3. The director of the Student Services Access Center is the liaison between the Lorman Campus bookstore manager and students on the Natchez Campus.
4. The bookstore accepts the following methods of payment:
 - Financial Aid
 - Checks (Student must show I.D. card)
 - Cash
 - Credit Card
 - ASU Gold Card
5. Used textbooks desired to be purchased through the University Bookstore are only available for purchase on the Lorman Campus.
6. A personalized Lippincott Direct online store has been created for Alcorn State University @ Natchez. The Lippincott Direct online store includes the Lippincott learning solutions adopted by your school and will automatically calculate all direct purchase discounts for which your school has been qualified. Students can access the Alcorn State University @ Natchez's Lippincott Direct online store at <https://lippincottdirect.lww.com/NursingEducation-AlcornStateUniversityNatchez-Fall2019>



CLASS ATTENDANCE (See ASU Student Handbook)

<https://www.alcorn.edu/academics/student-affairs>

1. An attendance record will be kept for each class. If a roll is used for documenting class attendance, the student has the responsibility to sign the roll in each class attended.
2. Students who are tardy for scheduled theory classes will be marked absent. The faculty will remove the absence if informed by the student immediately after class. Three (3) tardies will equal one (1) absence. A tardy exceeding 30 minutes will be considered a class absence. Students WILL NOT be admitted to class after 30 minutes of being tardy. Students who are less than 30 minutes tardy may enter at the next break.
3. Regular and prompt class attendance is required of all students enrolled at Alcorn State University. Consistent class attendance by students applies to all classes whether these are lecture, laboratory, or clinical sessions.
4. Absences are recorded on-line in Banner by the faculty when absences occur; absences are indicated on the faculty's grade report to the Registrar's Office at the end of each semester and summer session.
5. No matter how justifiable the circumstances for class absences, students must attend, as a minimum, at least three-fourths (75%) of the meetings for a given course in order to be eligible to receive credit in that course. If a student, for any reason, accumulates absences in a course in excess of one-fourth (25%) of the scheduled theory class meetings for a semester or summer session and does not officially withdraw from the course, he/she receives the grade of "F" in that course unless the circumstances are deemed extenuating by the Provost/Executive Vice President for Academic Affairs.
6. Students with excessive absences will be reported to the appropriate program coordinator. The university reserves the right to withdraw a student who has been excessively absent from classes.
7. Whenever students miss classes, they are not relieved of responsibilities to meet all course requirements and complete all class assignments.

CLASS PREPARATION

1. Students are responsible for obtaining their own lecture notes during class. Students may share lecture notes. Faculty are not required to make lecture notes available to the students.

2. Students are expected to prepare adequately for each class, laboratory, and/or clinical experience. Failure to do so will be reflected in course grades as outlined on the course syllabus.

CLASS/CLINICAL VARIATION

Class and clinical days and hours may vary from those stated in the College Catalog and Registration Schedule in order to meet student learning and program needs. This schedule will not exceed the maximum course hours required by the university. Scheduled changes will be made in the official ASU Learning Management System identified by the course faculty. The changes should not conflict with other class schedules. If a conflict occurs, the student should contact the program coordinator.

CLINICAL ATTENDANCE

Students are expected to attend clinical practicum and skills lab, and are fully responsible for all content presented therein. When illness or other special circumstances prevent attendance for either the skills lab assignment or the clinical practicum, the student must notify the assigned clinical faculty. Students who fail to personally notify the faculty of absence will be given an unexcused clinical absence. The clinical faculty has NOT been notified if the student fails to speak directly to the clinical faculty. Absence from the clinical practicum without prior notification of the clinical faculty will be deemed a Critical Incident and handled according to the Client Safety Policy.

General guidelines related to clinical attendance include, but are not limited to:

1. Students who miss less than fifteen (15) minutes of pre-conference will be allowed to participate in the clinical experience that day; however, a tardy will be recorded. Three (3) tardies equal one (1) absence, requiring a clinical make-up.
2. When students miss more than fifteen (15) minutes of clinical time, **actions will be taken based on the situation and at the discretion of the faculty.** These actions may include the recording of a tardy or a clinical absence.
3. Attendance of all scheduled clinical experiences is **MANDATORY**. All clinical absences must be made-up (see Appendix E). The make-up experience will be scheduled at a time designated by, and at the discretion of the program faculty, and will depend on availability of clinical facilities and faculty supervision. If the semester calendar does not allow for the scheduling of make-up time, and faculty or preceptors are not available, absences could result in a grade of **Incomplete** for the course and will delay progression to the next nursing course.
4. Clinical absences that may be considered excused are (but may not be limited to):

- personal illness, including childbirth, documented by a health care professional within 24 hours of returning from the absence. The student must provide a valid medical excuse from a licensed health care professional giving permission to return to clinical;
 - substantial illness of an immediate family member;
 - death of immediate family member (includes funeral of same);
 - jury duty;
 - unavoidable acts of nature;
5. Make-up for an excused clinical absence must be arranged by the student with the faculty directly involved on the day the student returns to class. This request must be done in writing (see Appendix E). Failure to comply with presenting a written request will result in an unexcused clinical absence.
 6. Students in the clinical agency who are deemed unprepared, and therefore unsafe to practice, will be sent from the clinical area by the faculty. A Critical Incident Report will be completed (See Client Safety Policy). Faculty will give students sent from the clinical area a written prescription for remediation to a designated learning area (i.e., Research Laboratory, NLLRC, and/or Clinical and Virtual Skills Lab). This exclusion from a clinical assignment shall be considered an unexcused clinical absence.
 7. The first unexcused clinical absence will be reviewed by a faculty team. Upon review of the student's overall attendance record, clinical performance, circumstances involved in the absence, and clinical student learning outcomes, the faculty team will make one of the following recommendations:
 - a. Continued enrollment in the course with stipulations including make-up and warning.
 - b. Failure of both the clinical and theory components of the course.
 8. A second unexcused clinical absence will result in failure of the course.

CLINICAL LABORATORY PREPARATION REQUIREMENTS

Pre- and post-conferences are planned within the clinical laboratory period. Students are expected to come to pre-conferences prepared to discuss client care activities with all required documents for each assigned client. A post conference is scheduled at the end of the clinical day. Attendance is mandatory and post conference will begin on time. The ASU SON faculty has ultimate responsibility for decisions related to the students as part of the clinical-practicum experience. Faculty may require additional preparation as necessary to meet the student learning outcomes. Students should prepare for the clinical experience by:

1. Obtaining client assignment on designated day and time.

2. Completing all documents required for participation in the designated clinical experience as outlined in the course syllabus and/or communicated by the course faculty.
3. Preparing for performance of necessary psychomotor skills including giving medications (drug cards), etc.

CLIENT SAFETY POLICY

Any actions by the student which threatens the client's physical and/or emotional well-being or violates ASU SON Clinical Supervision Guidelines will be considered unsafe. This includes medication errors and instances in which the faculty intervenes to protect the safety of the client or prevent the violation. **Failure to adhere to the ASU SON Clinical Supervision Guidelines may result in an "F" in the course and disciplinary referral.**

Other actions threatening client safety will be addressed as follows and in accordance with the ASN or BSN Student Evaluation Procedure:

1. The student will be notified of the occurrence and may be dismissed from the clinical area for the remainder of that day. The occurrence will be documented on the student's clinical evaluation tool as designated by the course clinical evaluation process.
2. A Critical Incident Report (Appendix G) will be completed. One copy will be filed in the student's record. One copy will go to the student and one copy will go to the Director of Undergraduate Programs. An agency (hospital, clinic, nursing home, etc.) incident report may be required according to the agency's policy. A copy of the Critical Incident Report completed by the clinical faculty will be given to the student within two (2) school days following each violation.
3. A second violation will necessitate a conference between the program coordinator and the student. A warning of dismissal will be issued and the student will receive a failure for the day. The occurrence will be documented on the student's clinical evaluation tool as designated by the course clinical evaluation process.
4. A third violation will result in dismissal from the clinical area, a conference with the faculty, program coordinator, and Director of Undergraduate Programs, and may result in permanent dismissal from the School of Nursing. A faculty team will review client safety errors and determine whether the student should continue in the program with recommendations or fail the clinical course/component.

CLINICAL LABORATORY STUDENT HEALTH AND OTHER CLINICAL AGENCY REQUIREMENTS

1. Each student will be assessed a fee for MALPRACTICE INSURANCE during registration at the beginning of each academic year or at the beginning of the semester for students repeating a course in the spring semester.
2. Prior to assignment to any clinical experience, each student is required to show evidence of current AMERICAN HEART ASSOCIATION BASIC LIFE SUPPORT (BLS) PROVIDER Cardiopulmonary Resuscitation. The course should include infants, children, adults, and use of an AED.
3. Students must submit documentation of:
 - A. A current physical examination.
 - B. Evidence of having the Hepatitis vaccine.
 - C. Documentation of immunity to Measles, Mumps, and Rubella (titer or two immunizations).
 - D. Documentation of immunity to Varicella (titer or two immunizations).
 - E. Evidence of no TB disease documented by a negative TB skin test (2-step if no TB skin test in the prior 12 months), negative chest x-ray, or negative result of interferon-gamma release assay blood test (T-Spot or Quantiferon Gold).
 - F. Drug screens scheduled by the School of Nursing.
 - G. Education regarding clinical safety, including OSHA blood-borne pathogens and tuberculosis transmission.
 - H. Health Insurance.
 - I. Influenza Immunization (After October).
 - J. Criminal history background check performed in accordance with and pursuant to the Mississippi Code.

Annually, students must submit documentation of:

- A. A current physical examination.
 - B. Evidence of no TB disease documented by a negative TB skin test, negative chest x-ray, or negative result of interferon-gamma release assay blood test (T-Spot or Quantiferon Gold).
 - C. Education regarding clinical safety including OSHA blood-borne pathogens and tuberculosis transmission. (Scheduled by SON)
 - D. Influenza Immunization. (After October)
 - E. Drug screen. (Scheduled by SON)
4. In order to ensure that all students who are enrolled in a nursing program are sufficiently informed about risks due to exposure to Blood-Borne Pathogens and Tuberculosis, the following activities will be required at least annually. Programs will provide instructions and due dates for completion of activities.

5. Special forms for the physical examination are issued by the ASU SON.
6. Any expenses incurred to meet the clinical laboratory student health and other clinical agency requirements are the responsibility of the student.
7. Any health requirement that expires during the semester must be renewed prior to the beginning of the semester. For example, if the TB skin test was performed in April 2019, the TB skin test would need to be updated prior to the beginning of the spring 2020 semester.
8. Students must meet the requirement of a criminal background check and have the original letter of Suitability for Employment in their possession during clinical laboratory experiences.
9. Each student must follow all clinical agency policies (parking, parking decals, ID Badges, etc.). Failure to adhere to agency policies will result in documentation on the student's clinical evaluation tool as designated by the course clinical evaluation process.
10. If the student fails to comply with any of the clinical laboratory requirements by the published dates, the student will not be allowed to go to clinical. Each absence will be counted as an unexcused absence.

RETURN TO CLASS/CLINICAL CLEARANCE

1. Before returning to classroom/clinical areas, a student who has been hospitalized must present a return to work certificate from their physician to the Director of Undergraduate Programs,
2. Other circumstances that may affect a student's or client's safety will also require a return to work certificate. (Examples: communicable disease, pregnancy, accidents.)
3. It is the student's responsibility to report such situations to the clinical faculty and the Director of Undergraduate Programs.
4. Failure to notify University personnel of these situations may result in dismissal from the Program.

CLINICAL AND VIRTUAL LABORATORIES

ONLY STUDENTS ENROLLED IN NURSING COURSES ARE ALLOWED TO USE THE CLINICAL AND VIRTUAL SKILLS LABORATORIES.

The Laboratories operating hours are announced and posted each semester. Refer to the *Clinical and Virtual Laboratories Handbook* for student expectations.

