

MOREHEAD STATE UNIVERSITY

College of Science
School of Health Sciences
Department of Nursing

Undergraduate Student Handbook



Supplement to
Morehead State University Student Handbook
33rd Edition
2021-2022

The Department of Nursing adheres to the current Non -Discrimination Statement as published on the Affirmative Action Office webpage at

<https://www.moreheadstate.edu/Student-Affairs/Dean-of-Students/Student-Handbook/Nondiscrimination-Statement>

Any inquiries should be addressed to the Affirmative Action Officer, Morehead State University, Affirmative Action Officer, 217 Adron Doran University Center, Morehead, KY 40351, Phone 606.783.2517

Review of Policies, Procedures, and Content

The respective faculty annually. Where revisions are made to policies or procedures, there is a notation in the document noting a revision, date, and initials of the approver.

Changes in Policies, Procedures, and Program Information

Changes in the Department of Nursing (DN), Associate of Applied Science in Nursing Program (AASN), Pre-licensure Baccalaureate Degree Nursing Program (BSN) and Post-Licensure Baccalaureate Degree Nursing Program, policy, procedure, and program information will be communicated to students admitted to the programs by email, in class, or announcements posted on Blackboard. Updates to the *Student Handbook* will also be posted on the DN Website.

Website and Published Documents

The DN website reflects current information. Because the site is updated frequently, information on this website supersedes all DN printed materials.

**Morehead State University
Department of Nursing
Undergraduate Student Handbook**

I have reviewed the current Department of Nursing Undergraduate Student Handbook. I have had the opportunity to clarify any questions or concerns about the Undergraduate Student Handbook. I am aware of all the contents of the Undergraduate Student Handbook and agree to comply with the policies contained therein.

Printed Name

Signature

Date

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MOREHEAD STATE UNIVERSITY
Family Educational Right to Privacy Act
(Buckley Amendment)

In accordance with the Family Educational Rights and Privacy Act (FERPA) and Morehead State University policy, non-directory information (city/state or hometown) from your official cumulative file may not be released without your written consent, except to persons engaged in the proper performance of university duties.

You also have the right to inspect, review, and challenge all official educational records, files, and data directly related to you. Request for access to such records must be made inwriting to the Registrar, Morehead State University, 201 Ginger Hall.

Questions concerning this law and the University policy may be directed to the Office of the Registrar.

The **Family Educational Rights and Privacy Act** of 1974 (Public Law 93-380) is a federal law that is designed to protect the privacy of student education records and to prohibit dissemination of student educational records without the student's consent. This law (commonly known as the **Buckley Amendment**) basically states that only persons within the institution with a business need to know shall have access to students' education records and the institution may not disclose any information from those records without the written consent of students, or pursuant to the exceptions permitted by law. FERPA requires colleges and universities to provide students with an opportunity to inspect and review their education records upon request. FERPA applies to educational institutions receiving federal funds administered by the **U.S. Department of Education (DOE)**.

THE AMERICANS WITH DISABILITES ACT (ADA) of 1980

This legislation expands protection to include public entities, regardless of whether federal funding is received (such as health care, transportation, recreation, employment, and educational institutions). It also addresses the accessibility of buildings and communication requirements on behalf of persons having visual, hearing, or speech disabilities. Students with disabilities are entitled to academic accommodations and services to support their access and safety needs. The Office for Disability Services in 202 ADUC coordinates reasonable accommodations for students with documented disabilities. Although a request may be made at any time, services are best applied when they are requested at or before the start of the semester. Please contact Disability Services at 606-783-5188, e.day@morheadstate.edu or visit their website at www.moreheadstate.edu/disability for more information.



DEPARTMENT OF NURSING

Center for Health Education and Research, Suite 201
316 West Second Street
Morehead, Kentucky 40351
TELEPHONE: 606-783-2296

Welcome to the Department of Nursing at Morehead State University

Dear Nursing Students:

Welcome to a new academic year in the DN at MSU! We know the nursing programs of study are rigorous whether you are a matriculating nursing student or a declared nursing major taking pre-requisite courses.

There are several resources available to nursing students as you progress in your program of study. An important person that you should meet with at least once a semester is your assigned faculty advisor. By going to *My Morehead State* and clicking on *Students*, then *MyProfile* you can learn your faculty advisor's name. If you are a freshman student, you should meet regularly with the nursing academic advisor in the Student Advisement Center located in room 100D in the Lloyd-Cassity Building.

The nursing curriculum is demanding and time intensive; therefore, it is important to have good study habits. In addition to attending class and laboratory sessions you will be involved in clinical practice in one of the many health care agencies across the region and in the Commonwealth of Kentucky where MSU has a contract.

If I can provide further information or answer questions, please feel free to contact me. Once again, welcome to the nursing programs at MSU!

Dr. Lynn C. Parsons, Ph.D., RN, NEA-BC

Dr. Lynn C. Parsons

Professor and Chair

e- Mail: l.parsons@moreheadstate.edu

/file

www.moreheadstate.edu

MSU is an affirmative action equal opportunity educational institution.

FAX: 606-783-9104

Nursing Programming at Morehead State University

The Department of Nursing currently houses three undergraduate programs and one graduate program. Nursing programming at MSU offers a variety of pathways to enter the profession of nursing and to promote increased career options including advanced nursing practice.

The Associate of Applied Science in Nursing (AASN) Program admits student to the program each semester and is offered on both the main Morehead Campus and at the Mt. Sterling extended campus at the Clay Center. The Associate of Applied Science in Nursing (AASN) program is accredited by the Accreditation Commission for Education in Nursing (ACEN). The Pre-licensure Bachelor of Science in Nursing (BSN) admits students to the program each semester and is located on the main Morehead Campus. The Post-licensure Bachelor of Science in Nursing (BSN) Nursing Program (RN-BSN) is offered fully online and admits students each semester in an ongoing basis. The Commission on Collegiate Nursing Education (CCNE) accredits both the pre-licensure BSN and the RN-BSN programs.

The Department of Nursing added a graduate program (Master of Science in Nursing, Family Nurse Practitioner Program) beginning Fall 2017. The Family Nurse Practitioner Program is approved by the Kentucky Board of Nursing, the Council on Postsecondary Education (CPE), Southern Association of Colleges and Schools (SACS) and is accredited by the Commission on Collegiate Nursing Education (CCNE). The Department of Nursing looks forward to further meeting the health care needs of the citizenry through developing competent and caring advanced practice nurses.

Nurses have an important role in the provision of health care in a variety of health care settings and improving health care in general to the service region and beyond. MSU has made a significant contribution to improving health care outcomes and looks forward to continuing the rich history of providing nursing programming of quality.

The history of nursing at Morehead State University (MSU) is rich, long and evolving. Current

Licensure Disclosure

Graduates from the Morehead State University Department of Nursing pre-licensure programs are prepared to apply for RN licensure upon graduation; however, educational preparation does not guarantee professional licensure. If you have questions regarding Kentucky RN licensure, please contact the Kentucky Board of Nursing (kbn.ky.gov/apply/Pages/Examination/examination.aspx). For RN licensure questions in other states, please contact the respective state board of nursing (ncsbn.org/contact-bon.htm)

MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
Department of Nursing

Vision

The Morehead State University Department of Nursing envisions educational programs that establish the Department of Nursing as a Center of Excellence in the campus community and within our service region.

Mission

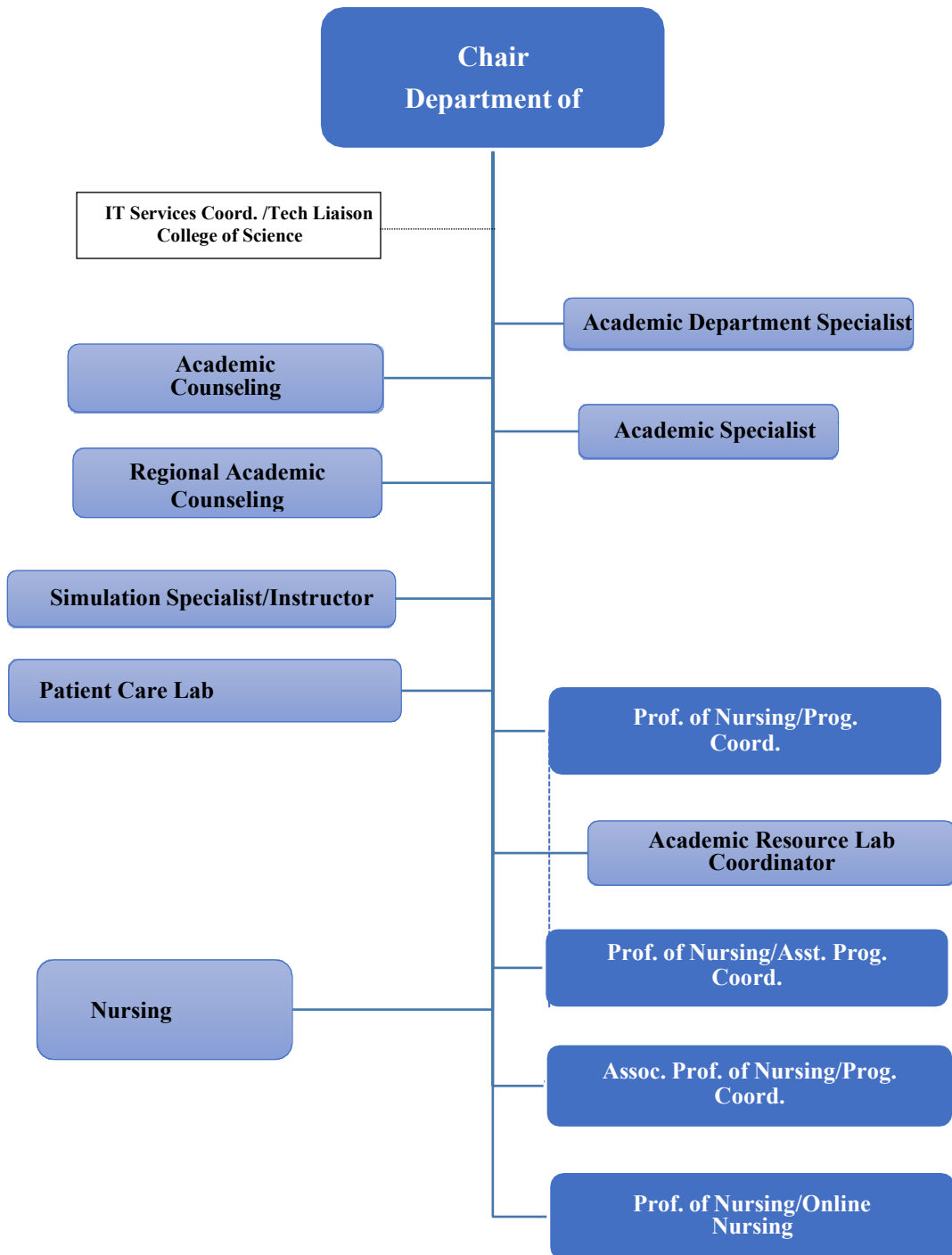
Department of Nursing Mission: The mission of Morehead State University Department of Nursing is to promote health and well-being among the people of northeastern and eastern Kentucky, the greater Commonwealth, and extending to those whom our graduates serve in our global community. In an academic environment that is responsive to health care changes situated within respective cultures, it is through excellence in nursing education in all programs, service, and commitment to scholarly activities that this mission is accomplished.

Values

The faculty and staff within the Department of Nursing value

- excellence in education, service, scholarly activities, advisement, and support of students, thereby providing the opportunity for a meaningful and rewarding educational experience.
- a climate of open communication and cooperation.
- a responsive relationship with our community respecting our cultural heritage.
- student success in learning outcomes through individualized attention that promotes growth, improvement, and opportunity.
- diversity within the department reflecting our greater community.
- integrity and professionalism and the respect of academic freedom in our academic community.

Department of Nursing Organizational Chart



Regulations, Guidelines, and Information

MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
Department of Nursing

STATEMENT OF CONFIDENTIALITY

The student must understand that all information regarding patient/clients must be kept confidential under the provision of *KRS 210.235. The student must understand that any information received may only be used for clinical purposes within the assigned clinical care setting. The student must be aware that violation of the requirement of confidentiality is punishable by a fine of up to five thousand dollars (\$5,000) or imprisonment for a term not to exceed five (5) years or both, pursuant to *KRS 210.291.

***KRS 210.235 - Confidential nature of records-Conditions under which records may be disclosed.**

All applications and requests for admission and release, and all certifications, records and reports of the Cabinet for Health and Family Service which directly or indirectly identify a patient or former patient or a person whose hospitalization has been sought, shall be kept confidential and shall not be disclosed by any person, except insofar as:

1. The person identified or his guardian, if any, shall consent; or
2. Disclosure may be necessary to carry out the provisions of the Kentucky Revised Statutes, and the rules and regulations of cabinets and agencies of the Commonwealth of Kentucky; or
3. Disclosure may be necessary to comply with the official inquires of the departments and agencies of the United States government; or
4. Disclosure may be necessary for:
 - a. Treatment of the patient by any health care provider involved in the patient's care.
 - b. Treatment, payment, or health care operations under the federal Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191, including disclosure between health care providers through an electronic health information exchange or network; or
 - c. Participation by health care providers through an electronic health information exchange or network for the purpose of meeting the requirements of the American Recovery and Reinvestment Act of 2009, Pub. L. No. 111-5, and its related federal regulation; or
5. A court may direct upon its determination that disclosure is necessary for the conduct of proceedings before it and failure to make such disclosure would be contrary to the public interest. Nothing in this section shall preclude the disclosure, upon proper inquiry of the family or friends of a patient, of information as to the medical condition of the patient.

Effective: July 15, 2014

History: Amended 2014 Ky. Acts ch.12, sec. 1, effective July 15, 2014. – Amended 2005 Ky. Acts ch.99, sec. 317, effective June 20,2005. – Amended 1998 Ky. Acts ch. 426, sec. 262, effective July 15, 1998. – Amended 1974 Ky. Acts ch. 74, Art. VI, sec. 107(1) and (9). – Created 1954 Ky. Acts ch. 12, sec. 1, effective July 1, 1954

In addition, the student must understand and be compliant with the Health Insurance Portability and Accountability Act (HIPPA), Public Law 104-191, 104th Congress.

SEC 1177. WRONGFUL DISCLSURE OF INDIVIDUALLY INDENTIFIABLE HEALTH INFORMATION

- a.** OFFENSE. -A person who knowingly and in violation of this part –(1) uses or causes to be used a unique heath identifier, “(2) obtains individually identifiable health information relating to an individual; or (3) discloses individually identifiable health information to another person, shall be punished as provided in subsection (b).
- b.** PENALTIES -A person described in subsection (a) shall – (1) be fined not more than \$50,000, imprisoned not more than 1 year or both ; (2) if the offense is committed under false pretenses be fined not more than \$100,000, imprisoned not more than 5 years, or both; and (3) if the offense is committed with intent to sell, transfer, or use individually identifiable health information for commercial advantage, personal gain, or malicious harm, be fined not more than \$250,000, imprisoned not more *than 10 years, or both.*

SOCIAL NETWORK STATEMENT

Students must strictly observe confidentiality regarding client care and practicum experiences. Discussion of practicum experiences and/or posting of pictures of the practicum setting in any type of social networking is unacceptable and is a violation of patient confidentiality and nurse ethics. Additionally, appearing in pictures with the student nametag, nursing uniform, and/or lab coat in non-practicum activities is unacceptable. Such postings are a violation of professional expectations and will lead to course failure or program dismissal. Students are required to view the National Council of State Boards of Nursing (NCSBN) video “Social Media Guidelines for Nurses” video and brochure “A Nurse’s Guide to the Use of Social Media.” The video and brochure can be downloaded at https://www.ncsbn.org/NCSBN_SocialMedia.pdf

ACADEMIC HONESTY AND POLICY

The nursing faculty believes that nurses must maintain a high level of integrity. Integrity is demonstrated by honesty, fairness, respect, and trust. Therefore, deception for individual gain is an offense against the profession of nursing. Deception includes but is not limited to cheating, plagiarism, and misrepresentation.

Cheating is defined as wrongful giving, taking, altering or fabrication of any course work (examinations, written reports, care plans, etc.) for the purpose of gain for self or others.

Plagiarism is defined as the act of copying, stealing or using another's ideas, words, or specific substances as one's own without giving credit to the source. For example: submitting written work which is not the work of the student; failure to identify in part or in whole the original author; failure to use quotations for any idea which has not been assimilated in the writer's own language; or paraphrasing (rewording) a passage so it is not grammatically changed.

Misrepresentation is defined as work submitted improperly or falsely to meet course requirements. For example: falsifying information; altering work for regarding; another person replacing student for an examination or laboratory; or presenting the same paper to different courses without prior approval of both faculty members.

Should a question arise regarding academic honesty in course work, it is the student's responsibility to consult the instructor for clarification. Faculty will exercise one of the following sanctions for academic dishonesty:

1. A grade zero (0) on the individual assignment.
2. A grade "E" for the course in which the offense occurred.
3. Permanent dismissal from the Department of Nursing.

Other information related to academic dishonesty can be found in *The Eagle Student Handbook*

POLICY

University Expectations for Academic Honesty

All students at Morehead State University are required to abide by accepted standards of academic honesty. Academic honesty includes doing one's own work, giving credit for the work of others, and using resources appropriately. If a student is determined to be guilty of academic dishonesty, the faculty member will issue one of the following sanctions:

1. Failure of a particular assignment or exam (Zero)
2. Failure of a particular class (E)
3. Other appropriate disciplinary action (e.g., program dismissal)

Other information related to academic dishonesty can be found online in the Eagle Student Handbook.

Examples of Academic Dishonesty (not all inclusive)

1. Exams/Quizzes
 - a. Exchanging information with another person (giving/receiving)
 - b. Writing information on your person or objects to use during the exam
 - c. Using electronic devices to record (i.e., screenshot) or retrieve information
 - d. Submission of an exam/quiz in the name of someone other than the author of the exam/quiz
 - e. Opening additional or minimizing windows with online/computerized testing. The open windows permitted include the calculator and the window for the exam/quiz. Any other open/minimized window constitutes academic dishonesty.

- f. Discussing exam/quiz questions amongst students
 - g. Distribution of test content outlines in any manner
 - h. Distribution of screenshots or photos of online exams
2. Assignments
- a. Plagiarizing
 - i. Having someone else do your work/write your paper
 - ii. Submit an assignment for more than one course or more than one assignment (e.g. care plans)
 - iii. Submitting someone's ideas/work as your own
 - 1. 3 or more words without being referenced as a quotation
 - 2. Failure to reference a source
 - 3. Copying and pasting from the internet to write a paper
 - 4. Obtaining a paper from someone or the internet and submitting it as your own work
 - b. Submission of an assignment in the name of someone other than the author of the assignment
 - c. Discussing concepts with other students is encouraged. However, allowing others to copy from you is an act of dishonesty. All assignments are individual work unless specifically noted by the instructor to be a group assignment. Therefore, submitted work should be yours and yours alone.
 - d. Disseminating/discussing content of simulations or practicums
 - e. Copying partial or full assignments
 - f. Plagiarizing from published sources
3. Use of test bank to prepare for an exam/quiz/assignment
- a. Purchasing, distributing, or obtaining test bank material

Promoting Academic Honesty During Exams/Quizzes

- Turn off all phones, beepers and anything that makes noise. No electronic devices are permitted in the testing area.
- No bracelets or watches in the testing area
- No personal belongings at your desk (all personal belongings must be placed in the area designated by faculty)
- No food/drinks, or hats in the testing area
- Calculators will be supplied
- Go to the bathroom prior to beginning the exam/quiz
- Use this paper to cover your answer sheet during the exam/quiz and turn in with your exam/quiz

I have read and understand the above information regarding academic dishonesty and agree to uphold the standards of academic honesty during preparation for and taking my exam/quizzes and assignments throughout my educational program at Morehead State University. I understand that this form will be placed in my file within the Department of Nursing upon entry into the program and my signature indicates that I will abide by this policy throughout my time in the nursing program.

Name (Print): _____ Signature _____ Date _____

Respondus Directions

This exam/quiz is a closed note, closed book assignment. Outside resources are not permitted when taking this exam/quiz. The only resource permitted during testing is your knowledge. Testing is a measure of your personal growth without the assistance of outside sources (peers, Google, notes, textbooks, etc.). The testing environment must be in a well-illuminated, private area with a clutter/distracted free surface to allow consistent facial recognition. Course faculty will view audio and video recordings of your testing experience to evaluate for academic dishonesty. While most students achieve positive outcomes based on their own merit, these measures are in place to promote fairness and academic honesty in all students.

- You are to provide a complete environmental scan as directed by Respondus. This includes 360 degrees and your testing surface. You must also show your bare forearms in this environmental screen. Failure to complete the environmental scan will result in an automatic zero (0) for the assignment/exam/quiz.
- You may wear basic foam earplugs. If you do choose to wear basic foam earplugs you must hold up both earplugs for visualization during the pre-exam time.
- You cannot wear headphones, ear buds or watches/bracelets.
- You cannot have any electronic device in the testing area other than the computer you are using to test. You cannot wear a smart watch; have an iPad, cell phone or similar device in the testing area.
- You cannot wear a hat.
- You cannot have any food or drink in the testing area. No water or beverage bottles.
- You are to keep your eyes on the screen. Though slight movements are sometimes necessary, please be conscious that repeatedly looking up, down or to the side brings about concerns of academic dishonesty.
- Do not say anything aloud when taking this exam. You cannot read test questions or answer responses aloud.

Students that fail to follow testing guidelines, will be notified of testing concern(s), and may receive a grade of zero (0) for the assignment/exam/quiz. If you have any questions or concerns regarding these guidelines, contact your course faculty prior to testing.

