

EASTERN KENTUCKY UNIVERSITY

COLLEGE OF HEALTH SCIENCES

SCHOOL OF NURSING

RN - BSN

STUDENT HANDBOOK

2020-2021

TABLE OF CONTENTS

**Introduction……………………………………………………………………………………………………………………………3**

**Curriculum Information ………………………………………………………………………………………………………..4-7**

 **Mission Statement & Preamble ……………………………………………………………………………………….…………4**

 **Philosophy of the Baccalaureate & Graduate Nursing Programs ……………………………………….………..4-5**

 **Baccalaureate & Graduate Nursing Education…………………………………………………………………………….6 Professional Nursing Practice Outcomes ……………………………………………………………………………….……6-7**

**Curriculum Organization ………………………………………………………………………………………………………8-11**

 **Curriculum Organization Framework …………………………………………………………………………………………8**

 **Specific Organizing Concepts ………………………………………………………………………………………………..……9**

 **Professionalism, Leadership and Ethical/Legal Practice …………..…………………………………………………9**

 **Evidence-based Nursing Practice ………………………………………………………………………………………………9-10**

 **Systems ……………………………………………………………………………………………………………………………………10**

 **Professional Standards of BSN Program and Executive Summary …………………………………..…………11-12**

**Admission Information ……………………………………………………………………………………………………….13-15**

 **RN-BSN Application ……………………………………………………………………………………….…………................13**

 **Advisor/Advisement ………………………………………………………………………………………………………………..13-14**

 **Nursing License ………………………………………………………………………………………………………………………..14**

 **Admission plan options …………………………………………………………………………………………………………….14-15**

**Curriculum Progression and Readmission Information ……………………………………………..……….16-31**

 **Annual License Verification ……………………………………………………………………………………………………..16**

 **EKU Student RN to BSN ID Badge …………………………………………………………………………………………….16**

 **Professional Liability Insurance (PLI)…………………………………………………………………………………………16**

 **Course Descriptions ………………………………………………………………………………………………………………..17-18**

 **Clinical Experiences ………………………………………………………………………………………………………………………19**

 **Required Documentation for Clinicals ………………………………………………………………………………………20-24**

 **General Education Requirements …………………………………………………………………………………………….25**

 **Curriculum Progression Plans ………………………………………………………………………………………………….27-29**

 **Readmission ………………………………………………………………………………………………………………..………….30-31**

**Academic Information ………………………………………………………………………………………………………..29-32**

 **Academic Standards ………………………………………………………………………………………………………………. 29**

**Attendance, Grading, EKU Accessibility Statement, Sources of Financial Aid ….…………………………29-30 Complaints and Appeals ………………………………………………………………………………………………………….31-32 Graduation Information ………………………………………………………………………………………………………….32**

**Legal & Ethical Responsibilities ……………………………………………………………………………………………………………36-45**

 **ANA Code of Ethics ………………………………………………………………………………………………………………….36**

 **EKU Academic Integrity Policy ………………………………………………………………………………………………37-44**

**Mechanisms for Protection of Rights ……………………………………………………………………………………….44-45**

**Appendix……………………………………………………………………………………………………………………………48**

 **College of Health Sciences Request for Clinical/Practicum Education Agreement ……………………..43-44**

## INTRODUCTION

Welcome to the BSN program at Eastern Kentucky University! This handbook is for students enrolled in Eastern Kentucky University’s RN to BSN option for attaining a bachelor of science in nursing (BSN) degree. This option is designed for the working registered nurse (RN) who wants to complete a BSN.

This handbook is to assist the student in gaining an understanding of the BSN curriculum. 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.

This handbook is not intended to replace the Undergraduate Catalog and the University Handbook for

Students, but is provided for informational purposes to assist students’ entry into the completion of the RN to BSN option. Students may also consult with their e-Campus advisor to obtain the latest information.

STUDENT RESPONSBILITY

It is the student’s responsibility to become familiar with all the policies and procedures relevant to the RN to BSN option and with the general academic information section of the EKU Undergraduate Catalog.

## CURRICULUM INFORMATION

EASTERN KENTUCKY UNIVERSITY

COLLEGE OF HEALTH SCIENCES

SCHOOL OF NURSING

### MISSION STATEMENT

The mission of the SON 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 Masters of Science in Nursing Program was approved and implemented. The department name was changed to

Department of Baccalaureate and 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 vitality, sense of community, cultural competency, stewardship of 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.

### PHILOSOPHY OF THE SCHOOL OF NURSING

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 heath 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 BSN 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.

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

EASTERN KENTUCKY UNIVERSITY

COLLEGE OF HEALTH SCIENCES

SCHOOL OF NURSING

### 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 individual client’s or population aggregate’s healthcare needs shift, individual courses can be adapted within the overall program framework.

The health assessment course (NSC 340) provides the knowledge and foundation necessary for making clinically effective decisions with clients in a variety of settings. The research for evidence-based nursing practice course (NSC 390W) is a writing intensive course that enhances critical thinking, problem solving, and decision making skills. The leadership (NSC 440), professional practice (NSC 381, 383, 385), and role transition (NSC 445) 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.

Students will also be engaged in clinical practice experiences within the Public Health Clinical course (486C) and the Complex Health System Clinical course (442C). These clinical courses, in combination with the companion didactic courses (486 & 442), provide students with experience opportunities to:

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.

BSN Organizing Concepts

1. Professionalism
	1. Leadership
	2. Ethical/Legal Practice

1. Evidence-based Nursing Practice
	1. Nursing Process
	2. Research
	3. Informatics & healthcare technology
	4. Communication
	5. Collaboration
	6. Critical thinking

1. Systems
	1. Patients/client system (individual, family, communities, populations)
	2. Health care systems

Revised October 2, 2009

1. ***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 (Inter-professional 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, p. 27)

* 1. 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/intra-disciplinary collaboration and communication.
	2. Ethical/Legal Practice: is the implementation of moral principles, standards governing conduct, and adherence to the laws and regulations governing nursing.

1. ***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.

* 1. 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.
	2. 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.
	3. Informatics & Health Care Technology is the use of electronic systems to gather, monitor, and

analyze data in the provision and improvement of patient care.

* 1. 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.
	2. 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.
	3. 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. 36). Critical thinking underlies independent and interdependent decision making. (AACN, 2008, p. 36)

1. ***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.

The patient/client system includes the individual, family, communities, and populations.

