EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING
ASSOCIATE OF SCIENCE IN NURSING
STUDENT HANDBOOK

2020-2021
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Curriculum Information</td>
<td>4-10</td>
</tr>
<tr>
<td>Mission Statement &amp; Preamble</td>
<td>5</td>
</tr>
<tr>
<td>Philosophy of the School of Nursing Programs</td>
<td>6</td>
</tr>
<tr>
<td>Baccalaureate Nursing Education</td>
<td>7</td>
</tr>
<tr>
<td>Graduate Nursing Education</td>
<td>8</td>
</tr>
<tr>
<td>ASN Professional Nursing Practice</td>
<td>9</td>
</tr>
<tr>
<td>American Nurses Association Code of Ethics</td>
<td>10</td>
</tr>
<tr>
<td>Curriculum Organization</td>
<td>11-16</td>
</tr>
<tr>
<td>Curriculum Organization Framework</td>
<td>12</td>
</tr>
<tr>
<td>ASN Organizing Concepts and Definitions</td>
<td>13</td>
</tr>
<tr>
<td>Professional Standards of ASN Program</td>
<td>14</td>
</tr>
<tr>
<td>Curriculum Plan—Associate of Science in Nursing</td>
<td>15</td>
</tr>
<tr>
<td>Associate of Science in Nursing Practice</td>
<td>16</td>
</tr>
<tr>
<td>Communicable Diseases &amp; Blood-Borne Pathogen Policy</td>
<td>16</td>
</tr>
<tr>
<td>See Appendix 2</td>
<td></td>
</tr>
<tr>
<td>Legal and Ethical Responsibilities</td>
<td>17-19</td>
</tr>
<tr>
<td>Legal and Ethical Responsibilities &amp; Licensure</td>
<td>18</td>
</tr>
<tr>
<td>Student Employment</td>
<td>18-19</td>
</tr>
<tr>
<td>Admission and Progression Information</td>
<td>20-29</td>
</tr>
<tr>
<td>Admission and Progression ASN Program</td>
<td>21</td>
</tr>
<tr>
<td>Consideration by Exception</td>
<td>22</td>
</tr>
<tr>
<td>Transfers From Other Colleges and Universities</td>
<td>22</td>
</tr>
<tr>
<td>Admission to Associate of Science in Nursing</td>
<td>23</td>
</tr>
<tr>
<td>Admission Scale—Associate of Science in Nursing</td>
<td>24-25</td>
</tr>
<tr>
<td>Associate of Science in Nursing Admission Categories</td>
<td>25-27</td>
</tr>
<tr>
<td>Readmission</td>
<td>27-29</td>
</tr>
<tr>
<td>Clinical Information</td>
<td>30-36</td>
</tr>
<tr>
<td>CastleBranch</td>
<td>31-34</td>
</tr>
<tr>
<td>ASN Dress Code</td>
<td>35-36</td>
</tr>
<tr>
<td>Academic Information</td>
<td>37-51</td>
</tr>
<tr>
<td>Academic Advisement and Registration</td>
<td>38</td>
</tr>
<tr>
<td>Academic Standards</td>
<td>38-39</td>
</tr>
<tr>
<td>Classroom Code of Conduct</td>
<td>40</td>
</tr>
<tr>
<td>Social Media Policy for School of Nursing Students</td>
<td>40</td>
</tr>
<tr>
<td>Attendance, Grading, Obtaining Course Grade, EKU Accessibility Accommodation Statement</td>
<td>41</td>
</tr>
<tr>
<td>Student Complaints and Appeals</td>
<td>42-43</td>
</tr>
<tr>
<td>Math Problems</td>
<td>44</td>
</tr>
<tr>
<td>EKU Academic Integrity Policy</td>
<td>45-49</td>
</tr>
<tr>
<td>Tobacco Products</td>
<td>50-51</td>
</tr>
<tr>
<td>General Information</td>
<td>52-57</td>
</tr>
<tr>
<td>ASN Expenses</td>
<td>53</td>
</tr>
<tr>
<td>Sources of Financial Aid</td>
<td>54</td>
</tr>
<tr>
<td>Preparing for Graduation</td>
<td>55</td>
</tr>
<tr>
<td>Student Nursing Association</td>
<td>56</td>
</tr>
<tr>
<td>School of Nursing Committee Participation</td>
<td>57</td>
</tr>
<tr>
<td>Appendix</td>
<td>58-60</td>
</tr>
<tr>
<td>Mechanisms for Protection of Rights</td>
<td>59</td>
</tr>
<tr>
<td>Communicable Diseases &amp; Blood-Borne Pathogen Policy</td>
<td>60</td>
</tr>
<tr>
<td>Forms</td>
<td>61-69</td>
</tr>
<tr>
<td>Student Agreement</td>
<td>62</td>
</tr>
<tr>
<td>Student Documentation Check-Off for Application</td>
<td>63</td>
</tr>
<tr>
<td>Admission Scale—Associate of Science in Nursing</td>
<td>64-65</td>
</tr>
<tr>
<td>Tuberculosis Risk Assessment Form</td>
<td>66</td>
</tr>
<tr>
<td>Application for Readmission</td>
<td>67</td>
</tr>
<tr>
<td>Application for Admission/Consideration By Exception</td>
<td>68</td>
</tr>
<tr>
<td>Student Success Plan</td>
<td>69</td>
</tr>
</tbody>
</table>
INTRODUCTION

This handbook is for those students enrolled in Eastern Kentucky University’s Associate of Science in Nursing Program to assist the student in gaining an understanding of the program and other matters that effect one’s status as a nursing student. This handbook is a supplement to two other documents: The Undergraduate Catalog and the University Handbook for Students, which are available for viewing online, (www.eku.edu).

From time to time during your years in college, you will find it necessary to consult one or all of these documents. The Undergraduate Catalog is thoroughly studied in HSO 100. Since most transfer students do not take HSO 100, they must make a special effort to become familiar with the Undergraduate Catalog contents.

STUDENT RESPONSIBILITY

It is the student’s responsibility to become familiar with all the policies and procedures relevant to the Associate of Science in Nursing program and with the general academic information section of the EKU Undergraduate Catalog.

Handbook formally reviewed by Department Student Support Committee
Updated Fall 2019
Updated May 2020 to reflect School of Nursing name change
Updated July 2020
CURRICULUM INFORMATION
Mission Statement

The mission of the School of Nursing is to educate nurses at the Associate, Baccalaureate, Masters and Doctorate levels who work in interprofessional environments to promote health and well-being for diverse populations across the Commonwealth, country and world.

Preamble

Eastern Kentucky University’s Baccalaureate Nursing Program was organized in 1971. In the same year, the Meditation Chapel was dedicated and its influence can be seen in the B.S.N. cap and pin. The program became part of the newly established College of Allied Health and Nursing in 1975. In 1995, the Master’s of Science in Nursing Program was approved and implemented. The department name was changed to Department of Baccalaureate & Graduate Nursing. In 1999, the college name was changed to the College of Health Sciences. In 2011, the first class of post-Master’s Doctor of Nursing Practice students was admitted. In 2020, the Associate of Science in Nursing program joined the BGN Department. The department name was changed to the School of Nursing, reflecting the new organizational structure.

The beliefs of the faculty and students relevant to nursing and health care are set forth in the statement of philosophy. The philosophy guides the educational program and learning environment. The philosophy mandates that faculty, students, and graduates adapt to the dynamics of nursing, health care systems, and society.

The School of Nursing within the College of Health Sciences functions as an autonomous educational unit deriving the broad outlines of aims and functions from the core values of Eastern Kentucky University. The College of Health Sciences affirms the University’s core values of intellectual ability, sense of community, diversity, stewardship in place, accountability and excellence.* The foundations of professional nursing education are congruent with the purposes of the University and the College of Health Sciences. Graduate nursing education builds on baccalaureate nursing education and reaffirms the core values of Eastern Kentucky University and the College of Health Sciences.

*Eastern Kentucky University Bulletin, General Catalog
(Revised and Approved by Faculty Organizations May 9, 2011)
(Revised and Approved by Faculty Organizations September 25, 2016)
(Revised and Approved by Faculty Organization January 6, 2020)
Philosophy of the School of Nursing Programs

Consistent with the core values of Eastern Kentucky University and the College of Health Sciences, the faculty of the School of Nursing embrace the following beliefs about patient, environment, health, nursing, professional nursing practice, baccalaureate nursing education, and graduate nursing education.

PATIENT

Patients include individuals, families, groups, communities, and populations. Each patient is unique and merits respect, support, and dignity. Patients develop and adapt in recognizable phases and patterns. Patients continually seek meaning and purpose. Through participation in life’s experiences, patients grow, assume responsibility and develop across the lifespan. Patients are holistic beings integrating biological, psychological, socio-cultural, and spiritual dimensions. The term “client” may be used interchangeably with “patient”.

ENVIRONMENT

Environment is the aggregate of all objects, conditions, forces, and ideas that interact with patients. The elements of the environment include the physical, biological, sociocultural, and organizational systems. A health promoting environment facilitates movement toward wellness.

HEALTH

Health is a dynamic process between the patient and environment. Optimal health includes biological, environmental, psychological, sociocultural, spiritual, and organizational influences. Health reflects a patient’s ability, willingness, and resources to engage the environment in a manner that maximizes wellness.

NURSING

Nursing is an autonomous and caring profession. Nursing is an art and science that promotes health through patient-centered care. While respecting patients’ rights to self-determination, nursing provides holistic care during health, illness, and death.

Associate of Science in Nursing

Associate of Science in Nursing degree provides the basic education necessary to become a registered nurse. Graduates are eligible to sit for the NCLEX-RN licensing examination, if licensed, may participate in structured care settings, including hospitals, long-term care facilities, clinics and offices. Associate of Science in Nursing incorporates knowledge in nursing and key biological and social science as well as the study of humanities. Graduates of the Associate of Science in Nursing program exhibit competencies of human flourishing, nursing judgement, professional identity and the spirit of inquiry.

Approved by Faculty Organization: January 6, 2020
BACCALAUREATE OF SCIENCE IN NURSING

BACCALAUREATE NURSING EDUCATION

Preparation for professional nursing requires liberal and professional baccalaureate education. Baccalaureate nursing education develops critical thinking, collaboration, and decision making. Baccalaureate graduates are prepared to function as providers of patient-centered care, designers/managers/coordinators of care, and members of a profession who are proactive in a changing health care system. Baccalaureate graduates must be professional, responsible, and accountable for evidence-based practice.

Baccalaureate nursing education is a transformative process for students and faculty and is a process of reciprocal accountability and responsibility. Teaching is a cooperative, collaborative venture. Students and faculty share responsibility for the integration of experience, knowledge and skills. Faculty serve as role models and facilitators. Graduates are prepared to pursue lifelong learning, function in a variety of health care settings, and delivery models, as well as specialize at the graduate level.
GRADUATE NURSING EDUCATION

Preparation for advanced nursing roles is obtained through graduate education in nursing. Graduate education in nursing further develops the intellectual skills of critical thinking, analytic inquiry, and problem solving which were initiated in baccalaureate nursing education.

Building upon the foundations laid by baccalaureate education, the faculty recognizes the need for additional knowledge to prepare graduates for specialty practice and for advanced roles. The evaluation of theory and research in nursing and related fields is imperative for graduates to incorporate evidence-based practice into their advanced nursing roles. A higher level of synthesis, analysis, and application of advanced nursing knowledge is essential for performance of advanced nursing roles. The integration of the additional knowledge, theory, and skills is obtained through graduate education in nursing. The graduate develops professional concepts and behaviors in order to function in an advanced role.

Nurses prepared at the graduate level must collaborate with other health disciplines in providing innovative health care delivery. They do so as full partners, sharing the responsibility for delineating society’s health goals and developing health care policy. In addition, they function as advocates for the health care consumer who has a right to health care, regardless of social class or ethnic background.

