ALBANY STATE UNIVERSITY

DARTON COLLEGE OF HEALTH PROFESSIONS

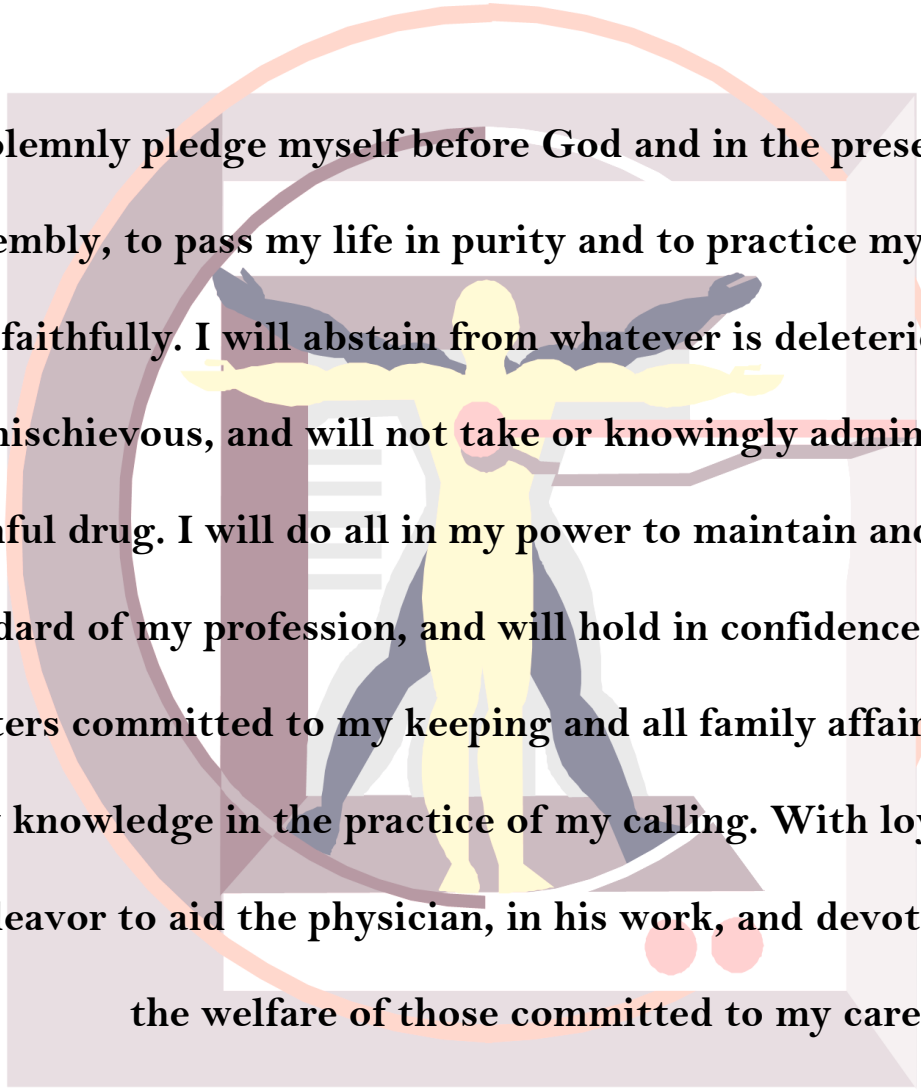
DEPARTMENT OF NURSING

ASSOCIATE OF SCIENCE IN NURSING

STUDENT HANDBOOK

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

The "Nightingale Pledge"



I solemnly pledge myself before God and in the presence of this assembly, to pass my life in purity and to practice my profession faithfully. I will abstain from whatever is deleterious and mischievous, and will not take or knowingly administer any harmful drug. I will do all in my power to maintain and elevate the standard of my profession, and will hold in confidence all personal matters committed to my keeping and all family affairs coming to my knowledge in the practice of my calling. With loyalty will I endeavor to aid the physician, in his work, and devote myself to the welfare of those committed to my care.

Lystra Gretter, 1893

Albany State University
Darton College of Health Professions
Department of Nursing
Associate of Science in Nursing Student Handbook

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Change of Major Form (available from Registrar's Office & Online)
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SECTION I HISTORY, MISSION, VISION, PHILOSOPHY, AND ACCREDITATION

INTRODUCTION

This handbook is prepared for the students Albany State University's Department of Nursing, under the Darton College of Health Professions, to provide information related primarily to the associate program in nursing. Policies set forth in this handbook are reviewed and refined each year based on national standards, safety standards, curriculum review, clinical agencies policies, and input from constituents of interest. Policies are subject to review and revision by the faculty of the Department of Nursing as necessary. The references for general University policies are located in the *Albany State University Academic Catalog* and in the *Albany State University Student Handbook*.

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

Albany State University is accredited by the Southern Association of Colleges and Schools (SACS) as a Level IV institution. Nursing programs are accredited by the Accreditation Commission for Education in Nursing (ACEN), and our baccalaureate and associate degree programs in nursing are approved by the Georgia Board of Nursing.

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road, Suite 850
Atlanta, GA 30326
404-975-5000
www.acenursing.org

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

GREETINGS FROM THE CHAIR

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

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

The *Nursing Student Handbook* has been compiled by our faculty with student input in order to present information and policies that are important to your successful completion of the Associate of Science in Nursing degree. You are responsible for adhering to the policies and procedures written in this handbook. I suggest that you read this during your first nursing course so that you are familiar with the Department of Nursing's policies and procedures. If you have questions or concerns about any information you read in this handbook, please be sure to ask your instructor or advisor for clarification. We value your ideas and welcome any additional inclusions you wish to suggest that may be helpful to your fellow students.

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

ABOUT ALBANY STATE UNIVERSITY

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

The new Albany State University continues a combined legacy of more than 100 years of providing leadership in southwest Georgia in access to education, academic excellence, social change, and economic impact. A nationally top-ranked HBCU, it serves an increasingly diverse student body and community by offering the region a uniquely comprehensive array of programs, from associate to graduate degrees.

ALBANY STATE UNIVERSITY

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

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

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

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

In the 1970s, the college worked with other institutions to offer graduate degrees in a variety of education fields and in business administration. In 1981, after increasing the number of faculty

with doctorate degrees by more than fifty percent, Albany State College began offering graduate degrees designed and delivered solely by faculty and staff of the college.

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

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

DARTON STATE COLLEGE

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

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

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

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

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

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

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

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

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

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

THE NEW ALBANY STATE UNIVERSITY

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

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

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

MISSION STATEMENT OF ALBANY STATE UNIVERSITY

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

VISION STATEMENT OF ALBANY STATE UNIVERSITY

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

CORE VALUES OF ALBANY STATE UNIVERSITY

Aspire to Excellence

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

Embrace Diversity

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

Expand Access to Higher Education

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

Elevate Historically Underserved Populations

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

Promote Economic Development

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

HISTORY OF ALBANY STATE UNIVERSITY'S DEPARTMENT OF NURSING

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

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

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

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

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

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

In 1985, the Nursing Program became the School of Nursing and Allied Health Sciences, with two departments. Dr. Wilson was named Dean and Chairperson of both departments with two coordinators assisting her in respective departmental management functions (Ms. Jean Walker, Nursing and Mr. Richard Miller, Allied Health Sciences). In 1989, Mrs. Linda Grimsley (now Dr. Linda Grimsley) was named Coordinator for the B.S.N. Program following Ms. Jean Walker's death. In 2007, Dr. Cathy Williams became the B.S.N. Coordinator and served in the role until August of 2011. In August of 2011, Catherine Hall, MSN, RN, CNE became the B.S.N. Coordinator. Ms. Hall resigned her position to continue her education and Dr. Wanda Allen assumed the role in 2014. Revised 8/2014

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

this role until August of 2011. In August of 2011, Dr. Cathy Williams became the Chair of the Department of Nursing.

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

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

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

In May 2017, Dr. Kerri L. Johnson was formally named Dean of the Darton College of Health Professions.

On July 1, 2017—the beginning of the fiscal year—the consolidation between Albany State University and the former Darton State College was finalized with the consolidation of the two institutions' budgets. Shortly thereafter, effective August 1, 2017, the Department of Nursing also finalized its transition to the West Campus.

PINNING CEREMONY AND MEANING OF THE PIN

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

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

from the first professional program in nursing, connoting leadership and wisdom in the clinician role of nursing.

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

MISSION STATEMENT

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

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

(Revised Spring 2017)

STATEMENT OF PHILOSOPHY

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

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

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

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

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

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

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

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

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

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

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

NURSING EDUCATION

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

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

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

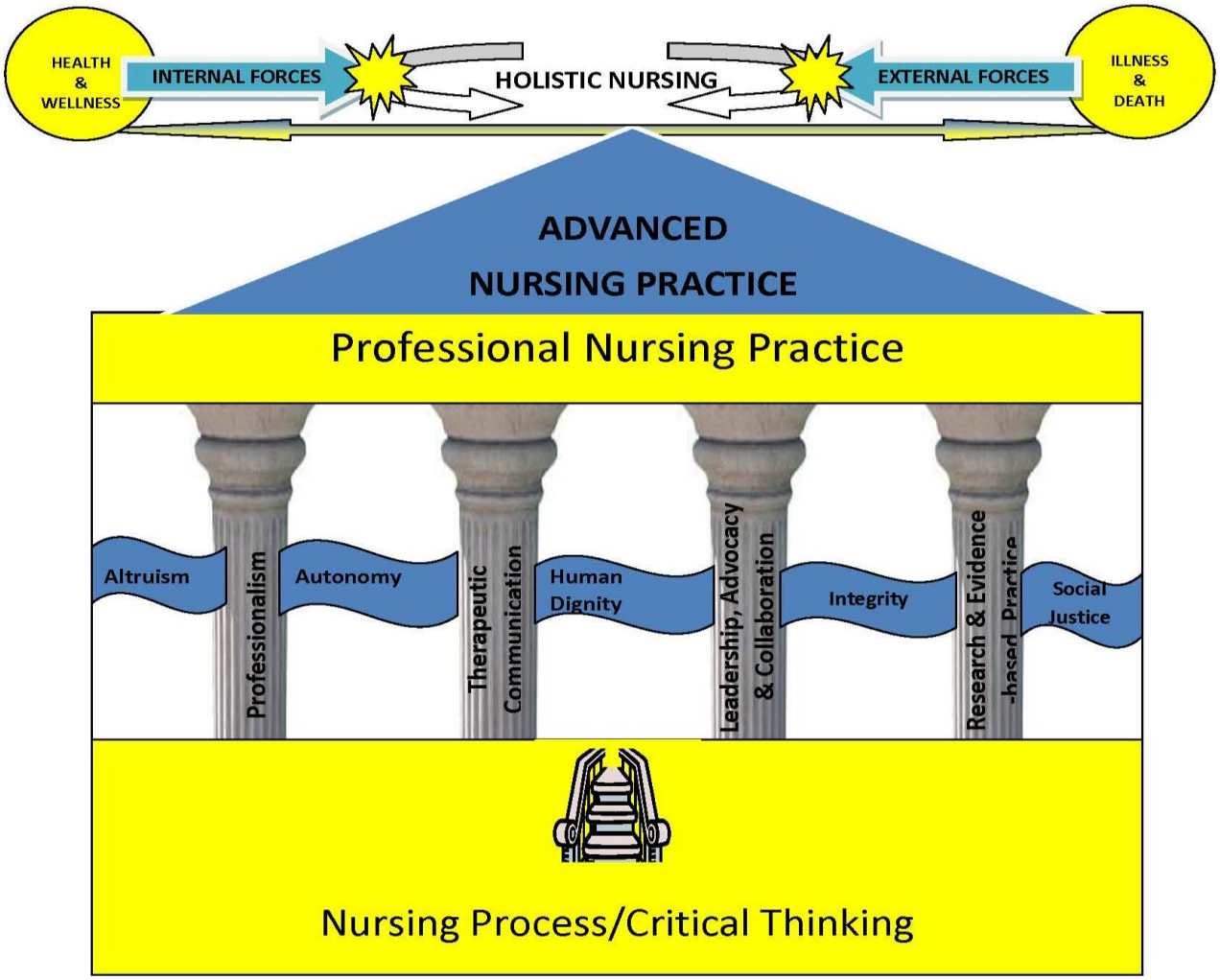
Master's education prepares a nurse for advanced nursing practice roles and is based on the creative application of knowledge, skills, and processes from the behavioral and natural sciences, nursing, and humanities. The master's program extends the theoretical foundations of nursing practice. It is designed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

change agent, the masters prepared nurse assumes advanced practice roles to the full extent of their education and training.

The schema on page 19 of the ASN Student Handbook is a reflection of our philosophy and includes the nursing values we embrace. The revised schema is based on an overall systems theory. The framework is representative of synthesis of compatible beliefs about the person, environment, nursing, teaching and learning and nursing education. The foundation of the program (critical thinking and the nursing process form the bases of the educational process which represents the systematic process used in planning and providing care to clients at the associate & baccalaureate (generalist) and graduate (advance practice) level. The overriding principle is that nursing education prepares the learner to serve as a lever supporting the client or supporting the patient/client directly, in maintaining balance on the health-illness continuum as the patient/client responds to the internal and external forces across the life span. The program values are threads woven throughout the curriculum as illustrated in the framework.

