

*KENTUCKY STATE UNIVERSITY
SCHOOL OF NURSING*

*GRADUATE NURSING
STUDENT HANDBOOK*



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Purpose of this Handbook

Welcome to the Doctor of Nursing Practice Program

The purpose of the handbook is to communicate essential information and promote effective operation of the Doctor of Nursing Practice program in the School of Nursing at Kentucky State University. University policies, School of Nursing policies and procedures, as well as information about advising, resources, and operations are provided for easy reference. Students are responsible for being familiar with information contained in this handbook and in the School of Nursing catalog. **Please Note:** Failure to read these sources will not excuse any student from abiding by policies and procedures documented in this graduate handbook. The School of Nursing reserves the right to make changes in its policies and procedures, and other information in the handbook as deemed appropriate and necessary. All changes will be communicated promptly to students, faculty, and staff. The handbook is prepared and revised annually for the use of administrators, faculty, students, and staff. Suggestions regarding clarification or addition of topics are welcome.

Kentucky State University School of Nursing is seeking national accreditation for the Doctor of Nursing Practice program through Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326. ACEN is recognized by the Council for Higher Education Accreditation.

EQUAL OPPORTUNITY

Equal opportunity shall be provided to all persons throughout the University. Kentucky State University does not discriminate in the administration of or access to any educational services or in regard to any employment decisions on the basis of race, color, religion, gender, sexual orientation, age (except for minors), national origin, ethnicity, citizenship status (except as required by law), disability, military service status, marital status or any other status protected by law, absent a bona fide occupational qualification. Non-discrimination requires compliance with federal, state, and local employment laws and regulations, including, but not limited to, the following: Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, and the American with Disabilities Act.

Mission, Vision, and Philosophy

The mission of Kentucky State University is to provide access to education which prepares student to compete in a global society (KSU Catalogue). The mission of the School of Nursing, congruent with this mission, is to prepare students to become integral members of the nursing profession contributing to global healthcare through integrated teaching, research, and service.

The School of Nursing philosophy draws from the University mission statement, a liberal arts foundation, and application of various principles and theoretical concepts to provide evidenced-based nursing practice. The faculty's beliefs are based on the following principles:

Each person has physical, psychological, social, cultural, and spiritual needs that must be met if he/she is to survive, grow, develop, and become a productive member of society. Persons may be categorized as individuals, families, groups, and/or populations. Persons are perceived as unique individuals with dignity and rights, regardless of race, gender, health status, socio-economic status, national origin, sexual orientation, disability, veteran status, age, religion, or marital status.

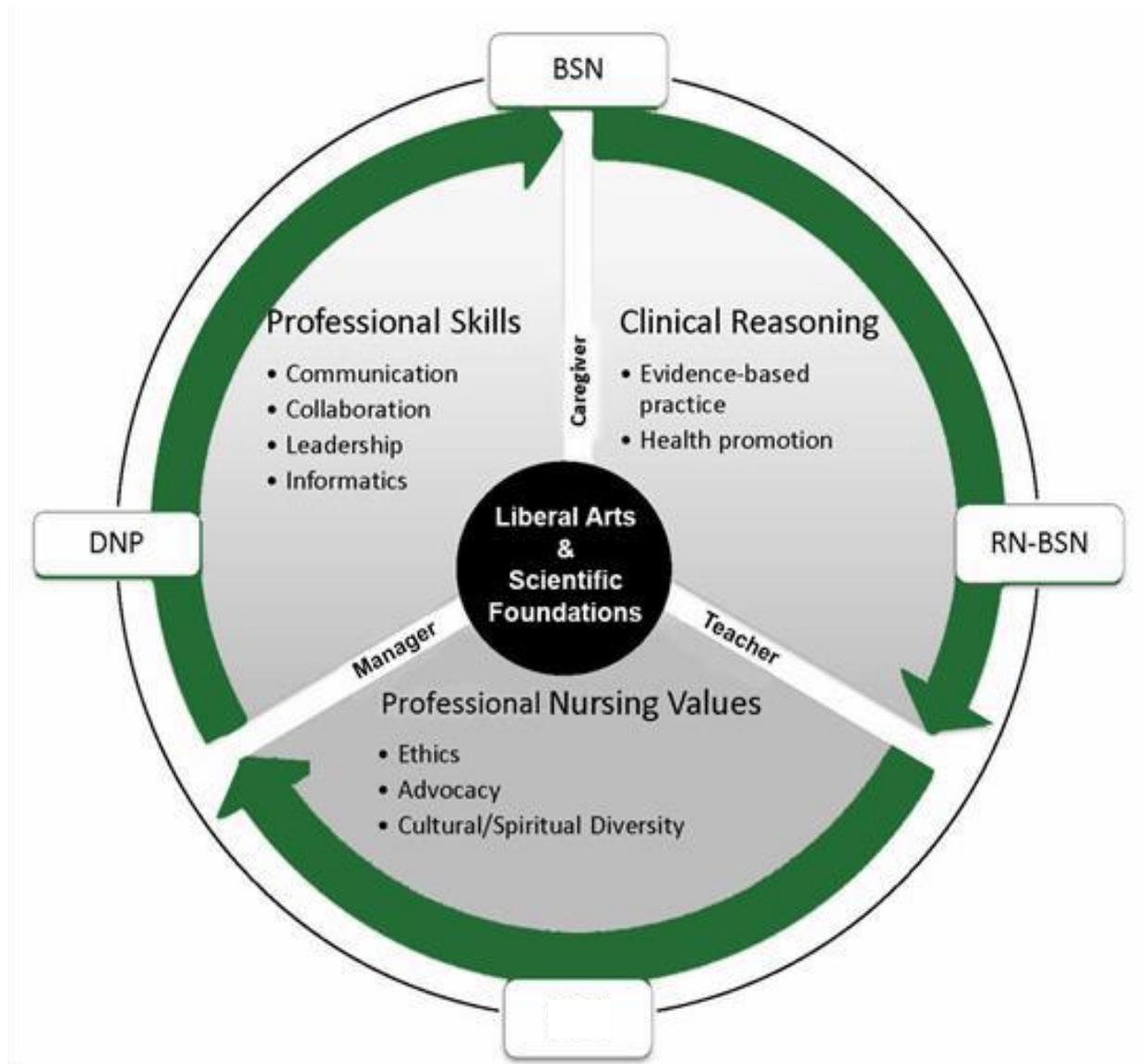
Health is viewed on a continuum of wellness and illness. Optimum wellness occurs when individuals are functioning at the highest level of their abilities and varies with each individual. Illness is an alteration in the individual's optimum level of wellness and also varies with each individual.

The environment is viewed as internal and external global and local elements and conditions that affect the well or ill individual. It encompasses the social, economic, political, legal and technical context of the individual and the practice setting. It also includes significant others, the nurse, groups, and communities with whom the individual interacts.

The nursing faculty supports the American Nurses Association definition of nursing as, "the protection, promotion and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through diagnosis and treatment of human response, and the advocacy in the care of individuals, families, communities, and populations." (Nursing Scope and Standards of Practice, 2nd Edition, 2010) Nursing practice is assisting the person (individual, family, groups, or community) to optimize their level of health/wellness in a therapeutic, caring, and culturally competent context.

Nursing education is based on a liberal studies foundation and theoretical nursing knowledge, draws from diverse populations, provides student-centered learning, and promotes life-long learning for success in a global society. Nursing education provides an environment for cognitive, psychomotor and affective development. Multiple instructional strategies/tools are utilized to promote active learning, critical thinking, competent skill performance and clinical judgments that are essential for professional nursing practice. Nursing education is enhanced in environment that fosters respect, collegiality, and professional development.

Professional values guide beliefs and principles that influence one's professional and personal behavior. Values are the foundation for ethical decision-making in the practice of nursing care utilizing the nursing codes of ethics. Professional nursing values are based on the understanding that nursing practice is built on a trust that society has placed on nursing as a profession.



Graduate Education at Kentucky State University School of Nursing offers a BSN-DNP Program in Adult/Gerontology Primary Care Nurse Practitioner

DOCTORATE OF NURSING PRACTICE (BSN-DNP)

The Doctor of Nursing Practice (DNP) program at Kentucky State University is a 72 credit hours (9 semesters) BSN-DNP online program with emphasis in the care of adults. Courses are completed online and clinical/residency hours are to be completed in the student's region with an approved preceptor/mentor. Course content is based on the DNP Essentials. The DNP curriculum is a program designed to prepare the RN with the BSN degree to function in the role of an advanced practice nurse caring for patient ages 13 and beyond (Adult-Gerontology) with a variety primary care settings.

To satisfy the requirements for graduation, the student must complete 72 semester credit hours of course work and 1080 hours of time in the clinical setting with qualified preceptors. The student must maintain a GPA of 3.0 or above. The DNP curriculum is congruent with established standards for clinical doctorate programs, includes appropriate advanced nursing practice competencies, role specific professional standards and guidelines, and certification requirements. In addition, it has clearly articulated student learning outcomes and program outcomes consistent with contemporary practice.

The advanced practice nursing curriculum emphasizes competence, accountability, and legal, ethical standards in the practice of the profession, and evidence based practice. The curriculum includes cultural, ethnic, and socially diverse concepts and also includes knowledge from regional, national or global perspectives.

Graduates of the DNP program will be able to demonstrate the following competencies, which are aligned with the National Organization for Nurse Practitioner Faculties and the ACEN Standards for Clinical Doctorate, including:

- Scientific Foundation competencies
- Leadership competencies
- Quality competencies
- Practice Inquiry competencies
- Policy competencies
- Health Delivery System competencies
- Ethics competencies
- Independent Practice competencies

Graduates of the BSN-DNP program will demonstrate leadership skills and knowledge in advanced nursing care and clinical outcomes to ensure patient safety. Specifically, End of Program Student Learning Outcomes to be demonstrated by graduates of this program are as follows:

- Utilize epidemiologic, scientific findings from nursing and other clinical disciplines, as well as organizational, political, and economic sciences, to develop practice initiatives that will improve the quality of care delivery.
- Assume organizational and system leadership in the analysis, delivery, and management of nursing care.
- Provide organizational and systems leadership to develop care delivery models that are fiscally responsible and demonstrate sensitivity to diverse organizational cultures.
- Engage in clinical scholarship to evaluate the effectiveness of evidence-based efforts in the planning and practice of health care program delivery to individuals and communities.
- Utilize theories, concepts, and analytic methodologies to design, implement, and evaluate practice by applying evidence to transform nursing system.
- Collaborate with healthcare professionals, consumers, and other stakeholders to influence health policy and health promotion/disease prevention endeavors at the local, state, federal, and/or international levels that improve patient and population health outcomes.
- Implement the highest level of advanced nursing care to produce high quality, cost-effective outcomes for diverse patient populations.
- Contribute to the knowledge of best-practices nursing interventions and the dissemination of outcomes through professional writing and presentations.