The University's rural geographic setting creates unique health care concerns. The online format of the MSN and DNP programs creates an educational opportunity open not only to nurses in Kentucky, but in many states. The faculty is committed to educating nurses from Kentucky and other states at the graduate level who will contribute to the general health of the nation. The educational process at the graduate level is collegial in nature and promotes independent, self-directed learning and self-evaluation. Students are required to communicate the results of their discovery, analysis, and synthesis of knowledge both orally and in writing to prepare them for their increased responsibility in making contributions to the knowledge base of the discipline of nursing. Graduate education stimulates the learner to a lifetime of personal and professional development. As baccalaureate education serves as the foundation for professional nursing practice and for graduate study in nursing, graduate education in nursing prepares the nurse for more specialized and advanced roles in the profession. Graduate education in nursing prepares nurses to serve as advanced practice nurses, to serve in roles requiring other types of advanced nursing knowledge, and to serve as leaders in the health care system.
ASN Professional Nursing Practice Outcomes

Upon completion of the associate of science in nursing program, the graduate will:

Human Flourishing: “Advocate for patients and families in ways that promote their self-determination, integrity and ongoing growth as human beings” (NLN, 2010, p. 38).

1. Incorporate culturally competent, individualized plans of care focusing on services and activities that promote independence, maintain or restore health, or support a peaceful death.

Nursing Judgment: “Make judgements in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context” (NLN, 2010, p. 38).

2. Utilize the nursing process as a basis for clinical judgment to optimize outcomes of care for patients, families and communities.
3. Advocate for access and quality of care for patients.
4. Apply evidence-based practice to support clinical decision making in the provision of safe quality care.

Professional Identity: “Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices and an evolving identify as a nurse committed to evidence-based practice, caring, advocacy, and safe quality care for diverse patients within a family and community context” (NLN, 2010, p. 38).

5. Integrate professional behaviors in practice as defined by the ethical, legal and regulatory frameworks of nursing.
6. Establish and maintain effective/therapeutic communication in collaboration with patients, families, members of the health care team, and communities.
7. Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

Spirit of Inquiry: “Examine evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions and new insights to improve the quality of care for patients, families and communities” (NLN, 2010, p. 38).

8. Utilize evidence-based literature/research for the use in nursing practice.

Approved by Faculty Organization: January 6, 2020
AMERICAN NURSES ASSOCIATION CODE OF ETHICS

Students are directed to the following web site to view the provisions and the interpretive statements. Instructions are as follows.

The link for the 2015 ANA Code of Ethics is at the end of the following reference for it:

CURRICULUM
ORGANIZATION
CURRICULUM ORGANIZATION FRAMEWORK

The major philosophical concepts provide direction for curriculum organization and outcomes. These concepts are derived from nursing education and practice, and environmental factors which include a rapidly changing health care delivery system. In an effort to develop a curriculum responsive to a dynamic health care delivery system, the faculty re-conceptualized the curriculum schemata.

Nurses must have the ability to define and conceptualize population parameters, and the health care needs of that population. Also, nurses must be able to recognize and predict shifts in health care needs to develop effective nursing practice interventions. Thus, as client needs shift, individual courses can be adapted within the overall framework.

All clinical courses:
1.) Examine health and selected health care problems of defined populations,
2.) Examine care issues across the levels of prevention, with a focus on appropriate therapeutic nursing interventions and essential competencies required for safe practice, and
3.) Provide opportunities for students to demonstrate knowledge and role-appropriate skills.

The clinical nursing courses provide students with basic, frequently used skills (psychomotor, communication, and nursing science domain overview) necessary for practice in the clinical setting.
ASN Organizing Concepts and Definitions

Professionalism: is the accountable and responsible behavior of a nurse through internalization of self-evident core values and ethical codes of conduct learned through experience, reflection and growth while working to improve patient outcomes and promote the ideals of nursing profession (NLN, 2014).

Leadership: is a complex, multifaceted phenomenon in which the vision of goals is communicated through value affirmation, motivation, stewardship, management and development of followers. Leaders demonstrate a commitment to continuous, lifelong learning and education for self and others (NLN, 2013b & ANA, 2015).

Patient-Centered Care: “Recognizes the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient preferences, values and needs” (QSEN, 2020). Patient-centered care incorporates critical thinking techniques to develop plans of care which promote a culture of caring and advocacy and recognizes diversity of the human experience.

Communication: is a goal directed dynamic, written, verbal, nonverbal and electronic interactive process. Communication involves contextual transmission, analysis, interpretation and evaluation of messages. Communication skills promote interpersonal, therapeutic, group and professional relationships.

Collaboration: is a process of working toward mutual goals to improve patient outcomes. Collaboration involves collegial relationships with other members of the health care team, including patients.

Evidence-Based Practice: “Integrates the best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal care” (QSEN, 2020).

Safety: “Minimizes risk of harm to patients and providers through both system effectiveness and individual performance” (QSEN, 2020).

The Associate Degree Program curricular concepts are based on the American Nurses Association (ANA) Scope and Standards of Nursing Practice (2015), National League of Nursing (NLN) Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master’s, Practice Doctorate and Research Doctorate of Nursing Programs (2010) and Quality and Safety for Education in Nursing (QSEN) Competencies (2020).

Approved by Faculty Organization: January 6, 2020
Professional Standards of ASN Program

The Nursing League for Nursing (NLN) Outcomes and Competencies for Graduates of practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master’s Practice Doctorate, and Research Doctoral Programs in Nursing (NLN, 2010) has been adopted as the professional standards to guide the Associate of Science in Nursing curriculum. The document specifies the outcomes and competencies which are essential for all associate of science in nursing programs. These outcomes and competencies are congruent with the curriculum organizing concepts and are integrated into the associate in science of nursing curriculum.

Learning opportunities, including direct clinical experiences, must be sufficient in breadth and depth to ensure the associate of science in nursing graduate attains these practice-focused outcomes and integrates the delineated knowledge and skills into the graduate’s nursing practice. Clinical learning is focused on developing and refining the knowledge and skills necessary to manage care as part of an interprofessional team. Simulation experiences augment clinical learning and are complementary to direct care opportunities essential to assuming the role of the nurse.

Approved by Faculty Organization January 6, 2020
# Eastern Kentucky University
**College of Health Sciences, School of Nursing**

## Associate of Science in Nursing Program

### Curriculum Plan - Associate of Science in Nursing

### First Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td>HSO 100</td>
<td>Student Success Seminar</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>ENG 101</td>
<td>Reading, Writing &amp; Rhetoric (English Composition I)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*BIO 307</td>
<td>Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NSC 114</td>
<td>Nursing Concepts</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>NSC 114C</td>
<td>Nursing Concepts Application</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Second Semester</strong></td>
<td>ENG 102</td>
<td>Research, Writing &amp; Rhetoric (English Composition II)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*BIO 308</td>
<td>Anatomy &amp; Physiology II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*SOC 131 or PSY 200</td>
<td>Introductory Sociology or Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NSC 124</td>
<td>Medical Surgical Nursing I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NSC 124C</td>
<td>Medical Surgical Nursing I Clinical</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>NSC 126</td>
<td>Mental Health Nursing</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>NSC 126C</td>
<td>Mental Health Nursing Clinical</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

### Second Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td>*BIO 273 or MLS 209</td>
<td>Clinical Microbiology or Medical Microbiology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NSC 223</td>
<td>Medical Surgical Nursing II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NSC 223C</td>
<td>Medical Surgical Nursing II Clinical</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>NSC 225</td>
<td>Family Nursing Care</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NSC 225C</td>
<td>Family Nursing Care Clinical</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>15/16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Second Semester</strong></td>
<td>NSC 240</td>
<td>Medical Surgical Nursing III</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NSC 240C</td>
<td>Medical Surgical Nursing III Clinical</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>General Education Element 3a or 3b</td>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>General Education Element 2 or 4</td>
<td>Quantitative Reasoning or Natural Sciences</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NSC 250</td>
<td>HESI Review</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>NSC 255</td>
<td>Trends and Issues in Nursing</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

**Program Total** = 63/64

**Total Clinical Hours = 510 including 126 preceptorship**

*Supporting Courses can be no older than 5 years at the time of program admission*

School of Nursing approved 7/15/20
The practice of nursing includes the provision of direct care to clients. Certain cognitive and psychomotor capabilities are essential for safe and skillful practice. In order to complete the associate of science in nursing program, the student must:

- Analyze, plan, and evaluate health care;
- Communicate with clients and other members of the health care team;
- Perform health assessments using equipment including stethoscopes, monitors, and warning systems;
- Effectively perform CPR and assist the client in meeting health care needs through interventions including the performance of skills and provision of emotional and physical support;
- Prepare, administer, and monitor medications;
- Perform safe, effective and quality care

COMMUNICABLE DISEASES & BLOOD-BORNE PATHOGEN POLICY

(See Appendix II)
LEGAL AND
ETHICAL
RESPONSIBILITIES
LEGAL AND ETHICAL RESPONSIBILITIES

Students are expected to conform to the legal and ethical standards of the nursing profession. All persons, whether registered nurses, students, aids, or laymen, are at all times legally liable for their actions. Student status does not make one exempt.

Under the Kentucky mandatory nurse practice act, students, while functioning under the direct supervision of a clinical nursing instructor, are exempt from the requirements to hold a current Kentucky nursing license to practice nursing (as defined by the State Nurse Practice Act). The student, while carrying out responsibilities in patient care, must act as a reasonably prudent person. The amount of experience and education along with past performance and academic record are some of the criteria that are considered in determining the expectations for “reasonably prudent”. Responsibility increases as the student progresses in knowledge and experience. It is the responsibility of the student to inform the clinical instructor when the patient’s need for a treatment or task is one in which the student has not been taught or is contrary to the student’s knowledge. It is important to note that anyone who undertakes to act as a nurse has a responsibility to meet the needs of the patient. Treatments or tasks incorrectly performed and/or failure to perform treatment or tasks needed by the patient constitutes negligence. Failure to act as a reasonably prudent student is unsafe practice.

Students need to familiarize themselves with the laws of the state in which they intend to take the National Council Licensure Examination (NCLEX). In general, State Boards have the power to:

1. Deny admission to take licensure examination.
2. Require that the individual be graduated from an approved school.
3. Require reporting of misdemeanor or felony convictions.
4. Deny licensure to persons who negligently or willfully act in a manner inconsistent with the practice of nursing, or is unfit or incompetent to practice due to other causes, such as abuse of controlled substances, fraud, or deceit.

LICENSURE

Information on licensure can be obtained from the Kentucky Board of Nursing (KBN) website at www.kbn.ky.gov or by contacting the board via telephone or mail. Potential applicants for licensure who have a history of a criminal conviction should review the information related to misdemeanor and/or felony convictions posted on the KBN website.

Current standards for initial licensure include graduation from an approved school of nursing, successful results on the National Council Licensure Examination (NCLEX), and the ability to read with comprehension, understandably speak, and write the English Language. Graduation from an approved program of nursing presumes that an applicant for initial licensure demonstrates sufficient competency to deliver safe and effective care. It is recognized that competency standards for initial entry into practice evolve as society changes. To this end, a licensing body is dependent upon the faculty of the prelicensure program of nursing to foster program outcomes reflective of current practice demands, to assure that the competency level of program graduates supports safe and effective nursing care and to reinforce the need for continued learning throughout a nursing career (www.kbn.ky.gov/education).

Student Employment

Kentucky has a mandatory nurse practice act. A mandatory act requires that anyone who practices nursing according to the definition of the practice in the state nurse practice act must be licensed. Exemptions to this include the practice by students of nursing in their course of study while under the supervision and
direction of a clinical nursing instructor.

A student who may be employed by a hospital or other health care facility is not exempted in the activities they may perform and may not in any way practice nursing as defined in the state nurse practice act. The fact that coworkers or the institution may permit such action does not change the legality.

It is the responsibility of students to work only where they are under the supervision of a registered nurse. If there is any question about one’s assignment, the student should seek advice from the nursing department where they are employed. It is the responsibility of the student to refuse to perform any treatments or tasks they have not been taught to do or are contrary to their knowledge regardless if the performance of such treatments or tasks is not contrary to the nurse practice act.

In situations where one is functioning as an employee rather than a student, no part of the uniform which would identify the wearer as a student of Eastern Kentucky University may be worn.

It is important to note that the professional liability insurance required to be carried by each student covers the individual only while functioning in the role of student. It does not protect the student while functioning as an employee of a health care facility.

