



**EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING**

**BACCALAUREATE
NURSING PROGRAM
STUDENT HANDBOOK**

2020-2021

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INTRODUCTION

This handbook is for those students enrolled in Eastern Kentucky University's Baccalaureate 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 Baccalaureate of Science in Nursing program and with the general academic information section of the ECU Undergraduate Catalog.

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

CURRICULUM INFORMATION

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING

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 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)

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.

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.**

Revision Approved: August 19, 2009

Reviewed & Updated: February 5, 2010

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.

BSN Professional Nursing Practice Outcomes

Upon completion of the baccalaureate nursing program, the B.S.N. graduate:

1. Demonstrate self-care, professionalism, accountability, and competence in nursing practice with a commitment to advancing the profession of nursing and respecting clients' rights to self-direction and decision making.
2. Synthesize communication, collaboration, critical thinking, research, leadership, and teaching/learning knowledge when functioning as a leader or member of an intra/inter-professional health care team.
3. Examine the impact of ethical and legal issues on complex health care and nursing practice.
4. Use the nursing process, evidence-based nursing practice, critical thinking, research methodologies, informatics, and health care technology to provide therapeutic interventions across levels of prevention, predict outcomes, and influence the care of patients with complex health problems.
5. Evaluate safe effective, quality health care for complex clients.
6. Advocate for improved care for complex care patients.
7. Synthesize knowledge of systems including sociopolitical, cultural, and epidemiologic systems, and health care economics when analyzing complex care situations.

Revised 10/10/10

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:

<https://nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses>

CURRICULUM ORGANIZATION

CURRICULUM ORGANIZATION FRAMEWORK

The major philosophical concepts provide direction for curriculum organization and outcomes. These concepts are derived from professional 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.

Professional 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.) Explore the epidemiology of the selected health care problems,
- 3.) Examine care management issues across the levels of prevention, with a focus on appropriate therapeutic nursing interventions and essential competencies required for safe practice,
- 4.) Analyze case management approaches to health care, with a focus on functioning as a member of an interdisciplinary health care team, and
- 5.) Provide opportunities for students to demonstrate knowledge and role-appropriate skills.

The pre-clinical nursing courses provide students with basic, frequently used skills (psychomotor, communication, and nursing science domain overview) necessary for entry into the clinical setting.

The health assessment, pathophysiology, and clinical drug therapy courses provide the knowledge and foundation necessary for making clinically effective decisions with clients in a variety of settings. The research course enhances critical thinking, problem solving, and decision making skills. The leadership and role transition courses offer opportunities to synthesize nursing competencies for systems management and to critically analyze factors which shape nursing practice and effect change in the health care delivery system.

BSN Organizing Concepts

I. Professionalism

- A. Leadership
- B. Ethical/Legal Practice

II. Evidence-based Nursing Practice

- A. Nursing Process
- B. Research
- C. Informatics & healthcare technology
- D. Communication
- E. Collaboration
- F. Critical thinking

III. Systems

- A. Patients/client system (individual, family, communities, populations)
- B. Health care systems

Revised October 2, 2009

Professionalism

“Professionalism is defined as the consistent demonstration of core values evidenced by nurses working...to achieve optimal health and wellness outcomes in patients...by wisely applying principles of altruism, excellence, caring, ethics, respect, communication, and accountability” (Interprofessional Professionalism Measurement Group, 2008). “Professionalism also involves accountability for one’s self and nursing practice, including continuous professional engagement and lifelong learning.” (AACN Essentials 2009, pg 27)

Leadership

Leadership is the ability to apply learned skills by which nurses influence the direction of health care, the nursing profession, and the quality of health care for patients. Effective leaders are innovative, flexible, and foster inter/intradisciplinary collaboration and communication.

Ethical/Legal Practice

Ethical practice is the implementation of moral principles and standards governing conduct. Legal practice is the adherence to the laws and regulations governing nursing.

Reviewed & Updated: February 5, 2010

Evidence-based Nursing Practice

Evidence-based Practice: “Care that integrates the best research with clinical expertise and patient values for optimum care” (IOM, 2003b). Evidence-based nursing practice is the delivery of safe and effective patient-centered care across the lifespan.

- A. Nursing Process: is a problem solving method which includes assessment analysis, planning, implementation, and evaluation. Critical elements of the nursing process include levels of prevention, safety, cultural sensitivity, and quality management in health care.
- B. Research: is a systematic, scientific inquiry into phenomena relevant to evidence-based nursing practice for the purpose of validating and developing knowledge of the profession.
- C. Informatics & Health Care Technology: is the use of electronic systems to gather, monitor, and analyze data in the provision and improvement of patient care.
- D. 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.
- E. 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.
- F. Critical Thinking: is the process of questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application, and creativity (AACN, 1998; as cited in AACN, 2008, p. 37). Critical thinking underlies independent and interdependent decision making. (AACN, 2008, p. 37)

Reviewed and Updated: February 5, 2010

Systems

The concepts of systems theory are integral to professional nursing practice. Systems function through interdependent, interacting components. All systems are part of a larger system.

- A. The **patient/client system** includes the individual, family, communities, and populations.
 - a. The individual is an integration of biological, psychological, sociocultural, and spiritual spheres. Although composed of similar systems and subsystems, individuals are considered across the life span in relation to their human diversity, genetics, and growth and development.
 - b. The family is an open system that continually interacts with its members and the environment. Family is defined by the individual.
 - c. The community is either a geopolitical or phenomenological group of people with shared interests, goals, identity, and/or physical boundaries.
 - d. Population is any group with a common characteristic.

Health care systems are systems of delivery of health care to individuals, families, communities, and populations. These systems operate within the context of local, national, and global societies and processes. They are formed by policies that affect health outcomes. The nursing profession interacts with health care systems to advance safe, compassionate, quality, cost-effective, scientific, and ethical care among diverse populations.

Reviewed & Updated: February 5, 2010

Professional Standards of BSN Program

The *Essentials of Baccalaureate Education for Professional Nursing Practice*, published by the American Association of Colleges of Nursing in 2008, has been adopted as the professional standard to guide the undergraduate curriculum. The document specifies the essentials which are essential for all baccalaureate nursing programs. These essentials are congruent with the curriculum organizing concepts and are integrated into the baccalaureate curriculum.

Executive Summary

From *The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008)*

This *Essentials* document serves to transform baccalaureate nursing education by providing the curricular elements and framework for building the baccalaureate nursing curriculum for the 21st century. These *Essentials* address the key stakeholders' recommendations and landmark documents such as the Institute of Medicine recommendations for the core knowledge required of all healthcare professionals. This document emphasizes such concepts as patient-centered care, interprofessional teams, evidence-based practice, quality improvement, patient safety, informatics, clinical reasoning/critical thinking, genetics and genomics, cultural sensitivity, professionalism, and practice across the lifespan in an ever-changing and complex healthcare environment.

Essentials I-IX delineate the outcomes expected of graduates of baccalaureate nursing programs. Achievement of these outcomes will enable graduates to practice within complex healthcare systems and assume the roles: provider of care; designer/manager/coordinator of care; and member of a profession. Essential IX describes generalist nursing practice at the completion of baccalaureate nursing education. This Essential includes practice-focused outcomes that integrate the knowledge, skills, and attitudes delineated in Essentials I-VIII. The time needed to accomplish each Essential will vary, and each Essential does not require a separate course for achievement of the outcomes.

The nine Essentials are:

- Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice
 - A solid base in liberal education provides the cornerstone for the practice and education of nurses.

- Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety
 - Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality care.

- Essential III: Scholarship for Evidence Based Practice
 - Professional nursing practice is grounded in the translation of current evidence into one's practice.

- Essential IV: Information Management and Application of Patient Care Technology
 - Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.

- Essential V: Health Care Policy, Finance, and Regulatory Environments
 - Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.

- Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes

- Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.
- Essential VII: Clinical Prevention and Population Health
 - Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.
- Essential VIII: Professionalism and Professional Values
 - Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.
- Essential IX: Baccalaureate Generalist Nursing Practice
 - The baccalaureate-graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.
 - The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

Learning opportunities, including direct clinical experiences, must be sufficient in breadth and depth to ensure the baccalaureate graduate attains these practice-focused outcomes and integrates the delineated knowledge and skills into the graduate's professional 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 professional nurse. A clinical immersion experience provides the opportunities for building clinical reasoning, management, and evaluation skills.

