EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
DEPARTMENT OF BACCALAUREATE & GRADUATE NURSING

BACCALAUREATE NURSING PROGRAM
STUDENT HANDBOOK

2017-2018
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INTRODUCTION

This handbook is for those students enrolled in Eastern Kentucky University’s Baccalaureate Nursing Program to assist the student in gaining an understanding of the program and other matters that effect one’s status as a nursing student. This handbook is a supplement to two other documents: The Undergraduate Catalog and the University Handbook for Students, which are available for viewing online, (www.eku.edu).

From time to time during your years in college, you will find it necessary to consult one or all of these documents. The Undergraduate Catalog is thoroughly studied in HSO 100. Since most transfer students do not take HSO 100, they must make a special effort to become familiar with the Undergraduate Catalog contents.

STUDENT RESPONSIBILITY

It is the student’s responsibility to become familiar with all the policies and procedures relevant to the Baccalaureate of Science in Nursing program and with the general academic information section of the EKU Undergraduate Catalog.

Handbook formally reviewed by Department Student Support Committee

Updated Fall 2017
Mission Statement
The mission of the DBGN is to prepare professional nurses at all levels who work in interprofessional environments to promote health and well-being for diverse populations across the Commonwealth, country and world.

Preamble
Eastern Kentucky University's Baccalaureate Nursing Program was organized in 1971. In the same year, the Meditation Chapel was dedicated and its influence can be seen in the B.S.N. cap and pin. The program became part of the newly established College of Allied Health and Nursing in 1975. In 1995, the Master's of Science in Nursing Program was approved and implemented. The department name was changed to Department of Baccalaureate and Graduate Nursing. In 1999, the college name was changed to the College of Health Sciences.

The beliefs of the faculty and students relevant to nursing and health care are set forth in the statement of philosophy. The philosophy guides the educational program and learning environment. The philosophy mandates that faculty, students, and graduates adapt to the dynamics of nursing, health care systems, and society.

The Department of Baccalaureate and Graduate Nursing within the College of Health Sciences functions as an autonomous educational unit deriving the broad outlines of aims and functions from the core values of Eastern Kentucky University. The College of Health Sciences affirms the University's core values of intellectual ability, sense of community, diversity, stewardship in place, accountability and excellence.* The foundations of professional nursing education are congruent with the purposes of the University and the College of Health Sciences. Graduate nursing education builds on baccalaureate nursing education and reaffirms the core values of Eastern Kentucky University and the College of Health Sciences.

*Eastern Kentucky University Bulletin, General Catalog
(Revised and Approved by Faculty Organizations May 9, 2011)
(Revised and Approved by Faculty Organizations September 25, 2016)
Philosophy of the Baccalaureate & Graduate Nursing Programs

Consistent with the core values of Eastern Kentucky University and the College of Health Sciences, the faculty of the Department of Baccalaureate and Graduate Nursing embrace the following beliefs about patient, environment, health, nursing, professional nursing practice, baccalaureate nursing education, and graduate nursing education.

**PATIENT**

Patients include individuals, families, groups, communities, and populations. Each patient is unique and merits respect, support, and dignity. Patients develop and adapt in recognizable phases and patterns. Patients continually seek meaning and purpose. Through participation in life’s experiences, patients grow, assume responsibility and develop across the lifespan. Patients are holistic beings integrating biological, psychological, socio-cultural, and spiritual dimensions. The term “client” may be used interchangeably with “patient”.

**ENVIRONMENT**

Environment is the aggregate of all objects, conditions, forces, and ideas that interact with patients. The elements of the environment include the physical, biological, sociocultural, and organizational systems. A health promoting environment facilitates movement toward wellness.

**HEALTH**

Health is a dynamic process between the patient and environment. Optimal health includes biological, environmental, psychological, sociocultural, spiritual, and organizational influences. Health reflects a patient’s ability, willingness, and resources to engage the environment in a manner that maximizes wellness.

**NURSING**

Nursing is an autonomous and caring profession. Nursing is an art and science that promotes health through patient-centered care. While respecting patients’ rights to self-determination, nursing provides holistic care during health, illness, and death.
BACCALAUREATE NURSING EDUCATION

Preparation for professional nursing requires liberal and professional baccalaureate education. Baccalaureate nursing education develops critical thinking, collaboration, and decision making. Baccalaureate graduates are prepared to function as providers of patient-centered care, designers/managers/coordinators of care, and members of a profession who are proactive in a changing health care system. Baccalaureate graduates must be professional, responsible, and accountable for evidence-based practice.

Baccalaureate nursing education is a transformative process for students and faculty and is a process of reciprocal accountability and responsibility. Teaching is a cooperative, collaborative venture. Students and faculty share responsibility for the integration of experience, knowledge and skills. Faculty serve as role models and facilitators. Graduates are prepared to pursue lifelong learning, function in a variety of health care settings, and delivery models, as well as specialize at the graduate level.

Revision Approved: August 19, 2009
Reviewed & Updated: February 5, 2010
GRADUATE NURSING EDUCATION

Preparation for advanced nursing roles is obtained through graduate education in nursing. Graduate education in nursing further develops the intellectual skills of critical thinking, analytic inquiry, and problem solving which were initiated in baccalaureate nursing education.

Building upon the foundations laid by baccalaureate education, the faculty recognizes the need for additional knowledge to prepare graduates for specialty practice and for advanced roles. The evaluation of theory and research in nursing and related fields is imperative for graduates to incorporate evidence-based practice into their advanced nursing roles. A higher level of synthesis, analysis, and application of advanced nursing knowledge is essential for performance of advanced nursing roles. The integration of the additional knowledge, theory, and skills is obtained through graduate education in nursing. The graduate develops professional concepts and behaviors in order to function in an advanced role.

Nurses prepared at the graduate level must collaborate with other health disciplines in providing innovative health care delivery. They do so as full partners, sharing the responsibility for delineating society’s health goals and developing health care policy. In addition, they function as advocates for the health care consumer who has a right to health care, regardless of social class or ethnic background.

The faculty recognizes the University’s rural geographic setting which creates unique health care concerns. The faculty is committed to the education of nurses prepared at the graduate level who will contribute to the general health of the region’s rural population. The educational process at the graduate level is collegial in nature and promotes independent, self-directed learning and self-evaluation. Students are required to communicate the results of their discovery, analysis, and synthesis of advanced knowledge both orally and in writing to prepare them for their increased responsibility in making contributions to the knowledge base of the discipline of nursing. Graduate education stimulates the learner to a lifetime of personal and professional development. As baccalaureate education serves as the foundation for professional nursing practice and for graduate study in nursing, graduate education in nursing prepares the nurse for more specialized and advanced roles in nursing. Graduate education in nursing prepares nurses to serve as advanced practice nurses, to serve in roles requiring other types of advanced nursing knowledge, and to serve as leaders in the health care system.

Revision Approved 10/23/2009
BSN Professional Nursing Practice Outcomes

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

1. Treats patients as holistic, unique and self-directive with the right to make decisions for themselves concerning health matters.

2. Uses the nursing process to provide, manage, and evaluate culturally competent primary, secondary, and tertiary prevention for diverse clients across the life span in a variety of settings.

3. Uses evidence-based nursing practice, critical thinking, research methodologies, informatics, and healthcare technology to provide therapeutic interventions, predict outcomes, and influence the delivery of health care.

4. Assumes a leadership role in health care by communicating and collaborating with patients, health care professionals, and health care systems.

5. Supports safe, quality, responsible, and economic interdisciplinary health care as a consumer and sociopolitical advocate within multiple health care systems.

6. Promotes the ethical and legal practice of professional nursing.

7. Demonstrates self-care, professionalism, accountability, and competence in nursing practice, with a commitment to advancing the profession of nursing.

Revised 9/26/09
AMERICAN NURSES ASSOCIATION CODE OF ETHICS

Students are directed to the following web site to view the provisions and the interpretive statements. Instructions are as follows.

The link for the 2015 ANA Code of Ethics is at the end of the following reference for it:


Click “No” to wanting additional information about the Code and then it opens right to the Code.
CURRICULUM ORGANIZATION
CURRICULUM ORGANIZATION FRAMEWORK

The major philosophical concepts provide direction for curriculum organization and outcomes. These concepts are derived from professional nursing education and practice, and environmental factors which include a rapidly changing health care delivery system. In an effort to develop a curriculum responsive to a dynamic health care delivery system, the faculty re-conceptualized the curriculum schemata.

Professional nurses must have the ability to define and conceptualize population parameters, and the health care needs of that population. Also, nurses must be able to recognize and predict shifts in health care needs to develop effective nursing practice interventions. Thus, as client needs shift, individual courses can be adapted within the overall framework.

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

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

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

I. Professionalism
   A. Leadership
   B. Ethical/Legal Practice

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

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

Revised October 2, 2009
**Professionalism**

“Professionalism is defined as the consistent demonstration of core values evidenced by nurses working...to achieve optimal health and wellness outcomes in patients...by wisely applying principles of altruism, excellence, caring, ethics, respect, communication, and accountability” (Interprofessional Professionalism Measurement Group, 2008). “Professionalism also involves accountability for one’s self and nursing practice, including continuous professional engagement and lifelong learning.” (AACN Essentials 2009, pg 26)

**Leadership**

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

**Ethical/Legal Practice**

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

Reviewed & Updated: February 5, 2010
Evidence-based Nursing Practice

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

A. **Nursing Process**: Is a problem solving method which includes assessment analysis, planning, implementation, and evaluation. Critical elements of the nursing process include levels of prevention, safety, cultural sensitivity, and quality management in health care.

B. **Research**: is a systematic, scientific inquiry into phenomena relevant to evidence-based nursing practice for the purpose of validating and developing knowledge of the profession.

C. **Informatics & Health Care Technology**: is the use of electronic systems to gather, monitor, and analyze data in the provision and improvement of patient care.

D. **Communication**: is a goal directed dynamic, written, verbal, nonverbal, and electronic interactive process. Communication involves contextual transmission, analysis, interpretation and evaluation of messages. Communication skills promote interpersonal, therapeutic, group, and professional relationships.

E. **Collaboration**: is a process of working toward mutual goals to improve patient outcomes. Collaboration involves collegial relationships with other members of the health care team, including patients.

F. **Critical Thinking**: is the process of questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application, and creativity (AACN, 1998; as cited in AACN, 2008, p. 36). Critical thinking underlies independent and interdependent decision making. (AACN, 2008, p. 36)

Reviewed and Updated: February 5, 2010
Systems

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

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

   a. The individual is an integration of biological, psychological, sociocultural, and spiritual spheres. Although composed of similar systems and subsystems, individuals are considered across the life span in relation to their human diversity, genetics, and growth and development.

   b. The family is an open system that continually interacts with its members and the environment. Family is defined by the individual.

   c. The community is either a geopolitical or phenomenological group of people with shared interests, goals, identity, and/or physical boundaries.

   d. Population is any group with a common characteristic.

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

Reviewed & Updated: February 5, 2010
Professional Standards of BSN Program

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

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

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

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

The nine Essentials are:

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

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

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

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

- Essential V: Health Care Policy, Finance, and Regulatory Environments
  o Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.
• Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes
  o Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.

• Essential VII: Clinical Prevention and Population Health
  o Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.

• Essential VIII: Professionalism and Professional Values
  o Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.

• Essential IX: Baccalaureate Generalist Nursing Practice
  o The baccalaureate-graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.
  o The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

Learning opportunities, including direct clinical experiences, must be sufficient in breadth and depth to ensure the baccalaureate graduate attains these practice-focused outcomes and integrates the delineated knowledge and skills into the graduate’s professional nursing practice. Clinical learning is focused on developing and refining the knowledge and skills necessary to manage care as part of an interprofessional team. Simulation experiences augment clinical learning and are complementary to direct care opportunities essential to assuming the role of the professional nurse. A clinical immersion experience provides the opportunities for building clinical reasoning, management, and evaluation skills.
## Traditional BSN Curriculum Plan

### Effective Fall 2017

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<td>Adult Health Nursing II</td>
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<td>Adult Health Nursing II Clinical</td>
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* Statistics options include STA 215, STA 270, COR 400, CRJ 400, PSY 309, QMB 200, SOC 232, HEA 350, or approved substitutions.