The School of Nursing assumes no responsibility for students' activities as an employee of an agency. Students are personally responsible and liable for any activity they participate in while employed. Students who practice illegally may jeopardize their future since persons who are convicted of a violation of the Nurse Practice Act may not be eligible to sit for NCLEX and subsequently receive licensure.
ADMISSION AND PROGRESSION INFORMATION
EASTERN KENTUCKY UNIVERSITY COLLEGE OF HEALTH SCIENCES  
SCHOOL OF NURSING  
ASN Program

ADMISSION AND PROGRESSION REQUIREMENTS

All students who are accepted by the Eastern Kentucky University’s Admission Office and declare their major as (ASN two year nursing) are admitted to the University as a pre-associate nursing major. However, students must also complete an application to the ASN program. Admission to the University does not guarantee admission to the ASN program. Students who desire admission to the ASN program should submit an Application for Associate of Science in Nursing form to Rowlett 220 by March 31 for Fall Admission and October 31 for Spring Admission. A minimum cumulative GPA of 2.5 on a 4.0 scale is required for admission to the ASN program.

Additional admission criteria includes the completion of the HESI A2 Test and completion of all requirements in CastleBranch by March 31 for Fall Admission and October 31 for Spring Admission. Completion of eligibility criteria does not guarantee admission to the ASN program. Admission to the ASN program is competitive and based on review of the applicant’s academic history. Spaces are limited and the most qualified applicants will be selected for admission.

In addition to the academic criteria required for admission, the student must meet the standards written into the Commonwealth of Kentucky Nurse Practice Act. Specifically, the Nurse Practice Act requires that each student be of good moral and ethical character, good mental and physical health, and be academically qualified to fulfill the role and responsibilities of a person licensed to practice as a registered nurse. Applicants for nursing programs should review licensure information posted on the Kentucky Board of Nursing’s website, including the information for candidates with a history of prior criminal convictions. Students must meet all clinical agency placement requirements.

If a student is not admitted and desires to be considered for admission to a subsequent semester, a new application form and updated, required clinical documentation (please refer to the Section “Required Documentation for Clinical/Clinical Agency Placement Requirements” for specific information) must be completed and returned. All students whose applications must be considered by the ASN Admission/Readmission Committee (transfer nursing students, students desiring consideration by exception, students seeking admission who have previous deficiencies in nursing courses, and students seeking readmission) must submit all required materials by the specified date given on the forms and in the policy. Mailed applications should be sent certified mail to ensure the applications are received by the School of Nursing.

For progression, students must earn a grade of “C”/2.0 or better in all nursing and supporting courses. Students who fail to meet the requirements for progression must apply for readmission through the ASN Admission/Readmission Committee. Readmission to a nursing course is not guaranteed to any student. Please refer to the readmission section of this handbook for specific information on readmission procedures. The program reserves the right to alter the suggested plan as necessary to enhance a quality educational program. Students should also refer to the Academic Standards section of this handbook under Academic Information.
CONSIDERATION BY EXCEPTION

Students who desire consideration of extraordinary circumstance should submit an Application for Admission – Consideration by Exception to the School Chair by October 31 for Spring Enrollment and by March 31 for Fall Enrollment. The Associate in Science in Nursing (ASN) Admission/Readmission Committee will recommend approval or disapproval of the “CONSIDERATION BY EXCEPTION” to the School Chair.

TRANSFERS FROM OTHER COLLEGES AND UNIVERSITIES OR OTHER NURSING PROGRAMS, READMITTED STUDENTS TO EKU, AND CHANGE OF MAJORS

Transfer students must apply for admission to the University and declare Associate of Science in Nursing as their major. In addition to the official transcripts which are sent to EKU’s Admissions Office, transfer students must also submit copies of all transcripts to the School Chair for review. These transcripts will be considered part of the application process and are necessary to determine admission and placement. The support courses for the ASN program must be no older than 5 years at the time of application for admission into the program.

Students wishing to transfer nursing courses from another accredited institution must have a minimum grade equivalent of a 2.0 (C) or the program’s passing grade in any nursing or support course to be transferred. In addition, the applicant must submit complete course outlines and/or syllabi for nursing courses to the School Chair for review and consideration for approval. This material should be submitted well in advance of expected matriculation in order to provide time for necessary evaluation.

Transfer students who have been enrolled in nursing courses in another nursing program must also submit an Applicant from Another Nursing Program form and a Nursing School Director Reference form from all programs in which the student was previously enrolled. All students who wish to transfer and have had previous enrollment in nursing courses at another nursing program must apply through the ASN Admission/Readmission Committee. If a student who wishes to transfer has had a deficiency in nursing course(s) taken at the other nursing program, the student must apply through the ASN Admission/Readmission Committee as well. A deficiency is defined as (a) a theory grade less than the passing grade, (b) an unsatisfactory grade in clinical, or (c) withdrawal from a course in which the student was deficient in classroom or clinical performance at the time of withdrawal. To be considered by the ASN Admission/Readmission Committee, the student who has been enrolled in another nursing program must submit: 1) Application for Admission to Associate of Science in Nursing form, 2) Applicant from Another Nursing Program form, 3) Nursing School Director Reference form from the previous nursing school director (s), and 4) transcripts from all previous academic work.

Students who have previous academic course work and declare pre-associate nursing as their major should note that some support courses/prerequisite requirements must have been completed within five years at the time of application for admission into the program unless an exception is granted by the School Chair.
Admission to Associate of Science in Nursing Program

Students who are seeking admission to the Associate of Science in Nursing Program must submit copies of all required documentation (please refer to the Section “Required Documentation for ASN Program lists specific information) along with their application to Rowlett 220 by March 31 when making application for Fall Semester and by October 31 when making application for Spring Semester. Any exception must be approved by the School Chair. This documentation must be kept up to date each semester of enrollment in the clinical courses and cannot expire at any time during a semester. An application for admission is considered incomplete unless all required documentation has been submitted. Incomplete applications are not reviewed for admission. In addition, students must meet clinical agency placement requirements.

Additionally, all students admitted in the Associate of Science in Nursing program must register for Professional Liability Insurance and re-register each August thereafter while enrolled in NSC courses. (See Required Documentation for Clinical section of this handbook).
**ADMISSION SCALE - ASSOCIATE OF SCIENCE IN NURSING**

When there are *more applications than spaces available, applicants will be competitively admitted based on the highest scoring rank using the following criteria:

<table>
<thead>
<tr>
<th>Student: ___________________________</th>
<th>EKU Student ID ___________________________</th>
</tr>
</thead>
</table>

**Current GPA**
(high school or cumulative college):

<table>
<thead>
<tr>
<th>Points possible = 4.0</th>
<th>Total points earned:</th>
</tr>
</thead>
<tbody>
<tr>
<td>*minimum 2.50 GPA required</td>
<td></td>
</tr>
</tbody>
</table>

**HESI A2 Nursing Assessment Exam:**
- Reading comprehension
- Grammar
- Vocabulary
- Math

<table>
<thead>
<tr>
<th>Points possible: 40</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100 = 10</td>
<td></td>
</tr>
<tr>
<td>80-89 = 5</td>
<td></td>
</tr>
<tr>
<td>75-79 = 0</td>
<td>Below 75 – not eligible</td>
</tr>
<tr>
<td>* Each assessment area scored</td>
<td></td>
</tr>
<tr>
<td>* Minimum scores in each area</td>
<td></td>
</tr>
</tbody>
</table>

**Previous Nursing Program Enrollment/Transfer**

<table>
<thead>
<tr>
<th>Two points will be deducted for (each) previous Nursing Program failure</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous enrollment and/or transfer from another Nursing Program</td>
<td></td>
</tr>
<tr>
<td>*Excludes pre-clinical NSC courses</td>
<td></td>
</tr>
</tbody>
</table>

Total points earned toward admission: _____________

Date:___________________

Revised February 2020
Calculation of Points:

1. A minimum cumulative GPA of 2.5 on a 4.0 scale must be obtained. Completion of eligibility criteria does not guarantee admission to the clinical nursing courses. Spaces are limited and the most qualified applicants will be selected for admission.

2. The GPA used is the most current cumulative GPA recorded at the end of the semester in which application is made or High School GPA, if not previous college coursework. If the applicant has a prior college coursework or a degree in another field, the GPA used will be a calculated cumulative GPA of all previous coursework including the prior degree.

3. 4. When application is made for Spring Term, the GPA available after the close of the Fall Term when grades are available will be used. When application is made for Fall Term, the GPA available after the close of the Spring Term when grades are available will be used; courses completed in the Summer Term after the close of the Spring Term will not be included in the point calculation.

4. Students who hold a Bachelor’s degree in another field and who apply for the Associate of Science in Nursing program will be held to the same competitive point scale for admission as the other applicants.

5. The calculation of the scores of the HESI A2 Assessment exam will be added to the GPA.
I. **ADMISSION TO ASN PROGRAM**
   a. Student is competitive for admission.
   b. Student application is submitted in order to ensure their application is as competitive as possible.
   c. Student has no deficiencies in any nursing courses (see admission and readmission information).
   d. Students must meet clinical agency placement requirements.
   e. Student has submitted a complete *Application for Admission to Associate of Science in Nursing Program* form by **March 31** for Fall Semester Admission and by **October 31** for Spring Semester Admission.
   f. If admission is made with provision that documentation of completion of transfer credits be available from the registrar when grades are recorded, it is the student's responsibility to verify all transfer credits are received and correspondence course grades are recorded. If documentation of completion of courses is not available by the date stated, the student is subject to disenrollment from the nursing classes and may lose his/her space in the classes. In addition, all required documentation for clinical must be on file by the deadline.
   g. Student will be notified by letter sent to the student's EKU email address, if admitted to class.

II. **ADMISSION BY EXCEPTION**
   a. Students who do not meet the criteria for admission in Category I above, but who have extraordinary circumstances they wish to have considered by the Admission/Readmission Committee, may apply in this category.
   b. Students who wish to apply through the Admission/Readmission Committee must submit the proper form, *Application for Admission – Consideration by Exception* by **March 31** for Fall Semester Admission and by **October 31** for Spring Semester Admission. Students who apply after those dates will be considered only if spaces are available in the class.
   c. Notification of decision letter will be sent to the student's EKU email address within 10 days following the committee meeting. Students who are denied Admission by Exception are placed back in the applicant pool and compete for admission under the same criteria as applicants in the other categories.

III. **READMISSION/PROBATION/ADMISSION WITH PREVIOUS NURSING DEFICIENCIES**
   a. Students with previous deficiencies in nursing courses must apply in this category through the Admission/Readmission Committee. A deficiency is defined as: 1) nursing theory grade less than passing; 2) unsatisfactory grade in clinical; or 3) withdrawal from a nursing course in which the student was deficient in classroom or clinical performance at the time of withdrawal.
   b. Application must be made to the Admission/Readmission Committee by the following dates:

1. Students seeking admission to the Associate of Science in Nursing program who have had deficiencies in previous nursing courses must make application by October 31 for Spring Semester Admission and by March 31 for Fall Semester Admission to be considered by the committee. If the deficiency was from another nursing program, the applicant must submit an *Applicant from Another Nursing Program* form and a *Nursing School Director Reference* form. Transcripts of all previous work must be submitted with the forms. All material must be submitted by the above dates for the student to be considered by the committee. Students seeking admission who have deficiencies in previous nursing courses must compete for spaces with students seeking readmission to EKU's ASN nursing courses and will be considered on that basis.
2. Students with deficiencies in EKU's ASN nursing courses (NSC) who wish to be considered for readmission to those courses must make application for readmission no later than 12 noon the first Friday following finals each semester. As the date for the committee to meet for Spring Readmission consideration may fluctuate due to the length of time between the Fall and Spring Term, students should submit the application for readmission as early as possible to ensure the application will be received before the committee meets. The date for the committee meeting will be posted and can also be obtained from the office staff. Students who submit an application for readmission after the committee meets will be deferred until the following semester for consideration.

c. Upon recommendation of the committee, a student with a deficiency can be admitted/readmitted on a Space Available Basis. If spaces are not available that semester, the student will NOT be guaranteed space in the following semester, but will need to reapply.

d. Students who are granted admission/readmission in this category are on probation. Students who are granted readmission will complete an individualized Student Success Plan and schedule a meeting with the course faculty within two weeks of the beginning of the semester. Students are required to schedule and attend a minimum of two meetings with course faculty prior to midterm and an additional two meetings with course faculty after midterm. Students are responsible for bringing the completed Student Success Plan to each meeting with course faculty.

e. Notification of decision letter will be sent to the student's EKU email address within 10 days following the committee meeting.

f. Readmitted students may not use work from previous semesters.

g. Students who are denied readmission or admission and who wish to be considered for a future semester must make application again for that semester.