- Develop practice standards based on the integration of ethics and evidence-based nursing care.

The School of Nursing is responsible for all components of the program, including the selection, supervision, and evaluation of Nursing students, and the curriculum—both didactic and clinical. The curriculum includes cultural, ethnic, and socially diverse concepts and may also include experience from regional, national or global perspectives. Throughout the program, the focus is on the adult-gerontology primary care advanced practice nurse as a leader for the interdisciplinary health team, working with physicians, mental health providers, social workers, and other healthcare professionals to meet the health care needs of patients in a diverse environment.

ADDITIONAL INFORMATION

Criminal Background Check

Kentucky Board of Nursing (KBN) requires all misdemeanor and felony convictions occurring in Kentucky or any other states well as federal and military convictions be reported to the KBN. Conviction of certain felonies will cause a “Notice to Deny Licensure” to be issued to applicants seeking to write the nursing licensure examination in accordance with this policy. The School of Nursing requires that each student submit a criminal background check to the School of Nursing prior to admission to the program.

Cardiopulmonary Resuscitation

All students enrolled in Nursing Courses are required to have CPR for the Healthcare Provider certification, i.e. Students must be certified in Adult, Child, and infant CPR as well as the use of the AED. This training must be from an approved CPR American Heart Association curriculum. Each student must keep a current CPR card on file in the School of Nursing.

Immunizations

In addition to the health form submitted to the University Student Health Service, each nursing student must have a completed School of Nursing immunization form on file. All immunizations required by the clinical facility must be current. The immunization form will be provided by the School of Nursing.

Expenses

Nursing students pay the same general fees and tuition as do other students at the University. However, students in the Nursing program may incur additional expenses for uniforms, lab jackets, name badge, nursing emblem, liability insurance, stethoscope, bandage scissors, wrist watch with second hand, laboratory, travel fees, multiple criminal background checks if indicated, and the formative/summative testing program.

Re-Admission

After any interruption of studies at Kentucky State University, a DNP student may be required to apply for readmission to the program. Students, who have an interruption in the course sequence, will be considered on a space-available basis and must meet the current academic qualifications for readmission. Students have 7 years to complete the DNP program once they begin the first course in the program.

Admission Criteria:

- Earned baccalaureate degree in nursing (BSN) from a program accredited by the Accreditation Commission for Education in Nursing (ACEN) or the Commission on Collegiate Nursing Education (CCNE).
- GPA 3.0 or above on a 4.0 scale.
- Candidates without 3.0 GPA MUST have 2 years of successful nursing experience
- Candidates without 3.0 GPA MUST have outstanding references and maintain a 3.0 GPA in the first semester nursing graduate studies to remain in the program
- Resume or Curriculum Vitae.
- Unencumbered, active registered nurse (RN) license in any state where licensed
- Strongly Recommend Graduate Research and Statistics Courses

- Transcripts from all post-secondary institutions.
- Three letters of reference pertaining to academic ability, professional competency, nursing leadership potential and personal character.
- Personal statement/philosophy
- Exams such as GRE, MAT are not required and nationally have not proven to be a predictor of success in graduate nursing programs

**Doctor of Nursing Practice Degree
Adult/Gerontology Primary Care Nurse Practitioner BSN-DNP
9 Semester/3-year Program of Study**

Semester One		
Course Number	Course Title	Credit Hours
NUR 700	Advanced Pathophysiology	3
NUR 701	Analysis of Advanced Nursing Practice	3
NUR 702	Epidemiology in Health Care	3
Semester Two		
Course Number	Course Title	Credit Hours
NUR 703	Advanced Pharmacology	3
NUR 704	Theoretical Foundation for Advanced Nursing Practice	3
NUR 705	Evidence Based Practice/Quality Improvement in Health Care	3
Semester Three		
Course Number	Course Title	Credit Hours
NUR 706	Advanced Physical Assessment	3
NUR 707	Advanced Nursing Care for Vulnerable Populations	3
Semester Four		
Course Number	Course Title	Credit Hours
NUR 800	Advanced Adult/Gerontology Primary Care Nursing I	3
NUR 801	Advanced Adult/Gerontology Primary Care Nursing I Practicum	3
NUR 802	Health-Systems Assessment	3
Semester Five		
Course Number	Course Title	Credit Hours
NUR 804	Advanced Adult/Gerontology Primary Care Nursing II	3
NUR 805	Advanced Adult/Gerontology Primary Care Nursing II Practicum	3
NUR 806	Research Design and Methods	3
Semester Six		
Course Number	Course Title	Credit Hours
NUR 807	Advanced Adult/ Gerontology Primary Care Nursing III	3
NUR 808	Advanced Adult/ Gerontology Primary Care Nursing III Practicum	3
Semester Seven		
Course Number	Course Title	Credit Hours
NUR 809	Diversity & Ethical Issues in Advanced Practice	3
NUR 900	Advanced Practice Leadership and Management	3
NUR 901	Advanced Practice Leadership and Management Practicum	3
Semester Eight		
Course Number	Course Title	Credit Hours
NUR 902	Residency I Practicum	3
NUR 903	Healthcare Policy	3

Semester Nine		
Course Number	Course Title	Credit Hours
NUR 905	Residency II	3
NUR 906	DNP Focused Course	3
NUR 907	DNP Project	3
1080 Clinical Hours		TOTAL 72
ELECTIVES (Not Required)		
NUR 699	Advanced Statistics in Nursing	3
NUR 708	Psychopharmacology	3

Admission Criteria

- Earned baccalaureate degree in nursing (BSN) from a program accredited by the Accreditation Commission for Education in Nursing (ACEN) or the Commission on Collegiate Nursing Education (CCNE).
- GPA 3.0 or above on a 4.0 scale.
- Resume or Curriculum Vitae.
- Unencumbered, active registered nurse (RN) license in state where practicums will be conducted.
- Undergraduate statistics course.
- Transcripts from all post-secondary institutions.
- Three letters of reference pertaining to academic ability, professional competency, nursing leadership potential and personal character.
- Personal statement.
- **Note:** GRE scores are not required.

All students who are accepted in the BSN-DNP program are admitted pending submission of required health, immunization and health insurance information and the results of a drug screen and background check. Students are responsible for costs related to the required admission background check and drug screen.

Admission will be withdrawn for students who do not comply with health and insurance requirements, test positive on the drug screen as per the School of Nursing policy, or a background check that would prevent the student from completing residency requirements.

- Student's name
- Address
- Telephone number
- Place and date of birth
- Concentration
- Digital photo
- Year of graduation and dates of attendance
- Awards and degrees received
- Membership in organizations
- Educational institution most recently attended

A student who wishes to be omitted from the directory must so indicate by writing to the School of Nursing, Chair by the last day of the term prior to the start of the following term. For example, the last day of term 1, for omission from the directory for term 2 and future terms, unless otherwise notified.

A student's record is not accessible to anyone outside the School of Nursing without the written authorization from the student. Exceptions to this regulation are as follows:

- Officials at an institution where the student is applying for admission
- Officials disbursing financial aid
- Parents of a dependent student (for tax purposes)
- Accrediting and educational testing organizations
- Federal officials
- Officials complying with a judicial order
- Appropriate officials in the event of an emergency (only if necessary to safeguard the health or well-being of the student or other individuals)
- The alleged victim of a crime of violence may receive results of any disciplinary proceedings conducted by the School of Nursing against the alleged perpetrator of that crime in reference to that crime.

Student records are available to the above with the stipulation that this information is only for the use of the above unless written consent is secured from the student. Student records may not be distributed to other parties. It is the responsibility of each office maintaining records to keep a log that verifies the name and date of each person who has viewed the record and for what reason. Students have the right to see this log. A student may sign a waiver of access to confidential recommendations for graduate school or for employment purposes. However, the student must be kept informed of those people providing recommendations.

Statement on Intellectual Property Ownership: Kentucky State University is a community of learning dedicated to teaching, research, and scholarship; and Kentucky State University strongly encourages the creation and dissemination of learned and aesthetic accomplishments, including copyright-protected works; and the evolution of technology, pedagogy, curricular development and higher education practice requires that the School of Nursing examine the issue of copyright ownership in the academic community; and Research into the effectiveness of instructional technologies and new curricula are evolving at too rapid a pace to permit full anticipation and articulation of policy which can be mechanically and unambiguously applied to every situation.

This Statement is intended to articulate both a framework for understanding ownership of intellectual property rights at Kentucky State University School of Nursing, and the principles that shall guide those charged with evaluating ownership issues as they arise.

The framework and principles are:

- First, that the traditional rights of scholars to the fruits of their labors should be respected.
- Second, that works produced at the School of Nursing should be used and made available for the greatest possible benefit, both within the Kentucky State University community and beyond it.
- Third, that U.S. federal copyright law grants copyright ownership of employment-related works to the School of Nursing
- Fourth, that it is reasonable for the School of Nursing to have greater rights to the use and commercialization of a project when School of Nursing contributes exceptional resources to the project.
- Fifth, that the School of Nursing must protect the use of the Kentucky State University name.

Student Work Definition: Student Works are papers, computer programs, dissertations, theses, artistic and musical works, and other creative works made by Kentucky State University students in the pursuit of her/his academic coursework while enrolled as a student.