1. All students are required to wear the School of Nursing purple scrubs in the laboratories.
2. No food or drink is allowed in the laboratories.
3. Students are required to sign-in and sign-out when using the laboratories for practice or for scheduled skills classes.
4. Non-invasive skills may be practiced with classmates.
5. Faculty and students wishing to check-out equipment must sign-out the equipment from the Clinical and Virtual Laboratories Coordinator or designee and sign it in when returning it.
6. Family members, friends, etc. cannot be used for skills practice or skills check-off and are not allowed in the laboratories.

COMMUNICATION

Communication from the program faculty/administrator to the student is by handouts in the classroom, e-mail, and/or Learning Management System (LMS). General information may be posted on the School of Nursing bulletin boards and/or on the LMS.

1. Students must read the appropriate bulletin board(s) and/or on-line LMS postings daily. Students not present on all class days are responsible for obtaining bulletin board and/or on-line LMS information.
2. Students must activate their Alcorn.edu email account. Official communication from the faculty and other School of Nursing or program representatives will be sent to students using only the official school e-mail accounts.
3. Text messages or messages via other forms of social media are not considered appropriate or official communication to or from School of Nursing personnel.

COMMUNITY SERVICE HOURS

In keeping with the mission and vision of the School of Nursing, Alcorn State University School of Nursing will require all students to obtain community service hours during their program of study. Community service is donated service that is performed by the student to benefit the members of the community.

1. Community Service hours must be submitted for approval and approved by the student's faculty advisor prior to participation in the community service activity.
2. All requested and completed activities must be documented on the Community Service Hours Approval Documentation Form (Appendix K).
3. It is the student's responsibility to maintain a portfolio containing the original documents.
4. It is recommended that all community service hours be completed by January of the student's graduating semester.
5. Students are to obtain the community service hours independently and not as a part of the required clinical hours that are developed for clinical courses. No part of the school uniform should be worn during this time.
6. If hours are not obtained in the designated time frame, the student will not meet the requirements for graduation, and may not be allowed to graduate.
7. The number of community service hours needed by each student is as follows:

Advanced Placement Option Students	16 Hours
RN-BSN Online Students	16 Hours
Generic ASN Students	24 Hours
Generic BSN Students	24 Hours

8. Faculty advisors are to use the following criteria to approve all community service hours:
 - Students cannot participate in the care of clients using their status in the School of Nursing.
 - Community service hours must be obtained within the community.

- Students should not receive compensation for community service hours obtained.
 - Examples of community service include:
 - Working with Habitat for Humanity
 - Tutoring Youth within an organization or church group.
 - Volunteering for different charities (United Way, Relay for Life, etc.)
 - Volunteering at a local library
 - Volunteering at the Stew Pot
 - Volunteering at the Sunshine Shelter
 - Volunteering at the Children's Home
 - Volunteering at the Guardian Shelter
 - Alcorn State University Mobile Unit
 - Volunteering at the Senior Citizen's Center
 - Church/Religious Projects
 - Clean Up Activities (such as Watkins Street Cemetery)
 - Volunteering at local school districts
 - Nursing organizations
 - Health Fairs (church related and Greek related)
 - Daycares at churches
 - Other community service hours will need the approval of the program coordinator.
9. Students must present written documentation of all community service hours to his/her academic advisor by April of the graduating semester.

COMPREHENSIVE PHARMACOLOGY-MATH TEST (CPMT)

A comprehensive pharmacology-math test (CPMT) will be given every semester.

1. Students must attain a minimum of 100% on the comprehensive pharmacology-math test in order to administer medications in clinical agencies and **to progress to the next nursing course.**
2. Students will be allowed to take the comprehensive pharmacology math test three (3) times.
3. Students must remediate according to the faculty member's written prescription prior to each testing attempt.
4. Failure to complete the assigned remediation prior to the next scheduled testing attempt will result in forfeiture of the opportunity to take the next testing attempt.
5. A score of ZERO will be recorded for the forfeited attempt.

6. Scoring less than 100% on the third test constitutes failure of both the theory and clinical components of the course in which the CPMT is administered.
7. Those students scoring less than the required 100% on the third test will be required to withdraw from all nursing courses they are enrolled in for the given semester.
8. The CPMT scores are never a part of the final course grade.

(REVISED SPRING 2019)

COMPUTER REQUIREMENTS

1. All students in nursing programs are required to have computer and Internet access. See Appendix J in the ASU SON Undergraduate Student Handbook for computer requirements and Proctor U for on-line courses.
2. A webcam and microphone are required to record video and audio in Collaborate. If the student's computer, tablet, or cell phone does not have a built-in webcam and microphone and recording is required in the course, the student must purchase a commercially available webcam and microphone for this purpose.

CONFIDENTIALITY

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights can be found in the ASU Student Handbook.

https://www.alcorn.edu/uploaded/files/studaff/Student_Handbook_2018_-19.pdf

Clinical agencies may request the student's social security number and phone number as needed for agency requirements.

CONTROLLED/CONTRABAND SUBSTANCES, WEAPONS, AND FIGHTS

See ASU Student Handbook GROUNDS FOR DISCIPLINARY SANCTIONS and PENALTIES

https://www.alcorn.edu/uploaded/files/studaff/Student_Handbook_2018_-19.pdf

CONVOCATION/ORIENTATION

Orientation of nursing students to the University and to the SON will be at the beginning of the fall semester (Convocation). All students enrolled in the SON are required to attend.

CRIMINAL BACKGROUND CHECKS – STATE OF MISSISSIPPI

Alcorn State University is obligated to meet Mississippi State Law as stated in Section 37-29-232 of the Mississippi Code of 1972, Annotated.

“If the fingerprinting or criminal history record checks disclose a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23(g), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted, the student shall not be eligible to be admitted to the health care professional/vocational technical academic program of study.”

1. Criminal background checks and fingerprinting submitted to Mississippi State Department of Health, Criminal History Record Check Unit are required of all nursing students participating in direct client care in clinical agencies. If a background clearance expires during a student’s program of study, the student must repeat the fingerprinting and background check.
2. Students will also be subject to repeat a background records check based on clinical agency requirements, changes in the Mississippi law, rules, or regulations, or any suspicion of criminal behavior.
3. The criminal background checks and fingerprinting will be performed by a local healthcare agency (UMMC), in accordance with Mississippi State Law. Scheduling of the criminal background checks and fingerprinting will be the responsibility of the student after receiving instructions from the School of Nursing.
4. Each student will be responsible for paying the agency all fees associated with the criminal background check and fingerprinting. The fee is currently \$50.00.
5. Student will receive either a Suitability for Employment letter from UMMC or a Determination of Non-suitability for Employment in a Health Facility from the Mississippi State Department of Health (MSDH).
6. If the student receives a Suitability for Employment letter, the student will be required to submit the Suitability for Employment letter (pdf) to the Director of Undergraduate Programs by forwarding the email with the attachment from UMMC for review and printing. The student should keep the email, attachment, and a printed copy of the letter of Suitability for Employment in a safe place.

The student must have the Suitability for Employment letter while participating in any clinical experience, including any clinical orientation day.

7. If the student has a rap sheet, they will be contacted by the UMMC Human Resources Department for additional information.
8. If the student receives a Determination of Non-suitability for Employment in a Health-care Facility that does not disqualify the student from participating in clinical, the student will be required to:
 - A. submit the original letter to the Director of Undergraduate Programs for review and photocopying. The original document will be returned to the student.
 - B. have the original letter along with a copy of the rap sheet, available while participating in any clinical experience, including any clinical orientation day.
9. If the student receives a Determination of Non-suitability for Employment in a Health-care Facility denying permission to participate in clinical, the student will be denied either admission to ASU SON or progression. Please note that a past criminal history may affect admission to Alcorn State University School of Nursing as well as limit the number of suitable practice placement sites, therefore, an offer of acceptance or enrollment is not considered final until the completion of the background check.
10. If the student is disqualified for clinical participation at any agency, the student will be denied admission or progression in the School of Nursing.
11. Students will also be required to participate in additional screening through the Federal General Services Administration Excluded Parties List System (EPLS) and the Health and Human Services Office of Inspector General List of Excluded Individuals/Entities (LEIE) as required by clinical agencies.
12. Alcorn State University School of Nursing reserves the right to revoke an offer of admission based upon information received from a criminal background check. If a student's criminal history changes, it is required that the student notify the Director for Undergraduate Programs within 10 days of the occurrence. Failure to do so may be grounds for permanent dismissal from the School of Nursing.

DEFINITION OF CREDIT HOUR

The University defines a credit hour as 50 minutes. A single semester credit hour in the School of Nursing requires 50 minutes of classroom instruction or three hours of clinical instruction for the undergraduate nursing programs.

DISABILITY

Disability Services is the designated office at Alcorn State University which evaluates disability documentation, determines eligibility, and implements reasonable accommodations for enrolled students as guided by Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and University policy.

The Department of Health & Disability Services is now located in Rowan Hall next to the E.E. Simmons Gymnasium. The telephone number is 601-877-6460. It serves as the primary health care facility on the Main campus offering professional services for ALL Alcorn State University students, faculty and staff. For verification purposes, ALL individuals requesting services must present an Alcorn Gold Card at the front desk.

<https://www.alcorn.edu/academics/student-affairs/health-and-disability-services>

Upon Program admission, a student who discloses a properly certified disability will receive a reasonable accommodation, but must be able to perform the core performance standards for admission and progression as outlined in the table below:

Core Performance Standards

Requirements	Standards	Examples of Necessary Activities (Not All-Inclusive)
Critical thinking	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	<ul style="list-style-type: none"> • Identification of cause/effect relationships in clinical situations • Use of the scientific method in the development of patient care plans • Evaluation of the effectiveness of nursing interventions
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups	<ul style="list-style-type: none"> • Establishment of rapport with patients/clients and colleagues • Capacity to engage in successful conflict resolution • Peer accountability
Communication	Communication adeptness sufficient for verbal and written professional interactions	<ul style="list-style-type: none"> • Explanation of treatment procedures, initiation of health teaching. • Documentation and interpretation of nursing actions and patient/client responses

Mobility	Physical abilities sufficient for movement from room to room and in small spaces	<ul style="list-style-type: none"> • Movement about patient's room, work spaces and treatment areas
Requirements	Standards	Examples of Necessary Activities (Not All-Inclusive)
		<ul style="list-style-type: none"> • Administration of rescue procedures- cardiopulmonary resuscitation
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> • Calibration and use of equipment • Therapeutic positioning of patients
Hearing	Auditory ability sufficient for monitoring and assessing health needs	<ul style="list-style-type: none"> • Ability to hear monitoring device alarm and other emergency signals • Ability to discern auscultatory sounds and cries for help
Visual	Visual ability sufficient for observation and assessment necessary in patient care	<ul style="list-style-type: none"> • Ability to observe patient's condition and responses to treatments
Tactile Sense	Tactile ability sufficient for physical assessment	<ul style="list-style-type: none"> • Ability to palpitate in physical examinations and various therapeutic interventions

Source: Southern Regional Education Board. (n.d.). The Americans with Disabilities Act: Implications for nursing education. Retrieved from: <http://www.sreb.org/publication/americans-disabilities-act>

DISCIPLINE

The policy in effect for the University will be strictly adhered to in the School of Nursing (see ASU Division of Student Affairs Student Handbook "Grounds for Disciplinary Sanctions").

https://www.alcorn.edu/uploaded/files/studaff/Student_Handbook_2018_-19.pdf

Students are subject to all rights, privileges, and penalties described therein.

DRUG AND ALCOHOL POLICY AND PROCEDURE

<https://www.alcorn.edu/academics/student-affairs/health-and-disability-services/drug-free-policy>

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.
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.
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.
4. Students enrolled in nursing courses are required to submit to drug and alcohol testing prior to participation in clinical laboratory experiences.
5. Some clinical agencies may require pre-clinical and/or random drug testing of students before and during clinical rotations.
6. All costs related to drug testing is the student's responsibility.
7. Any student who refuses to submit to testing will be dismissed from clinical and treated as a positive drug screen.

Definitions

Drug Testing: The scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting drugs or alcohol.

Illegal Drug: any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug being used at a

dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.