TECHNICAL PERFORMANCE STANDARDS

The Technical Performance Standards in the learning and healthcare environment required by the DN will help students determine if accommodations or modifications are necessary. The standards will provide criteria upon which an informed decision of ability to meet requirements and perform the essential functions of nursing practice can be made.

Standard 1: Critical thinking ability sufficient for clinical judgment.

Standard 2: Communication skills sufficient to interact with individuals, families, and groups from a variety of social, behavioral, cultural, and intellectual backgrounds.

Standard 3: Physical abilities sufficient to move from room to room and maneuver in small spaces.

Standard 4: Gross and fine motor abilities sufficient to provide safe and effective nursing care.

Standard 5: Auditory abilities sufficient to monitor and assess health needs.

Standard 6: Visual ability sufficient for observation and assessment and delivery nursing care.

Standard 7: Tactical ability sufficient for physical assessment.

If a student believes that they could not meet one of the standards without accommodation or modifications in the learning and healthcare environment, the nursing program will determine if reasonable modifications can be made using the following process.

1. Before admission to the nursing major, all students will have information regarding the Technical Performance Standards.
2. After admission to the major, students will be given a copy of the Technical Performance Standards.
3. A student who believes that he or she may need assistance in meeting the Technical Performance Standards should contact the Disabilities Services Coordinator at MSU or call 606-783-5188.

STUDENT PARTICIPATION

Students in the DN are encouraged to provide input to the department faculty and staff regarding the overall curriculum and program. Each course invites student input through course and faculty evaluation. Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, clinical experience, or course. Faculty will seriously consider student evaluations in making modifications in the course, specific classes, and clinical experience. The faculty value student evaluation of teaching effectiveness as a means of improving teaching skills. Students are encouraged to evaluate classroom and clinical instruction using the forms and methods provided. In addition, verbal input is welcome. The clinical instructor will also provide a tool for students to evaluate the clinical experience. The programs invite input through student participation on program curriculum committees. Please contact the Program Coordinator of the respective programs to learn more.

COURSE LOAD

The usual course load per semester is 15-18 credit hours. The minimum load for a full-time student is 12 credit hours. Students who plan to enroll for more than 18 hours must adhere to University regulations regarding overload (see University Undergraduate Catalog).

CONDITIONS FOR ENROLLMENT

1. Students may be assigned to clinical practicum areas other than those in the immediate area, requiring traveling some distance. Transportation to and from these settings is the responsibility of the student.
2. Clinical experiences and classroom activities may be required during various hours of the day, evening, night, and/or weekend.
3. Students have the responsibility for the cost incurred by enrollment in the nursing program. This cost includes clothing, equipment, liability insurance, criminal background checks, drug screenings, and academic materials. Students will be assigned to clinical groups by their respective program. Assignment to a particular clinical group/location is non-negotiable. Note, clinical group assignments and locations may change after established due to circumstances beyond the programs control (e.g., facility restrictions/availability, attrition, etc.).
4. Criminal Background Check and Drug Testing: A criminal background check and drug test (urine screen) are becoming standard requirements for employment at health care facilities. Such requirements also apply to students who rotate through those health facilities as part of their educational experiences. Random testing may also occur post admission while enrolled in a MSU program of nursing. (See MSU DN drug testing policy).

All MSU nursing students are required to have a national criminal background check (Castle Branch) and urine drug screen. The student is responsible for the cost of the criminal background check and urine drug screen. Students will be given instructions for the online process for the Castle Branch check and procedures for urine drug screen collection when admission to the program is offered. The background check includes a certified Badge for the student. Students must have the criminal background check prior to clinical rotations at health care facilities. Please refer to the Department of Nursing Criminal Background and Drug Policy Statement.

Nursing students may be required to have additional criminal background checks and drug screens for certain healthcare settings as the agencies set their own criteria around criminal background clearance. The student is responsible for any cost of additional criminal background checks or drug screens. In the event that a student leaves a program prior to program completion, the student may be requested to complete additional criminal background check and urine drug screen prior to reentry to the program. Students who fail to successfully pass a criminal background check or drug screen would be ineligible for enrollment or progression in required clinical courses and therefore, would not be able to complete the requirements for graduation.

The DN does not accept responsibility for any student being ineligible for coursework, continued enrollment in the admitted program or subsequent licensure as a nurse for any reason.

Students who provide any false information regarding drug use or criminal offenses in any documents relating to their attendance within the DN are subject to immediate dismissal.

MOREHEAD STATE UNIVERSITY
DEPARTMENT OF NURSING
Student Criminal Background Check and Drug Screening Policy
Adopted: May 2012

A. Introduction:

A criminal background check and drug screen are becoming standard requirements for employment at health care facilities. Such requirements also apply to students who rotate through those health facilities as part of their educational experiences.

All MSU nursing students are required to have a national criminal background check (Castle Branch) and drug screen. The student is responsible for the cost of the criminal background check and drug screen. Students will be given instructions for the online process for the Castle Branch check and procedures for drug screen collection when admission to the program is offered. The background check includes a certified Badge for the student. Students must have the criminal background check prior to clinical rotations at health care facilities. Please refer to the DN Criminal Background and Drug Policy Statement.

Nursing students may be required to have additional criminal background checks and drug screens for certain healthcare settings as the agencies set their own criteria around criminal background clearance and drug screens. The student is responsible for any cost of additional criminal background checks or drug screens. In the event that a student leaves a program prior to program completion, the student may be requested to complete additional criminal background check(s) and drug screen(s) prior to reentry to the program.

Students who fail to successfully pass a criminal background check or drug screen would be ineligible for enrollment or progression in required clinical courses and therefore, would not be able to complete the requirements for graduation. The DN does not accept responsibility for any student being ineligible for coursework, continued enrollment in the admitted program or subsequent licensure as a nurse for any reason.

Students who provide any false information regarding drug use or criminal offenses in any documents relating to their attendance within the DN are subject to immediate dismissal.

B. Applicability

Conditionally admitted applicants must consent to, and satisfactorily complete a criminal background check and drug screen prior to final acceptance and matriculation into nursing programs with the DN.

C. Policy Statement

All conditionally admitted applicants must consent, submit to, and satisfactorily complete a criminal background check and drug screen as a condition of admission and matriculation into programs within the DN. Enrollment will not be final until the completion of the criminal background check and drug screen results are deemed

acceptable to the applicable program. All expenses associated with the criminal background check(s) and drug screen(s) are the responsibility of the applicant/student. Students who do not consent to the background check, refuse to provide information necessary to conduct the background check, or provide false or misleading information about the background check will be subject to disciplinary action up to, and including, refusal of admission or dismissal from the program.

D. Implementation and enforcement

This policy will be implemented and monitored by the DN Health Compliance Coordinator. Enforcement will be conducted by the Admissions and Progression Committee in collaboration with MSU General Counsel, Chief Diversity Officer, Dean of Students, Castle Branch and/or other outside agencies in the conduct of background checks and drug screen investigations of students.

E. Procedures for Background Investigation and Drug Screens of Students

1. Application: Background investigations and drug screens will be conducted for applicants who are offered conditional admission to nursing programs. A statement such as the following shall be included on admission materials for all nursing programs:

“I understand that, as a condition of admission, I will be required to authorize MSU to obtain criminal background check(s). Further, I may be required to authorize clinical training facilities to conduct this check, and to permit the results to be provided by the reporting agency to MSU and/or to clinical facilities. Expenses associated with criminal background check(s) and drug screen(s) are to be the responsibility of the applicant/student. If I am offered conditional admission, the offer will not be considered final until results are deemed acceptable by the DN. If the results of the background check(s) or drug screen(s) are not deemed acceptable by the DN, or if information received indicates that I have provided false or misleading statements, have omitted required information, or in any way am unable to meet the requirements for completion of the program, the conditional admission, program re-entry or progression may be denied or rescinded resulting in program dismissal.”

“I understand that if I am convicted of a felony or any type of offense while a student in a nursing program at MSU, I must report that offense to the Department Chair of Nursing in writing within 30 days of a conviction. Conviction includes plea agreements, guilty pleas, etc.”

2. Final Admission and Progression Notification: Applicants/students will be informed via university email regarding final admission or progression in the respective program.

F. Consideration of Criminal Background Activities

The existence of a conviction does not automatically disqualify an applicant from entering, matriculating, or returning to a program within the DN. Relevant considerations may include, but are not limited to the date, nature, and number of convictions; the relationship the conviction bears to the duties and responsibilities of the position; and successful efforts toward rehabilitation. Any decision to allow an applicant to enter a nursing program with a conviction is solely at the discretion of the Admission and Progression Committee or DN Chair.

G. Consideration of Drug Screen

The existence of a positive drug screen does not automatically disqualify an applicant from entering, matriculating, or returning to a program within the DN.

Applicant/student will be required to provide appropriate documentation of prescribed medications for review. *Students on prescription medication(s) should inform CastleBranch (CB) of the medication and its purpose to facilitate communication with the Medical Review Officer (MRO) who will read and interpret laboratory findings. A copy of the label on the medication bottle is to be scanned, uploaded, and sent to the MRO at the time the student is going through CB screening. Failure to comply with this process will result in the ability (lack thereof) for the student to obtain clinical placement and progress in the nursing program(s).*

Any decision to allow an applicant to enter or continue in a nursing program with a positive drug screen is at the discretion of the DN's Admission and Progression Committee and clinical agency in which the student is assigned to ensure the safety and well-being of others in the health care environment.

H. Review Committee Process

The Review Committee will be a subcommittee of Admissions and Progression Committee and the Department Chair.

A careful review of the self-reported information in the conditionally admitted applicant's file including criminal convictions and pending adjudications, the information in the criminal background check report and relevant supplementary materials obtained from the applicant and from other sources including court documents will ensue. Facts involved in the individual case review may include, but not be limited to:

- the nature, circumstances, and frequency of any reported offense(s)
- the length of time since the offense(s)
- available information that addresses efforts of rehabilitation
- the accuracy of the information provided by the applicant in their application materials or letter of intent for reentry into program
- the relationship between the duties to be performed as part of the educational program and the offense committed

The Review Committee will be responsible for deciding whether the results of the background check or positive drug screen disqualifies and dismisses the conditionally admitted applicant/student from entrance, matriculation, or reentry to a nursing program. The Committee will forward their decision in writing to the applicant, Program Coordinator(s), Department Chair, Dean of College, and Dean of Students.

I. Appeals Process

For information regarding the University academic grievance procedure, see the undergraduate catalog.

MSU NURSING DEPARTMENT TRANSFERABILITY OF CREDIT

Morehead State University's Department of Nursing follows the University's guidelines for transferability of credits. This information can be found under the Admissions section of the current year's undergraduate catalog.

Specifically, MSU is an active partner in the Kentucky Council for Postsecondary Education's general education certificate agreement, which ensures the acceptability of transfer credit among all member institutions, as well as accredited by the Southern Association of Colleges and Schools.

To check if a particular course will transfer into or out of MSU, consult the MSU Course Transfer Equivalency website at <http://www.moreheadstate.edu/academic-services/registrar>

CONDITIONS FOR PROGRESSION

The Department of Nursing expects students to conduct themselves in a professional manner that is in accordance with the Code of Ethics for nursing. The Code of Ethics for Nurses serves as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession.

A student demonstrating any of the following will be dismissed from the program prior to the end of the semester:

- a. Inability to transfer theory into practice.
- b. Consistent lack of understanding of his/her limitations.
- c. Inability to anticipate the consequences of action or lack of action.
- d. Consistent failure to maintain communication with faculty and staff about client care.
- e. Dishonesty about client care.
- f. Commitment of a civil/criminal act in the educational area.
- g. Breach of patient confidentiality.
- h. Impaired behavior.
- i. Unprofessional behavior or acts of incivility that place a client or colleague in physical or emotional jeopardy. Examples of incivility include but are not limited to:

- i. using the “silent treatment”
- ii. spreading rumors
- iii. badgering or back-stabbing
- iv. rude or obnoxious behavior
- v. sabotaging a project
- vi. damaging someone’s reputation
- vii. using humiliation, put-downs, and intimidation
- viii. failing to support a peer in collaborative relationships
- ix. setting up someone for failure
- x. undermining of work
- xi. verbal abuse
- xii. public reprimands
- xiii. sarcasm
- xiv. destroying confidence
- xv. losing one’s temper or yelling at someone
- xvi. continual criticism
- xvii. encouraging others to turn against a peer
- j. Failure of acceptance to a clinical site based on denial of the clinical placement due to failure to comply to all hospital policies and procedures.
- k. Failure of acceptance to a clinical site based on unprofessional behavior.

Please refer to the Academic Standards and Progression Policy for each respective program for standards to be met for progression.

DOSAGE CALCULATION

Each nursing program has a dosage calculation requirement. Students must satisfactorily meet requirements for each nursing course.

TRAVEL STATEMENT

Students are responsible for providing their own transportation to clinical practicum areas and service activities.

UNIFORM GUIDELINES

The Morehead State University nursing uniform, jacket, and name tags are to be worn in the clinical areas. The uniform and identification represent the student nurse at MSU and the profession at large. Upon completion of clinical, the student is required to change out of the clinical uniform prior to resuming their day/evening. Students in uniform should conduct themselves professionally in the clinical setting as it reflects not only on the MSU Nursing Programs but the nursing profession. Students who fail to adhere to the uniform guidelines will be issued an unsatisfactory.

1. New Uniform Requirements are in effect for the fall 2021 admission cohort and all cohorts thereafter. The new uniform consists of a navy-blue scrub top with approved patch on the left side of the top and pants or skirts with a white lab jacket. Pants must be hemmed to meet top of shoe. Skirts are to be hemmed no higher than knee length. Approved uniforms may only be purchased through Meridy's Uniforms. Students with the previously required uniform will be permitted to continue with that particular uniform until the end of their program unless they become an out of sequence student or require a replacement uniform. If a student requires a replacement uniform, the student will need to purchase the newly approved (fall 2021) uniform. Students are not permitted to wear a sweatshirt over their uniform at any time. Students are permitted to wear an approved long sleeve under scrub knit tee under their uniform scrub top. This approved long sleeve knit tee may only be purchased through Meridy's Uniforms.
2. Certain assigned clinical facilities may require students to adhere to specific agency dress codes, in which case faculty for the course using the facility are responsible for informing students of specific dress requirements. White lab coats with approved name tags are required for covering the uniform when the student is not in the clinical area. The lab coat with approved name tag is also required to cover street clothes the student goes to the clinical area.
3. The following rules are to be observed:

- a. The uniform is to be clean and pressed. Plain white hosiery or socks are to be worn with the uniform. Name tags are to be worn on lab coat and uniform.

Students admitted to the AASN and Pre-licensure BSN programs are required to purchase the approved Department of Nursing shoe. Information regarding the shoe will be sent to all incoming first semester students upon admission.

- b. Hair must be clean, neatly arranged, of a natural color, and not fall forward during patient care. All hair accessories must be conservative. Beards must be short and neatly trimmed.
- c. Natural fingernails must be clean, well groomed, and cut short (not to extend beyond the fingertip). Artificial fingernails, gel nails, bonding tips, wrapping and tapes are not acceptable.
- d. Make-up may be used in moderation.
- e. The only accepted jewelry is a plain band type ring, a watch, and one pair of small studs for pierced ears. Visual facial including nose, tongue, face or other body piercings are not permitted. Dangling earrings are not permitted.
- f. All visible tattoos must be covered during the clinical experience.
- g. A BLS/ACLS/PALS pin may be worn if the student is currently certified.
- h. Gum chewing is prohibited while in the health care agency.

SMOKING POLICY

Each student must follow the smoking policy of each clinical agency to which they are assigned. Violation of agency smoking policies will result in an unsatisfactory for the clinical. Any student who comes to clinical smelling like smoke will be sent home and given an unsatisfactory for the clinical. Second-hand smoke is detrimental to the patients, and it is our responsibility to protect the patients at all times. This also applies to any other smoking apparatuses.

University Smoking policy: Morehead State University (MSU) acknowledges and supports the findings of the Surgeon General that tobacco use in any form, active and/or passive, is a significant health hazard. We further recognize that environmental tobacco smoke has been classified as a Class-A carcinogen and that there is no safe level of exposure to environmental tobacco smoke (ETS), a recognized toxic air contaminant. In light of these health risks, Morehead State University has adopted a NO TOBACCO USE policy. This policy is in effect for all persons, at all times, who are attending classes, working, living, visiting, attending/participating in athletic events, programs, and all activities and programs on University owned, leased, or controlled property and in campus owned, leased, or rented vehicles. This includes University property outside the main campus such as farm facilities, golf courses, art galleries, parking lots, performance venues, and sporting venues, and functions that are held in these facilities and venues. The Eagle Student Handbook contains the PG-64 Tobacco Use Policy and a copy of this policy can be found at the following link <https://www.moreheadstate.edu/Administration/Human-Resources/Personnel-Policies/MSU-Personnel-Policies/PG-64-University-Tobacco-Use-Policy>.

FEES AND EXPENSES

Morehead State University Department of Nursing Average Costs for a Nursing Student

Tuition

Fall/Spring Semesters

UNDERGRADUATE	Per Semester
Full Time - Kentucky residents and Ohio reciprocity counties* (taking 12-18 hours, undergraduate)	\$4,541
Full Time - Out-of-state students (taking 12-18 hours, undergraduate)	\$6,863
Full Time - International students (taking 12-18 hours, undergraduate)	\$11,507
Part Time - Kentucky residents and Ohio reciprocity counties*	\$379 per credit hour
Part Time - Out-of-state students	\$572 per credit hour
Part Time - International students	\$959 per credit hour
GRADUATE	Per Semester
Kentucky residents (excluding Volgenau College of Education 600-level courses), out-of-state residents, or international students	\$570 per credit hour
Kentucky residents (Volgenau College of Education 600-level courses)	\$379 per credit hour
FEES	
Mandatory Fee - Recreation and Wellness Center	\$9/credit hour (max. \$100 per semester)
Mandatory Facility Fee	\$7.50/credit hour (max. \$90 per semester)
Internet Course Fee	\$15/credit hour

Winter/Summer Sessions

UNDERGRADUATE	Per Credit Hour Rate
Part Time - Kentucky residents and Ohio reciprocity counties*	\$379 per credit hour
Part Time - Out-of-state students	\$572 per credit hour
Part Time - International students	\$959 per credit hour
GRADUATE	
Kentucky residents (excluding Volgenau College of Education 600-level courses), out-of-state residents, or international students	\$570 per credit hour
Kentucky residents (Volgenau College of Education 600-level courses)	\$379 per credit hour

FEES	
Mandatory Fee - Recreation and Wellness Center	\$9/credit hour
Mandatory Facility Fee	\$7.50/credit hour
Internet Course Fee	\$15/credit hour

AASN Additional Nursing Fees

ITEM DESCRIPTION	COST
Uniform/Lab Jacket/Shoes	Uniform Top: \$37.00-\$43.00 + tax & shipping Uniform Bottom: \$21.00-\$31.00+ tax & shipping Lab Jacket: \$24.00-\$26.00 + tax & shipping Shoes: \$60-\$100 +tax & shipping
Malpractice Insurance	\$19
Criminal Background Check, Drug Screen, and Immunizations Profile Depository	Background & Repository \$95.75 Drug Screen \$41 Bridges \$19
KDMC MyClinical Exchange	\$39.50 plus tax 12month period \$20.00 plus tax 6month period
CPR Certification	Approx. \$60 for initial certification Approx. \$45 for renewal every 2 years
Medical Insurance	Varies based on source of insurance
Course Fees (Fall/Spring)	NURA 114 (\$290/\$305)
	NURA 115 (\$195/\$210)
	NURA 117 (\$75/\$90)
	NURA 211 (\$75/\$90)
	NURA 212 (\$195/\$210)
	NURA 214 (\$75/\$90)
	NURA 215 (\$195/\$210)
Stethoscope BP cuff	\$25-\$200+
Pen Light Watch	\$20-\$50 \$5-\$10 Varies with each student
Automobile/Gas	Varies with each student
Books & Online Access	\$120-\$900/semester
Transcript Fee	\$7mailed//\$15.00 on demand
Graduation Fee (includes cap/gown)	\$60 Graduation fee \$40 Undergraduate Cap & Gown
**Nursing Pin	\$29.00 + tax
Board of Nursing Application for Initial RN Licensure	Ky Board of Nursing \$125.00 Jurisprudence Exam \$15 National Council Licensure Examination \$200

BSN Additional Nursing Fees

ITEM DESCRIPTION	COST
Uniform/Lab Jacket/Shoes	Uniform Top: \$37.00-\$43.00 + tax & shipping Uniform Bottom: \$21.00-\$31.00+ tax & shipping Lab Jacket: \$24.00-\$26.00 + tax & shipping Shoes: \$60-\$100 +tax & shipping
Malpractice Insurance	\$19
Criminal Background Check, Drug Screen, and Immunizations Profile Depository	Background & Repository \$95.75 Drug Scree \$41 Bridges \$19
KDMC My Clinical Exchange	\$39.50 plus tax 12month period \$20.00 plus tax 6month period
CPR Certification	approx. \$60 for initial certification approx. \$45 for renewal every 2 years
Medical Insurance	varies based on source of insurance
Course Fees (Fall/Spring)	NURB 262 \$195 NURB 264 \$160 NURB 266 \$ 70 NURB 318 \$ 51 NURB 320 \$195 NURB 324 \$125 NURB 420 \$180 NURB 421-\$25 NURB 498 \$303 NURB 499C \$268
Stethoscope BP cuff Pen Light Watch	\$25-\$200+ \$20-\$50 \$5-\$10 Varies with each student
Automobile/Gas	Varies with each student
Books & Online Access	\$120-\$900/semester
Transcript Fee	\$7mailed/\$15 on demand
Graduation Fee (includes cap/gown)	\$60 Graduation fee \$40 Undergraduate Cap & Gown
**Nursing Pin	\$29.00 + tax
Board of Nursing Application for Initial RN Licensure	KY Board of Nursing \$125.00 Jurisprudence Exam \$15 National Council Licensure Examination \$200

MSN Additional Nursing Fees

ITEM DESCRIPTION	COST
Lab Coat	\$35.00
Malpractice Insurance	*see Course Fees below, as this is incorporated in practicum courses
Criminal Background Check, Drug Screen, and Immunizations Profile Depository	\$136.75
CPR Certification	approx. \$60 for initial certification approx. \$45 for renewal every 2 years
Medical Insurance	varies based on source of insurance
Course Fees (Fall/Spring)	NURG 620 - \$41 NURG 621 - \$41 NURG 630 - \$41 NURG 631 - \$41 NURG 632 - \$40 NURG 633 - \$40 NURG 634 - \$40 NURG 635 - \$65 NURG 636 - \$370 NURG 641 - \$95 NURG 642 - \$41 NURG 645 - \$115 NURG 650 - \$95 NURG 655- \$180
Stethoscope	\$25-\$200+
Automobile/Gas	Varies with each student
Books	\$120-\$520/semester
CAI	NURG 610 Shadow Health \$103.99 learner support fee NURG 612 Shadow Health \$103.99
Transcript Fee	\$7
Graduation Fee (includes cap/gown)	\$85
**Nursing Pin	\$39.99 + tax & shipping
Board of Nursing Application for Initial APRN Licensure	\$165.00 required for KY
Fingerprinting Federal Fingerprint Evaluation	\$10.00/\$12.00 required for KY
Criminal Background Check (different than one listed previously)	\$51.25 required for KY
Jurisprudence Exam	\$9 required for KY
National Certification Exam	\$395 (ANCC) or \$315 (AANP)

Disclaimer: All costs are subject to change without notification. **These costs are optional.