Ownership and Use: Students shall own copyright in student work except in the following cases:

1. Copyright to Traditional Works authored by faculty with assistance from student shall be owned by faculty or the School of Nursing in accordance with the terms of this policy.

2. The School of Nursing shall own a student work that is a sponsored or externally contracted work as set forth in this Policy.
3. Students Works created in the course of the student's employment by the School of Nursing shall be considered Works Made for Hire, and the School of Nursing shall retain ownership and use of such works.
4. Works created by student for third parties as part of an internship or experiential learning program are not subject to this policy.

To ensure that Kentucky State University continues to respect learner's rights, as a matter of policy, Kentucky State University and faculty members may not and will not accept information from learners under an obligation of confidentiality. Types of information that could be subject to confidentiality requirements include information obtained from an employer, unpatented inventions and information obtained pursuant to a nondisclosure agreement. Information that is subject to an obligation of confidentiality may not be used in any part of the Kentucky State University learning process, including but not limited to web postings, materials prepared for a course, dissertation work and comprehensive examinations.

To the degree that applicable laws or regulations provide for confidentiality, such as in connection with certain learner records and financial aid, Kentucky State University will abide by such laws or regulations.

Faculty members do not have authority to modify this policy. Kentucky State University therefore recommends that prior to disclosing any information to faculty members, learners ensure that the information being disclosed is not the confidential information of a third party.

Copyright: As a community of scholars, Kentucky State University subscribes to the belief that intellectual property rights should be respected and honored, and that fair and appropriate use of published materials is both a legal and an ethical obligation that all members of the Kentucky State University School of Nursing community should observe.

It is the policy of the School of Nursing that all members abide by the relevant copyright laws. These laws include:

- The Copyright Law of the United States of America
- Title 17, U.S. Code, Sect. 101, et. seq.
- General Revisions of the Copyright Law
- Public Law 94-553 (effective January 1, 1978)
- 1998 Digital Millennium Copyright Act
- Any Federal Copyright law, not mentioned

The intent of the Kentucky State University Copyright Policy is to encourage scholarship conducted in the spirit of honest inquiry. Using the works of others obligates scholars to acknowledge such use whose works are protected by the law. It is the individual user's responsibility to comply with copyright law. You should permanently keep a copy in your files of any permission-to-use that you obtain. It is the individual user's responsibility to comply with copyright law. You should permanently keep a copy in your files of any permission-to-use that you obtain.

Access to Learning Resources

For regulatory, accreditation and other business purposes, the online learning management system may be accessed and observed by persons other than Kentucky State University School of Nursing students, faculty and staff. Access to courses may be granted by the program director only after review of the request and determination that access is necessary and appropriate, does not infringe on the activities of learners and faculty, and does not threaten the academic integrity of the online course. Although the learning management system is not open to public access, it is not a private or confidential domain; neither students nor faculty should assume privacy within the online course.

Honor Code and Academic Integrity Honor System

A vital part of the collegiate experience at Kentucky State University School of Nursing School of Nursing, the Honor System embodies values of personal integrity, honesty, and trust. Fundamental to the Honor System is the Honor Code of Responsibility, and it is upon its principles that the School of Nursing community has based the Kentucky State University School of Nursing Standards of Conduct.

The Kentucky State University Honor System has existed since 1907, making it one of the oldest continuing honor systems at any School of Nursing in the country. Throughout the decades, the Honor System has been revised and amended on an annual basis. Changes are made after consultations with faculty, staff, and students.

Honor Code of Responsibility

The students, faculty, and administrators of Kentucky State University agree to accept the following responsibilities:

- Each member of the Kentucky State University School of Nursing community is responsible for maintaining a high level of civility, integrity, honesty, and trust within the community.
- Each student is responsible for presenting work of her/his own creation, and refraining from representing as her/his own work that which is not hers/his.
- Conduct in keeping with the policies outlined in this handbook and all other official School of Nursing publications is expected of each member of the Kentucky State University School of Nursing community.

The Honor Code of Responsibility is shared by the entire Kentucky State University School of Nursing community. It implies that each segment has obligations based upon its specific function within the School of Nursing.

Academic Integrity

Each student is expected to read, understand, and observe the policies outlined in the Kentucky State University School of Nursing School of Nursing Statement on Cheating and Plagiarism below.

Each student is expected to read, understand, and observe the policies outlined in this handbook, in her/his specific room and board license agreement, and in any residence hall or floor community established guidelines and all other policies that govern students enrolled at Kentucky State University School of Nursing.

Each student is expected to assume guardianship for the Honor System. To remind students of their personal responsibility under the Honor System, they must write the following pledge on all major examinations before testing begins:

Honor Pledge:

I shall neither give nor receive help during this examination.

Signature: _____ Date: _____

Any student who violates the standards of the Honor System must accept the consequences of her/his behavior. Important to the integrity of this system is the pledge of each student not only to observe the Honor System, but also to try to ensure that others in the community also act honorably.

Faculty/Administrative Responsibility

At the beginning of every semester, each instructor is expected to define and explain, clearly and carefully, standards of conduct as they relate to cheating and plagiarism in her/his course. This should include, where appropriate, instruction in the proper use of footnotes, outside source material (including resources available on the Internet), quotations, etc.

Each instructor is asked to make conditions in the online classroom and examination synchronous sessions conducive to the best possible academic achievement of the students. To reinforce student responsibility under the Honor System, each instructor should remind students to write the Honor Pledge on all major examinations before testing begins. During an examination or quiz, the instructor should remain available in the synchronous session at least long enough to answer questions regarding the examination. Instructors must remain in the room for the duration of the exam, and are especially encouraged to do so under the following conditions: at the request of the students, crowded classroom, or objective examinations (e.g., multiple-choice test items).

Instructors should remind students that examinations may not be removed from the assigned examination classroom unless otherwise specified. Instructors should also indicate any time limits that apply and the procedure for returning the examination upon its completion. Take-home examinations, if assigned, should not have a closed-book time format. The instructor should provide specific written instructions as to the use of source materials, time limitations, and the methods of returning the examination. The instructor should also indicate where and when she/he can be reached if further clarifications are necessary.

Each administrator is responsible for clarifying policies and procedures with respect to the function of her/his office in relation to the Honor System. Such clarification should appear in official School of Nursing publications and on official forms distributed by the office.

Statement on Cheating and Plagiarism

Cheating and plagiarism are major academic violations of the Honor Code of Responsibility. It is the responsibility of the instructor and students in a particular class to clarify specific applications of the Statement on Cheating and Plagiarism. Selling or distributing lecture notes, handouts, readers, or other information provided by an instructor, or using them for commercial purposes without the express permission of the instructor, is an academic violation and also violates the School of Nursing's Honor Code.

Cheating is defined as the representation of someone else's work as another person's own. A partial list of examples follows:

- Copying another person's test, paper, or report.
- Collaborating, including a) working with another person or persons in execution of a test, report, or paper without authorization to do so; and b) discussing a test, report, or paper.
- Using crib notes, such as referring to notes brought into class for use during an examination without authorization to do so.
- Using books, class notes, or other source material during an examination without authorization to do so.
- Downloading information from the Internet and presenting it as one's own work and/or without proper attribution.
- Committing laboratory violations. Except where collaboration is permitted or special regulations are made by the instructor, all work for which credit is sought must be performed by the individual student. The unauthorized use of old laboratory reports is a violation of the code. Where procedures are not clear, it is the responsibility of the student to confer with her/his instructor.
- Submitting the same paper, or substantial parts thereof, in more than one course, without the knowledge of the professor.

- Committing computer violations. Except where collaboration is permitted or special regulations are made by the instructor, all computer work for which credit is sought must be performed by the individual student. Tampering with, or unauthorized reading of, files belonging to other individuals are violations of the code. Where procedures are not clear, it is the responsibility of the student to confer with her/his instructor.
- Violating any other explicit regulation announced by the instructor and/or circulated in writing to each student at the beginning of the semester.

Plagiarizing is defined as intentionally or unintentionally using someone else's words or thoughts without giving proper credit. All work for which a source is not cited is assumed to be the sole product of the author, i.e., the student. This includes handing in as her/his own work a paper on which a student has received extensive aid with substance and/or structure, as well as using one paper for more than one course without authorization to do so. When using material from outside reading, reference material, etc., the student must indicate the source by using footnotes or other devices. Direct quotations must be enclosed in quotation marks. The use of term papers or other work obtained from commercial or other services is a clear case of plagiarism and is specifically prohibited.

Grading Policies and Academic Performance Expectations

A 90 - 100	B 80 - 89
C 70 - 79	D 60 - 69
F - Below 60	W - Withdrawal
AU - Audit	CIP - Course in progress
NR - No Grade	I - Incomplete

Withdrawal

If you are unable to continue in a specific course you can withdraw from the course up until Friday of the 8th week at 4:30 p.m. It is highly recommended that you speak to your course faculty prior to requesting a withdrawal. A "W" will be noted on your official transcript.

Audit

You are eligible to audit a class with permission from the instructor. The cost to you is the same however you are not awarded credits. It might be helpful to audit a course that you have transferred from another institution and need review. If you are interested in auditing a class, you register for the class on My Access, but then complete the add/drop form within the first week of class clarifying your request for audit.

Course in Progress

Occasionally you will need additional time to complete clinical hours or course work. Course in Progress (CIP) is one example of the transcript notation for a delay in work completion. If there are special circumstances regarding the completion of your work, please speak with your course faculty.

No Grade

A faculty, who has not received adequate work from the student in order to provide a final grade, may report an NR. This NR may convert to an F without course objectives being met without clear communication between you and your faculty.

Incomplete

You are expected to complete all coursework by the end of the term in which that coursework is taken. In special circumstances, an instructor may grant a student permission to delay submission of work up to the end of the next term. However, instructors are not bound to grant such requests. When an instructor has granted such permission, he or she will assign the student a grade of "Incomplete" for the course; this grade will appear on the student's official transcript until a final grade is reported. If an "I" is assigned by an instructor and not subsequently changed to a grade by the instructor before the last day of classes in the following term, it will be converted to an "F" on your transcript.

