



**Competence...Caring...Compassion**  
**Associate Degree Nursing Program (ADN)**  
**Associate of Applied Science in Nursing (AASN)**

**STUDENT HANDBOOK**

**Academic Year 2024-25**

Dr. Michele Dickens, Ph.D., MSN, RN, FAADN  
 Dean of the School of Nursing

**Accreditation Commission for Education in Nursing (ACEN) Disclosure**

*Effective March 8, 2023, the associate program at Campbellsville University at the Bennett-Smith School of Nursing in Campbellsville, Kentucky, and at the Conover Educational Center (CEC) in Harrodsburg, Kentucky, is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on March 8, 2025.*

Accreditation Commission for Education in Nursing (ACEN)  
 3390 Peachtree Road NE, Suite 1400  
 Atlanta, GA 30326  
 (404) 975-5000

View the public information disclosed by the ACEN regarding this candidate program on the ACEN's website.  
<http://www.acenursing.com/candidates/candidacy.asp>

**\*\*\*School of Nursing forms related to the policies contained in this handbook can be accessed via the Moodle ADN/AASN Resource Room or will be provided as part of course instruction\*\*\***

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## Welcome from the Dean!

Welcome to Campbellsville University School of Nursing! What a tremendous accomplishment to have gained acceptance into this program! You should feel very proud of yourself. You will find your experience here to be challenging, exciting, and highly rewarding. This program will provide the balance of rigor and support needed for success in the healthcare environment by not only providing preparation in content needed for licensure examinations that you will need to pass, we do it in a supportive and relationship-centered space.

Our strong program is guided by our excellent professors. Our faculty is comprised of highly qualified professionals who bring decades of experience as practitioners in their various areas. With their knowledge, they help students make the connection from classroom learning to real-world experiences.

In addition:

**CARING** Your faculty cares for you and wants you to be the best nurse that you can be. To that end, we will work with you, teaching you the knowledge base and skills that are needed to be top-notch in your field. We hope that through our demonstrated caring, you will come to understand caring as an action to be extended to your fellow classmates, to your clients, to your coworkers, and to all those around you.

**COMPETENCE** You are being taught by nurses who are competent in both their skills as nurses and as nurse educators. You will leave Campbellsville University with the knowledge, skills, and capacity needed to make you a competent nurse who provides excellent nursing care.

**COMPASSION** is the act of caring enough about another's distress be compelled to take action to alleviate that distress. It is not enough just to care. As Christ took action when He saw need, we must take action to help those in need. This is the heart of nursing and the base component of servant leadership.

As a student in the program there are expectations in place to guide you to successful completion of the End of Program Student Learning Outcomes (EPSLOs). Expectations such as coming to class prepared, critically thinking about what you have read, applying the knowledge to coursework and the clinical environment, and interacting with your instructors in the classroom. Visit with the instructor in their offices. Take advantage of practice labs, so you can ask questions before you must demonstrate your learning. Ask questions when expectations are not clear. Develop learning communities and get to know one another.

As a Campbellsville University student, you will establish friendships with classmates and faculty that will continue through your life. After graduation, as alumni, you become a member of a much larger Campbellsville University community with networks all over the world.

Congratulations on this milestone. Please don't hesitate to reach out to me should you have any questions. My door is always open to you!

Sincerely,

**Michele Dickens, Ph.D., MSN, RN, FAADN**  
**Dean of the Campbellsville University School of Nursing**

# School of Nursing Faculty and Staff Directory

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## SECTION I: GENERAL INFORMATION

	<b>RN FACULTY POLICY NO.</b>	100-01
	<b>RN STUDENT POLICY NO.</b>	200-01
<b>POLICY NAME:</b>	Vision/Mission Statement, Core Values and Student Learning Outcomes, Baptist Higher Education Values	
<b>SUBJECT:</b>	Vision/Mission Statement, Core Values and Student Learning Outcomes, Baptist Higher Education Values	
<b>EFFECTIVE DATE:</b>	August 11, 2008	
<b>POLICY HISTORY</b>		
<b>REVIEWED DATE</b>	August 2015, January 2016, August 2016, January 2017, May 2020, August 2020, May 2021, May 2022, May 2024	
<b>REVISED DATE</b>	May 2015, June 2017, May 2018, May 2019, August 2020, May 2023	
<b>PURPOSE</b>		
A description of Vision/Mission Statement, Core Values and Student Learning Outcomes, Baptist Higher Education Values		

### PROCEDURE:

#### CAMPBELLSVILLE UNIVERSITY MISSION STATEMENT:

Campbellsville University is a comprehensive, Christian institution that offers non-credit technical programs, along with certificates, associates, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity, and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship by linking discovery research to knowledge at the doctoral level, and active participation in a diverse, global society.

#### Core Values:

- To foster academic excellence through pre-professional certificates, associates, baccalaureate, and graduate programs through traditional, technical, and online systems
- To achieve academic excellence through rigor and relevancy in undergraduate, master's and doctoral level programs
- To provide an environment conducive for student success
- To value diverse perspectives within a Christ-Centered community
- To model servant leadership and effective stewardship

#### SCHOOL OF NURSING MISSION STATEMENT:

The mission of the nursing program at Campbellsville University is to motivate students to think critically through knowledge and experience. Our nursing students and graduates will value diverse perspectives, lead, and empower others through Christian service, and promote health through innovative holistic care.

**SCHOOL OF NURSING VISION STATEMENT:**

The vision of the Campbellsville University School of Nursing is to develop caring, competent, and compassionate nurses through academic excellence, rigor, and relevancy. Graduates of the program will hold an understanding of the principles of Christian servant leadership, effective stewardship, empowerment through the use of current evidence-based practice and an appreciation for lifelong learning.

**END OF PROGRAM STUDENT LEARNING OUTCOMES (EPSLOs):**

Upon completion of the coursework in the Associate Degree Nursing Program at Campbellsville University, the graduate will:

1. Plan evidence-based, holistic care to clients and their families across the lifespan, using the nursing process and clinical reasoning.
2. Perform therapeutic nursing interventions competently, proficiently and professionally.
3. Demonstrate therapeutic communication techniques with clients, families, and members of the interprofessional team to coordinate client-centered care.
4. Develop effective teaching plans to empower clients and their families through health promotion and disease prevention/management.
5. Advocate for clients using caring and compassionate behaviors within a culturally, ethnically, and socially diverse society.
6. Exhibit accountability and integrity in nursing practice within the legal and ethical parameters of the profession.
7. Participate in practices to promote a professional identity toward scholarship, fellowship, effective stewardship and Christian Servant Leadership.



## **A STATEMENT OF BAPTIST HIGHER EDUCATION VALUES**

Campbellsville University is committed to providing a quality educational experience within the Baptist tradition and in keeping with a strong Christian emphasis. Under the Lordship of Christ, the institution affirms historic Baptist principles including the priesthood of the believer, the authority of Scripture, freedom of conscience, integration of faith and learning, pursuit of truth in an academically challenging environment, student involvement in servant ministry, and affirmation of others in a spirit of grace and love. While the University continues to maintain very close ties to Baptist Churches and bodies, the institution exists to provide Christ-centered higher educational opportunities to a diverse student population. Campbellsville University, while Baptist in affiliation and Christ-based in practice, is neither a church nor an ecclesiastical authority. Since 1906, the institution has existed to provide higher educational opportunities to men and women in a positive and academically challenging Christian environment. In that same spirit, we affirm the challenges and opportunities of Baptist higher education in the 21st Century. (Approved by Campbellsville University Board of Trustees on October 23, 2001)

In compliance with A Statement on Baptist Higher Education Values as noted above, Campbellsville University affirms the historical religious exemption granted under the Civil Rights Act of 1964, and other applicable federal and state statutes and regulations, as a Christian university in the Baptist tradition, and to develop and implement all policies and procedures relative to employment practices and student and employee behavior to conform with this historical relationship to the Baptist church and the larger Christian community. These policies and procedures will be the basis for the mission and activities of all campus organizations and use of all Campbellsville University facilities.

As God extended His love for all human beings through his Son Jesus Christ and as an institution that affirms the "whosoever will gospel of Jesus Christ" (John 3:16), Campbellsville University extends love for mankind through a commitment to the Great Commission (Matthew 28:16-20; Acts 1:8) and in the spirit of the Great Commandment (Matthew 22:36-40). Therefore, Campbellsville University will implement the development and administration of all policies and procedures in the recognition of the diversity of God's creation and His infinite grace toward all.

## SECTION II: ACADEMIC POLICIES

RN FACULTY POLICY NO. 100-02

RN STUDENT POLICY NO. 200-02

<b>POLICY NAME:</b>	Associate Degree Program/Associates in Applied Science Curriculum Plan of Study
<b>SUBJECT:</b>	Associate Degree Program/Associates in Applied Science Curriculum
<b>EFFECTIVE DATE:</b>	August 2006
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	January 2016, January 2017, January 2018, January 2019, August 2019, August 2020, May 2021, May 2022, March 2023, May 2023, May 2024
<b>REVISED DATE</b>	August 2016, August 2017, April 2018, April 2019, May 2020, August 2020 December 2020
<b>PURPOSE</b>	
Description of the Plan of Study	

### PROCEDURE:

#### Associate Degree Program/Associates in Applied Science Curriculum Plan of Study

Semester	Course	Total Course Credit Hours	Theory Hours	Clinical Hours	Sub-Totals
<b>Prerequisite Courses</b>	BIO 221 Human Anatomy and Physiology I	4	-	-	21
	BIO 222 Human Anatomy and Physiology II	4	-	-	
	BIO 321 Medical Microbiology	4	-	-	
	ENG 111 Freshman Composition I	3	-	-	
	PSY 111 General Psychology	3	-	-	
	MTH 110 College Mathematics	3	-	-	
<b>1</b>	NUR 100 Fundamentals of Nursing	7	5	2	13
	ENG 112 Freshman Composition II	3	-	-	
	NUR 206 Pathophysiology for Nurses	3	3	-	
<b>2</b>	NUR 103 Medical-Surgical Nursing I	8	6	2	11
	NUR 204 Pharmacology for Nurses	3	3	-	
<b>3</b>	NUR 211 Maternal-Child Nursing	6	5	1	13
	NUR 200 Psychiatric Mental Health Nursing	4	3	1	
	MAC 120 Fundamentals of Speech <b>or</b> MAC 140 Introduction to Communication	3	-	-	
<b>4</b>	NUR 201 Medical-Surgical Nursing II	6	4.75	1.25	14
	NUR 300 Professional Nursing and Applications to Practice	5	2.5	2.5	
	CHS 111 Introduction to Old Testament Study <b>or</b> CHS 121 Introduction to New Testament Study <b>or</b> CHS 130 Christ and Culture <b>or</b> PHI Introduction of Philosophy	3	-	-	
<b>Total Hours</b>					<b>72</b>

<b>RN FACULTY POLICY NO.</b>	<b>100-07</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-03</b>

<b>POLICY NAME:</b>	Campbellsville University Academic Calendar
<b>SUBJECT:</b>	Academic Calendar
<b>EFFECTIVE DATE:</b>	August 11, 2018
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	January 2015, May 2015, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, August 2020, May 2021, May 2022, May 2023, May 2024
<b>REVISED DATE</b>	January 2016, August 2019, May 2022
<b>PURPOSE</b>	
Academic Calendar	

## PROCEDURE:

The Associate Degree Nursing/Associates in Applied Science Nursing Program will follow the same academic calendar published in the Campbellsville University Bulletin Catalog. Courses in nursing are sequential and taught on a semester basis. Although some general education courses are available in the summer term, nursing classes are not.



<b>RN FACULTY POLICY NO.</b>	<b>100-08</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-06</b>

<b>POLICY NAME:</b>	<b>Attendance</b>
<b>SUBJECT:</b>	<b>Attendance for the ADN/AASN program</b>
<b>EFFECTIVE DATE:</b>	<b>August 11, 2018</b>
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	<b>January 2015, May 2015, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, August 2020, May 2021, May 2022, November 2022, May 2023, May 2024</b>
<b>REVISED DATE</b>	<b>January 2016, August 2019, April 2020, June 2020, November 2022</b>
<b>PURPOSE</b>	
<b>Attendance Guidelines</b>	

## PROCEDURE:

Nursing requires a demanding curriculum. It is the beginning of a professional career. Students are expected to be on time and prepared at the beginning of class or clinical. Students have an obligation to attend class and clinical for the entire time. All other appointments should be scheduled outside of class or clinical time. No special considerations or release from responsibilities will be allowed to fulfill outside duties. If a student must be absent due to illness or for other reasons, the student is required to notify his/her instructor prior to class time or scheduled clinical appointment of the absence. Please follow guidelines provided in Course/Clinical Syllabus.

Clinical/lab experiences are an essential part of the nursing program. The clinical setting anticipates that the student will be present as assigned. The student is expected to be on time and prepared at the beginning of the clinical day. Should a student be dismissed from clinical due to lack of preparation, the entire clinical day will be counted as an absence.

- Tardiness on two occasions will be the equivalent of one clinical absence, resulting in Clinical Warning. The third tardiness automatically results in Clinical Failure.
- Tardiness is defined as arriving to the clinical session 1-15 minutes late. Clinical absence will be assigned for arriving to clinical session greater than 15 minutes late.
  - 1 Absence = Clinical Warning: Conference with instructor and correction plan
  - 2 Absence = Clinical Failure

If a student becomes ill and is unable to attend a clinical assignment, it is anticipated that the student will notify the clinical site as soon as possible. A student cannot miss more than one (1) day of clinical /lab time per course.

Students must notify faculty prior to an exam if they cannot take the exam. Faculty must approve the absence from any exam. An unexcused absence will result in a zero score on the exam. Official documentation supporting the absence is required (i.e.: provider note, police report, funeral home note, etc.). Students must take an alternate make-up exam at a date and time determined by the instructor. The alternate exam may not be in the same format as the original exam at the instructor's discretion. Students arriving to class tardy are expected to wait until the next break before entering the classroom so as not to disrupt the class.

The nursing faculty reserves the right to make exceptions to the above policy based on extreme extenuating circumstances. Documentation regarding the extreme extenuating circumstance may be required. Circumstances which may result in dismissal of a student from the nursing program will be reviewed by program coordinator, the lead faculty and the lead clinical faculty.

<b>RN FACULTY POLICY NO.</b>	<b>100-09</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-05</b>

<b>POLICY NAME:</b>	Audio/ Video Recording of Lectures
<b>SUBJECT:</b>	Audio/Video Recording of Lectures
<b>EFFECTIVE DATE:</b>	October 1, 2008
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015, January 2016, January 2018, August 2018, January 2019, August 2019, December 2019, August 2020, May 2021, May 2022, May 2023
<b>REVISED DATE</b>	May 2015, December 2016, August 2017, May 2024
<b>PURPOSE</b>	
Guidelines for Audio/Video recording of lectures	

## PROCEDURE:

Students may not record classroom lectures.

Students may download talking power points, podcast, class notes, handouts, and any other data from the Learning Management System (LMS) as provided by the instructor.

Exceptions to this policy will be reviewed on an individual basis and may be made only under the following circumstances:

- Written recommendation from the University Office of Disabilities Services.

RN FACULTY POLICY NO. 100-10

RN STUDENT POLICY NO. 200-07

<b>POLICY NAME:</b>	<b>Bad Weather Closing and Scheduling Procedures</b>
<b>SUBJECT:</b>	<b>Bad Weather Closing and Scheduling Procedures</b>
<b>EFFECTIVE DATE:</b>	<b>August 11, 2018</b>
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	<b>January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, August 2020, May 2021, May 2022, May 2024</b>
<b>REVISED DATE</b>	<b>May 2023</b>
<b>PURPOSE</b>	
<b>Guidelines for Bad Weather Procedures</b>	

## PROCEDURE:

In the event Campbellsville University moves to virtual learning due to inclement weather, students must check emails for updates or changes to scheduled activities. Students are expected to attend didactic (classroom) settings as scheduled using virtual technology. Lab/clinical activities will be moved to virtual learning or rescheduled for another day. All Campbellsville University regional sites will follow the University decision for that site.



RN FACULTY POLICY NO. 100-12

RN STUDENT POLICY NO. 200-09

<b>POLICY NAME:</b>	Course Substitutions for Transferred Credits
<b>SUBJECT:</b>	Course Substitutions for Transferred Credits
<b>EFFECTIVE DATE:</b>	December 3, 2008
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015, January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, August 2019, August 2020, May 2021, May 2022, May 2023, May 2024
<b>REVISED DATE</b>	N/A
<b>PURPOSE</b>	
Guidelines for course substitutions for Transferred credits	

## PROCEDURE:

Campbellsville University accepts courses from other accredited colleges and universities based on course equivalency determined by the Office of Student Records. When transferring credits from other schools, the student must request an official transcript from the school(s) to be sent to the Admissions Office. Admissions will then assemble information needed from these records to determine admission to the University. The School of Nursing will use these records for course information applicable to determine placement in the nursing program. The transcripts will be forwarded to the Office of Student Records to be placed in the student's permanent file.

In order for the appropriate substitution to be made for required subjects for the nursing program, a **Course Substitution Request** must be completed by the student and the Dean. This form will be sent to the appropriate Dean/ Chair of the department which offers that course for final approval if needed. Approval will be determined based on a satisfactory comparison of the course with the equivalent course offered at Campbellsville University. Courses must meet the scholastic standards required at Campbellsville University. All credits applicable to the completion of requirements for the nursing program must have a minimum of a "C" grade.

It is highly recommended that the student meets with the advisor early in the program to review needed substitutions and comply with this procedure to ensure that requirements are being met timely for graduation.

Due to the nature of the nursing program, a transfer student coming into this program must complete a minimum of 50% of their core nursing coursework at Campbellsville University.

RN FACULTY POLICY NO. 100-13

RN STUDENT POLICY NO. 200-08

<b>POLICY NAME:</b>	Evaluation- Final Grade Calculation
<b>SUBJECT:</b>	Evaluation- Final Grade Calculation
<b>EFFECTIVE DATE:</b>	December 3, 2008
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015, January 2016, August 2016, August 2017, January 2018, August 2018, January 2019, December 2019, April 2020, August 2020, May 2021, May 2022, May 2024
<b>REVISED DATE</b>	May 2015, January 2017, April 2018, April 2019, April 2020, August 2020, May 2021, May 2022, May 2023
<b>PURPOSE</b>	
Guidelines for Final Grade Calculation	

**PROCEDURE:**

Student’s final grades in each course of the nursing program at Campbellsville University are calculated based on one thousand possible points. All points’ calculations require approval by the Dean of Nursing before publishing in course syllabi.

**Methods of Evaluation Formatting for all ADN/AASN nursing courses**

Method of Evaluation	Materials Covered	Points Possible
Exam I	Chapters	150 points
Exam II	Chapters	150 points
Exam III	Chapters	150 points
Exam IV	Chapters	150 points
HESI	Conversion Score	100 points
Quizzes	See Syllabus (50 Points allotted to NGN <sup>1</sup> Quizzing)	200 points
Homework	See Syllabus	100 points
Totals		1000 points

With the exception of NUR300, this course will administer 3 exams worth 150 points each and a professional capstone portfolio worth 150 points.

<sup>1</sup> Next Generation NCLEX



A minimum grade of C is required in all nursing classes. Total course points will be tallied. The points will then be converted into a percentage score and the one-time rounding is applied at this point in the calculation of the final grade. When rounding, a percentage point of 0.5 or higher will round to the next whole number. A percentage of 0.4 will be dropped and the whole grade will stand as is.

Using the points achieved in the example above, the total point accumulation is 754.9. The final grade then becomes  $754.9/1000$  or 75.49%. The grade is then rounded from the tenths position only and the .49% is dropped and the final grade is 75% (or in this case, a failing grade). In order for this to be rounded up to 78%, the fraction (or decimal value) would need to be 0.5 or greater-for example, 775 points would become  $775/1000$  or 77.5% and would be rounded up to 78%.

The same mechanism applies to the scale as noted below in determining letter grades.

#### Grade Conversion

A	93-100%
B	86-92%
C	<b>78-85%</b>
D	60-77%
F	< 59%



Instructors will post students' grades in Moodle within two weeks. Students have 5 business days beyond posting to make an appointment with Faculty for any questions or concerns regarding the grade. All earned points including Community Service extra credit must be posted a minimum of forty- eight hours (48) hours prior to HESI®.

<b>RN FACULTY POLICY NO.</b>	<b>100-14</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-10</b>

<b>POLICY NAME:</b>	<b>HESI® Overview</b>
<b>SUBJECT:</b>	<b>HESI® Overview</b>
<b>EFFECTIVE DATE:</b>	<b>May, 2018</b>
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	<b>August 2018, January 2019, August 2019, December 2019, August 2020, May 2021, May 2022, May 2023, May 2024</b>
<b>REVISED DATE</b>	<b>April 2019, August 2020, May 2021</b>
<b>PURPOSE</b>	
<b>Guidelines for HESI® Overview</b>	

## PROCEDURE:

The program of nursing utilizes HESI® examinations, and practice materials such as case studies and practice tests offered by Elsevier. These solutions are implemented to facilitate additional assessment and correlated remediation activities in further preparation for the NCLEX. Each semester students will complete a HESI® examination based on the content area of the respective course and during their final semester a comprehensive exit examination. Based upon the students' examination score, a predetermined number of hours of remediation and remediation activities will be mandated by the course faculty. The HESI® exam results will provide the students with meaningful information regarding areas of strengths and weaknesses. HESI® is similar to the NCLEX in that it utilizes the NCLEX RN test plan. The HESI® exam provides students with a variety of cognitive questions using Blooms taxonomy. HESI® exams test students understanding of the content addressing NCLEX client need categories. The following documents are included in this packet:

- HESI® Overview Policy
- HESI® Policy
- HESI® Explanation sheet
- HESI® Portfolio Policy
- HESI® Inventory/Remediation Plan
- HESI® Flow Sheet
- HESI® Remediation Documentation
- Resources (Includes the list of Remedial Options, Distribution of Content Chart, and PIE chart with content breakdown.

RN FACULTY POLICY NO. 100-15

RN STUDENT POLICY NO. 200-11

<b>POLICY NAME:</b>	Health Education Systems, Inc. (HESI®) Testing Policy
<b>SUBJECT:</b>	Health Education Systems, Inc. (HESI®) Testing Policy
<b>EFFECTIVE DATE:</b>	May, 2018
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	January 2015, August 2015, January 2016, January 2017, January 2018, August 2018, August 2019, December 2019, August 2020, May 2021, May 2022, May 2024
<b>REVISED DATE</b>	May 2015, August 2016, August 2017, May 2018, April 2019, May 2019, December 2019, August 2020, May 2021, May 2022, May 2023
<b>PURPOSE</b>	
The School of Nursing seeks to prepare students for NCLEX-RN® testing through the use of HESI® testing and educational materials package.	

## PROCEDURE:

The Campbellsville University School of Nursing has adopted the HESI® testing package that includes multiple resources for student use. Faculty may determine how they will apply these resources in each individual course after receiving training from HESI® to identify practical uses of these materials. These resources can be used as an in-class activity to enhance critical thinking related to specific topics, assigned as homework, or utilized in whatever manner the faculty chooses to incorporate the materials.

Students are encouraged to utilize these tools to enhance learning throughout the program and to prepare them for HESI® testing in each course and ultimately for the NCLEX-RN® after completion of the program. These materials are designed to promote student learning and to ensure success in the nursing program.

### Evaluation of Exams

Standardized exams and custom exams have been selected as another element to identify areas that students may need remediation within specific courses. HESI® exam results will provide the student with meaningful information regarding area of strength and weakness. Students will be provided two HESI® exams within each course, excluding NUR 206, Pathophysiology for Nursing. Course grade will reflect the highest of the two HESI® scores. All students taking the first HESI exam will follow the remediation plan listed below. Students scoring less than the cumulative 900 on the first HESI® will be required to take the second HESI exam. Remediation will not be assigned for the second HESI.