Impaired: A person's mental or physical capabilities are reduced below normally acceptable levels (with or without any reasonable accommodation for a disability). An impaired student manifests deterioration in the level of function as compared to that previously observed, or the student does not function at a level normally expected under the prevailing circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness, demeanor and attitudes as manifested in speech or actions. Impairment will include changes in function related use, addiction to, and / or physical dependence upon chemical substances, illegal or legally prescribed.

Nursing Student: Any individual formally enrolled in the SON, including those individuals enrolled in distance education courses.

Substance Abuse: The manufacture, use, sale, purchase, distribution, transfer or possession of an illegal drug by any nursing student while on University or affiliated clinical site premises or while participating in any University or affiliated clinical site-sponsored or related activity, including any nursing-related course or clinical training activity.

Drug and Alcohol Prescriptions and Duty to Notify of Drug/Alcohol Convictions

1. Any substance abuse, as defined in this policy, or a violation of any term of the University Drug-Free Campus Policy, while engaged in any clinical experience is strictly prohibited. All students enrolled in SON courses or programs are required to abide by these rules when reporting to nursing-related courses and clinical experiences and while at affiliating clinical agencies (including parking lots and grounds). Nursing students who violate these rules will be deemed unable to meet the essential qualifications/functions of the nursing curriculum and thus, subject to dismissal from the nursing program.
2. Under no circumstance should nursing students participate in nursing-related courses or clinical activities while they are impaired.
3. Nursing students determined by appropriate SON officials to have violated these prescriptions may be dismissed from the SON.

4. A violation by any nursing student of any state or federal statute, or regulation established pursuant to such statute, pertaining to the manufacture, improper possession, sale, use, or distribution of a drug or alcohol is strictly prohibited. Such violation, if substantiated, will result in the student's dismissal from the SON.

Required Disclosure of Drug Use/Non-Use for Students Enrolled in Undergraduate and Graduate Nursing Programs

1. Students in the undergraduate programs will be required to provide (among all other items of information) attestation that she/he does or does not engage in substance abuse activities as defined herein. Further, s/he must indicate any legal convictions pertaining to the manufacture, use, possession, sale or other distribution of illegal or legally controlled substances; pertaining to or related to the abuse of alcohol or any other chemical substance; and the consequences of any such conviction(s).
2. Failure to provide the above required information, past legal convictions for activities related to illegal or legally controlled substances, and/or information or evidence that reasonably establishes a past pattern of chemical substance abuse will be grounds for dismissal from the program. However, prior convictions related to chemical substances will be considered along with all other information pertaining to the individual, and will not produce automatic dismissal from the program. Discovery that false or fraudulent or misleading information was provided prior to matriculation will be grounds for dismissal from the program.

Student's Agreement to Submit to Drug Testing by Affiliating Clinical Agencies and to Consent to Release of Test Results to University Officials

1. For all affiliating clinical agencies which require nursing students to be subject to the agency's drug/alcohol testing policies (including but not limited to pre-employment or pre-clinical placement testing or when there is reasonable suspicion to believe that a student may be impaired or is or has been engaged in substance abuse as defined herein), the student may be tested in accordance with the affiliating agency's policies.
2. Prior to being assigned to an affiliating clinical agency and as a pre-requisite for placement at any affiliating clinical agency, the nursing student shall sign a consent: a) to abide by the drug/alcohol policies and drug testing policies of each affiliating clinical agency in which a student is assigned; b) to submit to any drug/alcohol testing required by the affiliating clinical agency; and c) to release a copy of any and all drug/alcohol test results to the SON Dean and/or other appropriate SON officials. Failure to sign such consent shall be grounds for non-placement at an affiliating clinical agency and may result in a dismissal from the program.

3. The cost of all drug/alcohol testing required by affiliating clinical agencies shall be borne by the student or affiliating clinical agency, as determined by the affiliating clinical agency. Neither the University nor the SON, or any of its officers or employees, shall absorb drug/alcohol testing costs arising out of any nursing student's placement at an affiliating clinical agency.
4. A positive substance abuse test shall result in dismissal from the program on the basis that the student is not able to meet the course objectives for classroom and/or clinical experiences.
9. The Director for Undergraduate Programs of the SON will notify a student who has a positive drug test. If a student tests positive for a prescribed drug, the student must obtain a written statement from a qualified physician stating that the drug will not interfere with safe practice in the clinical area.
6. A student's failure to submit to a required drug screen, or attempting to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet objectives for the course; therefore, progression in the program will not be permitted.

The Drug Testing Procedure set forth below will be followed:

1. Drug tests will be arranged by the SON in accordance with clinical agency requirements. If the student refuses to comply with the schedule arranged by the SON, the student will be required to withdraw from the program. Students who are unable to give a sample prior to closure of the laboratory will be considered refusal to test and will be required to withdraw from the program. All costs related to any drug testing is the student's responsibility. Payment for drug testing is due at the time the service is rendered.
2. Tests will be conducted by a qualified laboratory in accordance with established methods and procedures. Students should report to the laboratory facility by 2 PM. Confidentiality of the student as well as the validity of the sample will be protected by the testing facility. The procedure for collection as determined by the collection site will involve a witness to the voiding of the urine sample, securable urine containers, and chain of custody procedures that ensure that the samples identified to a nursing student actually contain materials from that student, that the samples are protected from tampering, and that the analysis of the samples is done in accordance with reasonable and accepted medical standards.
3. The test shall screen for the use of drugs whose use is either illegal, or which are prone to abuse, as determined at the discretion of the Medical Review Officer of the testing facility, or for the use of any drugs which are reasonably suspected of being abused or used by the student.

4. The Director for Undergraduate Programs will be notified of all test results. The Dean of the School of Nursing will be notified on an as needed basis.
5. If the test results are presumed positive, the entirety of the available evidence, including health history, will be used to determine the presence or absence of substance abuse.
6. Presumed positive test results for substances that cannot be verified based on available evidence, will be confirmed by the best currently available techniques as determined by the testing facility. If the student refuses to comply with the techniques determined by the testing facility, the student will be dismissed from the nursing program based on a positive drug screen. Positive test results shall be documented in the student's record in the techniques determined by the testing facility, the student will be dismissed from the nursing program based on a positive drug screen. Positive test results shall be documented in the student's record in the SON.
7. If the initial screening test is negative, that fact will be noted in the student's record. Unless there is compelling evidence to do otherwise, the preliminary investigation will cease and the student will be released from further action.
8. Licensed nursing students who refuse to submit to drug/alcohol testing or who have positive drug test results will also be reported to the appropriate state board of nursing. Full reinstatement of licensure will be required for an unrestricted return to the educational program. Clinical Agency agreements may require disclosure of the student's previously restricted license related to drug/alcohol abuse. The clinical agency may refuse clinical placement of a student with a previously restricted or modified license. If clinical placement is denied, the student must withdraw from the nursing program.

Student Self Disclosure of Prohibited Substance Use

A student who self-identifies use of a prohibited substance and is requesting help to deal with the problem should contact the Director for Undergraduate Programs. The Director will institute the drug testing procedure as described in this policy. The cost of all drug/alcohol testing required by the SON shall be borne by the student. Neither Alcorn State University or the SON, or any of its officers or employees, shall absorb drug/alcohol testing cost. A student who has a positive test for prohibited substances will be denied progression in any program of the SON. The student's name and test results will be sent to the Provost/ Executive Vice President of Student Affairs at Alcorn State University. The student may re-enter the nursing program after 6 months, if subsequent drug testing is negative. The returning student will be subject to random drug screening.

Confidentiality

All drug testing results will be treated by the SON as information that is received in confidence and shall not be disclosed to third parties unless disclosure is required by law, the information is needed by appropriate school officials to perform their job functions, disclosure is needed to override public health and safety concerns, or the student has consented in writing to the release of the information. The School and the University shall have the right to use and disclose the results of drug testing required by this policy in connection with internal academic purposes and in connection with the defense of any student grievance and any claims filed by a student, or by his/her personal representative, in any court of law or with any state or federal administrative agency.

Procedures for Readmission after Positive Drug Test

A. Readmission Prerequisites

A student who is denied progression in the SON due to a positive drug test will be considered for readmission if the following conditions are met:

1. Submission of a verifiable letter from the Counseling Services of Alcorn State University or from a recognized drug treatment agency stating that the student has successfully completed a substance abuse program.
2. Submission to a drug test prior to readmission. This drug test will be at the student's expense. A positive drug test will result in ineligibility for readmission.
3. Submission to drug tests as requested by the SON or clinical agencies after readmission, in accord with the policies of the University.

B. Incidence of Reoccurrence after Readmission

A student who is readmitted to the nursing program and thereafter tests positive for any drug/alcohol test or is otherwise determined to have engaged in substance abuse as defined herein will be permanently dismissed from the program and will be ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the nursing program.

C. Appeal Process

A nursing student may appeal the SON decision to dismiss or not readmit a student through the established SON Academic Appeal-Student Complaint Policy.

ELECTRONIC DEVICES

The use of cell phones, and other electronic communication and entertainment devices (e.g., MP3 players, CD players, Bluetooth, tape recorders, video graphic recorders, cell phones, tablets, smart watches, and any such contrivance with photographic capability) is **prohibited in all instructional settings**. This prohibition includes receiving or placing calls, text messaging, surfing the internet, receiving or responding to email, checking for phone messages, listening to music, and any other related activities not named here.

The use of laptops, tablets, and/or iPads may be allowed at *the discretion of the faculty* for course assignments and clinical experiences. Students may not use these devices in any instructional areas which include all classrooms, clinical assignments, lab, conference rooms, and lecture halls during instructional sessions, workshops, and meetings without prior faculty approval.

Under no circumstances can electronic devices be used to record conversations or to take pictures.

For violation of this policy, consequences are as follows:

1. First Offense – Involved student(s) will be instructed to leave the class or clinical setting, will be counted absent for the day, and will need the instructor's permission to return to the class or clinical setting. If the offense occurs while the student is in the clinical setting, the occurrence will be documented on the student's clinical evaluation tool as designated by the course clinical evaluation process. If this offense occurs during testing, the exam will be recovered and a zero will be recorded. Student(s) will not be allowed to retest or make up this exam.
2. Second Offense – Involved student(s) will be instructed to leave the class or clinical setting, will be counted absent for the day, and will need the instructor's and the Director of Undergraduate Programs permission to return to the class or clinical setting. If the offense occurs while the student is in the clinical setting, the occurrence will be documented on the student's clinical evaluation tool as designated by the course clinical evaluation process. If this offense occurs during testing, the exam will be recovered and a zero will be recorded. Student(s) will not be allowed to retest or make up this exam.
3. Third Offense – Involved student(s) will be instructed to leave the class or clinical setting, will not be allowed to return to the class or clinical setting, and will receive a failure in that course.

Documentation of offenses will be kept on file in the Director for Undergraduate Programs office.

EMERGENCIES

Emergency procedures are posted to the SON website. Please use the following link to register for ASU emergency notifications. You can login with your Banner 'A' number and six digit pin. <https://connected.alcorn.edu/>

EMERGENCY CONTACT

Students should inform day care centers or family members of the name of the program in which they are enrolled and the phone number of the program secretary. This information will be provided during the program orientation. Personnel will locate a student for emergencies only.

EMERGENCY MEDICAL CARE, STUDENT HEALTH SERVICES, AND HEALTH INSURANCE

<http://www.alcorn.edu/academics/student-services/health-and-disability-services/index.aspx>

1. All students may receive the primary health care services offered at the ASU Family Clinic for a **fee**. These services include: pre-admission physical examinations, health screening, education, counseling, selected treatments such as Tuberculosis screening, titers, and immunizations including Hepatitis B and flu shots (in season).
2. It is a **requirement** of the clinical agencies that students maintain health insurance coverage.
3. Students must present proof of health insurance coverage at the beginning of each semester. Students will not be allowed to participate in clinical without health insurance.
4. All students are eligible to be seen at the University Infirmary on the main campus in Lorman or at the ASU Family Clinic (for a fee) on the Natchez Campus. Students must present the ASU Gold Card when being seen at the University Infirmary.
5. 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. Students are required to complete an Emergency Information Card.
7. In the event of a medical emergency, an ambulance will be called by faculty or staff to transport the student to a local healthcare facility.