Graduate Grading Policies

- Graduate students must maintain an 80-weighted average on their exams- exclusive of their graded assignments to pass the course. In addition, if the 80-cut point is not met, the grade recorded on the transcript will be the earned exam grade. Students must earn a grade of B or better in all of the core courses and in all of the primary care courses. The primary care component, both the class and the clinical, must be passed with a satisfactory grade (B). If a student fails one component of the course; she/he fails the entire course and must re-take both components of the course.
- All graduate students must maintain a 3.0 GPA while in the Graduate Nursing Program. If a student's average falls below the required 3.0, or she/he demonstrates unsatisfactory clinical performance, s/he may, at the discretion of the Program Chair, be put on probation. If probation occurs the Chair of Nursing Program will notify the student of the probationary status. This notification will delineate the specific goals the student must meet in order to continue in the program.
- Unethical behavior or professional/personal misconduct. Behaviors warranting termination include, but are not limited to:
 - A. Violations of Kentucky State University's Code of Conduct
 - B. Professional standards of care
 - C. Code of Ethics for Nurses and the regulations governing nurse practice through the individual state/ district Nurse Practice Acts.

Grade Appeal Process

The process of appealing a grade is available to students to ensure that the evaluation processes for academic courses and clinical experiences were fairly applied. Students who wish to appeal a grade will first meet with the clinical faculty or section leader and the course leader to discuss her or his concerns about the grading process. If the student wishes to pursue the appeal further, she/he will submit her request and the rationale for the request in writing to Coordinator DNP Program at Kentucky State University within one week of receiving the grade (five business days). The Coordinator and student will then set a time to meet. The Coordinator will then review the student's concerns and discuss the student's concerns with the course coordinator and review all written documentation of academic and/or clinical concerns. (See page 39)

Clearly stated course and clinical objectives

- Timely identification of concerns by the faculty member with the student regarding her lack of successful achievement of course or clinical objectives
- Clear communication of the plan to remediate the identified concerns related to knowledge, skills or behaviors that must be improved in order to achieve course or clinical objectives
- Clear communication of the outcomes required for successful completion of the course or clinical experience
- Final evaluation of the student's course or clinical experience in relation to the course and clinical objectives

Upon evaluation of the processes described above, the Coordinator will determine whether fair processes for evaluation were applied in the evaluation of the student.

Graduate students would appeal first to the Course Faculty then the course coordinator (may be the same person). Should the student wish to appeal further, then she/he would appeal to the Coordinator of DNP Nursing Program at Kentucky State University School of Nursing. The final appeal would be considered by the Chair of School of Nursing.

Progression and Retention

- Students must pass both the clinical and didactic components of a Nursing course in order to pass progress forward. If the student fails one component and passes the other, the student will fail the course. If the student drops the clinical component of the course, he/she must drop the didactic course. Student must re-take both components of the course in which he/she

- receive an F.
- All students will adhere to the Kentucky State University Honor Code and the ANA Code of Ethics. We expect full concordance by every Nursing student with the Kentucky State University Honor code.
 - Students are allowed to repeat a failed Nursing course only once.
 - Graduate students must submit a written petition to the Chair School of Nursing to withdraw from a class past the deadline.
 - The Nursing Programs can submit an academic/clinical warning when the students' performance is considered to be marginal and/or unsafe. The justification for a warning includes but is not limited to the following:
 - A. Quizzes or exams with a grade B or below
 - B. Overdue Assignments
 - C. Poor use of online resources
 - D. Poor or unsafe clinical practice (see course and/or clinical objectives) o Violation of the Honor Code
 - E. Violation of the Professional Code of Ethics
 - A student can be dismissed from a course in the Nursing program at any time, with cause.
 - Evidence of unsafe practice, failing work, or violation of the Professional Code of Ethics are grounds for failure.

Unsatisfactory Student Progress

- A student will be placed on nursing probation for demonstrating behavior inconsistent with ethical, legal, or professional standards as determined by each program faculty.
- If a student takes a leave of absence after being placed on probation; they will be on probation for the semester s/he returns to the program.
- A student receiving a grade "C" in any graduate course will be notified they are in jeopardy of being placed on probation. If the grade of "C" places them below an overall GPA of 3.0 in the program, they are automatically placed on probation. After the second grade of "C" in the program; the student is expelled from the program and **MUST REAPPLY BY WRITTEN PETITION TO THE Chair of the School of Nursing for reinstatement to return to the program.**
- **If the student is reinstated by the program Chair any grade of "C" will result in automatic permanent expulsion from the program.**
- A student who fails a Nursing course *may not* proceed into another Nursing course.
- If failure of the course drops the student below a 3.0 they are placed on automatic probation and may only retake the course once. The course can only be taken at the next course offering in the program; therefore, repetition of the course may affect a student's ability to progress with her/his class and/or her/his expected date of graduation.

Exclusion

- A. A student who has a grade less than a B, (80 in any two courses or (2) Nursing Courses) under any circumstances shall be dismissed from the Nursing Programs.
- B. This includes if a student withdrew after the eighth week of the term and had a failing grade (WP) at the time he/she begins they began the leave of absence.
- C. A student may be excluded from the program if s/he is on probation during more than two semesters over the course of obtaining the degree.
- D. A graduate student will be excluded from the program if she fails to obtain a grade of B (80) or better in a repeated course.
- E. A student may be excluded from the program for demonstrating behavior that is illegal, unethical, or unprofessional as determined by each program faculty.
- F. A student will be excluded from the program if s/he verbally or physically threatens members of the School of Nursing administration, faculty, staff, students, or clients in the practice setting.

Appeal

A student has the right to appeal the faculty's decision regarding academic standing by petitioning the Nursing Academic Review Board (ARB). The Chair of the ARB should be consulted concerning the appropriate procedures for appeal. A student may appeal the ARB decision if there was a procedural error that if not corrected would significantly impact the outcome; if new information not available during the time of the hearing may affect the outcome, is not introduced; or if the sanctions determined were outside of established parameters. The appeal must be in writing and submitted to the Coordinator of DNP Nursing Kentucky State University School of Nursing and the Chair of Nursing, within 5 business days, of dismissal who will determine if the appeal will be considered.

Withdrawal from Nursing in Good Standing

In order to withdraw from either a Nursing course or the Nursing program in good standing, a student must be passing and meeting all requirements for the Nursing program.

Health Policies

The School of Nursing adheres to the philosophy and the standards of the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (PL 93-112) as amended (PL 92-156). All educational programs at Kentucky State University are dedicated to the principle of nondiscrimination. This includes a commitment not to discriminate against students with disabilities who are otherwise qualified to be enrolled as nursing students. As part of its effort to ensure that all students are given the opportunity to participate fully in the Nursing program, the faculty has outlined essential functions of students in the program. See Addendum II for a list of the essential functions. The Nursing program requires cognitive, affective, communications and psychomotor functions. The nature of the Nursing profession requires students to participate in clinical and laboratory course work that is at times physically

- If failure of the course drops the student below a 3.0 they are placed on automatic probation and may only retake the course once. The course can only be taken at the next course offering in the program; therefore, repetition of the course may affect a student's ability to progress with his/her class and/or expected date of graduation.

Specific Health Policies

- A. Students with disabilities: The School of Nursing subscribes to Section 504 of the Rehabilitation Act of 1973 (PL 93-112) as amended (PL 92-156) and the American with Disabilities Act (ADA), which mandates equal opportunity for qualified persons with disabilities in educational programs.
- B. Pregnancy is recognized as a special health need. Early notification of the faculty is recommended so that consideration for appropriate clinical rotation can be planned. The department is guided by the student's physician and the policies of the agency in which she is working.
- C. Any nursing student who believes his/her health impairment will impact his/her ability to complete the Essential Functions of the Nursing program as outlined in Addendum II should follow the procedure listed below to request accommodations and seek clearance (please note that any student who is hospitalized or experiences a surgical procedure must engage in this process).
- D. Changes in health status may occur over the course of the nursing program. Health issues that have the potential to impact the student's ability to perform the Essential Functions should follow the procedure listed below to request medical clearance and/or accommodations.
 - The student should contact the Disability Services Office for an intake appointment to discuss the need for accommodations in relation to the Essential Functions.
 - If accommodations are required, the student should submit documentation to the Disability Services Office from the appropriate licensed professional specifically addressing the limitations in relation to the Essential Functions and the recommended accommodations.
 - The Disability Services staff will work in collaboration with the nursing department

to determine whether the student is eligible to return to clinical with or without accommodations.

Student Concerns

An individual or group of students who have concerns related to the clinical or classroom components of the course, are expected to follow these steps:

Student-Faculty Level:

An individual student or group of students should directly discuss with the Section Instructors involved any misunderstanding or grievance related to the Section Instructor's performance or expectations. If a satisfactory resolution is not achieved, the student has the prerogative of informing the faculty member of the intention of bringing the situation to the Course Leader. This process should be initiated within two weeks.

Coordinator of DNP Program :

A problem which is not satisfactorily resolved at the team level may be taken to the Coordinator of the DNP Program. The Chair of School of Nursing and the DNP Program Director will review the data and act as an arbitrator of the grievance.

Leave of Absence for Personal or Military Reasons

During your course of graduate study, you might find it necessary to apply for a leave of absence (LOA). This might be of a personal nature or there may be a need for military leave. You are eligible to take up to four terms of leave during your program of study. A LOA does not count against years of eligibility for completing your degree program and if necessary your exit semester can be adjusted to factor in time away. A LOA can be applied for by completing the necessary submitting a written request to the Chair School of Nursing.

Important Note: If you take a LOA, you are eligible to request a return to classes after the semester in which you took a LOA has ended. If a student fails return to school within the semester, the student must wait to be included in the next cohort.

Student-On-Student Sexual Harassment and Grievance Procedures

Kentucky State University strives to maintain an academic and social environment for students that are free from sexual harassment. Under Title IX of the Education Amendments of 1972, sexual harassment is considered a form of sex discrimination and prohibited on all academic, residential, and other School of Nursing-related settings and activities, whether on or off-campus.

Examples of sexual harassment include, but are not limited to, advances or requests for sexual favors or other conduct of a sexual nature that creates a hostile and intimidating environment that interferes with a student's performance in academic or non-academic settings. Sexual harassment may involve behavior of a person of either sex against a person of the opposite or same sex.

