

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



Undergraduate Student Handbook

Supplement to
Morehead State University Student Handbook
31th Edition
2018-2019

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

<https://www.moreheadstate.edu/About/Nondiscrimination-Statement>

Any inquiries should be addressed to the Affirmative Action Officer, Morehead State University, Affirmative Action Officer, 301F Howell-McDowell, Morehead, KY 40351, 606.783.2542.

Review of Policies, Procedures, and Content

All policies, procedures, and content of the *Department of Nursing Student Handbook* are reviewed by 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 Degree Nursing Program (ADNP), 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 of 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)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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 in writing 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)**.



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 advisors 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

History of Nursing at MSU

The history of nursing at MSU is rich, long and evolving. Current nursing programming at MSU includes an Associate Degree Nursing Program (ADNP) with course offerings on the main campus and an extension campus at Mt. Sterling, a Pre-licensure Bachelors of Science in Nursing (BSN) and a Post-licensure Nursing Program (RN-BSN).

The Associate Degree Nursing Program (ADNP) was first instituted at MSU in 1971. The ADNP was initially accredited by the National League for Nursing (NLN) in 1982. The preliminary planning for the Bachelors of Science in Nursing (BSN) began in the fall of 1983. The BSN was officially approved by the Kentucky Council on Higher Education in October 1985. The Kentucky Board of Nursing (KBN) approved the BSN in February 1986. The Post-Licensure Program, designed for registered nurses with diplomas or associate degrees, was implemented in the fall of 1986. The BSN was required to graduate the first class of pre-licensure students before applying to the NLN for accreditation. The first BSN class graduated in May 1990. The NLN granted accreditation to the BSN in March 1991. The BSN received initial accreditation from the Commission on Collegiate Nursing Education (CCNE) in 2005. Holding two national accreditations, the faculty voted in December 2008 to continue accreditation solely with CCNE and voluntarily withdrew from NLNAC.

The ADNP was closed in 1987 when shifts in enrollment occurred. The ADNP was reinstated in 1991 in response to community interest. The ADNP was again accredited by the NLN in 1993. The first ADNP class was enrolled at the Mt. Sterling Campus fall 2007. In March 2008, the National League for Nursing Accrediting Commission (NLNAC) formally extended the accreditation to include the Mt. Sterling Campus. In Fall 2010, the Associate Degree Nursing Program launched the first Paramedic-RN Program approved by ACEN (NLNAC) and KBN. The ADNP participated in a NLNAC site visit fall 2012 and received continuing accreditation through 2020. The NLNAC has undergone a change of name and is now officially called the Accreditation Commission for Education in Nursing, Inc. (ACEN). The ADNP at the Morehead Campus and at the Mt. Sterling Campus has full approval by the Kentucky Board of Nursing (KBN).

The ADNP requires four semesters for completion with an additional pre-requisite courses. An advance placement component is available for Paramedics and Licensed Practical Nurses. The ADNP is a face-to-face program utilizing interactive television (ITV), primarily lecturing from the Morehead Campus. ADNP graduates are eligible to apply for completion of the National Council Licensure Exam-RN (NCLEX-RN) to gain licensure as Registered Nurses (RNs).

The Pre-licensure BSN Program is a face-to-face program on the Morehead Campus. BSN graduates are eligible to apply for completion of the National Council Licensure Exam-RN (NCLEX-RN) to gain licensure as Registered Nurses (RNs).

The RN-BSN Program is an online program. Both full and part time options are available that offers RNs flexible scheduling and the opportunity to continue their education while still working full or part-time.

In May of 2010 the Department of Nursing moved into the Center for Health, Education, and Research (CHER), a 90,000-square foot facility. This \$30 million project was constructed on land provided by St. Claire Regional Medical Center with funding from the state and federal governments for a joint partnership between MSU, St. Claire Regional Medical Center, and University of Kentucky. It is considered the first such partnership involving a regional public university, a land grant university and a private, nonprofit hospital corporation.

The CHER facility houses four 2,000 square foot patient care laboratories equipped with high fidelity simulators and additional technologically advanced equipment. Classrooms within CHER are also spacious and equipped with technology to enhance teaching practices.

The Department of Nursing added a graduate program (Master of Science in Nursing, Family Nurse Practitioner Program Primary Care) and a Post MSN Program for nurses holding the MSN who seek FNP certification beginning with the Fall 2017 semester. The Family Nurse Practitioner Program Primary Care is approved by the Kentucky Board of Nursing, the Council on Postsecondary Education (CPE), Southern Association of Colleges and Schools (SACS) and is seeking accreditation 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 quality nursing programming.