8. The student experiencing the emergency is responsible for all charges incurred in the process of resolving the problem.

FINANCIAL AID AND HOUSING

1. Nursing students may obtain financial aid and housing information from the Financial Aid Office and the Housing Office on the Lorman Campus. Students may also obtain information from the Student Access Center on the Natchez Campus.
2. Students are expected to adhere to the rules and regulations of the facility where they are housed. See ASU Student Handbook.

GOLD CARD POLICIES AND PROCEDURES

The Gold Card is the official identification card for all faculty, staff, and students of Alcorn State University. The student must be completely registered in order to obtain a card. Students, faculty and staff must have their Gold Card with them at all times. In addition, the card must be presented upon request by University authorities. Unauthorized use by a party other than the individual pictured on the card warrants confiscation and possible disciplinary action by the University. University issued student ID badges are also required to be worn and visible at all times. For more information refer to Gold Card Policies

https://www.alcorn.edu/uploaded/files/studaff/Student_Handbook_2018_-19.pdf

GRADING

1. The following grading scale is used in all nursing courses:

A	=	93 - 100%
B	=	85 - 92%
C	=	77 - 84%
D	=	69 - 76%
F	=	Below 69%

Grades of Incomplete (See the ASU Student Handbook)

<https://www.alcorn.edu/academics/resources>

The term "Incomplete" is used when a student is absent from examination because of sickness, death in the family, or for other justifiable reasons. Otherwise, the instructor is required to assign for each student a definite grade based upon the work actually accomplished, irrespective of the circumstances that may have contributed to the results achieved. A student whose work has been marked "Incomplete" must remove the mark within 60 days after the beginning date of the student's next enrollment in residence. An incomplete

grade must be removed within 13 months after the grade is recorded even if the student fails to enroll. If the "Incomplete" is not removed within this period, the student will receive a grade of "F". A grade other than an incomplete may be changed only if there is an error of calculation or recording as verified by the official roll book. The Director of Undergraduate Programs, Dean, and the Provost/Executive Vice President for Academic Affairs must approve all changes of grades.

2. Rounding of Grades

Only **final course grades** are rounded. Final course grades will be rounded to the nearest whole number. Grades below five tenths (50 one-hundredths) will be rounded downward, while grades at or above five tenths (fifty one-hundredths) will be rounded upward. For example: 76.49 will round to 76; 76.50 will round to 77. **Other course grades including the test average required for progression will not be rounded.** All other course grades including the test average will be carried to three decimal places and rounded to two.

3. Grading System

The quality of the student's work is indicated by letter grades using the School of Nursing's and the University's system. Letter grades will not be characterized by plus or minus signs.

Grades in Clinical Courses

Several courses in the SON have a clinical component. In order to pass clinical courses, a student must receive a grade of Satisfactory in the clinical component of the course as determined using the course clinical evaluation tool, and achieve a theory test average of 77% and an overall theory course average of 77%. An Unsatisfactory in the clinical component of a course results in an automatic failure regardless of the number of points obtained in the theory portion of the course. A clinical grade of "Fail (F)" in a nursing course will nullify a passing theory grade. A grade of "D" or "F" will be recorded for the theory and a grade of "F" will be recorded for the clinical. The course must be repeated before enrolling in another nursing course. The course may be repeated once provided the student is eligible for readmission.

Clinical Evaluation

1. Evaluation of clinical performance will take place in the skills laboratory, the assigned clinical areas, and/or by clinical performance examination.
2. Students are expected to progress toward competence in clinical nursing skills in an orderly fashion. The skills checklist is to be used throughout the program to document skills performance competency.

3. It is the student's responsibility to be prepared to demonstrate performance of specific skills. **(PLEASE REFER TO ACADEMIC PROGRESSION.)**
4. Formative (mid-course) and summative (end-of-course) clinical evaluations are done by the clinical Faculty for each clinical course using clinical course objectives as guidelines and recorded on the program's clinical evaluation instrument. If a student fails the formative evaluation, he/she will be required to document compliance with prescribed remedial actions. If the student fails the summative evaluation, the student will fail both the theory and clinical components of the course.
5. Students are expected to prepare a written self-evaluation of their clinical performance using the clinical course objectives as guidelines and to record their self-evaluation on the program's clinical evaluation instrument.
6. Clinical evaluation conferences will be scheduled according to the Program Clinical Evaluation Procedure. Additional clinical evaluation conferences may be scheduled at the discretion of the clinical faculty.
7. Students' return demonstrations of skills are recorded as indicated in the Program Clinical Evaluation Procedure. Faculty may require remediation prior to a second check-off. A student who fails the same skill on the second check-off must have practice supervised by a faculty member prior to the third check-off. Failure of a third check-off of the same skill will result in failure of the course.

Grades for Written Course Assignments

Specific instructions for completion of all graded assignments will be included on the assignment forms or in the course syllabus. Assignments are due as specified by the Faculty. A grade of ZERO will be given for all assignments not submitted by the published due date. The School of Nursing reserves the right to maintain on file all written work submitted by students. Evaluation of such work is made available to students.

GRADUATION

All prospective candidates for graduation must successfully complete all requirements for graduation in the respective programs (see University and Program requirements.) It is the student's responsibility to make sure the graduation requirements have been met. Students are encouraged to monitor their degree plan on go.alcorn.edu.

https://www.alcorn.edu/uploaded/files/oaa/2018-2020_Catalog.pdf

1. Only students meeting all degree requirements will be allowed to participate in commencement ceremonies.
2. Students anticipating graduation should file an Application for Degree form by the date designated on the University Academic Calendar. Students who fail to have proper materials and applications submitted on time will be deferred until the next graduation period. The University Academic Calendar is available on the Alcorn State University website (www.alcorn.edu).
3. All students participating in graduation must complete a cap and gown order form by a specified date. The caps and gowns may be picked up the Friday prior to the graduation exercises.
4. Candidates for graduation are required to complete the NCLEX-RN® Examination Registration and Application Process. Information necessary to register to take the national licensing examination for registered nurses (NCLEX-RN®) can be found at <http://www.msbn.ms.gov/Pages/Home.aspx>

The falsification of any requested information on the NCLEX-RN® Examination Registration Application may delay or nullify the process for obtaining registered nurse licensure or restrict your scope of practice. One should disclose all convictions on your application (even if expunged) to avoid delay or confusion with the criminal background check and licensure process.

5. Candidates for graduation are expected to purchase a school pin.
 - A. Candidates should provide the pin company representative with proper initials to be engraved on the back of the pin for identification along with a check or money order made payable to the pin company, or a credit card payment to cover the cost of the pin.
 - B. Graduation candidates who choose not to buy a school pin will be unable to participate in the Pinning Ceremony.
6. All prospective candidates for graduation must either pass a departmental examination or complete a written project in their major field. Departmental personnel will determine the exact nature of this requirement.

GRIEVANCE PROCEDURE

A grievance is a student's claim of unfair and/or non-equitable treatment regarding established policies, procedures, rules, and regulations of ASU. The formal expression of a grievance is a complaint. The SON defines a grievance as a formal allegation against a party or program expressed in a written, signed statement. The student has the right to express grievances without prejudice, penalty, or recrimination. Please refer to the ASU Student Handbook:

<https://www.alcorn.edu/academics/student-affairs>

1. Students are expected to follow the chain of command in the School of Nursing and University.

Chain of Command for Communication and Due Process Related to Grievances

Student → Faculty Member → Program Coordinator → Director for Undergraduate Programs/Associate Dean → Dean → Provost/Executive Vice President for Academic Affairs → President

2. The student shall schedule a conference with the involved party. The conference must be scheduled within fifteen (15) business days of the occurrence.
 - A. The student should arrange to meet with the involved parties outside of class, at a mutually convenient time to discuss his/her concern. (This should be a meeting in a confidential setting.)
 - B. The student must provide a written and signed review of the incident based on facts, including the resolution he/she is seeking.
 - C. If the concern is with an adjunct faculty, the Program Coordinator should be involved in the conference.
 - D. If the student is unable to resolve the issue directly with the involved party, he/she may appeal any decisions based on following the chain of command until resolution occurs.
 - E. All appeals to the next level in the chain of command must be made within five (5) workdays of the rendering of the previous level decision. Appeals should be signed and in writing, and should explain the nature of the appeal and resolution he/she is seeking.
 - F. Each level of the chain of command within the School of Nursing has five (5) business days to render a decision regarding the grievance.

Grade Appeal

A grade other than an incomplete may be changed only if there is an error of calculation or recording as verified by the official roll/grade book. The SON Director of Undergraduate Programs, SON Dean, and the Provost/Executive Vice President for Academic Affairs approve all change of grades. The student has fourteen (14) calendar days from the first day of the semester following the term in which the

grade was earned to consult with the faculty member to review the final grade assigned and thereby initiate the appeal.

<http://www.alcorn.edu/academics/policies-and-procedures/index.aspx>

Following the steps of the Grievance Procedure is required.

HIPAA

1. It is the policy of Alcorn State University SON to ensure that operations, activities, and business affairs of the clients are kept confidential. All students are required to sign a confidentiality statement of each agency indicating they intend to practice and abide by that agency's policy, rules, and regulations of confidentiality, including HIPAA. During their clinical experience, any information that is acquired shall be handled in strict confidence. Students are responsible for the security of any such information. Agencies may ask students to sign a statement of confidentiality at the time of orientation and periodically throughout their experience to acknowledge their awareness of, and reaffirm their commitment to confidentiality.
2. A HIPAA violation will be subject to review by a Faculty Committee as appointed by the Dean, and may result in student failure and dismissal from the nursing program. Ignorance of these rules and regulations or failure to correctly interpret them does not excuse any one from the penalties in cases of a violation.
3. All students should remember that HIPAA rules and regulations also apply to information posted on social networking and any other public and/or private sites.

INTEGRITY POLICY

Also, see **PROFESSIONAL ROLE EXPECTATIONS AND STANDARDS OF CONDUCT.**

- I. All students in the Alcorn State University School of Nursing are expected to comply with all University and School of Nursing policies, procedures, and expectations related to integrity, professional role expectations, and standards and codes of conduct. The student will refrain from any form of academic and professional dishonesty or deception in the classroom, clinical, and other learning settings. These behaviors include cheating, plagiarism, violation of client confidentiality, falsification of data, falsification of records, and/or aiding and abetting dishonesty. Failure to do so will result in disciplinary actions as outlined in University and/or School of Nursing policies and procedures (ASU and SON Handbooks).
- II. Required Adherence to University's Academic Integrity Policy

According to Alcorn State University policy (Student Handbook) academic dishonesty is defined as misconduct, dishonesty, misrepresentation, or immoral behavior that will harm, damage or endanger any person or property or hinder academic continuance. Cheating and plagiarism will not be tolerated in any form. Examinations and assignments are employed to encourage learning and judge its quality. To evaluate this with justice and fairness, it is necessary that they be executed with complete honesty. Persons, who are guilty of cheating or plagiarism, as defined below, will be subject to academic sanctions including but not limited to awarding a grade of "F" for the test or assignment, probation, suspension, or expulsion.

III. Purpose of the SON and University Academic Integrity Policy

Required as a citizen of the SON community, each student is responsible for abiding by the principles of academic integrity, professional integrity, and respect for others throughout his/her tenure in the SON. The Alcorn State University School of Nursing Personal Integrity Guidelines set forth specific standards of conduct that provide a framework for applying each principle in the context of nursing education and the nursing role. These guidelines state the expectations of the SON with respect to some specific integrity issues that may arise in the course of nursing education. All SON students are expected to conduct themselves in accordance with these guidelines. However, because no set of guidelines can anticipate all potential challenges to personal integrity, students are also expected to adhere to the principles of academic integrity, professional integrity, and respect for others in all endeavors pertaining to nursing education and the nursing role.