The following guidelines will be utilized for remediation:

For a HESI® score of	Mandated hours of remediation:
≥ 900 (in ALL client needs categories)	0 hours of remediation
≥ 900 (overall with SOME client needs categories falling below 900)	Minimum 2 hours of remediation.
850-899	Minimum 4 hours of remediation
800-849	Minimum 6 hours of remediation
750-799	Minimum 8 hours of remediation
700-749	Minimum 10 hours of remediation
<700	Minimum 12 hours of remediation

**\*Failure to complete remediation will result in a zero on the HESI, and the inability to complete the 2<sup>nd</sup> HESI.**

### **Testing Schedule**

The faculty has adopted the following schedule for testing in the School of Nursing: Table: Testing Schedule for HESI® Exam, the HESI® A2 Exam will be offered as an entrance exam, students will print this report and keep their testing binders.

First Semester	Second Semester	Third Semester	Fourth Semester
Fundamentals Exam	Med-Surg I Exam Pharmacology Exam	Maternal Child Health Exam Psychiatry/ Mental Health Exam	Med-Surg II Exam Exit Exam

### References:

Barton, L., Wilson, P., Langford, R., & Schreiner, B. (2014). Standardized predictive testing: Practices, policies, and outcomes. *Administrative Issues Journal: Connecting Education, Practice and Research*, 4(2), 68-76.

Lauer, M.E. & Yoho, M.J. (2013). HESI® exams: Consequences and remediation. *Journal of Professional Nursing*, 29(2S), S22-S27.

National League for Nursing. (2012). The fair testing imperative in nursing education. Retrieved from [www.nln.org/docs/default-source/about/nln-vision-series-\(position-statements\)/nlinvision\\_4.pdf](http://www.nln.org/docs/default-source/about/nln-vision-series-(position-statements)/nlinvision_4.pdf)

Schreiner, B. (2013). HESI® Research summary: How much should a standardized exam count in a nursing course? Paper presented by the Director of Research for Review and Testing, HESI®, Inc.

Review of policies from schools of nursing across the nation supplied by Rosemary Stendebeck, Elsevier in email communication of 02/23/2015. Review of policies from state and regional schools of nursing to identify current practices within the area; conducted by Lisa Drury, MSN student as part of her practicum experience.

## HESI® Specialty and Exit Exams Scoring Explanation Sheet

Your HESI® scores range from 0 to over 1,000, and can be as high as 1,500 (depending on the difficulty level of the exam). An acceptable level of performance is 850. However, the recommended level of performance is 900 and above for all scores provided.

Each school is responsible for establishing their specific standards related to outcome measures of acceptable scores. Many schools choose a certain overall score as a benchmark for progression, and such benchmarks are set at the discretion of the school's faculty and administrators. However, when preparing for the NCLEX®, it is recommended that students seriously remediate any subject area category in which they obtained a score of less than 850.

All test items are weighted according to their difficulty level. If you answer more difficult items correctly, you will get more credit than if you answer less difficult test items correctly. Because of this scoring method, it is highly probable that two students answering the same number of test items correctly will receive different scores because such scores depend not only on how many test items the student answered correctly, but also on which test items the student answered correctly.

Your score reflects application of the HESI® Predictability Model (HPM) to your overall score and each subject area score. Research studies have found the HPM to be highly accurate in predicting NCLEX® success.

Your conversion score is a weighted percentage score that considers the average difficulty of the exam and the average difficulty of the test items you answered.

The HESI® score is a better predictor of NCLEX® success than the conversion score because it reflects application of the HPM in its calculation, whereas the conversion score does not.

Colored graphs depicting your scores on various subject area categories are provided throughout this report. The horizontal lines within these graphs are set at the Acceptable Level (850) and the Recommended Level (900).

Reference: <https://evolve.elsevier.com/education/hesi/hesinursing/>

<b>RN FACULTY POLICY NO.</b>	<b>100-16</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-12</b>

<b>POLICY NAME:</b>	<b>HESI® Portfolio Policy</b>
<b>SUBJECT:</b>	<b>HESI® Portfolio</b>
<b>EFFECTIVE DATE:</b>	<b>May, 2018</b>
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	<b>January 2019, August 2019, December 2019, August 2020, May 2021, May 2022, May 2024</b>
<b>REVISED DATE</b>	<b>May 2019, August 2020, May 2021, May 2023</b>
<b>PURPOSE</b>	
<b>Guidelines for completion of HESI® Portfolio Policy</b>	

## PROCEDURE:

All students within Campbellsville University School of Nursing will maintain and complete a HESI® portfolio. The HESI® portfolio will serve as a method to identify areas of weakness in order to promote student success upcoming standardized exams and the NCLEX RN. In addition, this tool in collaboration with faculty will help students address trends of weakness within each nursing course.

Faculty will guide students to complete a portion of the HESI® portfolio each semester. The lead course instructor will review student comments and advise appropriate remediation. Remediation, which may include or be in addition to the mandated hours outlined in the HESI® testing policy.

Students are required to keep a HESI® binder for use throughout the nursing program. Students will print a HESI® report after each exam and store it in the HESI® binder. Students are required to meet with faculty to discuss HESI® Inventory/Remediation Plan. Remediation cannot be started until after meeting with Lead Course Instructor. The student portion of the plan is to be completed before meeting with the faculty. Students will submit copies of the HESI® Inventory/Remediation Plan, HESI® remediation documentation, and the HESI® Flow sheet via Moodle upload in each nursing course.

## Potential Remedial and Preparatory Work for HESI® RN Standardized Exams

### HESI® RN Client Reviews

An ideal way to reinforce and assess students' retention of core content, these didactic, knowledge-based scenarios give students an important first look at providing safe and effective client care — all in a visually stimulating and interactive environment.

### HESI® RN Practice Test

This pre-built, non-proctored test will help you to assess knowledge and concepts learned while also introducing students to standardized testing with NCLEX examination-style practice questions written at the application level.

### HESI® RN Case Studies

Challenge students to use their knowledge and apply key concepts to realistic client scenarios. By answering questions and viewing rationales, students learn to manage complex client conditions and make sound clinical decisions.

### **Elsevier Adaptive Quizzing**

This mobile-optimized, formative assessment tool serves up personalized questions to help students succeed in their courses and study more effectively for high-stakes exams. It's ideal for use throughout your curriculum to prepare students for everything from mid-terms to the NCLEX exam — all in an individualized, interactive way. Use HESI® and EAQ together in your classroom to create a customized formative and summative assessment solution.

### **HESI® Remediation Packet**

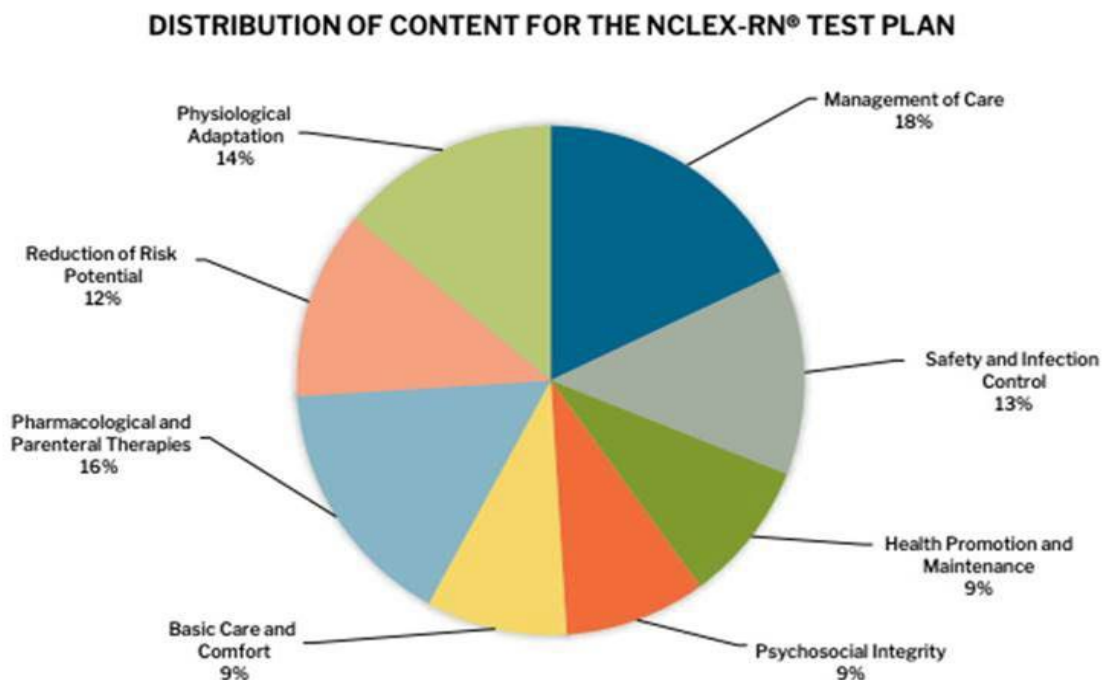
This packet is emailed to you upon completion of your HESI® exam and is individualized based upon your performance.

Any of the above assignments may be given within a course to: reinforce student retention of core content, assess student understanding of key concepts, introduce students to standardized testing and challenge students to apply knowledge and develop clinical reasoning skills.

Reference: <https://evolve.elsevier.com/education/hesi/nursing/> March 2024

<https://evolve.elsevier.com/education/eaq/> March 2024

### **NCLEX-RN® - Distribution of Content**



NCLEX-RN Examinations are administered adaptively in variable-length format to target candidate-specific ability. To accommodate possible variations in examination length, content area distributions of the individual examinations may differ up to  $\pm 3\%$  in each category.

Reference: [https://www.ncsbn.org/public-files/2023\\_RN\\_Test%20Plan\\_English\\_FINAL.pdf](https://www.ncsbn.org/public-files/2023_RN_Test%20Plan_English_FINAL.pdf)

RN FACULTY POLICY NO. 100-20

RN STUDENT POLICY NO. 200-04

<b>POLICY NAME:</b>	Examination Administration & Testing Environment
<b>SUBJECT:</b>	Examination Administration & Testing Environment
<b>EFFECTIVE DATE:</b>	August 2006 April 2020
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015, January 2016, January 2017, January 2018, January 2019, August 2019, December 2019, March 2020, May 2020, May 2021, November 2021, May 2022
<b>REVISED DATE</b>	August 2016, August 2017, April 2018, April 2019, April 2020, May 2021, November 2021, May 2023, May 2024
<b>PURPOSE</b>	
To establish guidelines for the administration of exams and the testing environment	

## PROCEDURE:

All exams and quizzes will be proctored.

### On-Site

**Test Environment Requirements:** *The on-site testing environment must conform to the following:*

- Students may only bring an electronic device the size of a cell phone or smaller and keys to the testing area. There will be a storage space available for phones, keys and watches. (Smart watches are not to be worn while testing). **No other items will be allowed in the testing area, this includes extra paper, sticky notes, and writing utensils.**
- Students will be randomly assigned to numbered seats by faculty in the computer lab.
- If a student is late for the exam, no additional time will be given to them unless there has been an emergency. This will be determined by the faculty member.
- Students are not permitted to wear jackets or coats, hats, caps, sun visors, hoodies, scarves, gloves, sunglasses and/or non-corrective eyeglasses into the testing area or during testing.
- Students should not bring drinks, gum, candies, or other food items into the testing area.
- When a student asks a question, they should raise their hand and faculty will go to the student to ascertain his question.
- If there is an omission or typographical error on the test and the faculty member discovers it or a student inquiry about such instances, the faculty member may stop the test, and bring it to the attention of all students.
- Faculty will decide if students can leave when they complete the test or should leave at prescribed times.
- Any student who is discovered cheating on the test will be asked to stop the exam and leave the testing area. Additionally, the student will be counseled by the faculty member and actions will be taken in accordance with applicable University and Program of Nursing policies.
- Noise cancelling headphones may be available upon request.

### Off-Site

**Exam Soft will be used for all exams and real time remote proctoring of exams will be provided by faculty. This will be used with online examinations as instructed by faculty to ensure student identification and to promote integrity with examinations.**

- Students are required to establish identity following the procedures outlined by the instructor.
- Students are responsible for self-testing the functionality of the system well in advance of all remote proctored exams in their courses, so that any troubleshooting that is required can be accomplished.



**Test Environment Requirements:** The online testing environment should mimic the on-site testing environment and must also conform to the following:

**Testing Area:**

- Be prepared that all activities will be monitored and recorded, such as computer activities, and any information accessible via the computers microphone and camera (which must remain active and accessible to the testing application at all times).
- Sit at a clean desk or clean table (not on a bed or couch).
- Lighting in the room must be bright enough to be considered "daylight" quality. Overhead lighting is preferred; however, if overhead is not possible, the source of light should not be behind the student causing shadows or glares in the webcam.
- Be sure the desk or table is cleared of all other materials. This means the removal of all books, papers, notebooks, calculators, etc. Only your electronic device and white board and marker are appropriate items to have on your workspace unless specifically permitted in posted guidelines for that particular examination.
- No writing visible on desk or on walls.
- The following should not be used during your exam unless specifically allowed for that examination:
  - Excel
  - Word
  - PowerPoint
  - Textbooks
  - Websites
  - Calculators
  - Pen and/or Paper
- Close all other programs and/or windows on the testing computer prior to logging into the proctored test environment.
- Do not have a radio or television playing in the background.
- Do not talk to anyone else-No communicating with others by any means.
- The testing environment should be a private area in which you are alone in a room, no individuals should be permitted in your testing area.

**Behavior:**

- Dress as if in a public setting and conforming to stipulations that would be imposed for the on-site testing.
- You must not leave the room during the testing period at any time, unless specifically permitted in posted guidelines for that particular examination. You must not take the computer into another room to finish testing (exam must be completed in the same room the exam is started in).
- Do not use a phone for any reason. The only exception is to contact support or your instructor in the event of a technical issue.

**Policy Violation Consequences:**

- If you cheating is discovered, you will be contacted directly by Campbellsville University faculty and subject to penalties to the fullest extent as articulated in the School Conduct Policy and/or Program of Nursing policies.
- The intent of these warnings is to allow you the chance to modify your behavior to comply with this policy before punitive action is required. As outlined in Campbellsville University's policy, repeated offenses will be subject to review and may result in a failing grade or expulsion.

**For support with ExamSoft**

Phone: 1-866-429-8889, ext. 3 for US & Canada (available 24 hours a day seven days a week)

Email: [support@examsoft.com](mailto:support@examsoft.com)

**RN FACULTY POLICY NO.** 100-22

**RN STUDENT POLICY NO.** 200-13

<b>POLICY NAME:</b>	Identification of Academically At-Risk Students
<b>SUBJECT:</b>	Identification of Academically At-Risk Students
<b>EFFECTIVE DATE:</b>	August 11, 2008
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015, January 2016, January 2017, August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, August 2020, May 2021, May 2022, May 2023
<b>REVISED DATE</b>	August 2016, August 2019, August 2020 May 2021, May 2024
<b>PURPOSE</b>	
Guidelines to identify academically At-Risk Students	

## PROCEDURE:

Instructors will monitor the progress of students through each class, using formative and summative means to identify learning issues. When students are unsuccessful in their clinical performance and/or on tests used to assess learning in the classroom, instructors will counsel these individuals to determine factors that may impact learning. These factors may include study habits, work schedules, family obligations, and any issues with testing. The nursing instructor will help the student to identify potential barriers to learning and will advise that student accordingly. Students who are unsuccessful in a core nursing course will be enrolled in NUR 099: Strategies and Opportunities for Success.

Campbellsville University provides counseling services that can assist the student with such issues and with striking a balance between school work and issues as those noted above. As deemed appropriate by the instructor, the student may be referred to the Office of Counseling Services by completing a referral form and contacting that office for an appointment.

Students also have access to Office of Disability Services. This office provides services for students with disabilities. To be eligible for services, students must identify themselves to the Disability services staff located in the BASC (Badgett Academic Support Center) or through Regional Sites as arranged. Further information on eligibility can be obtained from their staff.

Additionally, the School of Nursing will utilize HESI® examinations offered through Elsevier as an additional means to identify students who are at potential risk for academic failure. The HESI® exam will be given prior to the end of each course/semester. Students will be required to remediate based on the recommendation of faculty in response to their individual HESI® performance as defined in policy # 200-11 of the ADN/AASN Student Handbook.

RN FACULTY POLICY NO. 100-23

RN STUDENT POLICY NO. 200-14

<b>POLICY NAME:</b>	Late Assignments
<b>SUBJECT:</b>	Late Assignments
<b>EFFECTIVE DATE:</b>	April 2010
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	January 2015, August 2015, August 2016, January 2017, August 2017, January 2018, January 2019, August 2019, December 2019, August 2020, May 2021, May 2022, May 2023, May 2024
<b>REVISED DATE</b>	January 2016, October 2018, August 2019
<b>PURPOSE</b>	
Guidelines for Late Assignments	

### PROCEDURE:

Students may turn in assignments that earn credit up to 48 hours late. After 48 hours assignments shall not be accepted, resulting in zero points. The following percentage reduction will occur with all late assignments:

Up to 24 hours late= 20% reduction off possible grade

24-48 hours late =30% reduction off possible grade

Example:

Assignment Worth:	25 Points	Assignment Worth:	25 Points
Turned in 24 Hours Late (Deduction):	5 Points	Turned in 48 Hours Late (Deduction):	7.5 Points
New Highest Possible Score:	20 Points	New Highest Possible Score:	17.5 Points

<b>POLICY NAME:</b>	Progression Guidelines
<b>SUBJECT:</b>	Progression Guidelines
<b>EFFECTIVE DATE:</b>	August 11, 2008
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	January 2015, August 2015, January 2016, August 2017, January 2018, August 2018, January 2019, August 2020, May 2021, May 2022
<b>REVISED DATE</b>	August 2016, January 2017, August 2019, December 2019, August 2020, May 202, May 2023, May 2024
<b>PURPOSE</b>	
Guidelines for Progression	

**PROCEDURE:**

- Students must have at least a grade of "C" in each course. A student who receives a "W" (Failing), "D", or "F" in a core nursing course must reapply to the program. Students can reapply to the program only once and will be considered for readmission. Students seeking "W" (Passing) will require documentation from their instructor stating that they are passing the course.

- The core nursing classes have a clinical component, with the exception of NUR 204 and NUR 206. Clinical evaluations are assessed on a pass- fail basis. In classes with a clinical component, the student must pass both the clinical and the didactic portion of the class to pass the nursing course.

- Circumstances may interfere with successful learning. If circumstances result in the student being unsuccessful in multiple courses in one semester, that student will be eligible for readmission to the program. 100-25Please see student policy 200-19.

- In order to graduate from the Associate Degree Nursing/Associates in Applied Science Nursing program, students must have a minimum grade of "C" or better in all courses in the curriculum. Some of the courses of the curriculum have defined prerequisites. These requirements must be completed prior to admission into that specified nursing course; failure to do so will necessitate readmission according to School of Nursing policy. International students will be scheduled for classes on an individual basis by the Dean of Nursing.

**See below:**

Prerequisite course(s):	Must be completed prior to:
<ul style="list-style-type: none"> <li>o Anatomy &amp; Physiology I &amp;II</li> <li>o General Psychology</li> <li>o Freshman Composition I</li> <li>o College Math</li> <li>o Medical Microbiology</li> </ul>	<ul style="list-style-type: none"> <li>o Applying to the Nursing program</li> <li>o NUR 100: Nursing Fundamentals</li> </ul>
<ul style="list-style-type: none"> <li>o NUR 100: Nursing Fundamentals</li> <li>o NUR 206: Pathophysiology</li> </ul>	<ul style="list-style-type: none"> <li>o NUR 103: Medical Surgical Nursing I</li> </ul>
<ul style="list-style-type: none"> <li>o NUR 103: Medical Surgical Nursing I</li> <li>o NUR 204: Pharmacology for Nursing</li> </ul>	<ul style="list-style-type: none"> <li>o NUR 211: Maternal Child Nursing</li> <li>o NUR 200: Psychiatric Nursing</li> </ul>
<ul style="list-style-type: none"> <li>o NUR 211: Maternal Child Nursing</li> <li>o NUR 200: Psychiatric Nursing</li> </ul>	<ul style="list-style-type: none"> <li>o NUR 201: Medical Surgical II Nursing</li> <li>o **NUR 300: Applications to Practice</li> </ul>

\*\* Students are advised that the Clinical Preceptor ship in Professional Nursing & Applications to practice includes an integrated practicum. The integrated practicum shall consist of a minimum of 120 clock hours of concentrated clinical experience of direct patient care in a health care facility or health care organization. The integrated practicum shall be completed within a period not to exceed seven (7) consecutive weeks while the governing institution is in session and within seven (7) months of graduation. Therefore, all required course work must be successfully completed prior to or concurrent with that term. If a student fails NUR 201, the student will be required to drop NUR 300.

**Reference:**

Kentucky Board of Nursing (2023, April) 201 KAR 20:320. Standards for curriculum of prelicensure registered nurse and practical nurse programs. <https://apps.legislature.ky.gov/law/kar/titles/201/020/320/>

<b>POLICY NAME:</b>	<b>Leave of Absence</b>
<b>SUBJECT:</b>	<b>Leave of Absence</b>
<b>EFFECTIVE DATE:</b>	<b>August 11, 2008</b>
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	<b>August 2019, August 2020, May 2021, May 2022, May 2023, May 2024</b>
<b>REVISED DATE</b>	<b>December 2019</b>
<b>PURPOSE</b>	
<b>Leave of Absence</b>	

## PROCEDURE:

A student may request a leave of absence from the nursing program due to a medical or mental health issue which impacts the student's ability to participate in the nursing program. The request for the leave of absence must be submitted in writing by the student to the Dean of the School of Nursing and shall include a written certification from an appropriate and qualified health care provider stating (1) the basis for the leave of absence; and (2) the time period during which the student will be unable to participate in the program due to the medical or mental health issue. Students must cooperate fully with the University and provide all requested documentation and information so that the University can make a timely and informed decision regarding whether to grant the student's request for a leave of absence from the program.

The Academic Standards Committee is responsible for reviewing student requests for leaves of absence and determining whether such requests shall be granted or denied.

If a student's request for a leave of absence is granted, the student will be eligible for readmission to the program under the following conditions:

- The student must request readmission into the program in writing to the Academic Standards Committee.
- The student must provide written documentation from an appropriate and qualified health care provider stating that the student is cleared to return to the nursing program.
- A determination is made by the University that there is space availability for the student to re-enter the program in the requested semester. If space for students is limited, preference will be given to the student with the highest course average and demonstrated satisfactory clinical performance at the time of the leave of absence.

The Academic Standards Committee, with input from faculty members, may establish conditions for readmission to the nursing program, including, but not limited to, any of the following:

- Mandatory study hours
- Enrolment in NUR 099 Strategies and Opportunities for Success
- Restrictions on participation in extracurricular activities
- Mandatory plan for success (P4S)
- Compliance with initial admission requirements

Students will be required to sign a written agreement acknowledging their express agreement to the conditions of readmission. Failure to comply with these conditions will result in the student's forfeiture of readmission to the nursing program.

All students are subject to the Nursing Program's Progression Guidelines (Student Policy No. 200-16) which allow readmission to the nursing program a single time during the student's participation in the nursing program.