* 1. 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.
	2. The family is an open system that continually interacts with its members and the environment. Family is defined by the individual.
	3. The community is either a geopolitical or phenomenological group of people with shared interests, goals, identity, and/or physical boundaries.
	4. 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 IOM’s recommendations for the core knowledge required of all healthcare professionals. This document emphasizes such concepts as patient-centered care, inter-professional 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: Inter-professional 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 inter-professional 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 (AACN, 2008 p. 4-5).

## CURRICULUM ADMISSION

EASTERN KENTUCKY UNIVERSITY

COLLEGE OF HEALTH SCIENCES

SCHOOL OF NURSING

Registered nursing students apply for admission to the University in the same manner as other transfer students through the university website: [http://admissions.eku.edu/apply.](http://admissions.eku.edu/apply)

Students must also fill out an RN-BSN Departmental application at

<http://onlinenursingprograms.eku.edu/application-enroll-eku-online-rn-bsn-nursing-program>

The application requirements for the RN-BSN option are:

* Associate’s degree in nursing from a regionally accredited program for which they have earned a minimum of fifteen (15) General Education credit hours.
* An RN license from an approved state that is free and unrestricted, meaning that it is not currently subject to reprimand, revocation, probation, suspension, restriction, limitation, disciplinary action, discretionary review/hearing or encumbrance nor has any type of complaint filed against it. Minimum grade equivalent of a 2.5 (C) Students applying for admission to the University must have official copies of all non-EKU transcripts sent to the Admissions office. Evaluation of all transfer courses for equivalency with required major, support, or pre-requisite courses must be completed before the student undertakes course work within the curriculum.

Diploma Prepared Registered Nurses, (Registered Nurses with a diploma instead of an Associate degree) will receive individualized evaluation to determine which transfer courses can receive college credit.

### ACADEMIC ADVISEMENT AND REGISTRATION

After transcripts have been evaluated, each student is assigned an academic advisor who will work with the student to plan a course of study which will permit the student to successfully complete the RN to BSN option in the most expeditious manner.

Students will receive communication from their academic advisors at least one time per semester to review and plan for the upcoming semester. Advisors will send out a reminder via email for students to set-up advisement which can occur through on-line technology or by phone. Additional meetings or phone calls may be held if deemed necessary by the advisee (student), advisor or both. **Under ordinary circumstances, the academic advisor will give the student the Registration Access Code (RAC number) needed to register online**. Academic Advisors are not available on weekends, during holiday breaks, or when the University is closed. Students are encouraged to schedule appointments with advisors during the university scheduled advising periods.

Schedule changes will be needed when a student has received a grade below C (75% or 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 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.

 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**

Students are responsible for their own education. Each student is given a curriculum plan which clearly outlines the requirements of the RN to BSN option, semester by semester. It is the responsibility of the student to know and 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.

**It is very important that students consult with their advisor if they are deviating from the suggested curriculum progression plan under which they were admitted or if they are experiencing any academic difficulties.**

### REGISTERED NURSING LICENSE

Students applying to the RN to BSN option are required to submit a Registered Nursing license that is free of disciplinary action (must be currently free and unencumbered) and must maintain this status while enrolled in the option. Students must submit verification of their Registered Nursing license every year through the Blackboard Student portal. Students who fail to maintain current licensure and submit verification documentation will be dismissed from the RN to BSN option (even if it is the first or final semester).

### TRADITIONAL OR ACCELERATED OPTIONS

Students may apply for the traditional or accelerated option. When considering these two options keep in mind that on-line programs can seem more rigorous as it requires a lot more self-direction and motivation.

**Traditional Path:** Most students who need to balance full-time work, family, and school enroll in the traditional path. The traditional path takes approximately 21-24 months to complete and allows students, for most semesters, to focus on one 8 week course at a time.

**Accelerated Path:** Students who are highly motivated and able to invest significant time toward school may choose to enroll in the accelerated path. This option will allow students to complete the option within 3 semesters and 1 summer (18 months), and will require the student to take 2 nursing courses for most of the 8 week sessions; translating into 8 to 10 credit hours per semester. Due to the shorter time frame and heavier load, additional criteria for admission into the accelerated path are in place.

The criteria to be accepted in the accelerated path are as follows:

* A qualifying statistics course with a grade of “C” or better must be complete (if a student needs to take stats, may take stats at EKU in the summer and then, if successful, request to enter the accelerated fall A path if other criteria is met),
* GPA of 2.5 or higher, and
* Fall A or Spring A curriculum start only

We encourage students who wish to enter the accelerated path and will be working full-time to plan ahead and ensure that significant time is set aside for school activities and assignments. If a student is highly motivated and prioritizes school, they can be successful in the accelerated path. At any time during the curriculum/option a student wants to shift from the accelerated path to the traditional path they may do so after consulting with the academic advisor (note: students cannot shift from the traditional path to the accelerated path).

Curriculum progression plans can be seen on pages 23-25 of this handbook.

## CURRICULUM PROGRESSION

EASTERN KENTUCKY UNIVERSITY

COLLEGE OF HEALTH SCIENCES

SCHOOL OF NURSING

### ANNUAL LICENSURE VERIFICATION

Each year in October, every nursing student must upload verification of their continued license status in the on-line Blackboard RN to BSN Portal. Students are expected to maintain an RN license from an approved state that is free and unrestricted, meaning that it has not been subject to reprimand, revocation, probation, suspension, restriction, limitation, disciplinary action, discretionary review/hearing or encumbrance nor had any type of complaint filed against it. Students who fail to maintain current licensure and submit verification documentation will be dismissed from the RN to BSN option (even if it is the first or final semester).

### EKU STUDENT IDENTIFICATION (ID) BADGE

Any time a student engages with the public or an agency, in the capacity of a student, they must have an identification (ID) badge acknowledging them as an EKU RN to BSN student; even if this is at their current place of employment.

To obtain an official EKU RN to BSN student badge, students will be required to apply for the badge through the RN to BSN Portal during their second semester in the RN to BSN option. Students beginning clinicals in the fall semester must submit by May 1. Students beginning clinicals in the spring semester must submit by September 1. An official EKU ID badge must have the student’s picture. Your academic advisor will be assisting you through the process of uploading an appropriate jpeg picture (headshot) into the EKU RN to BSN Portal. If a student would like to use a shorter form (eg. Beth rather than Elizabeth) or their middle name placed on the official ID badge, you may request that when completing the application for the official badge. If a student has an official/formal change in their last name, the student must complete a name change through the Registrar’s office before an official name change on the ID badge can occur. The cost of the badge will be added to the EKU student’s account. If a student loses the badge, a replacement badge will be required at an additional cost to the student.

### PROFESSIONAL LIABILITY INSURANCE (PLI)

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.