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

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

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

Class scheduling is dependent on student enrollment as well as faculty and clinical availability. The program reserves the right to alter the schedule plan as necessary to ensure a quality educational program.
Required NSC courses: 65 hours

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

1. Communication 9
   A. ENG 101 or 105
   B. ENG 102, or HON 102
   C. CMS 100 or 210

2. Mathematics (MAT 105) 3

3. Arts and Humanities 6
   (One of each or two integrated)

4. Natural Sciences (lab courses) 7
   -CHE 105 & 105L (4 hours)
   -Additional Course from Element 4 (3 hours)

5. Social and Behavioral 6
   A. History
   B. Social Science (PSY 200)

6. Diversity-Two Courses 6

University:

   Orientation Course (HSO 100) 1

   Writing Intensive Course (NSC 390W) 2

   ACCT Course (NSC 492) 5

Other Support:

   BIO 171, BIO 301, BIO 273 or MLS 209, NFA 201, STA 215 or equivalent 16/15

Electives as needed

Total 120-122
### 2nd Degree BSN Curriculum Plan

21 Month Plan  
Effective Fall 2017

Prerequisite Support Courses which must be completed prior to admission to the Second Degree Option Nursing Major: BIO 171, BIO 301, BIO 273/MLS 209, NFA 201, and STA 215*.

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<td>NSC 380</td>
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<td>Clinical Drug Therapy</td>
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<td>NSC 396</td>
<td>Family Health Nursing</td>
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<td>NSC 386</td>
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<td>NSC 392</td>
<td>Mental Health Nursing</td>
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<td>NSC 487C</td>
<td>Public Health Nursing Clinical</td>
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<td>NSC 392C</td>
<td>Mental Health Nursing Clinical</td>
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<tr>
<td>NSC 390W</td>
<td>Research for EBNP</td>
<td>2</td>
<td>NSC 492</td>
<td>Complex Client Health Care</td>
<td>2</td>
</tr>
<tr>
<td>NSC 480</td>
<td>Health Care Leadership</td>
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<td>NSC 492C</td>
<td>Complex Client Health Care Clinical</td>
<td>3</td>
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<tr>
<td>NSC 484</td>
<td>Adult Health Nursing III</td>
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<td>NSC 495</td>
<td>Professional Role Transitions</td>
<td>2</td>
</tr>
<tr>
<td>NSC 484C</td>
<td>Adult Health Nursing III Clinical</td>
<td>2.5</td>
<td>NSC 496</td>
<td>Application of Nursing Theory</td>
<td>2</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

**Nursing Credits = 65 hours**

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

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

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

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

Initial Approval by DBGN Faculty: 11/02/01  
Revised: 09/19/08, 02/04/11, 1/13/12, 02/02/15, 08/03/17, 01/22/18
Baccalaureate Nursing Practice

The practice of nursing includes the provision of direct care to clients. Certain cognitive and psychomotor capabilities are essential for safe and skillful practice. In order to complete the baccalaureate nursing program, the student must:

- Analyze, plan, and evaluate health care;
- Communicate with clients and other members of the health care team;
- Perform health assessments using equipment including stethoscopes, monitors, and warning systems;
- Effectively perform CPR and assist the client in meeting health care needs through interventions including the performance of skills and provision of emotional and physical support;
- Prepare, administer, and monitor medications.

COMMUNICABLE DISEASES & BLOOD-BORNE PATHOGEN POLICY

(See Appendix II)
LEGAL AND ETHICAL RESPONSIBILITIES
LEGAL AND ETHICAL RESPONSIBILITIES

Students are expected to conform to the legal and ethical standards of the nursing profession. All persons, whether registered nurses, students, aids, or laymen, are at all times legally liable for their actions. Student status does not make one exempt.

Under the Kentucky mandatory nurse practice act, students, while functioning under the direct supervision of a clinical nursing instructor, are exempt from the requirements to hold a current Kentucky nursing license to practice nursing (as defined by the State Nurse Practice Act). The student, while carrying out responsibilities in patient care, must act as a reasonably prudent person. The amount of experience and education along with past performance and academic record are some of the criteria that are considered in determining the expectations for the “reasonably prudent”. Responsibility increases as the student progresses in knowledge and experience. It is the responsibility of the student to inform the clinical instructor when the patient’s need for a treatment or task is one in which the student has not been taught or is contrary to the student’s knowledge. It is important to note that anyone who undertakes to act as a nurse has a responsibility to meet the needs of the patient. Treatments or tasks incorrectly performed and/or failure to perform treatment or tasks needed by the patient constitutes negligence. Failure to act as a reasonably prudent student is unsafe practice.

Students need to familiarize themselves with the laws of the state in which they intend to take the National Council Licensure Examination. In general, State Boards have the power to:

1. Deny admission to take licensure examination.
2. Require that the individual be graduated from an approved school.
3. Require reporting of misdemeanor or felony convictions.
4. Deny licensure to persons who negligently or willfully act in a manner inconsistent with the practice of nursing, or is unfit or incompetent to practice due to other causes, such as abuse of controlled substances, fraud, or deceit.

LICENSURE

Information on licensure can be obtained from the Kentucky Board of Nursing (KBN) website at www.kbn.ky.gov or by contacting the board via telephone or mail. Potential applicants for licensure who have a history of a criminal conviction should review the information related to misdemeanor and/or felony convictions posted on the KBN website.

Current standards for initial licensure include graduation from an approved school of nursing, successful results on the National Council Licensure Examination (NCLEX), and the ability to read with comprehension, understandably speak, and write the English Language. Graduation from an approved program of nursing presumes that an applicant for initial licensure demonstrates sufficient competency to deliver safe and effective care. It is recognized that competency standards for initial entry into practice evolve as society changes. To this end, a licensing body is dependent upon the faculty of the prelicensure program of nursing to foster program outcomes reflective of current practice demands, to assure that the competency level
of program graduates supports safe and effective nursing care and to reinforce the need for continued learning throughout a nursing career. www.kbn.ky.gov/education

**Student Employment**

Kentucky has a mandatory nurse practice act. A mandatory act requires that anyone who practices nursing according to the definition of the practice in the state nurse practice act must be licensed. Exemptions to this include the practice by students of nursing in their course of study while under the supervision and direction of a clinical nursing instructor.

A student who may be employed by a hospital or other health care facility is not exempted in the activities they may perform and may not in any way practice nursing as defined in the state nurse practice act. The fact that coworkers or the institution may permit such action does not change the legality.

It is the responsibility of students to work only where they are under the supervision of a registered nurse. If there is any question about one’s assignment, the student should seek advice from the nursing department where they are employed. It is the responsibility of the student to refuse to perform any treatments or tasks they have not been taught to do or are contrary to their knowledge regardless if the performance of such treatments or tasks is not contrary to the nurse practice act.

In situations where one is functioning as an employee rather than a student, no part of the uniform which would identify the wearer as a student of Eastern Kentucky University may be worn.

It is important to note that the professional liability insurance required to be carried by each student covers the individual only while functioning in the role of student. It does not protect the student while functioning as an employee of a health care facility.

The Department of Baccalaureate and Graduate Nursing assumes no responsibility for students’ activities as an employee of an agency. Students are personally responsible and liable for any activity they participate in while employed. Students who practice illegally may jeopardize their future since persons who are convicted of a violation of the Nurse Practice Act may not be eligible to sit for NCLEX and subsequently receive licensure.
ADMISSION AND PROGRESSION INFORMATION
ADMISSION AND PROGRESSION REQUIREMENTS

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

In addition to the academic criteria required for admission, the student must meet the standards written into the Commonwealth of Kentucky Nurse Practice Act. Specifically, the Nurse Practice Act requires that each student be of good moral and ethical character, good mental and physical health, and be academically qualified to fulfill the role and responsibilities of a person licensed to practice as a professional nurse. Applicants for nursing programs should review licensure information posted on the Kentucky Board of Nursing’s website, including the information for candidates with a history of prior criminal convictions. Students must meet all clinical agency placement requirements.

For progression, students must earn a grade of “C”/2.0 or better in all nursing and supporting courses. Students who fail to meet the requirements for progression must apply for readmission through the Baccalaureate Admission/Readmission Committee. Readmission to a nursing course is not guaranteed to any student. Please refer to the Baccalaureate Nursing Student Handbook for specific information on readmission procedures. The program reserves the right to alter the suggested plan as necessary to enhance a quality educational program.
Students should also refer to the Academic Standards section of this handbook under Academic Information.

CONSIDERATION BY EXCEPTION

Students who desire consideration of their extraordinary circumstance should submit an Application for Admission – Consideration by Exception to the Department Chair by October 31 for Spring enrollment and by March 31 for Fall enrollment. The Admission/Readmission Committee will recommend approval or disapproval of the “CONSIDERATION BY EXCEPTION” to the Department Chair.

TRANSFERS FROM OTHER COLLEGES AND UNIVERSITIES OR OTHER NURSING PROGRAMS, READMITTED STUDENTS TO EKU, AND CHANGE OF MAJORS

Transfer students must apply for admission to the University and declare Baccalaureate Nursing as their major. In addition to the official transcripts which are sent to EKU’s Admissions Office, transfer students must also submit copies of all transcripts to the Department Chair for review. These transcripts will be considered part of the application process and are necessary to determine admission and placement.

Students wishing to transfer nursing courses from another accredited institution must have a minimum grade equivalent of a 2.0 (C) or the program’s passing grade in any nursing or support course to be transferred. In addition, the applicant must submit complete course outlines and/or syllabi for nursing courses to the Department Chair for review and consideration for approval. This material should be submitted well in advance of expected matriculation in order to provide time for necessary evaluation.

Transfer students who have been enrolled in nursing courses in another nursing program must also submit an Applicant from Another Nursing Program form and a Nursing School Director Reference form from all programs in which the student was previously enrolled. All students who wish to transfer and have had previous enrollment in nursing courses at another nursing program must apply through the Admission/Readmission Committee. If a student who wishes to transfer has had a deficiency in nursing course(s) taken at the other nursing program, the student must apply through the Admission/Readmission Committee as well. A deficiency is defined as (a) a theory grade less than the passing grade, (b) an unsatisfactory grade in clinical, or (c) withdrawal from a course in which the student was deficient in classroom or clinical performance at the time of withdrawal. To be considered by the Admission/Readmission Committee, the student who has been enrolled in another nursing program must submit: 1) Application for Admission to Clinical Nursing Sequence form, 2) Applicant from Another Nursing Program form, 3) Nursing School Director Reference form from the previous nursing school director(s), and 4) transcripts from all previous academic work.

Students who have previous academic course work and declare pre-baccalaureate nursing as their major should note that some support courses/prerequisite courses must have been completed within a specific time frame unless an exception is granted by the Department Chair.
ADMISSION TO THE TRADITIONAL BACCALAUREATE NURSING PROGRAM CLINICAL SEQUENCE

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

If a student is not admitted and desires to be considered for admission to a subsequent semester, a new application form must be completed and returned. All students whose applications must be considered by the Baccalaureate Admission/Readmission Committee (transfer nursing students, students desiring consideration by exception, students seeking admission who have previous deficiencies in nursing courses, and students seeking readmission) must submit all required materials by the specified date given on the forms and in the policy. Mailed applications should be sent certified mail to ensure the applications are received by the department.