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING

Traditional BSN Curriculum Plan

Effective Fall 2019

<u>First Year</u>					
<u>First Semester</u>			<u>Second Semester</u>		
HSO 100	Student Success Seminar	1	BIO 308	Anatomy & Physiology II	3
			CHE 105 & 105L	Chemistry For Health Science I	4
BIO 307	Anatomy & Physiology I	3	Gen. Ed. 1B	Written Communication	3
Gen. Ed. 1A	Written Communication	3	Gen Ed.	(Select from 3A or B, 5A, or 6)	3
PSY 200	Introduction to Psychology	3	Gen. Ed. 1C	Oral Communication	3
MAT 105	Mathematics with Applications	3			16
Gen. Ed. 4A	Natural Science	<u>3</u>			
		16			
<u>Second Year</u>					
<u>Third Semester</u>			<u>Fourth Semester</u>		
BIO 273/MLS 209	Clinical/Medical Microbiology	4/3	STA 215*	STA or Gen. Ed.	3
NSC 232	Health Assessment & Promotion I	2	NSC 332	Health Assessment & Promotion II	1
NSC 232L	Health Assessment & Promotion I Lab	1	NSC 332L	Health Assessment & Promotion II Lab	1
NSC 242	Communication in Nursing	3	NSC 350	Pathophysiology	3
NSC 252	Intro to Professional Nursing	3	NSC 380	Adult Health Nursing 1	2
NFA 201	Essentials of Nutrition	3	NSC 380C	Adult Health Nursing 1 Clinical	2
		<u>15/1</u>	Gen. Ed.	(Select from 3A or B, 5A, or 6)	3
		15/1			15
<u>Third Year</u>					
<u>Fifth Semester</u>			<u>Sixth Semester</u>		
NSC 330	Clinical Drug Therapy	3	NSC 390W	Research for EBNP	2
NSC 386	Adult Health Nursing II	7	NSC 392	Mental Health Nursing	3
NSC 386C	Adult Health Nursing II Clinical	3	NSC 392C	Mental Health Nursing Clinical	2
STA 215*	STA or Gen. Ed. (Select from 3A or B, 5A, or 6)	3	NSC 396	Family Health Nursing	5
		<u>16</u>	NSC 396C	Family Health Nursing Clinical	2
		16	Gen. Ed.	(Select from 3A or B, 5A, or 6)	3
** Application for Graduation.			*** HESI Mid Curricular.		17
<u>Fourth Year</u>					
<u>Seventh Semester</u>			<u>Eighth Semester</u>		
NSC 480	Health Care Leadership	3	NSC 492	Complex Clinical Health Care	2
NSC 484	Adult Health Nursing III	2.5	NSC 492C	Complex Clinical Health Care	3
NSC 484C	Adult Health Nursing III Clinical	2.5	NSC 495	Professional Role Transitions	2
NSC 487	Public Health Nursing	2.5	NSC 496	Application of Nursing Theory	2
NSC 487C	Public Health Nursing Clinical	2.5		Free Elective (optional)	
Gen. Ed. 3A/B, 5A or 6		<u>3</u>			9
		16			

* Statistics options include STA 215, STA 270, COR 400, CRJ 400, PSY 309, QMB 200, SOC 232, HEA 350, or approved substitutions.

** Baccalaureate seeking students must apply to graduate in the semester they earn 90 credit hours. Application for graduation is available online through ECU Direct.

*** HESI Mid curricular is completed at the end of NSC 396. If students are below standard on the HESI Mid Curricular, they are required to enroll in NSC 378 in the 7th semester.

A minimum of 120 credit hours is required for the BSN degree.

Class scheduling is dependent on student enrollment as well as faculty and clinical availability. The program reserves the right to alter the schedule plan as necessary to ensure a quality educational program.

Revised Summer '12, Fall '13, Spring '15, Summer '17, Spring '18, Spring '19, Fall '19

Required NSC courses:	65 hours
General Education (Support Courses which fulfill Gen Ed are in Bold):	36 hours

- | | |
|---|---|
| 1. Communication | 9 |
| A. ENG 101 or 105 | |
| B. ENG 102, or HON 102 | |
| C. CMS 100 or 210 | |
| 2. Mathematics (MAT 105) | 3 |
| 3. Arts and Humanities | 6 |
| (One of each or two integrated) | |
| 4. Natural Sciences (lab courses) | 7 |
| -CHE 105 & 105L (4 hours) | |
| -Additional Course from Element 4 (3 hours) | |
| 5. Social and Behavioral | 6 |
| A. History | |
| B. Social Science (PSY 200) | |
| 6. Diversity-Two Courses | 6 |

University:

- | | |
|-------------------------------------|---|
| Orientation Course (HSO 100) | 1 |
| Writing Intensive Course (NSC 390W) | 2 |
| ACCT Course (NSC 492) | 5 |

Other Support:

BIO 307 A/P, BIO 308 A/P, BIO 273 or MLS 209, NFA 201, STA 215 or equivalent	16/15
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Electives	as needed
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Total 120-122

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING
2nd Degree BSN Curriculum Plan
21 Month Plan
Effective Fall 2020

Prerequisite Support Courses which must be completed prior to admission to the Second Degree
Option Nursing Major: BIO 307, BIO 308, BIO 273/MLS 209, NFA 201, and STA 215*

First Semester - Fall

<u>1st 8-Weeks</u>			<u>2nd 8-Weeks</u>		
NSC 232	Health Assessment & Promotion I	2	NSC 332	Health Assessment & Promotion II	1
NSC 232L	Health Assessment & Promotion I Lab	1	NSC 332L	Health Assessment & Promotion II Lab	1
NSC 262	Professional Nursing Concepts	4	NSC 380	Adult Health Nursing I	2
			NSC 380C	Adult Health Nursing I Clinical	2
<u>Entire Semester (16-Weeks)</u>					
NSC 350	Pathophysiology	3	Total Hours for Semester:		16

Second Semester - Spring

NSC 330	Clinical Drug Therapy	3
NSC 386	Adult Health Nursing II	7
NSC 386C	Adult Health Nursing II Clinical	3
NSC 392	Mental Health Nursing	3
NSC 392C	Mental Health Nursing Clinical	<u>2</u>
		18

Third Semester - Summer

NSC 390W	Research for EBNP	2
NSC 396	Family Health Nursing	5
NSC 396C	Family Health Nursing Clinical	<u>2</u>
		9

**HESI Mid Curricular.

Fourth Semester - Fall

NSC 480	Health Care Leadership	3
NSC 484	Adult Health Nursing III	2.5
NSC 484C	Adult Health Nursing III Clinical	2.5
NSC 487	Public Health Nursing	2.5
NSC 487C	Public Health Nursing Clinical	<u>2.5</u>
		13

Fifth Semester - Spring

NSC 492	Complex Client Health Care	2
NSC 492C	Complex Client Health Care Clinical	3
NSC 495	Professional Role Transitions	2
NSC 496	Application of Nursing Theory	<u>2</u>
		9

Nursing Credits = 65 hours

* Statistics options include STA 215, STA 270, COR 400, CRJ 400, PSY 309, QMB 200, SOC 232, HEA 350, or approved substitutions.

**HESI Mid Curricular is completed at the end of NSC 396. If students are below standard on the HESI Mid curricular, they are required to enroll in NSC 378 in their 4th semester.

Baccalaureate seeking students must apply to graduate in the semester they earn 90 credit hours. Application for graduation is available online through ECU Direct.

Class scheduling is dependent on student enrollment as well as faculty and clinical availability. The program reserves the right to alter the schedule plan as necessary to ensure a quality educational program

Initial Approval by DBGN Faculty: 11/02/01-- Revised: 09/19/08, 02/04/11, 01/13/12, 02/02/15, 08/03/17, 01/22/18, 4/17/19, 7/23/20

EASTERN KENTUCKY UNIVERSITY
SCHOOL OF NURSING
GENERAL INFORMATION

Baccalaureate Nursing Practice

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 baccalaureate 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.