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

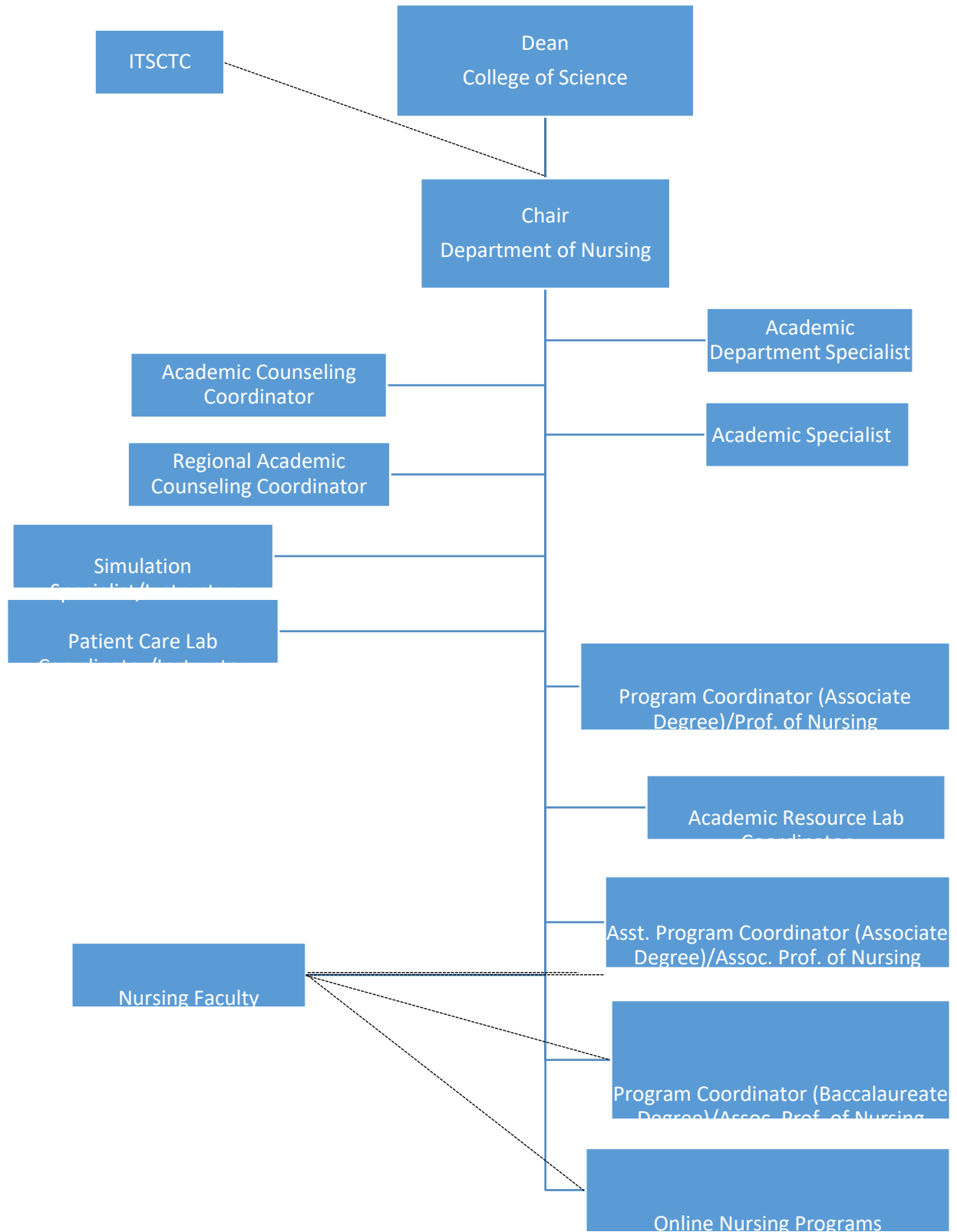
Department of Nursing Mission: The mission of Morehead State University Department of Nursing is to promote health and well-being among the people of northeastern and eastern Kentucky, the greater Commonwealth, and extending to those whom our graduates serve in our global community. In an academic environment 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.

Morehead State University Department of Nursing



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

All applications and requests for admission and release, and all certifications, records and reports of the cabinet for human resources 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 comply with the official inquires of the departments 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. 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 prelude the disclosure, upon proper inquiry of the family or friends of a patient, of information as to the medical condition of the patient.

HISTORY: 1954 c 12, 1, eff. 7-1-54

*KRS = Kentucky Revised Statue

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

**WRONGFUL DISCLOSURE OF INDIVIDUALLY IDENTIFIABLE
HEALTH INFORMATION**

SEC. 1177.

(a) **OFFENSE** – A person who knowingly and in violation of this part –

- (1) Uses or causes to be used a unique health 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 section (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.

ACADEMIC HONESTY

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*

ACADEMIC HONESTY 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
4. Other information related to academic dishonesty can be found in *The Eagle Student Handbook*

Examples of Academic Dishonesty

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 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.
2. Assignments
- a. Plagiarizing
 - I. Having someone else do your work/write your paper
 - II. Submit an assignment for more than one course
 - 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. When you begin to actually complete your assignments, the work should be yours and yours alone

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. This includes watches. No watches or bracelets will be worn during exams and or quizzes.
- 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

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.
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 DN 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 DN's Admission and Progression Committee.