Students who are seeking admission to the Baccalaureate Nursing Program must submit copies of all required documentation (please refer to the Section “Required Documentation for Clinical/Clinical Agency Placement Requirements” for specific information) along with their application to Rowlett 223 by March 31 when making application for fall term and by October 31 when making application for spring semester. **Any exception must be approved by the Department Chair. This documentation must be kept up to date each semester of enrollment in the clinical courses and cannot expire at any time during a semester. An application for admission is considered incomplete unless all required documentation has been submitted. Incomplete applications are not reviewed for admission. In addition, students must meet clinical agency placement requirements.**

Additionally, all students entering the clinical nursing sequence must register for Professional Liability Insurance and re-register each August thereafter while enrolled in NSC courses. (See Required Documentation for Clinical section of this handbook).
### Eastern Kentucky University
College of Health Sciences
Department of Baccalaureate & Graduate Nursing
Traditional Undergraduate Admission Scale

**STUDENT NAME:** ________________________________________  **EKU ID #** ____________________

<table>
<thead>
<tr>
<th>CURRENT GPA</th>
<th>POINTS POSSIBLE</th>
<th>POINTS EARNED (3.50 GPA = 3.5 POINTS)</th>
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<td></td>
<td>4 points</td>
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<table>
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<tr>
<th><em>SUPPORT COURSES</em></th>
<th>POINTS POSSIBLE WITH GRADE OF:</th>
<th>POINTS EARNED FOR EACH COURSE AND REPEAT OF THE COURSE.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Biological/Natural Sciences)</td>
<td>A = +2</td>
<td>(All deficiencies and first passing grade will be counted.)</td>
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<tr>
<td></td>
<td>B = +1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C = 0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D or F = -2</td>
<td></td>
</tr>
</tbody>
</table>

| BIO 171 | 2 points | |
| BIO 273/MLS 209 | 2 points | |
| BIO 301 | 2 points | |
| CHE 105/105L | 2 points | |
| NFA 201 | 2 points | |

<table>
<thead>
<tr>
<th>BEGINNING NSC COURSES</th>
<th>POINTS POSSIBLE WITH GRADE OF:</th>
<th>POINTS EARNED FOR EACH COURSE AND REPEAT OF THE COURSE.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A = +2</td>
<td>(All deficiencies and first passing grade will be counted.)</td>
</tr>
<tr>
<td></td>
<td>B = +1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C = 0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D OR F = -4</td>
<td></td>
</tr>
</tbody>
</table>

| NSC 232 | 2 points | |
| NSC 242 | 2 points | |
| NSC 252 | 2 points | |

**TOTAL POINTS EARNED FOR ADMISSION: ____________________________________**

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

1. Admission is competitive and will be based on the calculation of points for those students eligible to be considered for admission. For students to be eligible to be considered for admission to the clinical nursing courses, they must meet the minimum requirements, which include: completion of the first three semesters of college work as outlined in the curriculum plan, have submitted a complete department application, all prerequisite courses must be completed with a grade of “C”/2.0 or better, and a minimum cumulative GPA of 2.5 on a 4.0 scale must be obtained. Completion of eligibility criteria does not guarantee admission to the clinical nursing courses. Spaces are limited and the most qualified applicants will be selected for admission.

2. All coursework listed on the Traditional Undergraduate Admission Scale must be no greater than five years old when application is made by the pre-nursing baccalaureate student for admission to the nursing clinical sequence/baccalaureate nursing major. Coursework greater than five years old must be repeated for currency unless an exception is approved by the Department Chair. A student who wishes to request an exception should, after consulting with the advisor, submit a request in writing to the Department Chair with rationale for the exception. If approved, the Department Chair will document in the student’s file with a copy to the student and advisor.

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

4. When application is made for spring term, the GPA and course grades available after the close of the fall term when grades are available will be used. When application is made for fall term, the GPA and course grades available after the close of the spring term when grades are available will be used; courses completed in the summer term after the close of the spring term will not be included in the point calculation. The student electing to complete a course in the summer term may compete for admission but will be doing so based on the point calculation at the end of the spring term. If a student is competitive for admission, the admission will be contingent upon documentation being available at the close of the summer term that the course was completed with a grade of “C”/2.0 or greater.

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

5. In the event a course has been repeated, the calculations will be made as follows:
   a. every grade attempt which resulted in a deficiency (grade of D or F or equivalent) will be included in the calculations, unless those grades are shown as officially bankrupted on the transcript.
   b. grade attempts which resulted in a passing grade (C, B, or A) will include only the first attempt which resulted in a passing grade in the calculation.

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

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

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

To be eligible to enter the option, the student must have been officially admitted to the option and must have completed all pre-requisite course work in BIO 171, 273 or MLS 209, BIO 301, NFA 201, and STA 215 with a grade equivalent of 2.0 (C) or greater. Course work in BIO 171, 273 or MLS 209, BIO 301 and NFA 201 must have been completed within the previous five years unless an exception is granted by the Department Chair. All admissions are made with the provision that documentation of completion of pre-requisite courses must be available from the Registrar when grades are recorded at the end of the current semester before enrollment in the option (end of the summer term for fall enrollment). Otherwise, the student may lose his/her place in the class. As review of science pre-requisite grades is part of the competitive admissions process, applicants are strongly encouraged to have science pre-requisite courses completed when the application is submitted. Course work in support courses that is greater than five years old must be approved by the Department Chair or repeated for currency.

In addition to the academic criteria required for admission, the student must meet the standards written into the State of Kentucky Nurse Practice Act (KNPA), which requires each student be of good moral and ethical character, good mental and physical health and be academically qualified to fulfill the role and responsibilities of a person licensed to practice as a professional nurse. Applicants for
nursing programs should review licensure information posted on the Kentucky Board of Nurse’s website, including information for candidates with a history of prior criminal conviction. In addition, students must meet clinical agency placement requirements.

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

MAKING APPLICATION TO BOTH TRADITIONAL AND SECOND DEGREE OPTION

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

PROGRESSION IN THE SECOND DEGREE OPTION

To be eligible for progression, students must achieve a grade equivalent of 2.0(C) or higher in all nursing and supporting courses. Students who are unsuccessful in a nursing course must apply for readmission through the Admission/Readmission Committee. If a student enrolled in the Second Degree Option is unsuccessful in a nursing course and applies for readmission, the student will be considered for the Traditional Option only. Please refer to that section of the policy for more specific information on progression and readmission. The HESI Mid-Curricular Examination will be given at the end of NSC 396, and students who score below standard must enroll in NSC 378 (please refer to the Academic Standards section).
I. ADMISSION TO TRADITIONAL CLINICAL NURSING SEQUENCE
   a. Student is competitive for admission.
   b. Student must plan to complete pre-requisite courses by end of current semester, or by end of summer term for fall enrollment. NOTE: As the point system for competitive admission includes grades for specific pre-requisite support courses, delaying enrollment in one of those courses until summer immediately before anticipated fall admission will make the student less competitive for admission. The points will be calculated and admission decisions for the fall term will be made as soon as grades are available after the close of the spring term. For that reason, students seeking fall admission are strongly encouraged to have all those pre-requisite courses completed by the end of the spring term during which the application is submitted in order to ensure their application is as competitive as possible.
   c. Student has no deficiencies in any nursing courses (see admission and readmission information).
   d. Students must meet clinical agency placement requirements.
   e. Student has submitted a complete Application for Admission to Clinical Nursing Sequence form by March 31 for fall semester admission and by October 31 for spring semester admission.
   f. If admission is made with provision that documentation of completion of all pre-requisites be available from the registrar when grades are recorded, it is the student’s responsibility to verify all transfer credits are received and correspondence course grades are recorded. If documentation of completion of pre-requisite courses is not available by the date stated, the student is subject to disenrollment from the nursing classes and may lose his/her space in the classes. In addition, all required documentation for clinical must be on file by the deadline.
   g. Student will be notified by letter sent to the students EKU email address, if admitted to class.

II. ADMISSION BY EXCEPTION
   a. Students who do not meet the criteria for admission in Category I above, but who have extraordinary circumstances they wish to have considered by the Admission/Readmission Committee, may apply in this category.
   b. Students who wish to apply through the Admission/Readmission Committee must submit the proper form, Application for Admission – Consideration by Exception by March 31 for fall semester admission and by October 31 for spring semester admission. Students who apply after those dates will be considered only if spaces are available in the class.
   c. Notification of decision letter will be sent to the students EKU email address within 10 days following the committee meeting. Students who are denied Admission by Exception are placed back in the applicant pool and compete for admission under the same criteria as applicants in the other categories.

III. ADMITTED TO THE 2ND DEGREE OPTION
   a. Applicant has met all requirements for admission to this option and has been selected for admission by the Department. All support pre-requisite courses have been completed with a grade equivalent of 2.0/C or higher, and all required documentation, forms, and transcripts have been submitted. If the applicant is lacking supporting courses, the admission will be
provisional upon completing the specified supporting courses with a grade equivalent of 2.0 (C) or higher before enrolling in the 2nd Degree Option course work. Documentation of completion of supporting courses must be available from the Registrar prior to beginning the fall semester in which the student plans to enroll in the 2nd Degree Option. If admission is granted, the applicant will be notified by letter.

b. Applicant must have met all admission requirements of Eastern Kentucky University.

c. Applicant must have no deficiencies in nursing courses (see admission and readmission information).

d. Applicant must have no deficiencies in supporting pre-requisite courses.

e. All documentation for clinical must be current and on file by the due dates.

f. Students must meet clinical agency placement requirements.

IV. READMISSION/PROBATION/ADMISSION WITH PREVIOUS NURSING DEFICIENCIES

a. Students with previous deficiencies in nursing courses must apply in this category through the Admission/Readmission Committee. A deficiency is defined as: 1) nursing theory grade less than passing; 2) unsatisfactory grade in clinical; or 3) withdrawal from a nursing course in which the student was deficient in classroom or clinical performance at the time of withdrawal.

b. Application must be made to the Admission/Readmission Committee by the following dates:

1. Students seeking admission to the Baccalaureate Nursing program who have had deficiencies in previous nursing courses must make application by October 31 for spring semester admission and by March 31 for fall semester admission and be considered by the committee. If the deficiency was from another nursing program, the applicant must submit an Applicant from Another Nursing Program form and a Nursing School Director Reference form. Transcripts of all previous work must be submitted with the forms. All material must be submitted by the above dates for the student to be considered by the committee. Students seeking admission who have deficiencies in previous nursing courses must compete for spaces with students seeking readmission to EKU’s baccalaureate nursing courses and will be considered on that basis.

2. Students with deficiencies in EKUs baccalaureate nursing courses (NSC) who wish to be considered for readmission to those courses must make application for readmission no later than May 15 for fall readmission and no later than 12 noon the first date of the University reopening after the holiday break for spring readmission. As the date for the committee to meet for spring readmission consideration may fluctuate due to the length of time between the fall and spring term, students should submit the application for readmission as early as possible to ensure the application will be received before the committee meets. The date for the committee meeting will be posted and can also be obtained from the office staff. Students who submit an application for spring readmission after the committee meets will be deferred until the following semester for consideration.

c. Upon recommendation of the committee, a student with a deficiency can be admitted/readmitted on a Space Available Basis. If spaces are not available that semester, the student will NOT be guaranteed space in the following semester, but will need to reapply.

d. Students who are granted admission/readmission in this category are on probation.

e. Notification of decision letter will be sent to the student’s EKU email address within ten days following the committee meeting.

f. Students who are denied readmission or admission and who wish to be considered for a future semester must make application again for that semester.
V. DENIED ADMISSION
   a. Student is not competitive for admission.
   b. Student has failed to complete a support course and has been denied admission by exception.
   c. Student is an applicant from another program, or student has had a previous deficiency in a nursing course, and has been denied admission.
   d. Student does not meet the clinical agency placement requirements.
   e. Student will be notified by letter if not admitted to the class.
   f. Students who are denied admission and who wish to be considered for a future semester must make application again for that semester.
Policies Regarding Progression and Readmission

Admission/readmission is not guaranteed to any student for any nursing course. The following are criteria for progression and readmission:

1. The student is eligible to continue with Eastern Kentucky University.
2. The student demonstrates the ability to complete the curriculum within eight (8) years from the date of entry as a freshmen to the University. For students entering later in the curriculum (transfer students, readmitted students or change of major students), curriculum must be completed in twice the number of semesters which the student has to complete the nursing program. For example, if the student entered in the second semester of the sophomore year, the student must complete the program within five (5) years. Second degree students are considered transfer students for the purpose of time limit on completion.
3. The student maintains a minimum GPA of 2.5.
4. The student has not earned less than a “C” or “satisfactory” in two NSC courses.
5. The student has had no absence from the program in excess of one year (two semesters) from the date of departure until the semester for which re-application is made.
6. The student demonstrates the ability to satisfactorily complete the clinical component.
7. There is space in the course to which the student is requesting entrance. Students who are denied readmission due to lack of space available will not be guaranteed space in the following semester, but will need to reapply.
8. The student’s academic integrity record may be considered in admission/readmission decisions.
9. The student is eligible for clinical agency placement.

The student may be admitted/readmitted to the nursing program on a probationary status. A student on probation must maintain satisfactory classroom and clinical performance. If academic or clinical difficulty arises during the probationary period, the student will be denied readmission. Probationary status will be lifted after one semester provided the student meets the following conditions: (1) 2.0 (C) in all nursing courses with a minimum cumulative G.P.A. of 2.5, (2) successful completion of the clinical component, (3) successful completion of content in which the student was previously deficient.

Who Must Apply for Readmission

1. Students who withdraw from/drop a nursing course.
2. Students with a final grade below 2.0 (C) in any nursing course.
3. Students who drop out of the nursing program for one or more semesters.

How to Apply for Readmission

Submit a completed Application for Readmission form (or Applicant from Another Nursing Program form and Nursing School Director Reference form, if that category applies) by the date specified on the form to the department secretary in Rowlett 223. If the application is mailed, it should be sent certified mail.