The following are examples that may constitute sexual harassment between students:

- Use of sexual epithets, jokes, written or oral references to sexual conduct, or gossip regarding one's sex life
- Sexually oriented comments about an individual's body, sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, or cartoons
- Unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner, sexual gestures, and suggestive or insulting comments
- Inquiries in one's sexual experiences
- Discussion of one's sexual activities
- Unauthorized video or audio taping of sexual activity

Sexual Harassment Grievance Procedures

Kentucky State University School of Nursing students who believe that they are victims of sexual harassment by another student or faculty member have the following options in filing a grievance:

Informal Resolution

Informal resolutions are NOT an appropriate form of intervention for sexual misconduct or assault, which includes unwelcomed and inappropriate touching.

- A. Student reports the alleged sexual harassment to the appropriate student affairs director or chair and commits to writing the desire to pursue an informal resolution process. The administrator will consult closely with the Deputy Title IX Coordinator throughout the informal process.
- B. If complainant is satisfied with the resolution, a written summary of the resolution will be filed with the Deputy Title IX Coordinator.
- C. If the matter is not resolved, the student may choose to initiate a formal resolution process.

Formal Resolution

- A. Student submits a written request for formal resolution to the appropriate student affairs director or chair in order to initiate an investigation. Kentucky State University encourages the reporting individual to submit the complaint within 30 business days of the alleged sexual harassment conduct.
- B. The student affairs administrator, in consultation with the Deputy Title IX Coordinator, will investigate the allegations, which may include interviewing the complainant, the respondent, witnesses, and other relevant parties; thoroughly review all relevant facts and institutional policies; provide documentation of all steps taken to conduct a comprehensive investigation of allegations.
- C. The investigation is typically completed in less than 60 calendar days. If extenuating circumstances warrant additional time, the student affairs administrator must communicate to the complainant any changes to the expected timeline for concluding the investigation.
- D. At the conclusion of the investigation, the student affairs administrator consults with the Deputy Title IX Coordinator, who may refer the matter to the Kentucky State University School of Nursing Honor Board for a formal hearing.

Student-on-Student Sexual misconduct violations are criminal actions defined by lack of consent. These acts can be perpetrated by someone known or unknown, including an acquaintance, spouse, partner, date, relative, friend, or stranger. It can be perpetrated by individuals of any gender, gender identity and expression, and sexual orientation.

Giving consent means freely communicating, through words or actions, your agreement to engage in sexual activity. Silence, a past sexual relationship, a current relationship, or the use of alcohol and/or other drugs by the perpetrator are not excuses for rape or sexual assault and do not imply consent.

Non-consensual sexual contact includes, but is not limited to, actual or attempted nonconsensual or forcible sexual touching, including fondling, kissing, groping, attempted sexual intercourse, digital penetration, and/or penetration with an object. Non-consensual sexual intercourse (sexual assault) is characterized by penetration, which may be oral, vaginal, or anal, by either a body part or object. It may include an implicit or explicit threat and/or use of force. It can also include circumstances in which an individual is not capable of giving consent because she/he is intoxicated, unconscious, physically incapacitated, mentally impaired, or under the age of 16.

Confidential Resources

Students that wish to keep the details of an incident of sexual misconduct strictly confidential may utilize the following resources:

Kentucky State University School of Nursing Student Health Center Limits on Confidentiality

While Kentucky State University remains committed to protecting the privacy of all individuals involved in a sexual misconduct or sexual assault incident; campus officials that receive notice, whether directly from the student or a third party, are obligated under federal law to initiate an administrative investigation. Immediate steps must be taken to eliminate the sexual misconduct, prevent its recurrence, and respond to the incident's effect on the community, which may include issuing timely campus warnings, coordinating support resources, and initiating educational efforts.

Reporting Sexual Misconduct

Reporting sexual misconduct does NOT mean that the student has made a commitment to pursue criminal proceedings. Public Safety is available 24 hours a day 7 days a week.

School of Nursing Response to Complaint of Sexual Misconduct

- A. The complainant will be assigned a resource coordinator, who will offer guidance on reporting options and available resources.
- B. Interim measures, such as rearranging class schedules, extracurricular activities, dining, and housing options may be taken.
- C. No contact orders may be issued to the complainant and the respondent.

Non-Retaliation Policy

Kentucky State University is committed to responding to reports of sexual misconduct and encourages members of the community to report such incidents without fear of retaliation or intimidation. Threats, acts of retaliation, or any act of intimidation that discourages reporting or participating in the investigative and/or disciplinary process will result in immediate disciplinary action. Any individual who is threatened should immediately report the concerns to Campus Security.

All policies in the Kentucky State University School of Nursing Graduate Program Handbook are congruent with University policies. Where there are differences University policies prevail; unless specifically required by professional nursing standards, State Board of Nursing requirements or Accreditation requirements.

**SCHOOL OF NURSING GRADUATE PROGRAM
KENTUCKY STATE UNIVERSITY
DRUG POLICY AND PROCEDURE STATEMENT**

The mission of the School of Nursing is to provide educational programs to a diverse student body, to participate in research and scholarly activities, and to provide service to the University, the profession and the public. The School accomplishes this by providing a caring, engaging environment for the empowerment of student learning potential, the professional development of faculty, and the promotion of the nursing profession. Therefore, in order to uphold the highest standards of the nursing profession, the School of Nursing has adopted a drug-free environment. As a condition of admission to the professional component of the School of Nursing, each student will be required to submit to a drug test, and to submit, as requested, to additional tests once enrolled in the professional component. The Kentucky State University Statement of Policy regarding drug use is the foundation for this policy statement. However, the School of Nursing Drug Policy and Procedure Statement is particular to this School.

Upon Admission to the Doctorate of Nursing Program: Nursing students pay the same general fees and tuition as do other students at the University. However, students in the Nursing program may incur additional expenses for uniforms, lab jackets, name badge, nursing emblem, liability insurance, stethoscope, bandage scissors, wrist watch with second hand, laboratory, travel fees, multiple criminal background checks and drug screen if indicated, and the formative/summative testing program.

Procedure for Drug Testing: Students will be required to follow the procedures established by the School and should not obtain a drug test prior to being notified. All costs associated with testing are the responsibility of the student. Tests will be conducted by a qualified laboratory using established methods and procedures. Confidentiality of the student as well as the integrity of the urine sample will be protected.

The procedure for collection, as determined by the collection site, will involve a witness to the voiding of the urine sample, securable urine containers, and chain of custody procedures. The urine sample will be screened for drugs. A drug test will be presumed positive if any of the drugs listed in Exhibit A (attached hereto) are found. Presumed positives will be confirmed by a second test from the original urine sample.

If the test is positive, the available evidence, including health history, will be used to determine the presence or absence of drug abuse. The testing laboratory will notify the Chair of the School of Nursing with test results. The School of Nursing will ensure confidentiality of results by making the information available only to the student and appropriate School of Nursing Administration.

Drug Testing after Admission: Drug testing for any student in the graduate program can be requested by the School of Nursing. The cost of this drug testing will be borne by the School of Nursing. The procedure for testing as described in the above section, Drug Testing Procedure, will be followed. Refusal by a student to submit to testing will result in that student's dismissal from the professional component of the School of Nursing. A student with a positive result from a drug test will be dismissed from the professional component, and referred for counseling at the Kentucky State University Student Health Program.

Any student, who voluntarily reports that they have a chemical dependency problem, will be counseled by the Chair's office at the School of Nursing. Conditions, if any, for continued participation in the program will be at the discretion of the Chair. The student will submit to drug tests as requested by the School of Nursing and will be dismissed if a positive drug test is obtained.

Admission/Readmission after a Positive Drug Test: A student whose admission is withdrawn or who is dismissed from the professional component of the School of Nursing due to a positive drug test will be considered for readmission if the following conditions are met:

- A. Submit to an evaluation for substance abuse by a School of Nursing approved evaluation and/or treatment agency and complete the prescribed treatment program (KYSU students should call the Chair's Office (502-597-6964).
- B. Submission to a drug test prior to admission/readmission. This drug test will be at the student's expense. A positive drug test will result in ineligibility for admission/readmission.
- C. Submission to random drug tests as requested by the School of Nursing after admittance to the professional component. A positive drug test will result in permanent dismissal from the School of Nursing.

Drug Testing Waiver Agreement

I understand that as a requirement for admission to the Kentucky State University School of Nursing, I must submit to a drug test at a designated laboratory, which will provide the result of the test to the Chair of the School of Nursing. I understand that if the test result is positive, I will be denied admission to the School of Nursing Professional Component.

I further understand that I will be subject to drug tests while enrolled in the School of Nursing. A positive drug test or refusal to submit to testing will result in dismissal from the School of Nursing.

BY SIGNING THE DOCUMENT, I INDICATE THAT I HAVE READ, I UNDERSTAND, AND I AGREE TO THE SCHOOL OF NURSING DRUG TESTING POLICY. I UNDERSTAND THAT A NEGATIVE DRUG TEST IS REQUIRED FOR ADMISSION AND FOR PROGRESSION IN THE SCHOOL OF NURSING. THIS NOTARIZED DOCUMENT CONSTITUTES MY CONSENT FOR DRUG TESTING BY A SCHOOL OF NURSING DESIGNATED LABORATORY. IT ALSO CONSTITUTES CONSENT FOR THE LABORATORY TO RELEASE THE RESULT OF MY DRUG TEST TO THE CHAIR OF THE SCHOOL OF NURSING OF NURSING.

In Witness, Whereof, this instrument is executed this the ____ day of _____, 20_____.

WITNESSES:

Witness #1 Signature Student's Signature

Witness #2 Signature Student's Printed Name

STATE OF _____
COUNTY OF _____

On this ____ day of _____, 20__, before me appeared

_____ to be known to be the person described in and who executed the foregoing instrument, and acknowledged that

_____ execute the same as free act and deed. Given under my hand and seal on the day and year above written.

SEAL
NOTARY PUBLIC
My commission expires: _____

Faculty and Preceptor Communication Record

Purpose: A faculty member shall be available on a frequent basis to preceptors while students are involved in a preceptorship experience. A minimum of three contacts are required with each preceptor, one at the beginning of the rotation to orient the preceptor, one during the middle of the rotation to check on the student's progress, and one at the end of the rotation to evaluate the student's performance.