ACCIDENTS, INJURIES, AND/OR SERIOUS ILLNESSES

The DN will follow the guidelines for student accidents, injuries and/or serious illness outlined in the MSU Emergency Operations Plan.

HEALTH REQUIREMENTS

All students entering MSU's DN must have verification of immunizations and health insurance compliance on file with Castle Branch. A student will not be allowed to enter the clinical area until verification of immunizations and health insurance is on file with Castle Branch. It is the students' responsibility to obtain the verification form and submit to Castle Branch prior to the beginning of the semester. Students are responsible to ensure immunizations are up to date and that verification of immunizations has been uploaded to the Castle Branch website. Any delay in verification of immunizations could result in an unsatisfactory clinical evaluation. Diagnostic test requirements are subject to change.

BLS

All students are required to maintain current American Heart Association Basic Life Support (BLS) certification for Health Care Professionals in order to enter the clinical area and remain in clinical settings within the educational semester. A student will not be allowed to enter the clinical area until verification of BLS is on file in Castle Branch. It is the students' responsibility to ensure that verification of BLS is on file in Castle Branch. The delay in verification of BLS could result in an unsatisfactory clinical evaluation.

POLICY ON INFECTIOUS DISEASES

The DN adheres to MSU's "Guidelines on Institutional Response to AIDS". Students in the pre-licensure programs will be taught the precautions and practices to be taken to prevent the transmission of infectious diseases. These learning activities will be introduced during the first semester of the student's program of study and reinforced and updated throughout the program. The student must satisfactorily demonstrate skill in universal precautions prior to assignment to a client/patient.

Students will utilize <https://www.cdc.gov/> as a resource as well as facility policies and procedures.

ASSUMPTION OF RISK

Clinical experiences (practicum, clinical rotations, supervised practice, laboratory experiences, internships, or observations) are a required component of selected academic nursing programs at Morehead State University. These experiences allow students to practice skills and techniques learned in didactic and lab courses as well as develop critical thinking skills that are important for health care providers. Clinical experiences occur in hospitals, clinics, schools, community organizations, long term care and other appropriate settings where students can interact with patients and clients. Students may have the opportunity to be placed in a different setting, but alternative site options are not always available, and changes may delay the completion of the student's degree.

Sites selected for students' clinical experiences are required to take reasonable and appropriate measures to protect students' health and safety in the clinical setting. In addition, faculty may develop course specific policies and procedures relating to student safety and prevention of exposure to disease, which will be in your syllabus. Finally, each clinical setting will have their own infection

control procedures. Students will be expected to follow both the university requirements and individual clinical site requirements to decrease their risk of illness and/or injury while in the clinical setting.

Students are usually only required to wear appropriate Personal Protective Equipment (PPE) when caring for infectious patients during their clinical experiences. However, due to the nature of the current pandemic, students will also be expected to wear PPE at all times in the clinical setting, and also while in classrooms, labs, hallways, bathrooms and other spaces where social distancing is not possible. These expectations will be in place for the duration of the pandemic.

Students will receive training related to potential hazards and prevention techniques. This training at a minimum will include reviewing the video links below and may include additional program specific training in a lab setting or at a clinical site.

Students have the responsibility to report any infectious disease exposures (either from the clinical setting or from the general community setting) to their MSU clinical faculty member.

However, even with such measures, there are risks inherent to clinical experiences. Potential risks of completing clinical experiences include, but are not limited to:

- Exposure to infectious diseases through blood or other body fluids via skin, mucus membranes or parenteral contact
- Exposure to infectious diseases through droplet or air-borne transmission
- Hazardous chemical exposure
- Radiation exposure
- Environmental hazards, including slippery floors and electrical hazards
- Physical injuries, including back injuries
- Psychosocial hazards
- Offensive, inappropriate, or dangerous conduct by patients or clients, including violence, harassment, and sexual harassment

These risks can lead to serious complications, trauma, bodily injury, or death.

Students should immediately report any and all of the above exposures/experiences to the Nursing Faculty.

SPECIAL NOTICE REGARDING COVID-19

COVID-19, the disease caused by the novel coronavirus, is a highly contagious disease that causes symptoms that can range from mild (or no) symptoms to severe illness and death. While no students will be assigned to provide care to patients who are known to have COVID-19, there is still the potential for exposure from persons who are unaware that they are infectious, including other students. COVID-19 can cause severe and lasting health complications, including death. Everyone is at risk of COVID-19. Although anyone who contracts COVID-19 may experience severe complications, the CDC has found that individuals with certain underlying health conditions are at higher risk of developing severe complications from COVID-19.

These medical conditions include chronic lung disease, asthma, conditions that cause a person to be immunocompromised, obesity, diabetes, chronic kidney disease and liver disease. COVID-19 is believed to spread primarily by coming into close contact with a person who has COVID-19 and may also spread by touching a surface or object that has the virus on it, and then touching one's mouth, nose or eyes. Participating in clinical experiences, even when wearing recommended PPE, may increase the risk of contracting COVID-19.

COVID vaccinations are required by the majority of the clinical facilities utilized by the program. Therefore, in order to complete your program requirements, you will need to:

- a. Provide documentation of COVID Vaccination(s), or
- b. Obtain a Morehead State University Medical Exemption Waiver, this will include:
 - Obtaining a statement from your health care provider verifying that they are your attending health care provider, and
 - The statement verifies that in their medical opinion the immunization would be injurious to your health.
 - Email l.white@moreheadstate.edu for further information regarding waiver forms

*Note that clinical agencies may require additional forms to be completed during your time in the program

- c. Obtain a Morehead State University Religious Exemption Waiver:
 - If you are claiming religious grounds or conscientiously held belief, you must document this by following the directive below.
 - If the request is based on an opposition to medical immunization based on religious grounds or conscientiously held beliefs, attach a written, sworn (notarized) statement setting forth your position.
 - Email l.white@moreheadstate.edu for further information regarding waiver forms

*Note that clinical agencies may require additional forms to be completed during your time in the program

NOTE: The information listed above is our current process regarding COVID vaccinations, however this process may change by the start of the Spring semester due to recent rules issued by the federal government in November 2021. We are not sure how this will impact the process or availability of an exemption status. Our clinical partners will be in contact with the schools of nursing regarding the impact on the availability of exemptions moving forward. *The federal government issued the following rules from OSHA for private employers and new rules for health care facilities receiving Medicare and Medicaid (which are all facilities we use for clinical rotations). New Vaccination Requirements for Health Care Workers: CMS is requiring workers at health care facilities participating in Medicare or Medicaid to have received the necessary shots to be fully vaccinated – either two doses of Pfizer or Moderna, or one dose of Johnson & Johnson. The rule applies to employees regardless of whether their positions are clinical or non-clinical and includes employees, students, trainees, and volunteers who work at a covered facility that receives federal funding from Medicare or Medicaid. It also includes individuals who provide treatment or other services for the facility under contract or other arrangements. Among the facility types covered by the rule are hospitals, ambulatory surgery centers, dialysis facilities, home health agencies, and long-term care facilities.*

Donning and Doffing PPE: This video demonstrates use of higher levels of PPE, including N-95 masks, isolation gowns, face shields and gloves. Since students will not be assigned to COVID-19 patients, lower levels of PPE are likely to be required in most situations (hand hygiene, surgical masks, and/or face shields), but students should know how to don and doff higher level PPE.

- Videos: [Donning and Doffing PPE](#)

Additional Information about COVID-19 and protecting yourself:

Donning and Doffing PPE: This video demonstrates use of higher levels of PPE, including N-95 masks, isolation gowns, face shields and gloves. Since students will not be assigned to COVID-19 patients, lower levels of PPE are likely to be required in most situations (hand hygiene, surgical masks, and/or face shields), but students should know how to don and doff higher level PPE.

- Videos: [Donning and Doffing PPE](#)

Additional Information about COVID-19 and protecting yourself:

- Symptoms of Coronavirus: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- How to Protect Yourself & Others: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- What to Do if You are Sick: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- Infection Control Guidance for Healthcare Professionals about COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control.html>

COVID-19 Risk Acknowledgment

Please initial each statement and sign below.

____ I am at least 18 years of age.

____ I understand that I may be at increased risk of exposure to infectious disease, including COVID-19, during classes, laboratory experiences and clinical experiences.

____ I have accessed and reviewed the above linked resource information and I understand how to safely put on and take off PPE to prevent infectious diseases, including COVID-19.

____ I understand and agree to use appropriate hand hygiene, social distancing and PPE to decrease my risk of exposure to infectious disease during my learning experiences.

____ I understand that I will be asked to leave the class, lab or clinical setting if I am unable or unprepared to use appropriate PPE to decrease my risk of exposure to infectious disease during my learning experiences.

____ If I become ill or if I am made aware that I have been exposed to an infectious disease, I agree to self-quarantine and contact my course faculty member/s using distance methods.

____ I accept the potential increased risk of contracting infectious disease, including COVID-19, if I choose to participate in this academic program which includes clinical experiences.

____ My participation in a clinical experience program is entirely voluntarily and I have carefully considered the attendant risks of such participation, up to and including illness or death.

____ I agree to indemnify and hold harmless Morehead State University and the clinical site to which I am assigned of any exposure, illness, disability, or sequela if an illness or injury occurs.

____ I understand that I, myself, am responsible for any and all costs and financial obligations associated with exposure, testing, and treatment for COVID-19 or any other infectious disease during a clinical experience associated with my degree program.

____ I understand that I have the right to determine that the risks of participating in clinical experiences at this time is unacceptable to me, personally.

____ I understand that I have the right to withdraw from clinical experiences, take a leave of absence, or pursue didactic coursework alone and as available.

My signature below indicates my understanding of all of the above as well as my intent to voluntarily continue in my degree program with participation in clinical experiences as required.

Student Signature

Date

Student (print name)

CONFIDENTIALITY PROCEDURE FOR CLINICAL ASSIGNMENTS

The following is to be followed for all oral and written materials related to assigned patients in healthcare agencies:

1. Remove name, initials, and dates of birth from all written documents related to patient assignments.
2. Under no circumstances are photocopies of patient records to be made by nursing students.
3. Only handwritten notes which do not have name(s), initials, or dates of birth, social security number, address or telephone number are to leave the health care agency.

(Only exceptions are assignments that involve home visits.)

SOCIAL NETWORK STATEMENT

Students must strictly observe confidentiality regarding client care and clinical experiences. Discussion of clinical experiences and/or posting of pictures of the clinical setting in any type of social networking is unacceptable and is a violation of patient confidentiality and nurse ethics. Also, appearing in pictures with the student nametag, nursing uniform, and/or lab coat in nonclinical activities is unacceptable. Such postings are a violation of professional expectations and will lead to course failure or program dismissal. Students are required to view the National Council of State Boards of Nursing (NCSBN) video “Social Media Guidelines for Nurses” video and brochure “A Nurse’s Guide to the Use of Social Media.” The video and brochure can be downloaded at <https://www.ncsbn.org/3739.htm>

LIABILITY INSURANCE STATEMENT

All students in the nursing program must have current liability insurance coverage for all clinical nursing courses. Students will **not** be allowed to enter the clinical area until liability insurance has been paid. Payment of the insurance fee is the students responsibility. You MUST purchase this online at the University bookstore (listed as Internship Insurance) <http://www.bookstore.moreheadstate.edu/MerchDetail?MerchID=1634896>. A receipt for insurance must be sent via email to Ms. Cloud m.cloud@moreheadstate.edu and to Holly Niehoff h.Niehoff@moreheadstate.edu. This is the receipt you will get once your purchase request is processed and approved. Ms. Niehoff will then issue you a liability certificate. Liability insurance coverage begins August 1-July 31 and must be renewed every August regardless of entry semester into the program.

INJURY LIABILITY

The student is responsible for coverage of health care costs associated with injury or illness during assigned clinical/laboratory/service activity experiences. Please refer to *The Eagle Student Handbook* for more information on Student Health Services.

STUDENT EMPLOYMENT

Students providing nursing care must be under the supervision of a nursing instructor. A student's liability insurance is in effect only if the student is providing nursing care as part of nursing program requirements.

If the student chooses to work in a health care agency, he/she is **not** employed as a nursing student and cannot wear the student uniform or use the initials N.S. after the signature. Liability of the student in an employing agency rest with the individual and the agency.

STUDENT RECORDS REQUIREMENT

All students enrolled in the DN are required to notify the Academic Counseling Coordinator of any changes in name, local or permanent address, and/or phone number. All information is considered confidential and will not be released. References will be furnished as requested providing the potential employer sends a statement signed by the student (or graduate) granting permission for the information to be released. Written permission must also be provided to allow information to be sent to other educational programs.

CHANNELS OF COMMUNICATION

Students who have an academic complaint, grade challenge, or are seeking clarification of course requirements should first talk with the instructor involved. If the student is not satisfied with the information/action at this level, he/she may discuss the situation at the next level. The rank order for this communication is as follows: clinical instructor (if applicable), course leader, program coordinator, department chair, college dean, provost, and president. For information on the academic grievance procedure, see the undergraduate catalog.

DISTANCE EDUCATION

The Post-licensure Baccalaureate is taught in an online format (excluding practicum experiences and on-campus advanced procedures lab). However, due to Covid-19, classes may be taught as a hybrid course. If your course transitions to hybrid, you'll be notified via email and/or a BlackBoard announcement. The following information outlines specifics related to distance education.

1. The Information Technology (IT) Help Desk is available to students: 606-783-HELP (4357) ithelpdesk@moreheadstate.edu or at 111 Ginger Hall
2. Blackboard: You access Blackboard by clicking on the "Quicklinks" tab and then logging into "MYMOREHEADSTATE" and then clicking the "Blackboard" tab.
3. Respondus LockDown Browser: Quizzes and exams (referred to as "test/tests" in the rest of this statement) taken within this course may be administered online via Blackboard and may require the student to load the Respondus LockDown Browser onto the computer being used for the test.

Respondus LockDown Browser will effectively “lock down” the browser on your computer only during the Blackboard test, prohibiting any other browsers to be opened while the test is being taken. This is a method of test security chosen by Morehead State University’s Department of Nursing.

Once loaded on the student’s computer, and **prior to beginning each test**, students will click on the Respondus icon on their desktop. *The process of “locking down” the browser may take up to five minutes, so please be patient. Even if it looks as though nothing is “working,” it is performing thenecessary functions in the background. BE PATIENT!*

Once the “lock down” has taken place, the student will be able to go into Blackboard and take the appropriate test. The student will be unable to exit the test until the test has been submitted.

To download and install LockDown Browser, use this link:

<http://www.respondus.com/lockdown/download.php?id=355135518>

When you’re ready to take any test, do the following:

Start **LockDown Browser** from your desktop (remember to be patient!)

- a. Log into **Blackboard** and select the appropriate course.
- b. Select the appropriate **test**
- c. **Complete and submit the test**
- d. **Exit** LockDown Browser.

If you have any difficulties with the Respondus LockDown Browser, you may contact MSU Instructional Technology at:

Phone: 606-783-2140

Hours: 8 am-4:30 pm EST Monday-

Friday E-mail:

ithelpdesk@moreheadstate.edu

4. Minimum student technical skills required for the program include:

- a. Navigate and use Blackboard.
- b. Access the internet via cable modem, DSL, Wi-Fi or network interface.
- c. Understand basic computer usage including keyboard, mouse, CD drive, USBport, and printer.
- d. Use computer operating system (Windows/Mac OS) to find, copy, move rename and delete files, create folders, launch, run, and switch between software applications.
- e. Consult with Microsoft Office to create, format, edit, spell check, save print, and retrieve documents, cut, copy and paste information between and within documents; save a word processing document in text (.doc, .docx, or rtf format).
- f. Use a web browser to open, print and/or save web pages to a local or removable storage drive, open and save PDF files, create, maintain and manage a list of web pages (favorites/bookmarks), use a search engine’s basic features to find information on the web.
- g. Download and install programs from remote servers.
- h. Use email to send, receive and open file attachments.
- i. Use a webcam to communicate with course faculty. This will require a high-speed internet connection.

5. Electronic Submission of Assignments:

- a. Do not take a picture of the computer screen and post. This takes up too much space and takes forever to download.
- b. Do not submit multiple files for one assignment. If you are scanning a document, scan multiple pages into one document.
- c. All written assignments must be completed as a **Word (doc. or docx.), Rich Text Format (RTF) or PDF** document. If you do not have Microsoft software products, you can download a free office suite that allows you to save your document as a Word, RTF or PDF document. Go to <http://www.openoffice.org/> to download a copy of Open Office Writer.
- d. Work that cannot be opened cannot be graded.
- e. Please adhere to these guidelines. The Tutoring and Learning Center (606 -783 2084) is also available to help you with computer applications. You may reach them at the number above or at: tutoring@moreheadstate.edu.

LICENSING EXAMINATION

A. Applications for Licensure in Kentucky

Application to take the licensing examination must be filed with the Kentucky Board of Nursing (KBN) as instructed by KBN. The application forms with instructions are available on the KBN web site at: [Licensed Practical Nurse \(LPN\) / Registered Nurse \(RN\) - Kentucky Board of Nursing](#)

B. Applications for Licensure in Other States

Students who plan to the licensing examination in a state other than Kentucky should contact the board of nursing of that state and request an application form. This should be done at the beginning of the last semester of the nursing program.

CAMPUS LAB EQUIPMENT CHECKOUT

Equipment stored in the campus lab may be checked out as necessary for skills or for fulfillment of a course requirement (i.e., physical assessment of a patient). Requirements for checking out equipment:

1. Students must request use of equipment from the campus lab coordinator(s).
2. Students must sign the form in the equipment check out log, list items to be checked out, and the state that he/she assumes responsibility for the care of the equipment while in his/her possession for the return of the equipment within 24 hours or by the agreed time.
3. If an item checked out by a student is lost or damaged while in his/her possession, the student is responsible for costs of repair or replacement. A “hold” * will be placed on the student’s records until such costs have been paid.

*“Hold” on a student’s record prevents that student from registering for classes or obtaining a transcript from this University for any reason until the amount has been paid and the “hold” removed from his/her record.

NOTICE:

Items in clinical labs are for educational use only. Items may or may not actually be sterile (though marked sterile) due to cost saving packaging, donated items where we have no control over prior condition, or reuse/recycle methods. **No invasive procedures of any kind by a student on another person are permitted.**

CAMPUS LAB RULES

- Beds are for patient care only. If the care requires you to be in the bed remove shoes and make/straighten bed when finished.
- Do not remove any body parts, move manikins or other equipment from the beds or the labs (IV arms, manikins, etc.).
- Ensure tube feeding, IV fluids, or any other liquid are clamped off and not left open to drain on the floor.
- Remove all tape or adhesive from the manikins, after you are finished. Do not leave the angiocath in the arm.
- If unfamiliar with equipment in the lab, please ask for assistance. We don't want anyone to get injured or equipment to be damaged.
- All labs have the same equipment in each one (apart from a few items), therefore there is no need to take items from one lab to another. If you need equipment/supplies and can't locate them notify the lab coordinators.
- If you would like to check out items, please come to 307E to fill out a form.
- Ensure all equipment has been turned off and is plugged in once you are finished.
- Do not use ink or iodine on or near the manikins. Treat them as if they are allergic.
- Do not use unapproved lubricants on the manikins. They will mold. If you have a difficult time and need a lubricant, we have special lubricant for the manikin, please ask lab faculty for assistance.
- Do not inject fluid into the manikin without explicit consent from the lab coordinator. This can cause them to mold. Without prior consent, please inject air only.
- Please return any supplies/equipment to the original location in which you found it and the way you found them.
- Please check specific lab times in your campuses' lab. Generally, open labs end at 4PM Monday-Thursday unless otherwise posted. Friday the open labs will end at 2PM unless otherwise posted. Please be respectful of this time as we need to prepare for the next day's lab, and we need the space and/or equipment.
- No food or drinks are permitted in the lab. As a privilege faculty have allowed food and drinks on the tables only. Absolutely no food or drinks near the beds. If trash is left on tables and/or food/drinks are found at bedside the privilege may be revoked.
- Always sign in on the designated computer in each lab to document any lab time. This computerized method is used by all instructors to monitor required lab hours for each course.
- Rules are subject to change without warning. It is your responsibility to clean up after yourself as you are an adult. Do not misuse or abuse the lab and/or equipment.
- Treat the lab and manikins as if you were at your place of employment and they were your patients. Use your professional behavior and respect the lab.
- There are cameras that record continuously in every lab. You will be held accountable for your actions. Please become familiar with, and respect, lab rules at all times.