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
ADMISSION AND PROGRESSION
TRADITIONAL PRELICENSURE STUDENTS

ADMISSION AND PROGRESSION REQUIREMENTS

All students who are accepted by EKU's Admissions Office and declare their major as baccalaureate nursing (four year nursing) are admitted to the University as pre-baccalaureate nursing majors. However, admission to the freshman year does not guarantee admission to the laboratory nursing courses. Students seeking to enter NSC 232, 242, and 252 in the third semester of the curriculum must meet minimum program GPA requirements of 2.5 and have School Chair approval. Spaces in these courses are limited and are reserved for students whose academic record indicates they are more likely to be eligible to be considered for and admitted to the clinical nursing courses. Therefore, not all who meet minimum eligibility requirements are guaranteed a spot in the NSC classes in the third semester of the curriculum. To be eligible to be considered for admission to the clinical nursing courses, in the fourth semester of the curriculum, students must have completed the first three semesters of college work as outlined in the curriculum plan and have submitted a complete School application. All prerequisite courses must be completed with a grade of "C"/2.0 or better, have been completed within the specified time frame, and a minimum cumulative GPA of 2.5 on a 4.0 scale must be obtained. For the prelicensure nursing program, [Pre-RN Pre-Nursing], some prerequisite courses (BIO 307 A&P I, BIO 273/MLS 209, BIO 308 A&P II, CHE 105, NFA 201, NSC 232, 242, and NSC 252) must have been taken within five years prior to the time application is made for admission to the clinical nursing courses unless an exception has been approved by the School Chair. For the prelicensure Nursing (B.S.N.) Second Degree Option, the courses in BIO 171, BIO 273/MLS 209, BIO 301, and NFA 201 must have been taken within five years prior to the time application is made for admission to the option unless an exception has been approved by the School Chair. STA 215 (or equivalent) must be taken within 8 years prior to the date the degree is awarded, unless an exception has been approved by the School Chair. **Completion of eligibility criteria does not guarantee admission to the clinical nursing courses.** Admission to the clinical courses is competitive and based on review of the applicant's academic history by the Baccalaureate Nursing Admission/Readmission Committee. **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 professional 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.**

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 Baccalaureate 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 their **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 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 ECU, AND CHANGE OF MAJORS

Transfer students must apply for admission to the University and declare Baccalaureate Nursing as their major. In addition to the official transcripts which are sent to ECU'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.

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 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 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 Admission/Readmission Committee, the student who has been enrolled in another nursing program must submit: 1) *Application for Admission to Clinical Nursing Sequence* 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-baccalaureate nursing as their major should note that some support courses/prerequisite courses must have been completed within a specific time frame unless an exception is granted by the School Chair.

ADMISSION TO THE TRADITIONAL BACCALAUREATE NURSING PROGRAM CLINICAL SEQUENCE

All students who desire admission to the traditional pre-licensure clinical nursing sequence should submit an *Application for Admission to Clinical Nursing Sequence* form to Rowlett 223 by **March 31** for Fall admission and **October 31** for Spring admission. Spaces are limited and admission is competitive. Students who desire admission by exception, students seeking admission who have been enrolled in another nursing program, students who have withdrawn/dropped nursing courses, students who drop out of the nursing program for one or more semesters and/or students who have had a deficiency in any previous nursing course, must apply for admission through the Admission/Readmission Committee and be recommended for admission by that committee. If admission is made with the provision that documentation of completion of pre-requisite courses must be available from the Registrar when grades are recorded at the end of the current semester (or end of the summer term for fall enrollment); and the documentation is not received, the student is subject to disenrollment from the nursing classes and loss of his/her spaces in the classes. (See Undergraduate Admissions Categories).

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 Baccalaureate 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.

Students who are seeking admission to the Baccalaureate Nursing Program must submit copies of all required documentation (please refer to the Section "Required Documentation for Clinical/Clinical Agency Placement Requirements" for specific information) along with their application to Rowlett 223 by March 31 when making application for fall term 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 entering the clinical nursing sequence 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).

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING

TRADITIONAL UNDERGRADUATE ADMISSION SCALE

STUDENT NAME: _____ EKU ID # _____

CURRENT GPA	POINTS POSSIBLE	POINTS EARNED (3.50 GPA = 3.5 POINTS)
	4 points	

*SUPPORT COURSES (Biological/Natural Sciences)	POINTS POSSIBLE WITH GRADE OF: A = +2 B = +1 C = 0 D or F = -2	POINTS EARNED FOR EACH COURSE AND REPEAT OF THE COURSE. (All deficiencies and first passing grade will be counted.)
BIO 307 A&P I	2 points	
BIO 273/MLS 209	2 points	
BIO 308 A&P II	2 points	
CHE 105/105L	2 points	
NFA 201	2 points	

BEGINNING NSC COURSES	POINTS POSSIBLE WITH GRADE OF: A = +2 B = +1 C = 0 D OR F = -4	POINTS EARNED FOR EACH COURSE AND REPEAT OF THE COURSE. (All deficiencies and first passing grade will be counted.)
NSC 232	2 points	
NSC 242	2 points	
NSC 252	2 points	

DATE: _____ TOTAL POINTS EARNED FOR ADMISSION: _____

***NOTE: Grades for courses taken before student transferred or changed major that would be approved as support courses are included in point scale as deficient and/or as first passing grade.**

Calculation of Points:

1. Admission is competitive and will be based on the calculation of points for those students eligible to be considered for admission. For students to be eligible to be considered for admission to the clinical nursing courses, they must meet the minimum requirements, which include: completion of the first three semesters of college work as outlined in the curriculum plan, have submitted a complete School of Nursing application, all prerequisite courses must be completed with a grade of "C"/2.0 or better, and 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. All coursework listed on the Traditional Undergraduate Admission Scale must be **no greater than five years old when application is made by the pre-nursing baccalaureate student for admission to the nursing clinical sequence/baccalaureate nursing major**. Coursework greater than five years old must be repeated for currency unless an exception is approved by the School Chair. A student who wishes to request an exception should, after consulting with the advisor, submit a request in writing to the School Chair with rationale for the exception. If approved, the School Chair will document in the student's file with a copy to the student and advisor.

3. The GPA used is the most current cumulative GPA recorded at the end of the semester in which application is made. If the applicant has a prior Bachelor's degree in another field, the GPA used will be a calculated cumulative GPA of **all** previous coursework including the prior degree.

4. When **application is made for spring term**, the GPA and course grades available after the close of the fall term when grades are available will be used. When **application is made for fall term**, the GPA and course grades 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**. The student electing to complete a course in the summer term may compete for admission but will be doing so based on the point calculation at the end of the spring term. If a student is competitive for admission, the admission will be contingent upon documentation being available at the close of the summer term that the course was completed with a grade of "C"/2.0 or greater.

4. Students who hold a Bachelor's degree in another field and who apply for the traditional option will be held to the same competitive point scale for admission as the other applicants.

5. In the event a course has been repeated, the calculations will be made as follows:

a. **every grade attempt** which resulted in a **deficiency** (grade of D or F or equivalent) will be included in the calculations, unless those grades are shown as officially bankrupted on the transcript.

b. grade attempts which resulted in a passing grade (C,B, or A) will include only the **first attempt which resulted in a passing grade** in the calculation.

An exception will be made if the student had coursework greater than five years old and was required to repeat the coursework for currency. Grades greater than 5 years old will not be included in the calculations. In that instance, every new grade attempt (within the last five years) which resulted in a deficiency will be included in the calculations, and only the first attempt which resulted in a passing grade within the past five years will be included in the calculation. If the student is granted an exception for coursework greater than five years old, all grade attempts on the older coursework will be calculated as described in a and b above.