### COMPLETING THE NURSING MAJOR

Registered nursing students, as do other baccalaureate nursing students, must successfully complete a minimum of 120 hours for graduation. While many of these hours can be transferred from other academic institutions, a minimum of 30 hours must be completed at EKU to graduate. All required courses can be obtained online through EKU. Nursing major courses must be completed with a grade of 75% (C) or better. Changes do occur in the curriculum at times, therefore students are responsible for maintaining contact with their advisors and keeping informed on changes.

Registered Nurse (RN) students are required to complete the following nursing major courses in the RN to BSN option:

***NSC 340: Health Assessment for the RN***

1. hours) A. Prerequisite(s): RN status and admission to the RN-BSN option.

*Enhancement of physical assessment skills for RNs with application to clients throughout the lifespan.*

***NSC 381: Perspectives in Professional Nursing I***

1. hours) A. Prerequisite(s): RN status and admission to the RN-BSN option.

*Transition to the professional nursing role for the RN student emphasizing foundational concepts of professional nursing practice.*

***NSC 383: Perspectives in Professional Nursing II*** (3 hours) Prerequisite(s): NSC 381.

*Transition to the professional nursing role for the RN student emphasizing the knowledge development of concepts and theories essential for professional practice.*

***NSC 385: Perspectives in Professional Nursing III*** (4 hours) A. Prerequisite(s): NSC 381 and 383.

*Advanced concepts and skill for professional nursing practice.*

***NSC 390W: Research for EBNP***

1. hours) I, II, A. Prerequisite(s): STA 215 or 270; or SOC 232; or other approved statistic courses with a grade of “C” or better. NSC 390W must be completed before enrollment in NSC 486: Public Health Nursing. The University Writing Intensive course requirement can be fulfilled through NSC 390W. *Translates research for evidence-based nursing practice (EBNP).*

***NSC 440: Leadership and Management***

1. hours) A. Prerequisite(s): RN status and admission to the RN-BSN option.

*An overview of leadership and management theory in health care explores the leadership role of nursing. Strategies for facing challenges, promoting cost-effective health care, and promoting leadership success in the dynamic health care system.*

***NSC 442: Complex Health Systems***

(3 hours) A. Prerequisite(s): NSC 340, 440, 445, 486 and 486C. Corequisite: NSC 442C

*Synthesis of professional nursing competencies to address human diversity and manage care in today’s complex health.*

***NSC 442C: Complex Health Systems Clinical***

(2 hours). Prerequisites: NSC 340, 440, 445, 486 and 486C. Corequisite: NSC 442

*Synthesis and performance of professional nursing care competencies to address human diversity and manage care in today’s complex health systems.*

***NSC 445: RN Professional Role Transitions***

1. hours) A. Prerequisite(s): RN status and admission to the RN-BSN option.

*Role development seminar for RNs. Critical analysis of trends which shape professional nursing practice. Analysis of strategies for instituting change in various health care delivery systems.*

***NSC 486: RN Public Health Nursing***

1. hours) I, II. Prerequisite(s): NSC 385 and NSC 390W or departmental approval. Corequisite: NSC 486C *Synthesizes nursing concepts and applies the nursing process to develop practice partnerships with communities and their subsystems.*

***NSC 486C: RN Public Health Nursing Clinical***

(2 hours) Prerequisite(s): NSC 385 and NSC 390W or departmental approval. Corequisite: NSC 486 *Synthesizes nursing concepts and applies the nursing process to develop practice partnerships with communities and their subsystems.*

**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 DISESASES & BLOOD-BORNE PATHOGEN POLICY**

<https://envhealthsafety.eku.edu/sites/envhealthsafety.eku.edu/files/bbp_exposure_control_plan_eku_updated_080514.pdf>​

### CLINICAL EXPERIENCES

The clinical learning activities require completion of 40 clock hours over 8 weeks for each clinical course. It is never too early for students to begin identifying potential clinical agencies and preceptors/mentors. Students are permitted to explore partnerships within their local community for clinical placements. Often students find that networking with clinical agencies and partners within their own communities prove most successful. Faculty are available to provide guidance and assist students with identifying and securing potential clinical sites. All preceptors/mentors must be approved by the primary course leader. Public health nursing clinical (NSC 486C) students will establish a clinical partnership with a population-based community organization. In addition to public health departments, examples of agencies that are population focused include school systems, faith based community organizations, child-care facilities, environmental health agencies, occupational health sites, and non-profit community organizations. Students will engage in the public health nursing process, including but not limited to, assessment of community health needs, collaboration with key community informants, planning health education and/or health promotion projects, implementing evidence-based strategies to impact population health outcomes, and evaluating the response. Students will also be responsible for utilizing information technology and electronic resources to investigate epidemiological, population-based data.

Complex health system clinical (442C) students will establish a partnership within a local health care system. In addition to hospitals, examples of health care systems include long-term care or rehabilitation facilities, federally qualified health care centers, primary care clinics, out-patient specialty care centers, and mental health facilities. Students will collaborate with the agency preceptor/mentor to identify a patient-focused quality or safety issue. The student will investigate the issue to compare the agency’s policy and practice to current evidence based standards. The student will collaborate with other disciplines to develop and present an inter-professional process improvement plan. Students may complete the clinical experience with their place of employment, provided it is a healthcare agency and the agency agrees to allow the student to complete the clinical experience. Preceptors/mentors must be approved by the primary course leader.

Clinical experiences require an affiliation agreement/contract to be established between EKU and the agency, even if it is the student’s place of employment. Students must complete an EKU agency request form the semester prior to each clinical course (NS 486C & NSC 442C). Students must adhere to the established deadlines for securing clinical affiliation agreements and complete required documentation prior to beginning

any clinical activities. The required documentation must be submitted by May 1 for fall clinicals and September 1 for spring clinicals. These documents are provided in Appendix A.

### REQUIRED DOCUMENTATION FOR CLINICAL/CLINICAL AGENCY PLACEMENT

All students must submit evidence of compliance with immunization requirements, screenings, CPR certification, 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 be 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 May 1 for fall clinicals and September 1 for spring clinicals. Failure to do so will result in the student not being eligible to continue in the RN to BSN option. Students progressing in the RN to BSN option who do not meet these deadlines are subject to disenrollment from their clinical nursing courses. All students must purchase professional liability insurance 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 by May 1 for fall clinicals and September 1 for spring clinicals. 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
	1. 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.**
	2. Students who have completed the initial Two-Step screening, an annual negative PPD Skin Test is required.
	3. If the PPD Skin Test is positive, or if a PPD is contraindicated, further evaluation is necessary.
	4. 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.
	5. TB screenings must be repeated annually
	6. 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.

