

University of Central Arkansas

School of Nursing



Undergraduate Student Handbook **(BSN, LPN to BSN, RN to BSN, and RN to BSN/MSN)** **2016-2017**



Welcome from the Director

It is my pleasure to welcome you to the University of Central Arkansas' School of Nursing. Commitment to excellence in nursing education and student success is our primary mission. Explore this handbook and our website to learn more about our programs and activities – let us help you achieve your professional goals.

~ Dr. Susan Gatto, PhD, RN

Welcome from the Undergraduate Program Coordinator

Congratulations on your entry into the University of Central Arkansas - School of Nursing. It is a special pleasure to welcome new and returning BSN students. You are entering an exciting time in the delivery of health care in Arkansas and throughout the nation, and your experiences with us will provide the knowledge, skills, and abilities to lead the way.

~ Dr. Julie Meaux, PhD, RN, CNE, FNAP



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About this Handbook

The Undergraduate Nursing Student Handbook contains policies and procedures for students in the Bachelor of Science in Nursing (BSN) programs (prelicensure, LPN to BSN, RN to BSN, and RN to BSN/MSN).

This is one of several official UCA publications you need as a UCA student. These publications contain rules, regulations, and policies that apply to all UCA students.

- [The University of Central Arkansas Undergraduate Bulletin](#)
- [The University of Central Arkansas Graduate Bulletin](#)
- [UCA Student Handbook](#)
- [UCA Police Department Policies and Regulations](#)

The current edition of this handbook should be referred to throughout this academic year. It contains the rules, regulations, and policies that apply to all UCA nursing students. The information in this handbook in no way exempts you from the requirements of the University as found in the other official publications.

Policies and procedures change over time. Changes in such vital areas as curriculum or requirements for graduation will not be made retroactively unless they are to the students' advantage and can be accommodated within the remaining time before graduation. Policy revisions made after August 2016 will be disseminated via UCA Gmail.

The UCA Nursing Student Handbook is updated every year and students are accountable to policies herein and revisions that have been sent by UCA Gmail.

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UCA School of Nursing

History

The School of Nursing was established in the spring of 1967 after the closure the baccalaureate nursing program at Ouachita Baptist College in Arkadelphia. The Ouachita program was in existence for two years after replacing Little Rock's Baptist Medical System's diploma school of nursing.

In order to provide a continuation of education for the enrolled students, numbering more than 100, UCA (then State College of Arkansas) was asked to initiate a nursing program and accept the nursing students from Ouachita. The first class of 26 baccalaureate students graduated in the spring of 1969. The UCA School of Nursing was established with funding assistance from the city of Conway and by Governor Winthrop Rockefeller. The School of Nursing has been an integral part of the university's academic community since its inception. It has consistently received the administrative support and cooperation required to sustain quality undergraduate and graduate programs.

The BSN program received its initial NLN accreditation in 1969. In keeping with the historical role of UCA as an institution for the preparation of teachers, a graduate program in nursing education (MSE) was established in 1970. In 1977 the graduate program was revised to offer a Master of Science in Nursing (MSN) degree. The MSN program was granted initial NLN accreditation in the fall of 1982. In 2014, the Doctor of Nursing Practice program received approval from the Higher Learning Commission and admitted the first cohort of DNP students. Full accreditation of the DNP program was awarded in 2015.

In 2016, the UCA Department of Nursing officially became the UCA School of Nursing and the Nabholz Center for Healthcare Simulation was established.

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Mission and Philosophy

Mission - The School of Nursing is committed to educating students at the undergraduate and graduate levels as leaders in the delivery of quality health care and advancement of the nursing profession.

Philosophy - Excellence in nursing education is achieved through dedicated nursing faculty and their ongoing commitment to teaching/learning, student success, scholarship, and service to the community. The process of learning involves student-teacher partnerships and cooperation in meeting student and program goals. The nursing faculty serves as role models who guide students in developing an understanding of the discipline and in developing leadership, accountability, cultural competence, safe and ethical practice, and interdisciplinary collaboration. Learning is a life-long endeavor that fosters intellectual and personal growth through critical thinking, active inquiry and creative endeavors.

- **Profession:** Nursing is a professional discipline concerned with meeting the health needs of a diverse and changing society. As a profession nursing is legally and ethically accountable to society for the integrity and outcomes of its practice. Professional nursing is an art and a science grounded in general education and derived from the synthesis of empirical knowledge, aesthetics, personal knowledge, and ethics. Nursing knowledge is built through scholarly inquiry and study, self-reflection, and a variety of clinical and professional experiences.
- **Practice:** Nursing practice includes direct and indirect care, prevention and treatment of disease and illness, management of symptoms, and promotion of the health and well-being of self, individuals, families, groups, communities, and populations. Professional nursing practice requires the acquisition of knowledge, competencies and values; role development; self-awareness; and acceptance of sociopolitical, ethical and professional responsibilities. Caring is fundamental to nursing and encompasses the characteristics of empathy, compassion, sensitivity, and the ability to connect with patients with thoughtful attention to patient's needs, interests, and values.
- **People:** Nurses believe people are holistic beings with inherent dignity and worth who have the right and responsibility to participate in decisions that affect their health. Health is a dynamic state of physical, spiritual, emotional and psychosocial being, affected by genetics, environmental factors, personal behaviors, and abilities to adapt in a rapidly evolving environment. Health is expressed in terms of perceived wellness and illness, both of which can occur in the presence or absence of disease.

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Accreditation

The Bachelor of Science in Nursing (BSN), the Master of Science in Nursing (MSN), and the Doctor of Nursing Practice (DNP) programs are fully accredited by the [Commission on Collegiate Nursing Education](#) (CCNE); [American Association of Colleges of Nurses](#) (AACN). The BSN program and MSN program are also approved by the [Arkansas State Board of Nurses](#).

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ANA Code of Ethics for Nurses

Each student is to adhere to the values and ethics expressed in the ANA Code of Ethics for Nurses with Interpretive Statements (2015) The [Code can be viewed and purchased online](#).

1. The nurse, in all professional relationships, practices, with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient/client, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient/client.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient/client care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

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Baccalaureate of Science in Nursing (BSN) - Program Information

The baccalaureate of science in nursing (BSN) degree prepares nurses for a wide variety of professional roles and graduate study. Course work includes nursing science, research, leadership, and related sciences that inform the practice of nursing. It also provides the student with general education in math, humanities and social sciences. UCA offers a prelicensure BSN program for students who are not yet licensed. In addition, articulation options are available for licensed LPN's and RN's to complete the BSN degree.

Conceptual Framework

The conceptual framework for the BSN program is the [Essentials of Baccalaureate Education for Professional Nursing Practice](#), (American Association of Colleges of Nurses (AACN), 2008).

Adopted by Faculty Organization: 2009

Program Objectives

At the completion of the degree program the graduate is prepared to:

1. Engage in practice based on the integration of liberal education, nursing education, evidence, experience, and ethics. (BSN Essential 1, 3)
2. Assume responsibility for life-long learning and plan for professional career development. (BSN Essential 8)
3. Collaborate with patients/clients and interdisciplinary health care team members in decisions that influence the delivery of health care in an ever changing environment. (BSN Essential 6)
4. Allocate and manage physical, fiscal, and human resources to achieve optimal nursing care and outcomes. (BSN Essential 2, 5)
5. Use written verbal, non-verbal, and emerging technology methods to communicate effectively within interpersonal and professional relationships. (BSN Essential 6)
6. Incorporate scholarly inquiry, clinical reasoning, and information literacy to address simple and complex issues. (BSN Essential 1, 3)
7. Use health care technologies and information systems to improve patient/client care

- outcomes and create safe care environments. (BSN Essential 4)
8. Apply leadership concepts, skills, and decision making in the provision and improvement of nursing care. (BSN Essential 2)
 9. Provide direct and indirect holistic, Patient/client-centered care to individuals, families, groups, communities, and populations across a variety of settings. (BSN Essential 7, 9)
 10. Engage in professional behaviors by adhering to legal, ethical, and professional standards. (BSN Essential 8, 9)
 11. Participate in political and regulatory processes to shape the health care delivery system and advance the profession. (BSN Essential 5)
 12. Coordinate, supervise, and delegate to healthcare team with safety and competence. (BSN Essential 9)
 13. Engage in care of self in order to care for others. (BSN Essential 8, 9)

Revised by Faculty Organization: February 3, 2012

The BSN curriculum is designed to enable students to achieve program objectives. Level objectives are used to guide course work and activities at each level of the BSN curriculum. Level objectives for Levels II, Level III, and Level IV can be found in [Appendix A](#).

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BSN Tracks

Traditional Prelicensure BSN Track

The traditional BSN track is designed for students who do not yet hold a nursing license. The prelicensure BSN track requires a minimum of six full semesters during the last three years of the student's degree studies. It includes both classroom work, and clinical and simulated learning experiences in the Nabholz Center for Healthcare Simulation and in a variety of central Arkansas health care agencies, institutions, and communities. Upon successful completion of the program, the student is awarded a Bachelor of Science in Nursing (BSN) degree and is eligible to apply to take the Registered Nurse (RN) licensing examination (NCLEX-RN). Based on Arkansas State Board of Nursing rules and regulations, eligible students are allowed to apply to take the Practical Nurse (LPN) licensing examination (NCLEX-PN) after successfully completing the Level III nursing courses.

All pre-nursing majors, including those with an Associate or Bachelor degree in another area, must complete the specific pre-requisite courses prior to being admitted to the three-year nursing major. Admission to UCA as a pre-nursing major does not guarantee admission to the nursing program. One class of traditional BSN students is admitted each year and classes begin in the fall. Applications are accepted between January 15 and March 1 for the fall class.

Prelicensure BSN - Plan of Study

The traditional prelicensure BSN track requires a total of 120 semester credit hours, including at least 40 upper-division credit hours. The academic requirements or "Academic Map" for the prelicensure BSN degree can be found on the UCA website -

(<http://uca.edu/academicmaps/files/2015/03/2015-nurs-bsn-4yr-r4.pdf?1>).

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Articulation for LPN's

Qualified LPNs who wish to become Registered Nurses (RNs) receive up to 13 hours of BSN nursing credit (articulation credit). Students must complete the nursing specific pre-requisite courses prior to being admitted. LPNs are only admitted one time a year and begin classes in the fall. Applications are only accepted between January 15 and March 1 for the fall class.

Prerequisite requirements for LPNs

LPN students must complete the nursing specific pre-requisite courses prior to being admitted. Pre-requisite courses are listed on the UCA website at <http://uca.edu/nursing/bsn-general-information-pre-reqs/>. After the summer semester, LPNs will follow the BSN curriculum for Level III and Level IV listed on the prelicensure BSN Academic Map, which is found on the UCA website at <http://uca.edu/academicmaps/files/2015/03/2015-nurs-bsn-4yr-r4.pdf?1>.

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RN to BSN Track (Online Degree)

Online programs have rapidly become commonplace in Universities, encouraging working professionals to pursue higher further education. Online courses have a flexible component not found in the traditional face-to-face classroom. However, students should expect to devote the same amount of time for online courses as they would for face-to-face courses. For each 3-credit course the student should be prepared to devote 12-15 hours per week for course activities.

The RN-to-BSN track is for Registered Nurses (RNs) who are graduates of an accredited associate degree or hospital diploma program and seek a Bachelor of Science in Nursing (BSN) degree. Qualified RNs receive 41 hours of BSN nursing credit based on their prior educational program. RN to BSN courses are completely online. The Leadership and Community Health courses also require practicum experiences that the student completes near their home location.

RN to BSN Plan of Study

The RN to BSN track can be completed in 12 months. Curriculum patterns for the RN to BSN full-time or part-time study can be found at <http://uca.edu/nursing/rn-to-bsn-curriculum-patterns-of-enrollment/>.

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RN to BSN/MSN Track (Online Degree)

The RN-to-BSN/MSN track is for Registered Nurses (RNs) who are graduates of accredited associate degree or hospital diploma programs and seek a Bachelor of Science in Nursing (BSN) degree. Qualified RNs receive 41 hours of BSN nursing credit based on their prior educational program and allows the RN to complete up to 9 graduate credit hours while completing the BSN in lieu of 9 undergraduate credit hours, thus accelerating the MSN degree program. The BSN degree is awarded when the baccalaureate degree requirements are met. RN to BSN courses are offered completely online. The Leadership and Community Health courses require practicum

experiences that the student completes near their home location. Clinical courses in the RN to BSN/MSN track (Nurse Practitioner, Clinical Nurse Leader, or Nurse Educator) require periodic visits to the Conway campus.

RN to BSN/MSN Plan of Study

The RN to BSN degree can be completed in 12 months (full-time); the MSN degree requires an additional seven semesters. The RN to BSN/MSN curriculum pattern is available at <http://uca.edu/nursing/rn-to-bsnmsn-curriculum-patterns-of-enrollment/>.

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Tuition

The Student Accounts/Cashier's Office is located in McCastlain Hall 144. (501) 450-5015.
www.uca.edu/studentaccounts

UCA's mission is to professionally assist students, parents, and third party agencies through the payment process and serve as the main monetary collection point for the University of Central Arkansas. We strive to offer the best possible service consistent with policies and regulations. We provide information, assistance, and education to students and parents so that they can fully understand the cost of attending the University, the dates when these costs are due, and the methods of paying the costs. Specific information can be accessed via personal contact, our website, [myUCA](#), the student handbook, the undergraduate and graduate bulletins, and invoices. The dates, times and instructions for paying fees are extremely important to avoid monthly late payment charges. The current tuition and fees can be found at <http://uca.edu/studentaccounts/tuition-and-fee-rates/>.