When to Apply

All applications for admission are due by March 31 for fall admission and by October 31 for spring admission. Only complete applications will be considered.
The Application for Readmission form is due no later than May 15 for Fall readmission and no later than 12 noon of the first day the University reopens after the holiday break for Spring readmission. The dates for the readmission applications are set for a later time in the academic year to allow students to receive final grades for the semester. However, students are encouraged to submit the completed application documents as early as possible. Only complete applications will be considered. Please refer also to Section IVb, Undergraduate Admission Categories.

**When the Committee Will Meet:**
Meeting time will be posted in the Rowlett Building and information will be available through the department secretaries.

**How Is A Decision Is Made**
1. The committee will consider multiple factors and performance in previous courses. Recommendations will be based upon:
   A. Complete record of academic performance, including grade point average and performance in the course for which readmission is sought.
   B. The number of times the student has repeated other courses.
   C. The nature of any documented deficiencies (academic, clinical, moral, ethical) and whether they lend themselves to further successful progression in Baccalaureate Nursing.
   D. Evidence that the student has sought or will seek ways to correct deficient areas.

**When Decisions Will Be Known**
1. Students will be notified by letter sent to the student’s EKU email address within (10) days following the meeting. Letter will be emailed to the student’s official EKU Student email address.
2. The student’s advisor and appropriate course faculty will receive a copy of the committee’s recommendation.

**Student Response to Committee Decisions**
1. All students who are recommended for admission/readmission need to see their advisors regarding any necessary schedule changes.
2. Readmitted students should contact the course faculty for classroom and clinical placement information.
3. Students not admitted/readmitted should consult their advisors regarding their schedules.
4. An appeal of the committee’s decision can be made in writing in the following sequence:
   A. First to the Baccalaureate Nursing Admission/Readmission Committee. The student must appear before the committee for this appeal.
   B. Chairperson, Department of Baccalaureate and Graduate Nursing
   C. Dean/Associate Dean College of Health Sciences
   D. Admission/Progression Committee, College of Health Sciences
CLINICAL INFORMATION
REQUIRED DOCUMENTATION FOR CLINICAL/CLINICAL AGENCY PLACEMENT REQUIREMENTS
Pre-licensure Students (Traditional & Second Degree BSN)

All students must submit evidence of compliance with immunization requirements, screenings, CPR training, background check, drug screening, and health insurance certificate/letter of coverage with application for admission to the clinical nursing sequence (see Admission and Progression policies for pre-licensure and registered nurse students). All records must be current and cannot expire anytime during the semester in which the student is enrolled in a clinical nursing course. It is the student’s responsibility to provide updates on expired requirements. Updates are required to be submitted by December 1st for Spring semesters, May 1st for Summer, and August 1st for Fall semesters. Failure to do so will result in the student not being eligible to continue in the nursing program. Students progressing in the program who do not meet these deadlines are subject to disenrollment from their clinical nursing courses. All students must also submit evidence of professional liability insurance, purchased through EKU, while enrolled in clinical nursing courses. Clinical documents verifying compliance with immunizations, tuberculosis screening, CPR, medical insurance coverage, urine drug screening, background check and other requirements must be submitted to CastleBranch before admission to clinical. It is the student’s responsibility to provide updates as indicated. The following is a list of specific requirements:

IMMUNIZATIONS & TUBERCULOSIS SCREENING
1. Tuberculosis Screening
   a. An initial Two-Step TB Skin Test is required before beginning the clinical nursing sequence. In a Two-Step procedure, a person is given a baseline PPD test. If the test is negative, a second test is administered one to three weeks later. If the second test is negative, the person is considered uninfected. A positive test indicates the need for further screening. The students must specify they are requesting the Two-Step PPD when they initiate the testing procedure.
   b. Students who have completed the initial Two-Step screening, an annual negative PPD Skin Test is required.
   c. If the PPD Skin Test is positive, or if a PPD is contraindicated, further evaluation is necessary.
   d. TB blood tests are acceptable and will satisfy the Two-Step TB screening requirement. Acceptable blood tests are QuantiFERON-TB Gold or T-SPOT TB test.
   e. TB screenings must be repeated annually. Updated screening must be received in or before the same month as the anniversary date of the last screening.

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

2. MMR-Measles, Mumps, Rubella and Rubeola Immunity: Documentation of protective rubeola, rubella, and mumps titers (if one titer is negative you should receive a booster and recheck your titer) or documentation of two doses of vaccine 28 days apart after the first birthday. The two doses of vaccine can be given four weeks apart.
3. Hepatitis B vaccination: documentation of vaccination with three doses of vaccines.
   - Documentation of first two doses must be submitted with BSN application if series is needed.
   - Documentation of third dose must be submitted six months after second dose is administered.

4. Varicella (chicken pox) Immunity: Must have either serologic evidence of immunity (varicella zoster
   virus titer) or documentation of vaccine, (two doses, four weeks apart).
   - If a student had chicken pox in the past, they must submit documentation of immune titer or
   two doses of varicella vaccine.

5. Pertussis booster vaccine (TDaP-Adacil, which has the pertussis component). This vaccine is for
   adolescents and adults and is different from the vaccine given to infants and young children. Td, dT, or
   DtaP are not acceptable forms of the TdaP vaccine. Vaccine must be received within the past 10 years. If
   vaccine was received more 10 years ago, documentation of expired Tdap vaccine and an updated Td
   booster must be submitted.

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

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

   CARDIOPULMONARY RESUSCITATION (CPR)
   Clinical sites now require students to have completed American Heart Association, Basic Life
   Support training prior to attending clinical in their facility. All students, consequently, are now being
   required to have evidence of current satisfactory completion of CPR training during ALL clinical
   rotations. The CPR certification must remain current throughout the entire semester of the clinical
   course and cannot expire at any time during the semester. Once a person is trained initially, retraining is
   required when expired.

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

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

   American Heart Association: Call the regional office in Lexington, (859) 278-1632, for class information.

   All hospitals offer classes to employees and most allow outsiders if space is available. If you are a
   hospital employee, this class is often free.
YMCA: Call the local YMCA for class information.

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

**INSURANCE:**

**Personal Illness:**

The cost of treating illnesses or injuries incurred in clinical situations is not covered by the clinical agency. Students are **required** to carry personal health insurance to cover such situations. Submit Certificate/Letter of Coverage containing student’s name, group number, effective date, and current date from Insurance Provider with your application to the Clinical Sequence Nursing Program and by August 1st annually.

**Professional Liability Insurance:**

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

**CastleBranch:**

Eastern Kentucky University College of Health Sciences is now utilizing CastleBranch as a system to maintain clinical documents, process background checks, and assist in the urine drug screening process. It is the student’s responsibility to upload clinical documents into CastleBranch prior to the application deadline. These documents are shared each semester with the clinical facilities. Information about submitting clinical documents, processing a Background Check, and completing a Urine Drug Screening are as follows:

**Background Check:**

Eastern Kentucky University College of Health Sciences now requires background checks for all students entering programs in the Health Sciences. This is to ensure a safe clinical environment for both students and the public and to meet the contractual requirements of clinical facilities.

Eastern Kentucky University College of Health Sciences has worked with CastleBranch to establish an acceptable screening procedure. Students who fail to submit a background check through CastleBranch cannot complete or maintain enrollment in any Eastern Kentucky University College of Health Sciences Program.

Upon completion you will receive notification that your background screen is complete and a copy of your report will be available to Eastern Kentucky University College of Health Sciences. If any information is found that would negatively affect your eligibility for Health Sciences program, you will be
given an opportunity to challenge the information through the Adverse Action process associated with CastleBranch.

It is important that you submit information in a timely fashion so the information will be available for the program to review by the deadlines published. If you have any questions on the background screening process, please contact CastleBranch Client Services at 888-723-4263.

**Urine Drug Screening:**

Urine drug screening is required for all students to meet contractual requirements of clinical facilities and consists of a 9-panel standard urinalysis panel (marijuana, cocaine, PCP, amphetamines, opiate metabolites, barbiturates, benzodiazepines, methadone, and propoxyphene) plus MDMA (ecstasy), oxycodone, and hydrocodone. Students must obtain a urine drug screen prior to initial enrollment in the nursing program. Random drug screenings or audits could also be required while enrolled in the program. EKU has contracted with CastleBranch to establish an acceptable screening procedure. Students who fail to submit a urine drug screen through CastleBranch cannot complete or maintain enrollment in any Eastern Kentucky University College of Health Sciences Program. If the drug test contains a positive result, the student will be contacted by a Medical Review Officer (MRO) affiliated with CastleBranch for consultation and/or for additional information to substantiate the positive result. Students with verified positive screening results will be ineligible to participate in clinical experiences and therefore, cannot be successful in the course or progress in the program. Instructions are on the following flyer.

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**To be considered current and in compliance, all records MUST be approved by both CastleBranch and the Department of Baccalaureate and Graduate Nursing, must remain current through the entire semester, and must not expire at any time during the semester in which the student is enrolled in clinical course(s).** It is the student’s responsibility to ensure currency and validity of required documentation.
Background Check, Drug Test, & Medical Document Manager

ATTENTION STUDENTS:

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

Follow the directions below to get started:

2. Click on “PLACE ORDER,” “Please Select,” and “BSN.” (Do not select BSN Invoice.)
3. Select **EJ31: Background Check – Drug Test – Medical Document Manager**
   (Note: You will see 3 separate codes listed. Do not select these unless approved by the BSN Office.)
4. Then proceed with the prompts.

GET STARTED NOW at:
https://portal.castlebranch.com/EJ17

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

We have established Dove Professional Apparel as the only designated company in which to purchase the approved uniforms for the department for all clinical courses. The approved pants and tops for all clinical areas can be found on their website by using the school code found below.

The uniform policy will be strictly enforced by faculty. If students come to clinical in attire that does not meet the uniform policy, they will be given an unsatisfactory for that clinical day and will be sent home. There are no exceptions.

The order deadline will be determined at a scheduled fitting date and strictly enforced. Since all uniforms are ordered through Dove Apparel, located in San Diego, CA, there is an extended processing time. All orders placed after the assigned deadline will be considered late. All ‘late’ orders, orders with credit card issues, etc., are not guaranteed for on time deliveries.

Dove Apparel’s website: www.doveapparel.com/register
School Code: EKU-BSN

PROFESSIONAL APPEARANCE EXPECTATIONS

It is expected that students as potential members of the health profession, will uphold standards of professional appearance at all times. Professional appearance expectations apply to all clinical experiences and settings. Professional appearance includes the following:

1. **Hair** off the shoulders, out of the face, simple in style, and without ornamentation/decoration. Hair must be pulled back off the face and must not fall in the face when moving or leaning forward.
2. **Fingernails** must be natural (no artificial nails or “tips”), short, and without polish or other decoration.
3. **Cosmetic use** must be moderate (light day make-up is acceptable).
4. **Clothing and shoes** must be clean. Clothing must be wrinkle-free. No clogs.
5. A long or short sleeved white crew neck T-shirt may be worn under your scrub top.
6. **Scents or colognes** can cause allergic reactions or nausea in some clients and should not be used during client care experiences. Please note that a strong odor of tobacco is also a scent and can cause the same problems as stated above.
7. **Jewelry** is limited to one set of small plain post type of earrings (non-dangling) in the earlobes and one ring. One ring is permitted in most clinical sites, and the ring must be free of sharp or protruding settings. No other jewelry is permitted, pierced or otherwise, in or on any visible areas of the body.
8. **Name badges** indicating the individual is an EKU Baccalaureate Nursing Student must be worn at all times, unless another type of student identification is required by the agency. Name badge must be obtained from Dove Apparel.

Additional restrictions or requirements may be placed by the individual clinical agencies/settings and by the clinical faculty. An example of additional clinical agency restrictions is the one stating “no visible tattoos”. If a student has a tattoo and it is on an area of the body that may be reasonably covered, then covering the tattoo would permit clinical placement. However, some tattoos on areas such as fingers, hands, wrists, head, face, etc. that could not be covered would make a student ineligible for clinical placement due to the agency’s restrictions. Students who have questions regarding the dress code or clinical agency placement requirements should talk with the Chair of the Department of Baccalaureate and Graduate Nursing. In all cases, **the decision regarding appropriateness of apparel and appearances rests with the clinical faculty.** If a student is determined by clinical faculty to be out of compliance with the dress code, the student will not be permitted to participate in clinical experiences that day and will receive an “Unsatisfactory” for the day.

**IN HOSPITAL DIRECT CLIENT CARE**
1. **Stocking/hosiery/socks** must be white or natural (men and women)
2. **Shoes** must be white leather, clean and cover the heels and toes. No clogs are allowed. Shoes must have closed toes and heels.