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. Any decision to allow an applicant to enter or continue in a nursing program with a positive drug screen is solely at the discretion of the DN's Admission and Progression Committee 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 with emblem, 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.

1. The required student uniform will consist of a sailor blue unisex scrub top and pants or skirt and white V neck cardigan lab coat. Pants must be hemmed to meet top of shoe. Skirts are to be hemmed no higher than knee length.
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 and BSN/ADN Program patch are required for covering the uniform when the student is not in the clinical area. The lab coat with approved name tag and program patch are also required to cover street clothes when 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 and program patch are to be worn on lab coat and uniform.
 - b. Clean white closed toe shoes must be worn with the uniform.
 - c. 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.
 - d. Natural fingernails must be clean, well groomed, and cut short (not to extend beyond the finger tip). Artificial fingernails, overlays, bonding tips, wrapping and tapes are not acceptable.
 - e. Make-up may be used in moderation.
 - f. 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.
 - g. All visible tattoos must be covered during the clinical experience.
 - h. A BLS/ACLS/PALS pin may be worn if the student is currently certified.
 - i. 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: The Eagle Student Handbook contains the Tobacco Policy. The policy is documented in a University Administrative Regulation 902.01 which can be found under the Student Conduct Code section of the handbook.

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 (12-18 hours)	\$4,375
Full Time: Out-of-state students (12-18 hours)	\$6,613
Full Time: International students (12-18 hours)	\$11,088
Part Time: Kentucky residents and Ohio reciprocity counties	\$365 per credit hour
Part Time: Out-of-state	\$552 per credit hour
Part Time: International students	\$925 per credit hour
GRADUATE	
Kentucky or Out-of-state residents	\$570 per credit hour

Winter/Summer Sessions

UNDERGRADUATE	
Kentucky residents	\$365 per credit hour
Out-of-state students	\$552 per credit hour
International Students	\$925 per credit hour
GRADUATE	
Kentucky or Out-of-state residents	\$570 per credit hour

University Fees

Mandatory Fee – Recreation & Wellness Center	\$9 per credit hour (max. \$100)
Mandatory Facility Fee	\$5 per credit hour (max. \$60)
Internet Course Fee	\$15 per credit hour

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	NURG 610 - \$40 NURG 612 - \$40 NURG 613 - \$40 NURG 618 - \$40

	NURG 620 - \$40 NURG 621 - \$40 NURG 630 - \$40 NURG 631 - \$40 NURG 632 - \$40 NURG 633 - \$40 NURG 634 - \$40 NURG 635 - \$25 NURG 636 - \$330 NURG 641 - \$585 NURG 642 - \$40 NURG 645 - \$25 NURG 655 - \$25
Stethoscope	\$25-\$200+
Automobile/Gas	Varies with each student
Books	\$120-\$520/semester
CAI	NURG 610 Shadow Health \$99 NURG 612 Shadow Health \$89
Transcript Fee	\$7
Graduation Fee (includes cap/gown)	\$85
**Nursing Pin	\$55.00 + tax to \$585.00 + tax, depending upon pin chosen
Board of Nursing Application for Initial APRN Licensure	\$165.00 required for KY
Fingerprinting	\$10.00
Federal Fingerprint Evaluation	\$12.00 required for KY
Criminal Background Check (different than one listed previously)	\$20.00 required for KY
Jurisprudence Exam	\$9 required for KY
National Certification Exam	\$395 (ANCC) or \$315 (AANP)

Disclaimer: All cost 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 insure 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 Providers 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 the DN office. It is the students' responsibility to ensure that verification of BLS is on file in the DN office. 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.

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 hand written 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/NCSBN_SocialMedia.pdf.

LIABILITY INSURANCE STATEMENT

All students in the nursing program must have current liability insurance coverage for all clinical nursing courses. A student will **not** be allowed to enter the clinical area until liability insurance has been paid. Payment of the insurance fee is directed by each program. Pre-licensure BSN and ADN will have course-specific payment methods which will either be direct-billing or a will be paid at the Cashier’s Window located in Howell-McDowell. Post-licensure BSN students will have insurance fees through course fee billing. With the latter, a receipt as proof of payment must be provided to the individual program staff. Students who are out of sequence or transfer students will be required to submit payment at Howell-McDowell and provide a receipt as proof of payment to program staff. Liability insurance is renewed every August regardless of entry semester in to 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 rests 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 FNPP is taught in an online format (excluding practicum experiences and on-campus advanced procedures lab). The following information outlines specifics related to distance education.