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Fees for Nursing Students

As a nursing student you will be charged the following fees, in addition to other university fees:

1. A College of Health and Behavioral Sciences fee is assessed for all health science majors, including nursing, physical therapy, occupational therapy, and speech pathology due to the higher costs of these programs. Some of the revenue comes to the program to assist us in obtaining faculty and some of it goes into the general revenue of the university to cover our malpractice insurance or to the library for books and periodicals in the health fields.
2. A Nursing Assessment fee is required for all nursing courses. This fee pays for testing programs and standardized tests used throughout the curriculum.
3. A Nursing Technology and Lab fee is for all nursing courses is used to purchase and update equipment used in the nursing simulation lab and classrooms.
4. Go to the [School of Nursing](#) website for specific amount of the above fees.
<http://uca.edu/nursing/special-fees/>.

Instructional Methods

The UCA School of Nursing uses innovative instructional methods to facilitate learning that may include face to face experiences in the traditional classroom setting, online learning, experiences in the Nabholz Center for Healthcare Simulation, and clinical experiences in various health care and community agencies located throughout Arkansas. These innovative approaches are purposefully interwoven into our degree programs and are a vital part of our student learning experiences.

Traditional Classrooms (prelicensure BSN and LPN to BSN)

Prelicensure students have coursework in traditional classrooms that are equipped with projectors, computers, and media players. Faculty members use technology and other teaching strategies to promote student engagement and active learning.

Online Learning (all BSN tracks)

The Blackboard® learning management system is used to augment classroom instruction or to deliver courses completely online. Access to Blackboard® course websites is automatic with enrollment in a course. Online course “shells” are created for all courses, enabling faculty to provide students with Internet access to materials and other online learning tools to promote learning. All students are required to learn and use the learning management system to gain access to course documents, syllabi, course announcements, testing information, online discussions and more. Blackboard® is an easy to use online learning tool accessible at any time, via the Internet. Please go to <https://uca.edu/it/blackboard/> if you have questions or need assistance with Blackboard.

Nabholz Center for Healthcare Simulation (NCHS) – (prelicensure BSN, and LPN to BSN)

The NCHS uses uniquely designed clinical simulation experiences to bring students into real-world environments for nursing practice. The NCHS provides the opportunity for students to become familiar with assessing patients, formulating nursing diagnoses, designing and implementing nursing interventions and evaluating the outcomes of care for patients in various clinical situations across the life span. Students use clinical reasoning to make clinical judgments and key decisions that impact the patient’s care. Students are also given the opportunity to learn about and perform nursing techniques (such as medication administration or sterile procedures). When students enter the actual clinical setting they are better prepared to care for patients and their families.

Clinical and/or Practicum Experiences (all BSN tracks)

Clinical and practicum experiences are designed to meet requirements of the degree track, individual course learning outcomes, and the specific learning needs of students. Clinical experiences are chosen based on the objectives for each clinical course and include community health agencies, medical centers, community hospitals, and ambulatory care clinics. Clinical and practicum experiences provide the student with hands-on experience and allow the student to apply theory to the practice of nursing.

Practicum experiences in Leadership and Community Health for students in the online RN to BSN and RN to BSN/MSN tracks are individualized to the student. Students and faculty work together to design experiences that are completed near the students home location.

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Program Admission Requirements

Abilities and Skills for Admission and Progression in Nursing

The UCA School of Nursing affirms that all students enrolled in the Baccalaureate Program must possess those intellectual, personal, motivational, ethical, physical, and emotional capabilities required to undertake the full curriculum and achieve the levels of competence required for safe and ethical professional nursing practice.

Rationale: The professional nurse must possess the knowledge and ability to effectively assist his or her patient/client's biophysical, psychological, social, cultural, and intellectual domains. Further, the professional nurse must competently analyze the assessment data through intellectual processing to arrive at a definition of the patient/client's status or problem, plan independently or collaboratively for a full range of therapeutic interventions, execute all or part of the plans through nursing acts, and evaluate the care delivered and the patient/client responses to it.

The following abilities and skills are necessary to meet the requirements of the curriculum:

Technological accommodation can be made for some disabilities in these certain areas, but a candidate should be able to perform in a reasonably independent manner. Candidates admitted to and students' progressing through the nursing program are required to perform activities with or without reasonable accommodations in the classroom, lab and clinical settings. It is recommended that students consult with the UCA Office of Disability Support Services as they consider what reasonable accommodations may be appropriate to mitigate the impact of a disability. The use of a trained intermediary is not acceptable, in that a candidate's judgment must be mediated by someone else's power of observation and selection.

Skills and Abilities	Standards (Candidate must be able to):	Functional Abilities (may include but are not limited to):
Observation	<ul style="list-style-type: none"> Observe a patient/client accurately at a distance and close at hand 	<ul style="list-style-type: none"> Observation necessitates the functional use of the senses of sight, sound, smell, and touch.

Communication	<ul style="list-style-type: none"> • Speak, hear, and observe patients/clients in order to elicit information. • Communicate effectively and sensitively with patients/clients and convey information in oral and written form with all the health care team members. 	<ul style="list-style-type: none"> • Describe changes in mood, activity, and posture • Perceive nonverbal communications. • Communication includes not only speech but reading and writing.
Motor	<ul style="list-style-type: none"> • Have sufficient motor function to elicit information from patients/clients, gain access to patients/clients in a variety of care settings and to manipulate the equipment central to the treatment of patients/clients receiving professional nursing care. 	<ul style="list-style-type: none"> • Palpation, auscultation, percussion, and other assessment maneuvers; such actions require coordination of both gross and fine muscular movement, equilibrium, and functional use of the senses of touch and vision
Intellectual-Conceptual, Integrative, and Quantitative Abilities	<ul style="list-style-type: none"> • Abilities include measurement, calculation, reasoning, analysis, and synthesis. 	<ul style="list-style-type: none"> • Problem solving, the critical skill demanded of nurses requires all of these intellectual abilities/standards. • Comprehension of three dimensional relationships and to understand the spatial relationships of the structures is essential.
Behavioral, Social and Emotional Attributes	<ul style="list-style-type: none"> • Possess the emotional health required for full utilization of his or her intellectual abilities, exercise good judgment, and prompt completion of all responsibilities attendant to the care of patients/clients. • Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities necessary for professional nursing. 	<ul style="list-style-type: none"> • Function effectively under stress • Adapt to changing environments/display flexibility • Non-judgmental attitude and respect for others decisions • Maintain confidentiality/privacy
Attentiveness/Inquisitiveness	<ul style="list-style-type: none"> • Regularly attends class (extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. • Acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge. 	<ul style="list-style-type: none"> • Consistently is on time and stays until the end of the experience. • Alertness during presentation; taking notes; asking appropriate questions; refrain from engaging in electronic communication that is not approved by the instructor. • Display critical thinking standards: clarity, accuracy, relevance, depth, breadth, logic, and significance
Professional Behavior	<ul style="list-style-type: none"> • Possess positive, open attitude towards peers, teachers and others during the course of the nursing studies. Show appropriate respect for those placed in authority over him/her both within the University and in our society. • Function as a responsible, ethical, and law-abiding adult. • Student/student and student/faculty academic interchanges must be carried out in a reliable and trustworthy manner. 	<ul style="list-style-type: none"> • Maintain professional bearing in interpersonal relations (confidentiality/privacy). Differentiate and establish personal and therapeutic boundaries. • Nursing school performance is expected as a primary commitment.
Cooperation	<ul style="list-style-type: none"> • Work effectively in large and small groups, with other members of the health team, giving and accepting freely in the 	<ul style="list-style-type: none"> • Function in a supportive and constructive fashion in group situations (make good use of feedback and evaluations).

	interchange of information.	<ul style="list-style-type: none"> Establish and maintain rapport with clients, families, peers, faculty and staff.
Personal Appearance	<ul style="list-style-type: none"> Personal hygiene and dress must always reflect the high standards expected of a professional nurse. 	<ul style="list-style-type: none"> Cleanliness, modesty, well-groomed, adheres to department dress code.
Moral, Ethical and Legal Standards Professional Role	<ul style="list-style-type: none"> Respect the rights and privacy of other individuals and does not violate laws of our society. Remain in compliance with ANA Standards of Practice and Arkansas State Board of Nursing Rules and Regulations regarding professional conduct. 	<ul style="list-style-type: none"> Always conduct self as a professional.

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Prelicensure BSN Admission Criteria (Fall admission only)

- Cumulative GPA of 2.5 or above.
- A grade of “C” or above for all nursing prerequisite credit hours.
- Applicants not born in the United States or in a country where English is the official language must document their English proficiency. An official score of 83 or higher on the iBT TOEFL exam is required. The exam must have been taken within the last two (2) calendar years. Only iBT TOEFL scores received directly from ETS or the UCA Testing Center will be accepted as valid.
- Presentation of a complete application within published deadlines.
- A \$50 non-refundable application fee.

Ranking criteria for qualified students who meet the admission criteria:

- Applications are ranked according to GPA and deficits (prerequisite courses which are not complete by the end of the spring semester).
 - Overall GPA, Prerequisite GPA, and UCA Cumulative GPA are calculated and the higher of the three is used for ranking purposes.
 - While GPA is important, deficits can significantly impact one’s chances for admission to the nursing major.
 - Preference is given to UCA pre-nursing students who meet admission requirements (any student who has completed 12 or more credit hours at UCA and declared pre-nursing major).
 - Preference is given to students who complete science courses at UCA; or via CLEP, AP, HS-CC; or as a post-Bacc.
 - Transfer students are also considered and ranked in the admission process.
- Application and Review Process –
 - Applications are accepted once a year (March 1st deadline) for fall admission.
 - Applications are reviewed after final spring grades are reported.
 - Applicants are notified of their admission status by email or by letter in late May.
 - Decisions regarding admission are NOT given out over the phone.

- Applicants who feel they were treated differently from other candidates in admissions decisions are to contact the Director of the UCA School of Nursing (501-450-3119) for information about the appeals process.
- All appeals begin with the School of Nursing.

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RN to BSN Admission Criteria (Fall and Spring Admission)

Admission is selective and competitive. Requirements for the nursing major are:

- Minimum GPA of 2.75.
- A grade of “C” or above for all nursing prerequisite credit hours.
- Students may apply during the last semester of their RN program. Applicants lacking 1 or 2 pre-requisite courses may be considered for admission.
 - Students who graduated with an Associate degree in Nursing from one of the Arkansas Community College Partners should refer to the transfer agreement for that college when determining the courses needed to be eligible for admission into the UCA Nursing program (<https://uca.edu/2plus2/agreements/>).
 - Qualified RNs receive 38 hours of BSN nursing credit based on their prior educational program. Once admitted, students will complete 12 months of online courses (30 credit hours). The RN to BSN track is offered totally online. Students applying to this track are admitted both spring and fall.
- Complete Nursing Application for Admission.
- Current unencumbered Arkansas RN license.
- Graduate of an NLNAC accredited nursing program leading to RN licensure. Graduates of non-NLN accredited schools may be considered on an individual basis.
- Work experience as specified by the [Arkansas Nursing Education Progression Model](#):
 - < 12 months after graduation no work experience required.
 - > 12 months after graduation 1000 hours of nursing employment in the last 12-24 months.
- Admission to UCA. The University application form is available on-line at <http://www.uca.edu/admissions> or call 1-501-450-3128. Students are encouraged to be under the advisement of a UCA School of Nursing Education Counselor prior to that time.
- International applicants whose native language is not English must demonstrate proficiency in the English language by submitting official TOEFL scores (required minimum of 83 or higher on the iBT). The exam must have been taken with the last two (2) calendar years.

Ranking criteria for qualified students who meet the admission criteria:

- Applications are ranked according to GPA and deficits (prerequisite courses which are not completed at the time of application).
 - Overall GPA, and Prerequisite GPA are calculated and the highest is used for ranking purposes.

- While GPA is important, deficits can significantly impact one's chances for admission to the nursing major.

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RN to BSN/MSN Admission Criteria (Fall admission only)

Admission is competitive with limited enrollment. Students applying to this track are admitted fall only. Requirements for the admission to the RN to BSN/MSN track are:

- Minimum GPA of 3.0
- A grade of "C" or above for all nursing prerequisite credit hours.
- Students may apply during the last semester of their RN program. Applicants lacking 1 or 2 pre-requisite courses may be considered for admission.
 - The RN to BSN/MSN track is for the Registered Nurse (RN) who graduated from an accredited associate degree or hospital diploma program and seeks both a Bachelor of Science and a Master of Science in Nursing (BSN/MSN) degree. Qualified RNs receive 38 hours of BSN nursing credit based on their prior educational program.
 - Students who graduated with an Associate degree in Nursing from one of the Arkansas Community College Partners should refer to the transfer agreement for that college when determining the courses needed to be eligible for admission into the UCA Nursing program (<https://uca.edu/2plus2/agreements/>).
 - RN to BSN/MSN students complete a total of 30 credit hours for the BSN of which 9 hours are graduate level hours. The MSN degree requires an additional 30 graduate credit hours for the Adult/Gerontology Nurse Practitioner (AGNP), Clinical Nurse Leader (CNL) and Nurse Educator with Clinical Specialty (NECS) tracks. Students completing the Family Nurse Practitioner track will complete an additional 35 graduate credit hours.
- Complete Nursing Application for Admission.
- Current unencumbered RN license from the student's state of residence and/or practice (prior to beginning classes).
- Graduate of an NLNAC accredited nursing program leading to RN licensure. Graduates of non-NLN accredited schools will be considered on an individual basis.
- Work experience as specified by the [Arkansas Nursing Education Progression Model](#):
 - < 12 months after graduation no work experience required.
 - > 12 months after graduation 1000 hours of nursing employment in the last 12-24 months.
- Admission to UCA. The University application form is available on-line at <http://www.uca.edu/admissions> or call 1-501-450-3128. Students are encouraged to be under the advisement of a UCA School of Nursing Education Counselor prior to that time.
- International applicants whose native language is not English must demonstrate proficiency in the English language by submitting official TOEFL scores (required minimum of 83 or higher on the iBT). The exam must have been taken with the last two (2) calendar years.