(Revised/approved: September 2003; May, 2011; Aug, 2014; Spring, 2018)

ALBANY STATE UNIVERSITY
DEPARTMENT OF NURSING



END-OF-PROGRAM STUDENT LEARNING OUTCOMES

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

ASSOCIATE STUDENT LEARNING OUTCOMES (Revised 08/2018)

At the completion of the program the ASN graduate will:

Concept	Level 1 Student Outcomes	Level 2 Student Outcomes
Patient-Centered Care	Recognize that the practice of nursing is patient- centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of patients.	Integrate nursing that is patient-centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of patients.
Teamwork and Collaboration	Collaborate as a member of the health care team to promote continuity of patient care.	Collaborate with members of the Interprofessional health care team to promote continuity of patient care and achievement of optimal outcomes.
Evidence Based Practice	Identify best current evidence from scientific and other credible sources as a basis for nursing practice and clinical decision making.	Use best current evidence, expert opinion, and clinical expertise as a basis for nursing practice and clinical judgment.
Quality Improvement	Participate in the implementation of quality improvement strategies to improve patient care.	Promote the development and implementation of quality improvement strategies to advance health care services.
Safety	Provide a safe environment for patients, self, and others.	Provide a safe environment for patients, self, and others.
Informatics	Use information technology in the provision of patient care.	Integrate information technology resources into the provision of patient care.
Professionalism	Practice nursing in a professional, ethical, and legal manner.	Practice nursing in a professional, ethical, and legal manner.
Leadership	Use leadership skills in the provision of safe, quality patient care.	Use leadership skills in the management of safe, quality patient care.

ACCREDITATION AND APPROVAL OF NURSING PROGRAMS

Albany State University is accredited by the Southern Association of Colleges and Schools (SACS) as a Level IV institution. Nursing programs are accredited by the Accreditation Commission for Education in Nursing (ACEN), and our baccalaureate and associate degree programs in nursing are approved by the Georgia Board of Nursing.

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road, Suite 850
Atlanta, GA 30326
404-975-5000
www.acenursing.org

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

STANDARDS OF CONDUCT

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

Disciplinary actions at the University will normally proceed notwithstanding any civil or criminal proceeding. The responsibility to know and abide by the Student Code of Conduct ultimately lies with the student. The Student Code of Conduct supersedes all other means of disciplining or removing students for behaviors prohibited by the University. [See "Student Code of Conduct" at https://www.asurams.edu/Legalaffairs/university-policies/]

ACADEMIC HONOR CODE

STUDENT ACADEMIC HONOR CODE

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

SCOPE

This policy represents the ASU policy regarding the Academic Honor Code. This policy applies to faculty members and the student body of the ASU Community.

ACADEMIC HONOR PLEDGE

As a student of Albany State University, I solemnly pledge to uphold the Academic Honor Code at all times. It is my responsibility to know and understand these rules of conduct. Lack of awareness is not a legitimate reason for failure to abide by the Student Code of Conduct. If I fail to uphold the principles of this Academic Honor Code, I will accept any penalty that may be imposed upon me following due process.

STUDENT RESPONSIBILITY

A. All students are responsible for reading, understanding, and complying with the Academic Honor Code Policy.

B. If a student sees, knows, or hears of an act of dishonesty, he or she is encouraged to report this suspected violation to the instructor concerned, the course division dean, the Vice President and Provost for Academic Affairs or the University Judicial Officer.

C. To remind student of their responsibility to uphold the Academic Honor Code, the following statement will be included in each course syllabus – "It is understood that all

students are required to abide by the Albany State University Academic Honor Code as stated in the Student Code of Conduct."

D. In all fields of study the Academic Honor Code policy will be strictly enforced as per the Student Code of Conduct.

ZERO TOLERANCE POLICY

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

EXCEPTIONS: HOUSE BILL 280

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

STUDENT CODE OF CONDUCT VIOLATIONS

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

ASSAULT

A. Includes but is not limited to, any intentional physical contact of an insulting or provoking nature.

B. Any physical abuse, intentional injury, or physical harm of another person is prohibited.

C. Violence involving physical abuse of contact which includes but is not limited to the intentional administration of a poison or other noxious substances, slapping, punching, pushing, fighting and/or contact using a weapon of any sort for the purpose of physical abuse, or violence involving physical contact.

DANGEROUS, THREATENING, AND/OR UNSAFE BEHAVIOR

(Includes Terroristic Threats Acts and/or Gang Activity)

A person commits the offense of a terroristic threat when:

A. he/she threatens to commit any crime of violence, or to release any hazardous substance.

B. exhibits any conduct or behavior that threatens or endangers the health or safety of any person in the University environment, including oneself. This includes, but is not limited

to verbal threats to injure or harm another, horse playing, practical jokes, abductions, kidnapping, and gang related activity.

HARASSMENT (VERBAL OR PHYSICAL) AND/OR BULLYING

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

RETALIATION

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

BAD-FAITH OR FALSE COMPLAINTS

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

SEXUALLY-BASED BULLYING

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

ALCOHOLIC BEVERAGES

- **A.** It is prohibited for anyone to have alcohol on campus;
- **B.** It is illegal for anyone under the age of 21 to drink;
- **C.** It is illegal for anyone to buy or provide alcohol for someone under 21;
- **D.** It is illegal for anyone to be intoxicated in public or to drive while intoxicated, on or off campus;
- **E.** It is illegal for anyone to sell alcohol beverages without a license. By law, the sale of alcoholic beverages includes any situation in which there is a charge for entertainment or service and alcohol is freely available (including through common source or selling in a cup);
- **F.** It is a violation of University policy for a student to disturb someone else's ability to study, sleep, or live peacefully. (This means that other people's inappropriate behavior should not disturb your study, sleep, or ability to live peacefully);

G. It is a violation of University policy for a student to hurt or endanger another student through drinking alcohol;
H. Unlawful sale of alcoholic beverages to, and unlawful purchase and possession, of alcoholic beverages by any person under 21 years of age.
I. The use, consumption, possession, sale, and/or distribution of alcoholic beverages on University property, in cars or other vehicles, or at any of the University activities (whether on or off campus) are prohibited.

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

DRUGS (ILLEGAL) AND/OR DRUG PARAPHERNALIA
The consumption, sale, distribution, manufacturing, purchase, passing of, or being in the presence of or the vicinity of illegal drugs, narcotics, the accessory to, or aiding and abetting or any controlled substances, are strictly prohibited from all locations of the University, and beyond the premises according to all local state and federal laws. Illegal drugs also include all prescription drugs without a valid medical prescription.

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

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

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

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

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

ACADEMIC INTEGRITY

ACADEMIC DISHONESTY

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

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

FORGERY, DISHONESTY, FRAUDULENT ACTS AND/OR MISREPRESENTATION

Forgery of names, signatures, documents (personal, public, and/or private) will not be tolerated. Forgery, deceptive acts, misrepresentation and/or dishonest acts include, but are not limited to materials, alteration, misuse of University documents, records, or student identification cards, or documents and records belonging to another, cheating, plagiarism, or other forms of academic dishonesty. Lying, knowingly furnishing false information to the University or its officials, other forms of dishonesty in University-related affairs is also prohibited. The scope includes but is not limited to the following: lying, fraudulently obtaining, altering, falsifying, transferring, loaning, selling or misusing or attempting intended misuse of ID card, validation sticker, or any University document or service; misuse of university computer systems, laboratories, equipment, or software in violation of university computer use policies; unauthorized access, distribution, alteration, or use of electronic materials including, but not limited to, information, images, text, or software; recklessly or maliciously interfering with or damaging computer or network resources or computer data, files, or other information; engaging in or attempting to engage in a denial of service; failing to comply with laws, license agreements, and contracts governing

network, software and hardware use; using University computing resources for unauthorized commercial purposes or personal gain; using any account or password without authorization; allowing or causing to be used an account number or password by any other person without authorization; accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials.

COOPERATIVE OR COLLABORATIVE EFFORT IN COURSEWORK

Without acknowledgement or explicit permission of the instructor (including digital media); knowingly helping or attempting to help another violate any provision of the Honor Code. Examples include, but are not limited to the following:

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

ABUSE OF ACADEMIC MATERIALS

Intentionally or knowingly destroying, stealing, or making inaccessible any resource material. Examples include, but are not limited to:

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

THEFT

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

STUDENT MISCONDUCT WITHDRAWAL POLICY (SUSPENSION & EXPULSION)

Albany State University allows a student to withdraw from a total of 16 hours with a "W". After 16 hours, all withdrawals are automatically given a grade of "WF." In the case of suspension or expulsion, a student will receive a "W" for each course in which he or she is enrolled**. However, a student will receive a "WF" for course withdrawals identified after the 16-hour limit regardless of the time of the infraction. A student will also forfeit the right to a refund of any fees (i.e. tuition, mandatory fees, housing, etc.). This also includes any zero tolerance infractions.

A student may not voluntarily withdraw from the University without penalty if a decision of suspension or expulsion is rendered against the student. In addition, all students who are suspended or expelled from the university may have their name reported in the **BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA STUDENT DISCIPLINARY ACTIONS REPORTING SYSTEM.**

The University may, in its sole discretion, place a hold on the student's academic records at the time of the incident, which will affect access to transcripts, re-entry to the University and/or other educational records until the disciplinary process is complete. Financial aid is not guaranteed for students who are involved in disciplinary proceedings.

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

CLASS AND CLINICAL ATTENDANCE POLICY

CLASSROOM

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

CLINICAL

In NURS 1101, 1111, 1112, 1311, 2311, and 2111, 4.5 contact hours constitute a clinical laboratory period. In NURS 2113 and 2313, 3 contact hours constitute a clinical laboratory period. In NURS 2115, a clinical laboratory period equals 6 contact hours. All absences will be made up at the discretion of the instructor. Clinical absences of more than 10% may result in an unsatisfactory clinical grade and a failing course grade. Tardiness of over fifteen minutes will constitute an absence in the clinical experience. The student is responsible for notifying the clinical unit prior to the start of clinical when an absence is unavoidable. Failure to do so may result in an unsatisfactory grade in clinical. Clinical will be graded on a satisfactory/ unsatisfactory basis or a Likert scale.

PROCEDURE FOR INTERVENTIONS RELATED TO ESSENTIAL FUNCTIONAL STANDARDS AND CLINICAL PERFORMANCE

A. Identification

1. Faculty or on-site clinical supervisors who determine there is a potential or clear concern that the student is unable to maintain the provision of safe care to patients, or that the student's actions or behaviors are detrimental to the functioning of the healthcare environment, shall remove the student from the clinical area.
2. Depending on the reason for removal, appropriate university resources will be consulted. If an immediate concern is identified, the student shall be transported to the appropriate emergency department for evaluation/treatment or returned to the Department of Nursing for an immediate meeting with the Program Director, Assistant Chair, and/or Chair of Nursing. If the Program Director, Assistant Chair, and/or Chair of Nursing is unavailable, a meeting will be held within one business day with an appropriate administrative representative of Department of Nursing.
3. Transportation of the student from the clinical site to the Department of Nursing or healthcare facility shall be determined by the resources available to the specific Department of Nursing campus policy and resources. Possible resources may include transportation by ambulance, public transportation, or family. Faculty will consult with Department of Nursing administrator to evaluate the safest mode of transportation for the student in light of student behavior and condition.

4. Written evidence of the student's inability to complete the essential functions will be reviewed with the student, and the student will be given an opportunity to respond to the information.
5. A student's unwillingness to follow the Essential Functional Standards policy may be cause for dismissal from the nursing program.
6. Upon satisfactory resolution of the observed functional impairment demonstrated during the clinical experience, the student may be given consideration to return to the clinical site, if mutually agreed upon by the faculty and clinical site.

B. Evaluation Referral and Treatment

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

C. Return to Clinical Practice

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

D. Appeals

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

APPEAL PROCESSES AND PROCEDURES

CHAIN OF COMMAND

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

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

7. President of the University. If unresolved, the student may appeal to the
8. Board of Regents of the University System of Georgia.

Student are expected to adhere to the published chain of command; however, rare exceptions to this chain of command can be made but must be determined on a case-by-case basis. It is the responsibility of both the student and the members within each level to ensure compliance with the chain of command. For specific instructions regarding appeals, see corresponding appeal policy.

APPEAL OF NUMERICAL OR NON-NUMERICAL GRADES

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

Instructor Level

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

Program Director Level

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

Admission, Progression, and Retention Committee Level

4. If the issue remains unsatisfactorily resolved with the instructor(s) and the Program Director, the student must inform their instructor(s) of his/her intent to appeal the specified grade. Only at this point does the student complete the appropriate Student Grade Appeal Form, attaching—at a minimum—the original grade sheet from GeorgiaView and the documentation created during the initial attempt to resolve the issue with his/her instructor. The appeal form and all relevant supporting documentation will be submitted to a departmental Administrative Assistant, Technical/Administrative Assistant, or Administrative Specialist to be forwarded to the Admission, Progression, and Retention Committee. Late appeals and appeals completed by individuals other than the affected student will not be considered. Additionally, appeals based on grade

miscalculations in which the instructor agrees that a miscalculation was made will not be considered and will instead go through the faculty-initiated Grade Change process (if the mistake is caught after the submission of final grades).

5. The Admission, Progression, and Retention Committee comprises at least two (2) faculty members (excluding the student's instructor). The committee will then independently investigate the issue, searching out all relevant facts and gathering all relevant information pertaining to the grade appeal. The panel will then make their recommendations to the instructor and Chair for the Department of Nursing.

Chair Level

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

Post-Chair Level

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

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

PROFESSIONAL BEHAVIOR

Students will exhibit appropriate professional behaviors in class, labs, and clinical settings. Appropriate professional behavior is defined as "behavior that demonstrates respect for others, personal integrity, and responsibility." A student may be denied permission to continue in the program if, in the opinion of the faculty, the student's knowledge, character, and mental or physical capacity cast doubt upon the student's potential to function as a professional nurse. In addition, violations of the Academic Integrity Policy, Professional Behavior Policy, and/or Cheating Policy are grounds for dismissal.