IV. Policy

1. Cheating. Dishonesty of any kind with respect to examination, course assignments, alterations of records, or illegal possession of examinations shall be considered cheating. It is the responsibility of the student not only to abstain from cheating, but in addition, to avoid the appearance of cheating and to guard against making it possible for others to cheat. Any student who helps another student to cheat will be considered as guilty of cheating as the student he/she assists. The student should do everything possible to induce respect for the examining process and for honesty in the performance of assigned tasks in or out of class.
2. Plagiarism. Honesty requires that any ideas or materials taken from another for either written or oral use must be fully acknowledged. Offering the work of someone else as one's own is plagiarism. The language or ideas thus taken from another may range from isolated formulas, sentences, or paragraphs, to entire articles copied from books, periodicals, speeches, or the writings of other students. The offering of materials assembled or collected by others in the form of projects or

collections without acknowledgement also is considered plagiarism. Any student who fails to give credit for ideas or materials that he takes from another is guilty of plagiarism.

3. Academic Integrity. Every student in the ASU SON is expected to demonstrate academic integrity, including (but not limited to) the standards listed:
 - Follow the specific directions of course faculty with respect to academic integrity and academic honesty.
 - Understand and comply with correct procedures for citation and documentation of references and assignment of credit in all written submissions (papers, research reports, or clinical reports), always avoiding plagiarism.
 - Submit only one's own work for course credit, and not the work of any other.
 - Complete all academic work independently unless the faculty member or other responsible authority has expressly authorized collaboration with others, refraining from unauthorized collaboration on work that is claimed to be one's own.
 - Ask instructors for clarification if there is any question concerning the degree of collaboration permissible on an assignment.
 - Give full credit and acknowledgement to all collaborators on projects and reports in which collaboration is permitted.
 - Do not use a significant portion of any paper or project to fulfill the requirements of more than one course, unless you have received prior faculty permission to do so.
 - Observe the time constraints imposed on tests, quizzes, examinations, and assignments, and take them when scheduled unless appropriately excused.
 - Do not use or consult unauthorized materials, equipment, or devices when taking tests, quizzes, examinations, or other evaluative procedures.
 - Refuse to give unauthorized aid to other students or to receive unauthorized aid from other students on tests, quizzes, examinations, or assignments. (Note: The term "assignment" is used for any work, required or volunteered, submitted to a faculty member for review and/or academic credit.)
 - Refuse to take examinations or to complete assignments for any other person.
 - Respect the intellectual property and educational and research materials of others, recognizing that depriving them of such property (by improperly denying access, damaging, or destroying such property or materials) would result in unfair academic advantage.
 - Respect the intellectual property of course instructors and all creators of course content by complying with principles of fair use and copyright

law, and by avoiding unauthorized appropriation, reproduction, or dissemination of course materials in any medium (print, audio, visual, multi-media, online).

- Use only one's own access codes, passwords, login codes, keys, and facility access cards.
- Never attempt to access academic or administrative files, research documents, or client medical records without authorization.
- Never alter, falsify, or fabricate academic, research, clinical, or client documents.
- Be truthful in all applications for admission to academic programs, employment, and financial support for education or research.
- Honestly represent one's own academic, clinical, and work credentials under all circumstances.
- Refrain from all other behaviors that clearly compromise intellectual integrity and honesty.
- Promptly report any suspected violations of academic integrity to the appropriate School of Nursing faculty.

INTERNET AND E-MAIL

Internet access, an ASU e-mail account, and e-mail access is required for all Faculty, staff, and students in the School of Nursing. Communication with students will be through the student's ASU e-mail account and/or through Canvas.

LOCKERS

Lockers are provided for use by faculty, staff and students in respective men's and women's locker rooms. Lockers are assigned on a first-come, first-served basis by the Director of Academic Support and Facilities. Each person is responsible for furnishing his/her lock to secure belongings. The University assumes no responsibility for articles taken from lockers.

LOUNGES

Lounges are provided for faculty, staff, and student use.

1. The student lounge may be used by students for lunch and refreshments breaks.
2. The faculty/staff lounge may be used by faculty and staff for lunch and refreshment breaks.
3. All faculty, staff, and students are requested to participate in keeping the lounges and restrooms neat.

NATCHEZ LIBRARY/LEARNING RESOURCE CENTER (NLLRC)

The NLLRC provides students, faculty, and staff a multi-media library learning center that houses books, periodicals and journals, pamphlets, charts, models, filmstrips, videos, slide programs, education software, computer on-line services via the Internet, and off-line services via CD-ROM. The operating hours of the NLLRC are posted each semester. The NLLRC will be in operation twelve months a year except on official University holidays. Students will receive an orientation to the NLLRC early in the fall semester and may locate additional information on the website <https://www.alcorn.edu/academics/schools-and-departments/school-of-nursing/natchez-library-learning-resource-center>

ORIENTATION/SPECIAL ASSEMBLIES/YEARBOOKS

1. A convocation and an orientation are scheduled at the beginning of each academic year. All students are REQUIRED to attend.
2. Special assemblies are scheduled periodically throughout the academic year. Announcements of special assemblies will be placed on the program bulletin boards in the lobby of the nursing building. All students are REQUIRED to attend all scheduled assemblies..
3. Pictures for the ASU yearbook, *The Alcornite*, are taken on the Natchez campus during Fall Semester. An announcement of specific dates and times will be placed on the program bulletin boards. All students are expected to have their pictures taken during this time for inclusion in the yearbook.

PARKING – SCHOOL OF NURSING NATCHEZ CAMPUS

All Faculty, staff, and students who park their cars in the Natchez Campus parking lots will be required to purchase a parking decal.

https://www.alcorn.edu/uploaded/files/studaff/Parking_Registration_Guide.pdf

1. Parking decals may be purchased on-line.
2. Parking decals may be purchased during registration.
3. Persons who fail to purchase a parking decal will be fined.
4. Unpaid parking fines will be charged to the student's account.
5. Student accounts must be cleared prior to graduating and/or the release of transcripts.
6. When Natchez Campus lots are full, ASU students may park in the

student residence hall (south) parking lot or the CO-LIN parking lots using the same parking decal.

7. The yellow parking lanes in the east parking lot and in the south parking lot are reserved for Faculty and staff.
8. Handicapped parking is designated in front of the building.

PERSONAL COUNSELING, SUPPORT SERVICES, & STUDENT DEVELOPMENT

Counseling services supportive of students' successful matriculation and completion of SON curricula shall be available. Students may be self-referred or may be referred by peers, faculty or staff to counseling support services. Information regarding professional counseling is discussed during orientation and posted on bulletin boards in the School of Nursing.

POLICY CHANGES

1. Changes in policies may be necessary. These changes shall become effective once communicated to students.
2. All changes will be distributed verbally, in writing, and/or via the University Learning Management System announcements for addition to the SON Undergraduate Student Handbook.
3. Students are required to sign a statement indicating receipt of the policy change.

PROFESSIONAL ROLE EXPECTATIONS AND STANDARDS OF CONDUCT

The general and specific standards of conduct set forth exist to provide basic guidelines of generally acceptable behavior for students enrolled in the School of Nursing. Failure to adhere to these professional role expectations and standards of conduct will result in disciplinary actions as outlined in University and/or School of Nursing policies and procedures. Nursing students are expected to:

1. Adhere to the University's and School of Nursing's Dress Codes.

The ASU Student Handbook defines appropriate attire for students enrolled in the University

https://www.alcorn.edu/uploaded/files/studaff/Student_Handbook_2018_-19.pdf

According to the handbook, "attire will be governed by its appropriateness to the activity. Students are encouraged to exercise discretion in their dress attire. Specifically, upper and lower garments and footwear are required. Students are expected to dress in a manner that is representative of an institution of higher education." In addition, as a student enrolled in an educational program which will prepare students to enter the profession of nursing, there are professional expectations to which students will be expected to adhere at all times.

2. The purple scrub will be worn in the Virtual and Clinical Laboratories and in the classroom. ASU clinical student nurses' uniform should not be worn for activities not directly related to the clinical nursing experience such as to grocery stores, shopping centers or restaurants. Uniform infractions will be given for violations observed by **any** faculty member within the School of Nursing. Dress appropriately when going into your assigned clinical area or to off campus meetings, workshops or conferences (well-groomed hair, shoes, no pajamas, no exposed midriffs or cleavage, neatly shaven, no exposed underwear of any kind, appropriate fitting uniforms and clothing).
3. Use accurate terminology related to nursing and health care.
4. Behave in a professional manner in all circumstances regarding your nursing responsibilities including politeness, modulated tone of voice, appropriate eye contact, seeking clarification when information is unclear and freely seeking assistance from the Nursing Faculty, Faculty Advisor, Program Coordinator, Associate Dean, or Dean.
5. Seek role models and mentors to help you shape your nursing career and be a role model for others who are in the process of nursing career exploration and preparation.
6. **Treat confidential information appropriately.** See section regarding HIPPA Violations.
7. Adhere to appropriate moral values and ethical rules in your decision-making related to client care and your own personal behavior as well.
8. Participate in pre-professional nursing organizations (i.e., MASN, MOSA) that can benefit students as well as the nursing profession. Specific benefits to individuals include opportunities for scholarships, conferences and conventions, networking with students from other nursing programs, obtaining discounts on nursing publications and related items and developing an appreciation for the importance of nursing organizations to the nursing profession.
9. Be self-directed in the pursuit of learning and honest in appraising capabilities and limitations as a nursing student. Students are expected to demonstrate a commitment to excellence in academic achievements and in the orderly development of clinical competence.
10. A student generally meeting the behavior expectations of the School of Nursing will, at a minimum:
 - A. Accept responsibility for his or her behavior and take action, which gives evidence of persistent efforts toward changing that unacceptable behavior.

- B. Demonstrate accountability for his or her actions in both the clinical and classroom areas.
 - C. Exhibit personal and professional integrity in both clinical and classroom settings.
 - D. Promote and maintain client safety.
 - E. Maintain client confidentiality.
 - F. Display behaviors that reflect caring, concern, flexibility, courtesy, nonjudgmental or unprejudiced beliefs in interactions with clients, families, health care providers, peers, faculty and administration.
 - G. Demonstrate respect for others by:
 - Treating all persons with respect in accordance with Alcorn State University policies of nondiscrimination and non-harassment.
 - Demonstrating respect for clients with cultural backgrounds different from one's own.
 - Respecting the rights of clients and research participants and their families to be informed about and to participate in decision-making concerning their health care.
 - Communicating truthfully with clients and colleagues in all clinical situations and avoiding misrepresentation.
 - Treating all colleagues and peers in health care endeavors with consideration, courtesy and cooperation.
 - Respecting the modesty and privacy of all clients and research participants.
 - Maintaining a neat and professional appearance consistent with clinical site requirements and SON policy.
 - Maintaining civility and professional behavior at all times in classroom, laboratory, clinic, hospital, and all health care settings.
 - Avoiding disruptive and aggressive behavior.
11. The following specific behaviors are deemed **unacceptable** by the School of Nursing:
- A. Absence without justification or proper notice.
 - B. Excessive absenteeism or tardiness.
 - C. Inattentiveness, sleeping, or engaging in any behavior which is deemed disruptive to the educational process during both classroom and clinical settings.

- D. Refusing to follow instructions of a course instructor, supervisor, administrator or other person of authority.
- E. Failure to prepare for class or clinical experience, or refusal or failure to perform a class or clinical assignment.
- F. Disruptive or violent behavior including, but not limited to, engaging in inappropriate or prohibited behavior, threatening, intimidating, coercing, or interfering with the educational process or experience of other students, faculty or School of Nursing personnel.
- G. Failure to speak or act in a professional, respectful or courteous manner to any person in the clinical setting, School of Nursing, and/or affiliate agency.
- H. Violation of the substance abuse policy.
- I. Violation of the weapons policy.
- J. Fighting (physical or verbal) on the School of Nursing or other University premises.
- K. Theft or misappropriation of property of the clinical agency, School of Nursing, other students, or any person whom the clinical agency or School of Nursing provides services.
- L. Abuse, misuse, or deliberate destruction of clinical facility, School of Nursing, and/or University property or equipment.
- M. Using another's name, name pin, or personal identification or permitting another to use your identification.
- N. Misrepresentation, falsification or material omission of fact from any record, including but not limited to the clinical agency records or School of Nursing records.
- O. Violation of the dress code.
- P. Lewdness or indecent behavior.
- Q. Off-campus behavior reflecting adversely on the School of Nursing or University or its reputation. Disciplinary Action may be taken depending on the nature of the off-campus behavior. See ASU Student Handbook.
- R. Sexual or other unlawful harassment of any fellow student, client, or any other person connected with the clinical agency or the School of Nursing.