1. 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

2. Blackboard: You can logon to Blackboard first clicking on the “Quicklinks” tab from

<http://www.moreheadstate.edu/>

https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support and then selecting “Blackboard”. Your course will be delivered via Blackboard. Information regarding required system specifications can be found at

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 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.

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: msuonline@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, Wifi or network interface.
- c. Understand basic computer usage including keyboard, mouse, CD drive, USB port, 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 (606-783-5105) is also available to help you with computer applications.

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: <http://kbn.ky.gov/apply/Pages/Examination/examination.aspx>

B. Applications for Licensure in Other States

Students who plan to the licensing examination in a state other than Kentucky should write 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.

ABSENCE STATEMENT

Theory: Theory (classroom) attendance is strongly recommended. In case of absence the student is responsible for any information given in class for the achievement of theory objectives.

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. Contacting course faculty regarding making up missed examinations is the responsibility of the student and must be done upon return to class. Failure of the student to adhere to these guidelines will result in a zero for the examination. Make-up exams may be of a format different from the original.

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. 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 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 testing system.

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 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 testing system.

Responsible: Nursing Faculty

Review comments from exam review and make any adjustments.

Responsible: Nursing Faculty



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

FORMAL COMPLAINT POLICY

A formal complaint is defined as: A written and signed/dated expression of dissatisfaction about the Morehead State University, Master of Science in Nursing, Family Nurse Practitioner Program (FNPP) or its processes, by parties interested in the FNPP.

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 Associate Vice President UG Education & Student Success, Dr. Laurie Couch at l.couch@moreheadstate.edu or at 606-783-2003.

Download the [Course Grade Grievance Form](#) the MSU website.

Policy: Grounds for filing an academic (grade) appeal includes:

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

It is recommended the student remain in the course and continue to complete all assignments until a final decision has been rendered.

For this procedure:

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

This policy requires several steps to complete the process.

Step 1: The student should discuss any complaint with the person 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 the instructor's department chair within the 10th day 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 the instructor does not respond within 5 days, the student has 10 days to file a formal academic grievance (grade appeal). The student will be required to complete a [Course Grade Grievance Form](#). Paper copies can be obtained from the Associate Vice President, Office of Academic Affairs. The completed Course Grade Grievance Form, and any supporting documentation, should be submitted to the instructor's department chair.

Step 4: Upon receipt of the completed Course Grade Grievance form, the department chair will:

1. Request a written response from the instructor addressing the issues raised by the student
2. A meeting will be scheduled within 5 days after the official paperwork is filed in the department chair's office.

The instructor, the student filing the grievance, the department chair, 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 and the respective college dean to review the grievance and attempt to mediate a settlement. The department chair 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 and college dean, will be sent to the Associate Vice President, Academic Affairs/ Academic Programs and to the 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. Requests are to be in writing and made to the Associate Vice President, Academic Affairs/Academic Programs. Requests for appeal may be submitted by:

1. Email from the student's official MSU email address to l.couch@moreheadstate.edu
2. Requests submitted from any other email address will not be accepted.
3. Paper requests may be submitted to the Associate Provost, Academic Affairs/ Academic Programs office.

Step 6: Upon receipt of the student's petition for a hearing, the Associate Provost, Academic Affairs/ Academic Programs will submit the records of all action to date to the Chair of 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 Academic Affairs/Academic Programs, student, faculty, member, department chair, 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.

Revised 7/17

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.

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:

ADNP

1. 1st semester ADNP nursing student
2. 2nd semester nursing ADNP nursing student
3. 3rd semester nursing ADNP nursing student
4. 4th semester nursing ADNP nursing student
5. Paramedic to nursing ADNP nursing student
6. Mt. Sterling Satellite Campus ADNP nursing student

BSN

1. 1st semester sophomore BSN nursing student
2. 2nd semester sophomore BSN nursing student
3. 1st semester junior BSN nursing student
4. 2nd semester junior BSN nursing student
5. 1st semester senior BSN nursing student
6. 2nd semester senior BSN nursing student
7. Post-Licensure RN to 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 201S. 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.

Questions

- Additional questions, please contact Vanessa Flannery, DNP, APRN, FNP-C, PHCNS-BC, CNE at 606-8278 or email her at v.flannery@moreheadstate.edu.

ADNP PROGRAM

Curriculum

Message from the Associate Degree Nursing Programs Coordinator and Assistant Program Coordinator-Mt Sterling Campus

Dear Nursing Student:

Welcome to the Associate Degree Nursing 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 Associate Degree Nursing 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, Associate Degree Nursing Programs. 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 Associate Degree Nursing Program is challenging and, at times, difficult. As questions, concerns, and problems arise, please bring them to the program coordinators or your faculty advisor. We wish you success in your pursuit of a career in nursing.

Sincerely,



Teresa Howell, DNP, RN, CNE
Associate Degree Nursing Programs Coordinator



Teresa Ferguson, DNP, RN, CNE
Assistant ADNP Coordinator, Mt Sterling Campus

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 full approval status with the Kentucky Board of Nursing.