Student Name:

Course Number:

Faculty Facilitator Name:

Semester/Year

Preceptor Name &
Certification:

Setting (Clinic, Hospital, etc): _____

Agency Name: _____

Agency(s) City/State: _____

Preceptor Telephone Number(s): _____

Preceptor E-mail: Address: _____

Date	Time	Type of Communication	Discussion Summary

Attach copies of any e-mail correspondence and/or additional documentation to the records

Mode of Delivery

You have chosen to pursue your course of study asynchronous online learning. It is customary for students to complete their program within this mode of delivery. Transferring from one mode of delivery to another (e.g., online to on-campus or on-campus to online) is not possible, as it may extend the duration of the program curriculum as well as impact the availability of clinical sites and federal financial aid eligibility.

A request to transfer between modes of delivery must be discussed with your academic advisor, and may only be granted in special circumstances. More than one transfer between modes of delivery during the duration of your time in the program must be approved by the program coordinator and the Program Chair.

The platform (BLACKBOARD) on which the program is delivered incorporates the best of available web technologies. The platform uses tools to stimulate classroom discussion, and anyone familiar with facebook.com or other online communities should feel comfortable with the tools. Students will not need to be proficient with distance education technology before enrolling, but basic computer literacy, such as knowing how to access a web site, is required. Students log onto the learning management platform using a secure Kentucky State University login and password. Synchronous sessions in the online graduate nursing program are determined by each course coordinator. An orientation session for the overall program is provided prior to students beginning the first course, and a technology help-desk is available to both students and faculty. An on campus mandatory orientation is required the semester prior to beginning clinical courses.

- Adhering to the Kentucky State University School of Nursing Honor code at all times in clinical and online classroom situations and during immersion courses.
- Being respectful of all faculty and staff involved in the administration and delivery of the program

The student must demonstrate good judgment, complete all responsibilities related to the clinical care of his/her patients and their families. She/he must be able to maintain professional relationships that are mature, sensitive, and effective under highly stressful circumstances in environments that can change rapidly in unpredictable and significant ways. The student must be able to demonstrate empathy and caring for others and act with integrity in all situations.

Online Examinations: While you may be occasionally asked to go to a local testing site for a proctored, high stakes examination, most of our quizzes and tests will be conducted online. Unless otherwise stated, you may not collaborate with others or use any references during any examination. This means that during an exam you may not:

- Open another browser window or use any other method to look up an answer
- Communicate with anyone via online chat, telephone, email, text message, in-person, or via any other method.
- Use your phone or video camera
- Ask someone to take the exam for you or
- Copy or photograph exam questions for your personal use or to share with others

Remember, unless otherwise instructed, you will be required to have your two-way video camera on during the online exam and a faculty member with access to your photo ID will be proctoring the exam online. All students will be required to sign the Kentucky State University Honor Pledge prior to exams. After the exam, you should not discuss it with other students who have not yet taken it.

Professional Communication: The student must be respectful in all communications with faculty, staff, peers, and clinical staff She/he must be open to feedback and demonstrate a willingness to incorporate feedback into her/his academic and clinical work.

A student must be able to communicate and exchange clinical information effectively, accurately, and in a timely manner with faculty, staff, and colleagues. The student must be able to describe the health history, patient problems, and the interventions to address clinical concerns. The student must be able to offer care and communicate effectively in diverse settings and with all patient populations.

Social Media Use: Professional values, ethical standards, and adherence to HIPAA requirements extend to all forms of social media. Violations in relation to these professional standards and behaviors may result in exclusion from the nursing program.

Penalties for academic dishonesty

Penalties for academic dishonesty range from a zero on the work in question to dismissal from the University. The University's policies governing academic offenses appear in the KSU Student Handbook and in the Academic Policies and Regulations section of the academic year Catalogue. The examples given above are consistent with the definitions of cheating and plagiarism given in that policy and the penalties will be consistent with the Sanctions for Academic Offenses.

Unsafe/Non-Professional Behavior

The School of Nursing has a responsibility to the public and Kentucky Stakeholders to produce safe, professional, and ethical registered nurses. The School of Nursing cannot tolerate unsafe and/or non-professional behavior. Students violating this policy will not be allowed to return to clinical or class, and will be required to attend a faculty meeting to discuss program status.

A nursing student demonstrating violent behavior can be dismissed from the School of Nursing with no possibility of readmission and the academic transcript will reflect these actions stating: dismissed from program; not in good standing. This policy is consistent with the School of Nursing's core nursing competence for safe practice.

Violent behavior includes, but is not limited to, horizontal or lateral violence, physical, verbal abuse, and bullying against fellow nursing students, professors, clinical agency staff, and clients. If necessary, legal charges could be made depending on the nature of incident.

Horizontal (or Lateral) Violence takes on many different characteristics but include overt and covert nonphysical hostility such as criticism, sabotage, undermining, infighting, scape-goating or finger pointing, and bickering.

Physical Abuse defined by one or more episodes of aggressive behavior, usually resulting in physical injury with possible damage to internal organs, sense organs, the central nervous system, or the musculoskeletal system of another person.

Verbal Abuse involves the spoke or written word with cruel intentions and can include profanity. This form of abusive behavior can leave a victim feeling emotionally attached with feelings of lowered self-worth, hurt, and depression.

Bullying defined by Kentucky Safe Schools as "Bullying happens when a person with greater power takes unfair advantage of a less powerful person and these negative actions are repeated into a pattern of behavior. Bullying means there is an imbalance of power so that the victim cannot successfully defend himself or herself. Power can be physical size, strength, numbers, social standing, verbal skill, economic power, cultural or ethnic power, level of intelligence, popularity, gender, etc. Bullying is the persistent abuse of an underdog. The bully watches for opportunities to pick on the victim and the victim feels tormented and defenseless."

If faculty deem a student *unsafe and/or that the student demonstrates **inappropriate behavior either on campus or in the clinical setting, the faculty members will meet with the course team members and determine consequences of the student's behavior. The student may be placed on probation. If the student demonstrates further unsafe practice and or inappropriate behavior, he/she will be dismissed

from the program. Faculty reserve the right to determine automatic/immediate dismissal based on competencies of safety and professionalism.

- * Unsafe practice is defined as a threat to self, patients, and/or others.
- ** Inappropriate behavior is defined as behavior that would be inconsistent with expected behavior of a reasonably prudent nursing student.

Social Media and Internet Use

Nursing students are expected to maintain professionalism when using social media and internet environments. Students must use discretion when interacting in these environments to respect fellow nursing students, nursing faculty & staff, healthcare workers, and clients. Consistent with the mandatory regulations of HIPAA and FERPA; nursing students who assume social media tools to apply the same level of caution, common sense, professionalism, and respect for privacy that applies to traditional communications/interactions in the involved environments (healthcare & academic). Students in violation will be placed on academic probation and/or dismissed from the nursing program without the possibility of readmission at the discretion of the nursing faculty. The School of Nursing's Violence and Violent Behavior Policy will apply to acts of extreme, outrageous or persistent "cyber-bullying" directed at anyone in the healthcare and academic environment.

Nursing students must also keep in mind that online life can affect future employment as a registered nurse. Employers as a part of applicant selection do a web search for any, but not limited to, videos, social media interactions, personal pages, or blogs that one's name is associated with to help determine if one is professionally appropriate to employ.

"Social media can be defined as the constellation of Internet-based tools that help a user to connect, collaborate, and communicate with others in real time. Social media enables one to participate in an active, digital dialog or conversation in contrast to a passive, digital monologue, for example, the reading of a static webpage. Web 2.0 refers to active, as compared to passive, use of the Internet. Websites, such as blogs, wikis, YouTube, and LinkedIn that allow for user-generated content or comments are classified as Web 2.0 websites. Social media tools are a subset of Web 2.0 sites. As its name implies; social media creates a social interaction or a conversation between users" (Ressler, P. & Glazer, G., 2010).
Citation: Ressler, P., Glazer, G., (October 22, 2010), "Legislative: Nursing's Engagement in Health Policy and Healthcare Through Social Media" *OJIN: The Online Journal of Issues in Nursing*. Vol. 16 No. 1.
DOI: 10.3912/OJIN.Vol16No01LegCol01

Clinical Policies

Students are required to practice nursing skills in the Learning Resource Center (LRC) as indicated in the course syllabus. Proficiency of the skills is reflected when "checked off" on the skills. The student is required to come to clinical prepared to perform skills as reflected in the course syllabus. If the student is having difficulty with a nursing skill, the faculty may ask the student to spend extra time in the LRC to practice the skill with the LRC personnel.

Technical Performance Standards

Nursing at the Associate Degree level requires the application of the nursing process with an emphasis on technical knowledge and skills. The Associate Degree education in nursing leads to competence in providing direct nursing care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. Therefore, applicants seeking admission to the program and students enrolled in the program who desire to successfully complete the program should possess:

1. Sufficient visual acuity, such as is needed in preparation and administration of medications, and for the observation necessary for patient assessment and nursing care.
2. Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, IV infusion pumps, Dopplers, fire alarms, etc.
3. Sufficient stamina and strength for prolonged standing, walking, bending, stooping and moving items in excess of 25 pounds.

4. Sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, required in meeting health needs.
5. Sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the individual's interest.
6. Sufficient intellectual and emotional functions to plan and implement care for individuals.

Pregnancy

For the student's safety and the safety of the unborn child, please inform the clinical instructor if the student is pregnant or if the student thinks they may be pregnant. The student's pregnancy may affect the type of clinical experience they may be assigned. This is to ensure safety for the student and their unborn child.