RN FACULTY POLICY NO. 100-27

RN STUDENT POLICY NO. 200-18

<b>POLICY NAME:</b>	Readmission to the Program
<b>SUBJECT:</b>	Readmission to the Program
<b>EFFECTIVE DATE:</b>	August 11, 2008
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	January 2015, January 2016, January 2017, January 2018, August 2018, January 2019, December 2019, August 2020, May 2021, May 2022, May 2023, May 2024
<b>REVISED DATE</b>	July 2015, December 2016, August 2017, August 2019, May 2022
<b>PURPOSE</b>	
After an academic failure in a nursing course or other factors, which necessitate a lapse in the program, students may wish to be considered for readmission to the Program. This policy outlines the process for potential readmission to the program. Readmission to the program is not guaranteed.	

## PROCEDURE:

Students may be considered for readmission to the School of Nursing at Campbellsville University after the failure of one course.

- If students fail more than one nursing course within the program, they must follow the Judicial Process.
- If students fail more than one nursing course within one semester due to extraordinary circumstances beyond the realm of academics, they must note in their request for re-admission the circumstances that contributed to the failure. These factors will be considered when reviewing the request for re-admission.
- If a student who fails a nursing course was initially admitted to CU as a transfer student from another nursing program after failure of a course in that program, the student will not be considered for re-admission to this program. (See Transfer and Licensed Practical Nursing policy).
- If a past CU nursing student has withdrawn from the CU nursing program in the last year and not follow any of the listed policies related to readmissions the student will be required to follow policy 100-04.

Consideration for Re-Admission occurs on a case-by-case basis. Available space within the semester required- Priority will be given to those students who are maintaining passing rates in the program or have met requirements for admission to the Fundamentals course, and so remain in good academic standing. In the event that more students request readmission than space allows, preference will be given to students who demonstrated satisfactory clinical performance, had the highest course average at time of withdrawal or failure, and have resolved issues that contributed to failure to progress in the program. (See attached Readmission Standardized Objective Operating Procedure Policy.)

<b>RN FACULTY POLICY NO.</b>	<b>100-28</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-19</b>

<b>POLICY NAME:</b>	<b>Guidelines for Readmission to the Program</b>
<b>SUBJECT:</b>	<b>Readmission Standardized- objective Operating Procedure</b>
<b>EFFECTIVE DATE:</b>	<b>May 2018</b>
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	<b>August 2018, January 2019, August 2020, May 2021, November 2021, May 2022, May 2023</b>
<b>REVISED DATE</b>	<b>August 2019, December 2019, May 2021, November 2021, May 2022, May 2024</b>
<b>PURPOSE</b>	
<b>Rationale: To ensure every student readmission candidate receives fair, timely and objective opportunity for Re-Admission.</b>	

## **PROCEDURE:**

Once a student becomes aware of their unsuccessful completion of a Core Nursing Course, the student candidate seeking Re-Admission will review and follow instructions below related to readmission. Students can find this information in the student handbook in policy number 200-19. The student will also notify the Dean's Office of their intent to reapply. The Dean's office will notify the Program and Clinical Coordinators and notify the student of the deadline for return of the readmission application packet. Students will be required to turn in re-admission packet to the Deans Office Friday of finals week by 12:00 pm est.

It is the responsibility of the student to review the policy for readmission, and complete the requirements as outlined. Nursing faculty will not review the readmission packet for completion or guide the student in completion. The student may seek out guidance from the academic/writing center on applicable campus.

After all applications have been reviewed by the Academic Standards Committee, students will be notified of their readmission status. Student will make an individual appointment to meet with the committee, and review status and readmission contract expectations. In the event of a curriculum change, the readmitted student must meet all requirements of the specified semester.

## **Re-Admission Terminology and Description**

**Note:** Candidates applying for Re-Admission to the Campbellsville University School of Nursing should become familiar with and understand the following terminology.

**Letter for Re-Admission:** Submission of a typed letter addressed to the Academics Standards committee. Letters requesting re-admission should contain:

- Course and semester to which the student is requesting re-admission.
- The letter must address each of the following areas of student performance, and how these contributed to the academic failure. If one or more areas did not contribute to the academic failure, describe why it was a strength. The student may also include additional information, not related to the specified topics, as it pertains to why the student was not successful in the nursing program.
  - Organization
  - Time Management
  - Study Habits
  - Attendance
  - Punctuality
  - Work Ethic
  - Attention to Details
  - Planning
- The letter must indicate how the student will improve the areas of student performance from the list above, as well as any additionally addressed factors that contributed to the academic failure.
- The letter should demonstrate accountability, responsibility, ownership and should include proposed solutions.
- The letter must be type written in a professional manner with a spell check performed and errors corrected.

### **First Draft of Plan for Success (P4S):**

This first draft should have a bulleted list of learning strategies for the upcoming semester. This plan is due with the Readmission Packet. Students should ensure that strategies are appropriate, clearly stated, and well defined. Further, be sure that the strategies promote critical thinking and include any relevant obstacles or challenges that may have contributed to the academic failure. The P4S should mirror the factors, indicated in the letter for readmission, that contributed to the academic failure.

### **NUR 099- Strategies & Opportunities for Success:**

Each Student re-admitted to the program is required to enroll and successfully complete all components of NUR 099 in the returning semester. Failure to enroll or successfully complete NUR 099 will stop the student's progression in the nursing program. This course is designed for the student identified to be at risk for unsuccessful progression in the nursing program. The student will be guided in a self-inventory process to identify learning styles and individual traits to overcome barriers to success. The student will explore time management strategies, utilize a variety of study methods, incorporate test-taking techniques, and identify relevant resources. Student will be enrolled in this course upon readmission.



**Counseling Services:**

If a student identifies a potential need, or if faculty determine the student may benefit from Counseling Services, the student is encouraged to call 270-789-5070 to schedule an appointment. Proof of this appointment must be presented on the first day of NUR-099.

**Disability Services:**

If a student identifies a potential need, or if faculty determine the student may benefit from Disability Services, the student is responsible to schedule an appointment with the Office of Disability Services at 270-789-5450. Proof of this appointment must be presented on the first day of NUR-099.

**Castle Branch:**

Another important aspect of readmission is ensuring that your Castle Branch and Castle Branch Bridges requirements remain current at all times (including summer, winter, fall, and spring breaks). It is not appropriate to allow any lapse in your immunizations, certifications, or required documents for Castle Branch. Violations in this policy can include dismissal from the program.

**Study Hours:**

Study hours are mandatory and assigned on an individual basis. Students are required to complete study hours as part of their Re-Admission. Students will receive instructions for completing these hours. All required study hours are reduced by 50% during Fall Break Week, Thanksgiving Holiday Week, and HURST Live Review and Easter Holiday Weekend. Spring Break is exempt 100%.

**May Not hold Class Office or KANS office:**

The student will not serve as a class officer or as KANS (Kentucky Association for Nursing Students) officer during the returning semester.

**Statement of Understanding:**

Students will sign the Readmission Contract with members of the Academic Standards Committee. Failure to sign and submit the readmission contract by the specified date will be assumed as a forfeit of the readmission. A violation of any item of the Readmission contract can result in dismissal from the nursing program. Please note that readmittance to the nursing program will be dependent on seat availability within the specified course.

The School of Nursing faculty is excited for your return and wish you much success. If you have questions or concerns related to the readmission process, contact any member of the Academic Standards Committee.

Best Regards,  
Academics Standards Committee

**Academic Standards Committee Members**  
**Campbellsville Campus 1-(270) 789-5155**  
**Harrodsburg Campus 1-(859)605-1389**

## Scoring Rubric for Readmission

Student Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Faculty Member Initials: \_\_\_\_\_

### Letter

<ol style="list-style-type: none"> <li>1. Reflects critical thinking.</li> <li>2. Addresses all areas of student performance as a weakness or strength, and how it contributed to the academic failure, or describes why it was a strength.               <ul style="list-style-type: none"> <li>-Organization                      -Punctuality</li> <li>-Time Management                -Work Ethic</li> <li>-Study Habits                      -Attention to Details</li> <li>-Attendance                        -Planning</li> </ul> </li> <li>3. Indicates how they will improve the areas of weakness in student performance, and any additionally addressed factors contributing to the academic failure.</li> <li>4. Demonstrates accountability, responsibility, and ownership.</li> <li>5. Document is grammatically correct (spelling, logical flow, etc.).</li> <li>6. Contains the Level and Semester to which the student is requesting readmission.</li> <li>7. Exhibits pro-active behaviors related to readmission procedure.</li> </ol>	<p style="text-align: center;">Student meets how many of the listed elements?</p> <p style="text-align: center;">_____ out of 7</p>
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### Plan for Success (P4S)

<ol style="list-style-type: none"> <li>1. Strategies are appropriate.</li> <li>2. Strategies are clearly stated and well defined.</li> <li>3. Strategies demonstrate critical thinking/insight.</li> <li>4. P4S Addresses identified factors contributing to academic failure.</li> <li>5. Identifies appropriate implementation timeframe of P4S.</li> <li>6. Includes bulleted list of learning strategies.</li> </ol>	<p style="text-align: center;">Student meets how many of the listed elements?</p> <p style="text-align: center;">_____ out of 6</p>
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### CU SON Performance History

<ol style="list-style-type: none"> <li>1. Clinical Performance and Evaluation (Faculty Survey Results)               <ul style="list-style-type: none"> <li>Far Below Expectations    1 point</li> <li>Below Expectations        2 points</li> <li>Meets Expectations         3 points</li> </ul> </li> <li>2. Classroom Performance, Preparedness, &amp; Participation (Faculty Survey Results)               <ul style="list-style-type: none"> <li>Far Below Expectations    1 point</li> <li>Below Expectations        2 points</li> <li>Meets Expectations         3 points</li> </ul> </li> <li>3. CastleBranch Requirements are Current (CPR, SRNA, Immunizations, etc.) 1 point</li> </ol>	<p style="text-align: center;">Student meets how many of the listed elements?</p> <p style="text-align: center;">_____ out of 6</p>
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### Recommendations

Rubric Scored <b>Student must meet 78% minimum (16/20 total)</b>	_____ %
Re-Admit according to score	YES or NO
Counseling Referral	YES or NO
Disability Services Referral	YES or NO
Required Study Hours <i>If YES, # of Hours Assigned</i>	YES or NO 10      15      20

RN FACULTY POLICY NO. 100-29

RN STUDENT POLICY NO. 200-43

<b>POLICY NAME:</b>	Servant Leadership
<b>SUBJECT:</b>	Servant Leadership and Community Service Points
<b>EFFECTIVE DATE:</b>	August 2013
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	January 2015, January 2016, August 2016, August 2017, January 2018, January 2019, August 2019, December 2019, August 2020, May 2021, May 2022, May 2023, May 2024
<b>REVISED DATE</b>	May 2015, February 2017, November 2018, August 2019, December 2019
<b>PURPOSE</b>	
The purpose of servant leadership is to provide students with an opportunity to serve others and earn extra course points. These experiences allow students to gain an understanding of the call to service through the model of Christian principles that lead to a lifelong integration of "servant leadership." By serving others, students will become more aware of the needs of our local communities and the world around them. Ultimately this may lead to a lifetime passion for connecting to the world through acts of service.	

**PROCEDURE:**

**Campbellsville University Mission Statement**

*Campbellsville University is a comprehensive, Christian institution that offers non-credit technical programs, along with certificates, associates, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity, and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship by using advanced research to practice at the doctoral level, and active participation in a diverse, global society.*

Servant acts are designed to expose/encourage students to "learn to serve others", "connect to giving", "engage in community activities"

The Blood Drive events are mandatory for all nursing students to meet the mission of preparing servant leaders. Once students meet requirements for servant leadership, they will have the opportunity to participate in pre-approved community service events.

A maximum total of 2 points per course per semester can be earned if students choose to participate. One point will be assigned for each community service event completed. All community service events must be preapproved by the Academics Standards Committee prior to the beginning of each semester. Requests for additional student participation in university service events will be announced upon approval by the Academic Standards Committee. Students will have three (3) business days prior to the event to cancel their participation at a community service event, with the exception of emergency circumstances. Any student who signs up to participate in a community service project, and fails to fulfil their obligation, will not be eligible to participate in any additional events for the remainder of the academic semester. All earned community service points must be submitted to the course instructor forty-eight (48) hours prior to the HESI® exam. Once points have been redeemed in a course, they cannot be transferred to a different course.

RN FACULTY POLICY NO. 100-31

RN STUDENT POLICY NO. 200-47

<b>POLICY NAME:</b>	Textbook Adoption Policy
<b>SUBJECT:</b>	Textbook Adoption Policy
<b>EFFECTIVE DATE:</b>	August 2011
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	January 2015, May 2015, January 2016, August 2016, January 2017, January 2018, August 2018, January 2019, May 2020, May 2021, May 2022, May 2023
<b>REVISED DATE</b>	August 2017, April 2019, May 2022, May 2024
<b>PURPOSE</b>	
Proposals for textbook adoption will be reviewed during faculty curriculum meetings in September and February of each school year in efforts to meet university bookstore deadlines for the upcoming semester.	

## PROCEDURE:

The faculty member(s) initiating the proposal will be responsible for ordering desk copies of the proposed textbook for each faculty member who may be involved in teaching from the book. Faculty members teaching in Medical-Surgical Nursing I and Medical- Surgical Nursing II courses will provide desk copies to faculty teaching in both courses. Once desk copies are provided, four weeks will be allotted for textbook review prior to the proposal for adoption. Textbooks will be reviewed based on the following criteria.

1. Readability
2. Content appropriateness
3. Design
4. Student & faculty resources

Rationale for the textbook change in comparison to the current course textbook will be discussed during the curriculum meeting. Based on the proposing faculty(s) recommendation and the curriculum committee's discussion, the textbook adoption will be based on majority vote. In the instant of a tie, the School of Nursing Dean will approve/disapprove the proposed textbook adoption.

<b>RN FACULTY POLICY NO.</b>	<b>100-33</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-22</b>

<b>POLICY NAME:</b>	Withdrawal
<b>SUBJECT:</b>	Withdrawal
<b>EFFECTIVE DATE:</b>	August 2008
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015, January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, December 2019, May 2020, May 2021, May 2022, May 2023, May 2024
<b>REVISED DATE</b>	August 2019
<b>PURPOSE</b>	
Students in the School of Nursing may have to withdraw from the school for personal reasons, academic reasons, health issues, and other factors.	

## PROCEDURE:

The student is encouraged to meet with his/her faculty advisor to discuss possible alternatives to withdrawal. When no other alternative seems viable to the student, the School of Nursing follows the same policy outlined in the Campbellsville University Student Handbook under "Refund and Withdrawal Policy."

The student is advised that if they choose to leave unofficially—that is, without approval of the Vice President of Academic Affairs and the completion of withdrawal forms, they forfeit all rights to any reduction in their account and will receive an "F" in all courses. To alleviate this situation, the student must follow the guidelines as stated in the Campbellsville University Student Handbook. Students who have financial aid should refer to the Federal Student Financial Aid Handbook to identify policy guidelines regarding this aid.

When a student withdraws from the Program of Nursing, they may seek readmission to the program according to the policy on readmission.

## SECTION III- STUDENT COMMUNICATIONS

RN FACULTY POLICY NO.	100-34
RN STUDENT POLICY NO.	200-24

<b>POLICY NAME:</b>	Student Representation
<b>SUBJECT:</b>	Student Representation /Class Officers
<b>EFFECTIVE DATE:</b>	August 11, 2008
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	January 2015, January 2016, August 2016, August 2017, January 2018, August 2018, January 2019, December 2019, May 2020, May 2021, May 2022, May 2023, May 2024
<b>REVISED DATE</b>	May 2015, February 2017, August 2019, June 2020
<b>PURPOSE</b>	
The official activities of each nursing cohort will be organized and led by class officers.	

### PROCEDURE:

Officers in 2nd, 3rd, and 4th semesters are elected at the beginning of each semester. 1st semester will have a class representative. The goals of Class Officers are to participate in program development, implementation, governance, and evaluation in the School of Nursing, organize and facilitate activities for the enjoyment of their classmates and to help coordinate the pinning ceremony for their cohort.

The class officers will consist of:

- **Class President** - Responsible for all class activities; coordinator of Pinning Ceremony, creates agenda and presides over class meetings; delegates duties and acts as a representative for the class, speaks on behalf of class. Keeps faculty leaders informed of upcoming events, ideas, concerns.
- **Vice-President** - Fulfills the duties of the President when the President is absent; performs duties assigned by the President. Can act as representative for the class.
- **Secretary** - Takes meeting minutes; distributes meeting minutes to all classmates within 1 week of meeting, maintains correspondence & attendance records; works with Webmaster to keep class activity calendar/webpage updated; responsible for all sign-up sheets. Can act as a representative for the class.
- **Treasurer** - establishes budget; records all financial transactions; gives status report at class meetings; authorizes expenditures; inventories fundraising items; and collects/deposits fundraising money earned

At least one class officer is welcomed and encouraged to attend monthly scheduled faculty, Curriculum, and Academic Standards meetings as a student government representative.

**Reference: 201KAR20:340**

<b>RN FACULTY POLICY NO.</b>	<b>100-35</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-15</b>

<b>POLICY NAME:</b>	<b>Nursing Faculty Hours</b>
<b>SUBJECT:</b>	<b>Nursing Faculty Information</b>
<b>EFFECTIVE DATE:</b>	<b>August 11, 2008</b>
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	<b>May 2015, January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, December 2019, May 2020, May 2021, May 2022, May 2023</b>
<b>REVISED DATE</b>	<b>August 2019, May 2024</b>
<b>PURPOSE</b>	
<b>Guidelines for Nursing Faculty Hours</b>	

**PROCEDURE:**

Faculty will have posted office hours outside of their office door; however, individual students should make appointments to ensure adequate time to meet the student’s needs. If unable to attend class or a test, students must notify their instructor as soon as possible and at least 30 minutes before class. Instructions for notifying instructors are clearly outlined in each course and clinical syllabi.

Faculty will follow the office hours requirement in the CU APPM.

RN FACULTY POLICY NO.	100-36
RN STUDENT POLICY NO.	200-46

<b>POLICY NAME:</b>	Telephone Communications at the School of Nursing
<b>SUBJECT:</b>	Telephone Communications at the School of Nursing
<b>EFFECTIVE DATE:</b>	August 11, 2008
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015 January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, December 2019, May 2020, May 2021, May 2022, May 2023
<b>REVISED DATE</b>	August 2019, May 2021, May 2024
<b>PURPOSE</b>	
Telephones in the School of Nursing office and faculty offices are not for student use. Students should make other arrangements to contact family or others during school hours.	

**PROCEDURE:**

Use of cell phones is permitted in the student lounge or outside of the building. Common courtesy requires that use of cell phones in the hallway be discreet and away from classroom doors. Cell phone use in the classroom is addressed in each course syllabi.

Students should advise their families that, **in the event of an emergency** during school hours, the student can be contacted by calling the Campbellsville nursing office at (270) 789-5155, the Harrodsburg nursing office at 859-605-1389 ext. 9012, or the University's main number at (270) 789-5000. This option is for emergencies only and students will not be contacted or removed from the classroom or clinical setting otherwise.

Students should use each faculty member's direct office phone or email for any immediate communication. This can be found on the course syllabus. If the faculty member is unavailable, the student should leave a voicemail. Faculty will not be contacted or removed from the classroom or clinical setting to talk with a student unless it is an emergency.

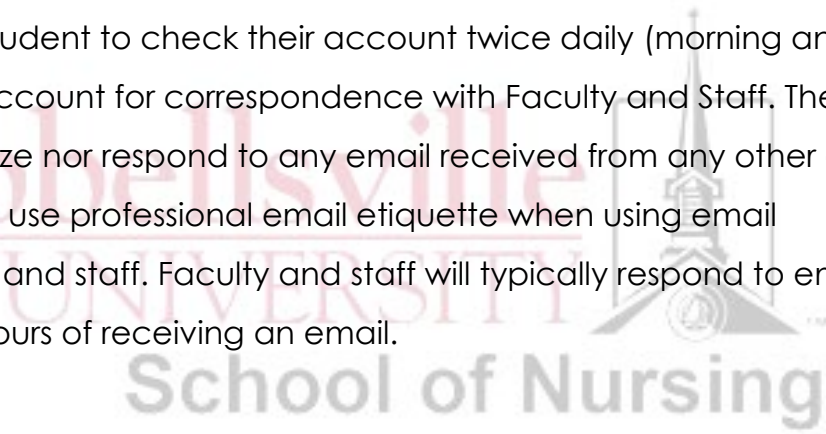


<b>RN FACULTY POLICY NO.</b>	<b>100-37</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-48</b>

<b>POLICY NAME:</b>	Use of Email as Official Correspondence with Students
<b>SUBJECT:</b>	Use of Email as Official Correspondence with Students
<b>EFFECTIVE DATE:</b>	July 1, 2009
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015 January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2020, May 2021, May 2022
<b>REVISED DATE</b>	May 2023, May 2024
<b>PURPOSE</b>	
Campbellsville University provides each student with his/her own email account at the time of enrollment. This email serves as the official correspondence between Faculty and Students.	

**PROCEDURE:**

It is the responsibility of the student to check their account twice daily (morning and evening) and to utilize the account for correspondence with Faculty and Staff. The Faculty and Staff will neither recognize nor respond to any email received from any other account. Students will be expected to use professional email etiquette when using email communication with faculty and staff. Faculty and staff will typically respond to email correspondence within 24 hours of receiving an email.



<b>RN FACULTY POLICY NO.</b>	<b>100-38</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-42</b>

<b>POLICY NAME:</b>	<b>Student Nametags</b>
<b>SUBJECT:</b>	<b>Nametags</b>
<b>EFFECTIVE DATE:</b>	<b>August 11, 2018</b>
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	<b>May 2015, January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, August 2019 May 2020, May 2021, May 2022</b>
<b>REVISED DATE</b>	<b>May 2023, May 2024</b>
<b>PURPOSE</b>	
<b>Guidelines for student nametags</b>	

**PROCEDURE:**

Students are expected to wear their Campbellsville University School of Nursing name tags when they are in the clinical setting or are on any trips representing the University. Wearing the name tag is a matter of professionalism and is required in health care facilities to identify the student as such. Student name tags are considered a part of the student's professional uniform.

Upon admission to the School of Nursing, the student will be asked to supply their preferred first name to be placed on the name tag and the Secretary will order name tags for all students. Replacements for lost name tags or for name changes will be ordered at an additional cost to the student. The Secretary should be contacted in the event of a lost name tag.

## SECTION IV-BEHAVIORAL POLICIES

<b>RN FACULTY POLICY NO.</b>	<b>100-39</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-23</b>

<b>POLICY NAME:</b>	<b>Academic Honesty</b>
<b>SUBJECT:</b>	<b>Academic Honesty</b>
<b>EFFECTIVE DATE:</b>	<b>August 2006</b>
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	<b>August 2015 January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2020, May 2021, May 2022</b>
<b>REVISED DATE</b>	<b>February 2014, May 2019, May 2021, May 2023, May 2024</b>
<b>PURPOSE</b>	
<b>Campbellsville 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 Campbellsville University are expected to adhere to the highest standards of academic integrity</b>	

### PROCEDURE:

By honoring and enforcing this Academic Integrity Policy, the university community affirms that it DOES NOT tolerate academic dishonesty.

The School of Nursing strives to preserve for all its students an environment that is conducive to academic honesty. Pursuant to this is the belief that all members of the academic community will be individually responsible for promoting academic honesty. In addition, because the public has a high degree of trust in health care providers, and because the School of Nursing educates future health care providers, students are expected to behave in an ethical manner in all activities and phases of the educational process. Both faculty and students are expected to uphold the code of ethics specific to their professional discipline.