Ranking criteria for qualified students who meet the admission criteria:

- Applications are ranked according to GPA and deficits (prerequisite courses which are not completed at the time of application).
 - Overall GPA, and Prerequisite GPA are calculated and the highest one is used for ranking purposes.
 - While GPA is important, deficits can significantly impact one's chances for admission to the nursing major.

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New Student Requirements

Upon admission and prior to each clinical course students must present documentation that qualifies them to participate in clinical laboratory learning experiences. This documentation is necessary for student health, patient/client safety, and to fulfill contractual agreements with clinical agencies. All students enrolled in a clinical nursing course must submit documentation as specified by [CastleBranch](#). This material must be up to date at all times while the student is enrolled in the nursing program and nursing courses. **Students who fail to meet these requirements may be administratively withdrawn from the nursing course(s).** Students are responsible for obtaining and ensuring they meet any other requirements of the clinical or educational agencies with which they affiliate. This may require additional vaccinations, clinical training, and/or policy training.

Background Check Requirement

Upon acceptance, students must complete a background check through [CastleBranch](#) using the code **NE62**. Enrollment is contingent upon **satisfactory evaluation** of the results of the background check.

Student **Background Check** and submitting requirements:

- a. Go to <https://www.castlebranch.com/>
- b. Enter package code: **NE62**
- c. Enter payment information – Visa, MasterCard (credit or debit), or money order (approximately \$100) mailed to Castle Branch (NOTE: There is a processing fee for money orders). The student should follow online instructions to complete the order.

Upon completion of the background check, the student will be directed to complete the “student requirements” which requires submission of the following documentation. Options are to scan, fax or mail all required documentation (information provided on website). Dates must be clearly visible on the student's documentation. Photographs of documentation cannot be accepted. Forms indicated below are available in your <https://www.castlebranch.com/account>.

Disclosure of offenses post-background check completion: Current students are required to immediately report to the Undergraduate Program Coordinator any arrest, criminal charge or conviction occurring after his or her background check has been completed. Required disclosure also includes but is not limited to: allegations, investigations and/or disciplinary

action from any licensing board or agency included under the Nationwide Health Care Fraud and Abuse scan; Office of Inspector General (OIG), General Services Administration (GSA), FDA Debarment Check, Office of Regulatory Affairs (ORA), Office of Research Integrity (ORI), and Medicare and Medicaid Sanctions.

Immunization and Certification Requirements:

Upon completion of a satisfactory background check, the student is required to submit the following documentation.

- Due Dates
 - Prelicensure BSN and LPN students – All documentation is due by July 15th.
 - RN to BSN students (Fall admission) – July 15th
 - RN to BSN students (Spring admission) – December 1st

The State of Arkansas requires certain immunizations for all students (including distance graduate and professional students). All full- and part-time undergraduate students are required to complete the new student immunization/certification requirements outlined below through <https://www.castlebranch.com/> (Initiated by code **NE62**.)

Please Note: If the student fails to provide documentation of requirements, she/he will not be allowed to begin/continue clinical course work and/or register for additional courses.

How to meet requirements:

1. **AR Child Abuse History Clearance check** (CastleBranch package **NE62ab**)
2. **Physical Exam:** Authenticated by a physician, APRN, or PA, documenting evidence of good physical and mental health.
3. **Measles, Mumps, Rubella:** Two (2) MMR vaccines OR lab evidence of immunity (positive titers) for Measles (Rubeola), Mumps, and Rubella.
4. **Varicella:** Two (2) Varicella vaccines given at least 28 days apart OR lab evidence of varicella immunity (positive titer).
5. **Hepatitis B:** Proof of immunity (positive surface antibodies 10 or greater). Students who have not completed the 3-part series OR those who decline to receive the immunization must sign the Hepatitis B Waiver form.
6. **Tetanus-Diphtheria-Pertussis (Tdap):** Documentation of vaccination within last ten years.
7. Initial two-step **tuberculin skin test** (injections placed 1-3 weeks apart).
 - a. If both readings are negative, repeat one-step TB annually.
 - b. If positive, medical evaluation and documentation of a clear chest x-ray within one year of admission to the UCA School of Nursing and annual completion of the 'Annual Past-Positive TB Screening' form confirming the absence of symptoms by a physician, APRN, or PA. If there is evidence of a positive chest x-ray and/or symptoms of TB, the student must follow-up with a medical evaluation.
8. **Influenza:** Annual flu vaccination is required or an approved exemption through the UCA School of Nursing. Exemptions are allowed for sincerely held religious and personal beliefs, and for medical contraindications such as a serious allergic reaction (anaphylaxis)

or history of Guillain-Barre syndrome following a previous influenza vaccine.

Documentation from medical provider will be required. (Note: minor side effects, such as low grade fever, cold symptoms, or muscle aches are not a medical contraindication to vaccination.) Exemptions must be applied for prior to each flu season. Beliefs may change over time, medical conditions change, and new types of vaccine become available.

9. **Current health insurance** coverage either through the university insurance plan or by another policy. Clinical sites require students to have health insurance to cover any illness or injury that may incur during the clinical training experience.
10. **Current CPR certification.** All students are required to the American Heart Association's (AHA) Basic Life Support (BLS) for Health Care Providers. BLS provided by the AHA is the only BLS card accepted.
11. **RN students only** - Copy of an unencumbered Registered Nurse's license in the state(s) where you reside/work or will be doing clinical training.
12. **HIPAA & OSHA Safety Training:** This is required annually by academic year. Additional training may be required for particular sites.
 - Level II Nursing students complete this requirement at the beginning of the Fall semester and will upload documentation of completion at that time.
 - RN students
 - HIPAA Training – you may upload verification from your place of employment or go to <http://www.hipaatraining.com> to purchase and complete a training course (\$29.99).
 - Infection Control – you may upload verification from your place of employment or go to <http://www.bloodbornepathogentraining.com> to purchase and complete a training course (\$24.99).

Some clinical sites may require additional immunizations and/or blood titers, drug screening, or additional criminal background checks. Once enrolled, the immunizations and titers can be done at UCA Student Health. A student who plans to use Student Health should go online at <http://uca.edu/studenthealth/> to schedule an appointment. Students will be responsible for all charges incurred in order to meet clinical site requirements.

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Continuing Student Requirements

Disclosure of offenses post-background check completion: Current BSN students are required to immediately report to the Undergraduate Program Coordinator any arrest, criminal charge or conviction occurring after his or her background check has been completed. Required disclosure also includes but is not limited to: allegations, investigations and/or disciplinary action from any licensing board or agency included under the Nationwide Health Care Fraud and Abuse scan; Office of Inspector General (OIG), General Services Administration (GSA), FDA Debarment Check, Office of Regulatory Affairs (ORA), Office of Research Integrity (ORI), and Medicare and Medicaid Sanctions.

Maintaining Health Insurance, Immunization and Certification Requirements: Continuing BSN students must maintain current documentation within <https://www.castlebranch.com/> throughout enrollment.

Please note: If the student fails to provide documentation of requirements, she/he will not be allowed to begin/continue clinical course work and/or register for additional courses.

Students are required to update the following date-dependent documentation in

<https://www.castlebranch.com/> when due:

1. Background Recheck
 - Level III and Level IV students must complete a background recheck. The CastleBranch package is **NE62r** (currently \$53). **The background recheck is due by September 1st.**
2. Drug Test Package – Level III students must complete a drug screen. The CastleBranch package is **NE62dt** (currently \$45). The drug screen is due by **September 1st.**
3. Students must have current health insurance coverage. Clinical sites require the student to have health insurance to cover any illness or injury that he or she may incur during the clinical training experience.
4. Negative results of annual tuberculin skin test. If positive, medical evaluation and documentation of a clear chest x-ray within one year of admission to UCA School of Nursing and annual completion of the Annual Past-Positive TB Screening form (form available at www.castlebranch.com) confirming the absence of symptoms by a physician, APRN, or PA.
5. Current CPR certification - American Heart Association's (AHA) Basic Life Support (BLS) for Health Care Providers. BLS provided by the AHA is the only BLS card accepted.
6. HIPAA and OSHA safety training is required annually. Additional training may be required for particular clinical sites.
 - Level III and Level IV students – HIPAA and OSHA training is available through ATI. Students must complete those annually and upload verification to CastleBranch OR Students may upload verification from place of employment if available.
 - RN students
 - i. HIPAA Training – you may upload verification from your place of employment or go to <http://www.hipaatraining.com> to purchase and complete a training course (\$29.99).
 - ii. Infection Control – you may upload verification from your place of employment or go to <http://www.bloodbornepathogentraining.com> to purchase and complete a training course (\$24.99).
7. **RN students only** - Copy of an unencumbered Registered Nurse's license in the state(s) where you reside/work or will be doing clinical training.
7. Influenza: Annual flu vaccination is required. Exemptions are allowed for sincerely held religious and personal beliefs, and for medical contraindications such as a serious allergic reaction (anaphylaxis) or history of Guillain-Barre syndrome following a previous influenza vaccine. Documentation from medical provider will be required. (Note: minor side effects, such as low grade fever, cold symptoms, or muscle aches are not a medical contraindication to vaccination.) Exemptions must be applied for prior to each flu season.

Students should be aware that some clinical sites may require additional immunizations and/or blood titers, drug screening, or additional criminal background checks. Students will be responsible for all charges incurred in order to meet clinical site requirements.

Student Requirements When Returning from Leave of Absence: Any BSN student who completed a background check through Castle Branch but had a break in enrollment, including a deferral or leave of absence, must complete a new background check no more than 30 days prior to return. Enter package code **NE62** in the “Place Order” box on <https://www.castlebranch.com/> homepage.

Accidents/Injury/Illnesses: Students are responsible for the costs of tests, treatment, and follow-up care for any accidents, injury, or illnesses that occur while enrolled as students at the University of Central Arkansas. Students are not entitled to worker’s compensation benefits.

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Student Advising and Registration

The School of Nursing offers educational counseling/advising for all prenursing and nursing students. It is ultimately the student's responsibility to know the academic policies of the University and of the School of Nursing. Students should be familiar with the degree requirements as stated in the UCA Undergraduate Bulletin and the critical deadlines and general information published in each schedule of courses.

Once admitted into the Nursing major, prelicensure BSN students are assigned a faculty advisor. Students are expected to meet with their faculty advisor each semester prior to advanced registration. Faculty advisors are responsible for approving a student's plan of study and helping the student to assure that all degree requirements are being met.

BSN completion (RN students) students are advised by an Education Counselor, Ms. Rose Schlosser. Ms. Schlosser is available by email at rschlosser@uca.edu. RN students are provided a plan of study at the time of admission.

All students are to complete an Academic Advisor Evaluation each semester which is found in the same place as the Faculty Evaluations on the MyUCA website, "Evals".

Students must meet with their academic advisor and the Undergraduate Program Coordinator prior to withdrawing from a nursing course, the program, or the university.

Course Scheduling for Prelicensure Students

Courses in the nursing major are sequentially planned. This means that, unless otherwise specified, nursing courses must be successfully completed in the order and semester listed on the curriculum pattern. Since each nursing course is offered only once a year, an unsuccessful attempt of any course may result in a graduation date delay of at least one year.

Course Scheduling for BSN Completion Students

Courses in the BSN completion tracks are not sequentially planned. The student is responsible for meeting with the RN to BSN Education Counselor for course scheduling. BSN completion students are responsible for registering for classes.

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Returning to the Nursing Program after interruption in plan of study

Students who choose to return to the Nursing Program after an interruption in their plan of study (withdrawal or course failure) will be required to follow the most current curriculum plan and may be required to take additional courses in order to satisfy degree requirements.

Financial Aid

The Financial Aid Office of the University of Central Arkansas provides information and application materials for grants, loans, and scholarship aid. Information on other sources of financial aid may be obtained from the School of Nursing Education Counselors, or from the Student Financial Aid Office located in Bernard Hall, Suite 201.

Course Cancellation

The School of Nursing reserves the right to limit enrollment and to cancel any course for which qualified faculty are not available and/or student enrollment is not sufficient. To help prevent course cancellation, student advanced registration is strongly encouraged.

Nursing Honors Program

During the spring semester of the Level III year, qualified students are invited to become candidates for School of Nursing Scholars. The student must have earned at least an overall GPA of 3.5 and a major GPA of 3.7. The honors program offers opportunities to explore special interests in nursing through an independent project. Upon successful completion of the project, the student is eligible to graduate with honors in nursing. If final GPA meets university requirements, this distinction is noted on the student's transcript and diploma and is recognized at commencement. See the UCA Undergraduate Bulletin section "Recognition of Academic Achievement" for more information.

Special Studies/Optional Courses in Nursing

Special Studies/Optional Courses provide students opportunities to study for NCLEX-RN examination, guided readings, or studying other content of interest. Many students elect to enroll in these courses when needing additional credit for full-time enrollment.

An enrollment form ([Appendix B](#)) must be completed and submitted to the Undergraduate Education Counselor (DHSC 119) prior to taking any special studies course. Special studies courses are made available depending on Faculty resources.

Degree Completion

The UCA Prelicensure BSN Curriculum assumes a high school college preparatory track, including chemistry and unconditional admission to UCA. Although designed to be completed in 4 years, many take as much as 5 years to complete the program. The BSN must be completed with 5 years of entering the major. This is to ensure that a graduate's knowledge, skills, and competencies are equivalent to those required for licensure and practice as an entry level BSN RN.

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Academic Policies

Blackboard® Course Management System

Blackboard® is the course management system used at UCA to facilitate presentation of course content, communication between students and faculty, to post course materials and presentations, electronic submission of assignments, and for online case discussions, etc. Blackboard® is used for both for online and traditional courses. Access to Blackboard® course websites is automatic with enrollment in the course. Please go to <https://uca.edu/it/blackboard/> if you have questions or need assistance with Blackboard. Access your courses by logging on to <https://bblearn.uca.edu/>.