Learning Resource Center (LRC)

Purpose /Goal:

The nursing skills/simulation LRC provides an environment for students to attain basic nursing skills. Students are expected to be oriented to new skills, practice those skills and attain basic level of proficiency in performing those skills. Competency skills are required for the program and are listed in the course syllabi. LRC is an extension of student clinical experience and the academic curriculum. Student may be videotaped and/or audio taped for educational purposes to be used by School of Nursing faculty as a debriefing/teaching tool for individuals and groups. The primary goal of the LRC is for the student to become competent, safe, and efficient with entry level nursing skills.

General LRC Rules:

Students not adhering to the LRC rules will be asked to leave and the grade will be reflected in the clinical evaluation.

1. No food or drink in LRC
2. No children in LRC
3. No cell phones while testing or when simulations are in progress.
4. Keep all lab rooms in order.
5. Wear Student ID.
6. Do not remove equipment from the lab or between labs.
7. Bring skills check manual to all lab appointments.
8. Sign log sheet each time using LRC
9. Report malfunctioning equipment immediately to LRC personnel.
10. Seek assistance with use of all mannequins.
 - a. Do not move or remove parts without help from nursing faculty.
 - b. DO NOT use betadine on mannequins.
11. Notify LRC personnel as soon as possible for changes in scheduled appointment.
12. Principles of infection control and safety stressed with all LRC procedures.

LRC skills requirements:

1. Attendance in faculty demonstration of new skills as identified in course syllabus.
2. Signup for instructor guided return demonstrations with LRC personnel or course faculty prior to performing in clinical hospital setting;
3. Practice skills in LRC for proficiency (minimum of one hours per week [after class hours] required for no less than 14 hours a semester of documented [sign in/sign out checked by LRC personnel]).
4. Signup for competency testing with LRC personnel or course faculty by deadline date reflected in the course syllabus.

Bring competency sheets to LRC for end of semester testing.

Student Criminal Background Checks

Students are required to obtain an online criminal background check from American DataBank. The background check must be completed no later than established date of each year. Students who have been convicted of a misdemeanor or felony should notify the Chair of the School of Nursing or the Kentucky Board of Nursing to obtain information concerning the Kentucky Board of Nursing's Guidelines for Review of Licensure Application Conviction Record (www.kbn.ky.gov).

Student Drug Screening Requirement

Students are required to submit to a drug screen as delineated by agency and/or faculty policy. The drug screen must be completed in the prescribed timeframe and by the agency designated by the School of Nursing. Failure to complete the drug test in designated timeframe or failure of the drug test will result in student being dismissed from the program. The School of Nursing reserves the right to require a random drug screen based on "unsafe" criteria.

Liability Insurance

Students are required to purchase nursing liability insurance. The School of Nursing has an agreement with an insurance company that provides the insurance at a reasonable cost. The liability insurance must be purchased at the beginning of each academic year. One cannot attend class or clinical without liability insurance.

Immunizations

Students are required to submit proof of immunization. It is the responsibility of the student to complete all required immunizations and to keep them up to date. One cannot attend class or clinical without all completed immunizations.

Cardiopulmonary Resuscitation Certification (CPR/AED)

Students are required to be certified in adult, child and infant CPR/AED. One can obtain CPR training from an approved American Heart Association curriculum. Before completing a CPR/AED course, make sure that the certification will be in both adult and infant CPR/AED. Training must be renewed every two years and it is the responsibility of the student to keep their CPR/AED certification up to date. One cannot attend class or clinical without completion of CPR/AED training.

TB Skin Test

Students are required to submit current TB skin test (ppd) result. TB skin tests must be renewed each year. One can obtain a TB skin test from the health department, work site, or a physician. It is the responsibility of the student to keep TB skin test results updated. One cannot attend class or clinical without current TB skin test result on file.

Health Insurance Portability and Accountability Act (HIPAA)

HIPAA is a regulation from the federal government that provides greater assurance to patients that their medical records are kept confidential. All health care providers should be aware of the HIPAA regulations and must follow these mandate—including nursing students. The HIPAA regulations can be found in the Federal Register: August 14, 2002 (Volume 67, Number 157, pp. 53181-53273). Copies of the Federal Register are in the School of Nursing audio-visual lab and on reserve in Blazer Library. The Federal Register can also be accessed online at the following address:

<http://www.hhs.gov/ocr/hipaa/privrule.txt>. One cannot attend clinical having not viewed the HIPAA video and signed the HIPAA confidentiality form. **Any violation of client confidentiality could result in dismissal from the nursing program.**

Body Piercings and Tattoos

Body piercings and tattoos are currently fashionable. When in the clinical area, tattoos must be covered. Regardless of the number of body piercings, the only area where one may wear an earring is in one hole for each ear. Body piercings that are covered by the uniform are not subject to this rule. One will not be

allowed to attend clinical if tattoos are not covered or the wearing of more earrings than allowed. One will receive an unexcused absence.

Exposure to Blood Borne Pathogens/Emergency Care

Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material resulting from performance of the student's duties. If a student is involved in an exposure event, the following procedure should occur at the student's expense:

ON CAMPUS:

1. Documentation of the exposure incident, which shall become part of the student's medical record, including the:
 - a. Route of exposure;
 - b. Circumstances surrounding the incident; and
 - c. HBV and HIV status of the source person, if known.
2. Confidential medical evaluation and follow-up of the incident should include:
 - a. Private and confidential counseling through Health Works, or
 - b. healthcare provider of personal choice.
 - c. Immunoassay to exposed person (immunoassay means an approved serological test or group of tests which is currently performed in an accredited clinical laboratory for the determination of HBV and HIV infection). This will be arranged by the Health Works provider, or healthcare provider of personal choice.
 - d. Follow-up immunoassay at six weeks, twelve weeks, and six months post-exposure.
 - e. Medical evaluation of any acute febrile illness that occurs within twelve weeks post-exposure.
 - f. Use of safe and effective post-exposure measures according to recommendations for standard medical practice.

The address: Health Works, #4 HMB Circle, Frankfort, KY 40603, Phone #502-695-9990, Fax # 502-695-9627, Contact: Myra Pieratt, NP

IN A CLINICAL FACILITY:

The student will follow the Blood Borne Pathogen Exposure policy of the institution where the exposure occurred. The student is responsible for any expense incurred from the exposure. (Most agencies require student to follow their educational institution's policies.)

Emergency Care During Class or Clinical Time

The student will follow the policy of the University for any situation considered to be an emergency. This policy can be found on website: www.kysu.edu. (emergency procedures). Should emergency care be needed during class or clinical time, the student is responsible for any expense incurred.

Uniform Regulations

Students are expected to follow the uniform regulations when attending any clinical activity. If a clinical activity requires that other attire be worn, the faculty will inform students of the proper attire for that activity. One will be asked to leave the clinical site and counted as absent (unexcused) if not dressed according to the uniform regulations. A copy of the uniform regulations is in the back of this Handbook.

Transportation

All students are responsible for arranging their own transportation to clinical facilities. Students should be prepared to travel to clinical agencies in Frankfort and surrounding areas; for example, students should be prepared to travel for clinical as far away as Lexington, Louisville, Owenton, and Harrodsburg. Inability to obtain transportation to a clinical facility is not a legitimate excuse for a clinical absence.

Personal Hygiene

Personal cleanliness is required for class and required for clinical. In the classroom, a disheveled appearance and offensive body odors interfere with the learning environment. A high level of personal hygiene is required in the clinical area. Hair must be clean and neat. Hair that touches the collar must be pulled back and secured. Beards and mustaches must be trimmed. A bath and deodorant are required to attend clinical. The uniform must be clean and ironed for each clinical day. Shoes must be clean and in good condition. Fingernails are a source of microorganisms. Fingernails must be short and clean. Acrylic nails **are not allowed** in clinical. One will not be allowed to attend clinical if personal hygiene does not meet these standards and will receive an unexcused absence.

General Policies

Responsibilities as a Nursing Student

Success in this nursing program depends largely on the individual and the priority placed on nursing education. The nursing faculty has a responsibility to teach the student, but the student must put forth the effort to learn the material.

Working students:

It is understood that many students have to work while attending school. However, nursing students are encouraged to work as little as possible while taking advantage of student loans, grants, scholarships, and other forms of financial aid.

Nursing students should keep in mind that the nursing program cannot change its requirements for students who work. Students should think carefully about their financial and life responsibilities before beginning a nursing program. It is the student's responsibility to solve the problems associated with working and attending school.

Questions working students should ask themselves:

- Can I arrange my work schedule and class schedule in a way that is compatible?
- After attending class and meeting my work responsibilities, when will I study and go to the nursing lab?
- What other responsibilities do I have in my life?
- Who will be my support system during the next two years?
- Are there ways I could work less over the next two years?

Complaints/Grievances:

The School of Nursing follows the University's Complaints and Grievances as found in University Student Handbook. A nursing student with a problem or complaint should speak to her/his faculty advisor. If the problem involves a faculty member, the student should request a conference with the faculty member to discuss the problem. If the student is not satisfied, the student may then bring the problem to the attention of the course coordinator or chair. If the student is still not satisfied, the problem should then be taken to the Chair of the University of Professional Studies. Students should be prepared to put their complaint in writing. "Due process" procedures are followed, including "right of appeal."

Appeals

The School of Nursing follows the University's Academic Appeal Procedures and Deadlines as found in 2015-16 University Bulletin (www.kysu.edu) for Academic and Non-Academic Appeals.

Use of E-mail and Blackboard

Students must have Internet access. E-mail and Blackboard are used to obtain assignments, handouts, and to receive communications from faculty. Each student is assigned an e-mail address for the University e-mail system, and must use the University e-mail address when contacting the faculty. Use of a private e-mail address is prohibited. Under direction of the Family Educational Rights and Privacy Act (FERPA), faculty will not respond or communicate with students using non-KSU email. Course Blackboard access will be available to students using the KSU email address ONLY.

For personal protection, please exercise discretion when using e-mail. Keep in mind that anything written to someone in an e-mail can be viewed or retrieved by anyone. Negative or inappropriate comments in an e-mail will not be tolerated. Unprofessional use of e-mail and/or the Internet could result in dismissal from the nursing program. The student must comply with the policy for computer conduct in accordance with Information Technology.