LAUNDERING IN CLINICAL LABS
Special Procedures during COVID-19 Pandemic
Department of Nursing
MSU Campus – Morehead, KY & Satellite Campus, Mt. Sterling, KY

Purpose: Maintain clean linen(s) in clinical laboratory areas.

Procedure:

1. Remove all linens each time after a person/student has been in the bed.
2. Place used linen in a hamper lined with a plastic bag, tie off bag and cover with hamper lid until it is taken to a professional launderer.
3. Students/faculty working with mannequins on beds must wear PPE: masks & gloves at all times.
4. When working with mannequins, students/faculty must wear full PPE: masks & gloves at a minimum.
5. Remove all linen, pillowcases, sheets, blankets, and mattress pads, etc. and place in an empty hamper in a plastic bag, tie off bag and cover with hamper lid. Linen is to be laundered every 30 days while the semester is in session.
6. If linens become soiled for any reason or there is inadvertent human contact, linens are to be removed with gloved hands and placed in the hamper that has a lid (cover) within a plastic bag. Following this, place clean sheets on the bed.
7. Laboratory Coordinators are responsible for taking linens to a professional launderer every 30 days.
8. Laboratory Coordinators are responsible to ensure that beds are made up and ready for student/faculty use for all clinical/lab-related courses.

ABSENCE STATEMENT

The absence policy is in compliance with UAR 131.05 and reflects the temporary guidance from Academic Affairs related to COVID-19 as follows:

1. *Typical policies that govern excused student absences in courses for student illness (i.e., UAR 131) are relaxed for this term. Guidance from health departments and the CDC require anyone testing positive for COVID-19 to self-isolate and monitor symptoms. This guidance also requires anyone who has been exposed to COVID-19 to quarantine, monitor symptoms, and seek medical attention. Further, this guidance recommends that anyone experiencing COVID-19 symptoms (fever, cough, tiredness, difficulty breathing, etc.) stay home, monitor symptoms, and seek medical attention.*
2. *Students testing positive for COVID-19, those who have been exposed to COVID-19, and those experiencing COVID-19 symptoms must also contact their instructor(s) as soon as possible unless incapable due to illness. Student absences due to COVID-19 illness, exposure, or symptoms, with or without documentation, should be excused and students given a flexible timeline for production, make-up, and/or delivery of missed assignments. After reviewing the specific circumstance for student absence, the instructor and student will discuss makeup of missed assignments and mutually agreed upon deadlines.*
3. *In the case of illness/medical emergencies, if a period of extended absences is necessary (more than 15% of total class instructional time) the student should contact the Office of the Assistant Vice President/Dean of Students as soon as possible (but no later than two weeks after the period of absence). In these circumstances, documentation may be required, and an institutionalexuse may be provided to all of the student's instructors.*

Theory:

Classroom attendance is strongly recommended. In case of absence the student is responsible for any information given in class and for achievement of theory objectives. The AASN Program is a face-to-face program utilizing Web-Ex, primarily lecturing from the Morehead campus. The AASN Program is not an online program and classroom attendance is expected. "Prompt and regular class attendance, being essential to the learning experience, is the responsibility of all students. More specific attendance policies may be established by individual course instructors and must be distributed to students in written form during the first week of the session." (The Eagle Handbook <https://www.moreheadstate.edu/Student-Affairs/Dean-of-Students/Student-Handbook>). *Lecture may be recorded, WebEx and/or posted on Blackboard for viewing during the Covid-19 pandemic.*

Examinations:

Examinations are to be taken at the scheduled time. If absence is unavoidable, it is the student's responsibility to contact the instructor **prior** to the scheduled examination time. Make-up examinations for excused absences will be at the discretion of the course instructor. Students who are absent for exams will take a make-up exam at midterm or the end of the course (time and room TBA). Make-up exams may be of a format different from the original. Students who are absent for the make-up exam will have the option of receiving a grade of "0" (zero) for the exam or receiving a grade of "I" (incomplete) for the course. Online testing dates/times may vary from scheduled class times due to availability of computer labs. Designated seating for exams will be assigned at the discretion of the faculty. Electronic devices are not permitted in the examination area. All belongings (hats, coats, backpacks, purses, etc.) must be placed in designated areas prior to testing. No food or drinks are permitted during exams.

Clinical:

Attendance in clinical and campus lab is required. If an absence is unavoidable, the student must personally notify the clinical instructor **prior** to the scheduled clinical or campus lab. Clinical hours are approved in the institution's curriculum by the Kentucky Board of Nursing and therefore all clinical hour requirements must be met according to the faculty discretion.

An unsatisfactory grade will be given for an unexcused absence. Make-ups for excused absences will be at the discretion of the clinical instructor. Clinical absences in excess of 12 hours will require a mandatory meeting with the course leader and/or program coordinator to determine if progression is allowed.

MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
Department of Nursing
Challenge Examination

REVISION: May 4, 2007

CHALLENGE EXAMINATION

Purpose: To outline the policy for obtaining nursing course credit by challenge examination.

NOTE: Students may choose to take courses instead of challenge exams.

ELIGIBILITY:

Individuals who have successfully completed comparable courses but are not eligible for transfer credit may be eligible to obtain course credit through challenge examinations. Examples include the following:

1. Individuals who have successfully completed associate degree or baccalaureate degree courses in another nursing program or health-related program.
2. Graduates of a state approved practical nursing program.

TIME SEQUENCE:

1. Individuals must contact the DN to arrange to take the challenge examination.
2. Any challenge examination may be taken once and must be taken prior to course offering. Students who are unsuccessful and wish to earn credit for the course, must take the course(s) for which the challenge exam was failed.

FEE: A fee will be assessed for the challenge exam.

AVAILABLE NURSING CHALLENGE EXAMINATIONS: Comprehensive challenge exams are provided for the following nursing course:

1. NURS 349: Pharmacology

Successful Achievement:

1. An externally reliable achievement test will be utilized for NURS 349: Pharmacology.
2. In order to successfully complete the challenge exam for NURS 349: Pharmacology, students must obtain at or above average on a nationally-normed score.

MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
Department of Nursing

Process: Pre-licensure Exam Grading & Review

Administer exam and announce review date, when applicable
Responsible: Nursing Faculty



Administer exam and announce review date, when applicable
Responsible: Nursing Faculty

Score exam **Responsible:** Nursing Faculty



Administer exam and announce review date, when applicable
Responsible: Nursing Faculty

Review item analysis of exam and make any adjustments.
Responsible: Nursing Faculty



Administer exam and announce review date, when applicable
Responsible: Nursing Faculty

Review item analysis of exam and make any adjustments.
Responsible: Nursing Faculty

Post exam scores to Blackboard
Responsible: Nursing Faculty



Administer exam and announce review date, when applicable
Responsible: Nursing Faculty

Review item analysis of exam and make any adjustments.
Responsible: Nursing Faculty

Post exam scores to Blackboard
Responsible: Nursing Faculty

Make review content available using appropriate review modality (i.e.-in person, online, etc.). Make rationales for correct answer available for students to view, either in person or via, in another online, asynchronous format. Students may challenge question the in the using the process outlined by their course leader. Exam guidelines to be implemented during review, if review is an in-person review (i.e. No talking, no cell phones, etc....). * Note that standardized exams (i.e., HESI examinations, Kaplan examinations, etc.) administered in a Computer Automated Testing (CAT) format are confidential, secure exams. These exams cannot be accessed by the student out side of the proctored, secure test environment. Contents are not disclosed to any person or entity outside of the proctored testing environment at the time that the exam is administered to the student and therefore an exam review cannot be conducted for standardized examinations. However, results are made available to students, usually within 24 -72 hours via their assigned account for that testing system.

Responsible: Nursing Faculty



Administer exam and announce review date, when applicable
Post final exam scores to Blackboard (no later than 2 days after exam analysis process has been completed). All grades will then be final for that semester on the exam reviewed.

Responsible: Nursing Faculty

Responsible: Nursing Faculty

Post exam scores to Blackboard

Responsible: Nursing Faculty

Make available review content available using appropriate review modality (i.e.-in person, online, etc.). Make rationales for correct answer available for students to view, either in person or via, in another online, asynchronous format. Students may challenge question the in the using the process outlined by their course leader. Exam guidelines to be implemented during review, if review is an in-person review (i.e. No talking, no cell phones, etc....). * Note that standardized exams (i.e., HESI examinations, Kaplan examinations, etc.) administered in a Computer Automated Testing (CAT) format are confidential, secure exams. These exams cannot be accessed by the student outside of the proctored, secure test environment. Contents are not disclosed to any person or entity outside of the proctored testing environment at the time that the exam is administered to the student and therefore an exam review cannot be conducted for standardized examinations. However, results are made available to students, usually within 24-72 hours via their assigned account for that testingsystem.

Responsible: Nursing Faculty

Review comments from exam review and make any adjustments.

Responsible: Nursing Faculty



FORMAL COMPLAINT POLICY

A formal complaint is defined as: A written and signed/dated expression of dissatisfaction about the Morehead State University's undergraduate programs or its processes, by parties interested in the nursing programs.

When a student has an academic dispute with a faculty member over a grade, there are procedures that exist to resolve the complaint in the most satisfactory way for both the student and faculty member. For more information, contact the [Associate Vice President for Undergraduate Education and Student Success](#) at 606-783-2003. Download the [Course Grade Grievance Form](#).

When a student has an academic dispute with a faculty member over a grade, ([UAR 112](#)) identifies procedures to resolve the complaint in the most satisfactory way for both the student and faculty member. For more information, contact the Associate Vice President Undergraduate Education and Student Success at 606-783-2003.

Descriptions: A student may file an academic grievance for the following reasons:

1. Alleged prejudice on the part of the instructor that impacts the student's final course grade.
2. Alleged failure to follow the final grading procedure established in the course syllabus that impact s student's final course grade.
3. Alleged erroneous application of established grading procedures on individual assignments that impacts student's final course grade.
4. Alleged significant departure from the instructor's, department's, program 's, college's or university's announced standards as stated in the course syllabus, catalog description and/or other written materials.
5. Alleged inconsistencies with University or program policy, or alleged arbitrary application of evaluation/performance standards, that results in program dismissal.

Process for Academic Grievance

Note: If a student wishes to appeal a course grade, it is recommended that he or she remain in the course and continue to complete all assignments until a final decision has been rendered. An academic grievance for grade appeal may be filed only in cases where the student wishes to contest a final course grade (i.e., grade-related grievances will not be accepted for individual assignments or midterm grades).

For the purpose of this procedure,

1. "Days" means academic/working days, not calendar days. Dates of classes not being in session will not count toward the timeline.
2. "Semester" means fall and spring semester. Summer and winter sessions are not considered in the timeline.

Step 1. The student should discuss any complaint with the instructor involved. If the complaint is not resolved at the instructor level, or if the student feels it is not practical to contact the instructor, the student may present the complaint to the chair of the department to which the instructor is assigned.

The deadline for a student to take the complaint to the faculty member is the 10th day of the beginning of the following semester.

If the student is not enrolled the subsequent semester, a letter of inquiry should be mailed to the instructor and to the instructor's department chair/associate dean by the 10th day of the beginning of the following semester.

Step 2. The instructor must respond in writing to the student within 5 days of the initial contact concerning the complaint.

Step 3. Upon receipt of an unacceptable response from the instructor or if the instructor does not respond within 5 days, the student has 10 days to file a formal academic grievance.

The student will be required to complete an [Academic Grievance form](#). The form can be electronically retrieved by [clicking here](#). Paper copies also can be obtained in the Office of the Provost. The completed Academic Grievance form, and any supporting documentation, should be submitted to the instructor's department chair/associate dean.

Step 4. Upon receipt of the completed Academic Grievance form, the department chair/associate dean will:

1. Request a written response from the instructor addressing the issues raised by the student and
2. Schedule a meeting within 5 days after the official paperwork is filed in the department chair's/associate dean's office.

The instructor, the student filing the grievance, the department chair/associate dean, and the dean of the responsible college will be in attendance. The student may have his or her academic advisor or a faculty member of the student's choice present.

It will be the purpose of the department chair/associate dean and the respective college dean to review the grievance and attempt to mediate a settlement. The department chair/associate dean and the college dean's recommended solution is to be considered by both the faculty member and the student as a recommendation and not as a decision that is binding.

Within 5 days after this meeting, records of the meeting, including all documentation submitted by the student and the recommendation by the department chair/associate dean and college dean, will be sent to the

Associate Vice President for Undergraduate Education & Student Success and to all parties present at the meeting.

Step 5. If the final outcome is not acceptable to the student, the student may appeal to the Academic Standards and Appeals Committee.

The student must petition a hearing before this committee within 5 days following the meeting with the instructor, college dean, and department chair/associate dean.

Requests are to be in writing and made to the Associate Vice President for Undergraduate Education & Student Success.

Requests for appeal may be submitted by:

1. electronic mail from the student's official MSU email address to ap@moreheadstate.edu. Requests submitted from any other email address will not be accepted.
2. paper requests may be submitted to the Office of the Associate Vice President for Undergraduate Education & Student Success.

Step 6. Upon receipt of the student's petition for a hearing, the Associate Vice President of Undergraduate Education & Student Success will submit the records of all action to date to the Academic Standards and Appeals Committee.

Step 7. Within 10 days following the student's notification of the request for appeal, the Academic Standards and Appeals Committee will meet and review the data and previous recommendations.

1. The committee may request additional information and/or the parties involved to appear before the committee.
2. The Academic Standards and Appeals Committee decision will be sent to the Provost and Vice President for Academic Affairs, with a copy being sent as a matter of record to the Associate Vice President of Undergraduate Education & Student Success, student, faculty member, department chair/associate dean, and the faculty member's college dean. The Provost and Vice President for Academic Affairs is responsible for enforcing the committee's decision. The committee's decision is final.

It is understood that anyone may appeal to the President of the University when due process has been violated or when individual rights are disregarded.

MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
Department of Nursing

Integrated Practicum Statement

Students enrolled in pre-licensure nursing programs at MSU must take as their last course, the nursing course in which the integrated practicum occurs (KBN 201 KAR 20:320). Consequently, the integrated practicum will be the last nursing course in which the student participates in prior to graduation. If the student must take another course after the integrated practicum, the integrated practicum must be repeated successfully.

Undergraduate Student Advisory Board

The Undergraduate Student Advisory Board is established to facilitate communication between students and faculty and staff within the DN. Students are nominated to serve on the Student Advisory Board by their classmates or upon the recommendation of a DN faculty or staff member. The Department Chair convenes the advisory board meeting. The Academic Department Specialist (ADS) will serve as secretary for this advisory board. The Department Chair will share new information that is occurring at the University, in the College of Science (CS) and the DN (DN) at the beginning of the meeting. The majority of the meeting time will be for students to share any aspect of the program they want to address. Minutes of the meeting will be shared with advisory board members and the faculty and staff within the DN. Student names will not be attributed to comments made. Members within the DN may incorporate recommendations made contingent on feasibility and the potential for contributing to successful student outcomes.

Membership:

AASN

1. 1st semester AASN nursing student
2. 2nd semester nursing AASN nursing student
3. 3rd semester nursing AASN nursing student
4. 4th semester nursing AASN nursing student
5. Licensed Practical Nurse (LPN) to nursing AASN nursing student
6. Mt. Sterling Satellite Campus AASN nursing student

BSN

1. 1st semester sophomore Pre-licensure BSN nursing student
2. 2nd semester sophomore Pre-licensure BSN nursing student
3. 1st semester junior Pre-licensure BSN nursing student
4. 2nd semester junior Pre-licensure BSN nursing student
5. 1st semester senior Pre-licensure BSN nursing student
6. 2nd semester senior Pre-licensure BSN nursing student
7. Post-licensure BSN nursing student

DN

1. Department Chair
2. Academic Department Specialist (ADS)

Meeting Times:

Student Advisory Board meetings will be held each fall and spring semester.

Guidelines for Lactation Support

Recognizing the importance of breastfeeding for both mother and infant, the Department of Nursing will make students who choose to breastfeed aware of available appropriate environments to pump their breast milk or breastfeed. Our goal is to support undergraduate students in their breastfeeding endeavors.

- **Policy** - The Department of Nursing recognizes the many benefits of breastfeeding and is committed to supporting this effort. Breastfeeding accommodations are guided by Kentucky Revised Statute 1 that acknowledges that a woman may breastfeed her child or express milk in any location, public or private, where the mother is otherwise authorized to be.
- **Process** - Upon returning as a student after the birth of a child, the nursing student may request break time to express her milk on a reasonable schedule. Students are responsible for requesting lactation support prior to the first day of class. They should provide adequate written notice to the course leader about the need for break time and an appropriate location to pump.
 1. The course leader will advise the student to inform all faculty members about specific needs for support.
 2. Students are encouraged to use the break time between classes to pump milk.
 3. Alternatively, flexible scheduling time for lactation purposes will be negotiated with their professors. Professors are not required to excuse tardiness or absences due to lactation needs.
 4. In the case of clinical experiences, students shall obtain permission and make plans with the course leader, the clinical instructor and, in some instances, the nurse preceptor for breast pumping during the clinical rotation. Specific times and locations for breast pumping will be outlined in writing.
 5. The frequency of milk expression as well as the duration will likely vary. Typically, new mothers need to express milk every two to four hours (e.g. a student who attends classes for 8 hours, will need to express milk two to three times). The duration will likely extend for 25-35 minutes.
 6. The Department of Nursing will abide by the Affordable Care Act (ACA) revised section 7 of Fair Labor Standards Act (FLSA) and will provide reasonable break time for a student to express breast milk for 1 year after the child's birth.
 7. This policy does not extend to permitting infants in the classrooms.

Lactation Station

The nearest lactation station/room is located in the Department of Nursing office suite in the Center for Health Education and Research (CHER) building, room 201EE. The room has a comfortable chair, a table, and an AC plug. Students will need to bring their own pumps, as there is not a pump available in the room.

**AASN PROGRAM
Curriculum**

**MSU Morehead Campus
MSU Mt. Sterling Campus**

Message from the Associate Degree Nursing Program Coordinator

Dear Nursing Student:

Welcome to the Associate of Applied Science in Nursing (AASN) Program at the Morehead State University Morehead and Mt. Sterling campuses. We are pleased that you have selected this program to prepare for your nursing career.

To assist you in becoming familiar with the AASN Program, the faculty has compiled a Nursing Student Handbook as a supplement to the Morehead State University Student Handbook, the Eagle, and the Undergraduate Catalog. The Nursing Student Handbook contains the program requirements and program policies which will answer many of your questions about your responsibility as a nursing student at Morehead State University. The Nursing Student Handbook will help you identify the people who can assist you if problems arise and the resources available to you in the Department of Nursing, AASN Program. Because this information is important to your success as a nursing student at Morehead State University, we encourage you to read the handbook carefully and to clarify any questions you have about this information.

Nursing is an exciting and rewarding profession. The AASN Program is challenging and, at times, difficult. As questions, concerns, and problems arise, please bring them to the program coordinator or your faculty advisor. We wish you success in your pursuit of a career in nursing.

Sincerely,



Teresa Ellett, DNP, RN, CNE
Associate of Applied Science in Nursing Program Coordinator
Professor of Nursing

The Morehead State University Associate of Applied Science in Nursing Program (AASN) is nationally accredited by: Accreditation Commission for Education in Nursing, Inc. 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. Phone (404)975-5000, Fax (404) 975-5020. Web site: <http://acenursing.org/>

The Morehead State University AASN Program maintains Kentucky Board of Nursing approval.

MOREHEAD STATE UNIVERSITY

College of Science School of Health Sciences Department of Nursing Associate of Applied Science in Nursing Program

Mission Statement

The mission of the Morehead State University Associate of Applied Science in Nursing (AASN) Program is to prepare graduates to promote health and well-being in the Morehead State University service region and the global community. Graduates of the AASN Program are prepared to function as registered nurses in an educational climate of open communication, respect, diversity, scholarship, and service. Graduates receive an education that focuses on evidence-based practice and lifelong learning.

Philosophy

The faculty believe that through the art and science of nursing, health is promoted through therapeutic and caring relationships using a patient centered approach. The curriculum reflects methods of meeting client needs through the provision of a safe and effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity. Collaboration, evidence-based practice, quality improvement, informatics, professional identity and nursing judgment are curricular components. The nursing faculty believes the role of the nurse educator is to provide a challenging environment to facilitate learning and nursing judgment. Learners are expected to interact in the learning environment as motivated and self-directed individuals with a spirit of inquiry, including a need and desire for life-long learning.

Nursing

The nursing faculty accepts the American Nurses Association's definition of nursing: "Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities and population."