Academic dishonesty falls into one of the following two categories: Cheating and Plagiarism

- Cheating: The violation of classroom rules of honesty with the respect to examinations and assignments. Any student helping another student cheat is as guilty as the student assisted. If you cheat or assist another student in cheating, lead course faculty reserves the right to assign you a failure for the assignment or the course without possibility of withdrawal, and your case reported to the Dean of the Campbellsville University School of Nursing (CUSON).
- Plagiarism: According to the CUSON, plagiarism is representing or repeating the words or ideas of someone else as one's own in any academic exercise. Self-plagiarism (use of one's own paperwork as new material) is also included. Therefore, all writing you do for a course must be your own and must be exclusively for this course, unless the lead course faculty member stipulates differently. Pay special attention to the accuracy of the quotations, paraphrases, summaries, and documentation practices you use in your assignment.

If you have any questions about plagiarism, please ask your lead course faculty member. If you plagiarize, your instructor reserves the right to assign you a failure for the assignment or the course, and your case reported to the Dean of the CUSON.

Knowledge of violations of academic honesty is to be reported to faculty. In all cases where a question of an academic dishonesty exists, the faculty is responsible for reviewing the circumstances surrounding the questionable behavior. Subsequent action, if any, shall be in accordance with established policies and procedures.

Examples of academic dishonesty include, but are not limited to, sharing your work with others, failing to appropriately cite references, use of test banks, self-plagiarism, not following the examination administration & testing environment policy, or not reporting cases of academic dishonesty. Upon acceptance into the nursing program students will be asked to sign a form indicating acknowledgement of this policy and the importance of academic honesty. This form will be placed in their permanent record and serve as a reminder of the gravity of violation of the policy.

	<b>RN FACULTY POLICY NO.</b>	<b>100-40</b>
	<b>RN STUDENT POLICY NO.</b>	<b>200-25</b>
<b>POLICY NAME:</b>	Complaint Procedures	
<b>SUBJECT:</b>	Complaint Procedures	
<b>EFFECTIVE DATE:</b>	July 2009	
<b>POLICY HISTORY</b>		
<b>REVIEWED DATE</b>	August 2015 January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, December 2019, May 2020, May 2021, May 2022, May 2023	
<b>REVISED DATE</b>	August, 2019, May 2021, May 2024	
<b>PURPOSE</b>		
Complaint Procedures		

**PROCEDURE:** Definition of a complaint: Expression of dissatisfaction related to a policy, procedure, consequence, action, statement, or other inequality in treatment or discriminatory acts.

The following steps will be initiated in processing a complaint:

- A. All complaints must be completed on the appropriate form, signed and dated by the individual making the complaint. The complaint forms are available in the forms library in Moodle
- B. If a parent or other concerned person wishes to address concerns related to a student, the student must give written consent or accompany them in person. Federal law prohibits faculty and administration from speaking with a parent or concerned person without student consent.
- C. All complaints involving faculty or staff will be addressed by the complainant at the School of Nursing where the concerns lie before moving up the chain of command.
- D. All complaints will be routed through the School of Nursing Dean's office.
- E. The Nursing Dean or their designee will give written acknowledgement of the complaint, within ten (10) working days.
- F. The complaint will be processed in the following manor:
  - All written complaints will be kept on file in the Nursing Office.
  - If the complaint is of any department other than Nursing, it will be referred to the appropriate supervisor, and will not be addressed by the Nursing department other than providing documentation or consultation as requested.
  - Complaints will normally be processed within two weeks. If additional time is needed to process the complaint, the complainant will be notified.
- G. If the complainant is not satisfied with results obtained through the process outlined above, the individual may ask for a review by the Vice President for Academic Affairs.

**Note:**

At any point in the complaint process, resolution of the complaint will terminate the process. A written record of the actions taken will be maintained by the Dean of the School of Nursing. It is understood that all supportive information and the release of information must be submitted with a complaint.

<b>RN FACULTY POLICY NO.</b>	<b>100-41</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-26</b>

<b>POLICY NAME:</b>	Dismissal
<b>SUBJECT:</b>	Dismissal
<b>EFFECTIVE DATE:</b>	August 2008
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015, January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, December 2019, May 2020, May 2021, May 2022, May 2023
<b>REVISED DATE</b>	August 2019, May 2021, May 2024
<b>PURPOSE</b>	
Students may be dismissed from the nursing program when they are not successful in achieving clinical and/or academic standards that are established and in place for each core class.	

**PROCEDURE:**

The syllabus for each nursing course defines the objectives for that course and specific criteria that must be met to remain in good academic standing. The students will be counseled by their instructors about their individual progress throughout the semester and will be advised accordingly.

Students may also be dismissed from the nursing program for violations of the University Philosophy of Behavior or any violations in academic honesty in accordance with the Campbellsville University Student Handbook. Students may be dismissed with or without eligibility for readmission.

<b>RN FACULTY POLICY NO.</b>	<b>100-42</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-27</b>

<b>POLICY NAME:</b>	Grievance Procedures
<b>SUBJECT:</b>	Grievance Procedures
<b>EFFECTIVE DATE:</b>	August 2008
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015, January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, December 2019, May 2020, May 2021, May 2022, May 2023
<b>REVISED DATE</b>	August 2019
<b>PURPOSE</b>	
When a student has a concern or a grievance against one of the policies or actions of the School of Nursing, one of its staff, faculty members or administrators, or against another student. It is encouraged that the following procedure be implemented.	

**PROCEDURE:**

1. The aggrieved student should meet with the staff, faculty member, administrator, or other student involved and discuss the concern.
2. If this matter is not satisfactorily resolved by a conference of those involved in the situation, the aggrieved student should submit a written summary of the matter to the Dean of the School of Nursing. This will serve as a request for an inquiry into the circumstances involved. The Dean will then convene a meeting with the involved persons and attempt to resolve the concern or grievance.
3. If the matter is not resolved in this manner, the concern or grievance should be forwarded to the Vice President of Academic Affairs for further consideration.

All students have a right to due process which is managed through the Judicial Process as outlined in the Campbellsville University Student Handbook. Please refer to this document for further information.

<b>RN FACULTY POLICY NO.</b>	<b>100-43</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-29</b>

<b>POLICY NAME:</b>	Smoking Regulations
<b>SUBJECT:</b>	Guidelines for the Use of Tobacco and or Electronic/Vapor Devices
<b>EFFECTIVE DATE:</b>	August 2006
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015 January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2020, May 2022
<b>REVISED DATE</b>	May 2021, May 2023, May 2024
<b>PURPOSE</b>	
Guidelines for the use of tobacco and or electronic/vapor devices	

**PROCEDURE:**

As of January 1, 2010, the campus of Campbellsville University became tobacco-free. Students and faculty members are prohibited from using tobacco products such as cigarettes, cigars, E-cigarettes, vapes, chew, dip, and snuff during clinicals, in class/lab, or in the School of Nursing. Furthermore, a student may be denied the opportunity to participate in a clinical or classroom assignment if they smell of smoke on the person, hair, or clothing, which can result in a clinical absence and the student may be placed on a clinical warning if applicable.

Any student who has nicotine dependency should reach out to their healthcare provider for resources available to manage nicotine use during clinicals, in class/lab, or in the School of Nursing. Students should note that gum chewing is prohibited in lab and clinical settings.

<b>RN FACULTY POLICY NO.</b>	<b>100-44</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-28</b>

<b>POLICY NAME:</b>	<b>Social Media &amp; HIPAA Violations</b>
<b>SUBJECT:</b>	<b>Social Media &amp; HIPAA Violations</b>
<b>EFFECTIVE DATE:</b>	<b>August 11, 2008</b>
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	<b>August 2015 January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, August 2019, May 2020, May 2021, May 2022</b>
<b>REVISED DATE</b>	<b>December 2019, May 2022, May 2023, May 2024</b>
<b>PURPOSE</b>	
<b>Guidelines of Social Media Usage and prevention of HIPAA Violations</b>	

**PROCEDURE:**

Social media sites can and do have education and marketing purposes. However, some students lose their inhibitions and have a false sense of security and privacy regarding various media when applied to their personal sites. Any documents or postings are discoverable in a court of law regardless of the privacy settings. Privacy settings are not sufficient to ensure total privacy and will not remove any responsibility from students. Numerous employers use social media sites as a tool during the interview process and are making employment decisions based on what is viewed on one's personal social media site. Campbellsville University is Christian based university and the profession of Nursing is seen as a caring and professional career. Therefore, unprofessional behavior and breaches of client confidentiality can be disastrous for the student, the university, and the profession of Nursing. Therefore, in accordance with Campbellsville University's Mission and Vision statements and the American Nurses Association (ANA) Code of Ethics for Nurses, any student found to be acting in an unprofessional manner or breaching the Health Insurance Portability and Accountability Act (HIPAA) on social media sites may be subject to disciplinary action up to and including dismissal from Campbellsville University School of Nursing.



**HIPAA Guidelines to Prevent Infractions include but are not limited to:**

- Students must recognize that they have an ethical, legal and moral obligation to maintain client confidentiality and privacy at all times.
- Students must not disclose any information obtained about a client (including lab work, diagnostic studies) unless there is a care-related need for the student to do so.
- Students must not post or publish client name, date of birth, or any other identifying information that could possibly lead to the client being identified on social media.
- Students must not refer to clients in any disparaging or disrespectful manner.
- It is the duty of each student to promptly report any breach of confidentiality or infraction of policy.
- Students must not remove any client information from the facility (i.e., client's name, date of birth, etc.)

**Social Media Guidelines to Prevent Infractions include but are not limited to the following:**

- Students must maintain professional boundaries when using any type of electronic media. This includes communication between faculty and staff via electronic format.
- No transmission of any electronic media, and client related information or image that may violate the client, faculty, or students' rights.
- Students will not take any photos or videos of clients on their personal devices regardless of client consent.
- Students must not transmit any electronic media, messages or images that could be used to degrade or embarrass a client, fellow students, faculty member, Campbellsville University as an institution or any affiliated clinical facilities.
- Examples of unprofessional behavior regarding social media include written or spoken instances of profanity, degrading/negative comments regarding clients or others, posting of sexual activities, nude/semi-nude provocative photos, postings regarding abuse of alcohol and/or drugs and any post about clinical agencies associated with the university without permission of the agency and the School of Nursing.
- If a question arises about an individual posting related to school, clinical, or the workplace, students must seek guidance from the Dean of the School of Nursing.

**References:**

Kentucky Board of Nursing Advisory Opinion Statement #34

Campbellsville University Student Handbook – Philosophy of Behavior

**Associated Policy:****Confidentiality:**

RN Faculty Policy no. 100-73

RN Student Policy No. 200-53

	<b>RN FACULTY POLICY NO.</b>	<b>100-45</b>
	<b>RN STUDENT POLICY NO.</b>	<b>200-44</b>
<b>POLICY NAME:</b>	<b>Student Code of Conduct</b>	
<b>SUBJECT:</b>	<b>Student Code of Conduct</b>	
<b>EFFECTIVE DATE:</b>	<b>August 2006</b>	
<b>POLICY HISTORY</b>		
<b>REVIEWED DATE</b>	<b>August 2015 January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, December 2019, May 2020, May 2021, May 2022, November 2022, May 2023, May 2024</b>	
<b>REVISED DATE</b>	<b>February 2014, August 2019, November 2022</b>	
<b>PURPOSE</b>		
<b>Guidelines for Student Code of Conduct</b>		

## PROCEDURE:

Be aware that any misconduct such as cheating, plagiarism or other acts requiring disciplinary action are addressed in the Campbellsville University Student Handbook. Due to the dire consequences that dishonesty may have in the nursing profession, each student will assume accountability for professional conduct and appropriate moral and ethical behaviors, which include truthfulness, confidentiality and awareness of clients' rights. A breach of this professional conduct will result in the student facing disciplinary sanctions as outlined in the Campbellsville University Student Handbook.

The faculty reminds students that this is an educational program which prepares you to be a liberally-educated professional nurse. The same responsible and accountable behaviors that are expected of students will be expected upon completion of the nursing program and employment in health care agencies. It is the expectation of the School of Nursing that students will be responsible adults and display appropriate professional conduct among faculty, students, and the healthcare community. Finally, as members of the Campbellsville University community, students are expected to uphold the mission and objectives of the University.

**Attendance:** Attends lectures, clinical rotation, clinical/lab, appointments, and meetings as scheduled.

- Student attends all scheduled events

**Punctuality:** Punctual and present for all scheduled events.

- Student is punctual for all scheduled events.

**Communication:** Manages contacts and communications.

- Student contacts instructor prior to a scheduled event to report/ inform of an anticipated tardiness/ absence except in a true emergency; then, contact made.

**Respect/ Dignity:** Demonstrates respect, appreciation, dignity, and support toward all others to include: peers, staff, faculty, preceptors, hospital personnel, their clients, all populations encountered, as well as diverse opinion, beliefs, thoughts, and/ or their experiences throughout curriculum.

- Student routinely displays respect, appreciation, dignity, and support toward the diverse opinions, beliefs, thoughts, and/ or experiences of their peers, staff, faculty, preceptor, hospital personnel their clients, and all populations consistently.

**Self-Awareness:** Demonstrates Self-Awareness.

- Student maintains a high level of self-awareness related to the impact their communications have on others and their surroundings, both verbally and non-verbally.

**Diversity Awareness:** Demonstrates an awareness of and a responsiveness to diversity.

- Student displays competency and respect during interactions that express opinions, beliefs, and/ or experiences that differ from their own.

**Collegiality:** Demonstrates collegial and collaborative interactions.

- Student displays the ability to work with a high level of efficiency during collaborative work and on teams.

**Oral Expression:** Strives for a high level of oral expression.

- Student displays a consistently high communication level that is appropriate and professional. Uses SBAR to convey thoughts and repeats feedback to verify maximum understanding.

**Written Expression:** Strives for a high level of written expression.

- Student expresses ideas and concepts clearly, with an absence of errors and produces paperwork with minimal correction on a consistent basis.

**Initiative & Reliability:** Demonstrates initiative, reliability and dependability.

- Student takes initiative to plan and complete work in a timely manner; all assignments are submitted timely on a consistent basis.

**Responsiveness to Feedback:** Displays motivation to improve oneself with use of instructor feedback.

- Student is consistently receptive to the recommendations and suggestions of others; adjusts performance accordingly as is appropriate.

**Compliance with Professional Requirements:** Displays compliance with the professional conduct policy of CUSON and those of all Governing Entities/ Agencies and Nursing Regulatory Standards.

- Student consistently demonstrates compliance with all Professional Nursing Mandates and Requirements.

**Compliance with the ANA Code of Ethics:** Demonstrates compliance with Code of Ethics in its entirety.

- Student complies with ANA Code of Ethics consistently.

**Responsiveness to Communication:** Uses departmental communications as instructed/required.

- Student checks email consistently, seeks correspondence from peers and/or instructors and is prompt to respond.

**Professional Appearance:** Displays professional appearance according to CUSON dress code policy. Further, attire does not interfere with professional relationships, distract attention, impede task performance or completion of tasks and responsibilities.

- Student's appearance is consistently appropriate for classroom and all professional settings outlined in the CUSON Student Handbook.

<b>RN FACULTY POLICY NO.</b>	<b>100-46</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-21</b>

<b>POLICY NAME:</b>	<b>Student Employment</b>
<b>SUBJECT:</b>	<b>Student Employment</b>
<b>EFFECTIVE DATE:</b>	<b>August 2006</b>
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	<b>August 2015, January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2020, May 2021, May 2022, May 2023, May 2024</b>
<b>REVISED DATE</b>	<b>May 2021</b>
<b>PURPOSE</b>	
<b>Guidelines for Student Employment</b>	

**PROCEDURE:**

According to the Kentucky Mandatory Nurse Practice Act, it is unlawful for any person to call or hold themselves as or use the title of nurse or to practice or offer to practice as a nurse unless licensed or privileged under the provisions of this chapter (KRS 314.031.01). Student are exempt under the provision of the act only when they are under the supervision of their nursing instructors. Student identification badges are not to be worn by employed students within their individual work setting, only during appointed clinical assignments. The student may not use the initials N.S. (nursing student) when charting within their individual work setting.

Students must exercise judgment in the number of hours they work during the school year as their education may be jeopardized by excessive hours of employment. Work schedule must not conflict with nursing education schedule. Due to clinical safety issues, if an instructor determines that a student has worked the night shift prior to a morning clinical assignment; the student will be sent home and will receive an unsatisfactory performance rating for that clinical day.

RN FACULTY POLICY NO. 100-47

RN STUDENT POLICY NO. 200-45

<b>POLICY NAME:</b>	Student Responsibilities
<b>SUBJECT:</b>	Student Responsibilities
<b>EFFECTIVE DATE:</b>	August 2006
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015 January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2020, May 2021, November 2021, May 2022
<b>REVISED DATE</b>	November 2021, May 2023, May 2024
<b>PURPOSE</b>	
Students are expected to be self-motivated and responsible for their own learning.	

## PROCEDURE:

The nursing profession requires intensive training and preparation, as well as life-long learning. Students will be responsible for maintaining their assignments and for preparation for all didactic and clinical learning experiences.

It is the responsibility of the student to keep up with the required hours of the 120-hour internship and to submit documentation as indicated by the Clinical Instructor. Students are also responsible for upholding their financial responsibilities to the University. This includes compliance with any regulations or requirements associated with financial aid. Students can refer to that section in the Campbellsville University Student Handbook for more information related to this subject.

Students are responsible to ensure that their learning environment is free from distractions. This includes being accountable for all outside tasks that may interfere with the school day. These obligations may include financial responsibilities, child care or elder care (if applicable), work obligations, etc. The student should ensure that these duties are met, so that the student can focus their efforts on studying.

As students of Campbellsville University, individuals are responsible to conduct themselves in a manner that is consistent with the Christian values upheld by this institution. Whether on campus or on field trips with university groups, students are expected to maintain the Campbellsville Philosophy of Behavior as outlined in the Campbellsville University Student Handbook.

According to the Campbellsville University Student Handbook, the students at Campbellsville University are expected to display maturity in selecting a style of dress consistent with the purpose and mission of the institution.

- In the Chapel, students are expected to dress in a manner reflecting the unique atmosphere of the chapel service they are attending. Hats are prohibited from being worn in Chapel services.
- In the classroom, students should dress in a manner that reflects an attitude toward learning and scholarly pursuit on a Christ-Centered university campus.

Examples of **appropriate classroom** attire include:

- Sweat shirts or jogging suits
- T-shirts
- Jeans or denim attire
- Capris, shorts that are at least mid-thigh in length
- Dresses, skirts that are at least mid-thigh in length
- Personal undergarments should not be visible or seen through clothing
- Open or closed shoes, sandals, boots

Examples of **inappropriate classroom** attire:

- Clothing with tobacco, alcohol, harassing, or discriminatory advertisement
- Low-cut tops, strapless, spaghetti straps, or clothing that exposes the midriff
- Capris, shorts that are shorter than mid-thigh length
- Dresses, skirts that are shorter than mid-thigh length
- Personal undergarments that are visible or can be seen through clothing

Faculty has the right to determine that a student's dress is inappropriate for the classroom and can dismiss the student for the day. If a student has questions about whether a particular item of clothing is appropriate, they should ask the instructor prior to class.



<b>RN FACULTY POLICY NO.</b>	<b>100-48</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-30</b>

<b>POLICY NAME:</b>	<b>Unauthorized Solicitation</b>
<b>SUBJECT:</b>	<b>Unauthorized Solicitation</b>
<b>EFFECTIVE DATE:</b>	<b>August 2006</b>
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	<b>August 2015 January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2020, May 2021, May 2022, May 2023, May 2024</b>
<b>REVISED DATE</b>	<b>N/A</b>
<b>PURPOSE</b>	
<b>Unauthorized Solicitation</b>	

**PROCEDURE:**

The School of Nursing follows the same policy stated in the Campbellsville University Student Handbook.



<b>RN FACULTY POLICY NO.</b>	<b>100-49</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-31</b>

<b>POLICY NAME:</b>	Visitors in the School of Nursing
<b>SUBJECT:</b>	Visitors in the School of Nursing
<b>EFFECTIVE DATE:</b>	August 2020
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	May 2020, May 2021, May 2022, May 2023, May 2024
<b>REVISED DATE</b>	N/A
<b>PURPOSE</b>	
Visitors in the School of Nursing	

**PROCEDURE:**

Visitors are not allowed in the classrooms/laboratories/learning environments. Given the academic nature, students may not bring children, significant others, and/or friends to educational experiences, regardless of their age. It is not appropriate for these individuals to be in the classrooms, laboratories or attend other educational experiences. Students are not to leave children waiting in receiving area, reception area, break area, parking lot, or other areas of campus/learning center while in class, lab, and/or while attending any other educational experience on or off the campus/learning site. The campus/learning center may at times have events or activities when students' families/significant others/friends will be invited and welcomed to participate.



## SECTION V- RESOURCES

<b>RN FACULTY POLICY NO.</b>	100-50
<b>RN STUDENT POLICY NO.</b>	200-32

<b>POLICY NAME:</b>	Approximate Cost of the ADN/AASN Program
<b>SUBJECT:</b>	Approximate Cost of the ADN/AASN Program
<b>EFFECTIVE DATE:</b>	August 2006
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	January 2015, August 2015 January 2016, August 2016, January 2017, August 2017, May 2021, May 2022
<b>REVISED DATE</b>	January 2018, August 2018, August 2019, May 2022, May 2023, May 2024
<b>PURPOSE</b>	
Guidelines for Cost of the ADN/AASN Program	

### PROCEDURE:

Aside from the costs of tuition and books, there are certain costs inherent in nursing that are not usual and expected costs associated with other programs on campus. The School of Nursing tries to anticipate these costs and to alert the nursing student of changes as they occur.

Tuition and room/board refunds are calculated on the basis of the student's official withdrawal date. Fees are not refundable. Room & Board is refunded 100% the first week only; thereafter, refunds are prorated based on the number of days/weeks the dorm is occupied by the student. No refund will be given after the 5th week. Once the withdrawal period is over, any student who withdraws from the University will be held responsible for tuition, fees and room/board charges in full. Students should investigate the financial effects of withdrawal before making a decision. Please see full details regarding refunds in the Campbellsville University Catalog. Each student is responsible for their own supplies and transportation to and from clinical sites.