.

1. 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.

**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. EKU 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. Students with dilute negative results must contact CastleBranch to obtain another screening. Dilute negative results will not be accepted. 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.  |



|  |
| --- |
| **TIME SENSITIVE** DO NOT DELAY  |

**Background Check, Drug Test,**

**& Medical Document Manager**

**ATTENTION STUDENTS**:

We’ve partnered with CastleBranch to help you supply the required qualifications for your RN to BSN option. To get started, carefully follow the instructions below:

|  |
| --- |
| **Follow the directions below to get started:**  |
| 1. Visit [https://portal.castlebranch.com/EJ17.](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.

**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.**

### GENERAL EDUCATION REQUIREMENTS

EKU’s RN to BSN option is a “*2 plus 2 program”*, which is considered a degree completer program that permits students to earn credit for experiential learning. Eastern Kentucky University will consider all RN-BSN applicants, who are currently licensed nurses with professional work experience, as General Education certified based on the following standards:

* Applicants will have completed an associate degree (ADN) for which they have earned a minimum of fifteen (15) General Education credit hours.
* Applicants will have taken and passed the NCLEX RN license exam. Competencies demonstrated by this exam are sufficient to satisfy certain General Education competencies.
* Applicants have practical experiential learning (professional work experience) that can be applied to the General Education competencies.

**University General Education Courses – students will need to have completed at least 15 credit hours of the following options:**

**Element 1: Communication (9 hours)**

* A: Written Communication (3)
* B: Written Communication (3)
* C: Oral Communication (3)

**Element 2: Mathematics (3 hours)**

**Element 3: Arts and Humanities (6 hours)**

* A: Arts (3)
* B: Humanities (3)

**Element 4: Natural Sciences (6 hours)**

**Element 5: Social Behavioral Sciences (6 hours)**

* A: Historical Science (3)
* B: Social & Behavioral Science (3)

**Element 6: Diversity of Perspectives & Experiences (6 hours)**

**Note: Students must have a total of 120 credit hours to complete a BSN degree.**

### UNIVERSITY WRITING REQUIREMENT

#### Writing Intensive Courses

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

The required course, NSC 390W will fulfill the requirement for a writing intensive course. **NOTE: A beginning Statistics course must be completed with a “C” or better before enrolling in NSC 390W.**

**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.

### EKU ONLINE RN-BSN EXAMPLE CURRICULUM PROGRESSION PLANS

\*Based on a curricular start option and individual plan needs, the timing of some courses may be altered slightly. Your academic advisor will help determine the best plan for you. **Note: at the undergraduate level it is anticipated that students will need to spend approximately 3 to 4 hours of study time for every 1 credit hour. Therefore, one 3 credit hour course may require approximately 9 to 12 hours of study time per week. When taking multiple courses at the same time the required study time will increase.**

#### Fall Start: Traditional Path Option (Needs STATS)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Semester  | Fall A  | Fall B  | Spring A  | Spring B  | Summer  |
| Year 1  | NSC 381 (3hr)   | NSC 383 (3hr)  | NSC 340 (2hr)  | NSC 385 (4hr)  | STATS (B-3hr)  |
| Year 2  | NSC 445 (2hr) NSC 390W (2hr)  | NSC 440 (3hr)   | NSC 486 (3hr) NSC 486C (2hr)  | NSC 442 (3hr) NSC 442C (2hr)  |   |

#### Fall Start: Traditional Path Option (STATS completed)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Semester  | Fall A  | Fall B  | Spring A  | Spring B  | Summer  |
| Year 1  | NSC 381 (3hr)   | NSC 383 (3hr)  | NSC 390W (2hr)  | NSC 385 (4hr)  | NSC 340 (A-2hr)   |
| Year 2  | NSC 486 (3hr) NSC 486C (2hr)  | NSC 440 (3hr)   | NSC 445 (2hr)   | NSC 442 (3hr) NSC 442C (2hr)  |   |

#### Spring Start: Traditional Path Option (Needs STATS)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Semester  | Spring A  | Spring B  | Summer  | Fall A  | Fall B  |
| Year 1  | NSC 381 (3hr)  | NSC 383 (3hr)  | STATS (B-3hr)  | NSC 390W (2hr)  | NSC 385 (4hr)  |
| Year 2  | NSC 445 (2hr)  | NSC 440 (3hr)  | NSC 340 (A-2hr)  | NSC 486 (3hr) NSC 486C (2hr)  | NSC 442 (3hr) NSC 442C (2hr)  |

#### Spring Start: Traditional Path Option (Needs STATS)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Semester  | Spring A  | Spring B  | Summer  | Fall A  | Fall B  |
| Year 1  |   | STATS (3hr)  | NSC 340 (A-2hr)  | NSC 381 (3hr)  | NSC 383 (3hr)  |
| Year 2  | NSC 390W (2hr)  | NSC 385 (4hr)  | OFF  | NSC 486 (3hr) NSC 486C (2hr)  | NSC 440 (3hr)   |
| Year 3  | NSC 445 (2hr)  | NSC 442 (3hr) NSC 442C (2hr)  |   |   |   |

#### Spring Start: Traditional Path (STATS Completed)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Semester  | Spring A  | Spring B  | Summer  | Fall A  | Fall B  |
| Year 1  | NSC 381 (3hr)  | NSC 383 (3hr)  | NSC 340 (A-2hr)  | NSC 390W (2hr)  | NSC 385 (4hr)   |
| Year 2  | NSC 486 (3hr) NSC 486C (2hr)  | NSC 440 (3hr)  | Off  | NSC 445 (2hr)  | NSC 442 (3hr) NSC 442C (2hr)  |

#### Summer Start: Traditional Path Option (Needs STATS)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Semester  | Summer  | Fall A  | Fall B  | Spring A  | Spring B  |
| Year 1  | STATS (B-3hr)   | NSC 381 (3hr)   | NSC 383 (3hr)   | NSC 390W (2hr)  | NSC 385 (4hr)  |
| Year 2  | NSC 340 (A-2hr)  | NSC 486 (3hr) NSC 486C (2hr)  | NSC 440 (3hr)  | NSC 445 (2hr)   | NSC 442 (3hr) NSC 442C (2hr)  |

#### Summer Start: Traditional Path Option (STATS completed)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Semester  | Summer  | Fall A  | Fall B  | Spring A  | Spring B  |
| Year 1  | NSC 340 (A-2hr)   | NSC 381 (3hr)   | NSC 383 (3hr)   | NSC 390W (2hr)  | NSC 385 (4hr)  |
| Year 2  | Off  | NSC 486 (3hr) NSC 486C (2hr)  | NSC 440 (3hr)  | NSC 445 (2hr)   | NSC 442 (3hr) NSC 442C (2hr)  |