Health

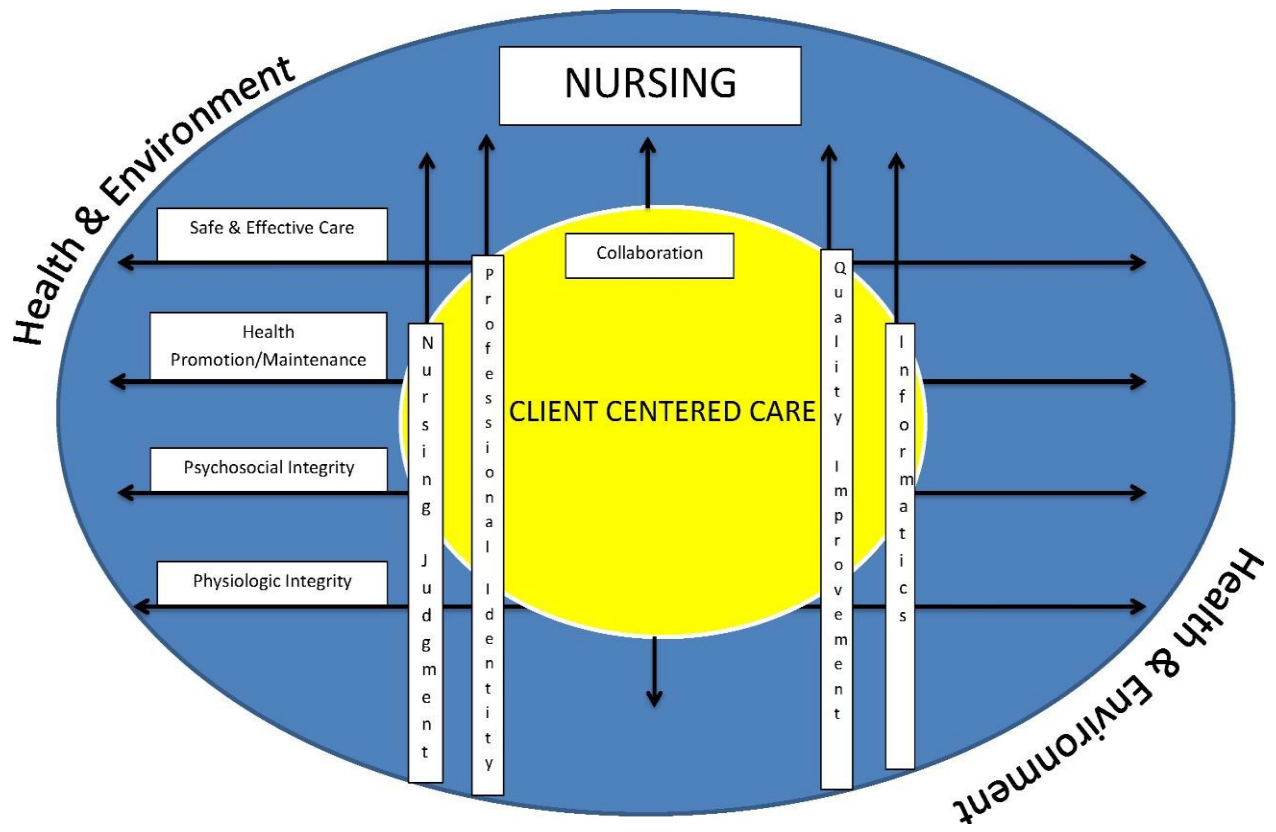
The nursing faculty believe health is a physiological, psychological, and sociological continuum. Health is influenced by genetics, the environment, growth and development, aging, coping and values.

Environment

The nursing faculty believe the environment influences health and includes physiological, psychological, and sociological components.

Client

The nursing faculty view the client as a unique biopsychosocial individual who is worthy of dignity and respect and who is affected by an ever-changing environment



MOREHEAD STATE UNIVERSITY
Department of Nursing
Associate of Applied Science in Nursing Program
STANDARDIZED TESTING POLICY

Purpose:

To outline standardized testing requirements in the Associate of Applied Science in Nursing (AASN) Program curriculum for individuals enrolled in the AASN Program.

Students in the AASN Program will be provided with a series of online tests and remediation resources designed to evaluate and enhance the nursing knowledge of students in an undergraduate program. The tests serve as nationally normed formative and summative evaluation tools for use during the program. In addition to testing basic nursing content, these tests evaluate students' critical thinking/decision making skills. The results enable faculty to identify at-risk students with knowledge and learning deficits in specific content areas in a timely manner so that early intervention may be provided. This program also includes an admission test to evaluate students' baseline reading, math, writing, and science knowledge and skills.

In regard to remediation, following the completion of any standardized examination; students who have not successfully met the course guidelines for the exam are required to be accountable for their remediation by accessing their individual remediation plan via the testing website within two weeks of the availability of the exam score. Students that progress to the subsequent nursing course will meet prior to the first exam of the beginning of the following semester with assigned faculty. Students are recommended to contact and schedule a remediation meeting to document action toward their remediation plan based upon the students' individual, identified deficiencies of the specific exam. The testing remediation should be completed prior to attendance at the remediation meeting. Failure to schedule a meeting or complete a plan of remediation may negatively impact the students' success in courses throughout the AASN curriculum as well as success on the NCLEX-RN (licensure exam).

Note: Policy Subject to Change

8/7/17 AASN Faculty

Required Curriculum Sequence for AASN Program

Purpose: To outline curricular requirements and sequence of courses for the AASN student.

Note: Clinical education is a mandatory component of the program. Due to accreditation requirements of the clinical education centers, students are likely to be required to obtain a criminal background check and/or undergo drug testing prior to acceptance to the clinical assignment. The student is responsible for the incurred cost. Any student who fails acceptance to the clinical assignment will be unable to complete the program.

Prerequisites				
Course	Nursing Core	General Education	Support	Credits
BIOL 234: Human Anatomy & Physiology I			3	3
BIOL 235: Human Anatomy & Physiology I			3	3
ENG 100: CORE Writing I		3		3
MATH: Core (MATH 135 recommended)		3-4		3-4
Prerequisite Total	0	6-7	6	12-13
First Semester				
Courses	Nursing Core	General Education	Support	Credits
NURA 114: Fundamental Nursing Concepts	7			7
FYS 101: CORE First Year Seminar		3		3
HUM: Choose 1: (ART 263, FRN 101, IST 101 or 250, PHIL 106, POLS 110, or SPA 101)		3		3
First Semester Totals	7	6	0	13
Second Semester				
Courses	Nursing Core	General Education	Support	Credits
PSY 154: Introduction to Psychology		3		3
NURA 115: Nursing Care Concepts I	5			5
NURA 117: Maternal Child Concepts	3			3
ENG 200: CORE Writing II		3		3
Second Semester Totals	8	6	0	14
Third Semester				
Courses	Nursing Core	General Education	Support	Credits
NURA 211: Mental Health Concepts	4			4

NURA 212: Nursing Care Concepts II	5			5
COMM 108: CORE Oral Communication		3		3
Third Semester Totals	9	3	0	12
Fourth Semester				
Courses	Nursing Core	General Education	Support	Credits
NURA 214: Transitional Nursing Concepts	2			2
NURA 215: Advanced Nursing Concepts	10			10
Fourth Semester Totals	12	0	0	12
Generic AASN Program Totals	36	21-22	6	63-64

*Note that after entry into the AASN program, all NURA courses must be taken in the semester sequence listed. Support courses may be taken prior to but no later than the curriculum sequenced semester.

Application Deadlines

Admission criteria and procedures are reviewed on an annual basis. It is the applicant's responsibility to verify current application criteria and procedures prior to the application deadline. Application for **fall** admission into the **Associate of Applied Science in nursing program** is made in the spring semester prior to fall classes. The application deadline date is the **last Friday in March**. Application for **spring** admission is made in the fall semester prior to spring classes. The application deadline is the **last Friday in October**.

Program Competencies

Graduates of the Morehead State University Associate of Applied Science in Nursing degree program will have demonstrated ability to:

1. Provide and direct safe and effective client-centered care that:
 - a. Protects clients and health care personnel by enhancing care delivery.
 - b. Protects clients and health care personnel from health and environmental hazards.
2. Provide and direct client-centered care using health promotion and maintenance strategies that promote optimal health.
3. Provide and direct client-centered care in a manner that promotes emotional, mental and social well-being.
4. Provide and direct client-centered care that:
 - a. Promotes achievement of basic care and comfort.
 - b. Includes effective use of pharmacological and parenteral therapies.
 - c. Reduces risk potential.
 - d. Includes effective nursing care for acute, chronic and life-threatening physiological alterations.

Assessment

The associate of applied science in nursing program uses a systematic plan of evaluation to evaluate and improve upon program outcomes. The standards used to evaluate the program include ACEN criteria, which includes the following standards:

- a. Mission and Administrative Capacity,
- b. Faculty and Staff,
- c. Students,
- d. Curriculum,
- e. Resources, and
- f. Outcomes.

Program assessment is ongoing with formative course assessment each semester and summative program assessment annually. The AASN nursing faculty participates in the development of levels of achievement for each standard, assessment methods, collection and analysis of data, as well as development and implementation of action plans.

Conditions for Enrollment

1. Students may be assigned to clinical practice areas other than those in the immediate area, requiring traveling up to 1.5 hours from the assigned campus. Transportation to and from these settings is the responsibility of the student.
2. Clinical experiences and formal lectures may be required during various hours of the day, evening, and night.
3. Students have the responsibility for the cost incurred by enrollment in the nursing program. This cost includes CPR, immunizations, professional malpractice insurance, personal health insurance, criminal background check, academic materials, testing fees, clothing, and equipment. Students will be assigned to clinical groups by their respective program. Assignment to a particular clinical group/location is non-negotiable. Note, clinical group assignments and locations may change after established due to circumstances beyond the programs control (e.g., facility restrictions/availability, attrition, etc.).

MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
Department of Nursing
Associate of Applied Science in Nursing Program
Academic Policy –Program Specific

ADMISSION POLICY

PURPOSE: To outline selection criteria for admission into the Associate of Applied Science in Nursing (AASN) Program.

CRITERIA: Applicants to the AASN Program will be selected upon the following admission criteria:

1. American College Test (Enhanced ACT) Score with a mandatory minimum composite score of 20 or higher.
2. All applicants must have a GPA of 3.0 or higher on a scale of 4.0 with a minimum grade of “C” in the following prerequisite courses required for the AASN Program:
 - BIOL 234 Human Anatomy & Physiology I
 - BIOL 235 Human Anatomy & Physiology II
 - Math Core MATH 135, Mathematics for Technical Students, recommended (or 131, 152, 174, 175 or equivalent)
 - ENG 100, Writing I
3. Applicants with a grade less than “C” on two courses required for the AASN within the last two years from the term of application due date (last Friday in March, last Friday in October) are not eligible for admission.
4. Applicants must have a minimum cumulative GPA of 2.0 on all work at Morehead State University.
5. Applicants may be conditionally admitted to the program pending successful completion of prerequisite courses required for admission to the program.
6. Licensed Practical Nurses Requesting Advanced Placement:
 - Licensed Practical Nurses who have (1) successfully completed a Licensed Practical Nursing Program, (2) hold an active, unrestricted license as a Licensed Practical Nurse in in Kentucky, and (3) obtain a minimum score of 900 on the Health Education Systems Incorporated (HESI) Fundamental Examination can apply for "K" credit for NURA 114: Fundamental Nursing Concepts - 7 hours.
 - LPNs may attempt the HESI Fundamental Examination a maximum of two times. A six-week time frame is required between the first and second attempt. A score of 900 or greater on the Fundamentals HESI must be obtained within 6 (six) months of entry into the program.
7. Final acceptance will be dependent on maintaining course grades and grade point average as well as meeting CPR and Health requirements by established dates. Compliance with the Technical Performance Standards is also required.

8. Clinical education is a mandatory component of the AASN. Due to accreditation requirements of the clinical education centers, students will be required to obtain a criminal background check and undergo drug testing prior to acceptance to the clinical assignment. The student is responsible for any incurred cost. Any student who fails acceptance to the clinical assignment will be unable to complete the program.

MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
Department of Nursing
Associate of Applied Science in
Nursing Program Academic Policy –
Program Specific

TRANSFER POLICY

PURPOSE: To outline transfer requirements for individuals who have completed nursing courses in other nursing programs and who wish to be considered for admission into Morehead State University's AASN Program.

ELIGIBILITY: Students that are considered in good standing from the transferring nursing program are eligible to apply for transfer credit. Students who have received less than a "C" grade in nursing course, or who have been dismissed from another nursing program are not eligible for transfer.

REQUIREMENTS: Applicants who have completed nursing courses in other nursing programs must fulfill the following requirements in order to be considered for admission to the AASN Program at Morehead State University:

1. Meet requirements of the Morehead State University Transfer Policy.
2. Meet admission criteria of the AASN Program.
3. Have a minimum grade of "C" in previous nursing courses. Course(s) more than five years old may not be considered eligible for transfer.
4. Submit to the DN college catalog and syllabi of nursing courses be evaluated for transfer credit.
5. Be in good standing, both academic and social, in the program from which transferring.
6. Provide written recommendation from the director/coordinator of the nursing program from which transferring.
7. Fundamental Nursing Concepts (NURA 114) is the only course eligible for transfer credit.

NOTE: Enrollment in this program is limited. Applicants wishing to transfer will be considered for admission along with other applicants to the program.

MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
Department of Nursing
Associate of Applied Science in
Nursing Program Academic Policy –
Program Specific

ACADEMIC STANDARDS AND PROGRESSION POLICY

PURPOSE: To outline for the student academic standards to be met for progression in the Associate of Applied Science in Nursing (AASN) Program.

STANDARDS FOR PROGRESSION: The following academic standards are required for student progression in the AASN Program:

The student will:

1. Complete each required course in the curriculum with a minimum grade of "C".
2. Achieve a "C" or higher grade in nursing and general education/ support courses which are required at each semester level prior to progressing to subsequent nursing courses.
3. Achieve a satisfactory in clinical for nursing courses with a clinical component.
4. Maintain a minimum cumulative GPA of 2.0 on all work at the University.
5. Cease to attend clinical immediately upon receiving two "U"s at any time during a clinical rotation.
6. Repeat both theory and clinical components of a nursing course in which less than a "C" grade is achieved; or when the clinical component is evaluated as unsatisfactory.
7. Repeat required general education/support courses in which less than a "C" grade is achieved prior to progressing to the next nursing course.
8. If a course repeat is required, the student must submit a written request at the time of course failure to the AASN coordinator stating the desire to repeat the course. If a written statement is not received it will be considered an unofficial withdrawal from the program.
9. NURA 214 and NURA 215 are required to be taken consecutively during the final semester of the program. Students must complete NURA 215 during their last semester to meet KBN requirements of the 120-hour direct patient care experience. In the event that a student is unsuccessful in NURA 214, NURA 215 must be repeated regardless of previous successful grade earned to fulfill 201 KAR 20:320. A student who is unsuccessful in NURA 214 and NURA 215 will be dismissed from the program.
10. For consideration for reinstatement in the nursing program the student may be required to complete an interview with the Admissions and Progression Committee.

11. Be reinstated in the nursing program providing:
 - a. Space is available in the nursing class.
 - b. Recommendation for reinstatement was made by the Admission and Progression Committee.
 - c. Submission of written request for reinstatement was made.
 - d. Required general education/support courses were successfully completed.
 - e. Course failures have not exceeded the limits as stated below. (See #16)
12. Complete the nursing program within six semesters after initial entry into the program.
13. Transfer students who enter the program in the second semester of required courses must complete the program within five semesters.
14. Maintain current American Heart Association (AHA) cardiopulmonary resuscitation (CPR) certification for Basic Life Support for Healthcare Providers.
15. Present evidence of current health insurance and liability insurance coverage payment before progressing into a clinical nursing course that requires learning activities within a health care facility.
16. Be dismissed from the nursing program for any of the following situations after admission to the nursing program:
 - a. Achievement of less than a "C" grade twice in the same course.
 - b. Achievement of less than a "C" in any two required courses in the curricular sequence.
 - c. Inability to complete the nursing program within six semesters of initial entry or five semesters for transfer students after the beginning of the program.
 - d. Inability to transfer theory into practice.
 - e. Consistent lack of understanding of his/her limitations.
 - f. Inability to anticipate the consequences of action or lack of act action.
 - g. Consistent failure to maintain communication with faculty and staff about client care.
 - h. Dishonesty about client care.
 - i. Commitment of a civil/criminal act in the educational area.
 - j. Breach of patient confidentiality.
 - k. Impaired behavior
 - l. Failure of acceptance to a clinical site based on denial of the clinical placement due to failure to comply to all hospital policies and procedures.
 - m. Unprofessional behavior or acts of incivility that place a client or colleague in physical or emotional jeopardy. Examples of incivility include but are not limited to:
 - i. using the "silent treatment"
 - ii. spreading rumors
 - iii. badgering or back-stabbing
 - iv. rude or obnoxious behavior
 - v. sabotaging a project

- vi. damaging someone's reputation
 - vii. using humiliation, put-downs, and intimidation
 - viii. failing to support a peer in collaborative relationships
 - ix. setting up someone for failure
 - x. undermining of work
 - xi. verbal abuse
 - xii. public reprimands
 - xiii. sarcasm
 - xiv. destroying confidence
 - xv. losing one's temper or yelling at someone
 - xvi. continual criticism
 - xvii. encouraging others to turn against a peer
- n. Failure of acceptance to a clinical site based on unprofessional behavior

MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
Department of Nursing
Associate of Applied Science in
Nursing Program Academic Policy
– Program Specific

READMISSION POLICY

PURPOSE

To outline eligibility and requirements for readmission into the Associate of Applied Science in Nursing (AASN) Program. Following dismissal students must successfully complete all required support courses for the AASN Program with a grade of "C" or better and achieve a minimum GPA of 3.0 in Courses required for the AASN Program.

ELIGIBILITY AND READMISSION

1. Students who have been dismissed from the Associate of Applied Science in Nursing Program for any reason must petition the AASN Admissions and Progression Committee for readmission.
2. Students must meet all current admission criteria for the AASN Program.
3. Consideration for readmission will be based on the AASN Admissions and Progression Committee recommendation and the students' documentation of corrected deficiencies.
4. Students applying for readmission are considered only after all applicants who meet admission criteria are selected and out of sequence students are reinstated.
5. Students accepted for readmission are accountable for changes in courses and/or degree requirements at the time of readmission.
6. Readmitted students will be enrolled in NURA 114

DISMISSAL

1. Students readmitted to the nursing program will be dismissed from the program if either a nursing course or other required course is failed after being readmitted.
2. The student who is dismissed twice from the nursing program is not eligible for readmission.

MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
Department of Nursing
Associate of Applied Science in Nursing Program
Academic Policy – Program Specific

REINSTATEMENT POLICY

PURPOSE

To outline the requirements to be met when normal program sequencing is interrupted by the student.

DEFINITION

Students who do not complete the Associate of Applied Science in Nursing (AASN) Program in four consecutive semesters are considered "out of sequence". Students may be out of sequence because of elective interruption or course failure.

REQUIRED COURSES

Required courses taken when the student is out of sequence will be counted toward graduation requirements whether the student voluntarily interrupted the program or was required to interrupt the program for course failure. Required courses that are failed while the student is out of sequence will be counted in total course failures as explained in Academic Standards and Progression Policy.

ELECTIVE PROGRAM INTERRUPTION

1. Students may elect to interrupt the sequence of the nursing program with permission of the nursing coordinator for one of the following:
 - a. Course Auditing - students may audit one nursing course.
 - b. Leave of absence - students may request a leave of absence from the nursing program for personal reasons.
 - c. Withdrawal from nursing course(s)

2. A student who is out of program sequence for any of the above reasons will be reinstated into the appropriate nursing course(s) providing:
 - a. Space is available in the appropriate nursing class.
 - b. A letter of intent to remain in the program was submitted to the program coordinator prior to the interruption.
 - c. The projected program completion date will be within six semesters after initial entry into the program.

3. It is the responsibility of the student to verify with the program coordinator availability of space before registration.

4. Transfer students see Transfer Policy. Exceptions to this policy will be reviewed on an individual basis and final approval must be given by the program coordinator.

COURSE FAILURE

1. A student who is out of program sequence because of failure to satisfactorily complete a required course(s) will be reinstated into the appropriate nursing course(s) providing:
 - a. Space is available in the appropriate nursing class. Students out of sequence for NURA 114 will only be considered after all eligible new student applicants have been exhausted.
 - b. A letter of intent was submitted to the program coordinator at the time of course failure(s).
 - c. The required course(s) was (were) successfully completed.
 - d. Course failures have not exceeded limits as stated in the Academic Standards and Progression Policy.
 - e. The student will not exceed the time limitation for program completion as outlined in the Academic Standards and Progression Policy.
 - f. Projected date for program completion will be within six semesters after entry into the program. (Transfer students - see Transfer Policy).
 - g. Minimum cumulative GPA is 2.0 on all work at the university.
2. It is the responsibility of the student to verify with the AASN program coordinator availability of space in the nursing class prior to pre-registration.

Attendance:

The AASN is a face-to-face program utilizing WebEx, primarily lecturing from the Morehead campus. The AASN is not an online program and classroom attendance is expected.

**Bachelor of Science in Nursing
Pre-licensure Program**

Dear Pre-licensure BSN Student:

Welcome to the Pre-licensure BSN Program at MSU. We are pleased that you have selected our program to prepare for a professional career in Nursing.