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

DEFINITION OF UNPROFESSIONAL CONDUCT

Nursing behaviors (acts, knowledge, and practices) failing to meet the minimal standards of acceptable and prevailing nursing practice, which could jeopardize the health, safety, and welfare

of the public, shall constitute unprofessional conduct. These behaviors shall include, but not be limited to, the following:

1. using inappropriate or unsafe judgment, technical skill or interpersonal behaviors in providing nursing care;
2. performing any nursing technique or procedure for which the nursing student is unprepared by education or experience;
3. disregarding a patient/client's dignity, right to privacy or right to confidentiality;
4. failing to provide nursing care because of diagnosis, age, sex, race, creed or color;
5. abusing a patient/client, fellow student, instructor, or other individuals the nursing student comes in contact verbally, physically, emotionally, or sexually;
6. falsifying, omitting or destroying documentation of nursing actions on the official patient/client record;
7. abandoning or knowingly neglecting patients/clients requiring nursing care;
8. delegating nursing care, functions, tasks or responsibility to others when the student nurse knows or should know that such delegation is to the detriment of patient safety;
9. providing one's license/temporary permit to another individual for any reason (if applicable);
10. failing to practice nursing in accordance with prevailing nursing standards due to physical or psychological impairment;
11. diverting prescription drugs for own or another person's use;
12. misappropriating money or property from a patient/client or employee;
13. failing to notify the appropriate party of any unprofessional conduct which may jeopardize patient/client safety (Courtesy: RULES OF GEORGIA BOARD OF NURSING)

SOCIAL MEDIA POLICY

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

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

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

1. Students may be held personally liable for proprietary, defamatory or libelous material posted on any form of social media.
2. Students will face sanctions for posting of materials that is defamatory, profane, threatening, harassing, hateful or humiliating to patient, students, hospital staff, preceptors, nurses, Albany State University faculty and staff, employers and coworkers included. Sanction will be determined by the University Office of Academic Affairs, the Department of Nursing's Admission, Progression, and Retention Committee, and/or the appropriate Department of Nursing academic administrator.
3. Improper use of social media may result in being sued for defamation, invasion of privacy or harassment.

4. Occurrences of inappropriate use of social and electronic media may be submitted to the State Board of Nursing, which may affect licensure or eligibility for licensure.
5. The use of pseudonymous email addresses or online identities can be investigated and traced, so their use does not protect the student from responsibility and any liabilities related to posting online materials and or social media.
6. Students must promptly report any identifiable breach of confidentiality of privacy in regard to self, other nurses, and /or other nursing students.
7. Students must be knowledgeable of hospital and healthcare institution policies, relevant state and federal laws, and professional standards regarding patient privacy and confidentiality, as well as their application to social and electronic media.
8. The Department of Nursing may take action to dismiss any student from the nursing program who violates the social media policy.
9. Students may not transmit any electronic media of any patient-related information or image that violates patient rights to confidentiality or privacy or to otherwise degrade or embarrass the patient and/or families.
10. Students must not share, post, or otherwise disseminate any information (including images) about a patient or information gained in the nurse-patient relationship with anyone, unless there is care-related need to disclose the information or other legal obligation to do so.
11. Students must not use social media during clinical hours or at any time on the clinical agency's equipment or property.

CHEATING POLICY

UNIVERSITY POLICY ON CHEATING AND PLAGIARISM

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

DEPARTMENT OF NURSING POLICY ON CHEATING

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

TESTING BEHAVIOR

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

- Use of telephones, cellphones, Blackberry devices, PDAs, smart watches, stereos, radios with headphones, bluetooths, or other electronic/photographic devices during testing.
- Use of books, study guides (on body parts or paper), pamphlets, protractors, and unapproved calculators.
- Asking another student for answers or talking/communicating with another student during the exam or assignment.

- Attempting to take the test for someone else or having someone else take the test for you
- Obtaining improper access to the test, a part of the test or information about the test.
- No student may talk, use hand, head or shoulder gestures to another student.
- During computerized testing (including test review), students are not allowed to have any other screen open besides the exam screen and/or the exam review screen. Students are not allowed to open additional tabs or open other screens within D2L/GaView in the testing environment.
- Plagiarism or copying another person's exam, paper or assignment will result in a zero (0) on the exam and/or assignment with no ability to make up the assignment or exam. Plagiarism also includes self-plagiarism (turning in work that you have done for another class without the permission of your current professor).
- Copying or plagiarism of another student's clinical assignment will result in a zero (0) on the assignment and a "U" for the clinical day (in the area of professionalism, integrity, and plan of care) with no ability to make up the assignment or removal of the "U" grades and will result in a clinical failure.
- The student will be reported to the nursing disciplinary committee and may be dismissed from the course (with a grade of "D" or "F") and/or the Nursing Program.

DISMISSAL POLICY

1. A second failure of a nursing course constitutes grounds for dismissal from the nursing program.
2. Substantiated claims of cheating or violations of academic integrity constitute grounds for dismissal from the nursing program (see Academic Integrity Policy, Cheating Policy and Professional Behavior within this handbook).
3. Gross misconduct, such as behaviors that endanger patient safety, patient confidentiality, or behaviors in direct opposition to the clinical/course instructor's direction, may result in immediate dismissal from the program.
4. If, in the judgment of the instructor or supervisory person in a contracted clinical facility, there is reason to question the emotional or physical condition of a student or the safety or the quality of nursing care provided, the instructor has the responsibility to dismiss the student from the clinical or university laboratory (see Procedure for Interventions Related to Essential Functional Standards and Clinical Performance).

APPEAL OF ADMISSION/DISMISSAL STATUS (Revised 02/2016)

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

STUDENT EMAIL ADDRESS POLICY

All nursing students must have a student email address, assigned by Albany State University; this email address will end with the @students.asurams.edu identifier. All communication from

the Department of Nursing is sent via ASU email to nursing students; other email accounts (e.g., @gmail.com, @yahoo.com, @hotmail.com, @bellsouth.net, etc.) will not be used by the department. Setup of your ASU student email address is free-of-charge and typically done automatically upon acceptance into the institution, but you may also contact Information Technology Services to establish an account personally. Rationale behind the policy is based on compliance with the Family Educational Rights and Privacy Act (FERPA), which can be fully reviewed in the *Albany State University Student Handbook.*

THE RIGHT TO SHARE IN POLICY MAKING

UNIVERSITY POLICY

The Albany State University students have a collective right to an appropriate voice in the making of institutional policy generally affecting their social or academic affairs; however, this right is subject to the supervening responsibility of the institution to assure adequate protection for essential interests and policies of the institution. This collective right is recognized by the inclusion of student representation with full voting privileges on all standing institutional committees. To the extent that students are foreclosed from sharing in the making of particular decisions, or kinds of decisions, the institutional policy or interest deemed to require the foreclosure will be explicitly stated. Students will always share in the formulation of standards of student conduct. The status of the University as a fully accredited member of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires that caution be exercised in retaining any student who falls below the accepted academic standards. Students are reviewed each year to determine their academic status. Students are notified of extended probation and suspensions.

ACADEMIC ADVISING

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

Academic advising is coordinated by the Academic Advising and Retention Center (AARC). Students are assigned to the nursing department for advising according to their stated program of study after admission to the nursing program. All transfer nursing students are advised by a nursing faculty member in planning the program of study each semester. Students may change advisors for personal or academic reasons by consultation with the Chairperson of Nursing.

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

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

STUDENT DISABILITY SERVICES

The Student Disability Services Center is designed to help students with special needs. Students requesting accommodations should submit the documents found at https://www.asurams.edu/student-life-activities/counseling-disability-services/counseling-disability-services-forms/ and return them (together) to the listed location:

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

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

Counseling and Student Disability Services
Albany State University New Student Center (green zone)
504 College Drive Albany, GA 31705
(229) 903-3610 Main number
(229) 430-3826 Fax

ADDITIONAL STUDENT RESOURCES

STUDENT SUCCESS PROGRAM

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

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

WRITING CENTER AND MATH CENTER

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

SMARTHINKING

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

PEER TUTORS

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

GEORGIAVIEW ORIENTATION

GeorgiaVIEW orientation is now mandatory for all students prior to accessing scheduled courses. The Online/ GeorgiaVIEW Orientation provides students with information on

accessing academic and student support services from a distance, as well as, providing helpful tutorials for learning in the GeorgiaVIEW learning management system environment.

STUDENT HEALTH SERVICES

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

NON-DISCRIMINATION/EQUAL OPPORTUNITY POLICY

Albany State University is committed to ensuring a safe learning environment that supports the dignity of all members of the University community. Pursuant to Section 4.1.7 of the Policy Manual of the Board of Regents of the University System of Georgia (BOR), federal and state laws and regulations, and our vision, mission, and values Albany State University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. Moreover, Albany State University is an Affirmative Action/Equal Educational and Employment Opportunity institution. Factors of race, national origin, color, sex, gender, age, religion, sexual orientation, or disability are not considered in the admission or treatment of students or in employment. To that end, University policy prohibits specific forms of behavior that violate federal and state laws and regulations, including but not limited to Title VII of the Civil Rights Act of 1964 and subsequent executive orders, Title IX of the Education Amendments of 1972, as well as Section 504 of the Rehabilitation Act of 1973 (For the full statement, see *Albany State University Student Handbook*).

Albany State University complies with the Rehabilitation Act of 1973 (Section 504) and The Americans with Disabilities Act of 1990 (Title II). The Disability Student Support Program (DSSP) at Albany State University is committed to the equal opportunity and equal access to all academic programs, services and activities of students who qualify and who have met admissions criteria. The DSSP seeks to ensure the University makes "reasonable accommodations" that will permit physically and learning disabled students to fulfill their academic requirements and to assure that disabled students are not effectively excluded from programs because of the absence of auxiliary aids and support systems. (For the full statement, see *Albany State University Student Handbook*).

SECTION II ASSOCIATE OF SCIENCE IN NURSING (ASN) PROGRAM CURRICULUM

ASN PROGRAM CURRICULUM

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

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

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

NURSING ACADEMIC REQUIREMENTS / DEGREE AUDIT

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

GENERAL EDUCATION REQUIREMENTS

The ASN curriculum is support by general education courses approved by the University System of Georgia. The core curriculum encompasses prerequisite arts, humanities, and physical and behavioral sciences with particular emphasis on English (1101,1102), Math (1001,1111), Anatomy and Physiology (BIOL 2411, 2412), Microbiology (BIOL 2211), American Government (POLS 1101) and Psychology (PSY 1101). The current traditional ASN program matrix contains 30 semester hours of core and prerequisites course work and 40 semester hours within the major. The ASN hybrid track, when offered on odd years, reflects the traditional ASN program. The Healthcare Professional Bridge Program matrix comprises 30 semester hours of core and prerequisite course work and 30 hours within the major.

Learning support courses are offered to students as means to augmenting skills in English and Math. The need for learning support is based on previous academic record, college entrance exam score, and ACCUPLACER Exam score. Learning support provides a pathway for students to receive remediation in English and Math. Learning support courses must be completed before entrance into the nursing program. Please note these important points:

- Science courses taken more than five years prior to enrolling in the nursing program will be evaluated by the Nursing Department Chair.
    - BIOL 2211K will not have to be repeated.
    - All BIOL 2411K and BIOL 2412K will need to be repeated if greater than five years if person is not an active healthcare professional (as defined as an LPN or Paramedic.) If these courses were taken greater than five years before the date of application, the applicant may elect to take BIOL 2412K to meet the science requirements.
    - Students in active healthcare practice do not need to re-take A&P I/II unless it has been eight years or more since the courses were completed. Active healthcare

professional students (LPNs or Paramedics) may elect to take both of these courses or BIOL 2412K to meet the science requirements.

- It is recommended that ASN students applying for the Evening Program, and required for students applying to the Hybrid Program, have completed all core courses required for nursing prior to enrolling in NURS 1101.
- A grade of C or better is required in all nursing core courses.
- ASN students must have completed all core courses required in the nursing program ***prior*** to enrolling in the last semester (NURS 2115) of the nursing program.

NURSING PROGRAM CURRICULUM

1. All ASN students must be admitted to the Nursing Program before enrolling in NURS 1101/1301 and NURS 1105. NURS 1111/1311 must be taken immediately after or within one semester of NURS 1101/1301.

2. Students must have a grade of C or better in all science courses and all nursing courses. More than one D and/or F in nursing courses will result in dismissal from the program for a period of three calendar years.

a. After waiting for this period of time, students will be allowed to reapply for admission to ASU's nursing program (***traditional track***). Upon acceptance, the student will be required to begin the program in NURS 1101.

b. Students who are dismissed from the nursing program due to excessive Ds and/or Fs may return to the nursing program (traditional track) after completing a LPN or paramedic program and working for a minimum of one year.

c. If a student fails out of the ASN program and passes the NCLEX-PN (without completing an LPN program), the student will not be able to reapply to the ASN program until after the three calendar year waiting period.

3. ASN students who are not enrolled in nursing courses for more than one semester must challenge previously completed courses (both theory and clinical skills components) to validate current knowledge and skills of the content. This includes all nursing courses with the exception of NURS 2117 (Leadership).

4. Students advancing to NURS 1111 must have successfully completed NURS 1105 within the previous two semesters.

5. A WF is considered F. Students who fail a nursing course must repeat both the theory and clinical components of the course. Students will be re-admitted to the course based on space available (see Re-Enrollment/Re-Entry Policy).

6. Students are required to maintain at least a 2.0 cumulative grade point average in order to remain in the nursing program.

7. Any nursing course presented for graduation that was completed three calendar years or more prior to anticipated date of graduation must be successfully challenged (both theory and clinical skills components) or repeated for credit.