**Accelerated Option** (Must have statistics course completed prior to entering accelerated option) **Fall Start**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Semester  | Fall A  | Fall B  | Spring A  | Spring B  | Summer A  |
|   | NSC 381 (3hr)   | NSC 383 (3hr) NSC 440 (3hr)   | NSC 390W (2hr) NSC 445 (2hr)   | NSC 385 (4hr)  | NSC 340 (2hr)   |
| Hours  | 9 credit hours  | 8 credit hours  | 2 hours  |
| Semester  | Fall A  | Fall B  |  |  |
|   | NSC 486 (3hr) NSC 486C (2hr)   | NSC 442 (3hr) NSC 442C (2hr)  |
| Hours  | 10 credit hours  |

#### Spring Start

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Semester  | Spring A  | Spring B  | Summer A  | Fall A  | Fall B  |
|   | NSC 381 (3hr)   | NSC 383 (3hr) NSC 440 (3hr)   | NSC 340 (2hr)    | NSC 390W (2hr) NSC 445 (2hr)   | NSC 385 (4hr)  |
| Hours  | 9 credit hours  | 2 hours  | 8 credit hours  |
| Semester  | Spring A  | Spring B  |  |  |
|   | NSC 486 (3hr) NSC 486C (2hr)  | NSC 442 (3hr) NSC 442C (2hr)  |
| Hours  | 10 credit hours  |

General Table of Nursing Course Offerings

|  |  |  |
| --- | --- | --- |
| **Fall Semester**  | **Spring Semester**  | **Summer**  |
| **A Session**  | **B Session**  | **A Session**  | **B Session**  | **A Session**  |
| NSC 381  | \*NSC 383  | NSC 381  | \*NSC 383  | NSC 340  |
| \*NSC 390W  | \*NSC 385  | \*NSC 390W  | \*NSC 385  |   |
| NSC 445  | NSC 440  | NSC 445  | NSC 440  |   |
| \*NSC 486  | \*NSC 442  | \*NSC 486  | \*NSC 442  |   |
| \*NSC 486C  | \*NSC 442C  | \*NSC 486C  | \*NSC 442C  |   |
|   |   | NSC 340  |   |   |
| **\*Denotes courses that have pre-requisite requirements**  |  |

#### READMISSION INFORMATION

**Students meeting any of the following criteria must apply for Readmission to the RN to BSN option**:

1. Inactive with the RN to BSN option and/or EKU for one or more semesters
2. Final grade equivalent below 75% (C) in any required course
3. Unsatisfactory grade in clinical course
4. Withdrew from a required NSC course
5. EKU and/or Cumulative GPA dropped below 2.0

**Procedure for Reapplying to the RN to BSN Option:**

Submit the online RN to BSN Application for Readmission with all required documentation, including:

1. Copy of up-to-date Degree Audit from Degree Works
2. Copy of active, unencumbered nursing license verification
3. Brief explanation of why the student should be considered for readmission
4. A list of two specific changes the student will make to ensure future success if approved for readmission **(if reapplying due to an unsatisfactory grade**)

The Application for Readmission is accessible through:

[http://onlinenursingprograms.eku.edu/rn-bsn-application-readmission.](http://onlinenursingprograms.eku.edu/rn-bsn-application-readmission)

Submit the application for readmission no later than two weeks prior to the beginning of the desired term for readmission. Completed applications (those including all required documentation) will be evaluated by the RN to BSN Faculty Readmission Committee. Readmission is not guaranteed. **Students may direct questions to their academic advisor.**

Students who have been inactive with Eastern Kentucky University for two or more academic years must first reapply to the university to have their file reactivated. It is impossible to complete the RN to BSN readmission application with an inactive EKU student account. If a new university application for admission is required *in addition* to the RN to BSN readmission application additional time will be required for processing.

**How a Readmission Decision is Made:**

The RN to BSN committee will consider multiple factors and performance in previous courses.

Recommendations will be based upon:

1. Complete record of academic performance, including grade point average and performance in the course for which readmission is sought.
2. The number of times the student has repeated other courses.
3. The nature of any documented deficiencies (academic, clinical, moral, & ethical) and whether they lend themselves to further successful progression in Baccalaureate Nursing.
4. Evidence that the student has sought or will seek ways to correct deficient areas specifically defined on their readmission application if applicable.

**Notification of Decision:**

Applicants will be notified of Committee recommendations through the official university email address provided on the application within (10) days following the meeting. The student’s advisor and appropriate course faculty will receive a copy of the committee’s recommendation. Students approved for readmission must contact the RN to BSN Academic Advisor to facilitate course placement and scheduling.

**Appeals Process:**

A written appeals process is available to students not recommended for readmission. The appeal process should begin with the RN to BSN Faculty Readmission Committee and progress, if denied at any level, according to the following sequence:

**An appeal of the committee’s decision can be made in writing in the following sequence**:

1. First to the RN to BSN Admission/Readmission Committee via email to the RN to BSN option administrative assistant.
2. Chairperson, School of Nursing
3. Dean/Associate Dean College of Health Sciences
4. Admission/Progression Committee, College of Health Sciences

### ACADEMIC INFORMATION

EASTERN KENTUCKY UNIVERSITY

 SCHOOL OF NURSING

GENERAL INFORMATION

#### ACADEMIC STANDARDS

1. A student may be asked to leave the nursing sequence regardless of academic grade if any of the following conditions exist:
	1. Failure to exhibit behaviors of:
		1. Integrity
		2. Accountability
		3. Concern for human and societal needs
		4. Respect for all persons
		5. Professional and civil communication, including all correspondence in e-mails, Virtual Office, Class Lounge, and Discussion Boards
	2. Failure to conform to the legal and ethical standards of the nursing profession
	3. Failure to maintain and submit the required documentation for participation in clinical experiences.
	4. On-going failure to complete assignments on time. See departmental/university policy on attendance/participation.
2. A student is required to maintain a grade equivalent of 2.0/C (75%) or better in all NSC courses in order to continue uninterrupted in the nursing major.
3. An NSC course may not be repeated without permission. All requests to repeat NSC courses must be made through the RN to BSN Admission/Readmission Committee. 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.**

#### ATTENDANCE

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.*

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.