MOREHEAD STATE UNIVERSITY

College of Science School of Health Sciences Department of Nursing Associate Degree Nursing Program

Mission Statement

The mission of the Morehead State University Associate Degree 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 Associate Degree Nursing 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 Degree Nursing Program
STANDARDIZED TESTING POLICY

Purpose:

To outline standardized testing requirements in the Associate Degree Nursing Program (ADNP) curriculum for individuals enrolled in the ADNP.

Students in the Associate Degree Nursing 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 Evolve 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 Evolve 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 ADNP curriculum, success on the course requirement housed within NURA 215 in the final semester of the ADNP, as well as success on the NCLEX-RN (licensure exam).

Note: Policy Subject to

Change 8/7/17 ADNP Faculty

Required Curriculum Sequence for ADNPN

Purpose: To outline curricular requirements and sequence of courses for the ADNPN 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
MATH: Core Math		3		3
ENG 100: CORE Writing I		3		3
Prerequisite Total	0	6	3	9
First Semester				
Courses	Nursing Core	General Education	Support	Credits
BIOL 235: Human Anatomy & Physiology II			3	3
NURA 114: Fundamental Nursing Concepts	7			7
FYS 101: CORE First Year Seminar		3		3
First Semester Totals	7	3	3	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	3	3	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 ADNP Program Totals	36	15	9	60

The Associate Degree Nursing (ADN) Program has limited enrollment on the Morehead and Mt. Sterling campuses. The following criteria are used to determine conditional acceptance to the ADN Program

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 Associate Degree Nursing Program:

BIOL 234 Human Anatomy & Physiology I
 Math Core MATH 135, Mathematics for Technical Students, recommended (or 131, 152, 174, 175 or equivalent)
 ENG 100, Writing I

- A. Applicants with a grade less than “C” on two courses required for the ADNP 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.
 - B. Applicants must have a minimum cumulative GPA of 2.0 on all work at Morehead State University.
 - C. Applicants may be conditionally admitted to the program pending successful completion of prerequisite courses required for admission to the program.
3. 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.
 4. Clinical education is a mandatory component of the ADNP. 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.

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.

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 Degree 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 date is **the last Friday in October**.

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

ADMISSION POLICY

PURPOSE: To outline selection criteria for admission into the Associate Degree Nursing Program.

CRITERIA: Applicants to the Associate Degree Nursing 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 Associate Degree Nursing Program:
 - BIOL 234 Human Anatomy & Physiology I
 - Math Core MATH 135, Mathematics for Technical Students, recommended (or 131, 152, 174, 175 or equivalent)
 - ENG 100, Writing I
 - A. Applicants with a grade less than “C” on two courses required for the ADNP 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.
 - B. Applicants must have a minimum cumulative GPA of 2.0 on all work at Morehead State University.
 - C. Applicants may be conditionally admitted to the program pending successful completion of prerequisite courses required for admission to the program.
3. 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.
4. Clinical education is a mandatory component of the ADNP. 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.

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.

MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
Department of Nursing
Associate Degree 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 Associate Degree Nursing 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 Associate Degree Nursing Program at Morehead State University:

1. Meet requirements of the Morehead State University Transfer Policy.
2. Meet admission criteria of the Associate Degree Nursing 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), 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 Degree 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 Degree Nursing Program.

STANDARDS FOR PROGRESSION: The following academic standards are required for student progression in the Associate Degree Nursing 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 Assistant ADNP coordinator of the ADN Program 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.
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 Degree Nursing Program
Academic Policy – Program Specific

READMISSION POLICY

PURPOSE

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

ELIGIBILITY AND READMISSION

1. Students who have been dismissed from the Associate Degree Nursing Program for any reason must petition the Associate Degree Nursing Admissions and Progression Committee for readmission.
2. Students must meet all current admission criteria for the Associate Degree Nursing Program.
3. Consideration for readmission will be based on the Associate Degree Nursing 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 Degree 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 Degree Nursing 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 ADN program coordinator availability of space in the nursing class prior to pre-registration.

Attendance:

The ADN is a face-to-face program utilizing interactive television (ITV), primarily lecturing from the Morehead campus. The ADN is not an online program and classroom attendance is expected.

**Bachelors 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 nursing career.

To assist you in becoming familiar with the BSN, 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,

Kim Clevenger EdD, RN, BC

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

The Bachelors of Science in Nursing at Morehead State University is accredited by the Commission on Collegiate Nursing education, One Dupont Circle, NW, Suite 530, Washington, D.C. 20036, (202)887-6791.

The Morehead State University BSN Program maintains full approval status with the Kentucky Board of Nursing.

Bachelors of Science in Nursing Pre-Licensure Program (BSN)

Mission

The mission of the Bachelors 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.