CORE CURRICULUM – ASN TRADITIONAL PROGRAM COURSES

AREA F: COURSES RELATED TO MAJOR			**15.00**
BIOL	2211K	Microbiology	4.00
BIOL	2411K	Anatomy & Physiology I	4.00
BIOL	2412K	Anatomy & Physiology II	4.00
PSYC	1101	General Psychology	3.00

MAJOR REQUIREMENTS – ASN TRADITIONAL PROGRAM COURSES

AREA G: MAJOR REQUIREMENTS			**40.00**
NURS	1101	Fundamental of Nursing	5.00
NURS	1105	Pharmacology for Nurses	1.00
NURS	1111	Adult Health I	7.00
NURS	1112	Adult Health II	7.00
NURS	2113	Psychiatric Nursing	3.00
NURS	2111	Nursing Care of Women and Children	8.00
NURS	2117	Nursing Leadership	1.00
NURS	2115	Adult Health III	8.00

NURSING – ASN TRADITIONAL PROGRAM OF STUDY

FRESHMAN YEAR

First Semester

ENGL 1101	English Composition I	3.00
BIOL 2411K	Human Anatomy and Physiology I	4.00
MATH 1001 or	Quantitative Reasoning	3.00
MATH 1111	College Algebra	
POLS 1101	American Government	3.00
	Subtotal	**13.00**

Second Semester

ENGL 1102	English Composition II	3.00
BIOL 2412K	Human Anatomy and Physiology II	4.00
NURS 1101	Fundamentals of Nursing	5.00
NURS 1105	Pharmacology for Nurses	1.00
	Subtotal	**13.00**

Third Semester

PSYC 1101	General Psychology	3.00
BIOL 2211L	Essentials of Microbiology	4.00
NURS 1111	Adult Health I	7.00
	Subtotal	**14.00**

SOPHOMORE YEAR

Fourth Semester

AREA C	See Core Curriculum. Area C Hum/Fine Arts	3.00
NURS 1112	Adult Health II	7.00
NURS 2113	Psychiatric Nursing	3.00
	Subtotal	**13.00**

Fifth Semester

NURS 2111	Nursing Care of Women and Children	8.00
NURS 2117	Nursing Leadership	1.00
	Subtotal	**9.00**

Sixth Semester

NURS 2115	Adult Health III	8.00
	Subtotal	**8.00**

CORE CURRICULUM – ASN HEALTHCARE BRIDGE PROGRAM COURSES

AREA F: COURSES RELATED TO MAJOR			**15.00**
BIOL	2211K	Microbiology	4.00
BIOL	2411K	Anatomy & Physiology I	4.00
BIOL	2412K	Anatomy & Physiology II	4.00
PSYC	1101	General Psychology	3.00

MAJOR REQUIREMENTS – ASN HEALTHCARE BRIDGE PROGRAM COURSES

AREA G: MAJOR REQUIREMENTS			**30.00**
NURS	1301	Fundamental of Nursing	3.00
NURS	1105	Pharmacology for Nurses	1.00
NURS	1311	Adult Health I/II for HCP	8.00
NURS	2313	Psychiatric Nursing	3.00
NURS	2311	Nursing Care of Women and Children	6.00
NURS	2117	Nursing Leadership	1.00
NURS	2115	Adult Health III	8.00

NURSING – ASN HEALTHCARE BRIDGE PROGRAM OF STUDY

FRESHMAN YEAR

First Semester

ENGL 1101	English Composition I	3.00
BIOL 2411K	Human Anatomy and Physiology I	4.00
MATH 1001 or MATH 1111	Quantitative Reasoning College Algebra	3.00
POLS 1101	American Government	3.00
	Subtotal	**13.00**

Second Semester

ENGL 1102	English Composition II	3.00
BIOL 2412K	Human Anatomy and Physiology II	4.00
AREA C	See Core Curriculum. Area C Hum/Fine Arts	3.00
PSYC 1101	General Psychology	3.00
	Subtotal	**13.00**

Third Semester

BIOL 2211L	Essentials of Microbiology	4.00
NURS 1301	Fundamentals of Nursing	3.00
NURS 2313	Psychiatric Nursing	3.00
	Subtotal	**10.00**

SOPHOMORE YEAR

Fourth Semester

NURS 1311	Adult Health I/II for HCP	8.00
NURS 1105	Pharmacology for Nurses	1.00
	Subtotal	**9.00**

Fifth Semester

NURS 2311	Nursing Care of Women and Children	6.00
NURS 2117	Nursing Leadership	1.00
	Subtotal	**7.00**

Sixth Semester

NURS 2115	Adult Health III	8.00
	Subtotal	**8.00**

ADMISSION REQUIREMENTS ASN PROGRAM

1. ASN applicants must have completed required Learning Support courses.
2. ASN applicants must complete the pre-admission test [the Test of Essential Academic Skills (TEAS) VI] and *must earn a minimum overall score of 65*. **Applicants who do not meet the minimum TEAS score (or grade point average) will not be allowed to apply**. Pre-admission cut-off scores for admission vary each semester of testing based on candidates who test.
3. ASN applicants must complete ENGL 1101, MATH 1001/MATH 1111 and BIOL 2411K with a minimum nursing GPA of 2.8.
    a. Only core courses required for the associate degree nursing program will be used to calculate the grade point average. Grades achieved in **each attempt** will be used in the calculation of this grade point average.
    b. Students must have a grade of C or better in all nursing core courses.
    c. Grades in core courses applicable to the nursing program older than ten years may not be calculated in the admission GPA.
4. When faculty/student ratio limits the acceptance of all qualified students, preference may be given to students with the highest GPA, the nursing pre-admission test score, and completion of all required core classes. In addition, other factors may contribute to acceptance/denial in situations where the admission criteria are highly competitive (such as previous nursing attempts, etc.)
5. Applicants formerly enrolled in a nursing program may apply; however, they must submit a letter from the dean/director of their former program verifying the student left his/her program in good standing.
6. Applicants who earned less than a "C" in two or more nursing courses while enrolled in a previous nursing program must wait a period of three calendar years before they will be considered for admission to Albany State University's nursing program. If accepted to ASU's program no transfer credit will be given for prior nursing courses.
    a. If a student fails out of the ASN program, completed an LPN or paramedic program, and works for one year as an LPN or paramedic, then the student may reapply before the three year waiting period has expired;
    b. If a student fails out of the ASN program and passes the NCLEX-PN (without completing an LPN program), the student will not be able to reapply to the ASN program until after the three calendar year waiting period.
7. ASN students wishing to repeat NURS 1101/1301 must submit a new application for admission to the nursing program. Readmission will be on a space-available basis and adhere to admission requirements. NOTE: Students who withdrew from NURS 1101/1301 but remained enrolled in a nursing course are still considered in the ASN program, thus can submit a readmit form for NURS 1101/1301.
8. LPNs and paramedics who have been practicing as an LPN or a paramedic for at least one year may be eligible for the Healthcare Professional to RN bridge program provided all other admission criteria have been met.
9. ASN students who begin one track (traditional, Healthcare Professional Bridge, etc.) must remain in this track until graduation. Exceptions may be made only in cases where students need to be moved from an accelerated program to the traditional program.

ADVANCED PLACEMENT FOR LICENSED PRACTICAL NURSES AND ADVANCED NAVAL CORPSMAN HOSPITALMAN

CREDIT BY EXAMINATION

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

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

ADMISSION CRITERIA FOR CREDIT BY EXAMINATION OPTION

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

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

HEALTHCARE PROFESSIONAL TO RN BRIDGE

LPNs and Paramedics may be admitted to an accelerated Associate Degree Nursing curriculum with the following:

1. Be eligible for admission to Albany State University and the Associate Degree Nursing Program.
2. Hold a valid Paramedic certification or LPN license with a minimum of one year of experience.
3. Completed eight of the nine nursing core classes – achieving a GPA of 2.8 or higher.
4. Earned a grade of C or better in all nursing core courses.
5. No previous failing grades in other nursing programs.
6. Preference will be given to students with highest GPA, highest pre-entrance test scores and those who have completed all required core classes.
7. All nursing core required for the ASN must be completed ***prior*** to enrollment in NURS 2115.

Healthcare Professional Bridge students with previous work experience will have fewer clinical hours than generic students.

HYBRID NURSING PROGRAM

Persons interested in applying to the hybrid track will need to meet the same requirements as other students seeking admission to ASU's ASN nursing program. Additionally, students wishing to enter the hybrid track will need the following:

1. Completed all core classes required for nursing.
2. A minimum GPA of 2.8.
3. Earned a grade of C or better in all nursing core courses.

4. Evidence of prior learning experience in an on-line format.
5. Submission of a written essay documenting their on-line learning experiences and their reasons for choosing a career in nursing.
6. No previous failing grades in other nursing programs.

Students who are accepted into the hybrid track will have to meet all the same theory and clinical requirements as traditional classroom students. Students will be expected to complete on-line assignments and actively participate in on-line discussion forums. All testing will be performed on the ASU (Albany) West campus under the supervision of an ASU Nursing faculty member. Likewise, all clinical assignments will be completed in Albany area healthcare facilities under direct supervision of ASU clinical faculty. Students will be required to travel to campus and clinical sites weekly during the semester to complete these requirements.

ADDITIONAL NURSING PROGRAM REQUIREMENTS

1. Students will be required to submit a completed health form which documents satisfactory health status prior to clinical practicum. The forms will be available after enrollment in NURS 1101/1301.
2. The student is expected to assume responsibility for his/her own health in the event of illness, accident, or exposure to communicable disease. Evidence of health insurance is required upon admission to the nursing program. Professional liability insurance is also required and is included in student fees. All students in the Albany State University ASN nursing program must have health insurance. Students who do not have health insurance must purchase a USG student health insurance policy (SHIP). Fees for the USG SHIP will be added to student tuition each semester. Students who are already covered by an insurance policy (i.e., through parent plans, family plans, or employer-sponsored plans) can easily opt out of the plan by applying for a waiver though a secure online process. Once the information has been verified and approved, a waiver will be processed and posted to the student's ASU student account. The waiver is only available for a specific time frame; therefore, students must apply in a timely fashion or they will be billed for the USG SHIP. Waivers are valid for 12 months; students must reapply each year to avoid being charged for the USG SHIP. Students who fail to submit credible health insurance and opt out online will automatically be enrolled in and billed for the system-wide student health insurance plan. This charge will post to the ASU student account. Professional liability insurance is also required and is included in student fees.
3. Students must successfully complete the **American Heart Association's** BLS for Healthcare Provider Cardiopulmonary Resuscitation Course before or during NURS 1101/1301 and must be maintained throughout enrollment and updated as necessary. Students must receive permission from their course instructor(s) prior to selection of the CPR course.
4. Students wishing to enter the ASN program who are currently enrolled in the ASU BSN program must meet all ASN admission and progression requirements, and must apply to the ASN program. If accepted, these students will begin the ASN program in NURS 1101 Fundamentals of Nursing.
5. The Department of Nursing reserves the right to discontinue, at any time, the enrollment of a nursing student if, in the judgment of the Vice President for Academic Affairs and the nursing faculty, the student does not demonstrate the necessary qualifications for a nursing career. This includes, for example, cheating in any form, unprofessional conduct, violation of Albany State University's student code of conduct and/or any behavior/conduct deemed unbecoming of an ASU nursing student.
6. The faculty, staff, and students in health care programs shall uphold professional and ethical standards.

7. A student may withdraw **only once** from any given nursing course throughout the duration of the nursing program (see Re-Enrollment/Re-Entry Policy).
8. Core performance standards[1] for admission and progression in the nursing program are:

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

[1] *Taken from the Southern Regional Education Board, Council on Collegiate Education for Nursing, "The Americans with Disabilities act: Implications for Nursing Education (March 1993)", updated 2008.*

In compliance with the Americans with Disabilities Act (ADA), Darton College of Health Professions will honor requests for reasonable accommodations made by individuals with disabilities. Students must disclose their disability to the office of Disability Services before academic accommodations can be implemented.

ADDITIONAL COSTS AND FEES

1. All ASN applicants must pay the application fee for nursing and the pre-admission test fee.
2. All nursing students are required to meet the requirements of the facilities utilized for clinical experience, which may include laboratory screenings, drug screen, and immunizations. All students are required to have a current tuberculin skin test. Health and other forms will be provided as needed. Required items must be submitted before students are permitted entry to the clinical/practicum areas.
3. All ASN nursing students will be expected to pay a Testing/Resource Fee each semester.
4. All ASN nursing students are required to have uniforms (clinical and on campus), white hose or white socks, shoes, scissors, stethoscope and watch with sweep second hand, and name tag. ASN students must also have a white lab jacket for getting clinical assignments. All ASN Nursing students are required to join the Darton State College GANS Chapter to enhance professional development.
5. All nursing students will be required to pay for a one-time, criminal background check which includes drug screening, on admission to the program. This information will be available to all clinical facilities. **If the student has a conviction in the criminal background check, the student may not be permitted in a particular practice setting. Students should note that prior felony charges/convictions are typically not allowed clearance into most healthcare settings. Since clinical is required to be successful in the nursing program, caution should be taken in circumstances where a student has prior charges/convictions.*
6. If drug abuse is suspected, the student will be required (at his/her own expense) to be tested. Albany State University reserves the right to request drug testing of any nursing student at any time during the program. A mandatory drug screen is required (at the expense of the student) after acceptance to the program and will also be required randomly throughout the course of the program.

GRADUATION REQUIREMENTS

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

GRADUATION CLEARANCE

APPLICATION FOR DEGREE

All students are required to apply for graduation. The graduation application signals the student's intent to graduate from Albany State University and begins the audit and commencement process for each student. An Application for Graduation and Degree Audit must be filed when the student has fifteen (15) hours or less to complete for graduation for an Associate degree. The application may be secured on the ASU website. On this application, students must indicate intended date of graduation and their degree program. The Office of Academic Services and Registrar, in conjunction with the student's major department, will review the student's course of study and determine if the student has or will meet the requirements to graduate by the date requested. If approved, the student will be mailed a copy of the audit and will be directed to begin graduation clearance procedures. Any student who fails to graduate as indicated is required to complete another form. Students who complete all requirements for a degree at the close of the summer, fall, or spring semester will be given a statement, upon request, certifying requirements have been completed. Credits may be certified to the State Department of Education in order that the certificates to teach may be issued at any time during the school term. Degrees will be awarded pursuant to graduation.