**Final decision of the appropriateness of the uniform and appearance rests with the clinical faculty.**

**Transportation**
Students are expected to provide their own transportation. Carpooling is recommended.

**Items Needed for Clinical** (also referenced in Expense section)
1. Stethoscope
2. Bandage scissors
3. Pin light
ACADEMIC INFORMATION
MAJORS AND MINORS

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

ACADEMIC ADVISEMENT AND REGISTRATION

Each student is assigned an advisor who will work with the student in planning for the orderly transition through the program. Advisees will meet with their advisors at least one time per semester to review and plan for the upcoming semester. Additional meetings may be held if deemed necessary by advisee, advisor or both.

Students need to make an appointment to meet with their advisor during the advising period. Advisors will generally post or email hours when they will be available for student advisement. Since nursing faculty members are required to be away from campus supervising students in the clinical laboratory, advisees must contact their advisors several weeks in advance of registration. Under ordinary circumstances, only one’s advisor will give the student the Registration Access Code (RAC number). Registration is done online. Advisors are not available on weekends, during holiday breaks, when the University is closed, or during the summer break. Students should schedule appointments with advisors during the university scheduled advising period.

Schedule changes will be needed when a student has received a grade equivalent below 2.0 in any nursing course or required course or when the student’s cumulative grade-point average has fallen below a 2.0. Students who receive a grade equivalent below “2.0″ (C) in any nursing or support course or who interrupt their program after admission to the major for any reason must apply for readmission to the nursing sequence. Once interrupted in the nursing sequence, there is no guarantee that a student will be readmitted to the major.

Students are responsible for their own education. Each student is given a curriculum plan which clearly outlines the requirements of the program, semester by semester. Additional pertinent information is provided in the Student Handbook. It is the responsibility of the student to know and to follow the requirements, policies and procedures contained in this Handbook. As new policies and procedures are adopted by faculty, students will be provided this information in writing.

UNIVERSITY WRITING REQUIREMENT/Writing Intensive Courses

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

Beginning Spring 2012, the required course NSC 390W will fulfill the requirement for a writing intensive course.
ACADEMIC STANDARDS

A. A student may be asked to leave the nursing sequence regardless of academic grade if any of the following conditions exist:
   1. Demonstrated lack of aptitude for nursing
   2. Failure to exhibit behaviors of:
      a. Integrity
      b. Dependability and accountability
      c. Concern for human and societal needs
   3. Clinical nursing performance that jeopardizes safety of patient(s).
   4. Physical or emotional condition of a nature that affects, or is affected by one’s performance in nursing.
   5. Failure to conform to the legal and ethical standards of the nursing profession.
   6. Excessive absences. See departmental policy on attendance.
   7. Failure to maintain and submit the required documentation for participation in clinical experiences.
   8. Failure to meet clinical agency placement requirements.

B. All nursing (NSC) courses are sequential by semester. Unless permission is granted by the department to enroll in a course out of sequence, a student must complete all NSC courses in a semester successfully with a grade equivalent of 2.0/C or better in order to enroll in courses listed in the curriculum progression plan for the next semester. With the exception of NSC 232, 242, and 252, a student may NOT enroll in any NSC course without being admitted to the nursing major or receiving department approval. Department approval is required for enrollment in NSC 232, 242 and 252. All requests for permission to take nursing courses out of sequence must be made through the Baccalaureate Admission/Readmission Committee.

C. A student is required to maintain a grade equivalent of 2.0/C or better in all NSC courses in order to continue uninterrupted in the nursing major. All requests to repeat NSC courses must be made through the Baccalaureate Admission/Readmission Committee, with the exception of NSC 232, 242 and/or 252. For these courses, a form requesting an override must be submitted to the Department Chair.

D. In order to progress in the curriculum, a student who scores less than 900 on the mid-curricular HESI Examination is required to enroll in NSC 378 concurrently with the next semester’s NSC courses.

E. An NSC course may not be repeated without permission. A student may not repeat any course with an NSC designation more than one time. **Readmission to a nursing course is not guaranteed to any student.**
F. The curriculum must be completed within (8) years of the date of entry to the University as a freshman. For transfer students, the curriculum must be completed in twice the number of semesters which the student has to complete the nursing program. For example, if the student entered in the second semester of the sophomore year, the student must complete the program within five (5) years. Second degree students are considered transfer students for the purpose of time limit on completion. Students who have been absent from the program for greater than one year (two semesters) are not eligible to resume progression at the point where their study was interrupted.

G. Students must complete the Kentucky Board of Nursing required Integrated Practicum experience, which consists of a minimum of 120 clock hours of concentrated direct patient care in a health care facility to be completed within a 7-week period during the final semester or quarter of the program. In the EKU BSN program, the integrated practicum is incorporated into the clinical practicum experience of the capstone course, NSC 492. Students must complete this course and practicum during their final semester in the program prior to graduation. If for any reason a student will not complete all program requirements the semester he or she is scheduled to enroll in NSC 492 (e.g. all general education requirements will not be completed), the student must delay enrollment in NSC 492 until the final semester immediately prior to graduation. If for some reason a student enrolls in NSC 492 but does not graduate, the course and practicum must be repeated during the final semester just prior to graduation. Students who enroll in free elective courses, or who are pursuing a second major or minor, must have those courses completed in the same semester as which they complete all degree requirements for the BSN. Students will not be permitted to graduate with an incomplete grade (grade of “I”) on their transcripts even if the course is not a required course for the degree. Please see the University Catalog for EKU policies and requirements for graduation.
BACCALAUREATE AND GRADUATE NURSING POLICY ON CLASSROOM CODE OF CONDUCT

A positive classroom environment should facilitate teaching and learning. Students, in particular, play an important role in creating this type of environment. This Code of Conduct clarifies basic expectations in the classroom.

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

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

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

Students will not engage in behaviors that detract from the learning experience. These behaviors include talking in class, sleeping, reading other works, unnecessary movement in and out of the classroom.

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

Students will review and follow the course syllabi for each nursing (NSC) course which lists other expectations for behavior/conduct in the classroom.
BSN COURSE ATTENDANCE POLICY:

Students are expected to attend class and actively participate in all aspects of the learning process. This includes class discussions, written work, and in-class activities. National and local studies have shown a direct correlation between attendance and grade performance. Therefore, attendance is considered mandatory.

Students who miss more than 15% of the regularly scheduled class meetings due to unexcused absences are subject to failing the course.

For the purposes of this course, "excused absences" include verifiable medical or family emergencies, University approved activities (accompanied by a University excuse), illness (yours or an immediate family member’s), and other absences as outlined in the University’s “Student Absence from Class” policy. Students should be prepared to document the reasons for the absence. Students whose absences are not excused will receive a zero for any assignments, tests or class activities missed. Students who anticipate having multiple excused absences should contact their instructor as soon as the situation arises so that they can make arrangements for how to handle missed class time.

Students who are unable to resolve an absence issue with the instructor may appeal to the Department Chair. The Department Chair’s decision is final.

GRADING

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

OBTAINING COURSE GRADES

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

EKU DISABILITY POLICY

For the current EKU Disability Policy, please refer to the following link: http://accessibility.eku.edu/
STUDENT COMPLAINTS AND APPEALS

Students who believe they have not been treated appropriately by a university official may file a complaint or grievance following the procedures listed in the EKU Student Handbook. Please note that grade appeals and readmission appeals follow a separate policy and process. If the complaint involves an academic affairs area, it is noted in the EKU Student Handbook as follows:

“Academic Affairs Area”

Complaints involving a particular class or instructor should be communicated to the instructor or faculty member directly involved. If a resolution is not reached, a complaint or grievance should be filed, in writing, with the Department Chair of the class where you are having a problem. If you are not satisfied with the Department Chair’s explanation, an appeal, in writing, should be sent to the Dean of the College. If you are not satisfied with the College Dean’s explanation, the final appeal of the complaint or grievance procedure should be made in writing to the Provost and Vice President for Academic Affairs, Coates Room 108.

Complaints involving other areas than Academic Affairs should follow the procedures in the EKU Student Handbook. Any concerns involving discrimination or harassment should be directed to the Equal Employment Opportunity Office, Jones Building, Room 106. Complete information is given in the EKU Student Handbook.

If the concern is related to a grade appeal or readmission, those policies should be followed specifically. The readmission policy is given in detail in this Baccalaureate Nursing Student Handbook. The policy for appeal of a grade is given in the EKU Policy 4.1.15P and in the EKU Student Handbook as follows, with additional information specific to Baccalaureate & Graduate Nursing given in [ ]:

“Grade Appeal”

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

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

As noted above, appeals to the committee’s decision can be made on **procedural grounds only**. Procedural violations would be a deviation from the above listed procedures. An example would be if the meeting was not scheduled at a mutually agreed upon time when all relevant parties could reasonably be expected to participate.
The following math rounding rules are to be used on all math problems on examinations and clinical for the Baccalaureate Nursing Program.

1. Greater than or equal to a whole number, round to the nearest 10\textsuperscript{th} (i.e., one decimal point) – e.g., 1.24 = 1.2. The exceptions to this rule are IV maintenance fluids, IV medication infusions, and drop rates (see # 3 for IV maintenance fluid and drop rates; see # 4 for IV medication infusions).

2. Less than a whole number round to the nearest 100\textsuperscript{th} (i.e., two decimal points) – e.g., 0.248 = 0.25. The exceptions to this rule are IV maintenance fluids, IV medication infusions, and drop rates (see # 3 for IV maintenance fluid and drop rates; see # 4 for IV medication infusions).

3. IV maintenance fluid and drop rates should always be rounded to the nearest whole number – e.g., 1.2 gtts = 1gtt.

4. IV medication infusions should be rounded to the nearest 10\textsuperscript{th} (i.e., one decimal point) – 1.24 = 1.2.

5. Rounding, according to these rules, should occur at the last step of the math problem.
EKU Academic Integrity Policy

Preamble:

Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct, and respect for others. In order to meet these values, students at Eastern Kentucky University are expected to adhere to the highest standards of academic integrity. These standards are embodied in this policy, which all students shall pledge to uphold by signing the Eastern Kentucky University Honor Code. By honoring and enforcing this Academic Integrity Policy, the University community affirms that it will not tolerate academic dishonesty. This policy defines the various forms of academic dishonesty, and it outlines the consequences for each. Additionally, this policy gives the method for appealing an instructor’s belief that some form of academic dishonesty has in fact occurred. Go to top

Statement

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

Pledge

Signing the Eastern Kentucky University Honor Code.

The AI Pledge, below, is administered through the Terms of Usage for EKU Direct.

I hereby affirm that I understand, accept, and will uphold the responsibilities and stipulations of the Eastern Kentucky University Honor Code and Academic Integrity Policy.

Procedures for Dealing with Academic Integrity Cases:

Step 1 - When a Violation is Suspected

If an incident of alleged violation of the AI Policy is suspected, any member of the EKU community can initiate the process of review by reporting the incident, directly to the responsible faculty/staff member. The responsible faculty/staff member may elect to conduct his/her own review of the allegations (Option A) or may elect for the matter to be referred to the Academic Integrity Office (Option B). Prior
to selecting either option, the faculty/staff member should (1) contact the AI Office to determine if the student has a prior violation, and (2) inform the appropriate Department Chair of the incident.

If a mid-term or final grade is to be reported to the University during the pendency of the academic integrity procedures, the responsible faculty member shall report an "incomplete" for the involved student until the final resolution of the matter.

Option A: The Faculty/Staff Member Conducts Review

If the responsible faculty/staff member chooses to continue the review of the allegations autonomously, the faculty/staff member should obtain and assess the applicable information in determining whether a violation of the AI policy has occurred. If the faculty/staff member determines that an AI policy violation has occurred, a notification of the violation must be made to the Office of Academic Integrity for recordkeeping within 10 academic days of the alleged violation. At this point, the faculty/staff also notifies the student in writing of the allegation, the sanction, AND the right to contest the allegation and sanction according to the AI Policy procedure. If the student accepts responsibility for the violation and the sanction in writing, the case is closed. There is no appeal from this decision. Upon determination of responsibility, the Assistant Director for Student Rights and Responsibilities, for Academic Integrity (Assistant Director for AI) will enter the reported data in the database.

Note: The faculty/staff involved in Step 1 should request information from the Assistant Director for AI regarding the student’s previous violations of the AI Policy prior to determining a sanction in this particular case.