Academic Integrity

The mission of the University of Central Arkansas commits all members of the university community to acquiring, sharing, evaluating, and communicating knowledge. Such a commitment includes an expectation of academic integrity, an organizational and individual commitment to honesty, and responsibility in teaching and learning. By their affiliation with the University of Central Arkansas, all members of the university community are committed to shared responsibility for maintaining the highest standards of academic integrity. Students are subject to the provisions of the university's Academic Integrity Policy, approved by the Board of Trustees as Board Policy No. 709 on February 10, 2010, and published in the UCA Student Handbook. Continued enrollment affirms a student's acceptance of this university policy. Although this policy focuses on the academic integrity in course-related work, its basis and context is the commitment made by the entire university community.

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Academic Misconduct and Plagiarism

Violation of the expectation of academic integrity is academic misconduct. Examples of misconduct commonly identified by universities include but are not limited to those listed here (definitions are quoted from the Random House Webster's Unabridged Dictionary, 1999 ed.):

- Cheating: to cheat is, in an academic context, "to take an examination or test in a dishonest way, as by improper access to answers." Cheating may also occur in the context of other academic assignments.
- Plagiarism: "the unauthorized use or close imitation of the language and thoughts of

another author and the representation of them as one's own original work." This concept may apply to any kind of intellectual property.

- **Fabrication:** to fabricate is, in this context, "to fake; forge (a document, signature, etc)." Fabrication is commonly associated with the falsified research findings.

The university's Academic Integrity Policy applies to all students enrolled in courses at the University of Central Arkansas. All forms of academic misconduct at the University of Central Arkansas will be regarded as serious. Penalties for academic misconduct may include a failing grade on an assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate.

Nursing is a profession that is respected by the public. This respect is based on honesty and integrity. Acting dishonestly puts patients/clients and peers at risk. The faculty of the School of Nursing is dedicated to ensuring professional integrity. The School of Nursing subscribes to the definition of academic misconduct, plagiarism and adheres to the penalties in the current <https://uca.edu/student/student-handbook/>

Academic misconduct, including cheating, will not be ignored or tolerated. Those that are aware of academic misconduct (cheating) have the responsibility to confront and/or report the dishonest behaviors. The UCA Nursing Student Handbook policy on academic dishonesty will be implemented. Students who cheat and engage in academic misconduct jeopardize their standing in the UCA Nursing Program.

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Honor Commitment

A sense of honor that includes academics and extends beyond is essential within nursing education. Commitment to integrity, ethical conduct, and high principles are vital components of this sense of honor. The faculty of the UCA School of Nursing is committed to maintaining standards of honesty, truth, fairness, civility, and concern for others. Students are personally responsible for and will be held accountable to uphold these standards.

As a UCA nursing student, you are agreeing to consistently demonstrate:

- **Truth:** honesty, faithfulness to fact or reality.
- **Justice:** upholding moral and legal principles.
- **Altruism:** concern for the welfare of others.

These standards and values are consistent with those identified by the nursing profession. They are reflected in the following documents *Code for Nurses* (American Nurses Association, 2001) and *The Essentials of Baccalaureate Education for Professional Nursing Practice* (American Association of College of Nursing, 2008).

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Academic Program Progression

Good Standing. Once admitted, a student's progress in the baccalaureate program is reviewed routinely. To remain in good standing the student must:

1. Maintain a cumulative grade point average of 2.0 and
2. Earn a minimum grade of "C" in all courses required for the major (nursing and non-nursing)
3. Observe the fundamental rules of ethical conduct as described in the American Nurses' Association Code for Nurses (2001).
4. Demonstrate the "Abilities and Skills for Admission to and the Progression within the Undergraduate Nursing Major".

The University and the School of Nursing reserves the right to refuse the privilege of further attendance to a student when it has become evident that the student lacks the personal qualities, professional characteristics, or scholastic attainments essential for success (see current UCA [Undergraduate Bulletin](#), and "Abilities and Skills for Admission to and Progression within the Undergraduate Nursing Major").

Course Failures

Students with a failing grade of "D", "F", or "WF" in any required nursing course will not be permitted to enroll in nursing courses that require the failed course as a prerequisite, and must submit an Alternate Progression Plan ([Appendix C](#)) to the Undergraduate Program Coordinator. The Undergraduate Program Coordinator will forward the Alternate Progression Plan to the School of Nursing Awards, Admissions, and Progression Committee for consideration. A grade of "D", "F" or "WF" for any two (2) nursing courses will result in dismissal from the nursing program, without eligibility for readmission.

Course or University Withdrawals

Students must meet with their academic advisor, course faculty, and Undergraduate Program Coordinator prior to withdrawing from either a nursing course or the Undergraduate Program. Any student who withdraws from any nursing course or the program for any reason (academic or nonacademic), must apply for readmission to the nursing program and submit an Alternate Progression plan ([Appendix C](#)) to the Undergraduate Program Coordinator. The Undergraduate Program Coordinator will forward the Alternate Progression Plan to the School of Nursing Awards, Admissions, and Progression Committee for consideration. Refer to the UCA Undergraduate Bulletin for university information regarding withdrawal.

Withdrawal from Blocked Courses

Students who do not begin the clinical portion of the course until the second block have until a comparable period of time to the university's time frame within that block to withdraw from the course. For instance, if the university's withdrawal period is until 2/3 of the semester has been completed, then the student would have until 2/3 of the clinical portion of the course has been completed to withdraw. This extended withdrawal time frame is not allowed for theory grades since theory extends over the entire semester. Students who withdraw due to personal reasons or theory grades must do so within the university's time frame to withdraw from a course.

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Clinical Failure

A student, who has been notified by the faculty member that he/she has failed the course due to clinical performance, may not withdraw from the course with a W. A letter grade will be assigned.

Readmission after course/clinical failure

To be considered for readmission, a student must submit an Application for Readmission ([Appendix C](#)) and an Alternate Progression Plan to the Undergraduate Program Coordinator. The Undergraduate Program Coordinator will forward the documents to the School of Nursing Awards, Admissions, and Progression Committee for consideration. That application is due by March 1 for fall courses and by October 1 for spring courses. Readmission is neither automatic nor guaranteed and will be contingent on both program and individual factors.

Students are eligible to submit an Alternate Progression Plan if they

1. Received a "D", "F", "W" or "WF" for one nursing course.
2. Deviate from a full-time nursing pattern for any reason (academic or nonacademic).
3. Have not been dismissed from the program and are eligible for readmission.

Submission of an Alternate Progression Plan includes:

1. Completion of the *Alternate Progression Plan* form (Appendix C) with assistance from the faculty advisor.
2. The completed written request must be submitted to the Program Coordinator within two weeks from the time the student becomes aware of a change in status.
3. The Awards, Admissions, and Progression Committee will evaluate the proposed Alternate Progression Plan, and will provide the student with a written recommendation in a timely manner.

Failure to adhere to an approved Alternate Progression Plan: If for any reason a student fails to adhere to the approved alternate progression plan, a revised progression plan following the same process as above must be submitted.

Delayed Return: Any student who has been out of the nursing program longer than 12 months will be required to do additional coursework or repeat courses as deemed necessary by the Awards, Admission, and Progression Committee.

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Appeal Procedures

The University and the School of Nursing provides students an opportunity to appeal decisions on policies affecting their academic standing. Avenues of appeal are described in the current UCA Student Handbook and Calendar.

For academic and personal (non-academic misconduct) appeals within the School of Nursing, the order in which to pursue the appeal process is:

1. Faculty member who assigned the grade.
2. Course Coordinator (if team taught course).

3. Director of the School of Nursing. The student must provide a written description of how he/she was treated differently from other students in the course and any other relevant information.

If not satisfied with the action of the Director of the School of Nursing, the student may appeal to the Dean of the College and the procedure outlined in the current UCA Student Handbook and Calendar.

For other appeals please follow the procedure outlined in the current UCA Student Handbook and Calendar.

1. Student Education Record Appeals
2. Academic Policy/Requirements Appeals
3. Academic Misconduct Appeals

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Formal Complaint

The UCA School of Nursing strives to provide an environment of mutual respect, cooperation, and understanding. Notwithstanding this commitment, problems and concerns sometimes occur. This policy is available to students who wish to have a concern resolved regarding a person or process of the School of Nursing not covered by other existing policies, such as grade appeals, sexual harassment complaints, etc. These policies are addressed elsewhere in this handbook or in the UCA Student Handbook and Calendar. The complaint/concern should be provided in writing to the School of Nursing Director during the semester of occurrence but no later than twenty (20) days from the first day of the following academic semester. The individual has the option of meeting with the Director informally prior to filing the written complaint in order to have a better understanding of the process. To pursue this informal meeting regarding the complaint, the students should make an appointment with the School of Nursing Director.

The formal complaint must contain the name of the person filing the complaint, the complainant's phone number and e-mail address, the date of the complaint, the date of the occurrence, and a detailed accounting of the incident or detailed explanation of the complaint, and any steps taken to seek resolution of the problem. The School of Nursing Director will, in a timely manner (usually within ten (10) business days), investigate the complaint, take appropriate action, and notify the student of the resolution of the matter. If the student is not satisfied with the resolution, the student may, within ten (10) business day of date of the notification, appeal the resolution in writing to the Dean of the College of Health and Behavioral Sciences.

If the complaint is against the Director of the School of Nursing, the student should file the complaint with the Dean of the College of Health and Behavioral Sciences.

Formal complaints against the School of Nursing may also be filed with the accrediting or approving body. The student must follow the criteria and process established by the Commission on Collegiate Nursing Education (CCNE) and approved by the Arkansas State Board of Nursing.

Complaint Policy is Adapted from Pace University, Lienhard School of Nursing; College of Saint Benedict, Saint John's University; and North Central Missouri College. July, 2012.

Attendance

Classroom, laboratory, simulation, clinical experiences, and any other course related activities are an integral part of nursing courses. Absences may jeopardize the student's ability to meet course objectives. The following attendance policy applies to all nursing courses, unless otherwise noted in course syllabus.

1. Absence(s) in any course could result in failure of the course. This includes classroom, simulated laboratory, or clinical absences. Refer to course syllabi for course specific policies.
2. Students are tardy who enter after the instructor has begun class. Refer to course syllabi for course specific policy.
3. Students must notify the course coordinator/course faculty prior to an absence.
4. Students who are absent or late are responsible for obtaining all handouts, course information, and announcement information.
5. Students must notify the course coordinator prior to administration of a test if unable to take the test. Arrangements to take the test are to be made within 24 hours of return to campus or class. Failure to do so will result in a zero (0) for the test.
6. Students must notify the clinical instructor/preceptor before a clinical absence. Leaving a message with the School of Nursing or clinical facility secretaries or sending word with classmates is not acceptable.
7. Following any absence, on the day of return to campus, it is the student's responsibility to meet with the course coordinator to discuss student responsibilities for the absence.

Absences for personal trips/vacations, work related responsibilities, or other absences are unacceptable. Consequences of a student's failure to adhere to the attendance policy will be determined by the course faculty. Decisions are based on the student's successful attainment of course objectives. Ultimately, absences could result in a student's failure of a course.

Attendance for Online Courses

Online courses meet online via Blackboard® asynchronously. Attendance will be measured in terms of scholarly and perceptive participation in online discussions, timely responses to online discussion questions, and written assignments electronically submitted by the deadlines. Poorly written, incomplete, and late assignments will result in lower scores.

Some online courses have a few mandatory face-to-face class meetings. Specific due dates and other important dates will be listed on the course calendar located on the Blackboard® homepage.

Student non-participation in online courses: The student is responsible to notify the course coordinator of extenuating circumstances that would prohibit the student from completing course assignments in a timely manner. This is to be done prior to the assignment due date. Failure to participate in course activities will result in lower grades and potentially course failure. Online courses are not affected by inclement weather, unless the inclement weather is on the required face-to-face meeting days.

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Testing Policies

Standardized Exams and Remediation Program

Standardized examinations (i.e. non-teacher made tests) are administered during the program for the purpose of student evaluation. These exams are formatted similar to NCLEX-RN, are standardized against national norms, and are valid and reliable. The examinations measure specialty content, comprehensive for the entire BSN program, or comprehensive RN content in preparation for NCLEX-RN.

A passing score will be set by faculty for each exam prior to the administration of the exam and may vary with different exams. The score will be based on the national normed scores of the company. Students who do not achieve the pass score will be required to enroll in a Required NCLEX-RN Preparation course for remediation. Students who do not enroll in the course will not be allowed to progress in the program. A grade will be awarded. A passing grade of “C” or higher is required in the Required NCLEX-RN Preparation course(s) in order for the student to progress to the next semester clinical nursing courses. Additional policies regarding the exams will be provided in the courses for which they are required.

Prior to being approved to take the NCLEX-RN exam, formalized NCLEX preparation might be required of students based on tests results and other NCLEX predictors.

Testing (Exam) Policy/Procedure

School of Nursing Faculty are dedicated to professional integrity. Academic dishonesty and cheating will not be tolerated. The following measures are used in all nursing courses to remove conditions which may precipitate dishonest behaviors and to facilitate optimum performance by all students during testing. Additional measures may be used by an instructor.

1. Students' personal belongings (e.g., books, caps, coats) other than items required for testing (e.g., pencils, calipers) must be stored in front of the classroom or other designated location throughout the testing period.
2. Calculators will be provided for math exams. Students will not be permitted to use personal calculators.
3. When a student must leave a test site prior to test completion, he/she will be required to submit all testing materials to the test proctor. If, when, and under what circumstances, the student is allowed to resume and/or finish the test in progress is at the discretion of the course instructor.