GRADUATION/DEGREE AUDIT

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

POST-GRADUATION ACTIVITIES

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

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

STUDENT FINANCIAL AID

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

The University participates in all major federal and state aid programs including the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work- Study, Federal Stafford Student Loans, Hope Accel Program and Hope Scholarship Program. In general, aid is available to students who establish need and who make normal progress toward graduation.

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

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations, HEA Sec. 484(c) §668.16, 668.34, require institutions participating in Title IV federal financial aid programs to develop academic progress standards and review student

records to ensure they are complying with these standards and making adequate progress toward their academic goals. Information regarding SAP may be found at https://www.asurams.edu/?s=Satisfactory+Academic+Progress. At Albany State University's (ASU) Office of Financial Aid (OFA), SAP is reviewed each semester. Students who do not meet the minimum SAP standards are not eligible for financial aid, unless they have been granted a WARNING, APPROVED APPEAL, or PROBATION status as described below. **The Financial Aid SAP policy should not be confused with academic PROBATION or GOOD STANDING.** Failure to maintain SAP will result in the loss of all federal and state aid, including:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Iraq and Afghanistan Service Grant
- Federal Work-Study Program
- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Direct PLUS Loan (for parents and graduate students)
- State of Georgia Financial Aid Programs including the Georgia HOPE Scholarship Programs
- Other Grant and/or Scholarship programs which require Satisfactory Academic Progress verification

COMPONENTS OF SAP

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

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

Program	**Maximum Attempted Hours Allowed ***
First Associates Degree	90 semester hours or 150% of required hours (maximum hours will be adjusted for programs greater than 60 hours)**
Second Associate's Degree	135 semester hours or 150% of 90 hours allowed for first associate's degree**
First Bachelor's Degree	180 semester hours or 150% of required hours (maximum hours will be adjusted for programs greater than 120 hours) **

Program	Maximum Attempted Hours Allowed *
Fist Master's Degree	45 semester hours (maximum hours will be adjusted for programs greater than 30 hours)
Bachelor – Double Major	Determined based on program requirements as requested, contact the Office of Financial Aid for more information.
*The Maximum Length of Study does not extend beyond the completion of coursework for a degree program **Students who were enrolled at both institutions (Darton State College and ASU) at any point prior to consolidation will have a separate Satisfactory Academic Progress Policy in an attempt to mitigate potential effects of the consolidation.	
After First Bachelor Degree is Earned**	**Maximum Attempted Hours Allowed (includes all attempted hours)***
Second Bachelor's Degree	270 semester hours
Second Master's Degree	75 semester hours
No hours for additional programs beyond the second degree	

ELIGIBLE COURSEWORK REQUIREMENT

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

CHANGING MAJORS

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

REMEDIATION / LEARNING SUPPORT ENROLLMENT

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

REPEATED COURSES

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

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

COMPLETED PROGRAM OF STUDY BUT NO DEGREE EARNED
A student who completes the academic requirements for a program, but does not yet have a conferred degree, is not eligible for further Title IV aid for that program. Adding an additional major, minor, or concentration will not permit the student to extend the length of a degree and eligibility for financial aid funding.

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

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

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

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

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

ACADEMIC RENEWAL
University approval of Academic Renewal does not supersede SAP requirements. All attempted hours will continue to be included in SAP determination. More information on Academic Renewal can be found in the ASU catalog.

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

WARNING STATUS
Students who are not meeting SAP qualitatively (2.0 GPA) and/or quantitatively (67% completion) are allowed to receive financial aid for one term with a status of WARNING.

Students are notified by email when they are placed in a WARNING status and no appeal is necessary to receive aid for this status. Students must meet the SAP requirements at the end of their next term of enrollment or lose financial aid eligibility. Students may only be placed on Warning if they were meeting the SAP standards for the immediate preceding term. Students will only be allowed one warning per academic year.

FINANCIAL AID SUSPENSION

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

SAP APPEALS

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

SAP Appeal Process

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

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

PROBATION STATUS

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

STUDENT FINANCIAL COUNSELING MAY BE REQUIRED

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

REGAINING STUDENT FINANCIAL AID ELIGIBILITY

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

GRADING POLICIES

1. The final grade will be computed with **no rounding of grades.**

2. Course Grade:

a. NURS 1101, 1105, 1111, 1112, 1301, 1311, 2111, 2113, 2117, 2311, and 2313: Unit exam average 70%, the final exam grade 30%.

b. NURS 2115, the course grade will be comprised of: Unit exam average 70%, the final exam grade 25%, ATI Capstone 5%.

3. ASN Grading Scale:

90 - 100 = A
80 - 89 = B
75 - 79 = C
60 - 74 = D
59 or Less = F

4. Successful completion of nursing courses will depend on C or better in theory and a satisfactory grade in clinical. Students receiving an unsatisfactory grade in clinical will receive a failing grade in the course regardless of theory grade.

5. ASN Students will demonstrate clinical competency of 100% accuracy in computation of medication dosages in NURS 1111, NURS 1112, NURS 1311, NURS 2111, NURS 2311, NURS 2113, NURS 2313, and NURS 2115. At the minimum, a student must demonstrate 100% accuracy on one written/computer evaluation of dosage calculations each semester. A maximum of three (3) opportunities will be provided prior to the last day to withdraw from a

course without penalty. If a student is unsuccessful on all three attempts, he/she will be allowed to drop without penalty (unless student has previously withdrawn from 16 credit hours; see Satisfactory Academic Progress). If the student does not drop, he/she will receive a clinical failure for calculation of medication dosages. If the student drops before drop day, he/she will be eligible to register for the course again, provided that all of the other entry requirements are met and he/she has not previously withdrawn from his/her current course AND has not withdrawn in excess of the withdrawal policy. Prior to each subsequent math exam (math exam 2 and/or 3), students will be required to spend three (3) hours in ATI math remediation (or other approved remediation tools as assigned by your instructor), and submit a remediation plan, including strengths and weaknesses. Failure to do the required math remediation or submit a remediation plan will result in an inability to take the math exam. Exams will be constructed utilizing the following test blueprint: Total items 10, test time 45 minutes, type of items - a minimum of one each from the following operations will be included. (1) Conversions within a system (i.e., mg to g), (2) Conversions between measurement systems (i.e., lb to kg), (3) Administration in units (i.e., heparin, penicillin, insulin), (4) Calculation of IV flow rates (i.e., ml/h and gtts/min, completion time), (5) Solution reconstitution, (6) Six rights of medication administration.

RE-ENROLLMENT/RE-ENTRY POLICY

The time to complete the Nursing Program depends on the sequence of courses, plan of study and clinical placement availability. Optimally, students should complete their respective program (A.S.N. Traditional Track – 5 semesters; A.S.N. HCP Bridge Track – 3.5 semesters) according to the designated Recommended Academic Plan (RAP).

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

To facilitate timely progression and ultimate success, the Department of Nursing has in place the following guidelines:

Students must abide by the following guidelines:

1. Withdraw **only once** from any given nursing course during the regular drop/add period throughout the duration of the nursing program.*****
2. Withdraw from the University only one time once enrolled in the nursing program (this includes medical / hardship withdrawals).*****
3. Receive a failing grade for a nursing course only **one time**. A WF is considered F.
4. If a student is out of the program for more than one semester, the student must challenge previously completed courses to validate current knowledge and skills of the content. This includes all nursing courses with the exception of NURS 2117 (Leadership). Failure to successfully challenge each course may result in the student repeating the course(s) that he/she was unsuccessful.
5. If a student is out of program for one year (12 months) or greater, the student must reapply to the nursing program, granted all other admission criteria are met. Admission to the nursing program is not guaranteed.

*** Students who fail or withdraw from both NURS 1101 and 1105 or 2313 during the same semester are dismissed from the nursing program for a period of three years for exceeding the number of allowed course withdrawals/failures.**

NOTE: Any of the above actions will prolong the student's progression by at least one semester and could be longer if space is not available. Any nursing course presented for graduation that was completed three calendar years or more prior to anticipated date of graduation must be successfully challenged or repeated for credit.

Students re-entering:

1. Must complete the Nursing Readmit Form available in the nursing office prior to the semester when they will return.
2. Students wishing to return to NURS 1101/1301 must submit an application to the nursing program. Acceptance into the nursing program is not guaranteed and will be based on program admission criteria and space available.
3. Must complete the University's re-enrollment requirement prior to re-entering the program.
4. Will return under the current curriculum requirements.
5. May be required to complete additional course work, repeat ATI testing/review course requirements, and/ or demonstrate competency of skills. If a student is out of the program for more than one semester, the student must challenge previously completed courses to validate current knowledge and skills of the content. This includes all nursing courses with the exception of NURS 2117 (Leadership). Failure to successfully challenge each course may result in the student repeating the course(s) that he/she was unsuccessful.
6. Must meet all program compliance requirements at least one month prior to the start of the semester of return.
7. The Chair and/or Assistant Chair may approve exceptions in extreme situations. The exception would require student review and development of an individualized plan of study.

NOTE:

- Re-entry into the program is not guaranteed and approvals are dependent upon resources and clinical availability.
- Please contact the nursing office for the military exception to this policy.
- All exceptions must be approved by the Chair and/or Assistant Chair prior to the start of the semester.

WITHDRAWAL FROM UNIVERSITY

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

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)

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

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

NOTE: Students are assessed a fee for the ATI program material and resources which is included in their tuition each semester. All materials will be obtained at the beginning of the first year. Additional materials are available for purchase through ATI; however, in order to contain cost and present our students with the best NCLEX preparation package, the materials and fees associated with ATI are negotiated annually between the Department of Nursing and ATI. Also, there is a multitude of additional information available on the ATI website at no additional cost https://atitesting.com/Home.aspx

- ATI assessment results are a designated portion of the course grade and identify content areas needing further study for successful completion of NCLEX
- The cost associated with materials (textbooks, skills modules, handbooks, tutorials, online assessment testing, proctored exams, and the NCLEX Live Review) is the student's responsibility, and all students are required to purchase the materials and take the exams

ATI Cost Fees are **NOT** refundable

NURSE LOGIC

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

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

SKILLS MODULES SERIES

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

CONTENT MASTERY SERIES

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

NCLEX readiness is measured with the Comprehensive Predictor. A practice version called the

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

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

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

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

DOSAGE AND CALCULATIONS 2.0: RATIO AND PROPORTION
Interactive drills, embedded videos, and new case studies enrich real-life scenarios, providing valuable experience for building competence to administer drugs safely. Mathematical equations are simplified through step-by-step animations that demonstrate the dosage calculation process. Ratio and Proportion method allows a nurse to calculate dosages by using the amount of medication prescribed and the dose available.

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

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

Learning System provides students with practice in content-specific areas, which allows students to focus on their strengths as well as identify areas of need. Faculty can identify which areas to

direct students' attention to for remediation using ATI practice assessments and tutorials.

STUDENT NOTIFICATION OF PROGRAM REQUIREMENTS

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

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

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

CLINICAL POLICIES

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

PRECLUDED STUDENTS FROM CLINICAL INSTITUTION

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

CLINICAL POLICIES AS STUDENTS

1. Students are required to attend all laboratory experiences. If a student is ill and unable to attend lab, he/she must notify the assigned clinical unit before the laboratory experience is schedule to begin. If the laboratory experience will occur on campus, the instructor should be notified by telephone immediately prior to the scheduled experience. It is understandable that illnesses can and do occur during the semester; however, failure to notify your lab/clinical instructor prior to the missed experience is a serious matter and is unacceptable in nursing. A grade of unsatisfactory for the day will, therefore, be given to students who do not provide appropriate notification of absences.
2. Students are expected to arrive to clinical well rested. Therefore, students are not allowed to work for at least 8 hours immediately preceding their clinical shift. Students who do not adhere to this policy will not be allowed to attend clinical and/or will be sent home from clinical and assigned a clinical unsatisfactory for the day.
3. Students will not be allowed to receive personal telephone calls while in clinical areas. If an emergency should arise and the student needs to be notified, calls will be handled by the lab instructor who will relay the message to the student. This will necessitate informing family members the name of your instructor as well as the procedure to be followed for contacting students (see Attendance Policy, Clinical).
4. Each student will be assigned to a specific unit. He/she will not leave this area except at the request of the instructor or nurses on the unit until time for post-conference. Students are expected to seek learning opportunities. It is not acceptable to loiter in the hallways, nursing stations, or break rooms. Noise in the clinical setting should be kept to a minimum.
5. Uniform Regulations
   - **A.** The uniform dress code applies to all students enrolled in the Department of Nursing at Albany State University. The uniform must be clean, neat, and properly fitted. Uniforms are of wash and wear fabrics and should be washed after each wearing. Information concerning the purchase of uniforms (including purchase deadlines) may be obtained from the students' clinical instructor or in the nursing office. Formal clinical uniforms are purchased from Meridy's Uniform Company (Vidalia, GA).
     - **Top:** A white scrub top in the appropriate style is to be worn at all times. The current style includes two sleeve "windows" in which patch inserts may be fitted.

- White lab coats, if required, should be hip-length with Albany State University logo patch on the left sleeve. Lab coats are to be worn over business casual attire when at the clinical agency to obtain assignments or other designated activities. Lab coats and sweaters are not to be worn over uniform while in the clinical area.