ADMISSION TO THE SECOND DEGREE OPTION

To be admitted to Eastern Kentucky University, the EKU application form, required fee, and all official transcripts from institution (s) attended must be submitted to the EKU Office of Admissions. Students with a non-nursing bachelor's degree who apply for admission are admitted as pre-nursing second bachelor's degree majors. Admission as a pre-nursing second bachelor's degree student does not guarantee admission to the BSN Second Degree Option major. International students must have an evaluation completed by JSILNY, WES, or ECE and submitted with the application to document degree completion (contact the EKU Office of Admissions for more details). International students must also submit official TOEFL scores with the School application materials. Admission to the University does **NOT** guarantee admission to the Second Degree Option. To apply for fall admission to the Second Degree Option, a separate School of Nursing application must be submitted to the Office of The School of Nursing no later than **March 1**. The minimal requirements for admission to this option include evidence of completion of a Bachelor's degree in a non-nursing discipline from an accredited college or university with a minimum GPA of 2.5, **submission of transcripts from all colleges or universities attended** (these are separate from the transcripts which must be submitted to the EKU Office of Admissions), JSILNY, WES, or ECE evaluation and TOEFL scores (if required), submission of an essay which includes statement of personal and professional career goals, a resume, and three professional letters of reference. Classes are admitted each fall semester. Admission is competitive and is based on a review of all required materials and the entire academic history, including a review of the essay/statement of personal and professional career goals, grades on science pre-requisite courses, GPA, the resume, and the three professional letters of reference.

If an applicant to the Second Degree Option has been enrolled in another nursing program, the applicant must submit transcripts from the program, the *Applicant From Another Nursing Program Form*, and the *Nursing School Director Reference Form*. If the applicant has had a deficiency in a previous nursing course(s), application must be made through the Admission/Readmission Committee and the applicant must compete with other applicants applying for readmission to the program (please refer to that section of the policy for more specific information).

To be eligible to enter the option, the student must have been officially admitted to the option and must have completed all pre-requisite course work in BIO 307, 273 or MLS 209, BIO 308, NFA 201, and STA 215 with a grade equivalent of 2.0 (C) or greater. Course work in BIO 307, 273 or MLS 209, BIO 308 and NFA 201 must have been completed within the previous five years unless an exception is granted by the School Chair. All admissions are made with the provision that documentation of completion of pre-requisite courses must be available from the Registrar when grades are recorded at the end of the current semester before enrollment in the option (end of the summer term for fall enrollment). Otherwise, the student may lose his/her place in the class. **As review of science pre-requisite grades is part of the competitive admissions process, applicants are strongly encouraged to have science pre-requisite courses completed when the application is submitted. Course work in support courses that is greater than five years old must be approved by the School Chair or repeated for currency.**

In addition to the academic criteria required for admission, the student must meet the standards written into the State of Kentucky Nurse Practice Act (KNPA), which requires 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 professional nurse. Applicants for nursing programs should review licensure information posted on the Kentucky Board of Nurse's website, including information for candidates with a history of prior criminal conviction. **In addition, students must meet clinical agency placement requirements.**

Students who are admitted must submit copies of all required documentation (Please see the *Required Documentation for Clinical* section of this handbook) to Rowlett 223 no later than **August 1** if the student is to enroll in the Second Degree Option course work in the following fall term. A student who does not have the required documentation on file by **August 1** will lose his/her place in the class unless an extension is approved for extenuating circumstances. A student **may not** begin the nursing program without having all documentation on file. **Any exception must be approved by the School Chair.** This documentation must be kept up to date each semester of enrollment in clinical nursing courses.

MAKING APPLICATION TO BOTH TRADITIONAL AND SECOND DEGREE OPTION

Students who have a bachelor's degree in another field may apply to either the second degree or the traditional options, or to both to increase the chance of acceptance. However, the second degree students applying to the traditional option will be held to the same admission prerequisite requirements, to the same traditional undergraduate admissions scale and must be competitive in points to be admitted to the traditional option. **Please note that a separate application is required for the traditional option and must be submitted by March 31 for fall admission or October 31 for spring admission.**

PROGRESSION IN THE SECOND DEGREE OPTION

To be eligible for progression, students must achieve a grade equivalent of 2.0 (C) or higher in all nursing and supporting courses. Students who are unsuccessful in a nursing course must apply for readmission through the Admission/Readmission Committee. **If a student enrolled in the Second Degree Option is unsuccessful in a nursing course and applies for readmission, the student will be considered for the Traditional Option only.** Please refer to that section of the policy for more specific information on progression and readmission. The HESI Mid-Curricular Examination will be given at the end of NSC 396, and students who score below standard must enroll in NSC 378 (please refer to the *Academic Standards* section).

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING

2ND DEGREE UNDERGRADUATE ADMISSION SCALE & ESSAY GRADING RUBRIC

Student Name: _____ Evaluator: _____

Current GPA

(3.5 GPA = 3.5 points)

Total Possible	Applicant's Score
4.0	

Support Courses

(All deficiencies and first passing grade within the past 5 years will be counted.)

Anatomy & Physiology I (BIO 307)
Anatomy & Physiology II (BIO 308)
Microbiology (BIO 273/MLS 209)
Nutrition (NFA 201)

Total Possible	Applicant's Score
A = +2 B = +1 C = 0 D or F = -2	Grade / Points
2.0	/
2.0	/
2.0	/
2.0	/

Essay/Goal Statement

Criteria:

- Organization/Grammar
- Goals/Service
- Consistent Values

(Rubric found on back of page)

Total Possible	Applicant's Score										
<table border="1"> <thead> <tr> <th>Score</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>12 to 15</td> <td>3</td> </tr> <tr> <td>9 to 11</td> <td>2</td> </tr> <tr> <td>4 to 8</td> <td>1</td> </tr> <tr> <td>0 to 3</td> <td>0</td> </tr> </tbody> </table>	Score	Points	12 to 15	3	9 to 11	2	4 to 8	1	0 to 3	0	Rubric Score / Points
Score	Points										
12 to 15	3										
9 to 11	2										
4 to 8	1										
0 to 3	0										
3.0	/										

References

Criteria:

- Appropriate person
- Likelihood of success

Reference #1 _____
Reference #2 _____
Reference #3 _____

Total Possible	Applicant's Score						
<table border="1"> <tbody> <tr> <td>Superior/Good</td> <td>0.5</td> </tr> <tr> <td>Average</td> <td>0</td> </tr> <tr> <td>Poor</td> <td>-0.5</td> </tr> </tbody> </table>	Superior/Good	0.5	Average	0	Poor	-0.5	
Superior/Good	0.5						
Average	0						
Poor	-0.5						
0.5							
0.5							
0.5							

Previous Nursing Program Failures

In last 5 years
Greater than 5 years

Total Possible	Applicant's Score
D or F = -4	
D or F = -2	

Total Points (16.5 points total) _____

Evaluator: Highly Recommend Recommend Recommend for Pre-Nursing Do Not Recommend

Committee Decision:

Admit Deny

Comments: Stats _____ Chem (Y/N) _____

Revised 4/11/19

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING

2ND DEGREE UNDERGRADUATE ADMISSION SCALE & ESSAY GRADING RUBRIC

Organization/Writing Style and Grammar	Ideas well organized and logically presented; Without grammatical errors 4 - 5	Ideas presented, but does not logically flow; Minor grammatical errors 2 - 3	Poorly organized, ideas not well developed; Consistent grammatical errors 0 - 1
Goals and Community Service	Strong evidence of goal direction and involvement in community 4 - 5	Some evidence of goal direction with limited involvement in community 2 - 3	Poor evidence of goal direction and no involvement in community 0 - 1
Consistent Values (articulates: caring humanistic view, commitment to nursing profession, honesty and trustworthiness)	Good match between goals and program 4 - 5	Adequate match between goals and program 2 - 3	Little match between goals and program 0 - 1

Total Points/Score _____

Revised 4/11/19

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING
UNDERGRADUATE ADMISSION CATEGORIES

- I. ADMISSION TO TRADITIONAL CLINICAL NURSING SEQUENCE
 - a. Student is competitive for admission.
 - b. Student must plan to complete pre-requisite courses by end of current semester, or by end of summer term for fall enrollment. NOTE: As the point system for competitive admission includes grades for specific pre-requisite support courses, delaying enrollment in one of those courses until summer immediately before anticipated fall admission will make the student less competitive for admission. The points will be calculated and admission decisions for the fall term will be made as soon as grades are available after the close of the spring term. For that reason, students seeking fall admission are strongly encouraged to have all those pre-requisite courses completed by the end of the spring term during which the 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 Clinical Nursing Sequence* 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 all pre-requisites 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 pre-requisite 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. ADMITTED TO THE 2ND DEGREE OPTION
 - a. Applicant has met all requirements for admission to this option and has been selected for admission by the School of Nursing. All support pre-requisite courses have been completed with a grade equivalent of 2.0 (C) or higher, and all required documentation, forms, and transcripts have been submitted. If the applicant is lacking supporting courses, the admission will be provisional upon completing the specified supporting courses with a grade equivalent of 2.0 (C) or higher before enrolling in the 2nd Degree Option course work. Documentation of completion of supporting courses must be available from the Registrar prior to beginning the fall semester

in which the student plans to enroll in the 2nd Degree Option. If admission is granted, the applicant will be notified by letter sent to the student's EKU email address.