#### Approximate Cost Campbellsville ADN/AASN Program

[https://tigernet.campbellsville.edu/ICS/Finances/Student\\_Accounts/Tuition\\_and\\_Fees\\_2024\\_-\\_2025.jnz](https://tigernet.campbellsville.edu/ICS/Finances/Student_Accounts/Tuition_and_Fees_2024_-_2025.jnz)

<b>FEE</b>	<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>ND</sup> SEMESTER</b>	<b>3<sup>RD</sup> SEMESTER</b>	<b>4<sup>th</sup> SEMESTER</b>	<b>Refund Policy</b>
<b>TUITION</b>	SEE STUDENT HANDBOOK	SEE STUDENT HANDBOOK	SEE STUDENT HANDBOOK	SEE STUDENT HANDBOOK	SEE STUDENT HANDBOOK
<b>ROOM/BOARD</b>	Based on location of resident hall	Based on location of resident hall	Based on location of resident hall	Based on location of resident hall	See Student Handbook
<b>TECHNOLOGY FEE</b>	\$150.00	\$150.00	\$150.00	\$150.00	See Bookstore
<b>STUDENT ACTIVITY FEE</b>	\$100.00	\$100.00	\$100.00	\$100.00	Non-Refundable

<b>BOOKS</b>	See Bookstore	See Bookstore	See Bookstore	See Bookstore	See Bookstore
<b>* COURSE FEE*</b>	\$1,402.00*	\$599.00*	\$719.00*	\$974.00*	Student
<b>UNIFORMS/LAB COATS</b>	\$200.00 APPROXIMATE COST	N/A	N/A	N/A	Student
<b>SHOES</b>	\$75.00	N/A	N/A	N/A	Student
<b>WATCH WITH SECOND HAND</b>	\$30.00	N/A	N/A	N/A	Student
<b>IMMUNIZATIONS/CPR CERTIFICATE/TB SCREENING</b>	COST VARIES DEPENDING ON SOURCE	RENEWAL FEES VARY	RENEWAL FEES VARY	RENEWAL FEES VARY	Student
<b>LAPTOP</b>	COST VARIES	N/A	N/A	N/A	Student
<b>PERSONAL HEALTH INSURANCE</b>	COST VARIES DEPENDING ON SOURCE	RENEWAL FEES VARY	RENEWAL FEES VARY	RENEWAL FEES VARY	Student
<b>GRADUATION FEE</b>	N/A	N/A	N/A	\$100.00	Student
<b>PINNING COSTS (HAT, LAMP AND PIN)</b>	N/A	N/A	N/A	\$65.00	Student
<b>CLINICAL PARKING FEES/NAMEBADGES FEES</b>	VARIES BY SITE	VARIES BY SITE	VARIES BY SITE	VARIES BY SITE	Student
<b>LICENSURE/ NCLEX FEES</b>	N/A	N/A	N/A	\$400.00	Student

**\*Course Fees\*:**

Course Fee includes Skills Pack, HESI® Testing Package, Case study, Adaptive Quizzing Package, ExamSoft®, Drug Screening, Background Fee, Castle Branch Requirements, and Student Liability Insurance. 4th semester course fees also include HURST-NCLEX® Review. Transfer Students entering 2nd or 3rd Semesters will have an additional fee of \$427.00 for a Nursing Skills Pack.

**Approximate COST of ADN/AASN Harrodsburg**

[https://tigernet.campbellsville.edu/ICS/Finances/Student\\_Accounts/Tuition\\_and\\_Fees\\_2024\\_-\\_2025.jnz](https://tigernet.campbellsville.edu/ICS/Finances/Student_Accounts/Tuition_and_Fees_2024_-_2025.jnz)

<b>FEE</b>	<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>ND</sup> SEMESTER</b>	<b>3<sup>RD</sup> SEMESTER</b>	<b>4<sup>th</sup> SEMESTER</b>	<b>Refund Policy</b>
<b>TUITION**</b>	SEE STUDENT HANDBOOK	SEE STUDENT HANDBOOK	SEE STUDENT HANDBOOK	SEE STUDENT HANDBOOK	See Student Handbook
<b>ROOM/BOARD</b>	SEE STUDENT HANDBOOK	SEE STUDENT HANDBOOK	SEE STUDENT HANDBOOK	SEE STUDENT HANDBOOK	See Student Handbook

<b>*COURSE FEES*</b>	\$1,402.00*	\$599.00*	\$719.00*	\$974.00*	Non-Refundable
<b>BOOKS</b>	See Book Store	See Book Store	See Book Store	See Book Store	See Bookstore
<b>UNIFORMS/LAB COATS</b>	\$200.00 Approximate Cost	N/A	N/A	N/A	See Bookstore
<b>SHOES</b>	\$75.00	N/A	N/A	N/A	Student
<b>WATCH WITH SECOND HAND</b>	\$30.00	N/A	N/A	N/A	Student
<b>IMMUNIZATIONS/CPR CERTIFICATE/TB SCREENING</b>	COST VARIES DEPENDING ON SOURCE	RENEWAL FEES VARY	RENEWAL FEES VARY	RENEWAL FEES VARY	Student
<b>LAPTOP</b>	COST VARIES	N/A	N/A	N/A	Student
<b>PERSONAL HEALTH INSURANCE</b>	COST VARIES DEPENDING ON SOURCE	RENEWAL FEES VARY	RENEWAL FEES VARY	RENEWAL FEES VARY	Student
<b>GRADUATION FEE</b>	N/A	N/A	N/A	\$100.00	Student
<b>PINNING COSTS (HAT, LAMP, PIN)</b>	N/A	N/A	N/A	\$65.00	Student
<b>CLINICAL PARKING FEES/NAMEBADGES</b>	VARIES BY SITE	VARIES BY SITE	VARIES BY SITE	VARIES BY SITE	Student
<b>LICENSURE /NCLEX</b>	N/A	N/A	N/A	\$400.00	Student

**\*Course Fees\*:**

Course Fee includes Skills Pack, HESI® Testing Package, Case study, Adaptive Quizzing Package, ExamSoft®, Drug Screening, Background Fee, Castle Branch Requirements, and Student Liability Insurance. 4th semester course fees also include HURST-NCLEX® Review. Transfer Students entering 2nd or 3rd Semesters will have an additional fee of 427.00 for a Nursing Skills Pack.

**\*\*Regional rates:**

PCH-Per Credit Hour. Tuition is subject to federal and state funding opportunities, but not to main campus institutional aid.

<b>RN FACULTY POLICY NO.</b>	<b>100-51</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-33</b>

<b>POLICY NAME:</b>	Care and Use of Kitchenette Facilities in the School of Nursing
<b>SUBJECT:</b>	Care and Use of Kitchenette Facilities in the School of Nursing
<b>EFFECTIVE DATE:</b>	July 1, 2016
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2020, May 2021, May 2022, May 2023, May 2024
<b>REVISED DATE</b>	August 2019, May 2021
<b>PURPOSE</b>	
The School of Nursing has kitchenette facilities provided for faculty, staff, and students. The Bennett-Smith Nursing Building has the student lounge facility, the Faculty Conference Room, and Campbellsville University Professional Center (CUPC) nursing classroom has a modified kitchenette facility to create limited space for students or faculty who choose to bring their lunches on a daily basis. The Regional Center has a modified kitchenette and a student lounge to create adequate space for students or faculty who choose to bring their lunch on a daily basis. These facilities must be maintained adequately to continue the privilege of use by faculty, staff, and students.	

**PROCEDURE:**

A refrigerator and a microwave oven are supplied in each of the above-mentioned locations for daily use by faculty, staff, and students. A limited space is provided for storage of disposable paper products such as paper towels, napkins, paper plates, and utensils. No food and drink products are to be stored at any time in these locations beyond daily use. All parties using these facilities are expected to remove any leftover food items on the day of use and to clean the area of use to eliminate any traces of food immediately after use. No two-liter drink products are to be left open in these areas. This is necessary to eliminate the potential for pests (roaches, ants, rodents) in these areas and to avoid bacterial growth which might harbor disease.

Each location will establish a schedule of weekly cleaning processes to be shared by all faculty, staff and students within that location. All surfaces are to be kept clean at all times, with any food items or associated paper products/packaging placed in an appropriate trash receptacle and tied securely for pick-up by the plant operations staff. The plant staff is not responsible for cleaning up the messes; only for removal of the trash.

Given that the CUPC and the Regional Center locations have limited facilities and space, planned group luncheons such as fundraisers will no longer be held at that location. Facilities at that location are not adequate to promote effective clean-up for such activities. Any fundraisers or luncheons must be planned in the Bennett-Smith Nursing Building and must be scheduled through the secretary in that building as time and space allow. Failure to comply to this policy will result in suspension of the privileges of use of said kitchenette facilities. The faculty and staff of the School of Nursing wish to promote an atmosphere that is collegial and meets the needs of students, but at the same time, it is imperative that a healthy environment is maintained for all.

<b>RN FACULTY POLICY NO.</b>	<b>100-52</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-20</b>

<b>POLICY NAME:</b>	<b>BSN Continual Enrollment Program for ADN and AASN</b>
<b>SUBJECT:</b>	<b>BSN Continual Enrollment Program for ADN and AASN</b>
<b>EFFECTIVE DATE:</b>	<b>December 2016</b>
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	<b>January 2017, August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2020, May 2021, May 2022, May 2024</b>
<b>REVISED DATE</b>	<b>August 2019, May 2023</b>
<b>PURPOSE</b>	
<b>This policy outlines a means whereby students can complete coursework toward both degrees simultaneously with the ultimate goal of completing their BSN degree.</b>	

**Rationale:**

Students entering the School of Nursing frequently bring with them many college credits from either dual credit high school courses or possibly transfer credits from other colleges or universities. Students often wish to seek the Bachelor of Science in Nursing (BSN) degree, and wish to work on credits toward that program while still enrolled in the Associate Degree in Nursing (ADN)/ Associate of Applied Science in Nursing (AASN) program.

**Policy:**

Students may enroll in the BSN degree plan while completing coursework for their ADN/AASN. The student must declare BSN as his/her major and must sign a declaration of intent to complete the BSN degree. This alerts the Office of Student Records and the Office of Student Financial Aid that the student may complete courses toward the BSN while achieving coursework for ADN/AASN. This will allow students to complete general education courses and support courses for the BSN program with the exception of restricted upper-level BSN core nursing courses as listed below:

- NUR 365 Gerontological Nursing
- NUR 360 Transcultural Nursing
- NUR 372 Community Health Nursing
- NUR 373 Community Health Nursing Applications
- NUR 410 Nursing Leadership
- NUR 411 Professional Nursing Identity
- NUR 502 Advanced Health Assessment & Diagnostic Reasoning
- NUR 504 Healthcare Informatics & Clinical Decision Making
- NUR 506 Theory & Research for Evidence-Based Practice

These courses must be reserved for after completion of ADN/AASN coursework and licensure through the Kentucky Board of Nursing, since the nature of the Campbellsville University RN to BSN Program is a post-licensure completion program.

Potential benefits of choosing to pursue the BSN while enrolled in the ADN/AASN program include: accelerated completion of the bachelor’s degree with implications for job placement and improved opportunities for job selection after graduation. Students will have accessibility to financial aid and institutional scholarship monies as qualified throughout the four-year period for obtaining the BSN degree. Students who are concurrently enrolled will be honored at the annual pinning ceremony for

nursing upon completion of ADN/AASN requirements. A white coat ceremony will be conducted to signify the importance of continuing study for the BSN degree.

Students will be expected to maintain continuous full-time enrollment until completion of the BSN degree. After completion of the requirements for the ADN/AASN degree, that degree will be conferred and the student's name will be released to the Kentucky Board of Nursing for licensure purposes. Students will not officially graduate until the BSN is completed.

### **BSN-CEP Path Choices:**

For students in the BSN-CEP, we understand that financial planning is a crucial part of your educational journey. Students will consult with the financial aid counselor during their third and fourth semesters in the ADN/AASN program to determine the best financial path to continue in the BSN-CEP. Once a path is chosen, the student will be guided through the steps toward the BSN core nursing coursework. Upon completing the associate degree and successfully completing the NCLEX-RN, students will continue to the RN to BSN Program.

Path options include the following:

**Path A:** This path is for students who will continue living on campus during the BSN-CEP, receive and Academic Scholarship that will continue through the BSN, and/or are on an athletic scholarship.

**Path B:** This path is for students who do not live on campus, have utilized all their scholarship monies, and are not on athletic scholarships

The details of each path will be discussed with students during orientation before each semester and one-on-one during the third and/or fourth semester in the ADN/AASN Program.

For students choosing Path B during the fourth semester of the ADN/AASN program, the following steps must be completed before April 15<sup>th</sup> for Spring graduates or October 15<sup>th</sup> for Fall graduates:

1. Notify the RN to BSN Coordinator of their choice of Path B
2. During the Fourth Semester:
  - a. Submit "Change of Major" form during advising with their BSN Advisor
  - b. Submit "Intent to Graduate" form to student records
  - c. Re-enroll with Campbellsville University as a CU-Online student

**All BSN-CEP students**, at the completion of the ADN/AASN Program:

1. Schedule the NCLEX exam as soon as possible after being "cleared for testing"
2. Attend RN to BSN Bootcamp Orientation and complete the RN to BSN Bootcamp course in Moodle before the first day of BSN courses.

<b>RN FACULTY POLICY NO.</b>	<b>100-53</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-34</b>

<b>POLICY NAME:</b>	Copy Machines and Printers
<b>SUBJECT:</b>	Copy Machines and Printers
<b>EFFECTIVE DATE:</b>	October 31, 2008
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	January 2015, August 2015, January 2016, January 2017, August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2020, May 2021, May 2022, May 2023, May 2024
<b>REVISED DATE</b>	August 2016, August 2019, August 2020, May 2022
<b>PURPOSE</b>	
Guidelines for the use of copy machines and printers	

**PROCEDURE:**

Students may use the copy/printer/scanner machine located in the Student Lounge or at the Professional center for educational purposes only. The use of the copier/printer is of no charge to the student. The only cost associated with the use of the machine is that the students must provide their own copy paper (Other types of paper cannot be used). The copier, printer, scanner machine located in the Faculty/Staff workroom is not permitted for student use.

Violation of this policy will result in printing/copying privileges being revoked in the School of Nursing.

RN FACULTY POLICY NO. 100-54

RN STUDENT POLICY NO. 200-35

<b>POLICY NAME:</b>	Counseling Services
<b>SUBJECT:</b>	Counseling Services
<b>EFFECTIVE DATE:</b>	August 2006
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015 January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, August 2020, May 2021, May 2022, May 2024
<b>REVISED DATE</b>	May 2023
<b>PURPOSE</b>	
Campbellsville University offers confidential, professional counseling services in a Christian atmosphere to assist students dealing with emotional, psychological, social, and/or spiritual needs.	

## PROCEDURE:

Nursing faculty will advise students when it is perceived that the student may benefit from counseling and can make a referral to the Office of Counseling Services. Students may determine that they wish to see the counselor and can make their own appointments by calling (270) 789-5070.

What kinds of services are offered?

- **Free**, confidential, professional counseling for students
- Help with adjusting to college life
- General Anxiety/Depression
- Grief/Loss
- Mental health screenings and assessments
- Substance abuse screenings and assessments
- Seminars for mental health and substance abuse awareness and coping skills
- Educational information and resources regarding mental health and substance abuse disorders
- Referral services

Counselors at the Office of Counseling Services maintain client confidentiality to the fullest extent allowed by law, professional ethics, and institutional rules. Students will be informed about the counselor's commitment to confidentiality and its limits before engaging in counseling. In the event that the counselors want to obtain or request another professional staff, the student will be asked to give written permission in order for the information to be shared. The only exception to the written permission would be in the case of life-threatening events and/or the student's safety.

Students may be seen in the Office of Counseling Services for issues regarding study habits, test taking, anxiety, time management, procrastination, or for personal counseling.



<b>RN FACULTY POLICY NO.</b>	<b>100-55</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-36</b>

<b>POLICY NAME:</b>	<b>Disability Services</b>
<b>SUBJECT:</b>	<b>Disability Services</b>
<b>EFFECTIVE DATE:</b>	<b>August 11, 2008</b>
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	<b>August 2015 January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, May 2020, May 2021, May 2022, May 2023, May 2024</b>
<b>REVISED DATE</b>	<b>August 2019</b>
<b>PURPOSE</b>	
<b>Campbellsville University is committed to reasonable accommodations for students who have documented physical and learning disabilities, as well as medical and emotional conditions.</b>	

**PROCEDURE:**

The School of Nursing abides by the University policy and follows the same procedure as outlined in the Campbellsville University Student Handbook which is in compliance with the Rehabilitation and Americans with Disabilities Act.

Each semester students must obtain documentation of the disability or condition to establish eligibility for disability services. Documentation must be from a licensed professional and current in terms of assessment (within the last 3 years). This documentation should be taken to the Coordinator of Disability Services. Until the appropriate documentation is provided, the department cannot support a student's request for services. The coordinator will then send verification of needed accommodations to the Dean of the School of Nursing/Program Coordinator and semester course instructors. Information regarding a student's disability is considered confidential and will not be released to anyone without written permission of the student.

However, if the student does not give permission to notify faculty, the University will not be able to provide accommodations. Student may contact the Coordinator of Disability Services at (270)789-5450.

RN FACULTY POLICY NO. 100-57

RN STUDENT POLICY NO. 200-37

<b>POLICY NAME:</b>	Eligibility for Certified List/Licensure
<b>SUBJECT:</b>	Eligibility for Certified List/Licensure
<b>EFFECTIVE DATE:</b>	August 11, 2008
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015, January 2016, August 2016, January 2017, August 2017, January 2018, August 2019, January 2019, December 2019, May 2020, August 2020, May 2021, May 2022, May 2024
<b>REVISED DATE</b>	January 2015, June 2019, August 2020, May 2021, May 2022, May 2023
<b>PURPOSE</b>	
The student is eligible to be approved for licensure by examination through the state board of nursing after completion of all the requirements for graduation.	

### PROCEDURE:

All graduates of the program of nursing, regardless of the state in which the graduate intends to seek licensure through the state board of nursing of their residence. The authorized designee (Dean, Associate Dean, or Program Coordinator of the School of Nursing) will verify the completed requirements

#### Requirements for graduation:

- Completion of all Program of Nursing curriculum requirements with a minimum grade of "C" and as applicable pass clinical/lab grade.
- Completion of all graduation requirements for the University, including convocation requirements as stated in the Campbellsville University Student Handbook.
- Attendance to the Hurst Review and completion of the School of Nursing required coursework in Elevate.
- Completion of the HESI Exit Exam and required remediation (due before final grade are posted) as outlined in the HESI Policy.

Student will not be approved for licensure by examination until all requirements have been completed and the University confers the degree. Once completed, the authorized designee will approve the student for licensure by examination through the state board of nursing.

### Kentucky Residents

Graduates who will be seeking licensure in Kentucky should visit the Kentucky Board of Nursing (KBN) website and follow the instructions for Licensure by Examination. The graduate from the program must submit a properly executed application for licensure, as required by 201 KAR 20:370, Section 1, along with the licensure fee. Once an application is completed, the student's name will be listed in the Affidavit of Graduation (AOG) Portal. The authorized designee will review the graduate's submission (within the AOG portal) for completeness and check for conferral of the degree by the University. Once reviewed, the authorized designee will reject or approve the submission. If approved, the student will receive communication from the board of nursing regarding instructions on registering for the National Council Licensure Examination (NCLEX®).

### Out-of-State Residents

Graduates living out of Kentucky must follow the eligibility, application, and licensure requirements by examination for the state of residence. It is the graduate's responsibility to notify the Dean of the School of Nursing, Associate Dean of the School of Nursing, or Program Coordinator of the state of application and status of the application. The authorized designee will then follow the process for out-of-state residents with the Kentucky Board of Nursing and the specified state board of nursing procedure to approve the graduate for licensure by examination.

RN FACULTY POLICY NO. 100-58

RN STUDENT POLICY NO. 200-38

<b>POLICY NAME:</b>	Emergency Care During School Hours
<b>SUBJECT:</b>	Emergency Care During School Hours
<b>EFFECTIVE DATE:</b>	August 2006
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015 January 2016, January 2017, August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2020, May 2021, May 2022, May 2023, May 2024
<b>REVISED DATE</b>	August 2016, May 2021
<b>PURPOSE</b>	
Students will be required to submit emergency numbers in the event that an emergency should occur during school hours.	

## PROCEDURE:

Students must submit two emergency names and numbers to be kept on file at the School of Nursing. Clinical Instructors are to collect emergency contact numbers on the "Clinical Group Emergency Contact Roster" form on orientation day of a clinical rotation and are to email those numbers to the relevant Lead Course Faculty prior to beginning hands on activities. Should a medical emergency such as illness or injury develop while the student is in class or clinical, faculty/staff will respond to the student's needs appropriately and notify the Dean of the School of Nursing as soon as possible, but not to exceed 24 hours of the incident. Provision of emergency numbers gives the School of Nursing permission to contact the individuals listed as School of Nursing faculty/staff and/or Administration deem necessary. All students must obtain and maintain Personal Medical Health Insurance during their time as a student at Campbellsville University School of Nursing.

### At the School of Nursing:

Depending on the nature of the emergency, faculty and/or staff will attempt to notify the student's emergency contact person(s). At the discretion of the faculty member involved, it may be determined that more immediate care is needed. In this case, the emergency response system will be activated and appropriate care will be summoned to the School of Nursing or relevant location. In the event that an ambulance or other emergency crews should be summoned on behalf of the student, the student will be responsible for any costs associated with that care.

### In the Clinical Setting:

When an illness or injury occurs in the clinical setting, faculty will respond according to the situation presented. The student will be assisted to the emergency room outpatient clinic or home as indicated. The faculty member will notify the School of Nursing Secretary in order that the emergency contact, lead course faculty, and Clinical Coordinator are notified as appropriate. The student will be responsible for any cost of care that may be incurred. The clinical agency's policies on any specific injuries (i.e., needle stick) will be adhered to as appropriate. The faculty member present will submit documentation of the event via CU email to the Lead Course Faculty with a copy to the Dean and Clinical Coordinator within 24 hours of the event. The School of Nursing has a specific Bloodborne Pathogens policy and Exposure Report Form that is to be utilized if an actual or potential exposure has occurred. A copy of the Exposure Report form is to be completed by faculty member involved with student at the time of the event. Faculty completing an Exposure Report form will email the Exposure Report to Lead Course Faculty with copy to Clinical Coordinator and Dean/Associate Dean of School of Nursing. Lead Course faculty review and place a copy of Exposure Report Form within the student's permanent file. If Exposure occurs in Clinical Lab setting, copy to Simulation Instructor.

<b>RN FACULTY POLICY NO.</b>	<b>100-59</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-39</b>

<b>POLICY NAME:</b>	Financial Aid/Scholarships
<b>SUBJECT:</b>	Financial Aid/Scholarships
<b>EFFECTIVE DATE:</b>	August 2006
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015 January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, December 2019, May 2020, May 2021, May 2022, May 2023
<b>REVISED DATE</b>	May 2015, August 2019, May 2022, May 2024
<b>PURPOSE</b>	
The Office of Financial Aid manages the awarding of all scholarships, grants, loans, and student work.	

**PROCEDURE:**

Financial aid awards are determined primarily by student's financial need. Students must apply for Admission and a Free Application for Federal Student Aid (FAFSA).

Students must maintain satisfactory academic progress to maintain financial aid eligibility. In most cases, students must also maintain full-time status to be eligible for financial aid. If students must withdraw from a class, they must do as officially as stated in the *Campbellsville University Student Handbook* in order to meet specific program guidelines and regulations. The student can consult the handbook for rules concerning refund of tuition, room, and meals according to withdrawal date/status. All students receiving financial aid are advised to seek academic counseling and financial aid advisement before deciding to change their enrollment status.

The School of Nursing Academic Standards Committee will assist the Office of Financial Aid to distribute applications for nursing scholarships. Scholarship applications will be submitted to a SON academic Standards Committee representative. The Academic Standards Committee will review applications for completeness, and then forward the information of qualified students to the Office of Financial Aid.

Scholarships that are available to nursing students are listed on the School of Nursing website. Scholarship applications and information will be emailed to all School of Nursing students after orientation via CU student email accounts.

\*Not all Scholarships are available at Regional Sites. Please check with the Financial Aid office.

RN FACULTY POLICY NO. 100-60

RN STUDENT POLICY NO. 200-40

<b>POLICY NAME:</b>	Laptop Requirements
<b>SUBJECT:</b>	Laptop Requirements
<b>EFFECTIVE DATE:</b>	August 2016
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	January 2017, August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, March 2020, May 2021, May 2022, May 2023, May 2024
<b>REVISED DATE</b>	March 2020
<b>PURPOSE</b>	
Exams and quizzes given in the School of Nursing will be computerized. Computerized clinical documentation may also be required in various courses.	