IV. DENIED ADMISSION

a. Student is not competitive for admission.

b. Student has failed to complete a support course and has been denied admission by exception.

c. Student is an applicant from another program, or student has had a previous deficiency in a nursing course, and has been denied admission.

d. Student does not meet the clinical agency placement requirements.

e. Student will be notified by letter sent to the student’s EKU email address if not admitted to the class.

f. Students who are denied admission and who wish to be considered for a future semester must make application again for that semester

READMISSION

Policies Regarding Progression and Readmission

Admission/Readmission is not guaranteed to any student for any nursing course. The following are criteria for progression and readmission:

1. The student is eligible to continue with Eastern Kentucky University.

2. The student demonstrates the ability to complete the ASN curriculum within eight (8) years from the date of entry to the University. For students entering later in the curriculum (transfer students, readmitted students or change of major students), curriculum must be completed in twice the number of semesters which the student has to complete the nursing program. For example, if the student entered in the second semester of the sophomore year, the student must complete the program within seven (7) years.

3. The student maintains a minimum GPA of 2.5.
4. The student has not earned less than a “C” or “satisfactory” in two NSC courses.
5. The student has had no absence from the program in excess of one year (two semesters) from the date of departure until the semester for which re-application is made.
6. The student demonstrates the ability to satisfactorily complete the clinical component.
7. There is space in the course to which the student is requesting entrance. Students who are denied readmission due to lack of space available will not be guaranteed space in the following semester, but will need to reapply.
8. The student’s academic integrity record may be considered in admission/readmission decisions.
9. The student is eligible for clinical agency placement.

Who Must Apply for Readmission
1. Students who withdraw from/drop a nursing course.
2. Students with a final grade below 2.0 (C) in any nursing course.
3. Students who drop out of the nursing program for one or more semesters.

How to Apply for Readmission
Submit a completed Application for Readmission form (or Applicant from Another Nursing Program form and Nursing School Director Reference form, if that category applies) by the date specified on the form to the School of Nursing administrative assistant in Rowlett 220. If the application is mailed, it should be sent certified mail.

When to Apply
All applications for admission are due by March 31 for Fall Admission and by October 31 for Spring Admission. Only complete applications will be considered.

The Application for Readmission form is due no later than 12 noon on first Friday following finals each semester. The dates for the readmission applications are set for a later time in the academic year to allow students to receive final grades for the semester. However, students are encouraged to submit the completed application documents as early as possible. Only complete applications will be considered. Please refer also to Undergraduate Admission Categories, Section IVb.

When the Committee Will Meet
Meeting time will be posted in the Rowlett Building and information will be available through the School of Nursing administrative assistant in Rowlett 220.

How A Decision Is Made
1. The committee will consider multiple factors and performance in previous courses. Recommendations will be based upon:
   - Complete record of academic performance, including grade point average and performance in the course for which readmission is sought.
   - The number of times the student has repeated other courses.
   - The nature of any documented deficiencies (academic, clinical, moral, ethical) and whether they lend themselves to further successful progression in Associate Degree Nursing.
   - Evidence that the student has sought or will seek ways to correct deficient areas.

When Decisions Will Be Known
1. Students will be notified by letter sent to the student’s EKU email address within (10) days following the meeting. Letter will be emailed to the student’s official EKU Student email address.
2. The student’s advisor and appropriate course faculty will receive a copy of the committee’s recommendation.

**Student Response to Committee Decisions**

1. All students who are recommended for admission/readmission need to see their advisors regarding any necessary schedule changes.
2. Readmitted students should contact the course faculty for classroom and clinical placement information.
3. Students not admitted/readmitted should consult their advisors regarding their schedules.
4. An appeal of the committee’s decision can be made in writing in the following sequence:
   a. First to the Associate Nursing Admission/Readmission Committee. The student must appear before the committee for this appeal.
   b. Chairperson, School of Nursing
   c. Dean/Associate Dean College of Health Sciences
   d. Admission/Progression Committee, College of Health Sciences

**Students Granted Readmission**

The student may be admitted/readmitted to the nursing program on a probationary status. A student on probation must maintain satisfactory classroom and clinical performance. If academic or clinical difficulty arises during the probationary period, the student will be denied readmission. Probationary status will be lifted after one semester provided the student meets the following conditions: (1) 2.0 (C) in all nursing courses with a minimum cumulative G.P.A. of 2.5, (2) successful completion of the clinical component, (3) successful completion of content in which the student was previously deficient.
CLINICAL INFORMATION
ATTENTION STUDENTS:

We partner with CastleBranch to help you supply the required qualifications for your program. To get started, carefully follow the instructions below:

<table>
<thead>
<tr>
<th>Follow the directions below to get started:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Click on “PLACE ORDER,” “Please Select,” and “ASN.” (Do not select ADN Invoice.)</td>
</tr>
</tbody>
</table>
| 3. Select **EZ55: Background Check – Drug Test – Medical Document Manager**  
(Note: You will see 3 separate codes listed. Do not select these unless approved by the BSN Office.) |
| 4. Then proceed with the prompts. |

**GET STARTED NOW** at:  
[https://portal.castlebranch.com/EJ17](https://portal.castlebranch.com/EJ17)

For Best Results - Use a **laptop** or **desktop computer** to complete this process.
CASTLEBRANCH REQUIREMENTS

All records MUST be approved by both CastleBranch and the School of Nursing. It is the applicant’s responsibility to ensure currency and validity of required documentation. All of the following requirements must be uploaded into CastleBranch at the time of application:

1. **Background Check**

   Eastern Kentucky University College of Health Sciences requires background checks for all students entering programs in the Health Sciences. This is to ensure a safe clinical environment for both students and the public and to meet the contractual requirements of clinical facilities.

   Eastern Kentucky University College of Health Sciences works with CastleBranch to ensure an acceptable screening procedure. Students who fail to submit a background check through CastleBranch cannot complete or maintain enrollment in any Eastern Kentucky University College of Health Sciences Program.

   Upon completion you will receive notification that your background screen is complete and a copy of your report will be available to Eastern Kentucky University College of Health Sciences. If any information is found that would negatively affect your eligibility for Health Sciences program, you will be given an opportunity to challenge the information through the Adverse Action process associated with CastleBranch.

   It is important that you submit information in a timely fashion so the information will be for the program to review by the deadlines published. If you have any questions on the background screening process, please contact CastleBranch Client Services at 888-723-4263.

2. **Urine Drug Screening**

   Urine drug screening is required for all students to meet contractual requirements of clinical facilities and consists of a 9-panel standard urinalysis panel (marijuana, cocaine, PCP, amphetamines, opiate metabolites, barbiturates, benzodiazepines, methadone, and propoxyphene) plus MDMA (ecstasy), oxycodone, and hydrocodone. Students must obtain a urine drug screen prior to initial enrollment in the nursing program. Random drug screenings or audits could also be required while enrolled in the program. EKU has contracted with CastleBranch to establish an acceptable screening procedure. Students who fail to submit a urine drug screen through CastleBranch cannot complete or maintain enrollment in any Eastern Kentucky University College of Health Sciences Program.

   If the drug test contains a positive result, the student will be contacted by a Medical Review Officer (MRO) affiliated with CastleBranch for consultation and/or for additional information to substantiate the positive result. Students with dilute negative results must contact CastleBranch to obtain another screening. **Dilute negative** results will not be accepted. Students with verified positive screening results will be ineligible to participate in clinical experiences and therefore, cannot be successful in the course or progress in the program.
IMMUNIZATIONS & TUBERULOLOSIS SCREENING:

3. Tuberculosis screening (TB)
   a. An initial Two-Step TB skin Test is required before beginning the clinical nursing sequence. In a Two-Step procedure, a person is given a baseline PPD test. If the test is negative, a second test is administered one to three weeks later. If the second test is negative, the person is considered uninfected. A positive test indicates the need for further screening. The students must specify they are requesting the Two-Step PPD when they initiate the testing procedure.
   b. Students who have completed the Initial Two-Step screening, an annual negative PPD Skin Test is required.
   c. If the PPD Skin Test is positive, or if a PPD is contraindicated, further evaluation is necessary.
   d. TB blood tests are acceptable and will satisfy the Two-Step TB screening requirement. Acceptable blood tests are Quantiferon-TB Gold or T-Spot TB test.

NOTE: The Tuberculosis screening documentation must remain current for the entire semester and must not expire at any time during the semester.

4. Measles, Mumps, Rubella and Rubeola (MMR)
   Documentation of immunity to rubella, rubeola and mumps through blood titers (if one titer is negative you should receive a booster and recheck your titer) or documentation of two doses of vaccine 28 days apart after the first birthday. The two doses of vaccine can be given four weeks apart.

5. Hepatitis B vaccination
   Documentation of either the 2-dose (HEPLISAV-B) or the 3-dose vaccine. Documentation of the two doses must be submitted with the ASN application no matter if you select the 2-dose or 3-dose vaccine. If 3-dose series is needed, documentation of the third dose of the 3-dose vaccine must be submitted six months after the second dose is administered.

6. Varicella Zoster (chicken pox) immunity
   Must have either evidence of immunity with a Varicella Zoster virus blood titer or documentation of vaccine of two doses four weeks apart. If a student had chicken pox in the past they must submit their immunity through the virus blood titer.

7. Pertussis booster vaccine (TdaP-Adacel has the pertussis component)
   This vaccine is for adolescents or adults and is different from the vaccine given to infants and young children. Td, dT or DtaP are not acceptable forms for the TdaP vaccine. Vaccine must be received within the past 10 years. If vaccine was received more than 10 years ago, both documentation of expired TdaP vaccine and an updated Td booster must be submitted.
8. Influenza vaccine

An influenza vaccine must be obtained annually for each upcoming “flu season” and documentation submitted by the annual vaccine date October 31. The only exemption will be with a written medical deferment. Students with such deferment will be required to wear a mask during clinical hours.

9. Cardiopulmonary Resuscitation (CPR)

Clinical sites now require students to have completed American Heart Association, Basic Life Support Training prior to attending their clinical facility. All students, consequently, are now being required to have evidence of current satisfactory completion of CPR training during ALL clinical rotations. The CPR certification must remain current throughout the entire semester of the clinical course and cannot expire at any time during the semester. Once a person is trained initially, retraining is required when expired. The following is a list of potential sites to obtain CPR certification:

- American Heart Association: Call the regional office in Lexington, (859) 278-1632, for class information.
- All hospitals offer classes to employees and most allow outsiders if space is available. If you are a hospital employee, this class is often free.
- YMCA: Call the local YMCA for class information.

10. Personal Health Insurance

The cost of treating illnesses or injuries incurred in clinical situations is not covered by the clinical agency. Students are required to carry personal health insurance to cover such situations. Submit Policy Certificate containing student’s name, group number, effective date, and current date from insurance Provider by March 31st for Fall admissions and October 31st for Spring admissions, then annually by August 1.

All records must remain current and cannot expire anytime during the semester in which the student is enrolled in a clinical nursing course. It is the student’s responsibility to provide updates on expired requirements. Failure to do so will result in the student not being eligible to continue in the nursing program. Students progressing in the program who do not meet these deadlines are subject to disenrollment from their clinical nursing courses. All students must also submit evidence of professional liability insurance, purchased through EKU, while enrolled in clinical nursing courses. It is the student’s responsibility to provide updates as indicated.