To assist you in becoming familiar with the BSN program, the faculty has compiled a section in the Nursing Student Handbook as a supplement to the MSU Student Handbook, and the Undergraduate Catalog. The Nursing Student Handbook contains program requirements and program policies that will answer many of your questions about your responsibility as a nursing student at MSU. The Nursing Student Handbook will help you identify the people who can assist you if problems arise and resources available to you in the DN. I encourage you to read the handbook carefully and to clarify any questions you have about this information. Handbooks are, by necessity an evolving document. It cannot be considered a legal contract but, more a set of guidelines which may change during your career here. This information, however, is important to your success as a nursing student at MSU.

Nursing is an exciting and rewarding profession. The BSN Program is challenging and, at times, difficult. If questions, concerns, or problems arise, please bring them to the program coordinator or your faculty advisor. The faculty and I wish you success in your pursuit of a career in nursing!

Sincerely,

A handwritten signature in black ink that reads "Kim Clevenger". The signature is written in a cursive, flowing style.

Kim Clevenger, EdD, MSN, RN, BC
Coordinator of BSN Program
Associate Professor of Nursing

The baccalaureate degree program at Morehead State University is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, D.C. 20001 (202)887-6791.

The Morehead State University BSN Program maintains Kentucky Board of Nursing approval.

Bachelor of Science in Nursing Pre-licensure Program (BSN)

Mission

The mission of the Bachelor of Science in Nursing Program is to provide excellence in baccalaureate nursing education which prepares graduates to promote health and well-being among the people of eastern Kentucky, the greater Commonwealth, and those whom our graduates serve in the global community.

Philosophy

The philosophy for the BSN Program at MSU identifies the underlying beliefs and values of the faculty and describes the beliefs about the metaparadigm of nursing – person, health, nursing, environment, and baccalaureate nursing education.

Person. The nursing faculty view each person as a unique, dynamic being who is more than and different from the sum of biopsychosocial, cultural, spiritual, and developmental dimensions and is in constant interaction with an ever-changing environment. The person is viewed as a member of a family, group and local and global communities. The nursing faculty places a high value on life and human dignity. They recognize that all life experiences involve the dynamic and complex processes of human development and the achievement of personal growth through learning.

Health. Health is viewed in a holistic manner, as a dynamic state of being that moves along a continuum from wellness to death, where the person/client effectively adapts to altered biopsychosocial needs while influenced by environment, cultural and global influences.

Nursing. The nursing faculty believe nursing is a caring, dynamic health care discipline that places the client as the focus of efforts. Professional nurses use the nursing process to assist the person/client at any stage of developmental level/lifespan within their cultural context to promote, maintain or restore optimal level of health or achieve a dignified death. The role of the professional nurse is multifaceted and encompasses manager, coordinator/provider of care, collaborator, teacher-learner, advocate, change agent, leader, researcher, and member of a profession. Through a mutual partnership, the professional nurse assists clients/ families, groups, communities, and populations across the lifespan in their adaptation to changes in their internal/external environments in a holistic manner. The professional nurse is committed to serving the needs of others, regardless of ethnic identity, race, gender, age, status, diagnosis, or ability to pay.

To implement this role, the professional nurse must:

- possess strong critical thinking and assessment skills;
- communicate effectively in a variety of spoken, written, and technological formats;
- possess competence, confidence, and commitment;
- base practice on current knowledge, theory, and research;
- assume responsibility and accountability for practice;
- serve as a member and leader within interdisciplinary health care teams;

- foster trust without dependence;
- provide compassionate, sensitive, spiritual, and culturally appropriate care;
- act with altruism and integrity;
- honor patients' right to make decisions about their care;
- act in accordance with ANA code of ethics for nursing and accepted standards of practice.

Environment. The nursing faculty believe the environment is a complex integration of physical, political, social, and cultural factors. The relationship between the person/client and the environment is open and ongoing throughout the lifespan.

Baccalaureate Nursing Education. The nursing faculty believe that baccalaureate nursing education is based upon a foundation from the natural sciences, behavioral sciences, humanities, mathematical sciences, nursing research and nursing theory. Incorporation of principles from this foundation provides for the development of critical thinking, decision making and independent judgment in the educational preparation for evidence-based practice in nursing. Further, the nursing faculty believe that teaching/learning is a partnership in which the nurse educator structures appropriate educational objectives to achieve desired student learning outcomes. The student, as partner, demonstrates commitment, motivation, and preparation to actively participate in the learning process. Each individual learner has unique learning needs and participates actively in the learning process through interaction with the nurse educator in progression toward educational goals. The nurse educator selects essential content and provides multiple and varied learning activities which progress from simple to complex and from general to specific.

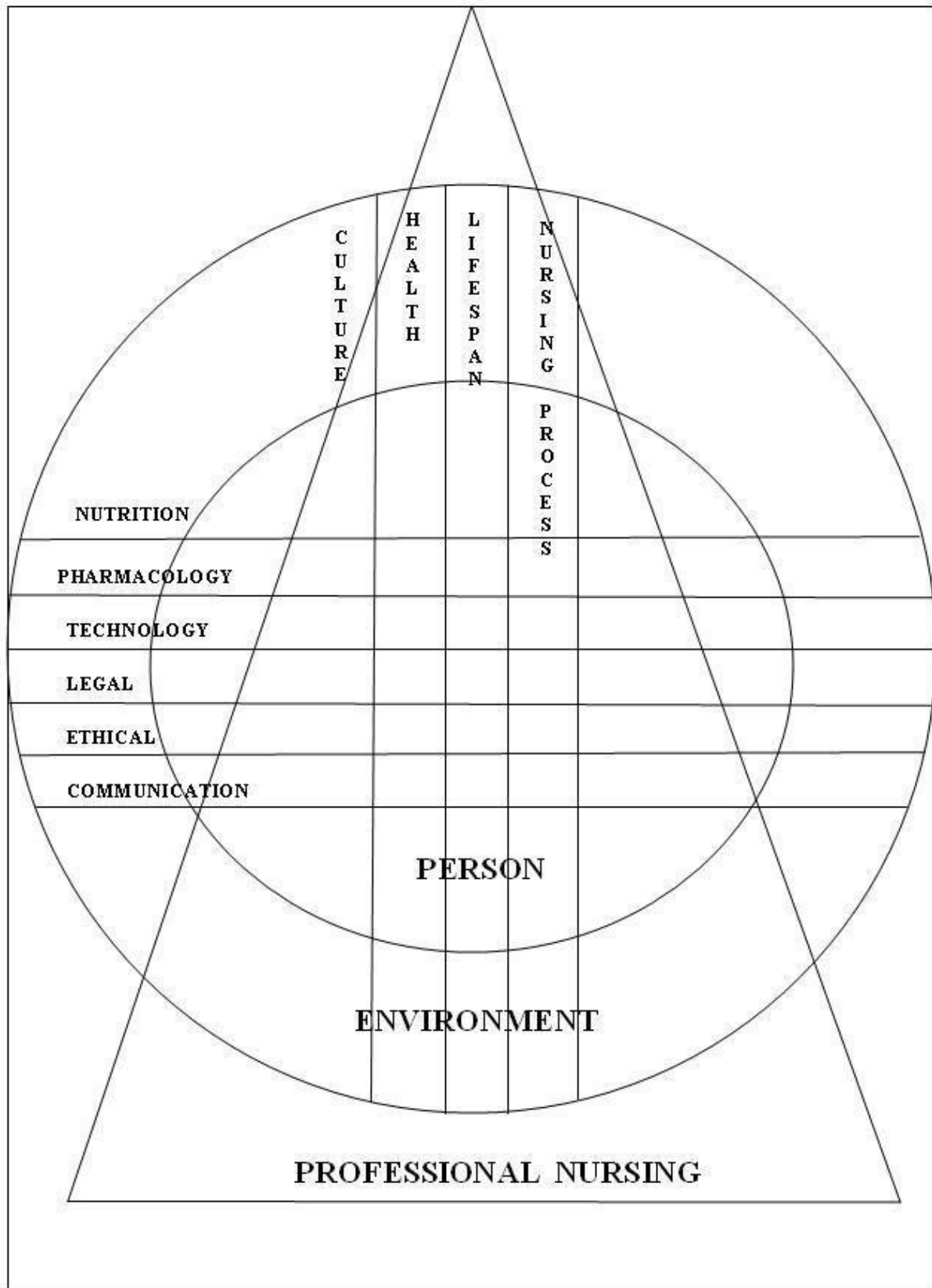
Operational Definitions

Vertical Threads:

- Culture- the sum total of the knowledge, morals, traits, learned behaviors and spiritual beliefs of a group of people that are acquired as a member of group/community and establish the uniqueness of the group/community.
- Health promotion- the science & art of helping others modify their behaviors to progress or maintain a state of optimal health.
- Lifespan- developmental and transitional stages from birth to death
- Nursing process- a problem solving method utilizing assessment, nursing diagnoses, planning, implementation, and evaluation to address the needs of a person.

Horizontal:

- Communication- the exchange of information between two or more persons including oral, written, verbal, and nonverbal format.
- Nutrition- all the processes involved in the taking in and utilization of nutrients for growth, repair, and maintenance of health. These processes included ingestion, digestion, absorption, and cellular metabolism.
- Pharmacological- the study of the biopsychosocial effects of chemicals and their origin, nature, properties, and effects on the person.
- Technology- the practical application of scientific knowledge to increase efficiency of management of client care through available resources.
- Legal- all nursing rules/regulations that impact nursing, their practice setting and their clients.
- Ethical- moral practices and beliefs of professional nurses who work together in the delivery of health care and the inquiry into the moral dimensions of conduct consistent with ANA
- Code of Ethics.



CONCEPTUAL FRAMEWORK

- The organizing framework is derived from the philosophy. Lifespan and health are the organizing concepts for the program curriculum and individual courses. Each individual client is considered within his/her cultural context. Professional nursing occurs at the intersection of the individual and the environment.
- The vertical concepts of the organizing framework are health, lifespan, nursing process, and culture. These concepts are studied according to the student's level in the BSN. The horizontal concepts of the curriculum are communication, nutrition, pharmacological, technology, legal, and ethical. These concepts are present throughout the curriculum and are applied to specific course content.
- The role of the professional nurse is integrated throughout the curriculum. New concepts expand student's capabilities to practice as a professional nurse in a variety of structured and unstructured health care settings. The nursing process is leveled by the extent of assessment, nursing diagnoses and interventions required. With increasing complexity, students assess, provide, plan, and deliver care to individuals/groups of all ages and stages of development.

MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
Department of Nursing
Pre-licensure Bachelor of Science in Nursing

Level Objectives

Level One:

By completion of level one the student will be able to:

1. Apply critical thinking skills through the nursing process in the planning and provision of nursing care to well persons.
2. Communicate effectively in a variety of spoken, written, and technological formats.
3. Show competence and initiative within personal professional practice.
4. Identify current scientific knowledge, nursing theory and nursing research necessary to deliver quality health care in accordance with the ANA Standards of Care and Code of Ethics for Nurses.
5. Identify leadership roles within interdisciplinary health care team and the profession of nursing.
6. Provide compassionate, sensitive, spiritual, and culturally appropriate nursing care for patients at any stage of the life span.
7. Determine local and state issues in the context of cultural diversity.
8. Identify a health care environment that is conducive to wellness and health promotion.

Level Two:

By completion of level two, the student will be able to:

1. Apply critical thinking skills through the nursing process in the planning and provision of nursing care for persons with common alterations in health.
2. Communicate effectively in a variety of spoken, written, and technological formats.
3. Show competence and initiative as member of the health care team.
4. Use current scientific knowledge, nursing theory and nursing research to deliver quality health care in accordance with the ANA Standards of Care and Code of Ethics for Nurses.

5. Incorporate leadership roles within interdisciplinary health care team and the profession of nursing.
6. Provide compassionate, sensitive, spiritual, and culturally appropriate nursing care for patients at any stage of the life span.
7. Analyze national issues in the context of cultural diversity.
8. Maintain a health care environment that is conducive to wellness and health promotion.

Level Three:

Graduates of the BSN Program will be able to demonstrate the role of the professional nurse by:

1. Demonstrating the application of critical thinking skills through the nursing process in the planning and provision of nursing care.
2. Communicating effectively in a variety of spoken, written, and technological formats.
3. Demonstrating competence, initiative, and commitment to the nursing profession.
4. Integrating current scientific knowledge, nursing theory and nursing research to deliver quality health care in accordance with the ANA Standards of Care and Code of Ethics for Nurses.
5. Assuming leadership roles within interdisciplinary health care teams and the profession of nursing.
6. Providing compassionate, sensitive, spiritual, and culturally appropriate nursing care for patients at any stage of the life span.
7. Analyzing global issues in the context of cultural diversity.
8. Creating a health care environment that is conducive to wellness and health promotion.

MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
Department of Nursing
Pre-licensure Bachelor of Science in Nursing Program

STUDENT EVALUATION

The grading scale of the BSN Program is as follows: Percentage

Points Letter Grade

90-100 A

80-89 B

76-79 C

68-75 D

Below 68 Points E

To successfully complete a nursing course, the student must achieve a “C” or above in the theory component and a “satisfactory” evaluation for the clinical component of the course. Clinical failure (unsatisfactory evaluation) in any nursing course will result in failure for that course. See specific course for measures that constitute a “satisfactory” or an “unsatisfactory” grade. Progression in the nursing program is dependent upon the student’s satisfactory completion of all individual course objectives, both clinical and theory.

See also: Academic Standards and Progression Policy

Use of Simulation in the BSN Program

The BSN program utilizes simulation throughout the curriculum. Embedded simulation emphasizes both theoretical knowledge and psychomotor skills. Simulation within the BSN program reflects real-life conditions that provides students an opportunity to work in contexts that are representative of real settings. Depending on the clinical simulation scenario; the simulation method involves a student or a group of students performing a number of patient care activities on a manikin, player, or standardized patient. The use of simulation in the BSN program as an instructional strategy enhances patient safety, optimize outcomes, provides a means of allowing students to “practice” critical thinking, clinical judgment skills, and psychomotor skills in a safe, controlled environment, without potential risk to a live patient.

MOREHEAD STATE UNIVERSITY
Department of Nursing Pre-licensure
Bachelor of Science in Nursing
Program Specific: Pre-licensure Program

STANDARDIZED TESTING POLICY: HESI TESTING & REMEDIATION

Purpose: To outline HESI testing and remediation requirements in the Bachelor of Science in Nursing (BSN) program curriculum for individuals enrolled.

Requirements: Health Education Systems Incorporated (HESI) examinations are nationally standardized and/or custom examinations that are content-specific and are based on the National Council of State Boards of Nursing (NCSBN) Testing Blueprint. Customized examinations are based on the BSN course outcomes and program outcomes.

HESI's online examinations test students on their skills in clinical application and clinical judgment; both of which are cornerstones of BSN student preparation. HESI examinations are utilized throughout the curriculum within the BSN program, from admission through the capstone course.

HESI provides an individualized detailed remediation plan for the students regarding their specific areas of weakness. Remediation is the process of identifying the need to take action to help remedy a situation, that if left unresolved, may result in unfavorable outcomes. Whereas implementing intervention strategies may help to successfully address the situation and improve outcomes (Cullieton, 2009).

Following the administration of a HESI custom/specialty and/or exit examination, students are required to remediate based on their individual HESI examination score. Students with lower HESI scores require more intense remediation, whereas students with higher HESI scores require less remediation. HESI examination scores are indicative of a student's success in the program and on their NCLEX examination for licensure.

Students who perform below 900 on any custom or nationally normed standardized examination, must complete a HESI Remediation Plan of Action (as listed in the HESI Testing & Remediation Policy) based on their individual HESI exam score(s). The HESI Remediation Plan of Action must be developed, initiated, and completed successfully by the last official day of the semester in order to progress to the next nursing course. Students will also complete a HESI Remediation Plan of Action Contract (contract template will be made available to the student) that will outline their individual plan. This document will be signed by both the student and the course faculty.

If a student scores less than 900 on any HESI examination, it is a progression requirement (see Academic Standards & Progression Policy) that they perform the identified remediation activities and/or assignments as outlined in the HESI Testing & Remediation Policy. HESI Remediation Plans are graded as Pass/Fail. Therefore, it is the student's responsibility to provide evidence of successful completion of remediation and to schedule a conference with the course faculty. If the student does not take these steps or does not complete the HESI Remediation Plan of Action as outlined, their lack of action will result in the grade of an "E" for the course. This will impact the student's ability to progress and may result in not only course failure, but dismissal from the BSN program depending on the number of course failures the student has obtained.

References

Culleiton, A.L. (2009). Remediation: A closer look in an educational context. *Teaching & Learning in Nursing*, 4, 22-27. <https://doi.org/10.1016/j.teln.2008.07.01>.

Use of HESI Testing & Remediation Across the Bachelor of Science in Nursing Curriculum

Course	HESI Exam Utilized	How HESI Exam is Utilized	Requirement for Remediation
NURB 262	A2 with CT Custom Fundamental	Identify areas of weakness on pre-requisite content. Exam grade based upon conversion percentage score	Students encouraged to remediate on areas of weakness pertaining to pre-requisite content. Any student scoring less than 900 on any HESI exam
NURB 264	Custom Peds/OB	Exam grade based upon conversion percentage score	Any student scoring less than 900 on any HESI exam
NURB 266	Custom Community	Exam grade based upon conversion percentage score	Any student scoring less than 900 on any HESI exam
NURB 318	Custom Pharmacology	Exam grade based upon conversion percentage score	Any student scoring less than 900 on any HESI exam
NURB 320	Custom Mid-curricular	Exam grade based upon conversion percentage score	Any student scoring less than 900 on any HESI exam
NURB 322	Custom Mental Health Nursing	Exam grade based upon conversion percentage score	Any student scoring less than 900 on any HESI exam
NURB 324	Custom Adult Med-Surg	Exam grade based upon conversion percentage score	Any student scoring less than 900 on any HESI exam
NURB 420	Custom Comprehensive Med- Surg	Exam grade based upon conversion percentage score	Any student scoring less than 900 on any HESI exam
NURB 422	Custom Chronic	Exam grade based upon conversion percentage score	Any student scoring less than 900 on any HESI exam
NURB 461	Custom Leadership/ Management	Exam grade based upon conversion percentage score	Any student scoring less than 900 on any HESI exam
NURB 498	Custom Pharmacology	Exam grade based upon the conversion percentage score	Any student scoring less than 900 on any HESI exam

NURB 499C	Custom HESI Exit Exam(s), along with any/and/or any standardized exam(s).	Custom HESI exam grade(s) based upon the conversion percentage score. Standardized HESI exams will be utilized for development of remediation plans.	Any student scoring less than 900 on any HESI exam
<p>Additional Information Concerning HESI Testing & Remediation: Faculty may administer any standardized HESI examination in any course in addition to the Custom HESI associated with their course. Standardized HESI exam scores will not be added to the grade book. However, remediation associated with the standardized HESI exam administered will be required and will follow the same guidelines as associated with the remediation of Custom HESI exams administered throughout the program.</p>			

HESI REMEDIATION PLAN OF ACTION	
HESI SCORE	
900 or above	<ol style="list-style-type: none"> 1. Remediation is encouraged, but optional. Consider completing at least one packet to reinforce your learning of content in a particular area. 2. You are required to complete the HESI Remediation Contract Form
800-899	<ol style="list-style-type: none"> 1. You are required to complete your top ten (10) <i>Essential</i> packets in full (total=10 packets). Minimum of five (5) hours of study is required. HESI Dashboard reporting student activity will be reviewed. 2. PrepU Quizzing: Create ten (10) ten item quizzes based on content from your top ten (10) <i>Essential</i> packets and obtain required mastery score (See Note Section for Mastery Score Breakdown). You will need to continue to take quizzes until mastery score is obtained. 3. Select one (1) <i>Evolve HESI Case Study</i> in a content area of weakness based on your HESI Exam Student Report and obtain 100%. 4. Other as recommended by faculty (as applicable)
700-799	<ol style="list-style-type: none"> 1. You are required to complete your top ten (10) <i>Essential</i> packets in full, and another five (5) packets from your <i>Recommended</i> category (Total = 15 packets). Minimum of six (6) hours of study required. HESI Dashboard reporting student activity will be reviewed. 2. PrepU Quizzing: Create ten (10) ten item quizzes based on content from your top ten (10) <i>Essential</i> packets and two (2) 10 question quizzes from your <i>Recommended</i> category. obtain required mastery score (See Note Section for Mastery Score Breakdown). You will need to continue to take quizzes until mastery score is obtained. 3. Select two (2) <i>Evolve HESI Case Studies</i> in a content area of weakness based on your <i>HESI Exam Student Report</i> and obtain 100%. 4. Complete correlating <i>HESI Practice Exam</i> (time spent on exam will be reviewed); see course faculty for further details. Practice exam test scores will not be added to the grade book. 5. Other as recommended by faculty (as applicable)
Below 700	<ol style="list-style-type: none"> 1. You are required to complete ALL <i>Essential and Recommended</i> packets provided in your remediation (Total could be as many as 35, or more). Minimum of 8 hours of study is required. HESI Dashboard reporting student activity will be reviewed. 2. PrepU Quizzing: Create fifteen (15) ten item quizzes based on content from your top (15) <i>Essential</i> packets and obtain required