Children in the Classroom, LRC, and Clinical

The School of Nursing must comply with OSHA and clinical agency regulations. The School of Nursing does not allow children to be present in the classroom, LRC, or at the clinical site.

Photocopying and Recording Lectures

The School of Nursing does not make copies for students. A copier is available for student use in the Blazer Library. Keep in mind that permission may be required to copy some documents.

Many students find that recording lectures is helpful to them. However, the student must have the faculty's permission to record lectures. Recording lectures should not cause any unnecessary disruption in the classroom.

All Written Assignments Become Property of School of Nursing

All written papers/assignments submitted to professors become the property of the School of Nursing after evaluation and review by the student. Students are strongly encouraged to copy all work prior to submission.

American Disabilities Policy

Kentucky State University has policies for accommodating students with disabilities. If one has special needs, one must contact the Disability Resource Center (DRC) located in the Carl Hill Student Center, ext 5093. The School of Nursing will only accept documentation from DRC.

Behavior in Class

Students are expected to attend all nursing classes and to be on time. (Refer to the policies on attendance.) All nursing classes allow time for discussion and asking questions. However, students should be aware that excessive social conversation in class is distracting and disrespectful to other students and faculty.

Fellow students should be treated with respect. The classes are small and most students become well acquainted after a period of time. Keep in mind that the students in class will one day be nursing colleagues. One should relate to all classmates in a friendly manner and develop a collegial relationship with each other.

APPENDIX A
Kentucky State University
School of Nursing
Grade Appeal Procedure

This procedure is used only to resolve allegations that a grade is incorrectly determined. Students who are appealing their grades based on alleged discrimination must use the Student Discrimination Grievance Policy.

The grade appeal process may not begin before course grades are officially posted.

1. The student must contact the instructor no later than the end of second week of the following term to discuss the disputed grade. If the instructor cannot be reached, the student should contact the department chair. The student may contact the division chair under extenuating circumstances.
2. If the student still disputes the instructor's decision, the student may then initiate the appeal process by completing a Student Grade Appeal form. The student should return the completed form and pertinent information to the department chair within five university business days of discussing the disputed grade with the instructor.
3. The department chair will notify the instructor of the appeal. The instructor will complete the Instructor Grade Appeal form and return it to the chair within five university business days of the notification.
4. The student and/or instructor may have a meeting with the department chair before a decision is made. The department chair will notify both the instructor and the student of the decision in writing within ten university business days.
5. The student or the instructor may appeal the department chair's decision by submitting written notice to the division chair within five university business days of the department chair's decision.
6. The division chair will determine the validity of the grade appeal. The decision of the division chair regarding continuation of the grade appeal procedure is final. If the division chair rules that the issue is valid, then the grade appeal procedure will continue.
7. The academic division chair shall appoint a Grade Appeal Committee comprised of the following members.
 - a. A committee chairperson appointed by the division chair.
 - b. The chair of student services or his/her designee.
 - c. A faculty member appointed by the department chair to represent the department / discipline involved in the appeal.
 - d. A faculty member appointed by the division chair. This person should be from an academic division/discipline other than the division/discipline in which the appeal is made. The selection will be from a pool of faculty, each member elected by and representing a department on campus.
 - e. A student representative from the Campus Student Government Association. If the appealing party holds an SGA office, then the committee member will be from a campus other than the one on which the appealing party holds office.

8. No legal counsel or any other person may be present besides the student, the instructor, and the appointed members of the committee. Exceptions to this would be granted by the division chair and only for the following reasons:
 - a. Students with disabilities requiring extraordinary assistance that could not be routinely provided by the chair or another member of the committee;
 - b. Students whose first language is not English and whose English is not sufficiently fluent to allow adequate self-representation at a committee hearing.

In these cases, the appointment will be left to the discretion of the division chair.

9. The division chair will schedule a meeting of the Grade Appeal Committee. Grade appeals will be processed no later than the end of the term in which the appeal was filed:
 - a. The committee examines written materials presented by both the student and the instructor. The committee will also discuss the case with both the instructor and the student. The instructor and student may each have a faculty or staff representative present to advise them during this discussion. The committee may call other witnesses. The student and instructor have the right to be present at all meetings when evidence is presented. The committee chair will be responsible for recording the session.
 - b. The committee members will meet privately to confer and arrive at a decision. Every effort should be made to reach a consensus. If not, then a private ballot shall be taken with the chair of the committee voting only in the event of a tie vote. This decision is reported to the division chair who presents the findings and the decision to the student, instructor, and department chair. The division chair will implement the decision of the Grade Appeal Committee unless one of the parties wishes to appeal the grade appeal procedure.
 - c. The committee maintains and forwards informal minutes of all proceedings to the division chair. These shall be available to the vice president for academic affairs and the president upon request.
10. If either party believes the Grade Appeal Committee failed to follow procedure, he/she may appeal in writing within five university business days to the vice president for academic affairs. The vice president will determine if the grade appeal procedure was followed appropriately. The vice president may decide to return the grade appeal to the committee for further consideration. The decision of the vice president is final.
11. Should a student decide to appeal a grade, the appeal process must be complete prior to submitting a reentry form to the Admission and Progression Committee. This may result in a delay of reentry

**Kentucky State University
GRADE APPEAL FORM
STUDENT'S STATEMENT**

THIS FORM MUST BE COMPLETED AND RETURNED TO THE DEPARTMENT CHAIR BY THE THIRD (3RD) WEEK OF THE SEMESTER FOLLOWING THE SEMESTER THE GRADE IS RECEIVED.

Student Information

Student's Name: _____

KY SU ID#: _____

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

Phone: (Home): () _____
(Work): () _____

Course Information

Course Title: _____

Course ID _____ - _____ - _____ Instructor _____

Semester (check): _____ Fall _____ Spring _____ Summer _____ Year

Information Regarding Grade

Grade Received in Course _____ Grade Expected in Course _____

Number of Class Absences _____ Number of Times Late _____

Date Instructor was approached about Grade Received _____

Was a change of grade requested? _____ Yes _____ No

What did the instructor say? (Attach answer to this form)

Provide documentation of performance in class, clinical and/or laboratory portions of the course.

Include copies (not originals) of all materials such as:

- Syllabus and other course materials
- All tests, term papers, etc. returned by instructor
- Any other pertinent materials or information

Students should retain copies of all information that is filed with this statement.

Date this Statement Received by Department Chair _____

Department Chair's Signature _____

Appendix B
Kentucky State University
Student Regulations and Rules of Conduct

It is a basic and fundamental responsibility of a university to maintain order through reasonable policies and procedures. The filing of an application for admission shall be regarded as evidence of the applicant's intention to abide by the standards and regulations of Kentucky State University. Students forfeit their right to remain enrolled if they fail to comply with such standards and regulations.

The following is a statement of the regulations and responsibilities of students, both as individuals and as groups, at Kentucky State University. Additional rules or regulations may be initiated under established procedures during the year.

1. Firearms, explosives, fireworks, or weapons of any kind are not to be brought onto the university premises or to university-sponsored events except as authorized by the proper officials of the University.
2. The manufacture, distribution, sale, possession, or use of alcoholic beverages, marijuana, controlled substances, or dangerous drugs on the campus and at institutionally-approved events off campus is prohibited.
3. No person shall physically abuse, threaten, or intimidate any member of the faculty, staff, student body, or any official visitor to the University.
4. The taking, damaging, or malicious destruction of property belonging to the university, to the visitors to the university, or to any member of the university community is prohibited.
5. No persons shall assemble on campus for the purpose of creating a riot or disruptive or disorderly diversion which interferes with the normal educational processes and operations of the University. This policy shall not be construed as the denial of any student's right to peaceful assembly.
6. Gambling on the campus premises is prohibited.
7. No person shall interfere with, fail to cooperate with, or fail to identify himself or herself to any properly identified administrator or staff person while that person is in the performance of his or her duties.
8. Unauthorized entry into, use, or occupation of university facilities which are locked, closed to student activities, or otherwise restricted as to use, or which have not been reserved for use through the proper university authorities, is prohibited.
9. Falsification, alteration, fabrication, or misuse of university forms, documents, records, or identification cards is prohibited. This policy includes any documents submitted in support of official university purposes.
10. The operation on campus of student organizations not properly registered with and recognized by the Student Life Office is prohibited.
11. The dissemination on campus of publications which do not bear the name of the originator or which are not done in accordance with university rules and regulations is prohibited.
12. Students shall not attempt to defraud, deceive, or mislead an instructor in arriving at an honest grade assessment.
13. Hazing is not permitted. Hazing violations include, but are not limited to, abusive initiation requirements for entrance into a club or organization.
14. Unauthorized use of university property or services is prohibited.
15. Behavior that is disruptive or that interferes with the campus learning process in the classroom or on campus is not permitted. Students accused of Student Conduct Code violations can be assured adequate due process through administrative procedures and the University Court. Violations can be adjudicated through an informal hearing with the Campus Chair of Student Services and/or through a formal hearing through the University Court.

An informal hearing is a meeting between the accuser, the accused, and the Campus Chair of Student Services. An informal hearing is appropriate when all parties voluntarily agree to engage in an attempt to resolve the complaint. This may result in sanctioning, if needed. If the informal hearing does not result in resolution, the case will be forwarded to the University Court for a formal hearing.

Additional Conduct Regulations

1. Appearance and/or dress that are extreme or unusual to the point of distracting from or being disturbing to the learning environment within classes or on campus will not be tolerated. In certain technical labs, student dress is expected to meet all safety codes.
2. Telephone and mail service is not available on campus for students. Students should be called through the university switchboard only in cases of emergency, which involve the illness or death of a family member. Students should not give the University as their address since there is no mail service for students.
3. The use of tobacco products is prohibited in all buildings of Kentucky State University.

Handbook Verification Form

I have received a copy of the Kentucky State University School of Nursing Graduate Handbook on the date listed below. I understand that I am responsible for reading and understanding the entire handbook. Additionally, my signature confirms my understanding and acceptance of all policies and procedures listed in the Kentucky State University School of Nursing Graduate Handbook. I understand that this form will be retained in my student file.

Signature of Student

Date

Student's Name - Printed

Professor

Date