To be considered current and in compliance, all records MUST be approved by both CastleBranch and the School of Nursing, must remain current through the entire semester, and must not expire at any time during the semester in which the student is enrolled in clinical course(s). It is the student’s responsibility to ensure currency and validity of required documentation.
ASN DRESS CODE

American Scrub Company is the only designated company in which to purchase the approved uniforms for the School of Nursing for all clinical courses. The uniform policy will be strictly enforced by faculty. If students come to clinical in attire that does not meet the uniform policy, they will be given an unsatisfactory for that clinical day and will be sent home. There are no exceptions.

The order deadline will be determined at a scheduled fitting date and strictly enforced. Since all uniforms are ordered through American Scrub Company, there is an extended processing time. All orders placed after the assigned deadline will be considered late. All ‘late’ orders, orders with credit card issues, etc., are not guaranteed for on time deliveries.

Contact information:

American Scrub Company
150 Dogpatch Trading Center
London, KY 40741
(606) 878-2611

Scrubsies Uniform Supply is the approved company from which to purchase the official EKU ASN Student nametag. Students are responsible for contacting Scrubsies to place their nametag order by the date indicated in the official acceptance letter.

Contact information:

Scrubsies Uniform Supply
519 Hampton Way, Suite 2
Richmond, KY 40475
(859) 806-9756

PROFESSIONAL APPEARANCE EXPECTATIONS

It is expected that students as potential members of the health profession, will uphold standards of professional appearance at all times. Professional appearance expectations apply to all clinical experiences and settings. Professional appearance includes the following:

1. **Hair** off the shoulders, out of the face, simple in style, and without ornamentation/decoration. Hair must be pulled back off the face and must not fall in the face when moving or leaning forward. No unnatural hair color permitted in the clinical setting.
2. **Fingernails** must be natural (no artificial nails or “tips”), short, and without polish or other decoration.
3. **Cosmetic use** must be moderate (light day make-up is acceptable).
4. **Clothing and shoes** must be clean. Clothing must be wrinkle-free. No clogs.
5. A long or short sleeved **white** crew neck T-shirt may be worn under your scrub top. No other colors permitted.
6. **Scents or colognes** can cause allergic reactions or nausea in some clients and should not be used during client care experiences. Please note that a strong odor of tobacco is also a scent and can cause the same problems as stated above.

7. **Jewelry** is limited to one set of small plain post type of earrings (non-dangling) in the earlobes and one ring. One ring is permitted in most clinical sites, and the ring must be free of sharp or protruding settings. No other jewelry is permitted, pierced or otherwise, in or on any visible areas of the body.

8. **Name badges** indicating the individual is an EKU ASN Student must be worn at all times, unless another type of student identification is required by the agency. Name badges must be ordered through the approved vendor, Scrubsies, in Richmond. Any facility issued badges are required to be worn in addition to the EKU ASN Student name badge. Facility issued badges must be returned to the clinical faculty at the end of the clinical rotation, or upon withdrawal from the course. If the badge is not returned, the student is responsible for the replacement cost of each badge issued. Failure to comply with this requirement will result in the student not receiving overrides for subsequent courses and may delay program progression.

Additional restrictions or requirements may be placed by the individual clinical agencies/settings and by the clinical faculty. An example of additional clinical agency restrictions is the one stating “no visible tattoos”. If a student has a tattoo and it is on an area of the body that may be reasonably covered, then covering the tattoo would permit clinical placement. However, some tattoos on areas such as fingers, hands, wrists, head, face, etc. that could not be covered would make a student ineligible for clinical placement due to the agency’s restrictions. Students who have questions regarding the dress code or clinical agency placement requirements should talk with the Chair of the School of Nursing. In all cases, the decision regarding appropriateness of apparel and appearances rests with the clinical faculty. If a student is determined by clinical faculty to be out of compliance with the dress code, the student will not be permitted to participate in clinical experiences that day and will receive an “Unsatisfactory” for the day.

**IN HOSPITAL DIRECT CLIENT CARE**

1. **Stocking/hosiery/socks** must be white or natural (men and women)
2. **Shoes** must be white leather, clean and cover the heels and toes. No clogs are allowed. Shoes must have closed toes and heels.

**Final decision of the appropriateness of the uniform and appearance rests with the clinical faculty.**

**Transportation**

Students are expected to provide their own transportation. Carpooling is recommended.

**Items Needed for Clinical**
(also referenced in Expense section)

1. Stethoscope
2. Bandage scissors
3. Pen light
ACADEMIC ADVISEMENT AND REGISTRATION

Each student is assigned an advisor who will work with the student in planning for the orderly transition through the program. Advisees will meet with their advisors at least one time per semester to review and plan for the upcoming semester. Additional meetings may be held if deemed necessary by advisee, advisor or both.

Students need to make an appointment to meet with their advisor during the advising period. Advisors will generally post or email hours when they will be available for student advisement. Since nursing faculty members are required to be away from campus supervising students in the clinical laboratory, advisees must contact their advisors several weeks in advance of registration. Under ordinary circumstances, only one’s advisor will give the student the Registration Access Code (RAC number). Registration is done online. Advisors are not available on weekends, during holiday breaks, when the University is closed, or during the summer break. Students should schedule appointments with advisors during the university scheduled advising period.

Schedule changes will be needed when a student has received a grade equivalent below 2.0 in any nursing course or required course or when the student’s cumulative grade-point average has fallen below a 2.0. Students who receive a grade equivalent below “2.0” (C) in any nursing or support course or who interrupt their program after admission to the major for any reason must apply for readmission to the nursing sequence. Once interrupted in the nursing sequence, there is no guarantee that a student will be readmitted to the major.

Students are responsible for their own education. Each student is given a curriculum plan which clearly outlines the requirements of the program, semester by semester. Additional pertinent information is provided in the Student Handbook. It is the responsibility of the student to know and to follow the requirements, policies and procedures contained in this Handbook. As new policies and procedures are adopted by faculty, students will be provided this information in writing.

ACADEMIC STANDARDS

A. A student may be asked to leave the nursing sequence regardless of academic grade if any of the following conditions exist:
   1. Demonstrated lack of aptitude for nursing
   2. Failure to exhibit behaviors of:
      a. Integrity
      b. Dependability and accountability
      c. Concern for human and societal needs
   3. Clinical nursing performance that jeopardizes safety of patient(s).
   4. Physical or emotional condition of a nature that effects, or is affected by one’s performance in nursing.
   5. Failure to conform to the legal and ethical standards of the nursing profession.
   6. Excessive absences. See School of Nursing policy on attendance.
   7. Failure to maintain and submit the required documentation for participation in clinical experiences.
8. Failure to meet clinical agency placement requirements.

B. All nursing (NSC) courses are sequential by semester. Unless permission is granted by the School of Nursing to enroll in a course out of sequence, a student must complete all NSC courses in a semester successfully with a grade equivalent of 2.0/C or better in order to enroll in courses listed in the curriculum progression plan for the next semester. A student may NOT enroll in any NSC course without receiving School of Nursing approval or being admitted to the nursing major.

C. A student is required to maintain a grade equivalent of 2.0/C or better in all NSC courses in order to continue uninterrupted in the nursing major. All requests to repeat NSC courses must be made through the School of Nursing Undergraduate Admission/Readmission Committee.

D. Students are expected to follow the ASN Curriculum Plan for general education and support courses.

E. An NSC course may not be repeated without permission. A student may not repeat any course with an NSC designation more than one time. **Readmission to a nursing course is not guaranteed to any student.**

F. The curriculum must be completed within (6) years of the date of entry to the University as a freshman. For transfer students, the time of completion is based on credit hours at the time of admission to the University. For example, if the student entered in the first semester of the sophomore year, the student must complete the program within five (5) years. Students who have been absent from the program for greater than one year (two semesters) are not eligible to resume progression at the point where their study was interrupted.

G. Students must complete the Kentucky Board of Nursing required Integrated Practicum experience, which consists of a minimum of 120 clock hours of concentrated direct patient care in a health care facility to be completed within a 7-week period during the final semester or quarter of the program. In the EKU ASN program, the integrated practicum experience is incorporated into the clinical course, NSC 240C. Students must complete NSC 240 and the clinical co-requisite course, NSC 240C, during their final semester in the program prior to graduation. If for any reason a student will not complete all program requirements the semester he or she is scheduled to enroll in NSC 240/NSC 240C (e.g. all general education requirements will not be completed), the student must delay enrollment in NSC 240/NSC 240C until the final semester immediately prior to graduation. If for some reason a student enrolls in NSC 240/NSC 240C but does not graduate, the course and practicum must be repeated during the final semester just prior to graduation. Students will not be permitted to graduate with an incomplete grade (grade of “I”) on their transcripts, even if the course is not a required course for the degree. **Please see the University Catalog for EKU policies and requirements for graduation.**
SCHOOL OF NURSING POLICY ON CLASSROOM CODE OF CONDUCT

a. A positive classroom environment should facilitate teaching and learning. Students, in particular, play an important role in creating this type of environment. This Code of Conduct clarifies basic expectations in the classroom.

b. Students are expected to adhere to EKU’s Academic Integrity Policy.

c. Students are expected to attend class, arrive on time to class, stay through the full period, and bring all necessary materials.

d. Students are expected to come prepared to class; in particular, they should have finished all the required readings for that day.

e. Students will not engage in behaviors that detract from the learning experience. Some examples of distracting behaviors include talking in class, sleeping, reading other works, computer surfing, and unnecessary movement in and out of the classroom.

f. Students will conduct and express themselves in a way that is respectful of all persons.

g. Students will review and follow the course syllabi for each nursing (NSC) course which lists other expectations for behavior/conduct in the classroom.

Social Media Policy for School of Nursing Students

1. School of Nursing students must not transmit or place online individually identifiable patient or clinical agency information.

2. School of Nursing students must observe ethical and professional student-faculty and student-patient boundaries online. Online social media contact with faculty or patients blurs these boundaries, as defined by the American Nurses Association Code of Ethics (2015) and National Council of State Boards of Nursing Social Media Guidelines (2012).

3. School of Nursing students should understand that patients, colleagues, organizations and employers may view postings.

4. School of Nursing students must be aware that social networking venues are shared by patients, faculty, colleagues, and the public. Privacy settings should be utilized to separate personal and professional information online.

5. School of Nursing students should bring content that could harm a patient or student’s privacy, rights, or welfare to the attention of appropriate authorities.
ASN COURSE ATTENDANCE POLICY

Students are expected to attend class and actively participate in all aspects of the learning process. This includes class discussions, written work, and in-class activities. National and local studies have shown a direct correlation between attendance and grade performance. Therefore, attendance is considered mandatory.

Students who miss more than 15% of the regularly scheduled class meetings due to unexcused absences are subject to failing the course.

For the purposes of this course, "excused absences" include verifiable medical or family emergencies, University approved activities (accompanied by a University excuse), illness (yours or an immediate family member’s), and other absences as outlined in the University’s “Student Absence from Class” policy. Students should be prepared to document the reasons for the absence. Students whose absences are not excused will receive a zero for any assignments, tests or class activities missed. Students who anticipate having multiple excused absences should contact their instructor as soon as the situation arises so that they can make arrangements for how to handle missed class time.

Students who are unable to resolve an absence issue with the instructor may appeal to the School Chair. The School Chair’s decision is final.

Children and unauthorized visitors are not permitted to attend any School of Nursing class or clinical experience.

GRADING

The grading scale is given in each NSC course syllabus. Please refer to course syllabi and the EKU undergraduate catalog for information on grading. It is the School policy in all NSC courses that grades are truncated, they are not rounded.

OBTAINING COURSE GRADES

Students may obtain mid-term and final grades on-line. Under no circumstance should the student contact the secretarial staff of the School of Nursing requesting grade information.

EKU ACCESSIBILITY ACCOMMODATION STATEMENT

For the current EKU Accessibility Accommodation Statement, please refer to the following link:
http://accessibility.eku.edu/
STUDENT COMPLAINTS AND APPEALS

Students who believe they have not been treated appropriately by a university official may file a complaint or grievance following the procedures listed in the EKU Student Handbook. Please note that grade appeals and readmission appeals follow a separate policy and process. If the complaint involves an academic affairs area, it is noted in the EKU Student Handbook as follows:

“Academic Affairs Area”

Complaints involving a particular class or instructor should be communicated to the instructor or faculty member directly involved. If a resolution is not reached, a complaint or grievance should be filed, in writing, with the School Chair of the class where you are having a problem. If you are not satisfied with the School Chair’s explanation, an appeal, in writing, should be sent to the Dean of the College. If you are not satisfied with the College Dean’s explanation, the final appeal of the complaint or grievance procedure should be made in writing to the Provost and Vice President for Academic Affairs, Coates Room 108.