It is the professional expectation that all assignments will be submitted on time. Late assignments must be approved by the faculty of record prior to the due date (unless emergency situation prohibited notification). Late assignments without prior approval will not be accepted. Attendance of all students is expected for live synchronous sessions listed as mandatory in the syllabus.

**Children and unauthorized visitors are not permitted to attend any SON class or clinical experience**

Students should be prepared to document the reasons for any absence or need for assignment extension. Students whose absences are not excused will receive a zero for any missed assignments, tests or class activities.

Students who are unable to resolve an absence or assignment issue with the instructor may appeal to the RN to BSN Program Coordinator. Unresolved issues may be appealed to the Department Chair. The Department Chair’s decision is final.

**EKU First Day of Class Attendance:** Please refer to the following website for EKU’s first day attendance policy ([https://registrar.eku.edu/sites/registrar.eku.edu/files/files/Use\_it\_or\_Lose\_it\_FINAL\_summary(1).pdf](https://registrar.eku.edu/sites/registrar.eku.edu/files/files/Use_it_or_Lose_it_FINAL_summary%281%29.pdf)

With the RN-BSN option, first day of class attendance will be assessed by a syllabus quiz in each class. **If the syllabus quiz is not completed by the due date/time, students will be dropped from the course.**

#### GRADING

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

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

**EKU ACCESSIBILITY POLICY**

For the current EKU AccessibilityPolicy, please refer to the following link: <http://accessibility.eku.edu/>

#### SOURCES OF FINANCIAL AID

Scholarships may be available to students from Kentucky Board of Nursing, hospitals, or EKU. Additional information may be obtained from the KBN website, various hospitals and employing agencies and the EKU Office of Student Financial Assistance (Whitlock Building room 251, or phone 859-622-2361).

Additional scholarship opportunities may become available for nursing students who meet the specific criteria set forth by the funding organization. Students will be notified of scholarship opportunities via their official EKU email.

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 to a major in the College of Health Sciences. Loans may be made for a maximum of 90 days. Application can be made through the College of Health Sciences Learning Resource Center (HSLRC) at 859-622-3576 or 859-622-2091.

**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 EKU Policy 4.1.15P and in the *EKU Student Handbook* as follows, with additional information specific to School of Nursing given in [ ]:

“Grade Appeal”

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

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

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

#### GRADUATION

Students are required to satisfy all University requirements for graduation. A minimum overall GPA of 2.0 or higher is required for graduation. Specific requirements are listed in the University catalog. In order to receive a degree, all students must pay the required fee and submit an application for graduation to the office of the Dean of the College of Health Sciences.

EASTERN KENTUCKY UNIVERSITY

SCHOOL OF NURSING

GENERAL INFORMATION

##### 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.

The student 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 important to note that anyone who undertakes to act as a nurse has a responsibility to meet the needs of the client. Interventions or tasks incorrectly performed and/or failure to perform interventions or tasks needed by the client 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 practice. 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.

##### AMERICAN NURSES ASSOCIATION CODE OF ETHICS

The ANA House of Delegates approved nine provisions for the *Code of Ethics for Nurses* at its June 30, 2001 meeting in Washington DC. In July, 2001, The Congress of Nursing Practice and Economics voted to accept the new language of the interpretive statements resulting in a fully approved revised *Code of Ethics for Nurses with Interpretive Statements*. Students are directed to the following web site to view the provisions and the interpretive statements.

https://www.nursingworld.org/coe-view-only



#### *Integrity Matters*

EKU Academic Integrity Policy

##### Preamble

Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct, and respect for others. In order to meet these values, students at Eastern Kentucky University are expected to adhere to the highest standards of academic integrity.

These standards are embodied in this policy, which all students shall pledge to uphold by signing the Eastern

Kentucky University Honor Code. By honoring and enforcing this Academic

Integrity Policy, the University community affirms that it will not tolerate academic dishonesty. This policy defines the various forms of academic dishonesty, and it outlines the consequences for each. Additionally, this policy gives the method for appealing an instructor's belief that some form of academic dishonesty has in fact occurred.

##### Statement

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

Pledge: Signing the Eastern Kentucky University Honor Code.

The AI Pledge, below, is administered through the Terms of Usage for EKU Direct and content related to plagiarism will be acknowledged within each on-line course.

*“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”.*

##### Procedures for Dealing with Academic Integrity Cases

**Step 1.**

When a violation of the Academic Integrity Policy 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, in writing, directly to the

responsible faculty/staff. The responsible faculty/staff may elect to conduct his/her own review of

the allegations or may elect for the matter to be referred to the Academic Integrity Office.

**Option A**: The Faculty/Staff Member Conducts a Review of the Allegations:

 If the responsible faculty/staff chooses to continue the review of the allegations

autonomously, the faculty/staff 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 Office of Academic Integrity for recordkeeping. At this point, the faculty/staff also notifies the

student in writing of the allegation, the sanction, AND the right to contest the allegation and

sanction according to the AI Policy procedure. If the student accepts responsibility for the

violation and the sanction in writing, the case is closed. There is no appeal from this decision.

Upon determination of responsibility, the AI Coordinator 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 process proceeds to Step 2. Note: The faculty/staff involved in Step 1 should

request information from the AI Coordinator regarding the student’s previous violations of the AI

Policy prior to rendering a sanction in this particular case.

**Option B:** The Faculty/Staff Member Refers the Case to the Academic Integrity Office:

If a faculty/staff chooses to directly refer the case to the AI Office, the AI Coordinator will

meet with the student to discuss the alleged violation. If the student chooses not to contest the

allegation and sanction, the sanction is imposed and the case is closed. There is no appeal from

this decision. If the student contests the allegation and/or sanction, the AI Office will schedule a

hearing, as soon as practicable, with the specific College Academic Integrity Committee from

which the incident occurred. (Then proceed on to Step 3.)

**Step 2.**

When an Academic Integrity charge or sanction is contested:

After the faculty/staff and student have met and the student chooses to contest the

charge and/or sanction, the faculty/staff will refer the case to the AI Office, within 5 academic

days of the meeting. The AI Coordinator will meet with the student to discuss the charge and/or

sanctions and the right to contest these. If the student chooses not to contest the charge and

sanction, the case is closed. There is no appeal from this decision. Notification of the violation is

made by the AI Office into the database for recordkeeping. If the student contests the allegation

and/or sanction, the AI Office will schedule a hearing, as soon as practicable, with the specific

College Academic Integrity Committee from which the incident occurred. (Then proceed on to

Step 3.)

**Step 3.**

At the College Academic Integrity Committee hearing, both the student and the

faculty/staff will present their information. 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/her absence and 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 AI Coordinator will provide the Committee information regarding whether

the student has any previous AI Policy violations recorded and 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 to those present at the

conclusion of the hearing.