## PROCEDURE:

All students are to have a properly functioning laptop (Windows or Macintosh) that can be brought to campus for computerized testing purposes. Chromebooks and iPads may not be compatible with some programs/applications utilized in the program of nursing; therefore, such devices should not be purchased in lieu of a Windows or Macintosh laptop computer. The full functionality of this laptop on the testing date(s) will be the student's responsibility and includes but is not limited to: fully charged battery, back up battery, virus protection, and audio/video capabilities.

Additional requirements may be added per the instructor and/or proctors request prior to testing. Instructors will not be responsible for technical support and/or maintenance issues with the student's electronic device.

The minimum laptop/equipment required include:

- 2 GB Free HDD Space
- 4GB RAM required and 8 GB recommended
- CPU equivalent to Intel i3 2+ GHZ
- MAC OS (10.13, 10.14, 10.15)
- Windows 10 (Version 1809 or 1903 only)
- 2 Mbps upload internet speed (for home use)
- Wi-Fi access (wireless)
- Webcam
- Microphone
- Personal audio capabilities (Earbuds/headphones)
- Microsoft Office 365
- Adobe Acrobat Reader
- Current version of Adobe Flash player
- Current Versions of Microsoft Internet Explorer, Firefox, and Google Chrome (different programs/assignments may require the use of different browsers)
- Jump Drive/Flash Drive
- USB Port

## **Laptop Resources**

### **Connecting to Wi-Fi- TigerWifi**

Campbellsville University has wireless internet access available. Students will need a wireless capable device and abide by the Acceptable Use Policy. All students, faculty and staff must register their device through the registration portal before they can connect to TigerWifi. Please note, TigerWifi is for students, faculty, and staff; you will only have access to Tiger Net using TigerWifi. You will experience optimal Wi-Fi access using TigerWifi.

Connecting to Wi-Fi- TigerWifi is to be used by students, faculty and staff for optimal WIFI access and for access to TigerNet. CUGUEST is for guests of CU and has limited access (you cannot connect to TigerNet through CUGUEST). TigerSecure is for CU owned equipment.

Passwords could be different at the learning center. Please check with the faculty member for the specific password for your site.

### **Register your device (each semester you must register your device)**

1. Select TigerWifi under your Wi-Fi options.
2. Open your web browser.
3. A Campbellsville University Web access page will appear.
4. Accept the Terms by selecting the box at the bottom.
5. Enter your Id# and TigerNet pin to log in, which will then register your device so that you are able to utilize TigerWifi and permit you to then be connected.

### **Microsoft Office 365**

As a student, faculty or staff you have access to Microsoft Office 365.

1. Go to [www.office.com/getOffice365](http://www.office.com/getOffice365)
2. Type in your Campbellsville University email and click "Get Started"
3. Sign into your Campbellsville University email
4. Click the red text box "Install Now"
5. Save the executable file
6. After the download is complete, run the executable file
7. Type in your Campbellsville University email and then type in your password to activate Microsoft Office 365

Contact the IT department at [cuihelpdesk@campbellsville.edu](mailto:cuihelpdesk@campbellsville.edu) if assistance is required.

RN FACULTY POLICY NO.	100-61
RN STUDENT POLICY NO.	200-41

<b>POLICY NAME:</b>	License Application and NCLEX Registration
<b>SUBJECT:</b>	License Application and NCLEX Registration
<b>EFFECTIVE DATE:</b>	September 12, 2008
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015, January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, August 2019, and December 2019, May 2020, May 2021
<b>REVISED DATE</b>	May 2022, May 2023, May 2024
<b>PURPOSE</b>	
Students will be advised about application for licensure as they near completion of the nursing program including licensure and testing information.	

**PROCEDURE:**

The Kentucky Board of Nursing no longer distributes the NCLEX Candidate Bulletin through the mail, but encourages students to go on-line to <https://portal.ncsbn.org/> to register for the NCLEX-RN® exam. Students will be given information about this procedure in their NUR 300 Professional Nursing & Applications to Practice course in the final semester of the program.

**Students must apply for licensure in the state in which they wish to be licensed.** If applying for licensure in Kentucky, all felony and misdemeanor convictions must be reported at the time of application. If the graduate has had a felony or misdemeanor conviction, no matter how old, it must be reported with a letter of explanation and a certified copy of the court record. If the court record is no longer available, a certified letter from the court attesting to the destruction or non-availability of the record must be submitted.

Please refer to your state board of nursing for licensure requirements.

For KBN Licensure by examination:

<https://kbn.ky.gov/Registered-Nurse/Pages/rn-examination.aspx>

## SECTION VI- CLINICAL/LAB

RN FACULTY POLICY NO.	100-66
RN STUDENT POLICY NO.	200-49

<b>POLICY NAME:</b>	Bloodborne Pathogens
<b>SUBJECT:</b>	Bloodborne Pathogens Policy
<b>EFFECTIVE DATE:</b>	August 2014
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015, January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2020, May 2021, May 2022, May 2023
<b>REVISED DATE</b>	May 2024
<b>PURPOSE</b>	
The Bloodborne Pathogens Policy is designed to establish a mechanism for appropriate treatment, follow-up and counseling after exposure to blood or body fluids while in the clinical setting. Documentation of the incident is required to track data related to injuries in clinical settings.	

### PROCEDURE:

Faculty and students of the School of Nursing at Campbellsville University must seek appropriate treatment, follow-up, and counseling after exposure to blood or body fluids.

An exposure is defined as:

- A needle or other puncture wound from a source presumed to be contaminated with blood and/or body fluids.
- Direct contact of non-intact skin (open lesion, chapped, or abraded skin) with blood or body fluids
- Mucous membrane contact from a known source of blood or body fluids (a splash in the eye, mouth, or any other mucous membrane lining).

In the event that a student or faculty member is exposed to a bloodborne pathogen during a scheduled clinical experience the agency's exposure policy shall be followed. The student/faculty will, at a minimum:

- Initiate immediate treatment by:
  - Cleaning the wound/skin area with soap and water.
  - Flushing mucous membranes with tap water or saline.
  - Serious injuries requiring suturing or physician intervention should be promptly evaluated according to agency's direction or according to insurance requirement of the faculty/student.
- Faculty will report the exposure to the appropriate supervisors/representative of the facility and assist the student in completing any required agency documentation.
- Notify Lead Course Faculty
- **The exposed individual is responsible for any costs related to testing and treatment of self and testing of the source.**



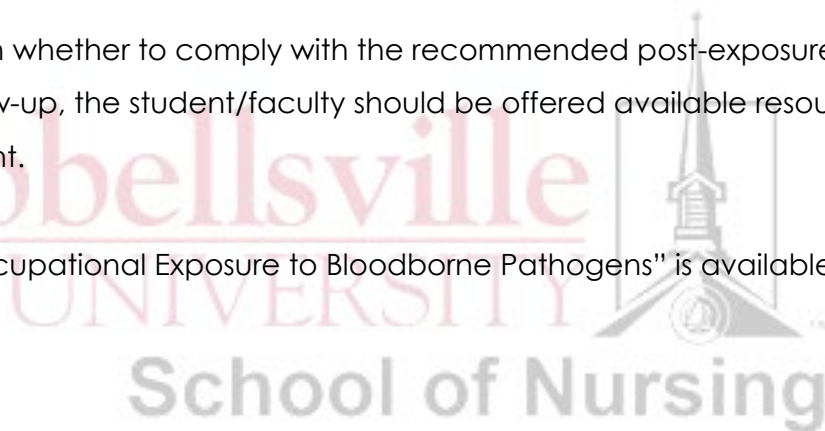
In the event that a student or faculty member is exposed to a bloodborne pathogen during a scheduled clinical experience while NOT in a traditional clinical setting (i.e., community-based experiences such as school health or community screening) the following procedure should be followed:

- Provide immediate first aid treatment as described above.
- Proceed to closest emergency facility to initiate post-exposure screening, treatment and counseling.
- The faculty/student is encouraged to seek post-exposure treatment per the Centers for Disease Control (CDC) Guidelines.
- The exposed individual is responsible for costs related to testing and treatment of self and testing of the source.

Following exposure, nursing faculty should complete the Exposure Incident Report and submit copies to the School of Nursing Dean and Clinical Coordinator for review or follow-up.

While it is an individual decision whether to comply with the recommended post-exposure screening, treatment, counseling, or follow-up, the student/faculty should be offered available resources such as the Local Health Department.

Additional information on "Occupational Exposure to Bloodborne Pathogens" is available from the OSHA website, [www.osha.gov](http://www.osha.gov)



<b>RN FACULTY POLICY NO.</b>	<b>100-69</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-50</b>

<b>POLICY NAME:</b>	Clinical Evaluations
<b>SUBJECT:</b>	Clinical Evaluations
<b>EFFECTIVE DATE:</b>	August 2008
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	January 2015, August 2015, January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, August 2019, May 2020, May 2021, May 2022
<b>REVISED DATE</b>	May 2021, May 2023, May 2024
<b>PURPOSE</b>	
Core nursing classes at the School of Nursing have clinical components that must be taken concurrently with the theory class. These clinical components must be passed in order to complete the requirements for the class. The clinical component is assessed on a pass-fail basis.	

## PROCEDURE:

In order to pass the clinical portion of any given class, the student must meet specified course outcomes. These course outcomes are specifically developed for each course and criteria are outlined in each course clinical evaluation tool.

Students will be evaluated using the clinical evaluation tool and other course specific evaluation methods as outlined in each course syllabus (i.e., return demos, simulation, math exam, etc.). Specific scoring will be used to identify any weaknesses in performance and formative evaluations will be given.

Students are expected to be self-motivated and responsible for preparation for the clinical experience. The student is expected to be prepared to provide client care as assigned. Lack of preparation may result in dismissal from the clinical experience with a Clinical Absence for that day and being placed on Clinical Warning. The student may be referred to the Clinical Laboratory for additional remedial practice if not adequately prepared to provide client care. This lack of preparation will be noted in the clinical evaluation.

During lab experienced, students are expected to follow SON policies (i.e., dress code, attendance policy, practice lab rules). Students may be assigned prep work prior to lab experiences and specific lab practice hour requirements. During simulation, students are required to actively participate and complete an assigned evaluation. Inability to meet these requirements may result in dismissal with a clinical absence for that day and being placed on clinical warning.

Students are evaluated by other means including return demonstration and math exams (See PPM policy 100-88/ Student handbook policy 200-61 for return demonstration guidelines) (See PPM policy 100-19 Guidelines for faculty developed exams). Students must complete a math exam and score 100% by the third attempt in order to attend their first clinical rotation.

<b>RN FACULTY POLICY NO.</b>	<b>100-70</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-75</b>

<b>POLICY NAME:</b>	Clinical Preceptors
<b>SUBJECT:</b>	Clinical Preceptors
<b>EFFECTIVE DATE:</b>	January 7, 2010
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015, January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, December 2019, May 2020, May 2021, May 2022, May 2024
<b>REVISED DATE</b>	August 2019, November 2020, May 2023
<b>PURPOSE</b>	
The School of Nursing shall utilize Clinical Preceptors as needed to accomplish the mission and objectives of the Nursing Program.	

**PROCEDURE:**

The assigned faculty member overseeing the practicum program within the School of Nursing will use the following determinates when approving a preceptor for an individual student.

**Approval of Clinical Preceptors**

Clinical Preceptors will be approved and appointed based on the following criteria reflecting the Kentucky Board of Nursing 201 KAR 20:310 and ACEN Accreditation Requirements. Students will not seek out their own preceptor, as this is done as a collaborative effort between lead clinical faculty and the clinical coordinator at the School of Nursing.

- Clinical Preceptors must have a minimum of one year of full-time clinical experience as a registered nurse, two is preferred.
- The Clinical Preceptor will be at minimum associate's degree prepared.
- The Clinical Preceptor shall submit a completed copy of the Clinical Preceptor Form.
- The clinical preceptor shall have evidence of clinical competencies related to the area of assigned clinical teaching responsibilities.

The Kentucky Board of Nursing further defines the role and responsibility of a preceptor as follows:

- A preceptor may be used to enhance clinical learning experiences. If a preceptor is used, it shall be done after a student has received clinical and didactic instruction from the program faculty in all basic areas for the course or specific learning experience.

- A preceptor shall hold a current unencumbered license, privilege, or temporary work permit to practice as a registered nurse in the state of the student's clinical site. In a practical nursing program, a preceptor may hold a current unencumbered license, privilege or temporary work permit to practice as a licensed practical nurse in the state of the student's clinical site.
- A preceptor shall not be used to replace clinical instructors. The ratio of student to preceptor shall not exceed (2) to one (1). Clinical Instructors or nurse faculty retain responsibility for student learning and confer with the preceptor and student for the purpose of monitoring and evaluation learning experiences.
- There shall be documentation of orientation to the course, program outcomes, student learning objectives, evaluation methods to be utilized by the faculty, and documented role expectations of faculty, preceptor and student.

### **Orientation to Role**

Members of the School of Nursing Faculty will orient the Clinical Preceptors to their assigned role. Orientation will include:

- Providing lead course instructor contact information and orientation to the course via email or phone.
- PowerPoint will be provided to preceptor explaining End-of-Program student learning outcomes (EPLoS), course specific outcomes and student learning objectives.
- Provided with a copy of the weekly evaluation tool and how to utilize and collaborate with student to use and document on the evaluation tool.
- Roles and responsibilities will be given and explained to determine preceptor, student and clinical instructor roles.

### References:

Kentucky Board of Nursing. (2022). Faculty for Prelicensure registered nurse and practical nurse programs. Legislative Research Commission. [201 KAR 20:310]

Accreditation Manual, 2023 Standards and Criteria. Accreditation Commission for Education in Nursing., Atlanta, GA, United States.

<b>RN FACULTY POLICY NO.</b>	<b>100-71</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-71</b>

<b>POLICY NAME:</b>	Selection of Clinical Sites
<b>SUBJECT:</b>	Selection of Clinical Sites
<b>EFFECTIVE DATE:</b>	April 2017
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2017, January 2018, August 2019, January 2019, August 2019, December 2019, May 2020, August 2020, May 2022, March 2023
<b>REVISED DATE</b>	August 2019, August 2020, May 2021, March 2023, May 2024
<b>PURPOSE</b>	
The School of Nursing will select clinical sites based on the selection criteria designated for the nursing student learning needs.	

**PROCEDURE:**

The Clinical Coordinator in conjunction with the Dean of the School of Nursing/Associate Dean of the School of Nursing and other relevant faculty and staff will review potential new clinical facilities to determine suitability for nursing student learning needs. The Clinical Site Selection Evaluation Tool will be utilized when evaluating potential new clinical facilities. This tool will ensure the respective sites provide an optimum learning experience for students to achieve the course learning objectives and the School of Nursing program student learning outcomes.

The following process serves as protocol for the selection of clinical site:

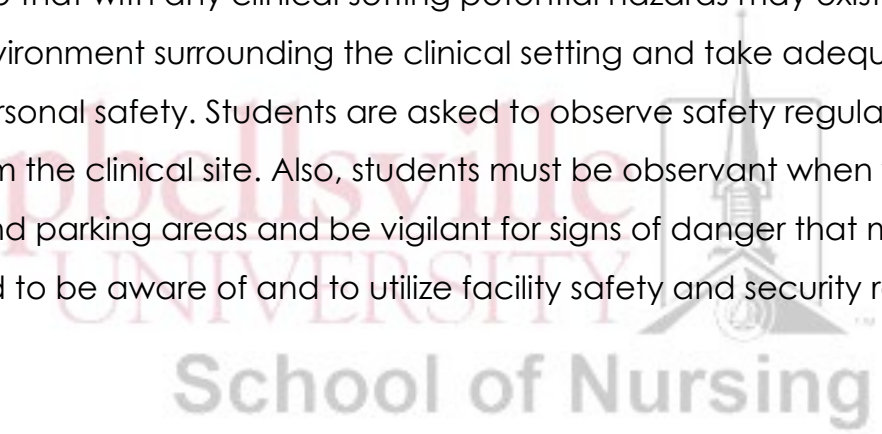
1. Clinical Coordinator in conjunction with relevant faculty and staff, will schedule a new site visit based upon interest and clinical potential.
2. Clinical Regulatory & Compliance Administrative Coordinator contacts facility to initiate affiliation agreement.

<b>RN FACULTY POLICY NO.</b>	<b>100-72</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-52</b>

<b>POLICY NAME:</b>	<b>Clinical Setting Student Personal Safety</b>
<b>SUBJECT:</b>	<b>Clinical Setting Student Personal Safety</b>
<b>EFFECTIVE DATE:</b>	<b>August 2014</b>
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	<b>August 2015, January 2016, January 2017, August 2017, January 2018, August 2019, January 2019, August 2019, December 2019, May 2020, May 2021, May 2022, May 2023, May 2024</b>
<b>REVISED DATE</b>	<b>August 2016</b>
<b>PURPOSE</b>	
<b>Guidelines for Student Safety in the Clinical Setting</b>	

**PROCEDURE:**

Students should recognize that with any clinical setting potential hazards may exist. Students must be aware of the environment surrounding the clinical setting and take adequate precautions to ensure personal safety. Students are asked to observe safety regulations in transportation to and from the clinical site. Also, students must be observant when walking to and from the buildings and parking areas and be vigilant for signs of danger that may exist. Students are encouraged to be aware of and to utilize facility safety and security resources as needed.



<b>RN FACULTY POLICY NO.</b>	<b>100-73</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-53</b>

<b>POLICY NAME:</b>	<b>Confidentiality</b>
<b>SUBJECT:</b>	<b>Confidentiality</b>
<b>EFFECTIVE DATE:</b>	<b>August 2014</b>
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	<b>August 2015, January 2016, August 2016, January 2017, August 2017, January 2018, August 2019, January 2019, August 2019, December 2019, May 2020, May 2021, May 2022</b>
<b>REVISED DATE</b>	<b>May 2023, May 2024</b>
<b>PURPOSE</b>	
<b>Students must maintain client confidentiality at all times. "Client confidentiality" means that students and faculty/staff are not permitted to discuss client information outside of the learning environment.</b>	

**PROCEDURE:**

Discussion in the learning setting should be limited to items pertaining to client care. No client-related documents are permitted outside the learning environment. Students must observe agency/facility policies regarding destruction of any forms used for educational purposes.

Hospital Client Confidentiality Reminders:

- Client information should only be discussed with other members of the health care team who have a "need-to-know." Do not discuss client information with anyone else, including fellow employees and your family members.
- Do not tell unauthorized persons that you saw or have knowledge of a client being seen as an outpatient. Authorized persons are those members of the health care team who have a legitimate "need-to-know."
- Do not access any information (Example: looking in a neighbor's medical record) unless authorized in your job duties. Do not access more information than is necessary to perform your job.
- Speak quietly and discreetly so clients, visitors, and others will not overhear your telephone or other conversation with or about clients.
- If you have a question regarding which family members of a client you are authorized to speak with concerning a client's medical information, ask the client or your supervisor.
- Before answering questions concerning a client over the phone, verify with whom you are speaking, to determine whether they are authorized to receive the information.

- Do not leave papers containing client information (Example: O.R. schedules, test results, open charts) in open view of unauthorized persons. Likewise, turn your computer screen away from open view and/or use screen saver or fade to dim.
- Do not discard papers containing client information in the trashcan. Papers containing client information should be shredded using facility procedure.
- If a clinical instructor makes copies of client information at the clinical site, students are responsible for turning client information back to the clinical instructor, which will be destroyed before leaving for the day per facility procedure.
- Ask visitors to step out of a client's room when conversations take place regarding medical treatment, diagnosis, etc., unless the client authorizes the visitor to be present. Speak softly if there is a roommate, to protect the client's privacy as much as possible.
- Students must communicate with clinical instructors if they have conflict of interest with assigned client(s). When your duties require you to handle confidential information of your friends or acquaintances reassignment to protect that person's privacy will occur.
- In faxing client information to authorized facilities, verify that the recipient is attending the fax machine, especially if their machine is shared by other persons or departments. Use caution in dialing fax numbers. Always use a fax cover sheet with confidentiality statement when faxing documents.
- Any breach of confidentiality will be addressed as defined in the Clinical Evaluation Tool.
- Do not use the intercom system about confidential information regarding a client.
- Do not transfer calls from your area to the room of a secured client.
- Refer media inquiries regarding client information to the instructor or clinical preceptor.
- When making a phone call to relay client or other confidential information, if the party is not home, do not leave detailed information on answering machines or with another person answering the phone. Simply state your name, number, and ask that the intended person return your call.
- Consult with your nursing instructor/preceptor regarding any exceptions to these rules.



RN FACULTY POLICY NO. 100-74

RN STUDENT POLICY NO. 200-54

<b>POLICY NAME:</b>	Background Check and Other Applicable Screenings
<b>SUBJECT:</b>	Criminal Background Check and Other Applicable Screenings
<b>EFFECTIVE DATE:</b>	August 2014
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015, January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, December 2019, May 2020, August 2020, May 2021, May 2022
<b>REVISED DATE</b>	January 2015, August 2019, August 2020, May 2023, May 2024
<b>PURPOSE</b>	
Incoming students must submit to a criminal background check and other applicable screenings prior to starting courses in the Nursing Program. A student's conditional acceptance into the Nursing Program may be revoked based upon the results of the criminal background check/applicable screenings where the results reveal information which indicates unfitness for the study and/or practice of nursing.	

## PROCEDURE:

Current students in the Nursing Program are required to submit to criminal background checks and other applicable screenings by a vendor that is approved by the University prior to the beginning of each semester. A student may be dismissed from the Nursing Program where the background check/applicable screening reveals information which indicates unfitness for the study and /or practice of nursing.

Failure to provide truthful information as part of a criminal background check or other screening may result in dismissal from the Nursing Program or other appropriate sanction.

Students are required to immediately report (within 48 hours) any arrests and/or convictions which occur while the student is enrolled in the Nursing Program to the Dean of the School of Nursing. Failure to timely report this information can result in the student's dismissal from the Nursing Program or other appropriate sanction.

The University partners with various healthcare entities to provide clinical experiences for students as part of the educational requirements of the Nursing Program. Students must consent to the University sharing the results of any criminal background check or other related screening with healthcare entities where the student may be placed to complete a clinical experience. These healthcare entities may deny clinical access to students on the basis of the results of their criminal background checks or other screening. When a student is denied clinical access under these circumstances, the student will be unable to complete the required clinical component of the nursing course, which will result in a failing grade for the nursing course and may result in the student not being able to complete the Nursing Program. Students will not be entitled to any reimbursement of tuition, fees or other costs if they are unable to complete the Nursing Program as a consequence of their criminal background/applicable screening results.

Students (incoming and current) are responsible for paying the cost of any required criminal background checks or other applicable screenings.

Students are also advised that the Kentucky Board of Nursing requires applicants for licensure to report criminal convictions and to submit to a criminal background check. Further, persons licensed or credentialed through the Kentucky Board of Nursing must report criminal convictions to the Board. Students are provided with a brochure from the Board of Nursing entitled "Mandatory Reporting of Criminal Convictions" and should consult the Board of Nursing for additional information.

Deniker, S. (November 2019). Personal & Email Communications with Steptoe & Johnson

RN FACULTY POLICY NO. 100-76

RN STUDENT POLICY NO. 200-55

<b>POLICY NAME:</b>	Drug and Alcohol Screening
<b>SUBJECT:</b>	Drug and Alcohol Screening
<b>EFFECTIVE DATE:</b>	August 2006
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015, January 2016, January 2017, August 2017, January 2018, August 2018, January 2019, August 2019, May 2020, May 2022, May 2023, May 2024
<b>REVISED DATE</b>	August 2016, December 2019, May 2021
<b>PURPOSE</b>	
Guidelines for Drug and Alcohol Screening at the School of Nursing	

## PROCEDURE:

### Drug and Alcohol Testing/Drug –Free Environment

Because students in the Nursing Program will be working in health care settings, it is imperative for the safety and well-being of clients, other students, health care workers, faculty members and others that students are not acting in an impaired state as a result of the use of drugs or alcohol. Therefore, as a condition of admission and continuance in the Nursing Program, students are required to submit to drug and alcohol testing prior to the beginning of each semester and any other time as required for a clinical placement. Further, students may also be tested where there is a reasonable suspicion that they may be impaired or otherwise under the influence of drugs or alcohol. Finally, students are subject to random drug and alcohol testing to be conducted at the discretion of the University.