- b. Applicant must have met all admission requirements of Eastern Kentucky University.
- c. Applicant must have no deficiencies in nursing courses (see admission and readmission information).
- d. Applicant must have no deficiencies in supporting pre-requisite courses.
- e. All documentation for clinical must be current and on file by the due dates.
- f. Students must meet clinical agency placement requirements.

IV. 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 Baccalaureate 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 and 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 baccalaureate nursing courses and will be considered on that basis.
 2. Students with **deficiencies in EKU's baccalaureate nursing courses** (NSC) who wish to be considered for readmission to those courses must make application for readmission no later than 12:00 noon **May 15** for fall readmission and **no later than 12 noon December 15** for spring readmission. 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 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 (see page 91) 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 ten 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.

V. 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 curriculum within eight (8) years from the date of entry as a freshman 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 five (5) years. Second degree students are considered transfer students for the purpose of time limit on completion.
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 223. 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 12:00 noon May 15** for fall readmission and **no later than 12:00 noon December 15** for spring readmission. 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.

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 Baccalaureate 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 Baccalaureate 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.

Students who are granted readmission will complete an individualized Student Success Plan (page 91) 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.

CLINICAL INFORMATION

REQUIRED DOCUMENTATION FOR CLINICAL/CLINICAL AGENCY PLACEMENT REQUIREMENTS Pre-licensure Students (Traditional & Second Degree BSN)

All students must submit evidence of compliance with immunization requirements, screenings, CPR training, background check, drug screening, and health insurance certificate/letter of coverage with application for admission to the clinical nursing sequence (see Admission and Progression policies for pre-licensure and registered nurse students). **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. **Updates are required to be submitted by December 1st for Spring semesters, May 1st for Summer, and August 1st for Fall semesters.** 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. Clinical documents verifying compliance with immunizations, tuberculosis screening, CPR, medical insurance coverage, urine drug screening, background check and other requirements must be submitted to CastleBranch before admission to clinical. It is the **student's responsibility** to provide updates as indicated. The following is a list of specific requirements:

IMMUNIZATIONS & TUBERCULOSIS SCREENING

1. Tuberculosis Screening
 - 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.
 - e. TB screenings must be repeated annually
 - f. PPD skin test documentation must include lot # and vial expiration date.

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

2. MMR-Measles, Mumps, Rubella and Rubeola Immunity: Documentation of protective rubeola, rubella, and mumps 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.
3. Hepatitis B vaccination: documentation of vaccination with three doses of vaccines.
 - Documentation of first two doses must be submitted with BSN application if series is needed. Documentation of third dose must be submitted six months after second dose is administered.

4. Varicella (chicken pox) Immunity: Must have either serologic evidence of immunity (varicella zoster virus titer) or documentation of vaccine, (two doses, four weeks apart).
 - If a student had chicken pox in the past, they must submit documentation of immune titer or two doses of varicella vaccine.
5. Pertussis booster vaccine (Tdap-Adacil, which has the pertussis component). This vaccine is for adolescents and adults and is different from the vaccine given to infants and young children. Td, dT, or DtaP are not acceptable forms of the Tdap vaccine. Vaccine must be received within the past 10 years. If vaccine was received more 10 years ago, documentation of expired Tdap vaccine and an updated Td booster must be submitted.

Student Health Services will administer vaccines to students. In order to receive the vaccinations, the student must prepay at Billings and Collections and send in the completed Vaccine Prepayment and Reservation Form which is available on the Student Health Services Website (this is the same mechanism by which meningitis vaccine and Gardasil is currently reserved and administered). The School of Nursing and Student Health Services strongly recommend any student wishing to receive vaccines through them reserve and pay for the vaccine in advance. If the student does not make reservations and prepay, and the vaccine happens to be on hand when the student comes in, the billing can be charged to the student's BANNER account. However, the vaccine will not be ordered unless there is an anticipated demand, so the student would risk the vaccine not being available when needed. Student Health Services does not perform any cash transactions nor do they bill insurance.

6. An Influenza vaccine must be obtained annually for each upcoming "flu season" and documentation submitted. The due date for the annual vaccine for the upcoming season is **October 31**. The only exemption will be with a written medical deferment. Students with such deferment will be required to wear a mask.

CARDIOPULMONARY RESUSCITATION (CPR)

Clinical sites now require students to have completed **American Heart Association, Basic Life Support training** prior to attending clinical in their 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.

- Available course on campus to satisfy the CPR requirement is EMC 104. When a student is full time, these courses may not cost any extra and will count toward restricted electives.

****NOTE: The remaining options usually cost students additional money beyond tuition and fees.****

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.

Check bulletin boards located throughout the Rowlett building. CPR instructors will post information and phone numbers.

INSURANCE

Personal Illness:

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 Letter of Coverage containing student's name, group number, effective date, and current date from Insurance Provider with your application to the Clinical Sequence Nursing Program and by August 1st annually.

Professional Liability Insurance:

All students participating in clinical learning experiences must purchase professional liability insurance through the University and maintain it while enrolled in all clinical nursing courses. The University has arranged for appropriate insurance coverage at a modest cost to the student. Students will not be allowed to attend clinical experiences unless they have obtained this liability insurance coverage through Eastern Kentucky University. The time period for coverage is August 15-August 14 of a calendar year; no prorating for partial coverage is possible. The insurance covers only clinical experiences which are part of scheduled classes. The insurance will no longer be in effect if the student withdraws from school or graduates.

CastleBranch

Eastern Kentucky University College of Health Sciences utilizes CastleBranch as a system to maintain clinical documents, process background checks, and assist in the urine drug screening process. It is the student's responsibility to upload clinical documents into CastleBranch prior to the application deadline. Students must use their official EKU name for CastleBranch accounts and clinical documentation. These documents are shared each semester with the clinical facilities. Information about submitting clinical documents, processing a Background Check, and completing a Urine Drug Screening are as follows:

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. A background check must be performed through CastleBranch prior to initial enrollment in the clinical sequence of the nursing 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 available 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.

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 clinical sequence of the nursing program. Random drug screenings or audits could also be required while enrolled in the program. ECU contracts with CastleBranch to ensure 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. Dilute negative results will not be accepted. Students with dilute negative results must contact CastleBranch to obtain another screening. 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 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. Instructions are on the following flyer.

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.



Background Check, Drug Test, & Medical Document Manager

**TIME
SENSITIVE**
DO NOT DELAY

ATTENTION STUDENTS:

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

Follow the directions below to get started:

1. Visit <https://portal.castlebranch.com/EJ17>.
2. Click on "**PLACE ORDER**," "**Please Select**," and "**BSN**." (Do not select BSN Invoice.)
3. Select **EJ31: 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>

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

BSN 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. American Scrub Company is located in London, Kentucky Phone: (606) 878-2611 americanscrubco.com .

Scrubsies Uniform Supply is the approved company from which to purchase the official ECU Baccalaureate Nursing Student nametag. Students are responsible for contacting Scrubsies to place their nametag order by the date indicated in the official acceptance letter. Scrubsies is located at 519 Hampton Way - Suite 2, Richmond, KY 40475 Phone: (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 ECU Baccalaureate Nursing 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 ECU Baccalaureate Nursing 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 INFORMATION

MAJORS AND MINORS

Students pursuing a baccalaureate degree in nursing shall be permitted to declare a minor or a second major outside of the baccalaureate nursing program. Any student who chooses to pursue a minor or a second major must have as their primary advisor a faculty member of the School of Nursing. Realistically, a minor or a second major will only be feasible for those students extending their baccalaureate education beyond the traditional four years. **Please note that students must complete all degree requirements in the semester in which they complete NSC 492 in order to meet the intensive clinical experience requirements set by the Kentucky Board of Nursing.**

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.