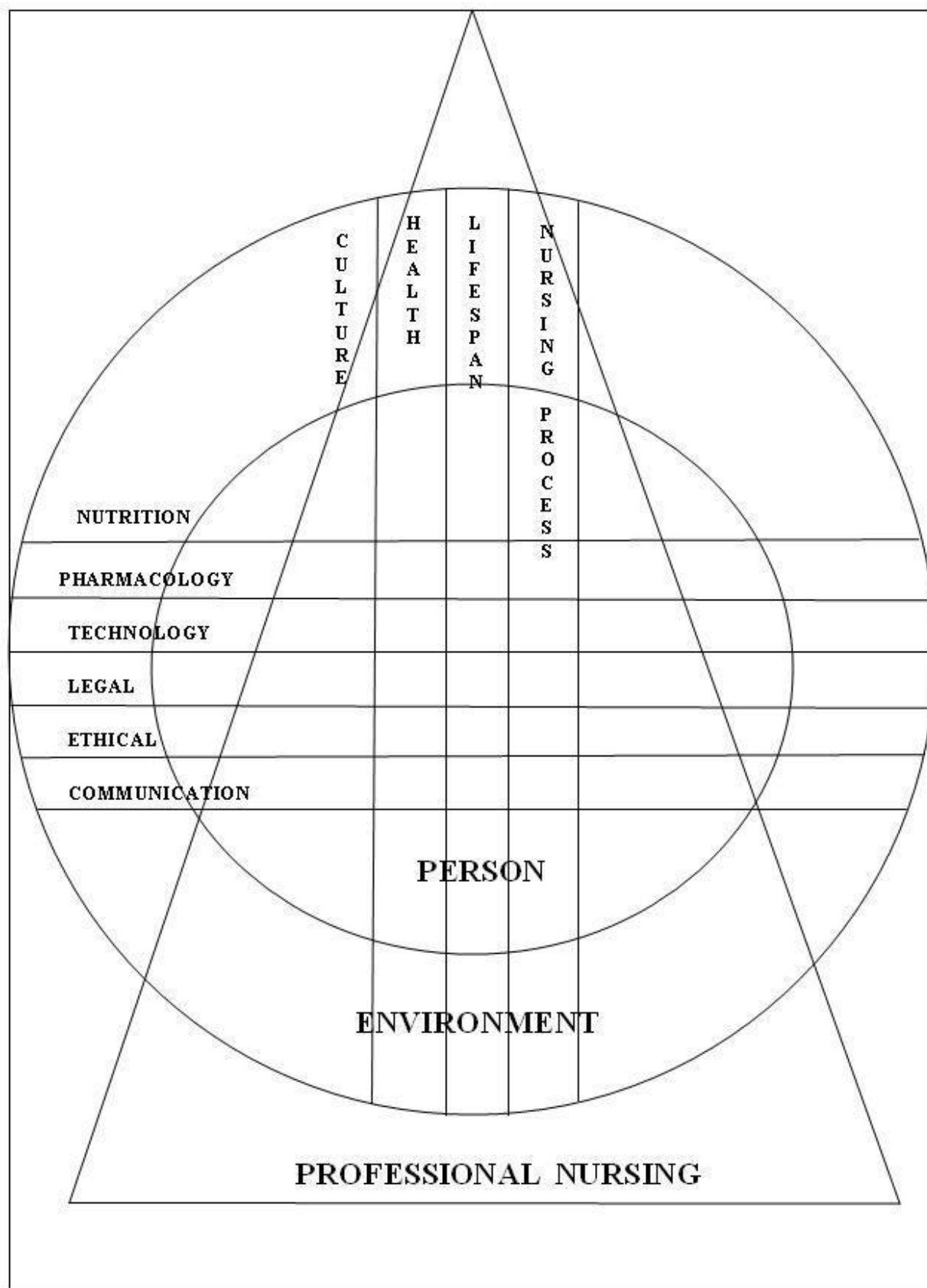
Operational Definitions

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
Bachelors 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
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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

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

STANDARDIZED TESTING POLICY

Purpose: To outline standardized testing requirements in the Bachelors of Science in Nursing curriculum for individuals enrolled in the Pre-Licensure Bachelors of Science in Nursing Program.

Requirements: Health Education Systems Incorporated (HESI) examinations are nationally standardized examinations that are content-specific and based on the National Council of State Boards of Nursing (NCSBN) Testing Blueprint. HESI's online exams test students on their skills in clinical application and critical thinking which are cornerstones of BSN student preparation. HESI provides institutional and student diagnostic reports that include an item-by-item topic comparison between Morehead State University's BSN group's percentage answered correctly and the national group norm answered correctly. Additionally, HESI provides an individualized detailed remediation plan for the students regarding their specific areas of weakness.