Refusal to submit to a required drug and alcohol test is grounds for non-admittance or dismissal from the Nursing Program. Further, providing false information as part of a drug and alcohol test or attempting to manipulate the testing results through sample adulteration or other means is grounds for non-admittance or dismissal from the Nursing Program.

The drug and alcohol testing of applicants and students in the Nursing Program will be conducted by an independent agency which is contracted by the University. Specific questions related to testing procedures and challenges to testing results should be directed to the agency conducting the testing. The cost of testing is determined by the independent agency which conducts the testing and payment of that cost will be the sole responsibility of the applicant or student, except that the University will pay for random testing.

A positive drug or alcohol test may result in an applicant being denied admission into the Nursing Program; a student being denied placement at a clinical site; a student being required to successfully complete a drug or alcohol rehabilitation program (which is approved by the Dean of the School of Nursing) and meet other required conditions to be eligible to continue in the program or be considered for re-enrollment; and enrollment; and/or expulsion from the Nursing Program. The Dean of the School of Nursing shall make the final decision regarding appropriate action to be taken against an applicant or student as a result of a positive drug and alcohol test.

The University partners with various health care entities to provide clinical experiences for students as part of the educational requirements of the Nursing Program. Students must consent to the University sharing the results of any drug and alcohol testing with health care entities where the student may be placed to complete a clinical experience. These health care entities may deny clinical access to students on the basis of the results of their drug and alcohol tests. When a student is denied clinical access under these circumstances, the student will be unable to complete the required clinical component of the nursing course, which will result in a failing grade for the nursing course and may result in the student not being able to complete the Nursing Program. Students will not be entitled to any reimbursement of tuition, fees or other costs if they are unable to complete the Nursing Program as a consequence of their drug and alcohol test results.

Students are required to notify their nursing/clinical faculty member advisor of the use of any prescribed medication which may interfere with their ability to care for clients or otherwise participate in a clinical placement.

The following conduct is also prohibited by students in the Nursing Program and will result in any of the disciplinary actions described above related to positive drug and alcohol tests:

- Use, possession or distribution of illegal substances or substances not used in accordance with the applicable prescription.
- Reporting to class, clinical placement or other student activity while in an impaired state due to drug or alcohol use.

Applicants and students must immediately notify the Dean of the School of Nursing if they are the subject of any campus, criminal or other investigation related to the use, possession or distribution of alcohol or drugs or if they are charged with or convicted of a drug or alcohol-related offense. The Dean will determine what action, if any, should be taken with regard to the student based upon these issues.

Students are subject to the other policies of the University related to discipline for the use, possession and/or distribution of drugs or alcohol.

RN FACULTY POLICY NO. 100-77

RN STUDENT POLICY NO. 200-51

<b>POLICY NAME:</b>	Clinical Expectations
<b>SUBJECT:</b>	Clinical Expectations
<b>EFFECTIVE DATE:</b>	August 11, 2018
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	May 2015, January 2016, August 2016, January 2017, August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2021, May 2022, May 2023
<b>REVISED DATE</b>	May 2024
<b>PURPOSE</b>	
In order to clarify expectations and increase consistency among clinical groups the following guidelines will be followed.	

## PROCEDURE:

In order to clarify expectations and increase consistency among clinical groups the following guidelines must be met:

- Student must attend any/all mandatory facility orientations.
- Student must complete all clinical onboarding and orientation paperwork on-time as instructed.
- Student must retain copies of all clinical requirement paperwork (facility guidelines, acknowledgements, etc.).
- It is the responsibility of the student to ask questions about any clinical or orientation requirement as needed.
- All documentation must be written in permanent black ink. Erasable pens are prohibited. Any errors made while recording should have a single line drawn through the error with the student's initials, date, and time.
- Student signatures should include first name initial, last name, followed by N.S.
  - Example: J. Doe, N.S.
- Student must be present for, and receive, report from the primary nurse at the beginning of each clinical day/shift as relates to course expectations.
- Student must not leave the facility for lunch, and the time allowed for lunch should be mindful of overall mission.
- Student cannot order meal delivery while at clinical. Ex: DoorDash, UberEATS, Pizza Delivery, etc.
- Student must adhere to all deadlines regarding clinical paperwork.
- Student must follow all SON and facility policies and procedures.
- All documentation must be turned in at the end of each clinical day (or as stated in course syllabus, or as agreed upon by lead Instructor.).

The students are given clinical credit for every hour that they are in clinical. In order for our students to achieve the maximum benefit of each clinical experience, Clinical Instructors must make every effort to plan activities in order that students get the most exposure to direct client care situations. Any special gatherings (not included in the syllabus criteria, directly pertaining to course objectives) must be arranged on time other than clinical instructional timeframe.

RN FACULTY POLICY NO.	100-79
RN STUDENT POLICY NO.	200-56

<b>POLICY NAME:</b>	Immunization/Certification/Applicable Screenings Requirements
<b>SUBJECT:</b>	Immunization/Certification/Applicable Screenings requirements
<b>EFFECTIVE DATE:</b>	August 2006
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	January 2015, August 2015, January 2016, January 2017, January 2018, August 2018, January 2019, August 2019, April 2020, May 2021, May 2022
<b>REVISED DATE</b>	August 2017, December 2017, August 2019, December 2019, June 2020, December 2020, May 2021, May 2023, May 2024
<b>PURPOSE</b>	
Guidelines for Immunization/Certification/ Applicable Screenings requirements	

**PROCEDURE:**

Campbellsville University School of Nursing uses an online clinical database repository to maintain all required student immunization, certification, and applicable screening requirements. All students are required to upload all specified requirements to the repository upon admission into the program. After admission, students are responsible for continuously monitoring their requirements to ensure they remain in compliance with no lapses while enrolled in the nursing program. By uploading the required documents into the repository, students grant the School of Nursing permission to share these documents with interested parties as requested for clinical placements. Students are required to pay for the usage of the online clinical database repository throughout the entirety of their nursing program.

**IMMUNIZATION/CERTIFICATION/APPLICABLE SCREENING REQUIREMENTS**

The following immunizations, certifications, and applicable screening requirements have been established to help protect students, faculty, healthcare providers, and clients during encounters with one another. These requirements may change based on Center for Disease Control (CDC) recommendations and/or changes to clinical facility requirements. Students will be informed as soon as possible of any changes to any compliance related requirements due to CDC recommendations or facility requirements, as well as any deadlines for these changes that must be met.

**Tuberculosis Screening:**

- o **Initial Admission:** Applicants must upload proof of negative blood assay testing results within the last year, with the school TB screening form.
- o **After Admission:** Students will be required to upload proof of negative repeat annual blood assay testing along with the annual school TB screening form. The online clinical database repository will schedule the renewal date for annual blood assay testing to one year from the administered date on the last blood assay testing results uploaded. Annual blood assay testing must be completed and uploaded prior to the renewal date assigned to avoid a lapse. A lapse will occur for any portion of the required documentation not uploaded prior to the required renewal date.
- o **Positive Reactors:** Positive reactors will be directed to consult with a Healthcare provider until the appropriate documentation can be provided indicating the student "can be considered free of tuberculosis in a communicable form." Students may be required to upload chest X-rays, screenings, questionnaires, or other required documents with the school tb screening form provided.

- **MMR's:**

- **Initial Admission:** Proof of two vaccinations (documented after 12 months of age) is required. If vaccination records are unavailable, laboratory evidence of immunization will be acceptable.

- **Diphtheria, Tetanus, and Pertussis (Tdap):**

- **Initial Admission:** Proof of Tdap vaccination received within the last 10 years.
- **After Admission:** Renewal date will be set to 10 years from the last documented Tdap administered date uploaded. A lapse will occur for any Tdap vaccine renewal not uploaded by the scheduled renewal date.

- **Varicella (Chicken Pox):**

- **Initial Admission:** Proof of two vaccinations is required. If vaccination records are unavailable laboratory evidence of immunization will be acceptable.

- **Polio:**

- **Initial Admission:** Proof of initial series (3 if IPV or 4 if OPV). If vaccination records are unavailable laboratory evidence of immunization will be acceptable (you must submit the titer type I and type III).

- **Hepatitis B:**

- **Initial Admission:** Proof of initial series (3) and Hepatitis B Surface Antibody Titer (HBsAB) results. If vaccination records are unavailable, laboratory evidence of immunization will be acceptable (HBsAB titer results only).
- **After Admission:** If Hepatitis B Surface Antibody titer results required for admissions indicates non-immunity, students are required to consult with a healthcare provider to receive a repeat Hepatitis B adult series in an effort to reach immunity. The online clinical database depository will assign additional Hepatitis B requirements for any negative titers, assigning due dates for each repeat vaccine required based on CDC guidelines, and a repeat Hepatitis B Surface Antibody titer 6-8 weeks after receiving the last repeat dose. If repeat Hepatitis B Surface Antibody titer indicates non-immunity, the student will be considered a "non-responder" and no further action is required. A lapse will occur for any documentation of a repeat Hepatitis B adult vaccine not uploaded by the assigned due date.

- **Influenza:**

- **Initial Admission:** For students admitted for fall semester, proof of immunization must be obtained no earlier than September 1<sup>st</sup> and no later than October 1<sup>st</sup> of their first semester. For students admitted for spring semester, proof of current immunization obtained no earlier than September 1<sup>st</sup> and no later than October 1<sup>st</sup> preceding the start of the semester.
- **After Admission:** Proof of Influenza vaccine obtained annually for each upcoming "flu season." A lapse will occur for any documentation of annual Influenza vaccination not uploaded by the scheduled renewal date.

- **COVID- 19:**

- **Initial Admission:** Proof of complete COVID-19 vaccination card, CU School of Nursing Medical Exemption Request, or CU School of Nursing Religious Exemption Request (please review the additional information/guidelines regarding exemptions on page)
- **After Admission:** Although CU School of Nursing does not mandate COVID-19 vaccination or any additional boosters, some clinical facilities may require the COVID-19 vaccine and/or additional COVID-19 boosters which may be a requirement for student clinical placement within those facilities.

- **CPR Certification:**

- **Initial Admission:** Proof of current BLS Healthcare CPR Certification from the American Heart Association.
- **After Admission:** Renewals for CPR certification will be set by the online clinical database repository based on the existing expiration date documented on the current CPR certification uploaded. A lapse will occur for any CPR certification renewal not uploaded by the assigned renewal date.

- **SRNA (State Registered Nurse Aid) or PCT (Patient Care Technician):**

- **Initial Admission:** Proof of current SRNA or PCT license, with no restrictions or disciplinary actions.
- **After Admission:** Renewals for SRNA or PCT certification will be set by the online clinical database repository based on the existing expiration date documented on the current license uploaded. A lapse will occur for any SRNA/PCT renewal not uploaded by the assigned renewal date.

- **OSHA & HIPPA Training:**

- **Initial Admission:** Completion of the OSHA and HIPPA training modules provided by the online clinical database repository and uploaded completion certificates upon admission.
- **After Admission:** Renewals will be set annually for students in the nursing program. A lapse will occur for OSHA or HIPPA training renewals not completed by the assigned due date.

- **Physical Examination:**

- **Initial Admission:** Proof of a physical examination, no older than one-year preceding application to the program, on the CU School of Nursing Physical Examination form.
- **After Admission:** Although CU School of Nursing does not require any physical exam renewals, some clinical facilities may require an updated physical exam which may be a requirement for student clinical placement within those facilities.

### **Health Care Coverage:**

- **Initial Admission:** Current Certificate of Coverage letter indicating active coverage from the health insurance company. Must include a date to show current coverage.
- **After Admission:** Renewals will be set to any expiration date documented on the current uploaded Certificate of Coverage letter, or 1 year from the date the letter was uploaded into the online clinical database repository. A lapse will occur for any proof of active coverage not uploaded by the assigned due date.

- **Drug Testing:**

- **Initial Admission:** Drug screening results will be uploaded after initial admission, and after the beginning of each semester throughout the entirety of the nursing program.

### **STUDENT NON-COMPLIANCY PROCESS & PROCEDURES**

Students are responsible for monitoring and maintaining all immunization, certification, and applicable screening requirements in the online clinical database repository throughout the entirety of their enrollment in the nursing program. Students are responsible for uploading the required documentation by any set required deadlines to avoid any lapse, resulting in non-compliance.

If a student fails to maintain compliance in any immunization, certification, or applicable screening and a lapse in a requirement renewal occurs, the student becomes ineligible to attend any lecture, clinical, or scheduled course activity until the requirement is brought to compliance. Notification of the lapse and the student's ineligibility to attend any course activity until the requirement is compliant will be sent to the student, lead course faculty, program coordinator, and/or clinical instructor by the Clinical Compliance & Regulatory Coordinator. The notification will be sent the day before the lapse occurs unless the lapse is to occur on Saturday, Sunday, or during breaks/holidays. Lapses that occur in these instances will be evaluated on a case-by-case basis.

Syllabus attendance policies will apply for students who allow a lapse to occur resulting in non-compliance and ineligibility to attend any course activities.

Students are required to attend in person or "face to face" clinical rotations. Virtual clinical experiences cannot substitute in person or "face to face" experiences to accommodate a student's non-eligibility status due to lapse in a requirement.

## **MEDICAL & RELIGIOUS EXEMPTIONS FOR IMMUNIZATION REQUIREMENTS:**

- **Medical Exemptions:**

- Students can request medical exemptions for immunization requirements based on a medical condition that is a contraindication to any required vaccination. A list of established medical contraindications to vaccinations can be found on the Centers for Disease Control and Prevention website for Guide to Contraindications at the below website or on the package insert of each vaccine:  
<https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html>
- All medical exemptions must be completed and signed by a licensed, treating medical provider on the CU School of Nursing Medical Exemptions form.

- **Religious Exemptions:**

- Students can request religious exemptions only for COVID-19 vaccinations due to sincerely held religious beliefs. Students who are requesting a religious exemption must submit a completed CU School of Nursing Religious COVID- 19 Exemption form.

- **Medical/Religious Exemption Request for COVID-19 Vaccination:**

- Campbellsville University School of Nursing will make efforts to place non-COVID-19 vaccinated students in clinical facilities that do accept Medical and Religious Exemptions if a placement is available.
- Students are aware that reporting a Medical or Religious Exemption for the COVID-19 vaccination, could result in non-clinical placement if a facility requires COVID-19 vaccination, or a Medical or Religious Exemption is not accepted. Therefore, this does not guarantee clinical facility placement for non-COVID-19 vaccinated students will be made.
- Students who are unable to be placed in a clinical facility due to non-vaccination status and facility non-availability could result in not meeting the course clinical outcomes, therefore advancement in the course might not be possible. ○ Students who are able to be placed in an available clinical facility with an approved Medical or Religious Exemption from the facility, are aware they are responsible for any additional expense that may occur for weekly required PCR testing, appropriate mask, or any additional COVID-19 requirements requested by the facility.



RN FACULTY POLICY NO. 100-81

RN STUDENT POLICY NO. 200-62

<b>POLICY NAME:</b>	Latex Sensitivity
<b>SUBJECT:</b>	Latex Sensitivity
<b>EFFECTIVE DATE:</b>	August 2008
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015, January 2016, August 2016 January 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2020, May 2021, May 2022, May 2024
<b>REVISED DATE</b>	August 2017, December 2017, May 2023
<b>PURPOSE</b>	
Students will be responsible for notifying the Dean of any sensitivity to medical supplies or equipment.	

## PROCEDURE:

Students need to be aware that the nursing lab and all clinical facilities contain supplies/equipment made of latex that may pose a hazard to individuals with latex allergies. If the student has a documented latex allergy or if signs and symptoms of latex allergy develop, the student must notify the Simulation Coordinator immediately.

Signs of latex allergy include, but are not limited to the following:

- Rash
- Dry itchy skin
- Swelling of hands
- Cracking, chapping, scaling, or weeping of the skin
- Hives
- Difficulty breathing
- Swollen lips or mucous membranes
- Runny nose
- Scratchy throat
- Coughing or wheezing
- Shock

If a latex allergy is identified, the student is to work with the Simulation Coordinator to determine if the student needs to purchase additional supplies or equipment.

<b>RN FACULTY POLICY NO.</b>	<b>100-82</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-57</b>

<b>POLICY NAME:</b>	<b>Mandatory Student Personal Health Insurance</b>
<b>SUBJECT:</b>	<b>Mandatory Student Personal Health Insurance</b>
<b>EFFECTIVE DATE:</b>	<b>August 2014</b>
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	<b>August 2015, January 2016, August 2017 January 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2020, May 2021, May 2022, May 2023</b>
<b>REVISED DATE</b>	<b>August 2019, May 2024</b>
<b>PURPOSE</b>	
<b>Guidelines for Mandatory Student Personal Health Insurance</b>	

**PROCEDURE:**

Campbellsville University is very concerned about the health and well-being of all students. Personal Health Insurance is required. You must have personal health insurance prior to entry, each semester. This insurance is required by clinical agencies and is needed to defray the cost of hospital and medical care for any illness or injury that might be sustained while in this program and the substantial monetary liability that you, as a student, might incur as a result of failure to have such insurance. This mandatory health insurance policy requires students to maintain insurance coverage as a condition of their enrollment. Each student must be enrolled in and maintain a Health Insurance policy each semester.

Prior to admission to the program and annually thereafter, each student must provide CastleBranch with a Certificate of Coverage from their Insurance Company. In the event that such coverage lapses, is terminated, or changes the student will notify the Secretary immediately. If found that the student is not covered, the student may be terminated from the program.

<b>RN FACULTY POLICY NO.</b>	<b>100-83</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-58</b>

<b>POLICY NAME:</b>	Medical Releases and Accommodations Due to Illness, Injury, Exposure and/or Disability
<b>SUBJECT:</b>	Medical Releases and Accommodations Due to Illness, Injury, Exposure and/or Disability
<b>EFFECTIVE DATE:</b>	August 2008
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015, January 2016, August 2016, January 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2020, August 2020, May 2021, May 2022, May 2023, May 2024
<b>REVISED DATE</b>	June 2020, August 2020
<b>PURPOSE</b>	
The University is committed to providing a safe learning and working environment for its students, employees and partners. In light of the requirements of the University’s nursing programs, students enrolled in the Campbellsville University School of Nursing must be able to meet the physical and emotional demands of course and clinical experiences, including safely interacting with and providing care to others, with or without a reasonable accommodation.	

**PROCEDURE:**

Any student who (1) has or is recovering from an illness or injury that may impact the student’s ability to safely attend class or clinical experience or would put the student or others at risk; or (2) has recently been exposed to a communicable disease that would put the student or others at risk must inform the Lead Faculty for each course as soon as reasonably possible. Further, the student may be required to provide documentation from a health care provider which releases the student to return to class and/or clinical setting; sets forth any restrictions the student may have; and provides any other information requested by the University and/or the clinical provider at any clinical setting at which the student is placed.

Any student who may need a reasonable accommodation to participate in the Nursing Program due to a disability or other health issue should contact the Office of Disability Services at 270-789-5450.

RN FACULTY POLICY NO. 100-84

RN STUDENT POLICY NO. 200-63

<b>POLICY NAME:</b>	Nursing Lab Equipment Orientation
<b>SUBJECT:</b>	Nursing Lab Equipment Orientation
<b>EFFECTIVE DATE:</b>	July 2015
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015, January 2016, August 2016, January 2017 August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2020, May 2021, May 2022, May 2024
<b>REVISED DATE</b>	July 2015, May 2023
<b>PURPOSE</b>	
Guidelines for Nursing Lab Equipment Orientation	

**PROCEDURE:**

**Nursing Lab Equipment Orientation**

I, \_\_\_\_\_ have been advised of the risk of injury with improper use of the following items in the nursing lab.

Initial each box below	Equipment including but not limited to:
	Beds
	IV Pumps
	Defibrillator(s)
	Assorted Venipuncture Devices (angiocaths, butterfly needles, etc.)
	Sharps (lancets, needles, ampules, etc.)

I understand that I will be oriented to each piece of equipment by my faculty throughout the program as it relates to the skill being taught. I further understand that using equipment that I have not been oriented to places me at risk of injury to myself or the equipment and I will be responsible for any damages or injuries incurred.

Printed \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>RN FACULTY POLICY NO.</b>	<b>100-85</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-64</b>

<b>POLICY NAME:</b>	<b>Nursing Lab Safety</b>
<b>SUBJECT:</b>	<b>Nursing Lab Safety</b>
<b>EFFECTIVE DATE:</b>	<b>July 11, 2008</b>
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	<b>January 2016, August 2016, January 2017 August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2020, May 2021 November 2021, May 2022, May 2023, May 2024</b>
<b>REVISED DATE</b>	<b>July 2015, November 2021</b>
<b>PURPOSE</b>	
<b>Guidelines for Nursing Lab Safety</b>	

**PROCEDURE:**

Campbellsville University's School of Nursing strives to maintain a safe environment within which our students' practice. A strong emphasis is placed upon prevention and students are made aware or risk for injury in the lab upon entry into the program. Those who utilize the nursing labs have the potential to come into contact with latex containing items, sharps instruments, common household chemicals, and a variety of equipment that is typically found in client care settings.

Each student upon entry into the program will be orientated to equipment and potential for harm. A copy of the nursing lab equipment orientation form and signed lab rules shall be placed in the student's permanent file. In order to promote a safe environment each lab has signs posted indicating latex in use and the lab rules. Sharps containers are also available to secure and dispose of sharps items.

<b>RN FACULTY POLICY NO.</b>	<b>100-86</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-59</b>

<b>POLICY NAME:</b>	<b>Personal Digital Devices in the Clinical Setting</b>
<b>SUBJECT:</b>	<b>Personal Digital Devices in the Clinical Setting</b>
<b>EFFECTIVE DATE:</b>	<b>December 2012</b>
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	<b>January 2016, August 2016, January 2017 August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2020, May 2021, May 2022, May 2023, May 2024</b>
<b>REVISED DATE</b>	<b>N/A</b>
<b>PURPOSE</b>	
<b>Guidelines for Personal Digital Devices in the Clinical Setting</b>	

**PROCEDURE:**

Upon entrance into the CU SON Fundamentals Program Personal Digital Devices (PDDs) such as Personal Digital Assistants (PDAs) are required as of 1-8-13 for all undergraduate clinical experiences. The PDA is loaded with required reference-based software. All students entering clinical areas have been advised of and are expected to comply with Health Insurance Portability and Accountability Act (HIPAA) regulations. All client related information is confidential. Client related information is defined as all information related to the health, business, or personal matters of the client or client's family. This includes but is not limited to Protected Health Information (PHI) that is based on a client's diagnosis, examination, treatment, observation, or conversation, and information maintained in data bases that contain diagnostic or treatment related information. In order to comply with current regulations, the following protocol has been established for PDDs use in the undergraduate nursing programs.

Personal Digital Devices include but are not limited to: PDAs, smart phones, laptops, iPads, Kindles and cell phones.

- Protected Health Information (PHI) cannot be entered into the PDA or digital device.
- Pictures cannot be taken in the clinical setting.
- The usage of personal functions on the device which include but are not limited to personal text messaging, phone calls or gaming is prohibited during clinical hours.
- The PDD cannot be taken into the client's room. It will only be utilized in designated areas.
- The device is intended for Campbellsville University Nursing Program use only, and the students may be required to turn over the device to an instructor at any time for visual examination to ensure confidentiality has been preserved.
- If any of these guidelines are not followed it can lead to a clinical warning or dismissal from the nursing program.