UNIVERSITY WRITING REQUIREMENT/Writing Intensive Courses

Students should refer to the EKU *Undergraduate Catalog* for the policy on writing requirements.

Effective Spring 2012, the required course NSC 390W fulfills the University writing requirement for a writing intensive course.

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. School of Nursing approval is required for enrollment in NSC 232, 242 and 252. All requests for permission to take nursing courses out of sequence must be made through the Baccalaureate Admission/Readmission Committee.
- 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 Baccalaureate Admission/Readmission Committee, with the exception of NSC 232, 242 and 252. For these courses, a form requesting an override must be submitted to the School Chair.
- D. In order to progress in the curriculum, a student who scores less than 900 on the mid-curricular HESI Examination is required to enroll in NSC 378 concurrently with the next semester's NSC 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 (8) years of the date of entry to the University as a freshman. For transfer students, the 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 five (5) years. Second degree students are considered transfer students for the purpose of time limit on completion. 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 ECU BSN program, the integrated practicum is incorporated into the clinical practicum experience of the capstone course, NSC 492. Students must complete this course and practicum 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 492 (e.g. all general education requirements will not be completed), the student must delay enrollment in NSC 492 until the final semester immediately prior to graduation. If for some reason a student enrolls in NSC 492 but does not graduate, the course **and** practicum must be repeated during the final semester just prior to graduation. Students who enroll in free elective courses, or who are pursuing a second major or minor, must have those courses completed during the same semester in which they complete all degree requirements for the BSN. 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 ECU policies and requirements for graduation.

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SCHOOL OF NURSING POLICY ON CLASSROOM CODE OF CONDUCT

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

Students are expected to adhere to EKU's Academic Integrity Policy.

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

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

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.

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

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 SON Students:

1. SON students must not transmit or place online individually identifiable patient or clinical agency information.
2. SON 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. SON students should understand that patients, colleagues, organizations and employers may view postings.
4. SON 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. SON students should bring content that could harm a patient or student's privacy, rights, or welfare to the attention of appropriate authorities.

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BSN 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 SON class or clinical experience.

GRADING

The grading scale is given in each NSC course syllabus. Please refer to course syllabi and the ECU 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 ECU 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 *Baccalaureate Nursing Student Handbook*. The policy for appeal of a grade is given in the ECU 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.

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING

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 10th (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 100th (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 gtts = 1 gtt.
4. IV medication infusions should be rounded to the nearest 10th (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. [Go to top](#)

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.

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.

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.

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, 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

Term	Definition
Academic Day	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.
Cheating	<p>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:</p> <ul style="list-style-type: none">• 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)
College Academic Integrity Committee	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.
Fabrication	<p>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> <ul style="list-style-type: none">• Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.• Listing sources in a bibliography not directly used in the academic exercise• 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• Submitting as your own any academic exercise (verbal, written, electronic, or artistic work) prepared totally or in part by another person
“FX” Notation	“FX” grade denotes failure in the course due to academic dishonesty.
Plagiarism	<p>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:</p> <ul style="list-style-type: none">• 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.

Term	Definition
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, shall serve two year, staggered terms. The Chair of the committee shall be elected by the Committee membership. information

Tobacco Products

Policy Statement

EKU supports initiatives designed to foster a healthy campus climate for ECU faculty, staff, students, volunteers, vendors, patrons, customers, guests, visitors and Persons employed as an ECU contractor. This Policy is designed to support health initiatives for ECU and its extended regional campuses by designating all ECU 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 units

Responsibilities

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

GENERAL INFORMATION

BSN EXPENSES (Traditional Program)

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

THIRD SEMESTER

Stethoscope (NSC 232)
Immunizations & Screenings
CPR Training
Criminal Record Check
Drug Screening
CastleBranch clinical document manager
Course Fees
Health Insurance
Textbooks

FOURTH SEMESTER

Uniform
White leather shoes
White or natural stockings (as appropriate)
Name badge
Analog wristwatch (with second hand)
Bandage scissor
Stethoscope (if not previously purchased)
Pen Light
Transportation Costs
*Professional Liability Insurance
Apply for Graduation (at 90 credit hours)
Course Fees
iPad
Textbooks

FIFTH SEMESTER

Transportation Costs
*Professional Liability Insurance
Course Fees
Textbooks

SIXTH SEMESTER

Transportation Costs
*Professional Liability Insurance
Course Fees
Textbooks

SEVENTH SEMESTER

Transportation Costs
*Professional Liability Insurance
Course Fees
Textbooks

EIGHTH SEMESTER

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

*Purchase professional liability insurance through ECU Direct for period of August 1 – July 31.

BSN EXPENSES (Second Degree Program)

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

FIRST SEMESTER (FALL)

Stethoscope (NSC 232)
Immunizations & Screenings
CPR Training
Criminal Record Check
Drug Screening
CastleBranch clinical document manager
Course Fees
Health Insurance
Textbooks
Uniform
White leather shoes
White or natural stockings (as appropriate)
Name badge
Analog wristwatch (with second hand)
Bandage scissor
Stethoscope (if not previously purchased)
Pen Light
Transportation Costs
*Professional Liability Insurance
Course Fees
IPad (required for exams)

SECOND SEMESTER (SPRING)

Transportation Costs
*Professional Liability Insurance
Course Fees
Textbooks

THIRD SEMESTER (SUMMER)

Transportation Costs
*Professional Liability Insurance
Apply for Graduation
Course Fees
Textbooks

FOURTH SEMESTER (FALL)

Transportation Costs
*Professional Liability Insurance
Course Fees
Textbooks

FIFTH SEMESTER (SPRING)

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

*Purchase professional liability insurance through ECU Direct for period of August 1 – July 31.

PREPARING FOR GRADUATION

Students should apply for graduation during the semester in which they enroll in their 90th credit hour. 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 form. The form should be given to the School Chair to complete the School of Nursing's section as early as possible.

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) located in Student Services Building room 251, [EKU Foundation Scholarships](#), 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 310.

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 assistant or advisor for more specific information on these opportunities.

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

Baccalaureate 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 of junior or senior standing.

Graduate student representatives shall be appointed by the School Chair, in consultation with the Graduate Committee.

The student representation shall be:

Undergraduate Admissions/Readmissions Committee	One (1) junior or senior who serves only when policy revisions are considered
Undergraduate Student Support Committee	Two (2) students as, one junior and one senior
Faculty Organization	One (1) student of junior or senior standing and one (1) graduate student
Graduate Committee	One (1) graduate student
Academic Practices	One (1) student appointed by the School Chair
Baccalaureate Curriculum Committee	One (1) junior or senior

APPENDIX

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://envhealthsafety.eku.edu/sites/envhealthsafety.eku.edu/files/bbp_exposure_control_plan_eku_updated_080514.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.

FORMS

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING

STUDENT AGREEMENT

I have received an electronic copy of the 2020-2021 Baccalaureate of Science in Nursing Student Handbook. The entire contents of this Handbook discussing the policies and procedures of the Baccalaureate 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 Baccalaureate 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 Baccalaureate 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 Baccalaureate of Science in Nursing courses and/or clinical experiences.

Student's Full Name (Printed)

Student's EKU ID #

Student Signature

Date

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING

OVERRIDE REQUEST FORM FOR NSC 232, 242, 252

Name: _____ EKU ID: _____

Phone: () _____ - _____ EKU Email: _____@mymail.eku.edu

Street Address: _____ City: _____ State: _____ Zip: _____

To be completed with your advisor:

Please indicate **other courses** for which student has been advised to register for concurrently with NSC 232, 242, & 252:

Spring: _____ Fall: _____ Summer: _____

If student is requesting to repeat a course(s), please indicate which one(s). N/A [] 232 [] 242 [] 252 []

Does the student have a Prior Bachelor's Degree? YES [] NO [] Degree GPA: _____

Has student been enrolled in nursing classes in another nursing program? YES* [] NO []

*Requires a separate application; Applicant From Another Nursing Program form.