If the student does not accept responsibility and chooses to contest the allegation and/or sanction, the faculty/staff member will refer the case to the AI Office, within five academic days of the meeting. The Assistant Director for AI will meet with the student to discuss the charge and/or sanctions and the right to contest these. If the student chooses not to contest the charge and sanction, the case is closed. There is no appeal from this decision. Notification of the violation is made by the AI Office into the database for record keeping. If the student contests the allegation and/or sanction, the AI Office will schedule a hearing, as soon as practicable, with the specific College Academic Integrity Committee from which the incident occurred.

Option B: Faculty/Staff Member Refers the Case to AI Office

If a faculty/staff member chooses to refer the case directly to the AI Office, the faculty/staff member will send all information concerning the matter to the AI Office and the Assistant Director for AI will meet with the student to discuss the alleged violation. If the student chooses not to contest the allegation and sanction, the sanction is imposed; the case is closed. There is no appeal from this decision. If the student contests the allegation and/or sanction, the AI Office will schedule a hearing, as soon as practicable, with the specific College Academic Integrity Committee from which the incident occurred.
Step 2 - College Academic Integrity Committee Hearing

At the College AI Hearing, both the student and the faculty/staff member will present their information. Both the student and faculty/staff member are permitted to bring witnesses with relevant testimony to the hearing in person. At the College AI Hearing the faculty/staff member will only function as a witness and shall not serve in an adversarial capacity. The committee members will review all of the information presented and then deliberate in private. At the discretion of the Chair of the Committee, the proceeding may be extended to an additional meeting. At this level of hearing and continuing throughout the process, the student has the option of having a Peer Advisor present. Absent exceptional circumstances beyond the control of the student as determined by the Chair of the Committee, if the student who has been notified of the hearing fails to appear, the proceeding may take place in his or her absence; the Committee’s decision will be binding. If the Committee determines that the student has violated the AI Policy, before the sanctioning stage of the hearing, the Assistant Director for AI will provide the Committee information regarding whether the student has any previous AI Policy violations recorded or sanctions imposed. The Committee will deliberate again in private in order to determine the appropriate sanction for this violation. The Chair will announce the decision of the Committee, within five academic days, after the close of the hearing.

Step 3 - Appealing the Decision of the College Academic Integrity Committee

A student can appeal the decision of the College AI Committee to the University AI Committee. This appeal can only be made based upon irregularities in procedure, new evidence not available for the first hearing, or punishment not consistent with the violation. The student will notify, in writing, the AI Office of their request to appeal to the University AI Committee within five academic days of the College AI Committee’s decision, and a meeting of the University AI Committee will be scheduled as soon as practicable.

Step 4 - University Academic Integrity Committee Hearing

At the University AI Committee appeal review meeting, the Committee members will consider all the written information supplied by the student, and the material considered by the College AI Committee, including any response from the faculty/staff member. The Committee can modify or set aside the applied response including sanction, refer the case back to the College AI Committee, or uphold the decision. The decision of the University AI Committee is final, unless the Committee determines that suspension or expulsion is the appropriate sanction to be imposed. The Chair will announce the decision of the committee, within five academic days, after the close of the hearing.

Steps 5 through 8

The following steps will ONLY be necessary if it is determined that the student may face the sanctions of suspension or expulsion for the alleged AI Policy violation. According to KRS 164.370, the Eastern Kentucky University Board of Regents may delegate its authority to suspend or expel a student. The Board has designated the Student Disciplinary Council as the only body authorized to suspend or expel a student. See Board of Regent's minutes October 7, 1978).
KRS 164.370 provides that: "Each Board of Regents may invest the faculty or a committee of the faculty and students with the power to suspend or expel any student for disobedience to its rules, or for any other contumacy, insubordination, or immoral conduct. In every case of suspension or expulsion of a student the person suspended or expelled may appeal to the Board of Regents. The Board of Regents shall prescribe the manner and the mode of procedure on appeal. The decision of the Board of Regents shall be final."

**Step 5 - Suspension, Expulsion, or "FX" Grade Recommendation**

If the College AI Committee or University AI Committee or Assistant Director for AI recommends that the sanction of suspension or expulsion is appropriate or if the "FX" grade is recommended as a sanction for an AI Policy violation, the matter must be referred to the Student Disciplinary Council. As soon as practicable, the AI Office will schedule a hearing before the Student Disciplinary Council.

**Step 6 - Student Disciplinary Council Hearing**

At the Student Disciplinary Council hearing, both the student and the faculty/staff member will present their information. At the Student Disciplinary Council hearing, the faculty/staff member will function only as a witness and shall not serve in any adversarial capacity. The Council will review all of the information presented and then deliberate in private. Absent exceptional circumstances beyond the control of the student as determined by the Chair of the Council, if the student who has been notified of the hearing fails to appear, the proceeding may take place in his or her absence, and the Committee's decision will be binding.

If the Council determines that the student has violated the AI policy, before the sanctioning stage of the meeting, the Assistant Director for AI will provide the Council information whether the student has any previous AI policy violations recorded and sanctions imposed. The Council will deliberate again in private in order to determine the appropriate sanction for this violation. The Chair will announce the decision of the Council to those present at the conclusion of the hearing.

**Step 7 - Appealing the Decision of the Student Disciplinary Council**

If the student chooses to contest the allegation and/or sanction, the student can appeal to the Provost. The student will notify, in writing, the Office of the Provost of his or her request and grounds for such request, within five academic days of the Student Disciplinary Council’s decision. An appeal to the Provost can only be based upon irregularities in procedure, new evidence not available for the first hearing, or punishment not consistent with the violation. The Provost will render a decision, in writing, within ten academic days of receipt of the appeal.

**Step 8 - Appealing the Decision of the Provost**

If the Provost upholds the decision of the Student Disciplinary Council, and if the student chooses to contest the allegation and/or sanction, the student can appeal to the Board of Regents. The student will notify, in writing, the AI Office of his or her request and grounds for such request, within five academic days of the Provost’s decision. As soon as practicable, the AI Office will submit the appeal to the Board secretary. An appeal to the Board of Regents can only
be based upon irregularities in procedure, new evidence not available at the first hearing, or punishment not consistent with the violation; the decision of the Board of Regents is final. Go to top

**Definitions:**

**Assistant Director for Student Rights and Responsibilities (Assistant Director for AI)**

A faculty member who coordinates the implementation of the EKU Academic Integrity Policy. The Assistant Director for AI does not take part in any actual hearings, but is available to answer procedural questions.

**Cheating**

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise. Cheating includes, but is not limited to, the following:

- Giving or receiving assistance not authorized by the instructor or university representative
- Participating in unauthorized collaboration on an academic exercise
- Using unapproved or misusing electronic devices or aids during an academic exercise
- Turning in substantial similar papers/assignments as other student(s)

**College Academic Integrity Committee**

The College Academic Integrity Committee is comprised of 5 members (1 faculty from the department where the incident arose, 2 faculty from the college at large, and 2 students from the college at large but not from the department where the incident arose.) If this case involves a graduate student, at least one of the students on the Committee will be a graduate student. One member, elected by the Committee, will serve as Chair. The College may form a standing committee for this purpose.

**Day**

In this document, day refers to days within an academic term. If the academic day occurs on a weekend, holiday, or University break or if the University is closed due to inclement weather, an action required within a specified number of academic days shall be due on the first day practicable on which University is open during an academic term.

**Fabrication**

Fabrication is a form of deception and occurs when a student misrepresents written or verbal information in an academic exercise. Fabrication includes, but is not limited to, the following:

- Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.
- Listing sources in a bibliography not directly used in the academic exercise
- Submission in a paper, thesis, lab report, practicum log, or other academic exercise of falsified, invented, or fictitious data or evidence or deliberate and knowing concealment or distortion of the true nature origin or function of such data or evidence.
• Submitting as your own any academic exercise (verbal, written, electronic, or artistic work) prepared totally or in part by another person

"FX" Notation

"FX" grade denotes failure in the course due to academic dishonesty.

Peer Advisor

An accused student has the right to have another willing student act as his or her advisor/advocate and to assist the student throughout the process, beginning at step 2 and continuing through step 8. The student can be any presently enrolled EKU student.

Plagiarism

Plagiarism occurs when a student represents work taken from another source as his or her own. It is imperative that a student give credit to information, words, ideas, and images that are integrated into his or her own work. Acknowledgement of a source of information in any form should consist of complete, accurate, and specific references and, if verbatim statements are included, quotation marks as well. Examples of plagiarism include, but are not limited to, the following:
• Using words, ideas, or images from another source (including the Internet), whether in quotation marks or not, without giving credit to that source in the form a bibliographic citation
• Using facts, statistics, or other supporting materials that are not clearly common knowledge without acknowledgement of the source

Provost

Refers to the Provost and Vice President for Academic Affairs or the Associate Provost for Academic and Faculty Affairs.

Silent Advisor

An accused student has the right to have an attorney present at any proceeding at Step 2 and continuing through Step 8. The attorney is not permitted to speak in any hearing through this process.

Student Disciplinary Council

The Student Disciplinary Council is comprised of seven members, one faculty from each of the Colleges, and two students (one undergraduate and one graduate student) named by the President of the University. One member, elected by the Council, serves as Chair.

Triviality

A case may be dismissed if it is found to be trivial. A trivial case is one with no possible consequences to a matter of legitimate concern of the academic community or one with no tendency to undermine trust within the community.
University Academic Integrity Committee

The University Academic Integrity Committee is comprised of six members. At the beginning of the academic year, there will be two names (1 faculty, 1 student) from each college and one name (faculty/staff) from the Library submitted to the President’s office for appointment to the Committee. For each AI hearing, the College from which the incident arose will have both the faculty and student serve as members of this specific Committee. The remaining members of the Committee will be randomly drawn from two separate categories in order for the make-up of the Committee to be three faculty and three students. One member, elected by the Committee, will serve as Chair. An appeal to this Committee can only be based upon irregularities in procedure, new evidence not available for the first hearing, or punishment not consistent with the violation.

University

Eastern Kentucky University

Responsibilities:

Assistant Director for AI

The Assistant Director for AI is responsible for maintaining all records of all incidents involving the EKU AI policy.

College Academic Integrity Committee

The Committee is responsible for determining the facts, and, if the student is found to have violated the AI policy, the Committee must determine the appropriate sanction. A minimum of 3 Committee members must be present. To determine that a violation has occurred, 3 of the 5 Committee members must agree. To determine the sanction, 3 of the 5 Committee members must agree.

University Academic Integrity Committee

The Committee is responsible for hearing appeals from the College AI Committee of AI policy sanctions. It can modify or set aside the applied sanction, refer the case back to the College AI Committee, or uphold the decision. A minimum of 4 Committee members must be present. To determine that a violation has/has not occurred, 4 of the 6 Committee members must agree. To determine the sanction, 4 of the 6 Committee members must agree. The decision of the University AI Committee is final, unless the Committee determines suspension or expulsion or the awarding of the "FX" grade is the appropriate sanction to be imposed.

Violations of the Policy:

Minimum Sanction

The standard minimum sanction for an AI Policy violation shall be the assignment of an "F" for the test, assignment or activity in which an incident of academic dishonesty occurred. At the discretion of the faculty member, the student may be allowed to retake or rewrite the test, assignment or activity. A
student assigned an "F" for the course will not be permitted to drop or withdraw from the course. Successful completion of the Academic Integrity Education Program 1 on Blackboard.

Sanctions

In addition to the minimum sanctions for an AI Policy violation, other appropriate educational sanctions may be assigned; these sanctions may be given even if this is the first violation of the AI Policy. Such sanctions could include, but are not limited to, the following:
• Removal from the course
• Educational sanctions
• Community service
• Precluded from graduating with Honors
• An assigned "F" for the course
• "FX" notation on transcript*
• Suspension**
• Expulsion**

* Note: Per the Academic Integrity Policy 4.1.3, Eastern Kentucky University's Student Disciplinary Council is the only body authorized to make a permanent "FX" notation on transcript.

** Note: In accordance with KRS 164.370, the Board of Regents of Eastern Kentucky University has delegated authority to the Student Disciplinary Council as the only body authorized to suspend or expel a student.

"FX" Notation

The "FX" grade is a final and permanent notation on the student's transcript. The "FX" grade can only be imposed by the Student Disciplinary Council. Upon exhaustion of the appeals process set forth in the Academic Integrity Policy, 4.1.3, the notation cannot be removed. A student may retake the course where the "FX" notation is applied, and the new grade will replace the "FX" in the calculation of the student's GPA. The "FX" notation, however, will remain on the student's transcript.
Tobacco Products

Policy Statement

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

Entities Affected by the Policy

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

Policy Procedures

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

Exemptions

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

• Tobacco use may be permitted for educational, clinical, or religious ceremonial purposes with prior approval of the appropriate dean.