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Inclement Weather

Students should check the UCA web page for official information regarding closure of the university due to hazardous weather conditions. If the university is open and hazardous conditions exist where the student lives, the individual is expected to make the judgment as to whether it is safe to travel to campus or the clinical setting. If the individual student decides it is not safe to travel, she/he is expected to follow the attendance policy guidelines regarding notification of faculty. In the event that the UCA campus is closed for any length of time, it is the student's responsibility to check both the UCA website and the Blackboard® website for all courses for specified instructions

Online courses will continue as planned even if the campus is closed. If the UCA Internet system and/or Blackboard® are not working students should call their instructors at the phone number(s) provided by the instructor.

Courses on campus may be converted to an online format or re-scheduled at the discretion of the faculty.

Grading Scale

The grading scale for Nursing Courses is as follows:

90.00 – 100% = A

80.00 – 89.99% = B

70.00 – 79.99% = C

60.00 – 69.99% = D

00.00 – 59.99% = F

Grades will be calculated to two decimals and will not be rounded.

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Student Responsibilities and Behavior

Name and Address Change

The School of Nursing Administrative Specialist (DHSC 130) maintains nursing student records. Name and/or address changes must be reported to the Undergraduate Program Coordinator of the School of Nursing and the UCA University Registrar (McCastlain Hall) immediately. The address change form is available at http://uca.edu/hr/documents/name_change_form.pdf

Electronic Communication

UCA faculty, staff, and students are provided with email accounts for the purpose of conducting official business related to academic and/or administrative functions. Because email is an effective way to disseminate information of importance, relevance and interest, and because it is an important tool to meet the academic and administrative needs of the university as a whole, it shall be the university's policy that email be an official communication mechanism with faculty, staff, and students. Students are required to use and maintain a UCA cub account address. This is the only email address that will be used for official communication with students, faculty, and staff regarding all academic and administrative matters. This policy does not preclude the use of any other methods of communication. Each individual course faculty may prescribe the communication format for their course. See the course syllabus for each nursing course or ask the course coordinator of each nursing course.

UCA gmail has the ability to POP your emails to your Apple or Android mobile device. The available links are provided with instructions for you to enjoy the features of GroupWise on your mobile device.

- iPhone – [Setup Instructions for Student](#)
- POP Android – [Setup Instructions for Student POP](#)

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Public Disclosure of Information

Directory information will be subject to public disclosure unless the student informs the School of Nursing Director in writing. Written notification should be made each semester before the end of the first week of classes and should specify what information should or should not be included in the directory. Directory information includes: student name, address, nationality, classification by year, number of hours enrolled and completed, participation in officially recognized activities and sports,

dates of attendance (including matriculation and withdrawal dates), degrees, scholarships, and honors and awards received (including type and date received).

Confidentiality and HIPAA

All patient/client and proprietary information is considered confidential and protected by law as outlined in the 1996 Health Insurance Portability and Accountability Act (HIPAA). Students have an ethical and legal obligation to protect confidential information and to refrain from obtaining information that is not relevant to their assignment.

Confidentiality applies to all data whether obtained from the patient/client, family, health care members, charts/records, or other sources. Unauthorized use of confidential information or the violation of confidentiality may result in discipline up to and including dismissal from the nursing program and in civil and criminal liability for the student. Copying or photographing patient/client information is strictly prohibited.

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Attendance Required at Professional Meetings (Prelicensure BSN)

To promote professional role development, attendance and participation in annual meetings may be required for nursing students. Students are encouraged to attend the annual Arkansas Nursing Student Association (ANSA) Convention. Additional information regarding the professional meetings will be provided in the courses that require attendance. Students are responsible for their own registration and transportation. The School of Nursing faculty members encourage student involvement in their professional organization as a means of leadership development. See the NSA Advisors for additional opportunities for involvement.

Professional Boundaries

UCA Nursing students must understand and apply the National Council of State Boards of Nursing (www.ncsbn.org) concepts of professional boundaries. “As health care professionals, nurses strive to inspire confidence in their patients and their families, treat all patients and other health care providers professionally, and promote patients’ independence. Patients can expect a nurse/nursing student to act in their best interests and to respect their dignity. This means that the nurse/nursing student abstains from obtaining personal gain at the patient’s expense and refrains from inappropriate involvement in the patient’s personal relationships.” (National Council of State Boards of Nursing). UCA Nursing students must maintain professional boundaries as follows:

- The nursing student’s responsibility is to delineate and maintain boundaries.
- The nursing student should work within the zone of patient/client-centered care.
- The nursing student should examine any boundary crossing, be aware of its potential implications and avoid repeated crossings.
- Variables such as the care setting, community influences, patient/client needs and the nature of therapy affect the delineation of boundaries.
- Actions that overstep established boundaries to meet the needs of the nurse are boundary violations (such as personal relationships with patients/clients).

- The nursing student should avoid situations where he or she has a personal or business relationship with the Patient/Patient/client, as well as professional one.
- Post-termination relationships are complex because the patient/client may need additional services. It may be difficult to determine when the Nurse-Patient/client relationship is truly terminated.
- Be careful about personal relationships with patient/client who might continue to need nursing services (such as patients/clients with mental health issues or oncology patients/clients).

If a nursing student is faced with boundary issues, has violated professional boundaries, or knows of other nursing student who have violated professional boundaries, that person must contact a nursing faculty member, the program coordinator, or the School of Nursing Director immediately.

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Recording of Classes and Distribution of Course Materials by Students

Students are not permitted to video or audio record any part of the class without prior authorization from the instructor conducting the course activity. Permission must be obtained for each and every occurrence unless the instructor provides approval for recording all classes at the beginning of the course. If permission is granted, the student can only use the recording for his/her own personal use. The student must notify all the students in the class that the recording is being conducted. The recording cannot be downloaded, uploaded, or published in any form. The recordings must be destroyed at the end of the semester in which they are enrolled in the class unless the student receives the instructor's written permission to retain them.

Any recordings provided to the student via Blackboard® or any other electronic method is for the student's personal use only. The recordings may not be shared, downloaded, uploaded or published. The aims of this policy are: to respect the integrity and effectiveness of the classroom experience; protect students and faculty dignity and privacy; respect faculty and University rights in instructional materials; and comply with copyright law. Violations of this policy could result in disciplinary actions equivalent to the offense.

Adapted in part from University of Virginia

Criminal Charges

If a student has criminal charges filed against her/him, the student is to make a copy of all related materials and submit the material to the School of Nursing Director within 30 days of filing of the criminal charge or citation. It is the student's responsibility to keep the School of Nursing Director informed of the charge(s) and to provide any related paperwork.

Criminal behavior engaged in by a student might affect the student's academic standing and progression in the UCA nursing program. Each case is considered on an individual basis for Arkansas Licensed RNs in light of ACA § 17-87-309 Arkansas State Board of Nursing rules and policies regarding criminal behavior, ethical and professional standards of conduct, and contracts with clinical facilities. Sanctions can range from dismissal from the nursing program to probation for a period of time, and might include other disciplinary requirements based on the charge(s).

Substance Abuse Policy

The University of Central Arkansas (UCA) School of Nursing recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the nursing profession. The School of Nursing is committed to protecting the safety, health and welfare of its faculty, staff, and students and people who come into contact with its faculty, staff and students during scheduled learning experiences. The School of Nursing strictly prohibits the illicit use, possession, sale, conveyance, distribution and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs.

Any nurse or nursing student who tests positive for illegal, controlled, or abuse-potential substances and who cannot produce a valid and current prescription for the drug is at risk of being in violation of the Arkansas Nurse Practice Act, ACA 17-87-309 (a)(3)(4) and (6); the Arkansas State Board Rules and Regulations Chapter Seven, Section XI.A and Section XV.A.6.m; the UCA Board of Trustee Policy 505 and 506, and the UCA Student Handbook, Drug Free Schools and Communities Policies.

Furthermore, any nurse who is aware that another nurse has violated a provision of the Arkansas Nurse Practice Act is obligated to report that nurse to the Board. A failure to do so in and of itself is a violation of the Arkansas Nurse Practice Act, ACA 17-87-309 (a)(6); and the Arkansas State Board Rules and Regulations Chapter Seven, Section XI.A and Section XV.A.6.j. Similar professional expectations apply to nursing students.

Any nursing student who is aware that another nursing student is using or is in possession of illegal drugs, intoxicants, controlled substances or is abusing non-prescription or other prescriptive drugs is obligated to report this information to a School of Nursing faculty member.

The intent of the Substance Abuse Policy is not simply to identify those students who are chemically impaired, but it also attempts to assist the student in the return to a competent and safe level of practice and to achieve his/her goal of becoming a Registered Nurse. Emphasis is on deterrence, education, and reintegration. All aspects of the policy are to be conducted in good faith with compassion, dignity, and confidentiality to the extent allowed by state and federal law.

The Substance Abuse Policy of the UCA School of Nursing is consistent with the University's policy.

Testing Procedures - The School of Nursing requires the student to submit to drug testing under any or all of the following circumstances:

- ❖ Random testing as required by the Department of Nursing and/or clinical agencies
- ❖ For cause
- ❖ As part of a substance abuse recovery program

Cost - Students are responsible for the cost of drug screening.

Positive Results - Tests results will be considered positive if substance levels, excluding caffeine and nicotine, meet or exceed the Arkansas State Board of Nursing established threshold values for both immunoassay screening and gc/ms confirmation studies, and the Medical Review Officer verification investigation verifies unauthorized use of the substance. Positive tests are run twice to verify substances.

Split samples are saved at the original lab and may be sent to another SAMHAS approved lab for additional testing at the student's expense.

Confidentiality - All testing information, interviews, reports, statements and test results specifically related to the individual are confidential to the extent allowed by state and federal law. Drug test results will be received from the lab by the School of Nursing Director or her designee, and only authorized persons will be allowed to review this information. Records will be maintained in a safe, locked cabinet and/or password protected electronic database.

Treatment and Referral - The outcome of a positive drug screen may include any of the following: a warning, a learning agreement for behavioral change, referral for medical evaluation, or immediate dismissal from the program. The School of Nursing Director will refer persons identified as having substance abuse problems for therapeutic counseling regarding substance withdrawal and rehabilitation to a reliable source(s).

Admission and Reapplication with a History of Substance Abuse - A student will not be denied learning opportunities based on a history of substance abuse. The admission and reapplication process for a student who has previously tested positive for substance abuse will include:

- ❖ Demonstrated attendance at Alcoholics Anonymous (AA), Narcotic Anonymous (NA), or a treatment program of choice from a legitimate substance abuse counselor for a period of time designated by the School of Nursing Director. Evidence of participation must be submitted to the School of Nursing Director. Acceptable evidence shall consist of a written record of at least the date of each meeting, name of each group attended, purpose of the meeting, and signature or signed initials of the leader of each group attended.
- ❖ Demonstrate at least five (5) years of abstinence immediately prior to application.
- ❖ Submit letters of reference from all employers within the last five (5) years.
- ❖ Once admitted or readmitted, the student must sign an agreement to participate in monitoring by random drug screening consistent with the policy of the institution and the clinical agency where assigned patient/client care. The student will be responsible for the cost of testing.
- ❖ Once admitted or readmitted, the student must abstain at all times from the use of controlled or abuse-potential substances, including alcohol, except as prescribed by a licensed practitioner from whom medical attention is sought. The student shall inform all licensed practitioners who authorize prescriptions of controlled or abuse-potential substances of student's dependency on controlled or abuse-potential substances, and the student shall submit a written report identifying the medication, dosage, and the date the medication was prescribed. The prescribing practitioner(s) shall submit the report directly to the School of Nursing Director or designee within ten (10) days of the date of the prescription. (Adapted from the ASBN Suspension Motion, 0500.)

If a student who is readmitted to the nursing program has a positive test for substance abuse, the student will be dismissed from the program and will be ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the nursing program.

Random Checks and Testing For Cause - Students may be randomly selected to complete a urine drug screen for substance abuse. Students will be notified by letter to report to a selected drug screening facility within a defined time period. Students will be responsible for the cost of the drug screen. Failure

to complete the urine drug screen within the designated time frame will result in the student being administratively dropped from all courses and dismissed from the program. All students should anticipate being required to complete a urine drug screen at least once during the program. Students may also be required to complete a urine drug screen for suspicion of drug or alcohol use at any time.

Any nursing student, who demonstrates behavioral changes suspected to be related to substance abuse, including but not limited to alcohol, will be subject to testing. The nursing faculty member's decision to drug test will be drawn from those facts in light of the experience of the observer(s) and may be based on, but not be limited, to:

- observable phenomena, such as direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a substance of abuse;
- erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, and/or deterioration of work performance;
- information that a student has caused or contributed to an accident as a result of substance abuse;
- information that a student has been arrested or charged with a substance abuse related offense;
- conviction by a court or being found guilty, plea of guilty, or a plea of no contest for substance abuse related offense.

Testing for cause will be conducted using the following policy/procedure:

1. The faculty member observes suspicious behavior. If circumstances permit, another appropriate person will be asked to confirm the suspicious behavior.
2. The student will be asked to leave the area and go with a faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision whether to drug test will be made.
3. If warranted, the student will submit appropriate laboratory specimens in accordance with the Substance Abuse Policy and if appropriate, clinical agency policies.
4. The student will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel or committees, as designated by the nursing program. The student may continue to participate in classroom activities.
5. If the laboratory test is negative for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the student will be allowed to return to class and clinical learning experience without penalty. Arrangements to make up missed work must be initiated by the student on the first day back to clinical.
6. If any one laboratory test is positive for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the decision may include, but is not limited to any one or more of the following: warning, a learning agreement for behavioral change, referral for medical evaluation, or immediate suspension from the program.
7. Confidentiality will be maintained to the extent allowed by state and federal law.