Has student attended universities other than EKU YES* [] NO []

***If yes, attach copies of ALL TRANSCRIPTS from each university attended. Override Request Form cannot be processed without transcripts. Our office does not have access to the transcripts submitted to the Admissions or Registrar's Offices.**

The competitive point system for admission to the program has been reviewed with student: YES [] NO []

Advisor Signature

Date

Student Signature

Date

Student - Please submit the following to Rowlett 223 when complete:

1. Completed and signed Override Request Form
2. Copy of DegreeWorks Degree Audit from EKU Direct
3. **Copy of Transcript of any transfer coursework from Institutions other than EKU. Must be attached if applicable.**

SCHOOL CHAIR ACTION:

Override Approved

Override Denied

COMMENTS:

Chair Signature

Date

Revised: 5/12, 1/15, 1/16, 1/17

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 223:

_____ Application documentation: _____
Application DegreeWorks

Submit/Upload ONLY into CastleBranch:

_____ 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/Fall applicants only) _____

UPLOAD ALL DOCUMENTS INTO CASTLEBRANCH AND ENSURE THEY ARE APPROVED BEFORE SUBMITTING APPLICATION

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
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING

For Office Use Only:
Date Received: _____
Complete in CastleBranch: _____

APPLICATION FOR ADMISSION TO STANDARD PRELICENSURE CLINICAL NURSING SEQUENCE

To be completed by ALL STUDENTS seeking admission to the clinical nursing sequence (NSC 332, 332L, 350, 380, and 380C).
Please return fully completed form to Rowlett 223 before **March 31** for Fall Semester admission and **October 31** for Spring Semester admission.

Name: _____ EKU ID #: _____

Mailing Address: _____ Apt. # _____ Will you be living on campus next semester?

City: _____ State: _____ Zip: _____ YES NO

EKU Email Address: _____@myemail.eku.edu (_____) _____ - _____
Best Contact Number

Applying to start Clinical Sequence Program: Spring () Fall () 20_____

Do you have a Bachelor's Degree in an area other than Nursing? Yes [] No []
If so, are you also applying for admission to the 2nd Degree option? Yes [] No [] N/A []
Have you ever been enrolled in nursing courses in another nursing program? Yes [] No []
(If yes, please complete the [Applicant From Another Nursing Program](#) and attach all required documentation.)

Place a checkmark by prerequisites completed with a grade equivalent of 2.0 (C) or better or currently in progress. If a substitute course was authorized, please list the course. If a prerequisite has not been completed, please indicate if you are currently taking it or where/when you will be taking it. **Please specify if a prerequisite is being taken at a different university.**

	<u>Completed</u>	<u>Currently Taking</u>		<u>Completed</u>	<u>Currently Taking</u>
CHE 105 & 105L	[]	[]	NSC 232/232L	[]	[]
BIO 307 A&P I	[]	[]	NSC 242	[]	[]
BIO 308 A&P II	[]	[]	NSC 252	[]	[]
BIO 273/MLS 209	[]	[]	MAT 105 or higher*	[]	[]
NFA 201	[]	[]	Gen Ed. PSY course	[]	[]

In addition to the above specified course work, must have completed a minimum of 18 additional hours of general education prior to beginning the clinical nursing sequences.

Please submit the following with this application form to Rowlett 223:

1. EKU DegreeWorks Audit from EKU Direct
2. Student Documentation Check-Off Sheet
3. Copy of Transcript of any transfer coursework from Institutions other than EKU.
4. Blank Traditional Undergraduate Admission Scale Form (Page 79)

I verify that all documents are uploaded and approved in CastleBranch. _____
Initial Date

Student Signature: _____ Date: _____

EASTERN KENTUCKY UNIVERSITY
 COLLEGE OF HEALTH SCIENCES
 SCHOOL OF NURSING
TRADITIONAL UNDERGRADUATE ADMISSION SCALE

STUDENT NAME: _____ EKU ID # _____

CURRENT GPA	POINTS POSSIBLE	POINTS EARNED (3.50 GPA = 3.5 POINTS)
	4 points	

*SUPPORT COURSES (Biological/Natural Sciences)	POINTS POSSIBLE WITH GRADE OF: A = +2 B = +1 C = 0 D or F = -2	POINTS EARNED FOR EACH COURSE AND REPEAT OF THE COURSE. (All deficiencies and first passing grade will be counted.)
BIO 307 A&P I	2 points	
BIO 273/MLS 209	2 points	
BIO 308 A&P II	2 points	
CHE 105/105L	2 points	
NFA 201	2 points	

BEGINNING NSC COURSES	POINTS POSSIBLE WITH GRADE OF: A = +2 B = +1 C = 0 D OR F = -4	POINTS EARNED FOR EACH COURSE AND REPEAT OF THE COURSE. (All deficiencies and first passing grade will be counted.)
NSC 232/232L	2 points	
NSC 242	2 points	
NSC 252	2 points	

DATE: _____ TOTAL POINTS EARNED FOR ADMISSION: _____

***NOTE: Grades for courses taken before student transferred or changed major that would be approved as support courses are included in point scale as deficient and/or as first passing grade.**

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING

APPLICATION FOR ADMISSION TO 2ND DEGREE OPTION

Please submit completed application along with the following items by **March 1st** to be considered for admission into the 2nd Degree BSN Program.

- Blank Second Degree Undergraduate Admission Scale & Essay Grading Rubric
- Complete official transcripts of **all** academic work. International students must have an evaluation done by JSILNY, WES, or ECE to document degree completed. Contact admissions for more details. An interview may be required.
 - Official transcripts are required.** (Front **and** back copies of official transcripts issued to student are acceptable.)
 - If applicable, official transcript of TOEFL score and JSILNY, WES, or ECE transcripts are required for International Students.
 - NOTE: Transcripts sent to EKU Admissions are not accessible by our office. They must be separately sent with your application.
- Personal Essay (Maximum of 500 words). Grading criteria:
 - Organization/Writing Style and Grammar
 - Goals and Community Service
 - Consistent Values (articulates: caring humanistic view, commitment to nursing profession, honesty, and trustworthiness)
- Professional Resume (Include educational and employment history).
 - List organizations, specific activities, and dates of service for each service activity
- 3 professional reference letters from the following list:
 - Recent employer
 - Most recent academic program (Advisor, professor, etc.)
 - Recent service organization/volunteer work for which you were a participant
 - NO FAMILY OR FRIEND REFERENCES WILL BE ACCEPTED.
 - NOTE: Letters can be given to applicant and put with application packet or emailed/mailed directly to SON Main Office.

Applicant's Personal Information:

Name: _____ EKU ID #: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____ Phone: () _____ - _____
E-mail Address (where letter will be sent): _____

Bachelor's Degree Information:

Degree: _____ Institution: _____
Date Degree Completed: _____ Check if still in progress: _____
Term/Year to be completed

Prerequisite Course Information:

Anatomy & Physiology I _____ / _____ <small>Course Name & Number Term</small>	Nutrition _____ / _____ <small>Course Name & Number Term</small>
Anatomy & Physiology II _____ / _____ <small>Course Name & Number Term</small>	Statistics _____ / _____ <small>Course Name & Number Term</small>
Microbiology _____ / _____ <small>Course Name & Number Term</small>	

*If a prerequisite has not been completed, please indicate the term you are taking it, where you will be completing it, and when it will be completed by. (Please note that all courses must be completed **before** you are eligible to begin the program).

Have you been enrolled in nursing courses in another nursing program? Yes No

*If yes, you must also complete the Applicant from Another Nursing Program form and the Nursing School Director Reference form.

Are you also applying to the Traditional BSN Option? (Separate application by March 31st) Yes No

Are you an Alice Lloyd student pursuing the Dual Degree Program? Yes No

Student Signature _____ Date _____

Revised 01/11, 09/11, 5/12, 7/14, 6/15, 4/19, 7/20

Mail application to:
Eastern Kentucky University
School of Nursing
Second Degree BSN Program
223 Rowlett Building
521 Lancaster Avenue
Richmond, KY 40475-3102

2ND DEGREE UNDERGRADUATE ADMISSION SCALE & ESSAY GRADING RUBRIC

Student Name: _____ Evaluator: _____

Current GPA

(3.5 GPA = 3.5 points)

Total Possible	Applicant's Score
4.0	

Support Courses

(All deficiencies and first passing grade within the past 5 years will be counted.)