Complaints involving other areas than Academic Affairs should follow the procedures in the EKU Student Handbook. Any concerns involving discrimination or harassment should be directed to the Office of Institutional Equity, Jones Building, Suite 416. Complete information is given in the EKU Student Handbook.

If the concern is related to a grade appeal or readmission, those policies should be followed specifically. The readmission policy is given in detail in this Associate of Science in Nursing Student Handbook. The policy for appeal of a grade is given in the EKU Policy 4.1.15P and in the EKU Student Handbook as follows, with additional information specific to School of Nursing given in []:

“Grade Appeal”

If a student wishes to appeal a course grade, the procedure below should be followed:

- The student should consult with the instructor, seeking a satisfactory explanation. [Note: In the School of Nursing, if the instructor is not the coordinator of the course, the student should also consult with the course coordinator].
- If, after consulting with the instructor, the student believes that a grievance exists, the student may present a complaint in writing outlining the basis of the grievance to the School Chair within 30 days after the beginning of the next semester, exclusive of summer session.
- The School Chair shall consider the matter in consultation with the instructor and the student and exercise influence towards mediation.
- If the grievance remains unsettled, the School Chair shall as soon as practicable refer the matter to the School of Nursing committee on academic practices composed of the School Chair, two members of the School of Nursing elected by the faculty thereof (with one alternate member to serve in the event that one of the regular members is the person against whom the complaint has been lodged), and one student member chosen by the School Chair. All members of the committee shall have voting privileges.
- Meetings of the School of Nursing academic practices committee shall be scheduled at a mutually agreed upon time, when all relevant parties can reasonably be expected to participate. A student who has agreed to a time for a meeting of the School of Nursing academic practices committee and who does not appear at that meeting may forfeit the right to present evidence beyond that furnished in the original letter of appeal.
- After considering the evidence and any rebuttals submitted by the student and/or the instructor, the committee shall make a decision which shall be binding. All parties shall be informed of this decision within ten working days.
Appeals from the committee’s decision may be made on procedural grounds only and must be made within 20 days following notification of the School of Nursing committee decision. Such an appeal should be made to the dean of the college in which the course is offered and, if necessary, then to the Provost and the Vice-President for Academic Affairs.

As noted above, appeals to the committee’s decision can be made on procedural grounds only. Procedural violations would be a deviation from the above listed procedures. An example would be if the meeting was not scheduled at a mutually agreed upon time when all relevant parties could reasonably be expected to participate.
Math Problems-Rounding Rules

The following math rounding rules are to be used during examination and clinical practice for the Baccalaureate Nursing Program.

1. Greater than or equal to a whole number, round to the nearest $10^{th}$ (i.e., one decimal point) – e.g., 1.24 = 1.2. The exceptions to this rule are IV maintenance fluids and drop rates (see # 3 for IV maintenance fluid and drop rates).

2. Less than a whole number round to the nearest $100^{th}$ (i.e., two decimal points) – e.g., 0.248 = 0.25. The exceptions to this rule are IV maintenance fluids, IV medication infusions, and drop rates (see # 3 for IV maintenance fluid and drop rates; see # 1 for IV medication infusions.

3. IV maintenance fluid and drop rates should always be rounded to the nearest whole number – e.g., 1.2 gtt = 1 gtt.

4. IV medication infusions should be rounded to the nearest $10^{th}$ (i.e., one decimal point) – e.g., 1.24 = 1.2.

5. Students should convert to the unit of measurement that is ordered as the first step of solving the problem. For example, the order is for a medication to infuse at 3 mcg/kg/min; the medication is available as 400 mg in 250 ml. The student should convert the drug available to mcg.

6. Rounding, according to these rules, should occur for the final solution of the math problem.

7. Answers less than a whole number should have a leading zero in the answer (example 0.25 mcg). Answers greater than or equal to a whole number should not have a trailing zero (example 1 mg; 1.5 mL).

8. Adjustments may be made in specialty areas.
EKU Academic Integrity Policy

Preamble:

Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct, and respect for others. In order to meet these values, students at Eastern Kentucky University are expected to adhere to the highest standards of academic integrity. These standards are embodied in this policy, which all students shall pledge to uphold by signing the Eastern Kentucky University Honor Code. By honoring and enforcing this Academic Integrity Policy, the University community affirms that it will not tolerate academic dishonesty. This policy defines the various forms of academic dishonesty, and it outlines the consequences for each. Additionally, this policy gives the method for appealing an instructor's belief that some form of academic dishonesty has in fact occurred.

Statement

Academic Integrity (AI) is a fundamental value for the Eastern Kentucky University community of students, faculty, and staff. It should be clearly understood that academic dishonesty and incidents of academic dishonesty will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication.

Pledge

The AI Pledge, below, is administered through the Terms of Usage for EKU Direct.

The Pledge

I hereby affirm that I understand, accept, and will uphold the responsibilities and stipulations of the Eastern Kentucky University Academic Integrity policy.

The AI Pledge, below, is administered through the Terms of Usage for EKU Direct.
Procedures for Dealing with Academic Integrity Cases

Step 1

When a Violation is Suspected

If an incident of alleged violation of the AI Policy is suspected, any member of the EKU community can initiate the process of review by reporting the incident to the Office of Student Conduct and Community Standards (SCCS) or to a faculty/staff member. If a faculty/staff member receives a report of an alleged academic integrity violation, they shall notify the SCCS Office. The SCCS Office is responsible for notifying the affected responsible faculty/staff member and the appropriate Department Chair/Unit Head of the alleged violations reported to the SCCS Office, Whitlock Bldg, Room 540.

The responsible faculty/staff member may elect to conduct their own review of the allegations (Option A) or may elect for the matter to be referred to the SCCS Office (Option B). Prior to selecting either option, the faculty/staff member should contact the SCCS office to determine if the student has a prior violation.

If a final grade is to be reported to the University before the academic integrity procedures are completed, the responsible faculty member shall report an “incomplete” for the involved student until the final resolution of the matter.

Option A: Faculty/Staff Member Conducts Review

If the responsible faculty/staff member chooses to continue the review of the allegations autonomously, the faculty/staff member should obtain and assess the applicable information in determining whether a violation of the AI policy has occurred. If the faculty/staff member determines that an AI policy violation has occurred, a notification of the violation must be made to the SCCS Office. The faculty/staff member must request information from the SCCS Office regarding the student's previous violations of the AI Policy prior to determining a sanction in this particular case.

- Following receipt of information from the SCCS Office, the faculty/staff member notifies the student in writing of the allegations, the sanction, and the right to contest the allegation and sanction according to the AI Policy procedure. The responsible Faculty/staff member is encouraged to meet with the student and discuss the allegation and the policy. If the student accepts responsibility for the violation and the sanction in writing, the case is closed. There is no appeal of this decision. Upon determination of responsibility, the SCCS Office will enter the report data in the database.
- If the student does not accept responsibility and chooses to contest the allegation and/or sanction, the faculty/staff member will refer the case to the SCCS Office, within five academic days of the meeting. The SCCS Office will meet with the student to discuss the charge and/or sanctions and the right to contest these. If the student accepts responsibility for the violation and the sanction, the case is closed. There is no appeal from this decision. Notification of the violation is made by the SCCS Office into the database for recordkeeping. If the student contests the allegation and/or sanction, the SCCS Office will schedule a hearing, as soon as practicable, with the specific College Academic Integrity Committee from which the incident occurred.

Option B: Faculty/Staff Member Refers Case to SCCS Office

- If a faculty/staff member chooses to refer the case directly to the SCCS Office, the faculty/staff member will send all information concerning the matter to the SCCS Office and the SCCS Office will meet with the student to discuss the alleged violation. If the student accepts responsibility for the violation and the sanction, the sanction is imposed; the case is closed. There is no appeal from this decision. If the
student contests the allegation and/or sanction, the SCCS Office will schedule a hearing, as soon as practicable, with the specific College Academic Integrity Committee from which the incident occurred.

Step 2

College Academic Integrity Committee Hearing

At the College AI Hearing, both the student and the faculty/staff member will present their information. Both the student and faculty/staff member are permitted to bring witnesses with relevant testimony to the hearing in person. At the College AI Hearing, the faculty/staff member will only function as a witness and shall not serve in any adversarial capacity. The Committee members will review all of the information presented and then deliberate in private. At the discretion of the Chair of the Committee, the proceeding may be extended to an additional meeting. At this level of hearing and continuing throughout the process, the student has the option of having a Peer Advisor present. Absent exceptional circumstances beyond the control of the student as determined by the Chair of the Committee, if the student who has been notified of the hearing fails to appear, the proceeding may take place in his or her absence.

A minimum of 4 Committee members must be present. To determine that a violation has occurred, 3 of the 5 Committee members must agree. To determine the sanction, 3 of the 5 Committee members must agree.

The Committee’s decision will be binding. If the Committee determines that the student has violated the AI Policy, before the sanctioning stage of the hearing, the SCCS Office will provide the Committee information regarding whether the student has any previous AI Policy violations recorded or sanctions imposed. The Committee will deliberate again in private in order to determine the appropriate sanction for this violation. The Chair will announce the decision of the Committee, within five academic days, after the close of the hearing.

Step 3

Appealing the Decision of the College Academic Integrity Committee

A student can appeal the decision of the College AI Committee to the University AI Committee. This appeal can only be made based upon irregularities in procedure, new information not available for the first hearing, or punishment not consistent with the violation. The student will notify, in writing, the SCCS Office of their request to appeal to the University AI Committee within five academic days of the College AI Committee’s decision, and a meeting of the University AI Committee will be scheduled as soon as practicable.

Step 4

University Academic Integrity Committee Hearing

A minimum of 4 Committee members must be present. To determine that a violation has occurred, 3 of the 5 Committee members must agree. To determine the sanction, 3 of the 5 Committee members must agree.

At the University AI Committee appeal review meeting, the Committee members will consider all the written information supplied by the student, and the material considered by the College AI Committee, including any response from the faculty/staff member. The Committee can modify or set aside the applied response including sanction, refer the case back to the College AI Committee, or uphold the decision. The Chair will announce the decision of the committee, within five academic days, after the close of the hearing.

The decision of the University AI Committee is final and can only be appealed if the sanction is suspension, expulsion, or “FX” grade.
**Step 5**

**Appealing the Decision of the University Academic Integrity Committee** If the student chooses to contest the sanction of expulsion, suspension, or “FX” grade, the student can appeal to the Provost. The student will notify, in writing, the Office of the Provost of his or her request and grounds for such request, within five academic days of the University AI Committee’s decision. An appeal to the Provost can only be based upon irregularities in procedure, new information not available for the first hearing, or punishment not consistent with the violation. The Provost will render a decision, in writing, within ten academic days of receipt of the appeal.

**Step 6**

**Appealing the Decision of the Provost**

If the Provost upholds the sanction imposed by the University AI Committee I, and if the student chooses to further contest the sanction, the student can appeal to the Board of Regents. The student will notify, in writing, the SCCS Office of his or her request and grounds for such request, within five academic days of the Provost’s decision. As soon as practicable, the SCCS Office will submit the appeal to the Board secretary. An appeal to the Board of Regents can only be based upon irregularities in procedure, new information not available at the first hearing, or punishment not consistent with the violation; the decision of the Board of Regents is final.

### Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Day</strong></td>
<td>In this document, academic day refers to days within an academic term. If the academic day occurs on a weekend, holiday, or University break or if the University is closed due to inclement weather, an action required within a specified number of academic days shall be due on the first day practicable on which University is open during an academic term.</td>
</tr>
</tbody>
</table>
| **Cheating**                | Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise. Cheating includes, but is not limited to, the following:  
  - Giving or receiving assistance not authorized by the instructor or university representative  
  - Participating in unauthorized collaboration on an academic exercise  
  - Using unapproved or misusing electronic devices or aids during an academic exercise  
  - Turning in substantially similar papers/assignments as other student(s) |
<p>| <strong>College Academic Integrity Committee</strong> | The College Academic Integrity Committee is comprised of 5 members (2 faculty from the department where the incident arose, 1 faculty from the college at large, and 2 students from the college at large but not from the department where the incident arose.) If this case involves a graduate student, at least one of the students on the Committee will be a graduate student. One member, elected by the Committee, will serve as Chair. The College may form a standing committee for this purpose. The student members and a student alternate, who shall serve if one of the student members is not available or if there is a conflict of interest, shall be selected by a procedure determined by the college. |
| <strong>Fabrication</strong>             | Fabrication is a form of deception and occurs when a student misrepresents written or verbal information in an academic exercise. Fabrication includes, but is not limited to, the following: |</p>
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.</td>
<td></td>
</tr>
<tr>
<td>Listing sources in a bibliography not directly used in the academic exercise</td>
<td></td>
</tr>
<tr>
<td>Submission in a paper, thesis, lab report, practicum log, or other academic exercise of falsified, invented, or fictitious data or information or deliberate and knowing concealment or distortion of the true nature, origin or function of such data or information</td>
<td></td>
</tr>
<tr>
<td>Submitting as your own any academic exercise (verbal, written, electronic, or artistic work) prepared totally or in part by another person</td>
<td></td>
</tr>
</tbody>
</table>

"FX" Notation

"FX" grade denotes failure in the course due to academic dishonesty.

Plagiarism

Plagiarism occurs when a student represents work taken from another source as his or her own. It is imperative that a student give credit to information, words, ideas, and images that are integrated into his or her own work. Acknowledgement of a source of information in any form should consist of complete, accurate, and specific references and, if verbatim statements are included, quotation marks as well. Examples of plagiarism include, but are not limited to, the following:

- Using words, ideas, or images from another source (including the Internet), whether in quotation marks or not, without giving credit to that source in the form of a bibliographic citation
- Using facts, statistics, or other supporting materials that are not clearly common knowledge without acknowledgement of the source

Silent Advisor

An accused student has the right to have a silent advisor present, who may be an attorney, student, friend, etc. at any proceedings at step 2 and step 4. The silent advisor is not permitted to speak in any hearing through this process.

Triviality

A case may be dismissed if it is found to be trivial. A trivial case is one with no possible consequences to a matter of legitimate concern of the academic community or one with no tendency to undermine trust within the community.

University Academic Integrity Committee

The University Academic Integrity Committee pool is comprised of thirteen members: 2 members nominated from each college and 1 student. The college members shall constitute a pool from which to select the sitting committee for an appeal. The student member and a student alternate, who shall serve if the student member is not available or if there is a conflict of interest, shall be nominated by the Student Government Association Members, except for the student member, who shall serve two year, staggered terms. The Chair of the committee shall be elected by the Committee membership.
Tobacco Products

Policy Statement

EKU supports initiatives designed to foster a healthy campus climate for EKU faculty, staff, students, volunteers, vendors, patrons, customers, guests, visitors and Persons employed as an EKU contractor. This Policy is designed to support health initiatives for EKU and its extended regional campuses by designating all EKU owned, rented and leased property as Tobacco-free, including surrounding exterior spaces and recreational areas.

Entities Affected by the Policy

This Policy is in effect for all Persons, at all times, who are attending classes, working, living, visiting, attending or participating in athletic events and all activities and programs on University owned, leased, occupied or controlled property including buildings and structures, residence halls, leased houses, grounds, exterior open spaces, parking lots and garages, on-campus sidewalks, streets, driveways, stadiums, recreational spaces, practice fields, University Property outside the main campus such as regional campuses, farm facilities, art galleries, performance venues, and sporting venues and functions that are held in these facilities and venues. This Policy is also in effect for all Persons, at all times, who are in vehicles owned, leased or rented by the University, including maintenance vehicles, automobiles, shuttles, utility vehicles, and golf carts as well as personal vehicles on University Property.

Policy Procedures

The use of all Tobacco is prohibited on all Property that is owned, leased, occupied, or controlled by the University. This includes buildings and structures, residence halls, housing facilities operated by Employee Housing, grounds, exterior open spaces, parking lots, and garages, on-campus sidewalks, streets, driveways, stadiums, recreational spaces, practice fields, University Property outside the main campus such as regional campuses, farm facilities, art galleries, performance venues, and sporting venues and functions that are held in these facilities and venues. The use of Tobacco is prohibited in Vehicles owned, leased or rented by the University, including maintenance Vehicles, automobiles, shuttles, utility Vehicles, and golf carts as well as while in personal Vehicles on University Property. The University will provide educational information and programs on Tobacco use cessation.

Exemptions

- Tobacco use may be permitted for controlled research with prior approval of the appropriate dean or director. Smoke, like any other laboratory air contaminant generated, shall be controlled locally in a chemical hood or other exhaust system that provides 100% exhaust to the outside.
- Tobacco use may be permitted for educational, clinical, or religious ceremonial purposes or as part of University sanctioned theatrical events with prior approval of the appropriate dean.
- Tobacco use may be permitted on properties the University owns, but leases or otherwise conveys an interest (e.g. an easement) to a non-University party, according to the provisions of the applicable lease or agreement.
- Tobacco use may be permitted in employee housing units under current leases. Any new leases for new tenants after June 1, 2014 will prohibit the use of tobacco in employee housing unit.

Responsibilities

All members of the University community share in the responsibility for adhering to this policy and bringing it to the attention to visitors.

The authority for enforcement is vested in the Senior Vice President or appropriate Vice President in conjunction with the Executive Director of Human Resources and Vice President of Student Success.
Violations of the Policy

Violations of this policy are subject to the corrective action and disciplinary procedures as set forth in the Faculty Handbook, Staff Handbook and Student Handbook. Visitors refusing to comply may be asked to leave campus.
ASN EXPENSES

In addition to regular University fees and cost of books, students of baccalaureate nursing should anticipate additional expenses as follows:

**First SEMESTER**
- Uniform from American Scrub Company
- White leather shoes
- White or natural stockings (as appropriate)
- Name badge from Scrubsies
- Wristwatch with second hand
- Bandage scissor
- Stethoscope
- Pen Light
- Transportation Costs
- ++ Professional Liability Insurance

**Second SEMESTER**
- Transportation Costs
- ++ Professional Liability Insurance
- Course Fees
- Textbooks

**Third SEMESTER**
- Transportation Costs
- ++ Professional Liability Insurance
- Course Fees
- Textbooks
- Apply for graduation

**Fourth SEMESTER**
- Transportation Costs
- Application fee for Licensure
- ++ Professional Liability Insurance
- Course Fees
- NCLEX Application Requires Current Photo
- NCLEX and State Application Fees
- Textbooks

Notice: Application for Graduation and associated fees are required the semester prior to graduation.

* Some of these items may be deductible on income tax. You should retain proof of payment for this purpose.
+ See example shown in the “Clinical Information” section – ASN dress code
++ Purchase through Eastern Kentucky University for period of August 1 – July 31.
SOURCES OF FINANCIAL AID
for Study in Nursing

Scholarships may be available to students from Kentucky Board of Nursing, hospitals, and from EKU. Please check with the EKU Office of Student Financial Assistance (859-622-2361) the office is located in Student Services Building room 251, the KBN website, and various hospitals and employing agencies for additional information and eligibility requirements.

The Robert R. Martin Student Emergency Loan Fund (S.E.L.F.) is a source of short term, emergency loans to students who have been admitted into their major in the College of Health Sciences. The loan may be made for up to $150 for a maximum of 90 days. Application can be made through the Health Sciences Learning Resource Center (HSLRC), Rowlett 312.

Some limited scholarship opportunities are available for nursing students who meet the specific criteria for the scholarships as established by those funding the scholarships and/or the School of Nursing. Please see the School of Nursing administrative coordinator or advisor for more specific information on these opportunities.
PREPARING FOR GRADUATION

Students should apply for graduation during the semester prior to graduation. This will trigger a pre-graduation review by EKU professional advisors/graduation experts to determine the earliest, reasonable graduation semester. Additional information related to graduation from EKU is available at https://registrar.eku.edu/applying-graduation.

Application to take the National Council Licensure Examination (NCLEX) for registered nurses must be filed with NCLEX in California and with the Board of Nursing in the state in which the licensure examination is to be taken, in the student’s final semester in the program.

Application forms for those students taking the licensure examination in Kentucky are available on the Kentucky Board of Nursing’s website (https://kbn.ky.gov). Application must be made and fees must be paid to both the state nursing board and NCLEX prior to admission to the licensure exam. Instructions are provided on the website and on the State Board of Nursing Application.

Students who wish to take the licensing examination in a state other than Kentucky should contact the Board of Nursing of that state early in final semester for an application information. The information should be given to the School Chair to complete necessary information by the School of Nursing as early as possible.
STUDENT NURSING ASSOCIATION (NSN)

Students are encouraged to become members of the Nursing Student Network. The organization meets regularly for programs including speakers, film topics related to nursing, service projects, and field trips to places of interest to members. Members participate in activities with students from other schools, in legislative issues, and other projects related to health care delivery.

At the beginning of each semester, incoming students are oriented to this organization. The organization offers the students in nursing their first opportunity to become involved in professional organization activities.

Students pay dues which entitle them to membership at the local, state (Kentucky Association of Nursing Students), and national (National Student Nurses Association) levels. Students are encouraged to attend the state and national convention. Fund raising projects are conducted throughout the year to help pay expense of members who attend the state and national conventions.

The local association is governed by an executive board which is elected by the membership late in the Spring Semester. Faculty advisors are appointed by the School Chair, in consensus with the Chapter members.
SCHOOL OF NURSING COMMITTEE PARTICIPATION

ASN student representation to the Faculty Organization of the School of Nursing and to the designated standing committees shall be selected by faculty and must be second or third semester students in good standing.

The student representation shall be:

- Undergraduate Admissions/Readmission Committee: One (1) second or third semester student in good standing who serves only when policy revisions are considered.

- Undergraduate Student Support Committee: Two (2) second or third semester students in good standing.

- Faculty Organization: One (1) student of second or third semester in good standing.

- Academic Practices: One (1) student appointed by the School Chair.

- ASN Curriculum Committee: One (1) second or third semester student in good standing.
APPENDIX I

MECHANISMS FOR PROTECTION OF RIGHTS

Assurance-Informed Consent

To safeguard the basic human rights of self-determination, consent to participate in research or unusually clinical activities must be obtained from the prospective subject or his legal representative. Free and informed consent is expected to incorporate the following entities: an explanation of the study, the procedures to be followed and their purposes; a description of physical risk or discomfort, any invasion of privacy, and any threat to dignity; and the methods used to protect anonymity and to ensure confidentiality. The subject needs also to receive a description of any benefits to the subject and/or to the development of new knowledge that potentially might be expected. In instances in which control groups are utilized and therapeutic measures, such as drugs are withheld, appropriate alternative procedures that might be advantageous for the subject need to be discussed with him.

In addition to making available explicit information, an offer to discuss or answer additional questions must be made. The investigator also must inform the subject that one is free to discontinue participation in the activity at any time that the subject wishes to do so. If subjects are patients of other practitioners, the investigator had an obligation to discuss the proposed study with that individual prior to its inception and to negotiate support for its successful completions.

Subsequent to having all of the above information, the person’s consent must be voluntarily given without overt or covert coercion being used and without deception being practiced upon the subject. Should research design require some degree of concealment of the true purpose of methodology of the study, the design must also provide for subsequent disclosure of the nature of the concealment and the rationale for incorporating secrecy as part of the procedure.

On some occasions, a research design involves procedures or possible outcomes that may impinge upon the rights of someone related to the subject, such as a spouse or parent. In such cases the informed consent of that individual must also be obtained.

The informed consent of parents or legal guardians must be obtained for investigations that involve minors or individuals judged to be legally incompetent to handle their own affairs. In instances in which these subjects have the capacity to comprehend the implications of the proposed activity they should also be asked to give their consent. In this case, consent supplements rather than supplants that of the parents or other legal agent.