- S. Unauthorized disclosure or discussion, either inside or outside of the clinical agency or the School of Nursing, of confidential information concerning the client's family, physician, or other health care provider, faculty, and/or student.
- T. Unauthorized access to or breach of confidentiality of any of the School of Nursing confidential business or proprietary information, whatever the form.
- U. Failure to follow the policies and procedures of the clinical agency.
- V. Failure to adhere to the Social Networking Policy.

The list of specific standards is for guideline purposes only and is not intended to be exhaustive of the School of Nursing's behavioral expectations.

REGISTRATION

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.

Nursing students are expected to pre-register through the ASU web site for classes provided by their Advisor prior to each registration period.

Nursing students are expected to complete the registration process either on-line or on the Natchez Campus. Books are to be purchased on the Natchez Campus on registration day.

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

Registration dates are listed in the college catalog and the University Academic Calendar available on the ASU website (www.alcorn.edu). Special announcements regarding the Natchez Campus registration procedure will be placed on the bulletin board located in the SON lobby.

Failure to complete registration and pay all fees will result in the student being purged from the system and the class roll. The student will not be able to attend class or continue in their plan of study.

Early Registration

Any time after the date published in the Semester Schedule of Classes and/or the University Academic Calendar, nursing majors may meet with their advisor to complete their schedule for the following semester.

RESOURCE LABORATORY (RL)

The RL will be operational during all academic semesters. Operating hours will be posted. The RL Coordinator will provide and schedule in-service workshops and activities for nursing students, Faculty, and staff. A calendar of scheduled events will be posted in the office of the RL Coordinator.

RISK MANAGEMENT

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

1. Children under age twelve (12) are not allowed on the Natchez Campus. The Dean of the School of Nursing or her designee must grant any exceptions.
2. Children should not be left alone in vehicles in the ASU Natchez Campus parking lot.
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.
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.

SCHOOL OF NURSING UNDERGRADUATE STUDENT HANDBOOK

Students are expected to read the School of Nursing Undergraduate Student Handbook.

All students are required to submit to the course coordinator by the second week of class a signed and dated signature page from the School of Nursing Handbook acknowledging access to the handbook.

SMOKING

https://www.alcorn.edu/uploaded/files/oa/LttrsAnnncs/Smoke-Free_Tobacco_Policy.pdf

Policy Statement

Alcorn State University supports a smoke and tobacco free campus as a wellness initiative to protect the health of students, faculty, staff and guests. The current policy supersedes any previous policy and becomes effective July 1, 2018.

The smoke and tobacco-free policy applies to all Alcorn State University facilities, property, and vehicles (owned or leased), regardless of location. Smoking and the use of tobacco products shall not be permitted in any enclosed place, including, but not limited to, offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space within ASU. Smoking and the use of tobacco products shall also be prohibited outdoors on all ASU campus property, including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums, as well as in all personal vehicles while on campus. Observance of this policy is the responsibility of all ASU students, faculty, staff and visitors.

Promotion and Sale of Tobacco Products Prohibited at Alcorn State University

In further recognition of the incompatibility of Alcorn State University's educational mission and the promotion of tobacco products: No tobacco-related advertising or sponsorship shall be permitted on ASU property, at ASU-sponsored events, or in publications produced by ASU, with the exception of advertising in a newspaper or magazine that is not produced by ASU and which is lawfully sold, bought, or distributed on ASU property. For the purposes of this policy, "tobacco related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, or motto, selling message, recognizable pattern or colors, or any other characteristics of products identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products. No tobacco products or paraphernalia shall be sold or distributed as samples on university grounds, either in vending machines, the student union, or any other **area** on campus.

SOCIAL NETWORKING and CYBER-BULLYING

A student's online presence reflects the University and School of Nursing. Be aware that actions captured via images, posts, or comments can reflect that of the University and School of Nursing. In a professional role as a health care provider, students are not to mention any information related to clinical experiences or agencies, client care, or the personal health information of any individual, on any internet social media site (Facebook, Twitter, emails, MySpace, Yik Yak, etc.). Removal of an individual's name does not constitute proper deidentification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, type of treatment, or clinical agency may still allow the reader to recognize the identity of specific individuals. Future employers often review these network sites when considering potential candidates for employment. Information

can “live” beyond its removal from the original website and continue to circulate. Therefore, students should think very carefully before posting any information on a website or any other social networking site. Inappropriate behaviors related to confidentiality of client and/or other information is of a very serious nature and will result in program dismissal.

The University and School of Nursing logos and trademarks may not be used without prior written consent. This includes photographs showing any School of Nursing or University equipment and supplies.

“Cyber-bullying is the use of cell phones or other devices to send or post text or images intended to hurt or embarrass another person. Cyber-bullying may include, but is not limited to, unwanted or unsolicited e-mails to others, threats, sexual remarks, pejorative labels (i.e., hate speech), making victims the subject of ridicule in forums, and posting false statements as fact aimed at humiliation. Cyber-bullies may be direct or take indirect form, including but not limited to, assuming false identity or using another person’s identity to disclose the victims’ personal data (e.g. real name or address) at websites or forums for the purpose of publishing material that defames or ridicules the victim. Cyberbullies may send threatening, harassing emails and instant messages to the victims, while others may post rumors or gossip and instigate others to dislike the victim” (ASU Student Handbook). The penalty for cyber-bullying is found in the ASU Student Handbook.

SON UNIFORM POLICY

The Official SON Uniform

The uniforms of Alcorn State University School of Nursing were designed to symbolize the ideals of the University through loyalty, responsibility, freedom, school spirit, and dedication to service. To assist the student to operate within the spirit of this philosophy, the following uniform policies have been adopted.

1. The clinical uniforms, purple scrubs, and laboratory coats for undergraduate students will be purchased from the designated uniform vendor.
2. The clinical uniform worn by female undergraduate students consists of the dress and/or pantsuit, and lab coat with regulation name pin, monogram, and school badge. Shoes should be all white, closed-toe, leather or made of material impervious to water that are professional in appearance. White hose or white dress socks should be worn.(ankle length hose/socks or no-shows are not acceptable).
3. The clinical uniform worn by male undergraduate students consists of the school uniform shirt and white pants, laboratory coat with regulation name pin, monogram, and school badge. Shoes should be all white, closed-toe, leather or

made of material impervious to water that are professional in appearance. White dress socks should be worn (ankle length or no show socks are not acceptable).

4. Pregnant students are to wear the maternity uniform approved by the program coordinator and/or nursing Faculty. The appropriate time to change to the maternity uniform will be decided by the Faculty and the student involved.
5. Registered nurses in the RN-BSN program may wear a white nursing uniform with the official student regulation name pin on those units not requiring a special uniform.
6. Special community health uniforms for undergraduate students consist of the official school clinical uniform or purple scrubs.
7. Undergraduate students are required to wear a purple scrub and name tag during class and while practicing and performing return demonstrations in the Clinical and Virtual Laboratories. When attending on-site clinicals in the Clinical and Virtual Laboratories, students are required to adhere to the clinical uniform appearance guidelines and the personal appearance guidelines. See below.
8. Other items required for use with the uniforms are:

- Standard watch with a second hand
- Bandage scissors
- Blue or black and red ballpoint pens
- Pocket notepads
- An approved stethoscope
- Blood Pressure Cuff
- Penlight
- Hemostats

SON Uniform Appearance

In addition to good personal hygiene, the following are expected when wearing the clinical uniform and the purple scrubs in the Virtual and Clinical Laboratories for scheduled on-site clinical experiences:

1. The clinical uniform and purple scrubs should be clean, neat, and wrinkle free. No alteration of the style of uniform will be permitted.
2. Clean, white hose free from runs or white dress length socks should be worn with the clinical uniform. Ankle length hose/socks are unacceptable. When assigned to special nursing areas such as the nursery, labor and delivery, surgery, etc., female undergraduate students must wear full length hose.

3. Shoes appropriate for professional appearance. Laces should be clean, shoes polished and in good repair. Shoes must cover the entire foot.
4. Female undergraduate students should wear a full length white or beige slip with the clinical uniform dress. Male undergraduate students should wear a white round-necked T- shirt under the uniform shirt. Female students may wear a short sleeved T-shirt or turtleneck under their uniform tunic. The sleeves of the T-shirt or turtleneck should not be longer than the sleeves of the uniform shirt or tunic.
5. Undergarments must be worn by all students while in the SON uniforms and should be white or beige in color and free of designs. Black undergarments will not be permitted.
6. Uniform pockets must never give the appearance of being overloaded.

Lab Coat

A lab coat may be required.

1. The use of the lab coat with the official school approved name pin or monogram is restricted to clinical periods as designated by the nursing Faculty, clinical practice area and in the community health rotation, and for identification purposes over appropriate street clothes for undergraduate students picking up client assignments.
2. For female students wearing professional street clothes, dresses or skirts should not be above knee length. Males may wear dress slacks. Denims and/or T-shirts are not acceptable. Safe, appropriate shoes should be worn. Tennis/athletic shoes, flip flops, and sandals are not acceptable.

Sweater

A plain white sweater may be worn by undergraduate students while in the clinical area. A jacket may be worn in the classroom.

Name Pin

The school approved name pin must be worn on the uniform, the purple scrubs, the sweater, and/or the laboratory coat at all times if that information is not already embroidered on the garments. The student will not be allowed to participate in the clinical experience without appropriate identification. The name pin should only be worn during University related functions. A student may not use another's name pin or personal identification or permit anyone else to use their identification or name pin.

Personal Appearance

1. The ASU Student Handbook defines appropriate attire for students enrolled in the University

https://www.alcorn.edu/uploaded/files/studaff/Student_Handbook_2018_-19.pdf
2. According to the handbook, “attire will be governed by its appropriateness to the activity. Students are encouraged to exercise discretion in their dress attire. Specifically, upper and lower garments and footwear are required. Students are expected to dress in a manner that is representative of an institution of higher education.” In addition, as a student enrolled in an educational program which will prepare students to enter the profession of nursing, there are professional expectations to which students will be expected to adhere at all times.
3. While wearing the SON clinical uniform or purple scrubs during designated on-site clinical experiences in the Virtual and Clinical Laboratories, the student’s hair must be neat, clean and not touch the collar if hair is not pulled back. Any hairstyle creating a health hazard is not permitted. Ponytails are not to be worn by students in uniform. Hair ornaments and/or fasteners, unless concealed, are not permitted with the uniform. Hair color should be limited to that found naturally (no green, purple, blue, etc.). A neatly clipped beard and/or mustache are acceptable for male students.
4. Nails are to be clean, short and without polish. Artificial nails are not permitted.
5. Cosmetics should be worn within the limits of good taste. Excessive eye makeup may not be worn while in uniform. Colognes, perfumes or shaving lotions are not to be used.
6. Minimal jewelry may be worn while in uniform: Smooth, plain wedding band, watch (simple and professional styling), and small earrings.
7. It is preferred that no earrings be worn; however, unadorned pierced metal stud earrings are acceptable. Studs may not exceed 1/8” in diameter. Fad earrings are not acceptable (i.e., two or more earrings in one ear). In some clinical areas, earrings may not be worn (pediatrics).
8. There are times when the wedding band, watch, and name pin may constitute a health hazard and are to be removed.
9. The wearing of visible body rings is not permitted in the clinical setting.
10. Visible body art (tattoos) must be tastefully and completely covered.

11. In addition to the policies and procedures outlined by the School of Nursing, students are required to adhere to all the policies and procedures outlined by the clinical agencies.