	<p>mastery score (See Note Section for Mastery Score Breakdown). You will need to continue to take quizzes until mastery score is obtained.</p> <ol style="list-style-type: none"> 3. Select three (3) Evolve HESI Case Study in a content area of weakness based on your HESI Exam Student Report and obtain 100%. 4. Complete correlating HESI Practice Exam (time spent on exam will be reviewed); see course faculty for further details. Practice exam test scores will not be added to the grade book. 5. Other as recommended by faculty (as applicable)
<p>Note:</p>	<p>HESI Student Access</p> <ul style="list-style-type: none"> • Students must be logged into their HESI Student Access account and the online test specific remediation content for the number of hours specified. Do not print and log out of HESI remediation to study. Time spent in remediation content will be monitored. Creating and printing study packets will not count as completing remediation. Students must spend time studying the material as directed. Only the time spent under the online remediation will count towards the required remediation hours. Students may break up the required remediation into multiple sessions. • Students are required to access all their <i>Essential & Recommended</i> packets according to the description above; access and review the online remediation; review specialty/sub specialty areas, quick book review; in depth book review; view and submit practice questions in each area that is in the HESI remediation packet if applicable; view and submit case studies if applicable (within HESI Remediation); view multimedia if applicable. <p>PrepU</p> <ul style="list-style-type: none"> • PrepU quizzing is developed based on a student's content areas of weakness and their current levels of mastery. Required PrepU mastery level per quiz is as follows: <p>NURB 262 = Mastery Level 5 NURB 264 = Mastery Level 6 NURB 266 = Mastery Level 6 NURB 318 = Mastery Level 8 NURB 320 = Mastery Level 8 NURB 322 = Mastery Level 8 NURB 324 = Mastery Level 8 NURB 420 = Mastery Level 8 NURB 422 = Mastery Level 8 NURB 461 = Mastery Level 8 NURB 498 = Mastery Level 8 NURB 499 = Mastery Level 8</p>

*Note: Policy Subject to Change

8/12/20 BSN Faculty/kc; May 2019BSN Faculty/kc; 5/9/14/BSN Faculty/kc; 1/7/14/BSN Faculty/kc 6/26/12/BSN Faculty/kc

BSN Program

HESI Remediation Plan of Action Contract Form

- Using your HESI Test Report, identify strengths and areas for improvement in the following categories.
- Pay attention to the number of questions in a category. A topic area with a low score with a higher number of questions warrants more attention and remediation time than an area with a low score and only one question.
- Complete remediation in the areas for improvement based on your HESI Score
- Complete remediation as outlined in the *HESI Testing & Remediation Policy*

Client Needs Strengths		
HESI Category	HESI Score in this Category	# of Questions in this Category
Client Needs Areas for Improvement		
HESI Category	HESI Score in this Category	# of Questions in this Category

Nursing Process Strengths		
HESI Category	HESI Score in this Category	# of Questions in this Category
Nursing Process Areas for Improvement		

HESI REMEDIATION PLAN OF ACTION	
HESI SCORE	
900 or above	<ol style="list-style-type: none"> 1. Remediation is encouraged, but optional. Consider completing at least one packet to reinforce your learning of content in a particular area. 2. You are required to complete the HESI Remediation Contract Form
800-899	<ol style="list-style-type: none"> 1. You are required to complete your top ten (10) <i>Essential</i> packets in full (total=10 packets). Minimum of five (5) hours of study is required. HESI Dashboard reporting student activity will be reviewed. 2. PrepU Quizzing: Create ten (10) ten item quizzes based on content from your top ten (10) <i>Essential</i> packets and obtain required mastery score (See Note Section for Mastery Score Breakdown). You will need to continue to take quizzes until mastery score is obtained. 3. Select one (1) <i>Evolve HESI Case Study</i> in a content area of weakness based on your HESI Exam Student Report and obtain 100%. 4. Other as recommended by faculty (as applicable)
700-799	<ol style="list-style-type: none"> 1. You are required to complete your top ten (10) <i>Essential</i> packets in full, and another five (5) packets from your <i>Recommended</i> category (Total = 15 packets). Minimum of six (6) hours of study required. HESI Dashboard reporting student activity will be reviewed. 2. PrepU Quizzing: Create ten (10) ten item quizzes based on content from your top ten (10) <i>Essential</i> packets and two (2) 10 question quizzes from your <i>Recommended</i> category. obtain required mastery score (See Note Section for Mastery Score Breakdown). You will need to continue to take quizzes until mastery score is obtained. 3. Select two (2) <i>Evolve HESI Case Studies</i> in a content area of weakness based on your <i>HESI Exam Student Report</i> and obtain 100%. 4. Complete correlating <i>HESI Practice Exam</i> (time spent on exam will be reviewed); see course faculty for further details. Practice exam test scores will not be added to the grade book. 5. Other as recommended by faculty (as applicable)
Below 700	<ol style="list-style-type: none"> 1. You are required to complete ALL <i>Essential and Recommended</i> packets provided in your remediation (Total could be as many as 35, or more). Minimum of 8 hours of study is required. HESI Dashboard reporting student activity will be reviewed. 2. PrepU Quizzing: Create fifteen (15) ten item quizzes based on content from your top (15) <i>Essential</i> packets and obtain required mastery score (See Note Section for Mastery Score Breakdown). You will need to continue to take quizzes until mastery score is obtained. 3. Select three (3) <i>Evolve HESI Case Study</i> in a content area of weakness based on your HESI Exam Student Report and obtain 100%. 4. Complete correlating <i>HESI Practice Exam</i> (time spent on exam will be reviewed); see course faculty for further details. Practice exam test scores will not be added to the grade book. 5. Other as recommended by faculty (as applicable)
Note:	<p>HESI Student Access</p> <ul style="list-style-type: none"> • Students must be logged into their HESI Student Access account and the online test specific remediation content for the number of hours specified. Do not print and log out of HESI remediation to study. Time spent in remediation content will be monitored. Creating and printing study packets will not count as completing remediation. Students must spend time studying the material as directed. Only the time spent under the online remediation will count towards the required remediation hours. Students may break up the required remediation into multiple sessions. • Students are required to access all their <i>Essential & Recommended</i> packets according to the description above; access and review the online remediation; review specialty/subspecialty areas, quick book review; in depth book review; view and submit practice questions in each area that is in the HESI remediation packet if applicable; view and submit case studies if applicable (within HESI Remediation); view multimedia if applicable. <p>PrepU</p>

	<ul style="list-style-type: none"> • PrepU quizzing is developed based on a student's content areas of weakness and their current levels of mastery. Required PrepU mastery level per quiz is as follows: NURB 262 = Mastery Level 5 NURB 264 = Mastery Level 6 NURB 266 = Mastery Level 6 NURB 318 = Mastery Level 8 NURB 320 = Mastery Level 8 NURB 322 = Mastery Level 8 NURB 324 = Mastery Level 8 NURB 420 = Mastery Level 8 NURB 422 = Mastery Level 8 NURB 461 = Mastery Level 8 NURB 498 = Mastery Level 8 NURB 499 = Mastery Level 8

Based on overall HESI score:

- **Hours of online post-exam remediation to be completed:** _____
- **PrepU quizzing: Mastery Level to be completed:** _____
- **Number of PrepU quizzes to be completed:** _____
- **Number of Case Studies to be completed:** _____
- **Number of Practice HESI Exams to be completed:** _____
- **Other (per faculty recommendation as applicable):**

-
- **Remediation must be completed by the last official day of the semester. By signing the contract below, you are verifying that you have completed all aspects of remediation as required. Falsification of documentation constitutes academic dishonesty and will be handled according to established policies.**

I, _____ (name), verify that I have completed the remediation as detailed above for NURB _____ (insert course number).

Student Signature: _____ **Date:** _____

Faculty Signature: _____ **Date:** _____

MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
Department of Nursing
Pre-licensure Bachelor of Science in Nursing Program

Curriculum Requirements/Sequence (Pre-licensure Student)

Purpose: To outline curricular requirements and sequence of courses for Pre-licensure student.

NOTE: The curriculum requirements and course sequencing may be changed as part of the process of program evaluation. The responsibility for keeping abreast of changes in curriculum requirements and/or sequencing is shared by faculty and students.

FRESHMEN FIRST SEMESTER		
COURSE	DESCRIPTION	Credit Hours
*BIOL 234	Principles of Human Anatomy and Physiology I	3
ENG 100	Writing I	3
MATH 135	Math for Technical Students (or 123, 131, 152, 174, 175 or equivalent)	3
FYS 101	First Year Seminar	3
PSY 154	Introduction to Psychology	3
SECOND SEMESTER		
*BIOL 235	Principles of Human Anatomy and Physiology II	3
COMS 108	Fundamentals of Speech Communication	3
ENG 200	Writing II	3
Ethics/Civics-SBS	APS 201, CVM 210, GST 273, PHIL 103, LGS 200, POLS 177, POLS 262, or SOC 203	3
CHEM 101 & 101L or CHEM 111	Survey of General Chemistry or Principles of Chemistry	4
SOPHOMORE FIRST SEMESTER		
BIOL 217 & 217L	Elementary Medical Microbiology & Lab	4
NURB 260	Wellness and Health Promotion	3
NURB 262	Foundational Skills for Professional Nursing	6
PSY 156	Life Span Developmental Psychology	3
SECOND SEMESTER		
BIOL 336	Pathophysiology	4
NURB 264	Family Health Nursing	6
NURB 266	Community-Based Nursing Care	5
Knowledge-HUM	*ART 160, ENG 120, ENG or IST 211, FLM 170, HON 205, HST 271, MUSH 261, PHIL 100, or THEA 110	3

JUNIOR FIRST SEMESTER		
NURB 318	Pharmacology & the Nursing Process	3
NURB 320	Care of Older Adults	5
NURB 322	Mental Health Nursing	4
MATH 353	Statistics	3
SECOND SEMESTER		
NURB 324	Acute Alterations in Adult Health I	7
NURB 326	Advanced Nursing Assessment	3
NURB 361	Nursing Research	3
SENIOR FIRST SEMESTER		
NURB 420	Acute Alterations in Adult Health II	7
NURB 422	Chronic Alterations in Health	5
NURB 424	Public Health	3
SECOND SEMESTER		
Global Cultures- HUM	*ART 263, COMS 250, COMS 290, FRN 101, IST 101, IST 250, PHIL 106, POLS 110, or SPA 101	3
NURB 461	Nursing Leadership	3
NURB 498	Nursing Senior Seminar	3
NURB 499C	Advanced Nursing Practicum	3

MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
Department of Nursing
Pre-licensure Bachelor of Science in Nursing Program
Academic Policy – Program Specific

ADMISSION OF THE PRE-LICENSURE STUDENT

REVISION DATE: April 2011/BSN faculty/kc Supersedes all previous
Versions September 26, 2008/em Supersedes all
previous versions

PURPOSE: To outline selection criteria for admission into the pre-licensure Bachelor of
Science in Nursing.

The Bachelor of Science in Nursing Program (BSN) has limited enrollment. In the event there are more qualified applicants than available positions, students with the highest GPA will be accepted. Applicants to the BSN are selected based on the following criteria:

1. Completion of the 31 credit hours of the required pre-nursing courses listed in the curriculum sequence for the first year of the program.
2. Minimum grade point average of 3.0 or above (with no rounding) based on the required 31 credits with no grade being less than a “C”.
3. Minimum grade point average of 2.5 or above for BIOL 234: Principles of Human Anatomy and Physiology I, BIOL 235: Principles of Human Anatomy and Physiology II (or BIOL 244/244L and BIOL 245/245L), and MATH 135: Math for Technical Students.
4. Submission of ACT composite score. A minimum ACT composite score of 20 or above is required for admission eligibility.
5. More than two failures of any two required courses within three (3) years of application to the program will result in ineligibility for admission. Students with course failures prior to the 3-year period will be considered for admission if the student has demonstrated satisfactory academic progress (C or above in required courses) since the course failures. Full time study for two consecutive semesters will be required in order to evaluate academic status. At least two-thirds (2/3) of these credits must be in program required general education or support courses. This policy also applies to transfer students.
6. Applicants who are currently enrolled but have not yet completed the required 16 semester hours of the second semester at the time of application are eligible for conditional acceptance based on mid-term grades. A copy of current midterm grades must be submitted with the application packet or as soon as available after the application deadline. Final acceptance will be dependent on maintaining course grades and grade point average as outlined in the above criteria.
7. Compliance with the Technical Performance Standards.

8. Possess current certification by the American Heart Association in Basic Life Support for Health Care Providers (CPR).
9. Documentation of compliance with all health requirements.
10. Documentation of Criminal Background Check.

MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
Department of Nursing
Pre-licensure Bachelor of Science in Nursing Program

CONDITIONS FOR ENROLLMENT

1. Students may be assigned to clinical practice areas other than those in the immediate area, requiring traveling some distance from campus. Transportation to and from these settings is the responsibility of the student.
2. Clinical experiences and formal lectures may be required during various hours of the day (including weekends), evening, and night.
3. Students have the responsibility for the costs incurred by enrollment in the nursing program. These costs include CPR, immunizations, professional malpractice insurance, health insurance, criminal background check(s), academic materials, testing fees, clothing, and equipment. Students will be assigned to clinical groups by their respective program. Assignment to a particular clinical group/location is non-negotiable. Note, clinical group assignments and locations may change after established due to circumstances beyond the programs control (e.g., facility restrictions/availability, attrition, etc.).
4. Clinical education is a mandatory component of the BSN. Due to accreditation requirements of the clinical education centers, students will be required to obtain a criminal background check and/or undergo drug testing prior to acceptance of clinical assignment. The student is responsible for any incurred cost. Any student who fails acceptance to the clinical assignment will be unable to complete the program. Please see the DN's Criminal Background Check and Drug Testing Policy and Conditions for Enrollment for specific details. Students are required to abide by the policy set forth.

MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
Department of Nursing
Bachelor of Science in Nursing Program
(Pre-licensure)
Academic Policy – Program Specific

ACADEMIC STANDARDS AND PROGRESSION

REVISION DATE:

May 9, 2014/ kc, BSN Faculty Supersedes all previous versions
June 26, 2012/kc, BSN Faculty Supersedes all previous versions
April 6, 2007/jg Supersedes all previous versions

PURPOSE: To outline for the students, standards to be met for progression in the Bachelor of Science in Nursing.

STANDARDS FOR PROGRESSION:

The following standards are required for student progression in the Bachelor of Science in Nursing Program:

The student will:

1. Complete each required course in the required curriculum with a minimum grade of “C”.
2. Achieve a minimum grade of “C” in nursing, general education, and/or support courses at each semester level prior to progressing to subsequent nursing courses.
3. Achieve a satisfactory in clinical for nursing courses with a clinical component.
4. Cease to attend clinical immediately upon receiving two grades of “U” (Unsatisfactory) at any time during a clinical rotation.
5. Repeat both theory and clinical components of a nursing course in which less than a “C” grade is achieved; or when the clinical component is evaluated as unsatisfactory.
6. Repeat required nursing course/general education/support courses in which less than a “C” grade is achieved prior to progressing to the next nursing course.
7. Maintain 2.0 total cumulative grade point average in order to continue in nursing program.
8. Complete the nursing program within five years after official acceptance into the program.

9. Maintain compliance with immunization requirements.
10. Maintain compliance with technical performance standards.
11. Present evidence of having current certification in basic cardiopulmonary resuscitation for health care providers by the American Heart Association before progressing to a clinical nursing course that requires patient/student interaction.
12. Present evidence of current liability and health insurance coverage payment before progressing into a clinical nursing course that requires learning activities within a health care facility.
13. Present evidence of professional treatment prior to registering for subsequent nursing courses in the event that there is evidence of emotional instability or drug or alcohol abuse which could affect the ability to provide safe nursing care (Please refer to the DN Drug Screening Policy located within the student handbook for further details).
14. Adhere to the following guidelines with respect to deficiencies:
 - a. Students who perform below 900 on any custom or nationally normed standardized examination, are required to meet with the course leader to develop a HESI Remediation Plan of Action. A HESI Remediation Plan of Action must be developed, initiated, and completed successfully by the last official day of the semester in order to progress to the next nursing course. If a student scores less than 900 on a HESI exam, it is a progression requirement that they perform identified remediation activities and/or assignments as outlined in the HESI Testing & Remediation Policy. HESI Remediation Plans of Action are graded as Pass/Fail. Therefore, it is the student's responsibility to provide evidence of successful completion of remediation and to schedule a conference with the course faculty. If the student does not take these steps or does not complete the HESI Remediation Plan of Action as outlined, their lack of action will result in the grade of an "E" for the course. This will impact the student's ability to progress and may result in not only course failure, but dismissal from the BSN program depending on the number course failures the student has obtained.
 - b. In the event of having to repeat a nursing course or required support course, the student must submit a written request at the time of course failure to the Coordinator of BSN Program stating the desire to repeat the course. This statement must be received no later than one week after the registrar's office has released the grades to the student's Self-Service account. If a written statement is not received it will be considered an unofficial withdrawal from the program (See Resumption of Program Policy for details regarding statement).
 - c. All courses repeated due to failure to achieve a course grade of "C" or above will be counted in determining the number of course failures.

- d. Prior to re-entry, students will be required to take a standardized HESI exam(s) (at cost to student) to show that they have maintained currency with previously learned course content/skills. Students will have one opportunity to test (the week prior to the start of the desired re-entry semester) and will be required to achieve a score of a 900 on the standardized HESI exam(s). During the time students are considered out of sequence, students are strongly encouraged to remediate on previous deficiencies identified on all custom/standardized HESI exams taken during the program and any additional deficiencies identified during program course work in order to successfully complete the re-entry custom/standardized exam(s). See table below for information regarding custom/standardized exams to be administered:
- e. Students will be required to complete an additional background prior to the start of the semester

Course Failure	Exam Administered Prior to Return	Required Score
NURB 264 or NURB 266	Fundamentals	900
NURB 318, 320 or NURB 322	Fundamentals	900
NURB 324, NURB 326, or NURB 361	Mid-curricular	900
NURB 420, NURB 422, or NURB 424	Mid-curricular & Medical Surgical Custom	900
NURB 461, NURB 498, or NURB 499C	Mid-curricular & Comprehensive Medical Surgical	900
If a student is successful in all NURB courses, but fails a required support course, or takes a LOA, the student will still be required to take the custom and/or standardized exam(s) that corresponds to the semester the courses above were required.		

- f. Students will be required to complete an additional background prior to the start of the semester.
- g. Students will be required to complete a random drug screen. Date will be provided by the program.
- h. Students will be required to schedule a time with faculty one week prior to the start of the reentry semester to satisfactorily perform random skills checkoff(s).
- i. With successful completion of the above requirements and providing space is available within the class, the student will be eligible to re-enter the BSN. If the student is not successful with the requirements above, the student will not be eligible for readmission to program.
- j. All courses repeated due to failure to achieve a course grade of "C" or above will be counted in determining the number of course failures.

15. Be dismissed from the nursing program for any of the following situations after admission to the nursing program:
 - a. Achievement of less than a “C” grade twice in the same course.
 - b. Achievement of less than a "C" in any two required courses in the program curricular sequence.
 - c. Inability to complete the nursing program within five years after beginning the program.
 - d. Placing a patient in extreme emotional or physical jeopardy.

16. The DN and the BSN expects students to conduct themselves in a professional manner that is in accordance with the Code of Ethics for Nursing. The Code of Ethics for Nurses serves as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession.

A student demonstrating any of the following will be dismissed from the program *prior* to the end of the semester:

- a. Inability to transfer theory into practice.
- b. Consistent lack of understanding of his/her limitations.
- c. Inability to anticipate the consequences of action or lack of action.
- d. Consistent failure to maintain communication with faculty and staff about client care.
- e. Dishonesty about client care.
- f. Commitment of a civil/criminal act in the educational area.
- g. Breach of patient confidentiality.
- h. Impaired behavior.

Unprofessional behavior or acts of incivility that place a client or colleague in physical or emotional jeopardy. Examples of incivility include but are not limited to:

- using the “silent treatment”
- spreading rumors
- badgering or back-stabbing
- rude or obnoxious behavior
- sabotaging a project
- damaging someone’s reputation
- using humiliation, put-downs, and intimidation

- failing to support a peer in collaborative relationships
 - setting someone up for failure
 - undermining of work
 - verbal abuse
 - public reprimands
 - sarcasm
 - destroying confidence
 - losing one's temper or yelling at someone
 - continual criticism
 - encouraging others to turn against a peer
- i. Failure of acceptance to a clinical site based on denial of the clinical placement due to failure to comply to all hospital policies and procedures.
- j. Failure of acceptance to a clinical site based on unprofessional behavior.

MOREHEAD STATE UNIVERSITY
College of Science School of Health Sciences Department of Nursing
Bachelor of Science in Pre-licensure Nursing Program
Academic Policy – Program Specific

TRANSFER STUDENTS

REVISION DATE: October 7, 2009/em Supersedes all previous versions

Purpose: To outline transfer requirements for individuals who have completed nursing course to other Bachelor of Science in Nursing and who wish to be considered for admission into Morehead State University's Bachelor of Science in Nursing.

Requirements: Applicants who have completed nursing courses in other Baccalaureate Nursing Programs within the last five years must fulfill the following requirements in order to be considered for admission to the Bachelor of Science in Nursing at Morehead State University:

1. Meet requirements of Morehead State University Transfer Policy.
2. Meet Baccalaureate Degree Nursing Program minimum GPA of 2.5 on all course work required in the nursing program at the time of transfer.
3. Meet Admission criteria of Morehead State University Bachelor of Science in Nursing.
4. Have a minimum grade of "C" in previous Baccalaureate Nursing courses.
5. Submit to the DN college catalog and syllabi of nursing courses that are to be evaluated for transfer credit.
6. Be in good standing, both academic and social, in the program from which he/she is transferring.
7. Provide a written recommendation from the director/coordinator of the nursing program from which he/she is transferring.

NOTE: Enrollment in this program is limited. Applicants wishing to transfer will be considered for admission along with other applicants to the program.

MOREHEAD STATE UNIVERSITY
College of Science School of Health Sciences Department of Nursing
Bachelor of Science in Pre-licensure Nursing Program
 Academic Policy – Program Specific

RESUMPTION OF PROGRAM

REVISION DATE:

May 9, 2014/kc/BSN Faculty Supersedes any previous version

April 6, 2007/jg Supersedes any previous version

PURPOSE: To outline the requirements to be met when normal program sequencing is interrupted by the student.