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

Responsibilities

All members of the University community share in the responsibility for adhering to this policy and bringing it to the attention to visitors. The authority for enforcement is vested in the Senior Vice President or appropriate Vice President in conjunction with the Executive Director of Human Resources and Vice President of Student Success.

Violations of the Policy

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

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

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

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

FIFTH SEMESTER
Transportation Costs
++Professional Liability Insurance
Course Fees
Textbooks

SIXTH SEMESTER
Transportation Costs
++Professional Liability Insurance
Course Fees
Textbooks

SEVENTH SEMESTER
Transportation Costs
++Professional Liability Insurance
Course Fees
Textbooks

EIGHTH SEMESTER
Transportation Costs
HESI Testing
Application fee for Licensure
++Professional Liability Insurance
Course Fees
NCLEX Application Requires Current Photo
NCLEX and State Application Fees
Textbooks

Notice: Application for Graduation and associated fees are required once student reaches 90 credit hours.

* Item available in EKU Bookstore. Some of these items may be deductible on income tax. You should retain proof of payment for this purpose.
+ See example shown in the “Clinical Information” section – BSN dress code
++Purchase through Eastern Kentucky University for period of August 1 – July 31.
SOURCES OF FINANCIAL AID
for Study in Nursing

Scholarships may be available to students from Kentucky Board of Nursing, hospitals, and from EKU. Please check with the EKU Office of Student Financial Assistance (859-622-2361) the office is located in Student Services Building room 251, the KBN website, and various hospitals and employing agencies for additional information and eligibility requirements.

The Robert R. Martin Student Emergency Loan Fund (S.E.L.F.) is a source of short term, emergency loans to students who have been admitted into their major in the College of Health Sciences. The loan may be made for up to $150 for a maximum of 90 days. Application can be made through the HSLRC.

Some limited scholarship opportunities are available for nursing students who meet the specific criteria for the scholarships as established by those funding the scholarships and/or the department. Please see the department secretary staff or advisor for more specific information on these opportunities.
PREPARING FOR GRADUATION

Students completing requirements for graduation in December should fill out the application for graduation before the end of the preceding April. May and August graduates should fill out the form by the end of the preceding October. Application forms are available online by logging onto the College of Health Sciences link, www.health.eku.edu.

Application to take the National Council Licensure Examination for registered nurses must be filed with NCLEX in California and with the Board of Nursing in the state in which the licensure examination is to be taken, in the student’s final semester in the program.

Application forms for those students taking the licensure examination in Kentucky are available on the Kentucky Board of Nursing’s website (www.kbn.state.ky.us). Application must be made and fees must be paid to both the state nursing board and NCLEX prior to admission to the licensure exam. Instructions are provided on the website and on the State Board of Nursing Application.

Students who wish to take the licensing examination in a state other than Kentucky should contact the Board of Nursing of that state early in final semester for an application form. The form should be given to the Department Chair to complete the school’s section as early as possible.
Students are encouraged to become members of the Nursing Student Network. The organization meets regularly for programs including speakers, film topics related to nursing, service projects, and field trips to places of interest to members. Members participate in activities with students from other schools, in legislative issues, and other projects related to health care delivery.

At the beginning of each semester, incoming students are oriented to this organization. The organization offers the students in nursing their first opportunity to become involved in professional organization activities.

Students pay dues which entitle them to membership at the local, state (Kentucky Association of Nursing Students), and national (National Student Nurses Association) levels. Students are encouraged to attend the state and national convention. Fund raising projects are conducted throughout the year to help pay expense of members who attend the state and national conventions.

The local association is governed by an executive board which is elected by the membership late in the spring semester. Faculty advisors are selected by the members.
DEPARTMENTAL COMMITTEE PARTICIPATION

Baccalaureate student representation to the Faculty Organization of the Department of Baccalaureate & Graduate Nursing and to the designated standing committees shall be selected by faculty and must be of junior or senior standing.

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

The student representation shall be:

- **Baccalaureate Admissions/ Readmission Committee**: One (1) junior or senior who serves only when policy revisions are considered

- **Baccalaureate Student Support Committee**: Two (2) students as, one junior and one senior

- **Faculty Organization**: One (1) student of junior or senior standing and one (1) graduate student

- **Graduate Committee**: One (1) graduate student

- **Academic Practices**: One (1) student appointed by the Department Chair

- **Baccalaureate Curriculum Committee**: One (1) junior or senior
APPENDIX
APPENDIX I

MECHANISMS FOR PROTECTION OF RIGHTS

Assurance-Informed Consent

To safeguard the basic human rights of self-determination, consent to participate in research or unusually clinical activities must be obtained from the prospective subject or his legal representative. Free and informed consent is expected to incorporate the following entities: an explanation of the study, the procedures to be followed and their purposes; a description of physical risk or discomfort, any invasion of privacy, and any threat to dignity; and the methods used to protect anonymity and to insure confidentiality. The subject needs also to receive a description of any benefits to the subject and/or to the development of new knowledge that potentially might be expected. In instances in which control groups are utilized and therapeutic measures, such as drugs are withheld, appropriate alternative procedures that might be advantageous for the subject need to be discussed with him.

In addition to making available explicit information, an offer to discuss or answer additional questions must be made. The investigator also must inform the subject that one is free to discontinue participation in the activity at any time that the subject wishes to do so. If subjects are patients of other practitioners, the investigator had an obligation to discuss the proposed study with that individual prior to its inception and to negotiate support for its successful completions.

Subsequent to having all of the above information, the person’s consent must be voluntarily given without overt or covert coercion being used and without deception being practiced upon the subject. Should research design require some degree of concealment of the true purpose of methodology of the study, the design must also provide for subsequent disclosure of the nature of the concealment and the rationale for incorporating secrecy as part of the procedure.

On some occasions, a research design involves procedures or possible outcomes that may impinge upon the rights of someone related to the subject, such as a spouse or parent. In such cases the informed consent of that individual must also be obtained.

The informed consent of parents or legal guardians must be obtained for investigations that involve minors or individuals judged to be legally incompetent to handle their own affairs. In instances in which these subjects have the capacity to comprehend the implications of the proposed activity they should also be asked to give their consent. In this case, consent supplements rather than supplants that of the parents or other legal agent.

As part of any study protocol, documentation of the procedures to be followed in obtaining informed consent is expected. If written consent is not to be obtained, justification of the omission must be provided. Since the investigator carries the major responsibility for insuring that the rights of subject are protected, the investigator must throughout the course of the investigation and thereafter scrupulously adhere in the mutual agreement (whether oral or written) contracted with each subject.
APPENDIX II

COMMUNICABLE DISEASES & BLOOD-BORNE PATHOGEN POLICY

The Department of Baccalaureate of Science in Nursing recognizes the importance of minimizing the exposure of students and/or patients in a clinical setting to communicable diseases and blood-borne pathogens, as defined by the Centers for Disease Control (CDC). The Department emphasizes this through education regarding Universal Precautions, proper hand hygiene and disinfection/decontamination procedures, and collection of student immunization and health screening records. Students must adhere to the University Exposure Control plan: http://ehsrmi.eku.edu/sites/ehsrmi.eku.edu/files/bbp_exposure_control_plan_eku_updated_080514.pdf, as well as the Exposure Control Plan of the assigned clinical agency.

In the case of an exposure to a blood-borne pathogen, students are expected to follow the Exposure Control Plan that is established at the clinical site in which the exposure occurred. Students may follow-up at EKU’s Student Health Services as needed. All exposure incidents should be reported immediately to the clinical instructor and the Department Chair and following care, appropriate EKU Nursing Program and clinical agency forms should be completed.

LATEX SENSITIVITY/ALLERGY POLICY

Policy

Those persons with known sensitivity to latex shall be treated as if they have a known allergy. Students may be requested to provide documentation from their health care provider.

Purpose

To provide general information about latex products and potential types of allergic reactions. Procedure for those persons with sensitivity/allergy to latex.

Scope

Pertains to all students and faculty.

Responsibility

- Students are responsible for providing accurate allergy history.
- College will provide persons with non-latex gloves upon request in the laboratory setting.
- Students are responsible for preventing and/or limiting their exposure to latex in laboratory/clinical situations.
- If a latex sensitivity/allergy exists, the student understands that 100% prevention of exposure to latex in any laboratory/clinical situation may not be possible and that they may experience a life threatening allergic reaction.
- Thus, if a latex sensitivity/allergy exists at any time during the program of study, the student with their health care provider is responsible for deciding if a health career is possible.
FORMS
STUDENT AGREEMENT

I have received a copy of the 2017-2018 Baccalaureate of Science in Nursing Student Handbook. The entire contents of this Handbook discussing the policies and procedures of the Baccalaureate of Science in Nursing program have been read and understood.

I intend to comply fully with the policies and procedures of the Department of Baccalaureate of Science in Nursing, the Baccalaureate of Science in Nursing Student Handbook, policies of assigned clinical agencies, and policies of Eastern Kentucky University.

I hereby affirm that I understand, accept, and will uphold the responsibilities and stipulations of the Eastern Kentucky University Honor Code and Academic Integrity Policy, ANA Code of Ethics, as well as the University and Baccalaureate of Science in Nursing Codes of Conduct.

I understand that failure to adhere to these rules, regulations, and guidelines can result in disciplinary measures, denial and/or removal from clinical placement, and/or not completing the major in the desired time frame. I also understand my rights and responsibilities as a student in Eastern Kentucky University Baccalaureate of Science in Nursing courses and/or clinical experiences.

_____________________________________
Student’s Full Name (Printed)

_____________________________________
Student’s EKU ID #

_____________________________________
Student Signature

_____________________________________
Date
EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
DEPARTMENT OF BACCALAUREATE & GRADUATE NURSING

OVERRIDE REQUEST FORM FOR NSC 232, 242, 252

Name: __________________________ EKU ID: __________________________

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

Street Address: __________________________ City: __________ State: _________ Zip: ______

To be completed with your advisor:

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

Spring: __________________ Fall: __________________ Summer: __________________

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

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

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

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

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

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

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

_________________________________________ ______________________
Advisor Signature Date

_________________________________________ ______________________
Student Signature Date

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

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

DEPARTMENT CHAIR ACTION: COMMENTS:

_____ Override Approved
_____ Override Denied

_________________________________________ ______________________
Chair Signature Date

Revised: 5/12, 1/15, 1/16, 1/17
STUDENT DOCUMENTATION CHECK-OFF FOR APPLICATION

NAME: __________________________________________ EKU ID: ____________________________

Please check each required documentation when complete and add the date as they apply. Must have all items checked and uploaded as well as approved in CastleBranch to be considered complete for review. Incomplete applications will not be reviewed.

Submit as hard copies to Rowlett 223:

_______ Application documentation: Application DegreeWorks

Submit/Upload ONLY into CastleBranch:

_______ MMR Vaccines/Titer: _______ _______ or (titers) _______ _______
Vaccine #1 Vaccine #2

_______ TdaP Vaccine: _______ _______

_______ Hepatitis B Vaccines/Titer: _______ _______ _______ _______ or (titers) _______ _______
Vaccine #1 Vaccine #2 Vaccine #3

_______ Tuberculosis Screening (2-step PPD OR Blood Test)

2-step PPD Option: TB Test 1 Administered: _______ _______ Read: _______ _______ Lot number: _______ Vial Exp. Date: _______ _______
TB Test 2 Administered: _______ _______ Read: _______ _______ Lot number: _______ Vial Exp. Date: _______ _______

OR

(To be considered a 2-step PPD, first and second TB tests must be received 1-3 weeks apart.)

Blood Test Option: Date: _______ _______ _______

_______ CPR: American Heart Association, Basic Life Support: _______ _______ _______
Exp. Date

_______ Varicella Vaccines/Titer: _______ _______ _______ _______ or (titers) _______ _______
Vaccine #1 Vaccine #2

_______ Criminal Records Check through CastleBranch

_______ Drug Screening through CastleBranch

_______ Health Insurance Verification Letter Date: _______ _______ Effective Date: _______ _______
Group or ID Number: __________________________
(Your name MUST be listed on the letter.)

_______ Annual Influenza Vaccine (Due by October 31st) _______ _______ _______

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

Note: You will be required to register for Professional Liability Insurance through EKU Direct if you are accepted into the clinical sequence program. More information regarding PLI will be found in your letter upon acceptance.