HESI exams are used throughout the curriculum within MSU's BSN Program from admission through the capstone course. The rationale for utilizing the HESI series of examinations is to prepare the student for eventual NCLEX-RN ("Boards") success. The individual exams offered throughout the curriculum are provided as stepping stones which culminate in taking the HESI Exit Exam, which is a course requirement in the NURB 499C Advanced Nursing Practicum capstone course. Therefore, preparation, completion, and remediation as indicated on all HESI exams, are essential elements throughout the curriculum, and are performed in order to prepare the student for success.

Specifically, HESI exams are utilized in the following courses: NURB 262 Foundational Skills for Professional Nursing, NURB 264 Family Health Nursing, NURB 266 Community Based Nursing Care, NURB 318 Pharmacology & the Nursing Process, NURB 320 Care of Older Adults, NURB 322 Mental Health Nursing, NURB 324 Acute Alterations in Adult Health I, NURB 420 Acute Alterations in Adult Health II, NURB 422 Chronic Alterations in Health, NURB 461 Nursing Leadership, NURB 498 Nursing Senior Seminar, and NURB 499C Advanced Nursing Practicum.

Use of Standardized Testing Across the Bachelors of Science in Nursing Curriculum

Course	HESI Exam Utilized	How HESI Exam is Utilized	Requirement for Remediation
NURB 262	Fundamental	Final exam grade based upon conversion percentage score	Any student scoring less than 900 on the exam
NURB 264	Peds/OB	Final exam grade based upon conversion percentage score	Any student scoring less than 900 on the exam
NURB 266	Community	Final exam grade based upon conversion percentage score	Any student scoring less than 900 on the exam
NURB 318	Pharmacology	Final exam grade based upon conversion percentage score	Any student scoring less than 900 on the exam
NURB 320	Custom Mid-curricular	Final exam grade based upon conversion percentage score	Any student scoring less than 900 on the exam
NURB 322	Mental Health Nursing	Final exam grade based upon conversion percentage score	Any student scoring less than 900 on the exam
NURB 324	Custom Adult Med-Surg	Final exam grade based upon conversion percentage score	Any student scoring less than 900 on the exam
NURB 420	Comprehensive Med-Surg.	Final exam grade based upon conversion percentage score	Any student scoring less than 900 on the exam
NURB 422	Custom Chronic	Final exam grade based upon conversion percentage score	Any student scoring less than 900 on the exam
NURB 461	Leadership/Management	Final exam grade based upon conversion percentage score	Any student scoring less than 900 on the exam
NURB 498	Pharmacology	An exam grade based upon the conversion percentage score	Any student scoring less than 900 on the exam
NURB 499C	HESI Exit Exam	A course requirement of the following: HESI score of 900. The HESI Exit will be administered approximately during Week 13 of the semester.	Any student scoring less than 900 on any attempt at the exam

		<p>If necessary, a second exam may be administered at student cost prior to exit from the course. The second exam will be scheduled approximately two (2) weeks following the first attempt or in Week 15 of the semester. If the student is not successful on the second attempt, a third exam will be scheduled during Week 16, so as not to be in conflict with Finals Week. If the student is not successful on the third attempt, an E is assigned to the course, regardless of other earned scores in the course. The conversion percentage score attained on the first attempt of the Exit Exam will be utilized as a course exam grade as well.</p>	
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In regard to remediation, following the completion of any HESI 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 HESI remediation plan via the Evolve website within 24 hours of the availability of the exam score. 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 determined by faculty. Prior to the end of the semester, students are required to contact and schedule a remediation meeting with the course leader/designee of the course, in which the HESI was housed. A proposed remediation plan of action, based upon the students' individual, identified deficiencies of the specific HESI exam should be completed prior to attendance at the remediation meeting.

Remediation must be completed prior to the end of the 1st week of the following semester. It is the student's responsibility to provide evidence of completion of remediation and schedule a conference with the HESI administering faculty. If the student does not take these steps, their lack of action will result in their inability to progress and dismissal from the BSN Program.

In regard to scoring of the HESI examination, the scores range from 0 to over 1,000, and can be as high as 1,500 (depending on the difficulty level of the exam). An acceptable level of performance is 850. However, the recommended level of performance is 900 and above for all scores provided. Each school is responsible for establishing their specific standards related to outcome measures of acceptable scores. Many schools choose a certain overall score as a benchmark for progression, and such benchmarks are set at the Discretion of the school's faculty and administrators. However, when preparing for the NCLEX®, it is recommended that students seriously remediate any subject area category in which they obtained a score of less than 850. All test items are weighted according to their difficulty level. Each individual student score reflects application of the HESI Predictability Model (HPM) to the overall score and each subject area score. Research studies have found the HPM to be highly accurate in predicting NCLEX® success. The conversion score is a weighted percentage score that considers the average difficulty of the exam and the average difficulty of the test items answered. The HESI score is a better predictor of NCLEX® success than the conversion score because it reflects application of the HPM in its calculation, whereas the conversion score does not.