- **Patch Inserts:** Sleeve patch inserts will be fitted in the sleeves of the scrub top. The left sleeve will bear "Darton College of Health Professions" insert, and the right sleeve will bear the "ASN Nursing" insert.
- **Student Identification:** A student identification badge is to be worn on the left chest area during the time a student is in any clinical area. This name badge will be made after enrollment in the first clinical nursing course during the first or second week of classes.
- **Bottoms:** Navy blue (while in the class and/or clinical setting) or black (classroom only) scrub pants are to be worn at all times and should be well-fitted. For students electing to instead wear a scrub-style dress or skirt, its length should be at the knee (or not over one inch above the knee). Either white pantyhose (with no runs) or white socks (with pants) are required in the clinical setting.
- **Shoes:** White, professional, vinyl or leather duty shoes which are clean and in appropriate state of repair. Shoe laces must be white. Tennis shoes, shoes with mesh material or visible seams, sling backs, loafers, and clogs are not allowed.

B. Students should maintain professional appearance and personal hygiene when in uniform:

- **Hair and Nails**
  - Hair is to be neat and off the collar (hair should be one natural color).
  - All students should have their hair neat and trim.
  - Long hair and braided hair shall be pinned up.
  - Mustaches and beards should be neat and well-maintained.
  - Nail polish will not be allowed in the clinical setting.
  - Nails should be trimmed to the tip of the fingers.
  - For hygiene reasons, artificial nails (including silk-wrapped nails) are not allowed in the health care settings.
  - Men without well-established beards and/or mustaches are expected to shave before reporting to the clinical unit. Men with well-established beards and/or mustaches are expected to keep them neatly trimmed to a length that can be fitted under an N-95 mask.
- **Jewelry and Other Requirements**
  - The student may wear one ring or wedding set if married or engaged.
  - No bracelets are allowed.
  - Neck chains may be worn concealed under the uniform.
  - Only one small ear stud (pierced) may be worn in each ear; however, male students are not allowed to wear earrings at the clinical site or while in clinical attire.
  - No dangling earrings or ear charms may be worn in clinical settings.
  - No nose piercing or other visible body piercing or tattoos are allowed in clinical settings.
  - Eye lashes must be natural in color and length.
  - A watch with second hand must be worn in the clinical setting.
  - Perfume, cologne, and body sprays are not permitted to be worn in the clinical setting.
  - Deodorants and antiperspirants with strong odors may be subject to removal.

- Chewing gum is not permitted within the clinical setting.

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

6. Students are not allowed to eat on any of the units.
7. Parking will be at the discretion of each clinical agency, and students will adhere accordingly.
8. If drug abuse is suspected, the student will be dismissed from clinical and be required to be tested at the student's expense. Students must obtain drug screening immediately after the request. Failure to complete testing immediately may result in disciplinary action up to and including dismissal from the program (see Impaired Student Nurse Policy).
9. Additional requirements may be mandated by a clinical agency and will be adhered to by ASU nursing students.

PATIENT CARE

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

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

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

CONFIDENTIALITY & SECURITY AGREEMENT

In accordance with the Law (Official Code of Georgia, Annotated, Sections 37-3, 37-4, 37-7) every patient's right to confidential treatment must be protected. As a student and/or provider of care, the patient's right to privacy must be protected and treatment must remain confidential. students and/or providers of care must keep patient information confidential and safeguard the privacy and security of the patient information including electronic health information. While providing care, students and/or providers of care may become knowledgeable of certain patient related information. This information may include patient identity, information related to a patient's treatment, diagnosis, or to other services received. Students and/or providers of care understand that they are restricted from discussing any information pertaining to their patient with anyone including other students (outside of post conference) other than Albany State University Nursing faculty, clinical instructors, or hospital personnel directly responsible for the patient's care, for any reason. Personally identifying information is any information which is readily used to identify a particular patient including but not limited to: name, address, social security number, physical description, names of family members, and photographs. Students and/or providers of care further understand that if they do discuss patient information, they subject themselves to civil liability and may be subject to dismissal from Albany State University's Nursing Program.

CLINICAL SAFETY POLICY

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

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

IMPAIRED STUDENT NURSE POLICY

I. Policy

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

For obvious health and safety concerns, all students enrolled in programs offered by the Department of Nursing must participate in clinical education activities in full control of their manual dexterity and skills, mental faculties, and judgement. The presence of alcohol and or drugs, lawfully prescribed or otherwise, or a profound lack of sleep, which interfere with the student's judgement or motor coordination in a healthcare setting poses an unacceptable risk to clients, faculty, other students, the university, and clinical partners (i.e. hospitals, skilled nursing facilities, clinics, health systems, and other healthcare organizations involved with student education and to which the university has a clinical affiliation agreement in place). To ensure client safety, and comply with clinical agency policies, the Department of Nursing has adopted a chemical substance abuse and impairment testing policy.

II. Statement of Purpose and Intention

B. Students enrolled in the DON at the undergraduate level engage in clinical rotations and training on the campus of The University and at various types of health care

facilities, including, but not limited to, University skills or simulation laboratories, hospitals, private practice offices, long-term care facilities, clinics, schools and community agencies.

C. Drug and alcohol use may adversely affect the educational process and the quality of care provided by students in the clinical setting. Drug and alcohol use may also pose serious safety and health risks to the student, patients, and others.

D. The University and the DON require all nursing students engaged in Clinical Activities be free from the influence of drugs and alcohol.

E. This Policy is enacted in accordance with a position statement on the subject of substance abuse in nursing education published by the American Association of Colleges of Nursing, and the standards set forth in Georgia Registered Professional Nurse Practice Act (§ 43-26-53).

F. This policy is not intended to apply to the use or possession of prescribed or over-the-counter drugs and/or drug paraphernalia, if legally obtained, used for the purpose for which it was prescribed or manufactured, and if taken at the prescribed or authorized dosage; provided that use of the drug and/or drug paraphernalia does not interfere with the safe and efficient performance of the Student's Clinical Activities.

III. Definitions

A. "Alcohol" means beer, wine and all forms of distilled liquor and/or liquids containing ethyl alcohol.

B. "Clinical Activities" shall refer to those duties or activities required of DON students, whether on the campus of Albany State University or at an outside Host Facility, which involve direct patient care or interaction with a patient or research subject for purposes of medical care, treatment, or testing, and/or as part of a Clinical Program.

C. "Clinical Program" shall refer to the assignment of DON students to health care facilities, University skills or simulation laboratories, etc., for the purpose of gaining practical experience and/or engaging in patient care, in fulfillment of degree or course requirements.

D. "Drug" means hallucinogenic or narcotic drugs or other drugs/substances which tend to impair judgment or coordination including, but not limited to, substances controlled by State or Federal laws.

E. "Drug Paraphernalia" means all equipment, products, and materials of any kind, which are used for injecting, ingesting, inhaling or otherwise introducing a drug into the human body. This includes, but is not limited to, all equipment, products and materials prohibited or controlled by State or Federal laws.

F. "Host Facility" shall mean any place other than a campus of Albany State University where a student is engaged in Clinical Activities in fulfillment of degree or course requirements, including but not limited to health care facilities, hospitals, physician offices, long-term care facilities, clinics, schools and community agencies.

G. "Impaired" A person's mental or physical capabilities are reduced below their normal levels (with or without reasonable accommodations for disability). An impaired student, who by virtue of his/her use of alcohol, illegal or prescribed pharmaceutical agents, or

lack of sleep, exhibits deteriorated motor/psychomotor function, reduced conceptual/integrative/synthetic thought processes, and/or diminished cognition, judgment, and attentiveness compared to previous observations of the student's conduct and performance. For purposes of this policy, the term impaired shall also mean addiction and/or physical or mental dependence upon alcohol as well as legal or illegal pharmaceuticals.

H. "Student" is an undergraduate student enrolled in the DON.

I. Sleep deprivation: For the purposes of this policy, sleep deprivation is defined as:

- Excessive sleepiness or fatigue related to lack of appropriate sleep
- Inability to or difficulty in staying awake due to lack of sleep
- Delayed cognition related to lack of adequate sleep

J. "Clinical Instructor/Supervisor" is the person the DON assigned to oversee a student while engaged in performance of a Clinical Program and/or while engaged in Clinical Activities. Clinical Instructors are faculty employed by Albany State University DON. Supervisors are employees of the facility at which a Clinical Program takes place.

Note: Defined terms are capitalized herein.

IV. Drug and Alcohol Possession and Use

A. Prohibitions. Except as provided in paragraph B below:

1. No Student engaged in Clinical Activities shall use, consume, transport, possess or sell Alcohol, Drugs or Drug Paraphernalia while on the site of a Clinical Program, or while engaged in Clinical Activities.

2. No Student may report to the premises of a Clinical Program or remain on duty, or engage in any Clinical Activities, while under the influence of or impaired by Alcohol or Drugs, to any degree. This is a **zero** tolerance policy.

3. This policy is not directly applicable to Students who are in traditional classroom/ lecture situation; however, all Students of the University are prohibited from being under the influence of Alcohol or Drugs while taking part in on-campus activities and violations of this nature may be subject to sanctions under the Student Code of Conduct and/or other University or DON rules and regulations.

B. Exceptions. The following circumstances may constitute exceptions to this Policy:

1. Prescribed and over-the-counter drugs. The use or possession of prescribed or over-the-counter drugs and/or drug paraphernalia is not prohibited by this Policy, if legally obtained, used for the purpose for which it was prescribed or manufactured, and if taken at the prescribed or authorized dosage; provided that use of the drug and/or drug paraphernalia does not interfere with the safe and efficient performance of the Student's Clinical Activities.

2. Legitimate distribution of medications. The prohibitions set forth in this Policy do not apply to legitimate distribution of medication as may be an assigned duty in a clinical program.

C. Students who participate in Clinical Programs at outside facilities are subject to the rules and regulations of the Host Facility and Albany State Department of Nursing. This may include drug and/or alcohol testing. Testing for illegal drugs or alcohol may be required

by the Host Facility prior to commencement of a clinical program, on a random basis, following an accident, or upon observation of conduct which may be indicative of drug or alcohol use. Neither the University nor the DON has control over the manner in which testing is carried out by a Host Facility. If a test indicates the presence of illegal drugs or alcohol, and if the test results are provided to the DON, this information will be utilized in the manner set forth herein.

V. Procedures

1. Failure to cooperate with the procedures set forth herein may result in termination of a Student's clinical program, which will carry with it serious consequences for the Student's ability to complete his or her course of study in the DON.
2. In order to assure compliance with this Policy and as a condition of continuing to participate in Clinical Activities and/or a Clinical Program, Students are required to cooperate with the procedures outlined herein, including Drug and Alcohol testing. Such tests may be administered upon a finding of reasonable suspicion that a Student has used Drugs or Alcohol while engaged in Clinical Activities. Reasonable suspicion shall be determined by the Clinical Instructor/Supervisor, based upon various factors, including but not limited to observation of signs or symptoms commonly associated with intoxication, such as: impaired mental ability, inability to maintain balance, odor of alcohol, boisterous or slurred speech, drowsiness, dilated pupils, staggering, awkward movements or erratic behavior. In making a determination of reasonable suspicion, the Clinical Instructor/Supervisor may take into account observations of lay persons, other staff or faculty of the DON and/or health care professionals.
3. A student who suspects possible substance abuse or a violation of this policy by a fellow student has the responsibility to report this information. A report should be made to the student's course instructor, Program Director, Chair, and/or Dean of the Darton College of Health Professions.
4. The identity of individual(s) making the report will be kept confidential to the greatest extent possible consistent with the need to investigate the report and subject to legal requirements.
5. Any student arrested or convicted of violating any federal, state, or local law pertaining to the manufacture, possession, sale, use, or distribution of a drug or alcohol or misuse of prescribed medications must report this event to the student's course instructor, Program Director, Chair, and/or Dean of the Darton College of Health Professions (DCHP) within three days of the event and prior to any clinical contact with patients and families.
6. When finding of reasonable suspicion is made, the following steps will be implemented by the DON.
    a. If the student appears to be medically unstable (i.e. is obtunded, falling down, lashing out at people, etc.), the student will be sent to the nearest emergency room. If no emergency room is in the clinical site, an ambulance will be called.
    b. If the student appears medically stable, the Clinical Instructor/Supervisor shall instruct the student to leave the clinical area and will address the student in private

to discuss the behavior(s) observed. If the supervisor is a non-ASU preceptor or supervisor, contact the course or clinical instructor assigned to the student.

c. If at any time during this process, the Clinical Instructor is not able to adequately manage other students in the clinical group, they should be sent home, citing an emergency situation that requires the Clinical Instructor attention.
d. The Clinical Instructor will specifically inquire about whether the student has used drugs or alcohol and if so, the details of such use.
e. Students requiring the use of over-the-counter or prescribed medications that have the potential to impair performance or personal behavior are responsible for being aware of the effect these medications may have. Additionally, **they must notify** the Program Director, Course Instructor, or Clinical Instructor ***prior to clinical attendance and/or drug testing*** about the use of medications that could impair performance or that has the potential to influence a drug screening.
f. The Clinical Instructor shall consult with the course instructor and/or ASN Program Director, as practicable, and shall make a determination as to whether to refer the Student for Drug and Alcohol testing. If the course instructor and/or program director is not available, the Clinical Instructor will consult with another nursing administrative person or faculty member in the DON or DCHP. The decision to send the student for testing will preferably be made with consultation of at least one other administrative person who has assessed the student face to face or has consulted via phone. In the event that another person is not available, the clinical instructor will make the decision independently.
g. If the decision is made to send the Student for testing, the Student shall be notified that he or she will be tested for the presence of Drugs and/or Alcohol. Due to the time sensitivity of the situation, the Student must submit to testing immediately after being informed of the decision. The student will incur costs associated with the initial testing. A student who refuses to undergo testing shall be presumed to have violated this policy. Transportation for both the student and the faculty person to and from the location for testing will be arranged by the DON. The Student will be accompanied by a DON representative at all times during transportation to the testing site.