**Step 4.**

A student can appeal the decision of the College Academic Integrity Committee to the

University Academic Integrity Committee. This appeal can only be made based upon

irregularities in procedure, new evidence not available for the first hearing, or punishment not

consistent with the violation. The student will notify, in writing, the AI Office of their request to

appeal to the University Academic Integrity Committee within 5 academic days of the College

Academic Integrity Committee’s decision, and a meeting of the University Academic Integrity

Committee will be scheduled as soon as practicable.

**Step 5.**

At the University Academic Integrity Committee appeal review meeting, the Committee

members will consider all the written information supplied by the student. The Committee can

modify or set aside the applied sanction, refer the case back to the College Academic Integrity

Committee, or uphold the decision. The Chair of the Committee will notify the student of its

decision, in writing, within 5 academic days of the hearing. The decision of the University

Academic Integrity Committee is final, unless the Committee determines suspension or expulsion

is the appropriate sanction to be imposed.

**Step 6 through Step 10**

The following steps will ONLY be necessary if it is determined that the student may face

the sanctions of suspension or expulsion for the alleged AI Policy violation. According to KRS

164.370, Eastern Kentucky University’s Student Disciplinary Council is the only body authorized

to suspend or expel a student.

KRS 164.370 provides that:

“Each board of regents may invest the faculty or a committee of the faculty and students

with the power to suspend or expel any student for disobedience to its rules, or for any other

contumacy, insubordination, or immoral conduct. In every case of suspension or expulsion of a

student the person suspended or expelled may appeal to the board of regents. The board of

regents shall prescribe the manner and the mode of procedure on appeal. The decision of the

board of regents shall be final.”

**Step 7.**

If the College Academic Integrity Committee or University Academic Integrity Committee

or AI Coordinator determines that the sanction of expulsion or suspension is appropriate for the

AI Policy violation and the student wishes to appeal the sanction, the student must notify, in

writing, the AI Office, within 5 academic days of the decision of the College or University

Academic Integrity Committee’s decision, of his/her desire to appeal. As soon as practicable, the

AI Office will schedule a hearing before the Student Disciplinary Council.

**Step 8.**

At the Student Disciplinary Council hearing, both the student and the faculty/staff will

present their information. The Council will review all of the information presented and then

deliberate in private. At the discretion of the Chair of the Student Disciplinary Council, the

proceeding may be extended to an additional meeting. Absent exceptional circumstances

beyond the control of the student as determined by the Chair of the Council, if the student who

has been notified of the hearing fails to appear, the proceeding may take place in his/her absence

and the Committee’s decision will be binding. If the Council determines that the student has

violated the AI Policy, before the sanctioning stage of the meeting, the AI Coordinator will provide

the Council information regarding whether the student has any previous AI Policy violations

recorded and sanctions imposed. The Council will deliberate again in private in order to

determine the appropriate sanction for this violation. The Chair will announce the decision of the

Council to those present at the conclusion of the hearing.

**Step 9.**

If the student chooses to contest the allegation and/or sanction, the student can appeal to

the Provost. The student will notify, in writing, the AI Office of his/her request and grounds for

such request, within 5 class days of the Student Disciplinary Council’s decision. An appeal to the

Provost can only be based upon irregularities in procedure, new evidence not available for the

first hearing, or punishment not consistent with the violation. The Provost will render a decision,

in writing, within 10 academic days of receipt of the appeal.

**Step 10.**

If the Provost upholds the decision of the Student Disciplinary Council, and if the student

chooses to contest the allegation and/or sanction, the student can appeal to the Board of

Regents. The student will notify, in writing, the AI Office of his/her request and the grounds for

such request, within 5 academic days of the Provost’s decision. An appeal to the Board of

Regents can only be based upon irregularities in procedure, new evidence not available at the

first hearing, or punishment not consistent with the violation. The decision of the Board of

Regents is final.

**Sanctions**

Minimum Sanction: The standard minimum sanction for an AI Policy violation shall be the

assignment of an “F” for the test, assignment, activity in which an incident of academic dishonesty

occurred. The student will not be allowed to retake or rewrite the test, assignment, or activity. A

student so assigned an “F” will not be permitted to drop or withdraw from the course.

Minimum Sanction for student with one previous Academic Integrity Policy violation: The

standard minimum sanction for an AI Policy violation for a student with one previous AI Policy

violation will be an “FX” recorded for the course on the student’s transcript. The “FX” grade

denotes failure in the course due to academic dishonesty. A student so assigned an “FX” for a

course will not be permitted to drop or withdraw from the course.

Sanctions: In addition to the minimum sanctions for an AI Policy violation, other appropriate

educational sanctions may be assigned. These sanctions may be given even if this is the first

violation of the AI Policy. Such sanctions could include, but are not limited to, the following:

* Removal from the course
* Educational sanctions
* Community service
* Restriction of computer access
* Precluded from graduating with Honors
* Assigned an “F” for the course
* “FX” notation on transcript
* Suspension \*
* Expulsion \*

\* Note: According to KRS 164.370, Eastern Kentucky University’s Student

Disciplinary Council is the only body authorized to suspend or expel a

student, Steps 6 through Step 10.

“FX” Notation: The “FX” grade will be changed to an “F” on the student’s transcript upon

completion of the educational sanctions so specified by the faculty/staff (Step 1) or other hearing

bodies. A course with a grade of “FX” may not be repeated until the “FX” grade is changed to a

“F”. The student can then choose to repeat the course with the grade earned in the later taking

replacing that of the “F” grade.

**Helpful Definitions**

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

• Using words, ideas, or images from another source (including the Internet), whether in quotation marks or not, without giving credit to that source in the form of a bibliographic citation

• Using facts, statistics, or other supporting materials that are not clearly common knowledge without acknowledgement of the source

**Scheduling of hearings:** Hearings will be scheduled as soon as practicable after the AI

Coordinator receives written notification of the charge of an Academic Integrity violation.

Coordinator: The AI Coordinator is a faculty member who coordinates the EKU Academic

Integrity Policy and procedure. The AI Coordinator does not take part in any actual hearings, but

is available to answer procedural questions. The Coordinator is responsible for maintaining all

records of all incidents involving the EKU Academic Integrity Policy.

College Academic Integrity Committee: The College Academic Integrity Committee is

comprised of 5 members (1 faculty from the department where the incident arose, 2 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 Committee is responsible for determining the facts, and, if the student is found to

have violated the AI Policy, the Committee must determine the appropriate sanction.