Acknowledgements to the following nursing schools who submitted policies for use and review Community College of Southern Nevada; North West Arkansas Community College; Foothills Technical Institute; Ouachita Technical College; Harding University; Texarkana College; Jefferson Hospital Association, Inc.; University of Central Arkansas; University of Arkansas at Fayetteville; University of Arkansas Medical Sciences. Updated 8-4-2015

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Social Media

When used appropriately and in professional contexts, Social Media can be a useful platform for communicating healthcare education to the public, building professional connections and provide an outlet to share experiences. However, personal uses of social media can have serious consequences, especially if patient-specific information is shared. As students enrolled in the UCA School of Nursing, a pledge of confidentiality will be signed. If a student breaches HIPAA publically, the student will be held liable. HIPAA violations result in serious consequences.

Any infractions of this policy will result in disciplinary actions that range from dismissal from the nursing program and/or a grade of “F” in the course. **Additionally, it is the responsibility of the School of Nursing to report any breaches in patient/client confidentiality occurring via social networking sites to health care agencies.**

As health care workers, we pledge our confidentiality. If you post patient/client identifiable information (information that can identify a patient/client in any way), you are liable for breach of confidentiality. Even if you post information such as “the person that had the heart transplant today” you are disclosing patient/client identifiable information and is considered a HIPAA violation. HIPAA violations result in fines and jail terms. Arkansas nurses have had their nursing licenses’ disciplined by the Arkansas State Board of Nursing for posting information on social media about their patients/clients.

Nurses have lost their jobs related to posting negative comments about their job or patients/clients, even if private information is not disclosed.

Nurse recruiters commonly check social media accounts for new hires. Less than professional comments (or inappropriate use, actions, or behaviors) can result in loss of a job opportunity. Defamatory comments on the Internet have resulted in civil lawsuits alleging defamation or slander.

American Nurses Association Principles for Social Networking

1. Nurses (and nursing students) must not transmit or place online individually identifiable patient/client information.
2. Nurses (and nursing students) must observe ethically prescribed professional patient/client-nurse boundaries. Accepting a patient/client’s “friend” request can damage the nurse-patient/client therapeutic relationship. Erosion of trust may occur as the patient/client discovers a nurse’s personal information.
3. Nurses (and nursing students) should understand that patients/clients, colleagues, institutions, and employers may view postings.
4. Nurses (and nursing students) should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses (and nursing students) should bring content that could harm a patients/client’s privacy, rights, or welfare to the attention of appropriate authorities. *The proper authority is the UCA School of Nursing Director
6. Nurses (and nursing students) should participate in developing institutional policies governing online conduct.

American Nurses Association 6 Tips to Avoid Problems

1. Remember that standards of professionalism are the same online as in any other circumstances.
2. Do not share or post information or photos gained through the nurse-patient/client relationship. Taking photos during simulation laboratory or in clinical are strictly prohibited.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients/clients blurs this boundary. Contacting patient/client outside of the clinical experience is strictly prohibited.
4. Do not make disparaging remarks about patients/clients, employers, co-workers, nursing faculty, clinical instructors, or any other person, even if they are not identified. Be careful with the tone of your remarks.
5. Do not take photos or videos of patients/clients on personal devices, including cell phones.
6. Promptly report any breach of confidentiality or privacy.

NOTE: Italicized words are not from the ANA, but were added for clarity of this policy.

How to Avoid Consequences Related To Social Media Usage

1. Follow school of nursing, university, and agency policies on social networking and Internet use.
2. Know that healthcare agencies and the School of Nursing have the right to monitor online activity.
3. Do Not share your clinical and/or work experiences on Facebook or any other social media site.
4. Do Not Use social networking sites at work or during clinical experiences.
5. Do Not upload images of yourself or others students/faculty in a clinical environment or in uniform.
6. Do Not discuss clinical events or news stories about patients/clients, your educational institution, employer, or other healthcare agencies.
7. Do Not give medical/healthcare advice online.
8. Do Not discuss course related content. Use the Blackboard® site for course related discussions

* Adapted from Prinz A. Professional social networking for nurses. American Nurse Today 2011, 6 (7): 30-32.

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Job Reference and Recommendation Letter Etiquette

The School of Nursing faculty and staff are committed to your goals. Faculty and staff provide references and recommendation letters as a favor to students provided proper etiquette is followed.

1. Ask faculty/staff for their permission before adding them to your reference contact list. The preferred method of asking for permission is face-to-face; however, mail or e-mail may be used. Using social media is not appropriate.
2. Be sure to ask faculty/staff how they wish to be contacted. Ask them to provide the name, credentials, title, address (mail or e-mail) and/or phone number they prefer you use.
3. Provide faculty/staff with the approximate deadline by which you will need the recommendation or reference letter completed. **Keep in mind you should give faculty/staff at least 2 weeks or 10 business days' notice to complete your reference or recommendation.**
4. Provide faculty/staff with a copy of your résumé, the requirements of the job, scholarship, etc. and a list or explanation of the personal qualities you have that makes you qualified. Giving faculty/staff all the background information and other materials needed is the best way to assure the strongest recommendation for you. Be honest with your potential employer and

faculty/staff about your experience and accomplishments. You are asking us to vouch for your qualifications, and to misrepresent yourself also reflects badly on us.

5. Provide faculty/staff with the name, credentials, title, mailing address and any other necessary contact information of the person the recommendation or reference should be sent. Let faculty/staff know what form the reference/recommendation should be sent (letter, e-mail, online survey, etc.) If it is a letter, provide pre-addressed envelopes with postage.
6. Contact your past supervisors to ask if they would be willing to provide a reference for you. Regardless of whether you decide to list them as an official reference, your potential employer may follow up with your past places of employment to check your credentials. It's a good idea to contact your past employer in advance to get a sense of the type of reference they would be likely to provide if contacted.
7. Send a personal note or email thanking faculty/staff for the support. You may also want to call each reference individually to reiterate your thanks. Being gracious and polite is extremely important and may be viewed as a reflection of your professional demeanor.
8. Keep faculty/staff informed of the progress of your application. Regardless of whether you get the job/scholarship, it is polite to let everyone know the outcome. Your reference is investing time in your pursuits, and deserves to be informed of any developments.

Adopted from: http://www.ehow.com/how_2070927_follow-job-reference-etiquette.html

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Employment

Most students maintain employment while they are in the nursing program; however, any activities related to employment should be carefully scheduled around course and clinical schedules.

For students in the BSN completion track, online courses allow students to maintain employment while pursuing a higher degree. However, all students are expected to meet course and degree requirements. Students should expect to devote the same amount of time for online courses as they would for face-to-face courses. For each 3-credit course students should be prepared to devote 12-15 hours per week to reading and course activities.

Inclement Weather

Students should check the UCA web page for official information regarding closure of the university due to hazardous weather conditions. If the university is open and hazardous conditions exist where the student lives, the individual is expected to make the judgment as to whether it is safe to travel to campus or the clinical setting. If the individual student decides it is not safe to travel, she/he is expected to follow the attendance policy guidelines regarding notification of faculty.

In the event that the UCA campus is closed for any length of time, it is the student's responsibility to check both the UCA website and the Blackboard® website for all courses in which the student is enrolled. Students should check Blackboard® more than once the first day and daily after that during the time campus is closed to check for assignments and/or instructions for making up missed course time.

Students should check with course faculty for more specific guidelines and requirements. Courses (on campus and online) may be converted to an online format or re-scheduled at the discretion of the faculty. Further,

online courses will continue as planned even if the campus is closed. If the UCA Internet system and/or Blackboard® are not working students should call their instructors at the phone number(s) provided by the instructor.

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STUDENT CLINICAL EXPERIENCE AND SIMULATION

Clinical Experiences

The BSN curriculum includes planned clinical practice experiences that:

- ♣ enable students to integrate new knowledge and demonstrate attainment of program outcomes; and
- ♣ are evaluated by faculty.

Prelicensure BSN – Students in the prelicensure BSN program begin clinical and laboratory experiences in their first nursing courses. Clinical, laboratory, and simulation experiences vary by course and are designed to allow students to achieve course objectives. See course syllabi for details.

RN to BSN – Clinical practicum experiences for students in the online RN to BSN track are tailored to the needs of the student and the objectives of the course. Students collaborate with course faculty to arrange clinical practicum experiences near their home location. See course syllabus for instructions on arranging clinical practicum experiences and clinical preceptors.

Nabholz Center for Healthcare Simulation

The Nabholz Center for Healthcare Simulation (NCHS) office is located in DHSC 208. The NCHS is designed to simulate the actual nursing practice environment. A Graduate Assistant is available during posted hours to assist students. Borrowing lab equipment for off campus use is prohibited.

If you need to schedule an appointment with the NCHS Manager, please call 501-450-3230.

While in the Simulation Center, you must:

- Wear your white lab coat (or other designated clothing as required for the nursing course).
- Wear closed toe shoes.
- Wear your full uniform during check-offs and simulation lab.
- Return all items to their original places or to the area designated by the NCHS Manager or faculty.

- Clean up after yourself. Straighten the beds, etc. when you are finished in the lab.
- Inform the NCHS Manager or Graduate Assistant if you use the last item or if the supply is getting low.
- Do Not put wet linens in the laundry hamper. Ask the NCHS Manager or Graduate Assistant for instructions.
- See the NCHS Manager for additional policies.

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Transportation

It is necessary that students have independent means of transportation for their clinical experiences, including individual visits to agencies or families.

Clinical Legal Documents (RN to BSN and RN to BSN/MSN)

Facility contract/agreements (Memorandum of Agreement), preceptor information, and preceptor contracts must be completed, signed, and processed by the School of Nursing and University prior to the student participating in any clinical practicum experiences.

The University and School of Nursing have a number of ongoing facility contracts with many health care systems and hospitals in Arkansas. Large healthcare systems have purchased numerous private medical offices/clinics which makes facility/agency contract completion more complicated. Facility/agency contract approval can take 4 or more weeks to process, especially if the systems require their own contract rather than the UCA contract.

Many health care systems/agencies maintain yearly ongoing contracts with the UCA School of Nursing. **Collaborate with the course instructor to determine if a facility/agency contract is needed.**

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CLINICAL EVALUATIONS

For prelicensure BSN students, clinical performance is evaluated using a 5-point, criteria-references scale. An example of that scale will be provided by course faculty at the beginning of each clinical course.

Scale Label	Quality of Performance	Assistance
Independent 5	Proficient; coordinated; confident; Occasional expenditure of excess energy; within an expedient time period	Without supporting cues
Supervised 4	Efficient; coordinated; confident; Some expenditure of excess energy; within a reasonable time period	Occasional supportive cues
Assisted 3	Skillful in parts of behavior; inefficient and uncoordinated; expends excess energy; within a delayed time period	Frequent verbal and occasional physical directive cues in addition to supportive ones
Marginal	Unskilled; inefficient; considerable	Continuous verbal and frequent physical

2	expenditure of excess energy; prolonged time period	cues
Dependent 1	Unable to demonstrate procedure/behavior; lacks confidence, coordination, efficiency	Continuous verbal and physical cues
O	Not observed	
X	Not appropriate	

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Uniform Policy (Prelicensure BSN)

Primary purposes for the uniform are identification, cleanliness, neatness, and to portray a professional image. These guidelines are designed for the protection of both the student and the patient/client.

Prelicensure students are required to purchase the UCA Nursing Uniform from American Discount Uniform Inc (www.americandiscountuniform.com). Phone 1-866-339-5177 ext. 100.

Components of the full uniform:

- Pewter gray uniform scrub top and pewter gray uniform pants or skirt.
- White crew socks
- As specified by OSHA standards, personnel providing direct patient/client care must wear socks or stockings and shoes with impermeable enclosed toes. Shoes must be constructed of an impervious, non-absorbent material, clean and in good repair. Shoes must be all white with no color or writing.

Uniform Specification:

- Uniform must meet the specifications provided to American Discount Uniform Inc.
- Fit should be appropriate to allow for optimal movement

Hair:

- Neat, clean, off the collar or pulled back so that it does not interfere with patient/client care.
- Men – clean shaven; mustaches and beards are permissible if kept neatly trimmed.

Uniform Accessories for Clinical

- Name Pin: visible on the front of the uniform on the upper left side.
- Additional accessories:
 - A watch, with sweep second hand, shock proof, water proof, and durable.
 - A pair of bandage scissors, pen light, and pocket calculator.
 - A stethoscope with bell and diaphragm.
 - Black ink pen (no felt tip pens).
 - Sphygmomanometer with pocket aneroid gauge and adult size cuff.
 - Additional accessories may be required if not provided by agency.

Where to Wear the Uniform

- Full pewter gray scrub uniforms are worn when the student is engaged in UCA clinical nursing or simulation activities.
- White lab coats are to be worn to and from the clinical setting or in compliance with specific clinical policies. They should be removed when the student is engaged in direct patient/client care.

- On clinical site visits to see patients/clients or to read charts, students must wear the pewter gray scrub uniform or the UCA Nursing polo shirt with Khaki slacks (no cargo pockets). The name pin must be worn and be clearly visible.

Community and Psychiatric-Mental Health Experiences

For community experiences and other home visiting, the required uniform is:

- UCA Nursing Polo shirt, khaki slacks (no cargo pockets), and closed toed, appropriate, clean shoes.
- Name pins are required for all activities.
- See restrictions below.

The following are NOT allowed in ANY CLINICAL AREA:

- Nail polish or artificial nails. Natural nails must be trimmed;
- Strong body odors including but not limited to scented perfume or lotions, aftershave, hairspray, or offensive body odor;
- Chewing gum;
- Excessive hair accessories. Simple barrettes may be worn;
- Visible tattoos (cover up with make-up or flesh colored tape);
- Print or colored undergarments that show through the uniform;
- Excessive make-up;
- Tobacco use. All clinical facilities are smoke/tobacco free;
- Faded, torn, ripped or frayed clothing;
- Hats, scarves, caps, bandanas, plastic hair bags/shower caps; unless for medical conditions or safety purposes or established religious customs;
- Visible body piercing/jewelry except for ears; one pair of simple earrings and wedding bands are allowed. All other piercings and jewelry must be removed;
- Open toed or open heeled shoes;
- Low riding pants – All pants must be worn at the natural waistline.