*Note: Policy Subject to
Change 5/9/14/BSN Faculty/kc
1/7/14/BSN Faculty/kc
6/26/12/BSN Faculty/kc

MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
Department of Nursing
Bachelors 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 Higher	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
SBS1 Core	Social/Behavior (Ex. SOC 203, COMS 250, GOVT 262, HIS 102, HUM 250, LET 101, MKT 200, MNGT 101, PLS 200, OR RAPP 101)	3
CHEM 101 & 101L	Survey of General 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
	Humanities I	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		
HUM II	Humanities 2	3
NURB 461	Nursing Leadership	3
NURB 498	Nursing Senior Seminar	3
NURB 499C	Advanced Nursing Practicum	3

MOREHEAD STATE UNIVERSITY
College of Science
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Bachelors 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 Bachelors of Science in Nursing.

The Bachelors 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 transferstudents.
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.

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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.
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
Bachelors 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 Bachelors of Science in Nursing.

STANDARDS FOR PROGRESSION:

The following standards are required for student progression in the Bachelors 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 unsatisfactories (“U”s) 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. 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 the Bachelors of Science in Nursing Program (BSN) stating the desire to repeat the course. 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 (See Resumption of Program Policy for details regarding statement).
 - b. Prior to re-entry, Pre-Licensure Program 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 standardized HESI exams taken during the program and any additional deficiencies identified during program course work in order to successfully complete the re-entry standardized exam(s). 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
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 standardized exam(s) that corresponds to the semester the courses above were required.		

- c. Students will be required to complete an additional background check 3-4 weeks prior to the start of the semester.
 - d. Students will be required to complete a random drug screen. Date will be provided by the program/University Counseling & Health Services.
 - e. 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).
 - f. 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.
 - g. 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.

18. Pre-Licensure program students who perform below 900 on any nationally normed achievement examination are required to meet with the course leader to develop a retention plan. A retention plan must be developed, initiated, and completed prior to progressing 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 determined by faculty. This must be completed prior to the end of the 1st week of the following semester. It is the student's responsibility to provide evidence of completion of remediation and schedule a conference with the HESI administering faculty. If the student does not take these steps, their lack of action will result in their inability to progress and dismissal from the BSN.

MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
Department of Nursing
Bachelors 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 Bachelors of Science in Nursing and who wish to be considered for admission into Morehead State University's Bachelors 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 Bachelors 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 Bachelors 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
Bachelors 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 Bachelors 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 standardized HESI exam(s) (at cost to student). See table below for information regarding standardized exams to be administered:

Pre-Licensure Program Semester	Course Failure	Exam Administered Prior to Return	Required Score
Spring	NURB 264 or NURB 266	Fundamentals	900
Fall	NURB 318, 320 or NURB 322	Fundamentals	900
Spring	NURB 324, NURB 326, or NURB 361	Mid-curricular	900
Fall	NURB 420, NURB 422, or NURB 424	Mid-curricular & Medical Surgical Custom	900
Spring	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 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. Prelicensure 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 standardized HESI exam(s) (at cost to student). See table below for information regarding standardized exams to be administered:

Pre-Licensure Program Semester	Course Failure	Exam Administered Prior to Return	Required Score
Spring	NURB 264 or NURB 266	Fundamentals	900
Fall	NURB 318, 320 or NURB 322	Fundamentals	900
Spring	NURB 324, NURB 326, or NURB 361	Mid-curricular	900
Fall	NURB 420, NURB 422, or NURB 424	Mid-curricular & Medical Surgical Custom	900
Spring	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 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
Bachelors 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
Bachelors 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

Post–Licensure RN-BSN Program

Dear RN-BSN Student,

Welcome to the RN-BSN Program at 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 RN-BSN 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, CNE
Coordinator of Online Nursing Programs
Associate Professor of Nursing

The Bachelors of Science in Nursing at Morehead State University is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, D.C. 20036, (202)887-6791.

The Morehead State University Bachelors of Science in Nursing maintains full approval status with the Kentucky Board of Nursing

Post-Licensure Bachelors 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-Bachelors 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 BACHELORS OF SCIENCE
IN NURSING
STUDENT ACADEMIC POLICIES**

POST-LICENSURE BACHELORS OF SCIENCE IN NURSING STUDENT EVALUATION

PROGRAM GRADING PROCEDURE:

A 89.5-100% of total points possible B
79.5-89.4% of total points possible C
69.5-79.4% of total points possible D
59.5-69.4% of total points possible E ≤ -
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 BACHELORS OF SCIENCE IN NURSING
CURRICULUM REQUIREMENTS**

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
Humanities I	3
Humanities II	3
Social and Behavioral Science I	3
Social and Behavioral Science II	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 5/16

POST-LICENSURE BACHELORS OF SCIENCE IN NURSING

ADMISSION 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