Uniform Utilization

1. Nursing students are expected to adhere to the University's and School of Nursing's Dress Codes.
2. The purple scrub will be worn in the Virtual and Clinical Laboratories and in the classroom. ASU clinical student nurses' uniform should not be worn for activities not directly related to the clinical nursing experience such as to grocery stores, shopping centers or restaurants. Uniform infractions will be given for violations observed by any faculty member within the School of Nursing. Dress appropriately when going into your assigned clinical area or to off campus meetings, workshops or conferences (well-groomed hair, shoes, no pajamas, no exposed midriffs or cleavage, neatly shaven, no exposed underwear of any kind, appropriate fitting uniforms and clothing).
3. Clinical uniforms and/or the purple scrubs are to be worn only in the clinical area and for activities approved by the nursing Faculty. Clinical uniforms and the purple scrubs should only be worn during University-related functions.
4. While in uniform, students may smoke and/or eat only in the areas designated according to University and agency policy. Gum chewing in the clinical areas is not permitted.
5. Uniforms are the property of the students. However, the uniforms represent the University and may be worn only by undergraduate students enrolled in the nursing program. Students graduating or withdrawing from the nursing program are responsible for preventing unauthorized use of the uniform.

Uniform Infractions

An infraction in uniform regulation will be considered a serious offense and will be reflected in both the student's formative and summative clinical evaluation tools. Students will receive a written report of the infraction from the faculty on the day of the occurrence (see Appendix A). Deviations from the uniform policy will be documented on the student's clinical evaluation tool as designated by the course clinical evaluation process and may result in removal of the student from clinical and receipt of an unexcused clinical absence.

TRANSPORTATION

Students enrolled in clinical nursing courses are responsible for their own transportation to and from the clinical agencies.

TESTING GUIDELINES

Backpacks, textbooks, notes, purses, jackets, coats, hats, soft drinks, electronic devices, etc. will not be allowed during the exam. After the exam is complete, students will be allowed ample time to retrieve personal belongings. Students are required to take examinations on the designated dates and at the scheduled time unless the faculty is notified at least one (1) hour prior to the exam. Failure to notify the faculty and to receive official release from the scheduled exam will result in a score of ZERO points for the exam.

When testing is not done using a computer platform, on exam days students are to present to the classroom with two sharpened number 2 pencils only. Scantron or Scantron-type answer sheets will be used to document answers to test items; only the answers marked on the Scantron sheet will be accepted for test scoring. Alternate format test items will be scored based on the instructions provided on the designated alternate format answer sheet.

The time allowed for completion of each test will be communicated in orientation sessions and will be included in the test directions. At the end of each test, faculty members will announce that the testing period has ended, and students will be required to stop any test taking activities. Students may not ask questions regarding the test during the testing period. Students are encouraged to wear a watch (no smart watches) to monitor time as there is no guarantee there will be a working clock in each classroom.

Admission of students who are tardy for scheduled examinations will be at the discretion of the faculty. The student will not be given additional time to complete the exam.

Make-up Tests

Make-up tests will be given at the discretion of the Faculty. The make-up test format will be at the discretion of the faculty and can be oral, essay, multiple-choice, and/or fill-in-the-blank.

A request for all make-up tests must be made on the day the student returns to class following the absence. The student must complete the form found in Appendix E of this document and submit it to the faculty member responsible for the test.

A student is allowed only three (3) make-up tests per course. Any test missed thereafter will be graded "zero".

The first make-up test may not be entered as higher than 85% of total points regardless of the actual scores (i.e., if the student scores 90%, the score recorded is 85%). The highest score that can be recorded on the second make-up test is 80%,

and on the third make-up test the highest score that can be recorded is 77%, even if the actual score is higher. If the score on make-up exams is lower than 85% on the first make-up exam or lower than 80% on the second or 77% on the third make-up exams, the lower score is recorded.

Make-up tests that are not taken by one week passed the date of the request will not be given.

An unexcused absence on the day of a scheduled make-up examination will result in a grade of a ZERO (0) being recorded for that exam.

Quizzes

Faculty may give unscheduled examinations and quizzes at his/her discretion.

Unscheduled quizzes and examinations **cannot** be made-up.

Standardized Exams

Standardized exams may be administered during selected nursing courses.

The writing of standardized exams is mandatory. Each student is required to write the standardized exams when scheduled. If the standardized exam is not taken when scheduled, the procedure for make-up exams will be followed.

Results of the standardized exams will become a part of each student's academic profile.

TEST GRADE REPORTING

To protect student confidentiality, grades are NOT given out by telephone or e-mail. Test grades will be reported on the course Canvas web site within five class days.

TEST REVIEWS

Test reviews by course faculty will be provided for all students. However, an individual test review with course faculty is strongly recommended for any student scoring less than 77% on any unit exam. Students enrolled in nursing courses will be counseled on the occasion of every failing grade by means of the **Report of Academic Performance**. Students will have a two-week time period after the day the test was administered to schedule an individual test review. After the two-week time period, no test will be reviewed. If there is less than two weeks until the end of the semester, the student will have until the end of the semester to review the test.

TEST SECURITY

Tests and test items are considered the property of the nursing programs. Only answers marked as directed will be scored. Test items are analyzed by faculty to provide students with valid, reliable tests. Students are strictly prohibited from disclosing test items or response choices to anyone, including using language that is substantially similar to the test item or response choice.

The disclosure of any information about the nature or content of test items, before, during, or after a test is considered cheating and will result in a grade of “F” in the course. This includes, but is not limited to possession of test questions outside of a testing situation unless supervised or approved by a faculty member, any oral or written disclosure, or any paper or electronic distribution. Additional penalties could occur if the student is referred for disciplinary action (See ASU Student Handbook).

https://www.alcorn.edu/uploaded/files/studaff/Student_Handbook_2018_-19.pdf

WITHDRAWAL POLICY AND PROCEDURE

Withdrawing from the University means a student is no longer enrolled in any courses for the remainder of the term. Students should consult the University Catalog and Student Handbook regarding requirements for satisfactory academic progression, grade point average, and the impact on eligibility for financial aid prior to withdrawing.

1. A student who desires to withdraw from the University during the semester or summer sessions must secure a *Notification of Total Withdrawal* from the Enrollment and Recruitment Coordinator and schedule an exit interview with the Director of Undergraduate Programs.
2. If a student withdraws PRIOR to the deadline for dropping classes, grades will not be posted and the student’s record will indicate the date of withdrawal only.
3. If a student withdraws AFTER the deadline for dropping classes, instructors will assign a “WP” (withdrawal while passing) or “WF” (withdrawal while failing).
4. Students must also process the appropriate *Statement of Clearance* issued by the Office of the Vice President for Student Affairs. Failure to comply with this regulation will result in the recording of failing grades in all courses for which the student is registered and may lose any refund of fees.

WORK

Due to the rigor and requirements of the nursing program, it is recommended that a student not work more than 16 hours/week.

1. If the student chooses to work, it is recommended that the student not work for eight (8) hours prior to a scheduled class and not work on a day when work and class will total more than twelve (12) hours. Doing so may jeopardize client safety and the student's academic success.
2. Class schedules cannot be altered to meet individual work schedules. Work schedules are contracts between individuals and the agency.

ADMISSION, PROGRESSION, RE-ADMISSION, AND DISMISSAL

ADMISSION REQUIREMENTS

Admission requirements are found in the Alcorn State University General Catalog and on the University website. <https://www.alcorn.edu/academics/resources>

ACADEMIC PROGRESSION FOR UNDERGRADUATE PROGRAMS

1. Students must comply with the prerequisites and corequisites as outlined in each nursing course description.
2. Students in nursing course sequence must maintain a minimum 2.0 GPA on a 4.0 scale to remain in nursing sequence.
3. Students who earn a grade of less than "C" in a nursing or prerequisite or corequisite course may not progress to the next nursing course or level.
4. A grade of "D", "F", "WF", or "I" must be removed before the student can progress in the curriculum.
5. Students must pass both the theory and clinical components of a clinical nursing course or the theory and clinical corequisite courses (BSN) in order to progress to the next nursing course or level or graduate.
6. Failure to adhere to the Student Clinical Supervision Guidelines will result in failure of the nursing course.
7. A student will not progress in nursing sequence if he/she does not pass a campus lab clinical skill check-off after three attempts.
8. A comprehensive pharmacology math test (CPMT) will be given in selected clinical courses. Passing the CPMT with 100% or greater is a requirement for continuation in the program of study. Scoring less than 100% on the third test constitutes failure of the nursing course, and requires withdrawal from all nursing courses at the time of the failure.
9. Students not progressing to the next level must schedule an exit interview with the Director of Undergraduate Programs.

READMISSION

1. Students are only allowed one readmission to the nursing program.

2. Students who have been suspended for disciplinary reasons will have their eligibility for readmission reviewed by the Director for Undergraduate Programs and the Dean upon request for readmission.
3. Readmission after academic suspension is determined on an individual basis.
4. Students who have failed two (2) semesters will not be considered for readmission.
5. Students expelled for disciplinary reasons are not eligible for readmission.
6. Students who are eligible to register for nursing courses and who have not enrolled for one or more semesters must file an application for readmission to both the Nursing Program and the University, and submit a written request to the appropriate (BSN or ASN) program coordinator.
7. All applications for readmission should be on file at least 90 days prior to registration for the semester for which readmission is being requested.
8. Students are readmitted based on available space.
9. Students must enroll in the course the first time the course is offered after readmission.
10. A student will not be allowed credit for previously completed coursework if the student has been out of the program of study for more than one year. Applicants who apply for readmission to the BSN or ASN Program and have been out of the program for more than one year, must apply as a new student and meet the admission criteria in effect at the time of the reapplication.
11. Students previously admitted to the program, but not currently enrolled in the nursing course sequence, must maintain a minimum 2.0 GPA in order to be eligible for readmission.
12. Any student who has been readmitted to the program regardless of reason must meet with the Student Success Coach on a weekly basis until graduation. Failure to do so may result in dismissal from the program. The Student Success Coach will collaborate with faculty regarding designated learning and/or remediation activities.

DISMISSAL

A student who has failed two semesters in the nursing sequence will be dismissed from the program. Failure is defined as achieving a final grade of D, F, or WF.

AUDITING

Nursing courses may be audited with the approval of the Director for Undergraduate Programs and the faculty of record. Please refer to the ASU Student Handbook.

https://www.alcorn.edu/uploaded/files/studaff/Student_Handbook_2018_-19.pdf

Faculty Approved: 1980

ASU/SON Rev: 1978-82, 1984, 1986, 1987-1995, 7/1997, 5/1998, 5/1999, 7/2000, 7/2005, 8/2006, 7/2007; 6/2009; 8/2010; 8/2011; 8/2012; 8/13; 8/15; 8/16; 8/17. 8/18; 1/19; 8/19

APPENDICES

**APPENDIX A
UNIFORM INFRACTION FORM**

UNIFORM CHECKLIST

STUDENT NAME	DATE	INSTRUCTOR	COURSE
CRITERIA		INSTRUCTOR'S COMMENTS	STUDENT'S COMMENTS
I. ARTICLES NEEDED FOR USE WITH UNIFORM			
A. Watch			
B. Scissors			
C. Pen			
D. Note Pad			
E. Penlight			
F. Stethoscope			
II. PERSONAL HYGIENE			
A. Uniform			
B. Hose/Socks			
C. Shoes (all white no clogs)			
III. NAME PIN			
IV. UNIFORM			
A. Sweater (all white)			
B. Laboratory coat			
C. Jewelry			
D. Smoking/Eating			
E. Uniform Utilization			
F. White slip/T-shirt			
V. NAIL HYGIENE			
VI. COSMETICS			
VII. HAIR			

STUDENT SIGNATURE

DATE

INSTRUCTOR SIGNATURE

APPENDIX B

ALCORN STATE UNIVERSITY
SCHOOL OF NURSING

CONTRACTUAL AGREEMENT OF RESPONSIBILITY

I, _____ have access to the School of Nursing Undergraduate Student Handbook. By signing my name below, I am stating that I do understand the material contained therein. I am also stating with my signature that it is my responsibility to be informed of my student rights and responsibilities.