Addendum

- If the agency's dress code is more restrictive than this policy, the student is expected to comply with the agency's policy.
- Exceptions to or differences in any of the policies may occur in some clinical areas or with individual instructors to meet the clinical experience requirements. Students will be notified of any exceptions.
- Faculty may dismiss a student from a clinical setting if the above policy is violated.
- Any questions should be discussed and clarified with the clinical instructor prior to clinical participation.

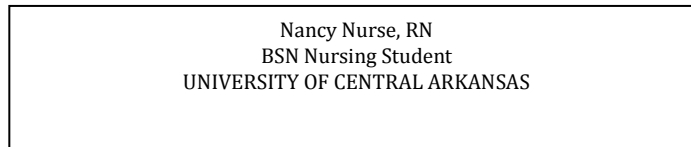
Adopted 4/10/92; Revised 8/8/12; Revised 8/25/2014

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Dress Code (RN to BSN)

The primary purpose for the dress code is identification, cleanliness, neatness, and to portray a professional image. These guidelines are designed for the protection of both the student and the patient/client.

The RN student is expected to wear a white lab coat. In accordance with the Arkansas State Board of Nursing Rules and Regulations students are required to wear a nametag at all times in clinical areas. Students can purchase a nametag through the School of Nursing or any trophy/office supply business.



Lab Coat: White, clean, unstained, wrinkle-free; mid-thigh to knee length.

Name Pin:

- Visible on the front of the uniform on the upper left side.
- The top line of the name pin is printed with the "student's name, RN" and the second line is printed with the "UCA Nursing Student."

Shoes: As specified by OSHA standards, personnel providing direct patient/client care must wear socks or stockings and shoes with impermeable enclosed toes. Shoes must be constructed of an impervious, non-absorbent material, clean and in good repair. Shoes must be all white with not color or writing.

The following are NOT allowed:

- Nail polish or artificial nails. Natural nails must be trimmed;
- Strong odors including but not limited to scented perfume or lotions, aftershave, hairspray, or offensive body odor;
- Chewing gum;
- Excessive hair accessories. Simple barrettes may be worn;
- Visible tattoos (cover up with make-up or flesh colored tape);
- Print or colored undergarments that show through the uniform;
- Excessive make-up;
- Tobacco use. All clinical facilities are smoke/tobacco free;
- Faded, torn, ripped or frayed clothing;
- Midriff or off-the-shoulder blouses, sweaters, or dresses;
- Low neck lines on dresses, sweaters, or blouses
- Short dresses or skirts; dresses and skirts can be not shorter than 2 inches above the knee and not longer than mid-calf (unless established religious customs);
- Torn, ripped, or frayed clothing;
- Tight, sheer, or revealing clothing;
- Clothing with advertisements, sayings, or logos;
- Spaghetti strap or strapless shirts or dresses;
- Denim jeans;
- Shorts or sports attire;
- Hats, scarves, caps, bandanas, plastic hair bags/shower caps; unless for medical conditions

- or safety purposes or established religious customs;
- Visible body piercing/jewelry except for ears; one pair of simple earrings and wedding bands are allowed. All other piercings and jewelry must be removed;
- Open toed or open heeled shoes;
- Low riding pants – All pants must be worn at the natural waistline.

Addendum: If the agency's dress code is more restrictive than this policy, the student is expected to comply with the agency's policy. Exceptions to or differences in any of the policies may occur in some clinical areas or with individual instructors to meet the clinical experience requirements. Students will be notified of any exceptions. Faculty may dismiss a student from a clinical setting if the uniform policy is violated.

Any questions should be discussed and clarified with the clinical instructor prior to clinical participation.

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Infection Control Precautions

Policy - All undergraduate nursing students will maintain current knowledge and practice that is consistent with the most current Center for Disease Control and Prevention (CDC) guidelines for protecting healthcare workers and patients/clients from exposure to infectious diseases.

1. Prior to clinical each semester, all students must complete an assignment on Standard, Transmission-based, and Latex precautions.
2. Once instructed on specific types of infection control precautions and patients/clients requiring precautions, a student's practice is to be consistent with the guidelines.
 - a. Failure to do this in the clinical setting can jeopardize the safety and well-being of patients/clients, visitors, staff, and the student and may result in the student's clinical failure.
 - b. Failure to do this in the simulated laboratory setting can jeopardize the safety and well-being of other students, faculty, staff, and the student and may lead to the student's course dismissal

Exposure to Blood or Body Fluids

In the case of a clean needle stick injury (one where the instrument has not been used on a patient/client) the student is to be seen in an employee/student health or emergency service within 24 hours for wound treatment and tetanus prophylaxis, if necessary.

Needle stick injury or instrument exposure to blood or other body fluids should be reported immediately to the nursing instructor. An Employee/Student Injury and Accident Report Form (I & A form) or an Incident Report form should also be completed. Information about the source and/or patient/client involved should be obtained by the instructor and recorded, including the patient/client's name, unit number, and physician.

The instructor must check the patient/client's medical record for the patient/client's risk status for hepatitis and HIV infection (e.g. homosexuality, blood transfusions, I.V. drug abuse, or previous history of positive HIV) and record this information on the I & A form.

The I & A form is to accompany the student to the employee/student health or emergency service at the time of initial evaluation within 24 hours of the injury or contamination.

Exposure to blood/body fluids via direct contact or needle stick should be reported to the instructor immediately. Strictly adhere to hospital policy for reporting the exposure.

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Patient/Client Records/Reports/Assignments

All written or verbal reports/records/assignments regarding patients/clients are to be presented in an honest, clear, factual and respectful manner, consistent with professional standards. In addition, they must comply with agency standards and policies and with applicable laws such as HIPAA (Health Insurance Portability and Accountability Act). This applies to patients/clients from any setting (such as community or hospital); any type of patient/client report/record/assignment such as course papers, logs, or care plans; reports given to staff or in post-conference or class; and/or patient/client charting completed by the student. Violation of this policy is grounds for clinical failure and dismissal from the program.

Student Errors, Near Misses, and Deficiencies in Clinical and Simulation Laboratory

The faculty recognizes that no student will intentionally make an error when providing patient/client care. They also realize that students are human and that mistakes can and do occur. In order to ensure patient/client safety and as a result of an increasingly litigious society, the faculty has determined that in order to protect the patient/client and the student, and to verify that the student is a safe practitioner, the following procedures will be followed if a student makes an error of omission or commission or has a near miss in the clinical or simulation laboratory. Merriam-Webster.com defines a near miss as "a miss close enough to cause damage" and a "close call." According to the AHRQ definition, a near miss is an "event or situation that did not produce patient/client injury, but only because of chance."

- When a student or licensed personnel recognizes that an error or near miss has occurred, it is the student's responsibility to report the error or near miss immediately to the clinical nursing faculty and clinical agency.
- For clinical errors, an incident report will be filled out and filed with the clinical agency according to agency policy.
- Clinical instructors are to notify the Course Coordinator of any student errors, near misses, or deficiencies.
- The Course Coordinator is to notify the Undergraduate Program Coordinator or School of Nursing Director about the error, near miss, or deficiency.

- The student and the course faculty will complete the UCA School of Nursing Clinical Deficiency Form ([Appendix D](#)).
- The course faculty or laboratory coordinator will complete the UCA School of Nursing, Remediation Faculty Report ([Appendix D](#)).
- Once the student has satisfactorily completed the remediation plan, the clinical faculty will complete the UCA School of Nursing Post Remediation Clinical Observation Follow Up Report ([Appendix D](#)).
- All forms related to the error, near miss, or deficiency will be attached to the student's clinical performance record and placed in the student's file.

Students not completing the remediation plan satisfactorily will receive a failing grade for the clinical portion of the course, which will result in failure of the course.

Students making an error and not reporting it to the clinical faculty in a timely manner or found trying to cover-up or hide the error will be immediately dismissed from the clinical experience, dismissed from the course, and will receive an "F" grade for the course.

A report of an error(s) must be submitted in writing to the School of Nursing Director if the error(s) requires legal intervention or is of great significance.

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RESEARCH AND SCHOLARSHIP

Protection of Human Subjects

Any educational research sponsored by or conducted in the School of Nursing is subject to university and departmental policies and procedures. All educational research will comply with the policies and procedures of the UCA **Institutional Review Board** for the Protection of Human Subjects. Any information/data obtained from student and course records is subject to university policies and procedures and the Family Educational Rights and Privacy Act of 1974.

All proposals for research by students must be reviewed to ensure protection of human subjects. Students are to follow the policies and procedures of the UCA Institutional Review Board. A copy of the policies and procedures can be accessed on the Sponsored Programs homepage <http://spo.uca.edu>. Students with questions should call Sponsored Programs at 501-450-3451.

Student Participation in Program Evaluation and Research

The School of Nursing routinely collects evaluative information and research data about the program which includes faculty, students, and/or courses. The information is not used to determine the academic standing of a student. The information is to assist faculty with program evaluation and research. Students can expect: 1) that data will be obtained from student and course records for use in educational research and program evaluation; and 2) that observers will be present in the classroom or clinical setting for the purposes of collecting research data, evaluating/observing performance of the instructor, or testing educational instruments.

Data collected for educational research or program evaluation will not be used to influence a student's academic standing. It will be used as group data or to evaluate instructors, teaching strategies, courses and/or the program as a whole.

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Professional Organizations and Committees

School of Nursing Committees

Opportunities are available for student participation on the School of Nursing standing committees. School of Nursing committees include:

- Undergraduate Curriculum Committee (UGCC)
- Undergraduate Awards, Admissions, and Progression Committee (UGAAP)
- Evaluation and Quality Assurance Committee (EQAC).

The names of students who are serving on undergraduate committees can be found on the School of Nursing website.

National Student Nurses' Association (NSNA) and Arkansas State Nursing Student Association (ASNSA) and UCA Nursing Student Association (UCA NSA)

ASNSA is a component of NSNA and is an organization of nursing and pre-nursing students. UCA has a state chapter of ASNSA. Membership entitles the individual to receive NSNA's official magazine – Imprint; reduced rates on products and services; opportunities to serve in the local chapter, state organization, or national organization; opportunities to compete for scholarships, and much more. The UCA NSA is an active chapter and has received many awards for their activities. They usually maintain the bulletin board at the 2nd floor elevator and have a display cabinet outside of suite 114. For further information contact any UCA NSA officer or the UCA NSA Faculty Advisor.

Sigma Theta Tau International Honor Society of Nursing

Kappa Rho Chapter At-Large

The Kappa Rho Chapter of [Sigma Theta Tau, the International Honor Society of Nursing](#) was chartered in the spring of 1988. In spring 2002, the charter was reissued as Kappa Rho Chapter At-Large to include the Arkansas Tech University Nursing Program. Sigma Theta Tau is the only honor society for nursing. The first chapter was established in 1922. The society recognizes superior achievement, facilitates leadership, supports scholarship in nursing, and strengthens individual commitment to ideals and purposes of professional nursing.

Undergraduate students who meet Sigma Theta Tau's criteria are eligible for induction into the Kappa Rho At-Large Chapter. Level IV students who rank in the upper 35 percent of their graduating class and have achieved academic excellence are eligible for induction.

Induction into the Honor Society and Kappa Rho-At-Large Chapter occurs in the fall semester of each year. For further information, contact the School of Nursing faculty counselor to Kappa Rho-at-large at 501-450-3119.

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UCA Alumni Chapter

Founded in 1990, the Nursing Alumni Chapter is affiliated with the UCA Alumni Association. Purposes of the Nursing Alumni Chapter are to: 1) maintain a close relationship between the university and graduates of the programs in nursing; 2) maintain a medium for dissemination of information pertinent to professional nursing; and 3) to promote professionalism in nursing through the educational process. Membership is open to all graduates and former students of the nursing programs, present and past nursing faculty, and other individuals who are interested in affiliating with the Chapter. See School of Nursing Chairperson for more information.

GRADUATION AND LICENSURE

Criminal Background and RN Licensure

Most states, including Arkansas, require a state and federal criminal background check on application for license. Per Arkansas State law, Act 1208 of 1999, persons **convicted** of a crime **may not be eligible** to be licensed as an LPN, RN, or APRN or to take the licensure exam(s). See the School of Nursing Director for more information.

For more information about the law and crimes, refer to Nurse Practice Act, chapter 3, section 17-87-309 and 17-87-312

The list of crimes include:

- (1) Capital murder as prohibited in § 5-10-101;
- (2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
- (3) Manslaughter as prohibited in § 5-10-104;
- (4) Negligent homicide as prohibited in § 5-10-105;
- (5) Kidnapping as prohibited in § 5-11-102;
- (6) False imprisonment in the first degree as prohibited in § 5-11-103;
- (7) Permanent detention or restraint as prohibited in § 5-11-106;
- (8) Robbery as prohibited in § 5-12-102;
- (9) Aggravated robbery as prohibited in § 5-12-103;
- (10) Battery in the first degree as prohibited in § 5-13-201;
- (11) Aggravated assault as prohibited in § 5-13-204;
- (12) Introduction of controlled substance into the body of another person as prohibited in § 5-13-210; (13) Terroristic threatening in the first degree as prohibited in § 5-13-301;
- (14) Rape as prohibited in §§ 5-14-103;
- (15) Sexual indecency with a child as prohibited in § 5-14-110;
- (16) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 – 5-14-127;
- (17) Incest as prohibited in § 5-26-202;
- (18) Offenses against the family as prohibited in §§ 5-26-303 - 5-26-306;
- (19) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201; (20) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
- (21) Permitting abuse of a child as prohibited in § 5-27-221(a)(1) and (3);
- (22) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child as prohibited in §§ 5-27-303 - 5-27-305, 5-27-402, and 5-27-403;
- (23) Felony adult abuse as prohibited in § 5-28-103;
- (24) Theft of property as prohibited in § 5-36-103;
- (25) Theft by receiving as prohibited in § 5-36-106;
- (26) Arson as prohibited in § 5-38-301; (27) Burglary as prohibited in § 5-39-201;
- (28) Felony violation of the Uniform Controlled Substances Act §§ 5-64-101 – 5-64-608 as prohibited in § 5-64-401;
- (29) Promotion of prostitution in the first degree as prohibited in § 5-70-104; (30) Stalking as prohibited in § 5-71-229;
- (31) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection;

- (32) Computer child pornography as prohibited in § 5-27-603; and
(33) Computer exploitation of a child in the first degree as prohibited in § 5-27-605.