As part of any study protocol, documentation of the procedures to be followed in obtaining informed consent is expected. If written consent is not to be obtained, justification of the omission must be provided. Since the investigator carries the major responsibility for ensuring that the rights of subject are protected, the investigator must throughout the course of the investigation and thereafter scrupulously adhere in the mutual agreement (whether oral or written) contracted with each subject.
APPENDIX II

COMMUNICABLE DISEASES & BLOOD-BORNE PATHOGEN POLICY

The School of Nursing recognizes the importance of minimizing the exposure of students and/or patients in a clinical setting to communicable diseases and blood-borne pathogens, as defined by the Centers for Disease Control (CDC). The School of Nursing emphasizes this through education regarding Universal Precautions, proper hand hygiene and disinfection/decontamination procedures, and collection of student immunization and health screening records. Students must adhere to the University Exposure Control plan: https://health.eku.edu/sites/health.eku.edu/files/files/Blood%20Borne%20Pathogens%20Exposure%20Control%20Plan%20ReviewedFall2017.pdf, as well as the Exposure Control Plan of the assigned clinical agency.

In the case of an exposure to a blood-borne pathogen, students are expected to follow the Exposure Control Plan that is established at the clinical site in which the exposure occurred. Students may follow-up at EKU's Student Health Services as needed. All exposure incidents should be reported immediately to the clinical instructor and the School Chair and following care, appropriate EKU Nursing Program and clinical agency forms should be completed.

LATEX SENSITIVITY/ALLERGY POLICY

Policy

Those persons with known sensitivity to latex shall be treated as if they have a known allergy. Students may be requested to provide documentation from their health care provider.

Purpose

To provide general information about latex products and potential types of allergic reactions. Procedure for those persons with sensitivity/allergy to latex.

Scope

Pertains to all students and faculty.

Responsibility

- Students are responsible for providing accurate allergy history.
- College will provide persons with non-latex gloves upon request in the laboratory setting.
- Students are responsible for preventing and/or limiting their exposure to latex in laboratory/clinical situations.
- If a latex sensitivity/allergy exists, the student understands that 100% prevention of exposure to latex in any laboratory/clinical situation may not be possible and that they may experience a life threatening allergic reaction.
- Thus, if a latex sensitivity/allergy exists at any time during the program of study, the student with their health care provider is responsible for deciding if a health career is possible.
EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING

STUDENT AGREEMENT

I have received an electronic copy of the 2020-2021 Associate of Science in Nursing Student Handbook. The entire contents of this Handbook discussing the policies and procedures of the Associate of Science in Nursing program have been read and understood.

I intend to comply fully with the policies and procedures of the School of Nursing, the Associate of Science in Nursing Student Handbook, policies of assigned clinical agencies, and policies of Eastern Kentucky University.

I hereby affirm that I understand, accept, and will uphold the responsibilities and stipulations of the Eastern Kentucky University Honor Code and Academic Integrity Policy, ANA Code of Ethics, as well as the University and Associate of Science in Nursing Codes of Conduct.

I understand that failure to adhere to these rules, regulations, and guidelines can result in disciplinary measures, denial and/or removal from clinical placement, and/or not completing the major in the desired time frame. I also understand my rights and responsibilities as a student in Eastern Kentucky University Associate of Science in Nursing courses and/or clinical experiences.

______________________________________________
Student's Full Name (Printed)

______________________________________________
Student's EKU ID #

______________________________________________
Student Signature

______________________________________________
Date
STUDENT DOCUMENTATION CHECK-OFF FOR APPLICATION

NAME: _______________________________ EKU ID: _______________________________

Please check each required documentation when complete and add the date as they apply. Must have all items checked and uploaded as well as approved in CastleBranch to be considered complete for review. Incomplete applications will not be reviewed.

Submit as hard copies to Rowlett 220:

Submit/Upload ONLY into CastleBranch:

_____ Application documentation: ____________

Application       DegreeWorks

_____ MMR Vaccines/Titer:     ________/______ or (titer) ________/______

Vaccine #1    Vaccine #2

_____ TdaP Vaccine: ________/______

_____ Hepatitis B Vaccines/Titer: ________/______ ________/______ ________/______ or (titer) ________/______

Vaccine #1    Vaccine #2    Vaccine #3

_____ Tuberculosis Screening (2-step PPD OR Blood Test)

2-step PPD Option: TB Test 1 Administered: ________/______ Read: ________/______ Lot number: ________ Vial Exp. Date ________/______

TB Test 2 Administered: ________/______ Read: ________/______ Lot number: ________ Vial Exp. Date ________/______

OR

(To be considered a 2-step PPD, first and second TB tests must be received 1-3 weeks apart.)

Blood Test Option: Date: ________/______

_____ CPR: American Heart Association, Basic Life Support: ________/______

Exp. Date

_____ Varicella Vaccines/Titer: ________/______ ________/______ or (titer) ________/______

Vaccine #1    Vaccine #2

_____ Criminal Records Check through CastleBranch

_____ Drug Screening through CastleBranch

_____ Health Insurance Verification Letter Date: ________/______ Effective Date: ________/______

Group or ID Number: __________________________

(Your name MUST be listed on the letter.)

_____ Annual Influenza Vaccine (Due by October 31st) ________/______
**ADMISSION SCALE - ASSOCIATE OF SCIENCE IN NURSING**

When there are *more applications than spaces available, applicants will be competitively admitted based on the highest scoring rank using the following criteria:

<table>
<thead>
<tr>
<th>Student: ___________________________</th>
<th>EKU Student ID ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current GPA</td>
<td>Points possible = 4.0</td>
</tr>
<tr>
<td>(high school or cumulative college)</td>
<td>*minimum 2.50 GPA required</td>
</tr>
<tr>
<td></td>
<td>Total points earned:</td>
</tr>
<tr>
<td>HESI A2 Nursing Assessment Exam:</td>
<td>Points possible: 40</td>
</tr>
<tr>
<td>- Reading comprehension</td>
<td>90-100 = 10</td>
</tr>
<tr>
<td>- Grammar</td>
<td>80-89 = 5</td>
</tr>
<tr>
<td>- Vocabulary</td>
<td>75-79 = 0</td>
</tr>
<tr>
<td>- Math</td>
<td>Below 75 – not eligible</td>
</tr>
<tr>
<td></td>
<td>* Each assessment area scored</td>
</tr>
<tr>
<td></td>
<td>* Minimum scores in each area</td>
</tr>
</tbody>
</table>

**Previous Nursing Program Enrollment/Transfer**

<table>
<thead>
<tr>
<th>Previous enrollment and/or transfer from another Nursing Program</th>
<th>Two points will be deducted for (each) previous Nursing Program failure</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Excludes pre-clinical NSC courses</td>
<td></td>
</tr>
</tbody>
</table>

Total points earned toward admission: ___________

Date:___________________

Revised February 2020
UPLOAD ALL DOCUMENTS INTO CASTLEBRANCH AND ENSURE THEY ARE APPROVED BEFORE STARTING NURSING PROGRAM

Note: You will be required to register for Professional Liability Insurance through EKU Direct if you are accepted into the clinical sequence program. More information regarding PLI will be found in your letter upon acceptance.

If any required documentation is not complete and turned in by deadline please state below the reason and date of when documentation will be submitted. Will need approval from chair for late items to be submitted.

_______________________________________________________________

Chair Approved & Date
Eastern Kentucky University
Student Health Services
Tuberculosis Risk Assessment

Name: ______________________________________________________________________________

Student ID: _____________________________________     Date: ______________________________

Please answer the following questions:

<table>
<thead>
<tr>
<th>ASSESSMENT</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you ever had a positive TB skin test, TB blood test or history of active TB disease?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever lived with or had close contact with someone that was sick with TB?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you frequently work with patients that have active TB?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you lived outside of the United States for more than 30 days during your lifetime?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you been employed in or perform regular volunteer work in a jail/prison, nursing home, homeless shelter, healthcare setting or HIV clinic?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SYMPTOMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unexplained fatigue</td>
</tr>
<tr>
<td>Unexplained weight loss</td>
</tr>
<tr>
<td>Fever</td>
</tr>
<tr>
<td>Night sweats</td>
</tr>
<tr>
<td>Prolonged Cough</td>
</tr>
<tr>
<td>Blood in urine</td>
</tr>
<tr>
<td>Blood in Sputum</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FINDINGS FROM TB RISK ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Negative</td>
</tr>
<tr>
<td>Positive for symptoms of TB</td>
</tr>
<tr>
<td>Positive for risk factors for exposure to or acquiring active TB</td>
</tr>
<tr>
<td>Verbal history of positive TST, IGRA or active TB</td>
</tr>
</tbody>
</table>

Proceed to TST unless verbal history of positive TST, IGRA or active TB.

Provider Signature: ____________________________________________________________

8/2016
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING
Application for Readmission

To be completed by students seeking readmission. Please return fully completed documents to Rowlett 220 no later than 12 noon on first Friday following finals each semester.

Name:________________________________________

EKU ID#:____________________________

Home Address:__________________________________________________________________________

EKU Email Address: ________________________________________________________________@mymail.eku.edu

Admission is desired to ___________________________ for ____________ 20_____.

                     (Course/Courses)                                                (Semester)               (Year)

Have you ever received a grade less than “C” or “satisfactory” in any NSC course?
Yes [ ] No [ ]  If yes, please explain:

Give reason why you must seek Readmission. Please check:

________  1. Dropped a nursing or support course receiving a W.
________  2. Final grade equivalent below 2.0 (C) in any nursing or support course.
________  3. Unsatisfactory evaluation in clinical.
________  4. Dropped out of the nursing program for one or more semesters.

Your presence is not required when your application for readmission is reviewed by the committee. If you choose to appeal the committee’s decision, your presence is recommended at the committee meeting.

The following items must be included with your application for it to be complete. (Only complete applications will be considered.)

1. Copy of Degree Audit from Degree Works and a copy of your unofficial transcript report from EKU Direct.
2. Explanation of circumstances that resulted in your lack of success or withdrawal from the program. (Please attach additional sheet if necessary.)
3. If you were unsuccessful in a course, please describe 2 specific changes you will make to ensure your success if granted readmission to the program.
4. List courses you are taking this semester and during the summer (if applicable).

__________________________________________  ____________________________
Signature                                      Date

Revised 01/12, 01/15, 01/18
APPLICATION FOR ADMISSION-CONSIDERATION BY EXCEPTION

Student Section: To be completed by students seeking admission by exception. Please return fully completed documents to Rowlett 223 by March 31 for Fall Semester and October 31 for Spring Semester.

NAME: ________________________________________________  EKU ID#____________________

EKU EMAIL ADDRESS TO WHICH NOTIFICATION OF DECISION LETTER IS TO BE SENT:

________________________________________________________________@mymail.eku.edu

(_______) _________ - _________          (_______) _________ - _________          (_______) _________ - _________
Cell Phone                                               Home Phone                                  Other

Admission is desired to __________________ for ________        2__________
(course)                             (semester)              (year)

Your presence is not required when your application for readmission is reviewed by the committee. If you choose to appeal the committee’s decision, your presence is recommended at the committee meeting.

Please state the reasons (extraordinary circumstances) for consideration for admission by exception (use back of form or additional pages if needed):

Please state why the committee should act favorably on your request:

NOTE: The following items must be included with your application for it to be complete.

1. Copy of Degree Audit from Degree Works (available beginning March 2010) and a copy of your unofficial transcript report from EKU Direct.
2. List of courses you are taking this Summer/Semester.
3. Application for Admission to Clinical Nursing Sequence

__________________________________________          _________________________
Signature                                        Date

Revised 01/10
School of Nursing

Student Success Plan

Student Name: ____________________________________ Semester/Year: ________________________

Course: ______________________  Course Faculty: _________________________________________

Advisor: ________________________________

Professional goal(s):

Academic goal(s):

Identify 2 specific goals for this semester:

1. 

2. 

Identify 2 specific strategies for success this semester:

1. 

2. 

_________________________________  ______________________________
Student signature/date  Course Faculty signature/date