I understand the above information and have had an opportunity to ask questions and they have been answered to my satisfaction.

Student: \_\_\_\_\_

Date: \_\_\_\_\_

RN FACULTY POLICY NO. 100-87

RN STUDENT POLICY NO. 200-60

<b>POLICY NAME:</b>	Professional Appearance
<b>SUBJECT:</b>	Professional Appearance
<b>EFFECTIVE DATE:</b>	August 2006
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	January 2016, January 2017 August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, November 2021, May 2022
<b>REVISED DATE</b>	May 2015, August 2016, April 2019, May 2020, May 2021, November 2021, May 2023, May 2024
<b>PURPOSE</b>	
Guidelines for Professional Appearance on campus and the clinical area	

## PROCEDURE:

Each student is expected to display a professional appearance on campus, in the clinical area and while representing CUSON. This includes the time the student is obtaining assignments as well as providing client care. As determined by faculty, any language, behaviors, or pictures deemed obscene, objectionable, or unprofessional will not be acceptable. This includes, but is not limited to clothing and/or tattoos. Instructors reserve the right to determine if the student's appearance meets the professional dress code standards established by Campbellsville University School of Nursing A.D.N. Program.

Complete uniform is mandatory while at clinicals, for return demonstrations, simulations, and the blood drive community service project. Other events may require complete uniform as instructed by lead course faculty.

### By definition, complete uniform is as follows:

- Medical Uniform (reference "Whites")
  - Uniforms must be clean and pressed
  - White uniform as approved by administration. Students must obtain and wear both approved armbands while in uniform.
  - Approved, white lab coat is permissible.
  - Shoes must be white, rubber soled, and have minimal to no logos or accents. NO cloth, canvas, opened toed or heeled shoes permitted.
  - Socks or hosiery are required. Socks must be white and cover the ankle. Hosiery (if worn) must be white or flesh tone.
  - Name Tags-the CUSON nametag worn on the right side of embroidered lab coats, uniform jackets or uniform tops. If there is no embroidery, wear the nametag on the left side.

- Psychiatric Uniform (reference “Greys”)
  - Uniforms must be clean and pressed
  - Grey scrub jacket as approved by administration.
  - White shirt with collar. Polo-style shirt with collar, button down collar, blouse collar, turtleneck or mock turtleneck are acceptable options.
  - Black slacks or pants. Skirts are permissible related to religious values (although not recommended). Skirts must be below knee in length.
  - Shoes must be black, rubber soled, and have minimal to no logos or accents. NO cloth, canvas, opened toed or heeled shoes permitted.
  - Socks or hosiery are required. Socks must be black and cover the ankle. Hosiery (if worn) must be black.
  - No lanyards are permissible.
  - During Psychiatric rotations student badges will be determined per facility protocol.
  - **\*NOTE: Equipment is outlined in course syllabi (defer to lead faculty and/or course syllabus for detailed information.).**
- Under Clothing
  - Underclothing is a requirement of the uniform. Underclothing will be white or flesh tone. Socks (or hosiery) are required. Socks and hosiery must conform to the specified uniform and cover the ankle.
- Grooming
  - Hair must be off the collar, pulled back, a naturally appearing color. If necessary, hair restraints shall be of a solid (no pattern), unadorned (no glitter, no attachments, etc.), neutral color that matches hair tone/color as least visible as possible.
  - Nails-short, clean, and polish free. No artificial nails, gel polish, acrylic overlays, or white tips.
  - Make-up- if worn, make-up must be minimal in nature color for daywear. (neutral/skin tone only)
- Personal Hygiene
  - At all times student must be clean, neat, and groomed with no evidence of body odor, perfumes, colognes or fragrances. Beards and mustaches must be short and neatly trimmed. Gum chewing is prohibited.
- Tattoos
  - Visible tattoos in the clinical setting are discouraged.
  - Tattoos that are not permitted visible in the clinical setting, and must be covered at all times include, but are not limited to, the following:
 

<ul style="list-style-type: none"> <li>▪ Tattoos on the face or front and sides of the neck</li> <li>▪ Sexual or indecent in nature</li> <li>▪ Weaponry</li> <li>▪ Nudity</li> <li>▪ Any image/wording that goes against the mission and core values of the University</li> </ul>	<ul style="list-style-type: none"> <li>▪ Showcase extremist symbols associated with politics, warfare, slavery, or gangs</li> <li>▪ Racist</li> <li>▪ Sexist</li> <li>▪ Contain vulgar, profane, or inappropriate language</li> </ul>
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  - Tattoos that are less than 4 weeks old, must also be covered, regardless of location.



- Accessories
  - A watch with a second hand is expected. No smart watches, bracelets or anklets are permissible.
  - Necklaces are prohibited.
  - Earrings and facial piercings are prohibited.
  - Rings are prohibited.

### **When the Nursing Uniform is Not Required:**

Campbellsville University Students will maintain a professional appearance and demeanor when representing the School of Nursing or Campbellsville University. In order to ensure a highest level of professionalism, the Lead Course Faculty will determine appropriate attire for a given circumstance or event. This may include the “grays” uniform as described above or business casual with a clean lab coat with CU School of Nursing name tag.

### **As Defined, Business Casual is as follows:**

- Dress, khaki, or corduroy slacks in a solid color are permissible. Skirts will be below the knee, slacks or pants will be ankle length (no shorts, Capri or calf length bottoms are acceptable unless approved for outdoor event).
- Dress shirts, blouses, button-down, or solid colored polo shirt are permissible.
- Dress shoes with socks or hosiery expected; no exceptions.

### **Examples of inappropriate attire include**

- Sweat shirts or jogging suits
- T-shirts or any clothing with advertisements
- Jeans or denim attire (unless approved for outdoor event)
- Any clothing through which underwear is visible
- Low-cut tops, or clothing that exposes the midriff
- Shorts, capris, or hats
- Open-toed shoes, sandals, or high heels
- Students are encouraged to leave purses and bags in their car trunks, carrying only the money needed for lunch in their pocket.

Faculty has the right to determine that a student's dress is inappropriate and can dismiss the student for the day (resulting in a Clinical Absence). If a student has questions about whether a particular item of clothing is appropriate, they should ask the instructor prior to the clinical session. Campbellsville University Clinical Instructors are expected to present themselves professionally and with consideration to the clinical area in which they are assigned. See lead course faculty for each specific course requirements.

RN FACULTY POLICY NO. 100-88

RN STUDENT POLICY NO. 200-61

<b>POLICY NAME:</b>	Return Demonstration
<b>SUBJECT:</b>	Return Demonstration
<b>EFFECTIVE DATE:</b>	August 2009
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	January 2016, August 2016, January 2017 August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2020, May 2021, May 2022, May 2023
<b>REVISED DATE</b>	May 2024
<b>PURPOSE</b>	
Guidelines for Return Demonstration	

## PROCEDURE:

When performing return demonstrations in the clinical laboratory, the student is expected to be prepared to perform satisfactorily on the first attempt. The student may repeat two skills one time each in the first semester. The student may repeat one skill once in second and fourth semesters. No cancellations/rescheduling of appointments for return demonstration are allowed on the return demonstration days and will count as an attempt. Students are expected to follow dress code when completing a return demonstration. Students presenting to return demonstration session tardy or without their skills manual, equipment, or nursing uniforms will be viewed as unprepared and count as a failure of the scheduled attempt.

RN FACULTY POLICY NO. 100-89

RN STUDENT POLICY NO. 200-65

<b>POLICY NAME:</b>	Sharps Injury Policy
<b>SUBJECT:</b>	Sharps Injury Policy
<b>EFFECTIVE DATE:</b>	April 2010
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	January 2016, August 2016, January 2017 August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2020, May 2021, May 2022, May 2023
<b>REVISED DATE</b>	July 2015, May 2024
<b>PURPOSE</b>	
Guidelines for Sharps Injury	

## PROCEDURE:

The School of Nursing strives to maintain a skills lab in which safety is the number one priority for our students. The lab provides students with a simulated clinical environment where it is possible to practice and perfect skills. The lab exposes students to medical equipment that requires instruction for use. While in the lab, students are to follow all posted rules.

Students shall, upon orientation, be made aware of the potential for sharps related injury to occur. We do not anticipate that sharps injuries in the controlled setting of the clinical lab(s) will pose a significant threat to students or faculty. Equipment will only be used in simulation exercise and not on humans. However, to prevent potential infection, first aid will be rendered at the time of injury. Student will be instructed regarding signs and symptoms of infection, and the need to follow-up with health care provider for abnormal responses at the student's expense. Faculty member will review the Blood Borne Pathogens Policy with the student as a teaching mechanism. A sharps injury log will be maintained. If a sharps injury occurs during a practice session, the faculty/staff member present will be responsible for documenting on the sharp's injury log the following information:

- Student's initial
- Date/time
- Type/brand of device
- Lab/area involved
- Brief explanation of the event with name and title of faculty/staff present
- Instructions given to student

The faculty/staff member present at the time of injury will advise the student to clean and cover the area as appropriate, notifying the student to seek medical advice as necessary. In the event that a sharps injury occurs outside of a supervised practice setting, such as in the student's home, the School of Nursing shall not be responsible.

RN FACULTY POLICY NO. 100-90

RN STUDENT POLICY NO. 200-66

<b>POLICY NAME:</b>	Simulation for Enhanced Clinical Learning
<b>SUBJECT:</b>	Simulation for Enhanced Clinical Learning
<b>EFFECTIVE DATE:</b>	August 2017
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2017, January 2018, August 2018, January 2019, December 2019, March 2020, May 2020, May 2021, May 2023
<b>REVISED DATE</b>	May 2018, August 2019, March 2020, May 2022, May 2024
<b>PURPOSE</b>	
To provide clinical experiences for students that they may not experience at a clinical site. To provide situated learning opportunities. To promote guided reflection on practice through debriefing activities.	

### PROCEDURE:

Faculty within the School of Nursing will incorporate simulation or active learning strategies in each core nursing course to promote simulated learning experiences. These activities will reflect the course objectives and the overall program outcomes. Faculty will record these activities and link them to learning objectives in the curriculum map for each course. The CU SON shall not use more than 50% of the total clinical hours required for graduation in simulation.

### Simulation Activities Defined:

The CU SON may utilize simulation in various forms such as in-person practice labs using task trainers, case studies, role play, in-person simulations, virtual clinical excursion, and virtual simulations (online and faculty developed).

Simulated activities will follow the guidelines established by the International Nursing Association for Clinical Simulation and Learning (INACSL). INACSL guidelines include the following design standards as outlined in this policy for effective learning through simulation.

### Consents:

Students will be asked to sign a Simulated Learning Contract and Confidentiality Agreement (copy attached) before the first simulated experience of the semester to establish guidelines that promote an environment of integrity, trust, and respect in the simulated setting. The agreement also outlines the importance of confidentiality concerning to elements of the scenario. Students must agree to the contract to ensure mutual trust and understanding among participants in the simulation setting. Students must also approve the use of any recordings of scenarios for educational and training purposes.

#### Video Recording and Photo Release:

*-Confidentiality: Video recordings of simulations are considered confidential. Whether participating or observing, all students must agree to maintain the confidentiality of the scenario. This includes participating in real-time or viewing of video footage. Videos of simulation are saved on a password-protected system that the CU SON faculty and staff can access. Video recordings are deleted daily, post-debriefing. Signs are posted on the doors of all rooms where videoing will occur.*

*-Forms: All students will be required to sign a confidentiality consent form, and a consent to photography/videography form to participate in the activity.*

### **Role of the Clinical Simulation Instructor:**

In accordance with the Board of Nursing regulations, simulation activities will be managed by a nurse who is academically and experientially qualified in the use of simulation, both in its pedagogical and technical aspects. The Clinical Simulation Instructor will demonstrate their qualifications related to simulation by attending simulation conferences, completing educational activities, or holding a credential issued by the Society for Simulation in Healthcare.

Faculty will work closely with the Clinical Simulation Instructor to develop simulated learning activities with measurable learning objectives to achieve expected outcomes and ensure effective performance measures. The Clinical Simulation Instructor will create scenarios that provide the context for the simulation-based experience to meet student knowledge level and expected outcomes within each course. The Clinical Simulation Instructor will facilitate the learning experience, assigning roles to faculty and clinical instructors as appropriate for the given scenario. The Clinical Simulation Instructor will also facilitate the pre-briefing process and distribute any handouts or resources to promote the students' ability to meet identified objectives and to achieve expected outcomes.

The clinical simulation instructor or simulation operator will utilize human, mechanical, or virtual resources to enact a realistic simulation experience. This role will be assigned to either a faculty member or clinical instructor who has experience and understanding of the equipment and the objectives related to the scenario. Other roles within the scenario will be assigned to additional faculty as needed to promote interprofessional and intraprofessional interactions within the scenario.

### **Fidelity Defined:**

INACSL defines fidelity as "The ability to view or represent things as they are to enhance believability. The degree to which a simulated experience approaches reality; as fidelity increases, realism increases. The level of fidelity is determined by the environment, the tools and resources used, and many factors associated with the participants, and can involve a variety of dimensions" (INACSL Standards Committee, 2016).

Fidelity is categorized as low, medium, or high. Examples of low-fidelity are practicing with task trainers in the practice lab setting, use of case studies for comprehension, and/or role-playing. Medium-fidelity involves more realism and may utilize a manikin that simulates heart or breath sounds but lack a realistic environment. Medium-fidelity may focus on a specific task or situation, such as a return demonstration on a full manikin or an actual human (checking apical pulse for return demonstration). The most realistic experience is considered high-fidelity and involves the utilization of computer-based manikins. (What is simulation learning, 2014). The realism in the simulation is an actual situation involving multiple dimensions such as environment, psychological and physical. Utilization of virtual simulation would be considered a high-fidelity simulated activity due to the high level of realism and level of critical thinking and reasoning.

### **Pre-briefing:**

The lead course faculty member will determine pre-briefing activities. Pre-briefing is an informational/orientation session just before the simulation activity. In pre-briefing, the students are given information about the simulation and expectations. It may also include student orientation to the equipment, environment, manikin, roles, and time allotted for the scenario (INACSL Standards Committee, 2016).

### **Simulation-Based Experience:**

Faculty and clinical instructors will assume a facilitative approach without direct commentary to students in the simulated experience. When assigned a role within the scenario, faculty will promote realism in that role without contributing to or prompting the students' actions. When given the role of de-briefer, faculty will follow the guidelines of the selected method for debriefing to ensure optimal student participation and reflection.

### **De-briefing:**

Faculty will be oriented to the Promoting Excellence and Reflective Learning in Simulation" (PEARLS) method as the basis for debriefing across the curriculum. This method will be used in simulated experiences and in post conference sessions with students as a means to promote higher clinical reasoning. This method was chosen based on its ability to be implemented in a variety of settings and for its ease of use with new and experienced students and faculty (Eppich & Cheung, 2015).

### **Evaluations:**

Following each simulation activity, students and faculty will complete an evaluation of the activity. Results of these evaluations will be tallied by the Simulation Clinical Instructor and used to improve the process of future simulations. Students will complete the Simulation Effectiveness Tool-Modified (SET-M), a standardized evaluation tool adopted from Leighton, Ravert & Macintosh (2015). Faculty will complete a facility-specific tool designed to capture information related to simulation effectiveness from their perspective. (See copies of both instruments attached to this document.) Simulation evaluation data can be viewed on the nursing server, or requested from Clinical Simulation Instructor.

The Clinical Simulation Instructor will complete student performance evaluations using the Creighton Competency Evaluation Instrument. Only students who actively participate in the simulation will be evaluated. After the group debriefing, these evaluations will be reviewed with the student individually and placed in their file. The data will be combined, and an overall student performance report will be generated after each simulation. This report will be shared with appropriate faculty members to determine if any curricular changes are needed.

Faculty may refer to the INACSL guidelines for additional information related to simulation standards which can be found on the INACSL website.

Annually, at retreat, the simulation coordinator will provide an educational presentation on new and innovative ideas to be utilized in the curriculum.

Annually at the Fall Clinical Workshop, clinical faculty and adjuncts will receive an educational presentation on simulation. Faculty, both didactic and clinical, that utilize simulation will engage in one educational activity related to simulation per semester. The Clinical Simulation Coordinator, in collaboration with the Clinical Simulation Instructor, will assign this activity.

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RN FACULTY POLICY NO. 100-91

RN STUDENT POLICY NO. 200-67

<b>POLICY NAME:</b>	Skills Packs
<b>SUBJECT:</b>	Skills Packs
<b>EFFECTIVE DATE:</b>	July 2015
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	January 2016, August 2016, January 2017 August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2020, May 2021, May 2024
<b>REVISED DATE</b>	May 2021, May 2022, May 2023
<b>PURPOSE</b>	
Upon admission to the Nursing Program each student is issued a skills pack and fitted for appropriate glove size	

### PROCEDURE:

The skills pack consists of the supplies that each student will need to learn the required nursing skills. Each student is provided orientation to the contents within each bag prior to beginning their first semester nurse course.

Students will inventory the packs content and sign a verification of contents present. Students will also sign the "Skills Pack and Equipment Use Agreement." This form outlines the user's responsibilities to ensure the safe use of contents. These documents will be placed in students' files.



<b>RN FACULTY POLICY NO.</b>	<b>100-92</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-68</b>

<b>POLICY NAME:</b>	<b>Student Practice Lab Log</b>
<b>SUBJECT:</b>	<b>Student Practice Lab Log</b>
<b>EFFECTIVE DATE:</b>	<b>August 2008</b>
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	<b>January 2016, August 2016, January 2017 August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2020, May 2021, May 2022, May 2023</b>
<b>REVISED DATE</b>	<b>July 2015, May 2024</b>
<b>PURPOSE</b>	
<b>In order to help ensure that the students within our program have had adequate time to practice for proficiency with regard to the clinical skills they are taught, a practice lab will be maintained.</b>	

**PROCEDURE:**

Instructors within the program may require students to report to the nursing lab for a predetermined number of practice hours prior to progression to the clinical site. A “Practice Lab Log” will be maintained in the lab in order to document the student’s presence in the practice lab. Each student must sign in to the practice lab upon entry and must sign out as they leave for the day. Students may NOT sign in or out on behalf of classmates. If incident occurs, lead faculty will be notified and disciplinary action will occur in accordance to ADN/AASN Student Handbook Policy 200-23. A student must also sign out of the practice lab if they intend to be on a “break” for longer than 10 minutes. This record will be maintained for a period of one week after semester grades are due in a common file. Once final grades are posted the record will be destroyed.

<b>RN FACULTY POLICY NO.</b>	<b>100-94</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-69</b>

<b>POLICY NAME:</b>	Transportation
<b>SUBJECT:</b>	Transportation
<b>EFFECTIVE DATE:</b>	August 2006
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	August 2015, January 2016, January 2017 August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2020, May 2021, May 2022, May 2023
<b>REVISED DATE</b>	August 2016, May 2024
<b>PURPOSE</b>	
Guidelines for responsibility of transportation to and from assigned Clinical Areas.	

**PROCEDURE:**

Students must assume responsibility for transportation to and from assigned clinical areas. Frequently, nursing students choose to carpool due to the limited parking space available at some agencies and the expense of gasoline. Clinical agencies have designated areas in which students are allowed to park. These will be outlined for students prior to their clinical assignment. Failure to follow facility parking guidelines may not only result in towing/fines/fees but also may result in the student receiving unsatisfactory on the clinical evaluation tool for that clinical day.

<b>RN FACULTY POLICY NO.</b>	<b>100-95</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-70</b>

<b>POLICY NAME:</b>	<b>Guidelines for Non-Engagement in the Practice of Invasive Procedures</b>
<b>SUBJECT:</b>	<b>Guidelines for Non-Engagement in the Practice of Invasive Procedures</b>
<b>EFFECTIVE DATE:</b>	<b>April 2010</b>
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	<b>August 2015, January 2016, August 2016, January 2017 August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2020, May 2021, May 2022</b>
<b>REVISED DATE</b>	<b>May 2023, May 2024</b>
<b>PURPOSE</b>	
<b>Guidelines for not engaging in the practice of any invasive procedures.</b>	

**PROCEDURE:**

Nursing students at Campbellsville University shall not engage in the practice of venipuncture or any other invasive procedures, except under the supervision of their instructor or preceptor on a client of an agency who the school has a contract with and after the student has been approved through return demonstration.



<b>RN FACULTY POLICY NO.</b>	<b>100-96</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-72</b>

<b>POLICY NAME:</b>	<b>Understanding and Acceptance of Risk</b>
<b>SUBJECT:</b>	<b>Understanding and Acceptance of Risk</b>
<b>EFFECTIVE DATE:</b>	<b>August 2020</b>
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	<b>June 2020, May 2021, May 2022, May 2023, May 2024</b>
<b>REVISED DATE</b>	<b>N/A</b>
<b>PURPOSE</b>	

**PROCEDURE:**

**Understanding and Acceptance of Risk**

Working and learning in the healthcare field involves exposure to blood, bodily fluids and tissues. It may also expose students to communicable and infectious diseases, including but not limited to, hepatitis, HIV/AIDS, tuberculosis, herpes, COVID-19, strains of the flu and pathogens and diseases which are currently unknown. While the University will take reasonable precautions to protect the health and safety of its students, there are risks of exposure to viruses, infectious diseases or other pathogens and conditions that could impact a student's health and safety. By enrolling in the nursing program as a student, you acknowledge and agree to each of the following:

- You understand that you will be exposed to blood, bodily fluids, tissues, viruses, infectious diseases or other pathogens and conditions;
- You understand and accept the risk of harm that could be caused to you as a result of such exposure, including illness, transmission and contraction of infectious disease and even death;
- You agree to comply with all rules and regulations of the University and any clinical site to which you are assigned, including any health and safety requirements; and
- You acknowledge that through your application, enrollment and continued participation in the nursing program, you agree that you are (a) accepting and assuming these risks, (b) agreeing to hold the University and its employees, Board members and agents harmless for any such exposure, and (c) releasing the University and its employees, Board members and agents from any claim for damages caused by such exposure, to the extent permitted by law.

Agreed to:

Student Printed Name \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>RN FACULTY POLICY NO.</b>	<b>100-98</b>
<b>RN STUDENT POLICY NO.</b>	<b>200-74</b>

<b>POLICY NAME:</b>	Clinical Model Policy
<b>SUBJECT:</b>	Clinical Model Policy
<b>EFFECTIVE DATE:</b>	August 2015
<b>POLICY HISTORY</b>	
<b>REVIEWED DATE</b>	January 2016, August 2016, January 2017 August 2017, January 2018, August 2018, January 2019, August 2019, December 2019, May 2020, May 2021, May 2022, May 2023, May 2024
<b>REVISED DATE</b>	August 2019
<b>PURPOSE</b>	
The Clinical Model was developed to clearly define the roles of the nursing student, the nursing faculty, and the nursing staff during a traditional clinical rotation.	

**PROCEDURE:**

The Collaborative Agreement Regarding Education (CARE) for Clinical Excellence Model© serves as a resource for facility educators as well as for nursing faculty and students within the program. The CARE for Clinical Excellence Model© further serves as a basis for criterion developed for student evaluations of clinical instructors. Clinical instructors are oriented to the model upon hire prior to working with students in the clinical setting. Students have access to the policy and the model in the student handbook. The clinical coordinator distributes copies of the current model to the facility educators. The model is reviewed periodically in the Curriculum Committee for relevance to the clinical setting.

(See Appendix A)

## Clinical Model

### \*CARE for Clinical Excellence