7. Each location will determine appropriate safe travel arrangements keeping in mind that the DON representative must be in the vehicle with the student.

8. After testing is completed, the student will be counseled against driving and encouraged to arrange transportation by a family member or friend. If the student is unable or unwilling to call a family member or friend to transport them home, transportation will be arranged by the DON at the student's expense. The ASU representative will remain with the student until transportation is obtained.

9. Testing Procedure

a. The student must be tested at a facility approved by the School.
b. The student must fully comply with the testing facility's methods and procedures for collecting samples

c. The test shall screen for the use of the controlled substances using a 10-panel screening test or any other controlled substances that are suspected of being abused or used by the student.
d. Urine, serum, hair, and saliva analysis or a combination of these may be tested.
e. The student will disclose any prescribed or over-the-counter medications, as well as any dietary habits that could modify testing results.
f. If the accuracy of a positive test is disputed by the student, the student may request a retesting of the initial sample by the facility; however, the cost of the additional testing would be borne by the student. Testing done outside the appropriate window of time will not be considered valid.
g. If the test is inconclusive, the screening will be treated as positive until definitive analysis by alternate testing is accomplished. During this time the student will not be permitted to have any contact with patients and families but may be allowed to attend classes.
h. The testing facility will render a final report of the test results (positive, negative, or inconclusive) to the student who is responsible for providing the results to the DON.
i. A student who is required to and submits to drug and alcohol screening will be expected to authorize the release of the results to the School and other relevant University offices.

10. If testing is necessary during a time that the screening clinic is closed, testing will be done at the Clinical agency, if possible.

11. The University will make reasonable efforts to maintain confidentiality in the administrative handling of matters relating to Student Drug and Alcohol testing and disclosed only to those individuals within Albany State University and/or an affiliated clinical site with a need to know or as required by law.

12. The Clinical Instructor/Supervisor will prepare a written report documenting the observed Student behavior(s) and submit same to the Program Director, Assistant Chair, and/or Chair of the DON

13. A Student who has been sent for a Drug and Alcohol test shall be suspended from participation in Clinical Activities until the results are returned. Based on the test results, the Program Director, Assistant Chair, and/or Chair of the DON will report to the Clinical Instructor whether the Student will be permitted to resume Clinical Activities. If the results are negative, the Student shall be permitted to resume his or her regular Clinical Activities immediately. If the test results are positive for the presence of Drugs or Alcohol, or if the Student refused to submit to testing, the following steps shall be followed.

a. A positive test shall result in dismissal from the program on the basis that the student is not able to meet the course objectives for classroom and/or clinical experiences. Please review the "Professional Behavior" and "Dismissal Policy" sections detailed within the handbook for further definitions and applicability.

b. If a Student tests positive for a prescribed drug, the Student must obtain a written statement from the prescribing healthcare practitioner stating that the drug level is

within prescribed limits and the level does not indicate abuse. The provider must indicate that the drug will not interfere with safe practice in the clinical area.

c. The positive test result shall be conveyed by the DON to the Office of Student Conduct for evaluation of whether the behavior has violated the Student Code of Conduct. The Office of Student Conduct will investigate and process the matter in accordance with standard University procedures and the Student Code of Conduct. The Designee or staff from the Office of Student Conduct will investigate the allegation and when it appears that a violation may have occurred, the Student will be subject to the University's disciplinary process. The DON will be notified of the outcome of this process.

IV. Voluntary Self-Disclosure

Students who voluntarily self-disclose a substance or alcohol abuse problem to a faculty member, academic advisor, Program Director, Assistant Chair, Chair, and/or Dean of the Darton College of Health Professions prior to a positive drug/alcohol test result, and who are willing to enter in and complete an appropriate program of treatment may be granted a medical leave of absence while she/ he undergoes treatment. In consultation with her/his health care provider and providers from the University (Counseling and Disability Services and/or the Student Health Service), a treatment program will be identified and the student will be assisted in entering it. The student must sign appropriate University forms providing designated University providers (Counseling and Disability Services and/or the Student Health Service) to communicate with the student's private providers about her/ his recovery status and with the School of Nursing.

V. Treatment and Counseling Resources

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

As noted in the "University Policy on Drug Use" section of the Albany State University Student Handbook,

Albany State University continuously promotes and requires a drug-free campus. The University actively encourages students who feel they have a substance abuse problem to seek counseling and treatment. Student Health Services will help students seeking assistance with a substance abuse related problem. Those seeking such assistance are assured that professional standards of confidentiality will be upheld.

If a student is in need of counseling and therapy for a substance abuse problem, the student will be referred to Student Health Service. There the student will have access to licensed professional counselors prepared to assist. Please contact Student Health Services at (229) 500-3546 or studenthealthservices@asurams.edu for more information. All services are free and strictly confidential. The following websites are a list of some treatment and counseling services that are also available to students:

American Association of Nurse Anesthetists Peer Assistance www.aana.com/peerassist.aspx
Alcoholics Anonymous www.alcoholic-anonymous.org/
American Society of Addictive Medicine www.asam.org
Narcotic Anonymous http://wsoinc.com/
National Directory of Drug and Alcohol Abuse Treatment Programs http://dasis3.samhsa.gov/
Georgia Department of Behavioral Health and Developmental Disabilities:
https://dbhdd.georgia.gov/additional-resources
Georgia Crisis and Access Line 1-800-715-4225 http://www.mygcal.com

VI. Reentry into the Academic and Clinical Environment

A. As a condition for being considered for reinstatement to a Clinical Program and/or participation in Clinical Activities, Students must consent to release to the DON the findings, reports and/or recommendations of any drug and alcohol counselors, physicians, psychiatrists, psychologist, etc. as well as the outcome of any actions undertaken by the Office of Student Conduct.

B. A Student who has been removed from a Clinical Program for a violation of this Policy shall be permitted to return to the Clinical Program upon fulfillment of the following conditions:

1. Expiration of any academic suspension or disciplinary suspension.

2. Written documentation of successful completion of all drug and alcohol services recommended or any recommendations by the Office of Student Conduct.

3. Agreement to voluntarily participate in random Drug or Alcohol screening, the cost of which must be paid by the Student.

4. All relevant University and School required documents must be completed, including a plan for successful return to course and clinical work that is approved by the student's health care provider, relevant University experts (Counseling and Disability Services and/or the Student Health Service), and the School of Nursing. Factors that have been identified as helpful for reentry into practice include 12-step program participation, random drug screening, and sponsorship in a support group.

5. The student must also provide medical clearance from the appropriate individual coordinating therapeutic intervention.

6. Re-entry to the School of Nursing will be determined in consultation with the Counseling and Disability Services and Student Health Services offices.

7. Depending upon the length of absence from the program, the student may be required to restart the clinical and didactic components of their plan of study. Alternatively, the student may only be required to repeat specific semesters of clinical and didactic

study, based on the decision of the Chair of Nursing in consultation with relevant Program Director.

8. Before reentry into the Department of Nursing, conditions will be established between Albany State University's Department of Nursing and the recovering student. The conditions will be appropriately individualized toward the particular situation and needs of the student.
9. A student recovering from substance abuse will be monitored closely, particularly in clinical practice. Frequent monitoring to ensure the student remains substance free will be required. A student in recovery who is permitted to reenter the Department of Nursing must comply with the conditions of return delineated as part of the program reentry.
10. Return from medical leave of absence for Students who voluntarily disclose a substance or alcohol abuse problem will be considered by the Vice President for Student Affairs, the Dean of the Darton College of Health Professions and approval of the Chair of Nursing, following successful treatment and sustained progress in addition to other conditions that may be stipulated in the leave of absence letter.
11. A Student's return to any Clinical Program at a Host Facility will be contingent upon re-acceptance by the Host Facility.

Reentry can be difficult for students, especially those who have just started their educational program and have limited time invested in the program. Reentry after relapse into substance abuse is definitely not advised for any student. Reentry into a nursing program's curriculum after a period of absence, no matter what the reason, can be a stressful time of readjustment. A student who has been in rehabilitation for substance abuse requires the same period of adjustment as a person who has been away from clinical and didactic arena for any other reason. A student in recovery who is reentering the program will be encouraged not to resume their course of study too hastily, but instead allow themselves time to develop appropriate support systems to facilitate the reentry.

VII. APPEALS

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

B. Within a reasonable period of time after the filing of an appeal, the Assistant Chair and/or Chair of the DON shall convene a meeting with the Student in an attempt to amicably resolve the matter. If no resolution can be reached, the Assistant Chair and/or Chair of the DON shall convene a hearing committee, consisting of three (3) faculty members from the DON, one of whom shall serve as committee chair. The hearing shall be convened as soon as practicable. The following rules shall apply to the hearing:

1. The purpose of the hearing is one of fact finding.
2. The committee shall have full authority to conduct the hearing in a manner that is fair, efficient, and respectful.

3. Formal rules of evidence do not apply, but irrelevant, immaterial or unduly repetitious evidence may be excluded at the discretion of the committee.
4. In light of the nature and spirit of the proceeding, representation by legal counsel is prohibited.
5. The hearing shall be closed, meaning that no one beyond the persons involved in the hearing will be admitted.
6. Participants shall include the Student and the Clinical Instructor who observed or was involved in the incident in question. Others with knowledge of the circumstances in question may be permitted to participate, with the permission of the chair of the committee.
7. The Clinical Instructor will address the committee first, followed by the Student. The committee may ask questions of the Clinical Instructor and the Student. The Clinical Instructor or faculty member and the Student may also ask questions of each other, in a polite and respectful manner.
8. Requests for additional information may be made by the committee to the faculty member and the Student.
9. At the conclusion of the hearing, the committee shall dismiss the participants and deliberate in private. The committee members shall then vote on the outcome of the hearing, with each member having one vote. The chair of the committee will inform the Student of committee's decision within one business day after the hearing.
10. The decision of the committee shall be final.

BLOODBORNE PATHOGENS EXPOSURE POLICY (Revised 03/2014; 12/2014; 02/2018)

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

I. Barrier Precautions (Personal Protective Equipment)

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

e. Surgical caps or hoods, shoe covers or boots must be worn in instances where gross contamination with blood/body fluids is reasonably anticipated (i.e. surgery, trauma).

II. Post Exposure Evaluation and Follow-Up

Faculty and/or students who experience a needle stick or other occupational exposure are to do the following:

a. Immediately report all blood or body fluid exposures via needle sticks, punctures, or broken skin or mucous membrane contact
- Students: to the instructor;
- Faculty: to the Chair/Assistant Chair of Nursing.

b. Clean the area involved thoroughly with soap and water. For splash to eyes, mouth or nose, flush with copious amounts of water.

c. Report to the nearest Emergency Department for further treatment. Students are responsible for any cost incurred in the treatment and/or follow-up of an exposure. Faculty expenses will be covered by Worker's Compensation; however, faculty must follow the University of Georgia Policy on Worker's Compensation Benefits and Return-To-Work found online at the website http://doas.ga.gov/StateLocal/Risk/Pages/RiskInsurance.aspx

d. Faculty should alert the charge nurse, nurse manager, and/or unit director of bloodborne exposure (if Emergency Department does not) and request they enact their facility protocol regarding testing of the source.

e. Faculty will complete post exposure documentation to include: the route of exposure and circumstances related to the incident; and HBV/HIV antibody status of the source (if known).
- If the source person can be determined and permission is obtained, collection and testing of the source person's blood will be done to determine the presence of HIV or HBV (per facility protocol). Students may incur additional expense for testing of the source. These results will be forwarded to the Emergency Department.

f. Documentation of each incident and associated records will be kept in the faculty member/ student's file with limited access and strict confidentiality maintained.

g. During all phases of the follow-up, confidentiality of the faculty member/student will be protected.

Academic Exposure:

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

a. Immediately report all blood or body fluid exposures via needle sticks, punctures, or broken skin or mucous membrane contact
- Students: to the instructor;
- Faculty: to the Chair/Assistant Chair of Nursing.

b. Clean the area involved thoroughly with soap and water. For splash to eyes, mouth or nose, flush with copious amounts of water.

c. Report to the Student Health Clinic for further evaluation. In the event the Student Health Clinic is not open, the faculty/student should proceed to the nearest Emergency Department. Faculty/student may be referred to the nearest Emergency Department for further treatment. Students are responsible for any cost incurred in the treatment and/or follow-up of an exposure. Faculty expenses will be covered by Worker's Compensation; however, faculty must follow the University of Georgia Policy on Worker's Compensation Benefits and Return-To-Work found online at the website http://doas.ga.gov/StateLocal/Risk/Pages/RiskInsurance.aspx

d. Faculty will complete post exposure documentation to include: the route of exposure and circumstances related to the incident; and HBV/HIV antibody status of the source (if known).

- If the source person can be determined and permission is obtained, collection and testing of the source person's blood will be done to determine the presence of HIV or HBV (per treating facility protocol). Students may incur additional expense for testing of the source. These results will be forwarded to the Emergency Department.

e. Documentation of each incident and associated records will be kept in the faculty member/student's file with limited access and strict confidentiality maintained.

f. During all phases of the follow-up, confidentiality of the faculty member/student will be protected.

RETURN TO CLINICAL

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

STUDENT PREGNANCY POLICY

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

USE OF ELECTRONIC DEVICES IN CLINICAL POLICY

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

the policies of the clinical facility, as well as this Department of Nursing policy, regarding the use of electronic devices in clinical settings.