Anatomy & Physiology I (BIO 307)
 Anatomy & Physiology II (BIO 308)
 Microbiology (BIO 273/MLS 209)
 Nutrition (NFA 201)

Total Possible	Applicant's Score
A = +2 B = +1 C = 0 D or F = -2	Grade / Points
2.0	/
2.0	/
2.0	/
2.0	/

Essay/Goal Statement

Criteria:

- Organization/Grammar
- Goals/Service
- Consistent Values

(Rubric found on back of page)

Total Possible	Applicant's Score										
<table border="1"> <thead> <tr> <th>Score</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>12 to 15</td> <td>3</td> </tr> <tr> <td>9 to 11</td> <td>2</td> </tr> <tr> <td>4 to 8</td> <td>1</td> </tr> <tr> <td>0 to 3</td> <td>0</td> </tr> </tbody> </table>	Score	Points	12 to 15	3	9 to 11	2	4 to 8	1	0 to 3	0	Rubric Score / Points
Score	Points										
12 to 15	3										
9 to 11	2										
4 to 8	1										
0 to 3	0										
3.0	/										

References

Criteria:

- Appropriate person
- Likelihood of success

Reference #1 _____
 Reference #2 _____
 Reference #3 _____

Total Possible	Applicant's Score
Superior/Good 0.5 Average 0 Poor -0.5	
0.5	
0.5	
0.5	

Previous Nursing Program Failures

In last 5 years
 Greater than 5 years

Total Possible	Applicant's Score
D or F = -4	
D or F = -2	

Total Points (16.5 points total) _____

Evaluator: Highly Recommend Recommend Recommend for Pre-Nursing Do Not Recommend

Committee Decision: Admit Deny

Comments: Stats _____ Chem (Y/N) _____

2ND DEGREE UNDERGRADUATE ADMISSION SCALE & ESSAY GRADING RUBRIC

Organization/Writing Style and Grammar	Ideas well organized and logically presented; Without grammatical errors 4 - 5	Ideas presented, but does not logically flow; Minor grammatical errors 2 - 3	Poorly organized, ideas not well developed; Consistent grammatical errors 0 - 1
Goals and Community Service	Strong evidence of goal direction and involvement in community 4 - 5	Some evidence of goal direction with limited involvement in community 2 - 3	Poor evidence of goal direction and no involvement in community 0 - 1
Consistent Values (articulates: caring humanistic view, commitment to nursing profession, honesty and trustworthiness)	Good match between goals and program 4 - 5	Adequate match between goals and program 2 - 3	Little match between goals and program 0 - 1

Total Points/Score _____

Revised 4/11/19



EASTERN KENTUCKY UNIVERSITY

STUDENT HEALTH SERVICES

TUBERCULOSIS RISK ASSESSMENT

Name: _____

Student ID: _____ Date: _____

Please answer the following questions:

ASSESSMENT	Yes	No
Have you ever had a positive TB skin test, TB blood test or history of active TB disease?		
Have you ever lived with or had close contact with someone that was sick with TB?		
Do you frequently work with patients that have active TB?		
Have you lived outside of the United States for more than 30 days during your lifetime?		
Have you been employed in or perform regular volunteer work in a jail/prison, nursing home, homeless shelter, healthcare setting or HIV clinic?		
SYMPTOMS		
Unexplained fatigue		
Unexplained weight loss		
Fever		
Night sweats		
Prolonged Cough		
Blood in urine		
Blood in Sputum		

FINDINGS FROM TB RISK ASSESSMENT	
Negative	
Positive for symptoms of TB	
Positive for risk factors for exposure to or acquiring active TB	
Verbal history of positive TST, IGRA or active TB	

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

Provider Signature: _____

8/2016

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING

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 ECU Direct.**
2. List of courses you are taking this Summer/Semester.
3. Application for Admission to Clinical Nursing Sequence

Signature

Date

Revised 01/10

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING

APPLICANT FROM ANOTHER NURSING PROGRAM

Traditional BSN Program:

- Due March 31 for Fall admission
- Due October 31 for Spring admission

Second Degree BSN Program

- Due March 1 for Fall admission

I, _____, EKU ID # _____, am requesting admission to the Baccalaureate Nursing Program for the _____ semester of 20____.

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

_____@mymail.eku.edu

Phone: (____) _____ (____) _____
Home Local/Campus

Your presence is not required when your application is reviewed by the committee.

Please state 1) reasons for transferring, 2) if you applied for readmission at the other program and result of that application, 3) why the committee should act favorably on your application, and 4) description of academic activity since considering transfer. Attach additional sheet if necessary.

I have signed and mailed the release for my previous nursing school director to complete the Nursing School Director Reference Form. I realize my application will be considered only when my file is complete. **To be complete, my file needs to contain:**

- _____ 1.) Applicant from Another Nursing Program form.
- _____ 2.) Completed Nursing School Director Reference form.
- _____ 3.) **Copy of ALL transcripts from ALL institutions previously attended and also unofficial transcript report from EKU Direct if have been enrolled at EKU.**
- _____ 4.) Course outlines/syllabi of previously completed nursing courses.
- _____ 5.) Application For Admission to Clinical Nursing Sequence or Application For Admission to Second Degree Option (as appropriate).

Student Signature

Date

Revised 01/12

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING

NURSING SCHOOL DIRECTOR REFERENCE

Name	Title	Mailing Address
School Name	Phone	

Please return to:

Eastern Kentucky University
School of Nursing
Baccalaureate Nursing Admissions Committee, c/o Dr. Brooke Bentley, Chair
Rowlett 223, 521 Lancaster Avenue,
Richmond, KY 40475

The following student, _____, _____,
Name ID #
reports being enrolled in your nursing program. The student was enrolled: _____.
Month/Year to Month/Year

Was the student satisfactory in all areas of clinical and classroom performance while enrolled in your program?

YES _____ NO _____

Please indicate any deficiencies in the last course(s) taken by checking the appropriate categories below:

- ___ Nursing theory grade below passing
- ___ Clinical grade of unsatisfactory
- ___ Withdrew from course(s) in which was deficient in either classroom or clinical performance at the time of withdrawal
- ___ Other (please describe)

Did this student **apply for readmission** to your program? YES _____ NO _____

Is this student **eligible for readmission** to your program? YES _____ NO _____

If not eligible for readmission, please list reasons:

Please comment on your opinion regarding the applicant's potential for success.

Signature: _____, _____
Nursing Program Director Date

Revised 8/06

(STUDENT MUST COMPLETE THIS FORM AND SIGN BEFORE MAILING)

I, _____, do / do not (circle one) waive the right under the Buckley Amendment to inspect this reference which will be filed in my student record.

Student Signature

Date

Revised 8/06

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING

REQUEST TO CHANGE BSN OPTIONS

I, _____, request to change from the 2nd Degree BSN option to the Traditional BSN option. I understand that if this change is approved, I will not receive the option to change back to the 2nd Degree BSN option in which I was initially admitted.

Name: _____ ECU ID: _____

ECU Email Address: _____@mymail.ecu.edu

Term admitted to 2nd Degree BSN Program: Fall 20____

Reason for Change:

List the courses/term in which you are currently enrolled. Notate any courses you plan to drop.

*Submit a copy of your **ECU DegreeWorks Audit** with this Request Form.

*Note: If this request is due to a NSC failure, a Readmission Form must be completed and reviewed by the Admission/Readmission Committee. If you are granted Readmission, you will then automatically be changed to the Traditional BSN option.

Students who are admitted to one option are not guaranteed they will be able to change to another option. Decisions will be based on multiple factors including the staffing and available clinical placements, number of students who will be progressing, and a review of the student's academic record.

Student's Signature: _____ Date: ____ / ____ / ____

School Chair's approval: _____ Date: ____ / ____ / ____

Created: 3/10/15

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING

NOTIFICATION OF CHANGE

If you have a name, address and/or phone number change, please complete the form below and return to Rowlett 223.

Name: _____ Student ID # _____

Information that is to be changed:

Student Signature: _____ Date: _____

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING

APPLICATION FOR READMISSION

To be completed by students seeking readmission. Please return fully completed documents to Rowlett 223 no later than 12:00 noon May 15 for fall readmission and no later than 12:00 noon December 15 for spring readmission.

Name: _____ EKU ID#: _____

Home
Address: _____

EKU Email Address: _____@myemail.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

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
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