To determine that a violation has/has not has occurred, 4 of the 5 Committee members must

agree. To determine the sanction, 3 of the 5 Committee members must agree.

Student Disciplinary Council: The Student Disciplinary Council is comprised of 7 members,

one faculty from each of the Colleges, and two students (one undergraduate and one graduate

student) named by the President of the University. One member, elected by the Council, serves

as Chair.

**University Academic Integrity Committee:** The University Academic Integrity Committee is

comprised of 6 members. At the beginning of the academic year, there will be 2 names (1

faculty, 1 student) from each college and one name (faculty/staff) from the Library submitted to

the President’s office for appointment to the Committee. For each AI hearing, the College from

which the incident arose will have both the faculty and student serve as members of this specific

Committee. The remaining members of the Committee will be randomly drawn from two separate

categories in order for the make-up of the Committee to be 3 faculty and 3 students. One

member, elected by the Committee, will serve as Chair. An appeal to this Committee can only be

based upon irregularities in procedure, new evidence not available for the first hearing, or

punishment not consistent with the violation. The Committee can modify or set aside the applied

sanction, refer the case back to the College Academic Integrity Committee, or uphold the

decision. The decision of the University Academic Integrity Committee is final, unless the

Committee determines suspension or expulsion is the appropriate sanction to be imposed.

**Peer Advisor:** An accused student has the right to have another willing student act as his or her

advisor/advocate and to assist the student throughout the process, beginning at Step 3 and

continuing through Step 10. The student can be any presently enrolled EKU student.

**Silent Advisor:** An accused student has the right to have an attorney present at any proceeding

at Step 3 and continuing through Step 10. The attorney 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.

|  |  |
| --- | --- |
| **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** | Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise. Cheating includes, but is not limited to, the following:* Giving or receiving assistance not authorized by the instructor or university representative
* Participating in unauthorized collaboration on an academic exercise
* Using unapproved or misusing electronic devices or aids during an academic exercise
* Turning in substantially similar papers/assignments as other student(s)
 |
| **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** | 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:* 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** | Plagiarism occurs when a student represents work taken from another source as his or her own. It is imperative that a student give credit to information, words, ideas, and images that are integrated into his or her own work. Acknowledgement of a source of information in any form should consist of complete, accurate, and specific references and, if verbatim statements are included, quotation marks as well. Examples of plagiarism include, but are not limited to, the following:* Using words, ideas, or images from another source (including the Internet), whether in quotation marks or not, without giving credit to that source in the form of a bibliographic citation
* Using facts, statistics, or other supporting materials that are not clearly common knowledge without acknowledgement of the source
 |
| **Silent Advisor** | An accused student has the right to have a silent advisor present, who may be an attorney, student, friend, etc,. at any proceedings at step 2 and step 4. The silent advisor is not permitted to speak in any hearing through this process.  |
| **Triviality** | A case may be dismissed if it is found to be trivial. A trivial case is one with no possible consequences to a matter of legitimate concern of the academic community or one with no tendency to undermine trust within the community. |
| **University Academic Integrity Committee** | The University Academic Integrity Committee pool is comprised of thirteen members: 2 members nominated from each college and 1 student. The college members shall constitute a pool from which to select the sitting committee for an appeal. The student member and a student alternate, who shall serve if the student member is not available or if there is a conflict of interest, shall be nominated by the Student Government Association Members, except for the student member, shall serve two year, staggered terms. The Chair of the committee shall be elected by the Committee membership. information |

##### MECHANISMS FOR PROTECTION OF RIGHTS

If at any time faculty within the EKU’s School of Nursing conducts any academic research that would include students from the RN to BSN option, students will be notified and informed consent will be obtained.

###### **Assurance-Informed Consent**

To safeguard the basic human rights of self-determination, consent to participate in research or unusual 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 insure 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 insuring 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.

**Tobacco Products**

**Policy Statement**

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

**Entities Affected by the Policy**

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

**Policy Procedures**

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

Exemptions

• Tobacco use may be permitted for controlled research with prior approval of the appropriate dean or director. Smoke, like any other laboratory air contaminant generated, shall be controlled locally in a chemical hood or other exhaust system that provides 100% exhaust to the outside.

• Tobacco use may be permitted for educational, clinical, or religious ceremonial purposes or as part of University sanctioned theatrical events with prior approval of the appropriate dean.

• Tobacco use may be permitted on properties the University owns, but leases or otherwise conveys an interest (e.g. an easement) to a non-University party, according to the provisions of the applicable lease or agreement.

• Tobacco use may be permitted in employee housing units under current leases. Any new leases for new tenants after June 1, 2014 will prohibit the use of tobacco in employee housing units

**Responsibilities**

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

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

**Violations of the Policy**

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

# Appendix

***NOTICE TO STUDENTS: ALL INFORMATION REQUESTED ON THIS FORM MUST BE PROVIDED FOR THE REQUEST FORM TO BE PROCESSED.***

COLLEGE OF HEALTH SCIENCES

REQUEST FOR CLINICAL/PRACTICUM EDUCATION AGREEMENT

***Choose One:***

***New***

***Renew***

***Type:***

***On Campus***

***E***

***–***

***Campus***

**STUDENT INFORMATION**

Date to begin at facility:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employed at Facility Yes No

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FACILITY INFORMATION**

Name of Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FACILITY CONTACT INFORMATION**

Contact Person *(The person to whom the contract will be sent for review and signature of approval,* ***not the preceptor****; this often is someone in human resources or staff development*):

|  |  |  |
| --- | --- | --- |
| Name:   |   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Title:   |   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Phone:   |   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Email:  |   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PRECEPTOR INFORMATION**

Preceptor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Credentials:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Position at agency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Students’ direct employment at their place of employment may not serve as their clinical preceptor. Additionally, student’s family members may not serve as a clinical preceptor. Preceptors must hold a bachelor’s degree or higher)

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***ADN***  ***ESS***

**DEPARTMENT MAKING REQUEST:**

**RN to BSN**

  ***BGN -***  **MSN/PMHNP**  ***FCS***

**MSN/FNP**  **MSN/Nursing Adm.**

##  *HPA*

 ***EHS***  ***CLS***

  ***OT***  ***Level I***  ***Level II***  ***OTD***  ***RPA***

  ***DNP***

NSC Clinical Course Number for which request is being made \_\_\_\_\_\_\_\_\_\_\_

 Please send completed form to: **Christi Isaacs**

  **Online Nursing Clinical Coordinators**

  **Office: Rowlett 223**

  **Email: Christi.isaacs@eku.edu**

  **Phone: (859) 622-7954**