DEFINITION: Students who do not complete the Bachelor of Science in Nursing Program in six consecutive semesters are considered “out of sequence.” Students may be out of sequence because of elective program interruption or course failure. Required courses taken when the student is out of sequence will be counted toward graduation requirement whether the student voluntarily interrupted the program or was required to interrupt the program for course failure. Required courses that are failed while the student is out of sequence will be counted in total course failures as explained in Academic Standards and Progression Policy.

ELECTIVE PROGRAM INTERRUPTION:

1. A student may elect to interrupt the sequence of the nursing program with permission of the program coordinator for one of the following:
 - a. Leave of Absence-student may request a leave of absence from the nursing program for one year for personal reasons.
 - b. Withdrawal from one nursing course - students may elect withdraw from a nursing course one time during the program.

2. A student who is out of program sequence related to interruptions outlined in #1 above will be automatically enrolled into the appropriate nursing course(s) providing:
 - a. A written statement of intent to remain in the nursing program was submitted to the program coordinator *prior* to the interruption (See attached form at the end of this policy). This statement must be received no later than two weeks after the registrar’s office has released the grades to the student’s Datatel Account. If a written statement is not received it will be considered an unofficial withdrawal from the program.
 - b. Space is available in the appropriate nursing class.
 - c. Pre-licensure student obtained required program re-entry score on custom/standardized HESI exam(s) (at cost to student). See table below for information regarding standardized exams to be administered:

	Course Failure	Exam Administered Prior to Return	Required Score
	NURB 264 or NURB 266	Fundamentals	900
	NURB 318, 320 or NURB 322	Fundamentals	900
	NURB 324, NURB 326, or NURB 361	Mid-curricular	900
	NURB 420, NURB 422, or NURB 424	Mid-curricular & Medical Surgical Custom	900
	NURB 461, NURB 498, or NURB 499C	Mid-curricular & Comprehensive Medical Surgical	900
*Note	If a student is successful in all NURB courses, but fails a required support course, or takes a LOA, the student will still be required to take the custom/standardized exam(s) that corresponds to the semester the courses above were required.		

- d. Student completed required updated background check
 - e. Student completed a random drug screen
 - f. Pre-licensure student successfully performed required skills check off with faculty member
 - g. With successful completion of the above requirements and providing space is available within the class, the student will be eligible to re-enter the BSN. If the student is not successful with the requirements above, the student will not be eligible for readmission to program.
 - h. Recommendation for reinstatement was made by the BSN Admission and Progression Committee. Note that consideration for reinstatement in the nursing program, the student may be required to complete an interview with the BSN Admissions and Progression Committee.
3. The student who is out of program sequence is responsible for verifying with the program coordinator the availability of space in the nursing class before registering for the specific course.
 4. Exceptions to this policy will be reviewed on an individual basis and final approval must be given by the BSN faculty.

COURSE FAILURE:

1. A student who is out of program sequence because of failure to satisfactorily complete a required course(s) will be automatically enrolled into the appropriate nursing course(s) providing:
 - a. Course failure(s) have not exceeded the limits as stated in the “Academic Standards and Progression Policy.”
 - b. A written statement of intent to remain in the nursing program was submitted to the program coordinator prior to the interruption (See attached form at the end of this policy). This statement must be received no later than two weeks after the registrar’s office has released the grades to the student’s Datatel Account. If a written statement is not received it will be considered an unofficial withdrawal from the program.
 - c. Space is available in the appropriate nursing class.
 - d. The required course(s) was/were successfully completed.
 - e. Pre-licensure Program student obtained required program re-entry score on custom/standardized HESI exam(s) (at cost to student). See table below for information regarding standardized exams to be administered:

Course Failure	Exam Administered Prior to Return	Required Score
NURB 264 or NURB 266	Fundamentals	900
NURB 318, 320 or NURB 322	Fundamentals	900
NURB 324, NURB 326, or NURB 361	Mid-curricular	900
NURB 420, NURB 422, or NURB 424	Mid-curricular & Medical Surgical Custom	900
NURB 461, NURB 498, or NURB 499C	Mid-curricular & Comprehensive Medical Surgical	900
*Note: If a student is successful in all NURB courses, but fails a required support course, or takes a LOA, the student will still be required to take the custom/standardized exam(s) that corresponds to the semester the courses above were required.		

- f. Student completed required updated background check
- g. Student completed a random drug screen
- h. Student successfully performed required skills check off with faculty member.

- i. With successful completion of the above requirements and providing space is available within the class, the student will be eligible to re- enter the BSN. If the student is not successful with the requirements above, the student will not be eligible for readmission to program
 - j. Recommendation for reinstatement was made by the BSN Admission and Progression Committee. Note that consideration for reinstatement in the nursing program, the student may be required to complete an interview with the BSN Admissions and Progression Committee.
2. Availability of space for courses required in the first semester of the BSN curriculum is determined after the admission process for that academic year has been completed.
 3. The student who has had course failure(s) is responsible for verifying with the program coordinator the availability of space in the nursing course(s) before registering.

RETENTION PLAN:

1. A student who is out of program sequence for any reason is required to meet with the course leader to develop a retention plan prior to returning to the required nursing course.
2. A student who is returning to a required nursing course must provide evidence of currency of previous learned technical nursing skills and course content.

MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
Department of Nursing
Pre-licensure Bachelor of Science in Nursing Program

REQUEST TO RE-ENTER NURSING PROGRAM FORM

MSU ID:
NAME:
ADDRESS:
PHONE:
MSU EMAIL ADDRESS (*Required):

- You will be notified of your status in the program by email

Last Semester enrolled in Nursing Sequence: Spring 20 Fall 20 Request re-entry into which nursing course: NURB

Please submit with this form, your written request for re-entry into the program. State reasons/conditions for leaving the program and your plan for success in the nursing program upon return (See next page for template).

Signature

Date

FOR DEPARTMENT USE ONLY

Date Received: _____

MSU GPA: _____ **ACT Com.** _____

Initial Date of Entry: _____

Referred to Academic Standards and Progression Policy? _____ **Yes** _____ **No**

Referred to Resumption of Program Policy? _____ **Yes** _____ **No**

Approved for re-entry? _____ **Yes** _____ **No**

Signature

Date

MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
Department of Nursing
Pre-licensure Bachelor of Science in Nursing Program

Letter of Intent

Please state specific reasons/conditions for leaving the program and your detailed plan for success in the nursing program. Please include specific plans for maintaining prior knowledge learned within the program as well as how you will address your deficiencies.

Signature

Date

ONLINE TESTING GUIDELINES

Student Testing Logistics

1. Students need to have a quiet testing environment, free of interruptions
2. Students need to have a device (laptop, desktop, tablet, phone) with reliable internet access.
3. Consider device restrictions on the testing software being used. Respondus Monitor works on Windows, Mac, and can be used on an iPad after the download of the app and requires these capabilities:
 - a. Windows: 10, 8, 7
 - b. Mac: OS X 10.10 or higher
 - c. iOS: 10.0 + (iPad only). Must have a compatible LMS integration
http://support.respondus.com/support/index.php?/default_import/Knowledgebase/Article/View/186/0/can-an-ipad-be-used-with-lockdown-browser#:~:text=Respondus%20Monitor%20is%20also%20supported%20with%20the%20iPad%20edition%20of%20LockDown%20Browser.&text=An%20instructor%20should%20follow%20these,course%20u sing%20an%20instructor%20account.&text=Select%20%22Require%20Respondus%20LockDown%20Browser%20for%20this%20exam%22.
 - d. Web camera (internal or external) & microphone. This must be attached to the computer that you are testing on. A separate cell phone camera will not work.
 - e. A broadband internet connection.
 - f. Windows: 75 MB permanent space on the hard drive or MAC: 120 MB permanent space on the hard drive.
4. The student will need a webcam or camera capability on their device.
5. Students may provide a whiteboard no larger than 9" x 12" and dry erase markers to be used during examinations or a sheet of paper as instructed by their faculty. The whiteboard/paper MUST be shown to the camera (both front and back) before and after the exam fully erased.

Exam Logistics

1. Students should agree/sign the Academic Honest Policy form prior to the first exam of the semester. This signature conveys that you have read and understand the information regarding academic dishonesty and agree to uphold the standards of academic honesty during preparation for and taking exam/quizzes and assignments throughout your educational program at Morehead State University. It also conveys that you understand that the form will be placed in your file within the Department of Nursing and your signature indicates that you will abide by the policy throughout your time in your respective program. Cheating of any kind will not be tolerated.
2. Respondus LockDown Browser with Monitor will be used for online testing. Exams will be given during the scheduled class time unless specified by the instructor. WebEx/Zoom may also be utilized in addition to Respondus at the discretion of the faculty.
3. You will need to click on the following link to install the Respondus LockDown Browser on your computer:
<https://download.respondus.com/lockdown/download.php?id=355135518>
4. Follow the instructions to install Respondus on your computer.
5. Exams must be taken using the Respondus Monitor webcam. ****Students cannot use cellphones, Chromebook or other tablets (with the exception of an iPad) to take a Respondus required exam.**
6. Prior to the start of every Monitor webcam session, you will be asked to perform a series of events, listed below. You will be provided instructions for each event, as you are being asked to perform them.
 - a. Perform a webcam check.
 - b. Show your ID.
 - c. Hold your identification to the camera and select "Take Picture"
 - d. Perform an environment check.
 - e. Make sure the area around your computer is clear of papers, books, phones, etc. Click "Start Recording" and slowly tilt/pan your webcam so a brief video can be made of the area around your computer. If the webcam is built into the monitor, just do your best to show the surrounding area.

- f. Receive additional instructions.
7. When you get ready to take a test/exam, you'll first need to click on the Respondus icon that should be on your computer desktop, then go into Blackboard to take the test/exam. *The process of “locking down” the browser may take up to five minutes, so please be patient. Even if it looks as though nothing is “working,” it is performing the necessary functions in the background. BE PATIENT!* Once the “lock down” has taken place, the student will be able to go into Blackboard and take the appropriate test. The student will be unable to exit the test until the test has been submitted.
8. Nursing exams are a closed note, closed book test. You cannot use resources other than your brain to take the exam. Students are expected to adhere to the Department of Nursing Academic Honesty Policy. Any violation of academic honesty will result in a zero “0” on the exam. The Respondus webcam alerts faculty with “suspicious” behavior. All webcam recordings will be reviewed. WebEx/Zoom may also be utilized in addition to Respondus. The same testing standards are required for online testing as are required in the classroom:
- No electronic devices (other than your computer with Respondus Lockdown Browser) are permitted in the testing area.
 - No bracelets or watches in the testing area
 - No personal belongings at your desk
 - No food/drinks, or hats in the testing area
 - Go to the bathroom prior to beginning the exam/test
9. The Information Technology (IT) Help Desk is available to students:
606-783-HELP (4357)
111 Ginger Hall
Monday-Friday 08:00 am – 4:30 pm
Email: ithelpdesk@moreheadstate.edu
10. If you have any difficulties with the Respondus LockDown Browser, you may contact MSU Instructional Technology at:
Phone: 606-783-2140
Hours: 8 am-4:30 pm EST Monday-Friday
E-mail: msuonline@moreheadstate.edu

Additional directions for taking exams on Blackboard Respondus Lockdown Browser & Monitor

Taking Exams:

- Click on the Respondus Lockdown Browser located on the computer desktop
- Log in with your MSU ID and password (this is the same ID/password you normally use to log into Blackboard)
- Select the appropriate course
- Locate the exam (most often exams are located under the “Exam” tab)
- Click on the correct exam
- Click on “Begin Exam”
- Enter the exam password and the exam will begin. Time will begin as soon as the exam opens and the first question appears. If you get locked out, please raise your hand. Do not close out yourself.
- Students will be monitored and recorded from the point of logon and during the entire length of the exam. This video will be watched and reviewed by the instructor for unusual activity. The video will be archived within the course. Respondus Lockdown with monitor will be utilized and WebEx/Zoom may be utilized in addition.

Preparation for the Exam

- Sit at a clean desk or table if available. In the event a desk is not available, you may utilize a seating bench (not on the bed or floor). You will need a stable surface to support your device. The background should be quiet. The desk or table needs to be cleared of all other materials. This means the removal of all books, papers, notebooks, calculators, etc.

2. A whiteboard/paper may be used at the discretion of your instructor. It MUST be shown to the camera (both front and back) before the exam and reshown to the camera at the end of the exam (both front and back). If paper is being used, the paper should be shown in the same manner prior to and at the end of the exam.
3. Maintain room lighting bright enough to be considered “daylight” quality. Overhead lighting is preferred; however, if overhead is not possible, the source of light should not be behind the test taker. If lighting is inadequate, Respondus Monitor will prompt you.
4. Gather student ID and have within reach. You will be asked to present it to the camera when prompted.
5. Close and restart your computer before logging into the proctored test environment. All programs and/or windows on the testing computer must be closed before logging into the proctored test environment and must remain closed until the exam is completed.
6. Webcams should be placed on the upper screed of the computer or where it will have a constant, uninterrupted view of the test taker.

Not Allowed During the Exam

1. No watches (any type) are allowed to be worn during the testing period or in the testing area.
2. Screenshots or pictures of test information is strictly prohibited (see Academic Honesty Policy).
3. Background music or television sounds, earbuds, or headphones, watches/smartwatches, or hats/headgear are prohibited.
4. Additional computer monitors, screens, phones, or tablets should be removed during the exam (unless instructed by the instructor due to use of WebEx/Zoom & Respondus Lockdown with Monitor are being utilized at the same time).
5. No writing should be visible on the desk or walls.
6. Under no circumstances should students exit the proctored environment during the exam No test items should be copied, saved, or shared during or following the exam.
7. Do not talk to anyone else – No communicating with others by any means.
8. No other persons except the test taker should be permitted to enter the room during testing. The computer may not be transported to another location after the exam has started.
9. A phone is not allowed in the testing room unless directed to by the instructor due to simultaneous use of WebEx/Zoom & Respondus.

Technology Failure

In case of login failure, digital pause, technology failure, or internet failure:

1. Take a deep breath!
2. Speak to the webcam about what is happening, as it will be recorded
3. If you are “booted” out of the exam, immediately refresh the browser then try to log back in.
4. If that does not solve the issue, clear your cache and then attempt to log back in.
5. If that does not solve the issue, and your instructor is using Respondus Lockdown Monitor only, step outside the room and contact your instructor via the mode of communication they have instructed you to utilize.
6. Should all your technology go down or internet failure, immediately contact your instructor as advised.

**Post–licensure Bachelor of Science
in Nursing Program**

Dear Post-licensure Bachelor of Science in Nursing Student,

Welcome to the Post-licensure Bachelor of Science in Nursing Program at Morehead State University (MSU)! You have begun the journey toward a baccalaureate degree in nursing. A baccalaureate degree in nursing will open up many career opportunities for you and assist you to improve patient care outcomes.

The faculty at MSU have developed a program that is fully accredited by the Commission on Collegiate Nursing Education (CCNE) and is designed for the learning needs of the working adult learner. The Post-licensure Baccalaureate Nursing Program will assist you in developing skills highly valued in the current healthcare environment that include but are not limited to advanced health assessment, leadership, management, communication, interprofessional collaboration and evidence-based practice.

This Nursing Student Handbook is a supplement to the MSU Eagle Handbook and the Undergraduate Catalog. This handbook contains program requirements and program policies that will answer many of your questions about your responsibility and role as a student nurse at MSU. Handbooks are evolving documents which may change during your coursework at MSU. This information is not a legal document but is designed to assist you in understanding program requirements.

If you have questions or concerns, please contact your course faculty, faculty advisor or program coordinator to assist you. We are here to help you achieve your educational goals. We wish you success in your pursuit of furthering your education and in your career!

Sincerely,



Lucy Mays, DNP, APRN, FNP-BC
Online Nursing Programs Coordinator
Director of Distance Education in Nursing
Department of Nursing
Morehead State University
606-783-2773

Post-licensure Bachelor of Science in Nursing

Mission

The mission of the Baccalaureate of Science in Nursing Post-licensure Program is to expand the nursing workforce to promote health and well-being of the populace at the local and global level. Graduates of the RN-Bachelor of Science in Nursing are prepared to function as leaders to provide high quality, safe, effective, and equitable patient centered care. Graduates will have the knowledge, skills, and attitudes to promote better health outcomes by coordinating care of patients in states of health as well as complex illness.

The goals of the Post-licensure Nursing Program are to expand the baccalaureate prepared nursing work force to:

1. Provide leadership to promote better health outcomes at the local and global level.
2. Collaborate and coordinate with the interprofessional team to promote safe, high quality care for patients with complex illnesses in a complex and ever-changing health care environment.
3. Promote health, wellness, and disease prevention.
4. Possess knowledge, skills, and attitudes necessary to provide evidence-based care and maintain currency through life-long learning.
5. Demonstrate accountable professional behaviors that are ethical, legal, and moral.

Person. The faculty views the individual in a holistic manner, at any stage of the lifespan, as a unique, bio psychosocial individual who is worthy of dignity and respect and who is affected by an ever-changing environment. The individual is the center of all care processes and an active participant in decision making.

Health. Health is viewed as a dynamic bio psychosocial and spiritual processes that occurs when an individual is able to meet human needs in a way which allows for effective functioning. An individual's state of health varies in relation to growth and development, culture, nutrition, the environment, ability to meet human needs, and is impacted by acute and chronic illness states. Health is further influenced by genetics, abilities, coping and results of decision-making strategies.

Nursing. The nursing faculty accepts the American Nurses Association's definition of nursing: "Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations."

Environment. The nursing faculty believe the environment is a complex integration of physical, political, social, and cultural factors. The relationship between the person/client and the environment is open and ongoing throughout the lifespan.

Program Outcomes

The graduate of the program will be able to:

1. Assume a leadership role in promoting quality and compliance regarding safety and health in a complex health care environment.
2. Develop effective clinical reasoning skills utilizing evidence-based guidelines.
3. Use informatics to support safe and effective patient care environments and to assist in patient and interprofessional communication.
4. Evaluate health care policy, financial and regulatory environments that impact delivery of health care services.
5. Develop effective interprofessional communication and collaboration and function effectively in interprofessional teams.
6. Promote individual and population health through health promotion and mitigation of acute and chronic illness.
7. Exhibit professional behaviors that are accountable, ethical, legal, and moral.
8. Integrate knowledge and methods from a variety of disciplines, human growth and development, pathophysiology, and pharmacology to promote effective clinical reasoning in the provision of client centered care.

**POST-LICENSURE BACHELOR OF SCIENCE
IN NURSING
STUDENT ACADEMIC POLICIES**

**POST-LICENSURE
BACHELOR OF SCIENCE IN NURSING
STUDENT EVALUATION**

PROGRAM GRADING PROCEDURE:

- B. 89.5-100% of total points possible
- C. 79.5-89.4% of total points possible
- D. 69.5-79.4% of total points possible
- E. 59.5-69.4% of total points possible
- F. \leq - 59.4% of total points possible

At the end of the course, individual assignment grades are added together for total points. The final course grade is based on the above percentage of total points earned as outlined in each course syllabus.

**POST-LICENSURE BACHELOR OF SCIENCE IN NURSING
CURRICULUM REQUIREMENTS FALL 2021**

Note: Curriculum requirements may change as a part of ongoing program evaluation. The responsibility of keeping abreast of changes in curriculum requirements and/or sequencing is shared by faculty and students.

Pre-Requisite & General Education Requirements	
Courses	Credits
FYS 101: First Year Seminar	3
Writing Core I	3
Writing Core II	3
Oral Communications	3
Math Reasoning	3
Knowledge-Arts & Humanities	3
Global Cultures-Arts & Humanities	3
Social and Behavioral Science I	3
Ethics & Civil Engagement SBS	3
Natural Science I (BIOL 234)	3
Natural Science II	3
BIOL 235: Anatomy & Physiology II	3
Other Credits from Pre-licensure RN Program	35

First Year Course Schedule			
Fall Semester		Spring Semester	
Course	Credits	Course	Credits
NURB 327: Transition to Professional Nursing Practice	4	MATH 353: Statistics	3
NURB 309: Health Care Delivery Systems	3	NURB 407: Population Health	4
NURB 314: Health Assessment in Nursing	3	NURS 349: Pharmacology	3
NURS Electives (300 level or above)	3	NURS Electives (300 level or above)	3
		BIOL 336: Pathophysiology	4
Total	13	Total	17

Second Year Course Schedule			
Fall Semester		Spring Semester	
Course	Credits	Course	Credits
NURB 406: Evidence Based Practice	3	NURB 421: Nursing Synthesis Practicum	3
NURB 409: Leadership in Nursing	4	NURB 499D: Nursing Synthesis	3
NURS Electives (300 level or above)	3		
NURB 408: Quality Improvement in Nursing	3		
Total	13	Total	6

Revised 8/21

POST-LICENSURE BACHELOR OF SCIENCE IN NURSING**GRADING POLICY****MOREHEAD STATE UNIVERSITY****College of Science****School of Health Sciences****Post-licensure BSN Program****Process:** Exam Grading & Review

Administer exam and announce review date.

Responsible: Nursing Faculty

Review item analysis of exam and make any adjustments.

Responsible: Nursing Faculty

Post exam scores to Blackboard (no earlier than 24 hours after exam)

Responsible: Nursing Faculty

Faculty consider student comments following exam make any adjustments.

Responsible: Nursing Faculty

Post final exam scores to Blackboard within 4 days of exam. All grades will then be final for that semester on the exam.

Responsible: Nursing Faculty