If any required documentation is not complete and turned in by deadline please state below the reason and date of when documentation will be submitted. Will need approval from chair for late items to be submitted.

____________________________________________________________________________________

Chair Approved & Date

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APPLICATION FOR ADMISSION TO STANDARD PRELICENSURE CLINICAL NURSING SEQUENCE

To be completed by ALL STUDENTS seeking admission to the clinical nursing sequence (NSC 332, 332L, 350, 380, and 380C).

Please return fully completed form to Rowlett 223 before March 31 for Fall Semester admission and October 31 for Spring Semester admission.

Name: ___________________________________ EKU ID #: ____________________

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

City: __________________________ State: __________ Zip: __________ YES NO

EKU Email Address: ____________________________@mymail.eku.edu (_____ ) _________ - __________ Best Contact Number

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

Do you have a Bachelor’s Degree in an area other than Nursing? Yes [ ] No [ ]

If so, are you also applying for admission to the 2nd Degree option? Yes [ ] No [ ] N/A [ ]

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

(If yes, please complete the Applicant From Another Nursing Program and attach all required documentation.)

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

<table>
<thead>
<tr>
<th>Completed</th>
<th>Currently Taking</th>
<th>Completed</th>
<th>Currently Taking</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 105 &amp; 105L</td>
<td>[ ]</td>
<td>[ ]</td>
<td>NSC 232/232L</td>
</tr>
<tr>
<td>BIO 171</td>
<td>[ ]</td>
<td>[ ]</td>
<td>NSC 242</td>
</tr>
<tr>
<td>BIO 301</td>
<td>[ ]</td>
<td>[ ]</td>
<td>NSC 252</td>
</tr>
<tr>
<td>BIO 273/MLS 209</td>
<td>[ ]</td>
<td>[ ]</td>
<td>MAT 105 or higher*</td>
</tr>
<tr>
<td>NFA 201</td>
<td>[ ]</td>
<td>[ ]</td>
<td>Gen Ed. PSY course</td>
</tr>
</tbody>
</table>

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

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

1. EKU DegreeWorks Audit from EKU Direct
2. Student Documentation Check-Off Sheet
3. Copy of Transcript of any transfer coursework from Institutions other than EKU.

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

Student Signature: __________________________  Date: __________________________

For Office Use Only:

Date Received: ____________________  Complete in CastleBranch: _______________


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Eastern Kentucky University  
College of Health Sciences  
Department of Baccalaureate & Graduate Nursing  
Traditional Undergraduate Admission Scale

STUDENT NAME: __________________________ EKU ID # __________________________

<table>
<thead>
<tr>
<th>CURRENT GPA</th>
<th>POINTS POSSIBLE</th>
<th>POINTS EARNED (3.50 GPA = 3.5 POINTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4 points</td>
<td></td>
</tr>
</tbody>
</table>

*SUPPORT COURSES  
(Biological/Natural Sciences)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>POINTS POSSIBLE WITH GRADE OF:</th>
<th>POINTS EARNED FOR EACH COURSE AND REPEAT OF THE COURSE.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 171</td>
<td>A = +2</td>
<td>(All deficiencies and first passing grade will be counted.)</td>
</tr>
<tr>
<td>BIO 273/MLS 209</td>
<td>B = +1</td>
<td></td>
</tr>
<tr>
<td>BIO 301</td>
<td>C = 0</td>
<td></td>
</tr>
<tr>
<td>CHE 105/105L</td>
<td>D or F = -2</td>
<td></td>
</tr>
<tr>
<td>NFA 201</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BEGINNING NSC COURSES**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>POINTS POSSIBLE WITH GRADE OF:</th>
<th>POINTS EARNED FOR EACH COURSE AND REPEAT OF THE COURSE.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSC 232/232L</td>
<td>A = +2</td>
<td>(All deficiencies and first passing grade will be counted.)</td>
</tr>
<tr>
<td>NSC 242</td>
<td>B = +1</td>
<td></td>
</tr>
<tr>
<td>NSC 252</td>
<td>C = 0</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL POINTS EARNED FOR ADMISSION: __________________________________________

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

Student ID: _____________________________________     Date: ______________________________

Please answer the following questions:

**ASSESSMENT**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you ever had a positive TB skin test, TB blood test or history of active TB disease?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever lived with or had close contact with someone that was sick with TB?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you frequently work with patients that have active TB?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you lived outside of the United States for more than 30 days during your lifetime?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you been employed in or perform regular volunteer work in a jail/prison, nursing home, homeless shelter, healthcare setting or HIV clinic?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SYMPTOMS**

<table>
<thead>
<tr>
<th>Symptom</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unexplained fatigue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unexplained weight loss</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fever</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Night sweats</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prolonged Cough</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blood in urine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blood in Sputum</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FINDINGS FROM TB RISK ASSESSMENT**

<table>
<thead>
<tr>
<th>Finding</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Negative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Positive for symptoms of TB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Positive for risk factors for exposure to or acquiring active TB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verbal history of positive TST, IGRA or active TB</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Provider Signature: ______________________________________________________

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8/2016
Application for Admission-Consideration by Exception

Student Section: To be completed by students seeking admission by exception. Please return fully completed documents to Rowlett 223 by March 31 for Fall semester and October 31 for Spring semester.

NAME: ________________________________________________   EKU ID#____________________

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

_________________________________________________@mymail.eku.edu

(_______) _________ -__________ (_______) _________ -__________ (_______) _________ -__________
Cell Phone Home Phone Other

Admission is desired to _________________ for _________________ 2____________
(course) (semester) (year)

Your presence is not required when your application for readmission is reviewed by the committee. If you choose to appeal the committee’s decision, your presence is recommended at the committee meeting.

Please state the reasons (extraordinary circumstances) for consideration for admission by exception (use back of form or additional pages if needed):

Please state why the committee should act favorably on your request:

NOTE: The following items must be included with your application for it to be complete.

1. Copy of Degree Audit from Degree Works (available beginning March 2010) and a copy of your unofficial transcript report from EKU Direct.
2. List of courses you are taking this Summer/Semester.
3. Application for Admission to Clinical Nursing Sequence

_________________________________________   ____________________________
Signature                        Date

Revised 01/10
Application for Readmission

To be completed by students seeking readmission. Please return fully completed documents to Rowlett 223 no later than 12:00 noon on the last day of finals week on the Spring or Fall semester.

Name:_____________________________________
EKU ID#:__________________________________

Home Address:__________________________________________________________________________

EKU Email Address:____________________________________________________________@mymail.eku.edu

Admission is desired to _____________________________ for ____________ 20_______.
(Course/Courses)                                                (Semester) (Year)

Have you ever received a grade less than “C” or “satisfactory” in any NSC course?
Yes [     ]     No [     ] If yes, please explain:

Give reason why you must seek Readmission. Please check:

1.  Dropped a nursing or support course receiving a W.
2.  Final grade equivalent below 2.0 (C) in any nursing or support course.
3.  Unsatisfactory evaluation in clinical.
4.  Dropped out of the nursing program for one or more semesters.

Your presence is not required when your application for readmission is reviewed by the committee. If you choose to appeal the committee’s decision, your presence is recommended at the committee meeting.

The following items must be included with your application for it to be complete. (Only complete applications will be considered.)

1.  Copy of Degree Audit from Degree Works and a copy of your unofficial transcript report from EKU Direct.
2.  Explanation of circumstances that resulted in your lack of success or withdrawal from the program. (Please attach additional sheet if necessary.)
3.  If you were unsuccessful in a course, please describe 2 specific changes you will make to ensure your success if granted readmission to the program.
4.  List courses you are taking this semester and during the summer (if applicable).

__________________________________________
Signature

__________________________________________
Date

Revised 01/12, 01/15, 01/18
Applicant from Another Nursing Program

Traditional BSN Program:
- Due March 31 for Fall admission
- Due October 31 for Spring admission

Second Degree BSN Program
- Due March 1 for Fall admission

I, _______________________________________, EKU ID #___________________, am requesting admission to the Baccalaureate Nursing Program for the ____________ semester of 20_______.

EKU EMAIL ADDRESS TO WHICH NOTIFICATION OF DECISION IS TO BE SENT:
__________________________________________________________@mymail.eku.edu

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

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

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

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

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

____________________________________   ______________________
Student Signature                      Date

Revised 01/12
EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
DEPARTMENT OF BACCALAUREATE AND GRADUATE NURSING
NURSING SCHOOL DIRECTOR REFERENCE

____________________________________  ______________________________________
Name                                    Title                                    Mailing Address

____________________________________  ______________________________________
School Name                              Phone

Please return to:
Eastern Kentucky University
Department of Baccalaureate and Graduate Nursing
Baccalaureate Nursing Admissions Committee, c/o Dr. Mary Clements, Department Chair
Rowlett 223, 521 Lancaster Avenue,
Richmond, KY 40475

The following student, ________________________, ________________________,
reports being enrolled in your nursing program. The student was enrolled: ________________________.
Month/Year to Month/Year

Was the student satisfactory in all areas of clinical and classroom performance while enrolled in your program?
YES ______ NO ______

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

___ Nursing theory grade below passing

___ Clinical grade of unsatisfactory

___ Withdrew from course(s) in which was deficient in either classroom or clinical performance at the
time of withdrawal

___ Other (please describe)

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

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

If not eligible for readmission, please list reasons:

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

Signature: __________________________________________, ________________________
Nursing Program Director                                    Date

Revised 8/06
(STUDENT MUST COMPLETE THIS FORM AND SIGN BEFORE MAILING)

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

__________________________________________, _________________________________
Student Signature                                      Date

Revised 8/06
APPLICATION FOR ADMISSION TO 2ND DEGREE OPTION

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

1. Complete official transcripts of all academic work. International students must have an evaluation done by JSILNY, WES, or ECE to document degree completed. Contact admissions for more details. An interview may be required.
   a. Official transcripts are required. (Front and back copies of official transcripts issued to student are acceptable.)
   b. If applicable, official transcript of TOEFL score and JSILNY, WES, or ECE transcripts are required for International Students.
   c. NOTE: Transcripts sent to EKU Admissions are not accessible by our office. They must be separately sent with your application.

2. Personal Essay (Maximum of 500 words). Grading criteria:
   a. Organization/Writing Style and Grammar
   b. Goals and Community Service
   c. Consistent Values (articulates: caring humanistic view, commitment to nursing profession, honesty, and trustworthiness)

3. Professional Resume (Include educational and employment history).
   - List organizations, specific activities, and dates of service for each service activity

4. 3 professional reference letters from the following list:
   - Recent employer
   - Most recent academic program (Advisor, professor, etc.)
   - Recent service organization/volunteer work for which you were a participant
   - NOTE: Letters can be given to applicant and put with application
   - NO FAMILY OR FRIEND REFERENCES WILL BE ACCEPTED.
   - Most recent academic program (Advisor, professor, etc) reference letters from the following list:
   - Recent employer
   - Recent service organization/volunteer work for which you were a participant
   - Applicant from Another Nursing Program

Applicant’s Personal Information:

Name: ________________________________

Street Address: ____________________________________________

City: __________________ State: ______ Zip Code: _________

Phone: (___) ______-________

E-mail Address (where letter will be sent): ________________________________

Bachelor's Degree Information:

Degree: __________________ Institution: __________________

Date Degree Completed: ______________________ Check if still in progress: □

Prerequisite Course Information:

<table>
<thead>
<tr>
<th>Course Name &amp; Number</th>
<th>Term</th>
<th>Course Name &amp; Number</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Anatomy</td>
<td>_______</td>
<td>Nutrition</td>
<td>_______</td>
</tr>
<tr>
<td>Human Physiology</td>
<td>_______</td>
<td>Statistics</td>
<td>_______</td>
</tr>
<tr>
<td>Microbiology</td>
<td>_______</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

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

Student Signature ___________________________ Date _______________________

Revised 01/11, 09/11, 5/12, 7/14, 6/15
Request to Change BSN Options

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

Name: __________________________________ EKU ID: _________________________

EKU Email Address: ________________________________@mymail.eku.edu

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

Reason for Change:

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

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

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

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

Student’s Signature: ________________________________ Date: ____ / ____ / ____

Department Chair’s approval: ___________________________ Date: ____ / ____ / ____

Created: 3/10/15
If you have a name, address and/or phone number change, please complete the form below and return to Rowlett 223.

Name: ____________________________________________ Student ID # ______________________________________

Information that is to be changed:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Student Signature: ___________________________ Date: ________________________________