I also acknowledge that the Alcorn State University School of Nursing reserves the right to make curricular changes to reflect current Mississippi Board of Nursing standards, Accreditation Commission for Education in Nursing standards, and the Mississippi Board of Trustees of Institutions of Higher Learning policies and regulations. I understand that it is my responsibility to inform the School of Nursing and the Registrar's Office of any change in my status, address, telephone number, or other information that would affect my status in the University.

Student's Signature

Print Name

Date

PLEASE SIGN AND RETURN TO YOUR DEPARTMENTAL OFFICE.

APPENDIX C

**ALCORN STATE UNIVERSITY
SCHOOL OF NURSING**

RELEASE OF INFORMATION

I hereby give my permission to release criminal background check, verification of immunization status, tuberculin testing results, CPR certification, social security number, and liability insurance proof to contracted agencies, upon request from the agency.

I understand that I must submit a record of my physical examination and proof of immunization before being permitted to clinical classes.

Student's Signature

Print Name

Date

PLEASE SIGN AND RETURN TO YOUR DEPARTMENTAL OFFICE.

APPENDIX D

**ALCORN STATE UNIVERSITY
SCHOOL OF NURSING**

WAIVER OF RESPONSIBILITY OF HEALTH CARE EXPENSES

I understand that all expenses for health care during my enrollment at Alcorn State University are my personal responsibility.

Student's Signature

Print Name

Date

PLEASE SIGN AND RETURN TO YOUR DEPARTMENTAL OFFICE.

APPENDIX E

**ALCORN STATE UNIVERSITY
SCHOOL OF NURSING**

Request to Make-up Missed Work

Name (Please Print) _____

ID Number _____

Date of Absence _____

Date of Request _____

**REQUEST MUST BE MADE ON THE DAY THE STUDENT RETURNS TO CLASS
FOLLOWING THE ABSENCE.**

Reason for Request

_____ Clinical absence

_____ Theory absence that resulted in a missed test

PLEASE ATTACH VALID EXCUSE/REASON FOR ABSENCE.

Faculty's Approval for Make Up _____

Date of Faculty's Approval _____

Date/Time/Place for Make-Up Work _____

Comments:

Student's Signature _____

Date _____

APPENDIX G

**ALCORN STATE UNIVERSITY
SCHOOL OF NURSING**

Critical Incident Report

Student's Name _____ Date _____

Course _____ Semester _____

Clinical Agency _____ Area _____

Nursing Faculty Involved _____

Incident (Provide a complete description of occurrence)

Person reporting _____

Action(s) taken.

Potential/Actual consequences to client.

Comments

Student's Signature Date Faculty's Signature Date

Course Coordinator Date Director of Undergraduate Programs Date

APPENDIX H

**ALCORN STATE UNIVERSITY
SCHOOL OF NURSING**

Release of Responsibility

In participating in learning activities in the Simulated Nursing Skills Laboratory, I understand that injuries could occur while using manikins and/or other teaching devices (such as needles). Alcorn State University and Alcorn State University nursing faculty will not be held responsible for any injuries incurred during these learning activities. I will assume responsible for any injuries and medical interventions that may become necessary as a result the injury. I also understand that the nursing faculty or skills lab faculty will supervise my practice of skills.

This permission is to extend for the entire length of time that I am enrolled in the School of Nursing.

Student's Signature

Date

PLEASE SIGN AND RETURN TO YOUR DEPARTMENTAL OFFICE

APPENDIX I

PHOTO RELEASE FORM

PHOTO RELEASE FORM

I grant permission to Alcorn State University (ASU), its employees and agents, to take and use visual/audio images of me. Visual/audio images are any type of recording, including but not limited to photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips or accompanying written descriptions. ASU will not materially alter the original images. I agree that ASU owns the images and all rights related to them. The images may be used in any manner or media without notifying me, such as university-sponsored Web sites, publications, promotions, broadcasts, advertisements, posters and theater slides, as well as for non-university uses. I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them, or to be compensated for them.

PHOTO RELEASE

Date: _____

I release ASU and its employees and agents, including any firm authorized to publish and/or distribute a finished product containing the images, from any claims, damages or liability which I may ever have in connection with the taking of or use of the images or printed material used with the images.

I am at least 18 years of age and competent to sign this release. I have read this release before signing, I understand its contents, meaning and impact and I freely accept the terms.

Name (Please Print): _____

Signature: _____

Signature of parent or guardian if under 18 years of age: _____

PLEASE SIGN AND RETURN TO YOUR DEPARTMENTAL OFFICE.

APPENDIX J

*MINIMUM COMPUTER HARDWARE/SOFTWARE REQUIREMENTS FOR CANVAS AND OTHER CURRICULUM SUPPORT MATERIALS (CURRENT 5/31/2018)

Browser	Information
Chrome 65 and 66	Download Chrome
Firefox 59 and 60	Download Firefox Recommended browser for ATI Mozilla Firefox (vSim/CoursePoint+ are not supported)
Compatible	<ul style="list-style-type: none"> Internet Explorer 11 (Windows only—functionally supported; may exhibit slight visual differences from other browsers, but these differences do not restrict product functionality or accessibility) Edge 41 and 42 (Windows only) Respondus Lockdown Browser (supporting the latest system requirements) Safari 10 and 11 (Macintosh only)
Exemplify can be used on most modern Microsoft Windows-based computers, Mac OS X based computers, and iPad 3+, iPad Air+, iPad Mini+, iPad Pro (i.e. purchased within the last 3-4 years). <u>Surface Pro is the only tablet compatible with Exemplify.</u>	
Plugin Flash	Information
Flash	<ul style="list-style-type: none"> Flash is required for recording audio and video in the Canvas Rich Content Editor. Other than these features, Flash is not required to use most areas of Canvas. Please note that some browsers may no longer support Flash.
Java	<ul style="list-style-type: none"> The Java plug-in is required for screen sharing in Conferences. Please note that some browsers do not support Java. Otherwise, there are no other browser plug-ins used by Canvas. JavaScript must be enabled to run Canvas and ATI. The latest version of Java is available for download.
Adobe Reader	Download Reader
Computer Specifications	Information
Operating Systems	<ul style="list-style-type: none"> 32-bit and 64-bit Versions of Windows Vista, Windows 7, Windows 8, and Windows 10 Mac OSX 10.10 and newer Linux chromeOS
Mobile OS Native App Support	<ul style="list-style-type: none"> iOS 7 or newer Safari (default browser with limited Canvas support) Chrome Photon Flash Player (supports Flash) Android 4.4 or newer (for ATI) Chrome (default browser with limited Canvas support)* Internet Firefox
Computer Speed and Processor	<ul style="list-style-type: none"> Use a computer five years old or newer when possible 1GB of RAM for Canvas (NOTE: vSim requires 4 GB of RAM) CPU Processor: 2Ghz
Internet Speed	<ul style="list-style-type: none"> Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments. Minimum of 512kbps

	<ul style="list-style-type: none"> ATI does not guarantee performance of the website over a satellite connection. 1 Mbps is recommended by ProctorU. <i>Dial-up connections are not sufficient for online proctoring.</i>
Screen Readers	<ul style="list-style-type: none"> Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments. Minimum of 512kbps Latest version of VoiceOver for Safari. There is no screen reader support for Chrome.
Screen Resolution	<ul style="list-style-type: none"> Screen Resolution must be 1024x768 or higher is required for Exemplify and ATI.
Webcam / Microphone	A webcam and microphone are required to record video and audio in Collaborate. If you wish to record video or audio but you do not have a built-in webcam and microphone on your computer, tablet, or cell phone, you should purchase one for recording purposes. (Commercially available webcams and microphones will work.)
Software	Information
Microsoft Office	Microsoft Office 2010 or 2007 (Windows), Microsoft Office 2011 (Mac)
Virus protection software	Make sure your Anti-Virus Protection Software is up-to-date. *If you do not have Anti-Virus Protection Software, you can download Microsoft Security Essentials for Windows 7 and Vista. This is critical!
Adobe Reader	Latest version. Adobe Reader
Other Notes	<p>** vSim and CoursePoint+ require a minimum of 4GB RAM. If your computer has less RAM, please use Google Chrome.</p> <p>*** vSim and CoursePoint+ require OS X 10.10 or later.</p> <p>DocuCare compatible devices: iPad 2, iPad 3, iPad 4, iPad Mini, iPad Air, Samsung Galaxy Nexus 10, Amazon Kindle Fire HD 8.9, Surface Pro, Surface RT, Google Nexus 10.</p>

***This is a list of basic computer system requirements to use Canvas. It is always recommended to use the most up-to-date versions and better connections. Canvas will still run with the minimum specifications, but you may experience slower loading times. Higher specifications have been added to the list if required by one of the curriculum support products utilized in the School of Nursing.**

Canvas is the learning management system utilized by Alcorn State University for delivery of on-line courses and communication in traditional face-to-face courses.

Exemplify is a software program utilized for administration of faculty created tests.

Assessment Technologies Institute (ATI) is a total curriculum support product utilized extensively in courses in the pre-licensure programs.

vSim for nursing is an interactive simulation experience co-developed by Wolters-Kluwer and Laerdal.

DocuCare is a simulated electronic charting system for academic settings.

Consult the following sources for additional information.

- <http://www.atitesting.com/TechnicalRequirements.aspx>
- thepoint.lww.com/systemrequirements

The RN-BSN option may use ProctorU for on-line testing. ProctorU is a service that allows a student to complete examination from any location while still ensuring the academic integrity of the exam for the institution. Using almost any web cam and computer, you can take exams at home, at work, or anywhere you have internet access. Students can access the ProctorU site at <http://www.proctoru.com/alcorn/>. This service is available for a fee based on the number of items on the examination. It is the student's responsibility to pay for this service.

APPENDIX K



Alcorn
State University

COMMUNITY SERVICE HOURS
APPROVAL/DOCUMENTATION FORM

The Alcorn State University School of Nursing requires students to work campus events and community events in an effort to enhance their community service and leadership skills (see the *School of Nursing Undergraduate Student Handbook 2019-2020*).

SECTION 1: To be completed prior to campus/community event.

Student Name: _____ Student ID: _____

Event/Organization: _____

Brief Description of Type of Service Performed: _____

Faculty Advisor Approved: _____ Date: _____

SECTION 2: To be completed after campus/community event.

Date(s) of Service: _____ Number of Hours Completed: _____

Verified by:

Site Supervisor: _____ Date: _____

ALCORN STATE UNIVERSITY

**SCHOOL OF NURSING
STUDENT HANDBOOK AGREEMENT**

2019-2020

Alcorn State University School of Nursing Undergraduate Student Handbook provides information regarding the policies and procedures in effect for the Associate of Science in Nursing Program and the Bachelor of Science in Nursing Program. Students will be fully informed of any changes to this document either verbally, posting on the LMS, and/or e-mail.

Students must indicate agreement with each of the following statements by **INITIALING** on the lines below.

_____ I have been given instructions regarding access to the 2019-2020 Alcorn State University School of Nursing Undergraduate Student Handbook.

_____ I am aware that it is my responsibility to ask questions about the contents of the 2019-2020 Alcorn State University School of Nursing Undergraduate Student Handbook and have those questions answered to my satisfaction.

_____ I understand that failure to follow any of the policies in the 2019-2020 Alcorn State University School of Nursing Undergraduate Student Handbook may result in my dismissal from the nursing program.

_____ I agree to fully participate in the lab portion of the nursing program.

_____ I agree that while enrolled in the nursing program I will treat my studies, campus labs, and clinical experiences as an employee would treat job responsibilities, recognizing that faculty assumes the role of my supervisor. I will attempt to learn the technical skills required of a nurse, but also strive to develop professional behaviors and attitudes.

STUDENT (SIGNATURE)

PROGRAM

STUDENT (PRINT NAME)

DATE

PLEASE SIGN AND RETURN TO YOUR DEPARTMENTAL OFFICE.