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

- Electronic devices may only be used for clinically-related reasons as approved by each clinical instructor and/or course coordinator.
- All devices must be kept on "silent" or "vibrate" mode in the clinical setting.
- Use of electronic devices for personal communication (e.g. email, text, social media) or other personal reasons unrelated to clinical is strictly prohibited.
- Taking any voice recordings, photographs, or videos during clinical is strictly prohibited.
- Students are responsible for adhering to the federal Health Insurance Portability and Accountability Act (HIPAA) and Information Technology for Economic and Clinical Health (HITECH) regulations regarding protected health information. Students may not download or store any confidential client data on a personal electronic device.

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

CLINICAL CANCELLATION GUIDELINES

(Includes: Inclement weather, other disasters)

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

CLINICAL FAILURE POLICY

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

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

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

NATIONAL STUDENT NURSES' ASSOCIATION

Nursing student may be interested in becoming involved with professional associations, which can enhance their career development.

At a national level, students can become involved with the National Student Nurses' Association (NSNA).

Some of the benefits with NSNA may include:

- Leadership Opportunities
- Nursing Journal Subscription Discounts
- Convention and Conference Discounts
- Financial Services
- Scholarship Program
- Malpractice/Liability Insurance
- Publication Resources

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

NURSING STUDENT ORGANIZATION

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

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

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

- Approval must be obtained in advance for a missed clinical.
- Faculty discretion is used based upon course grade, previous attendance in clinical, remediation in any course, and/or general academic standing. Faculty determines if make-up is required.
- Attendance at an approved NSO event may allow a student to be excused from a maximum of one (1) clinical day per nursing course, for a maximum of two (2) nursing courses.
- Students may be required to do the following for the clinical instructor:
  - Write a short one- to two-page report on the activity
  - Provide a brief 10-minute verbal report post-conference

- Course syllabus attendance policy overrides this option. Students should be aware that their grades could be adversely impacted and should communicate with their instructor about their course grade in advance.

PHI THETA KAPPA (ΦΘK)

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

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

WHO'S WHO CERTIFICATES

The criteria are:

1. Students who graduate during the summer or fall semester of the preceding year or who are candidates for graduation during the spring semester of the current year.
2. Students who have an overall grade point average of 2.7.
3. Students who have excelled in one or more of the following areas:

    Student Activities:

    Clubs and organizations
    Fine arts
    Intercollegiate athletics
    Intramurals
    Publications
    Student Government Association

    Service to Albany State University and the community:

    Committee work
    Community service
    Student employment
    Volunteer tutorial service
    Scholastic Performance

Please refer to the University Student Handbook for further details concerning clubs.

1. Department of Nursing Faculty and Staff, 2019 – 2020 Academic Year (pg. 74)
2. Admission Criteria (available pg. 39 of ASN Nursing Policy Handbook and https://www.asurams.edu/academic-affairs/dchealthprof/nursing/associates/index.php on the ASU Nursing website)
3. Change of Major Form - available from Registrar's Office online https://www.asurams.edu/enrollment-management/office_of_the_registrar/forms.php
4. Grade Point Average Calculation Sheet found https://apps.asurams.edu/forms/finaid/GPA/
5. Math Calculations (See Course Syllabus)
6. Students with Disabilities (contact Disability Services at 229-500-2013 or disabilityservices@asurams.edu)
7. Students with Special Medical Needs (see ASU Student Handbook)
8. Substance Abuse Policy (see ASU Student Handbook)
9. Request to Implement Repeat Policy

A. POLICY: The University provides an opportunity for students to repeat courses in which unsatisfactory grades are earned. The following stipulations apply:

- **i.** Effective for all undergraduate students enrolled Fall Quarter, 1997 or after, only the first passing grade will be used to compute the GPA for a student who chooses to repeat a course for which a grade of "D" of "F" was earned.
- **ii.** The first passing grade earned above "D" will be reflected in the cumulative GPA, in lieu of the prior grades.
- **iii.** Grade(s) earned in any subsequent repeat of the same course will not be counted.
- **iv.** In applying the criteria for determination of honors and other awards, all grades will be used in the calculations.
- **v.** Published College/departmental policies may supersede the above in instances where those policies may be more stringent. **For the Department of Nursing, the repeat policy will assist the student's overall GPA, but a failure in a Nursing course will count as a nursing failure, even when implementing the Repeat Policy.**

11. Curriculum Pattern (pg. 71 - 72)
12. Student Grade Appeal (Numeric) (pg. 73)
13. Student Grade Appeal (Non-Numeric) (pg. 75)
14. Clarification of the Repeat Policy for Nursing Student (pg. 77)

DEPARTMENT OF NURSING FACULTY AND STAFF
2019 – 2020 ACADEMIC YEAR

DEAN

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

CHAIR

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

PROGRAM DIRECTORS

Wanda Allen, DNP, RN – Director, Baccalaureate Nursing Programs / Assistant Professor
Donyale Childs, PhD, RN – Director, Graduate Nursing Programs / Assistant Professor
Larecia Gill, PhD, RN – Director, Associate Nursing Programs / Associate Professor
Jan Rodd, MN, RN – Director, Post-Licensure Nursing Programs / Assistant Professor
Nicole Watkins, MSN FNP-C, RN – Director, FNP Program / Assistant Professor

FULL-TIME FACULTY

Linda Amankwaa, PhD, RN, FAAN – Associate Professor
Schvon Bussey, MSN FNP-C, RN – Assistant Professor
Angela Davis, MSN, RN – Instructor
Sheree Dickenson, EdD, RN – Assistant Professor
Andrea Dozier, EdD, RN – Undergraduate Clinical Coordinator; Assistant Professor
Belinda Gilbert, DNP, RN – Instructor
Laura Gosa, MSN, RN – Instructor
Jennifer Heyer, MSN, RN – Associate Professor
Kristen Hill, MSN, RN – Instructor
Deanna Howe, PhD, RN – Associate Professor
Veela Hughes, DNP, RN – Assistant Professor, Cordele Campus
Lisa Jenkins, MSN, RN – Instructor
Joyce Johnson, PhD, RN – Assistant Professor
Paige Long, MSN, RN – Instructor, Cordele Campus
Daphine Mathis, MSN, RN – Instructor
Leah McLeod, MSN, RN – Assistant Professor, Cordele Campus
Oluwatoyin Okafor, MSN, RN – Assistant Professor
Zelda Peters, DNP, FNP-C, RN – Graduate Clinical Coordinator
LaToya Phillips MSN, RN – Instructor
Mattie Shiloh, DNP, RN – Assistant Professor
Seketha Silas MSN, RN – Assistant Professor
Cynthia Summerlin, DNP, FNP-C, RN – Assistant Professor
Lyla Taft, MSN, RN – Instructor
Sandra Vargovich, MSN, RN – ASN Program Coordinator; Assistant Professor
Stephanie Warfel, MSN FNP-C, RN – Assistant Professor

PART-TIME FACULTY

Pamela Amos, MSN, RN – Part-Time Faculty
Amber Cook, MSN FNP-C, RN – Part-Time Faculty
Linda Grimsley, DSN, PhD, RN – Part-Time Faculty
Verna Inandan, MSN, RN – Part-Time Faculty
Edna Jones, MN, RN – Part-Time Faculty
Bianca Kierce, MSN FNP-C, AGNP-C, WHNP, RN – Part-Time Faculty

Crystal Laramore, MSN, RN – Part-Time Faculty
Laci Martin, MSN, CPN, RN – Part-Time Faculty
Teresa Mitchell-Moore, Pharm.D, RN – Part-Time Faculty
Doretha Moultrie, MSN, RN – Part-Time Faculty
Summer Odom MSN FNP-C, RN – Part-Time Faculty
Debbie Richardson, MSN, RN – Part-Time Faculty

STAFF
Bonnie Hardegree – Administrative Assistant
Eric Hernandez – Undergraduate/Graduate Technical and Administrative Assistant
Sherry Koster – Senior Accreditation and Assessment Survey Assistant

Request to Implement Repeat Policy

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4. In applying the criteria for determination of honors and other awards, all grades will be used in the calculations.
5. Published College/departmental policies may supersede the above in instances where those policies may be more stringent. **For the Department of Nursing, the repeat policy will assist the student's GPA, but a failure in a Nursing course will count as a nursing failure, even when implementing the Repeat Policy.**

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

PLAN OF STUDY (*Full-Time*)

1ST SEMESTER	2ND SEMESTER	3RD SEMESTER
BIOL 2411K Anatomy & Physiology I ..... **4** **ENGL 1101** Engl. Comp. I ..... **3** **MATH 1001/1111** (or higher-level MATH) ..... **3** **POLS 1101** American Government ..... **3** **TOTAL SEMESTER HOURS** **13**	**BIOL 2412K** Anatomy & Physiology II ..... **4** **ENGL 1102** Engl. Comp. II ..... **3** **NURS 1101** Fundamentals of Nursing ..... **5** **NURS 1105** Pharmacology ..... **1** **TOTAL SEMESTER HOURS** **13**	**BIOL 2211K** Intro to Microbiology ..... **4** **NURS 1111** Adult Health I ..... **7** **PSYC 1101** General Psychology ..... **3** **TOTAL SEMESTER HOURS** **14**
4TH SEMESTER	**5TH SEMESTER**	**6TH SEMESTER**
Area C Elective (Lit./Foreign Lang./Appreciation) .... **3** **NURS 1112** Adult Health II ..... **7** **NURS 2113** Psychiatric Nursing ..... **3** **TOTAL SEMESTER HOURS** **13**	**NURS 2111** Nursing Care of Women/Children ... **8** **NURS 2117** Nursing Leadership ..... **1** **TOTAL SEMESTER HOURS** **9**	**NURS 2115** Adult Health III ..... **8** **TOTAL SEMESTER HOURS** **8**

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

PLAN OF STUDY (*Full-Time*)

1ST SEMESTER	2ND SEMESTER	3RD SEMESTER
BIOL 2411K Anatomy & Physiology I ..... **4** **ENGL 1101** Engl. Comp. I ..... **3** **MATH 1001/1111** (or higher-level MATH)..... **3** **POLS 1101** American Government ..... **3** **TOTAL SEMESTER HOURS** **13**	**Area C** Elective (Lit./Foreign Lang./Appreciation)..... **3** **BIOL 2412K** Anatomy & Physiology II..... **4** **ENGL 1102** Engl. Comp. II ..... **3** **PSYC 1101** General Psychology..... **3** **TOTAL SEMESTER HOURS**..... **13**	**BIOL 2211K** Intro to Microbiology..... **4** **NURS 1301** Fundamentals of Nursing – Bridge .. **3** **NURS 2313** Psychiatric Nursing – Bridge ..... **3** **TOTAL SEMESTER HOURS**..... **10**
4TH SEMESTER	**5TH SEMESTER**	**6TH SEMESTER**
NURS 1105 Pharmacology for Nurses..... **8** **NURS 1311** Adult Health II – Bridge ..... **1** **TOTAL SEMESTER HOURS** **9**	**NURS 2117** Nursing Leadership ..... **1** **NURS 2311** Nurs. Care of Women/Child. – Bridge ..... **6** **TOTAL SEMESTER HOURS**..... **7**	**NURS 2115** Adult Health III ..... **8** **TOTAL SEMESTER HOURS**..... **8**

Albany State University
NURSING

STUDENT GRADE APPEAL FORM (NUMERICAL)

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

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

STUDENT INFORMATION			
Name		**Date**	
Ram ID		**Email**	
Phone #			
COURSE INFORMATION			
Semester		**Instructor**	
Course #		**CRN #**	
Course Title			

GRADE INFORMATION			
Current Grade		**Change Request**	
SUPPORTING DOCUMENTATION			
In the space below, list all supporting documentation that supports your appeal and shows that you were graded unfairly. At a minimum, this should include the ***GeorgiaVIEW grade sheet*** and documentation evidences that you have ***contacted the professor regarding this grade prior to submitting the completed appeal form***. ***ATTACH*** all supporting documentation to the completed form.			
1. Original D2L grade sheet (*req.*)	2.	3.	
4.	5.	6.	

STUDENT SIGNATURE	
I understand that this an appeal for a grade change and has the potential to increase, decrease, or remain the same.	
_____	_____
Student Signature	***Date***

COMMITTEE DECISION		
☐ **Approved**	Grade changed from _____ to _____.	
☐ **Denied**	*Rationale for denial attached via student letter.*	
_____		_____
Department Chair's Signature		***Date***

RATIONALE
Explain why your grade is incorrect (be specific).

Albany State University
NURSING

STUDENT GRADE APPEAL FORM (NON-NUMERICAL)

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

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

STUDENT INFORMATION			
Name		**Date**	
Ram ID		**Email**	
Phone #			
COURSE INFORMATION			
Semester		**Instructor**	
Course #		**CRN #**	
Course Title			

GRADE INFORMATION			
Current Grade		**Change Request**	

SUPPORTING DOCUMENTATION

In the space below, list all supporting documentation that supports your appeal and shows that you were graded unfairly. At a minimum, this should include the ***GeorgiaVIEW grade sheet*** and documentation evidences that you have ***contacted the professor regarding this grade prior to submitting the completed appeal form***. ***ATTACH*** all supporting documentation to the completed form.

1. Original D2L grade sheet (*req.*)	2.	3.
4.	5.	6.

STUDENT SIGNATURE

I understand that this an appeal for a grade change and has the potential to increase, decrease, or remain the same.

_____ _____

Student Signature ***Date***

COMMITTEE DECISION

☐ **Approved** Grade changed from _____ to _____.

☐ **Denied** *Rationale for denial attached via student letter.*

_____ _____

Department Chair's Signature ***Date***

RATIONALE
Explain why your grade is incorrect (be specific).

CLARIFICATION OF THE REPEAT POLICY FOR NURSING STUDENTS

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

_____ _____

Signature Date

HANDBOOK RECEIPT
and AGREEMENT FORM

I acknowledge I have reviewed the Associate of Science in Nursing Student Handbook and am responsible for understanding its contents and following its policies and procedures.

_____

Student's Signature

_____

Date