Department of Nursing Pin

The School of Nursing pin distinguishes University of Central Arkansas nursing graduates from those of other programs. A program pin has been a long-standing tradition in nursing. The UCA pin was designed by the first graduating baccalaureate class, the class of 1967. The UCA pin is diamond-shaped with the university seal placed on a purple background. It also has a BSN guard pin. The pins are available in 10K or 1/10K gold. Graduating students may purchase their pins through the School of Nursing in the last semester of course work or any time after graduation.

Application for Graduation

Application for graduation will be made 1 year prior to the expected date of graduation with the assistance of the School of Nursing Academic Counselors. All School of Nursing and University requirements are to be met before a student may graduate and take the National Council Licensure Examination (NCLEX-RN).

Convocation

Convocation is a School of Nursing tradition. The purpose of the convocation ceremony is to recognize and celebrate the achievements of graduates from all Nursing degree programs. The ceremony is held the afternoon prior to the University's spring commencement. During the ceremony, BSN graduates receive their nursing pins, MSN and DNP graduates are hooded, and post-MSN graduates receive their certificates. Participation in this event is encouraged, and family and friends are invited.

NCLEX-PN, Exam, Application

Students, who have successfully completed the Level III year of nursing, may apply to take the licensing examination for Practical Nursing (NCLEX-PN). If licensed, the student may then practice as an LPN during the year. Applications are available directly from the Arkansas State Board of Nursing (501-686-2700; Suite 800, 1123 South University, University Tower, Little). Check the Arkansas State Board of Nursing web site for specific fee amounts and the [PN Equivalency Requirements](#).

Prior to taking the license examination students must complete a short correspondence course on the role of the LPN. To prepare for the exam, students are encouraged to review one or more of the NCLEX-PN review books available in the UCA bookstore.

NCLEX-RN Exam, Application

Prior to taking the NCLEX-RN exam, candidates must submit documents and fees to both the Board of Nursing and testing service. In Arkansas, two separate submissions of documents and fees are required. The School of Nursing works closely with graduating Level IV students to assist them with the application process.

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NCLEX-RN Verification of Degree Policy

The Arkansas State Board of Nursing Registered Nurse Examination Application includes a recommendation from the School of Nursing Director. This recommendation will be provided for any UCA BSN graduate applying for the first NCLEX-RN attempt within two (2) years of graduation and who meet all other NCLEX-RN preparation requirements.

Expenses Prior to and After Graduation

During the Level IV year (especially in the spring) nursing students usually encounter additional expense. Some of those are listed below. The prices are estimates and some expenses are mandatory while others are optional. See School of Nursing Education Counselors for a list of current fee amounts.

Required Expenses for Level IV Prelicensure Students

- Sigma Theta Tau Research Day (Registration and travel to host school) (\$25 plus cost of travel to host school)
- Application for Graduation (\$30 – January) Cap and Gown (\$40 – March) – Gown is required for the Convocation Ceremony
- NCLEX-RN
 - Arkansas State Board of Nursing fee (\$75 – April)
 - Temporary Permit Arkansas State Board of Nursing fee (\$25 – April)
 - NCLEX-RN exam fee (\$200 – April)
 - Fingerprints/ Background check/AR State Police Background check (\$41.25 – November)

Required Expenses for BSN Completion Students

- Application for Graduation (\$30 – January)
- Cap and Gown (\$40 – March) – Gown is required for the Convocation Ceremony

Optional Expenses for Level IV Prelicensure Students

- UCA Nursing Pin (\$40 and up – February)
- Graduation Invitations and Class Ring (Prices vary – order in March through Bookstore)
- Composite Picture (\$30 plus the cost of any package you purchase – February)
- NCLEX-RN Review Course (Prices range between \$300 - \$500 - April)

Optional Expenses for BSN Completion Students

- UCA Nursing Pin (\$40 and up – February)
- Graduation Invitations and Class Ring (Prices vary – order in March through Bookstore)
- Composite Picture (\$30 plus the cost of any package you purchase – February)

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Graduating Student Composite Picture

On the second floor of Doyne Health Science Center are the composite pictures of previous graduating classes. Traditionally, these have been presented to the School of Nursing by the graduating classes. As with the convocation ceremony, the composite picture has become a tradition, but is not required of graduating students (both prelicensure and BSN completion students). People frequently stop to look

at the pictures hanging in the hall. When alumni return to campus, they bring family members to see their class picture. It also serves as a testimony to the "up and coming" classes that success is attainable.

AWARDS AND SCHOLARSHIPS

Outstanding Undergraduate Student Award

Source of Funding:	School of Nursing/Friends of Nursing Fund
Eligibility:	Current Level IV BSN student
Selection:	Level IV students and Faculty nominate. The selection committee will then make the final selection based on individual criteria.
Criteria:	Treats all with openness and respect; seeks opportunities to promote personal professional development; incorporates interdisciplinary approach to professional nursing; uses styles of leadership that facilitate group process; fulfills professional obligations; exercises judgment about when to express a personal or professional opinion; uses a variety of professional communication techniques effectively; within the professional context, allows professional values to take precedence over personal values; is responsible and accountable for all professional actions and their consequences; in good academic standing.
When awarded:	Spring
Award:	Plaque and \$200.

Undergraduate Academic Excellence Award

Source of Funding:	School of Nursing/Friends of Nursing Fund
Eligibility:	Current Level IV BSN student
Selection:	Undergraduate AA&P Committee selects based on criteria.
Criteria:	Graduating senior with the highest overall GPA. In the event that more than one student is eligible for the award, faculty will be provided with a list of eligible candidates and asked to vote to vote for the student that they think most reflects the spirit of the award. Faculty will be asked to provide rationale/support for their selection. The selection committee will then tally the votes and make the final selection.
When awarded:	Spring
Award:	Plaque and \$100.

Undergraduate Clinical Excellence Award

Source of Funding:	School of Nursing/Friends of Nursing Fund
Eligibility:	BSN; One Level III and one Level IV student
Selection:	Student submits application and letter of recommendation from at least one clinical instructor. The selection committee will then make the final selection based on individual award criteria.
Criteria:	Student is respectful, accountable, seeks opportunities, facilitates leadership, exhibits professional behavior, exercises professional judgment, and in good academic standing.
When awarded:	Spring
Award:	Plaque and \$100.

Spirit of Nursing Award

Source of Funding:	National Student Nurses Association (NSNA)
Eligibility:	BSN; current Level IV student
Selection:	NSNA and Army Nurse Corps
Criteria:	Student demonstrates a commitment to excellence through community, professional, and academic achievements.
When awarded:	Spring
Award:	Registration fee, lodging, and airline ticket to NSNA National Convention.

Ashcraft Nursing Scholarship

Source of Funding:	UCA Foundation
Eligibility:	BSN; Current Level III student
Selection:	Student submits scholarship specific application (Appendix E). The selection committee will make final selection based on individual award criteria.
Criteria:	In order to be eligible for this scholarship, the applicant must be: (1) classified as an underrepresented minority nursing student [racial minority, ethnic minority, gender minority], (2) classified as a Level IV nursing student for the next academic year, (3) in academic good standing in the Department of Nursing, and (4) a U.S. citizen. RN to BSN nursing student applicants must be enrolled in six or more hours in the nursing curriculum. Unlicensed or articulating LPN student applicants must be enrolled full-time in the nursing curriculum.
When Awarded:	Spring
Award:	Two equal installments on the dates of registration for the first and second semesters of the academic year. The actual amount of the award will vary each year based on availability and variability in funding.

Barbara Harpe Nabholz Nursing Scholarship

Source of Funding:	UCA Foundation
Eligibility:	BSN; rising Level II or rising Level III student
Selection:	Student submits scholarship specific application (Appendix E). The selection committee will make the final selection based on individual award criteria.

Criteria: Eligibility: (1) single parent in financial need, (2) classified as a Level III or Level IV student for the next academic year, (3) enrolled in all required nursing courses for that academic year, and (4) in academic good standing in the School of Nursing. A student, who is enrolled in all required nursing courses, even if enrolled in less than 12 credit hours, is still eligible for the scholarship.

When awarded: Spring

Award: Up to full tuition and fees for EACH semester of the awarded year. The actual amount of the award will vary each year and is based on availability and variability in funding.

Clara Forsberg Nursing Scholarship

Source of Funding: UCA Foundation

Eligibility: BSN; rising Level II or rising Level III student

Selection: Undergraduate faculty nominates. The selection committee will make the final selection based on individual criteria.

Criteria: Displays professionalism in the classroom and in clinical areas; displays academic ability beyond the majority of the class.

When awarded: Spring

Award: Up to ½ tuition and fees for EACH semester of the awarded year. The actual amount of the award will vary each year and is based on availability and variability in funding.

Enda and Edward Vail Scholarship

Source of Funding: UCA Foundation

Eligibility: BSN; rising Level II or rising Level III student

Selection: Student submits application ([Appendix E](#)). The selection committee will make the final selection based on individual award criteria.

Criteria: Good academic standing. GPA 3.0 or greater; involved in extracurricular activities; good solid student; responsible, engaged; not necessarily top grades; financial need.

When awarded: Spring

Award: Monetary award. Actual amount of the award will vary each year and is based on availability and variability in funding.

Lauretta Koenigseder Nursing Scholarship

Source of Funding: UCA Foundation

Eligibility: BSN; rising Level II or rising Level III student

Selection: Student submits application ([Appendix E](#)). The selection committee will make the final selection based on individual award criteria.

Criteria: Student who displays quality nursing care and professionalism. Financial need is a consideration.

When awarded: Spring

Award: \$250. Actual amount of the award will vary each year and is based on availability and variability in funding.

Martin Nursing Scholarship

Source of Funding:	UCA Foundation
Eligibility:	One awarded to a BSN student and one awarded to a MSN student.
Selection:	Student submits application (Appendix E). The selection committee will make the final selection based on individual award criteria.
Criteria:	Recipient shall be a nursing student accepted into the UCA Nursing program with consideration given to financial need. The recipient shall have a grade point average of 3.0 or above. The scholarship shall be paid in one installment on the date of registration for the first or second semester of the academic year.
When awarded:	Spring
Award:	\$250. Actual amount of the award will vary each year and is based on availability and variability in funding.

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Appendix A - Prelicensure BSN Level Objectives

Level II Objectives

1. Integrates knowledge from nursing, the sciences and humanities to develop a foundation for practice and care of self.
 2. Begins personal transition into the professional role based on knowledge of the nursing profession, professional nursing standards, and personal goals.
 3. Recognizes effective professional relationships with nurses and interprofessional staff.
 4. Plans care in collaboration with patients/clients, preserving patient/client confidentiality and privacy while clarifying preference and values.
 5. Demonstrates awareness of cost and the need for conservation of health resources in providing Patient/Patient/client care.
 6. Communicates and documents honestly and accurately.
 7. Recognizes standardized terminology in the healthcare environment.
 8. Applies therapeutic communication within the nurse patient/client relationship.
 9. Demonstrates professional scholarly writing.
 10. Uses clinical reasoning and the nursing process to engage in problem solving.
 11. Accesses information systems in clinical and educational settings.
 12. Identifies roles and responsibilities of health care professionals.
 13. Provides individualized, patient/client-centered care with sensitivity to patient/client's needs, preferred practices, cultural beliefs, diversity and unique perspectives.
 14. Performs comprehensive assessments of adult patients/clients and the healthcare environment.
 15. Performs basic nursing skills with safety and competence.
 16. Assumes accountability as a health care provider.
 17. Uses legal standards, professional standards and nursing code of ethics to guide clinical practice.
 18. Provides care that reflects knowledge of political and regulatory processes.
 19. Identifies roles and responsibilities of health care professionals in regard to delegation and supervision of patient/client care.
 20. Integrates knowledge from nursing, the sciences, and humanities to develop a foundation for nursing practice and care of self.
 21. Recognizes professional boundaries.
 22. Recognizes the relationship between personal health, self-renewal and the ability to deliver sustained quality care.
 23. Assesses personal self-care behaviors.
- Revised 12.19.02; Revised 2.3.12

Level III Objectives

1. Provides safe and effective patient/client care utilizing knowledge of technical skills and scientific principles.
2. Assumes accountability for personal and professional behaviors.
3. Takes initiative to seek new learning opportunities.
4. Incorporates collaborative techniques to produce positive professional relationships.
5. Explores the impact of socio-cultural, economic, legal and political factors influencing healthcare access, equity and affordability, as related to vulnerable populations.
6. Expresses self effectively using multiple communication approaches in a variety of professional contexts.
7. Uses standardized terminology in the healthcare environment.
8. Uses the nursing process and selected theories as a framework for clinical reasoning, decision making, and nursing judgment.
9. Implements evidence based nursing interventions for managing care of individuals and families.
10. Uses health care technologies to impact patient/client outcomes and create safe environments.
11. Participates in quality and safety initiatives.
12. Uses knowledge of prioritization in decision making while retaining accountability for quality care.

13. Adapts assessment techniques and skills to accommodate unique characteristics and risks of individuals and families.
14. Plans and manages physical, psychological, social and spiritual needs of patient/client and family/caregiver.
15. Advocates for patients/clients and families to make informed decisions while respecting inherent worth and dignity.
16. Identifies an ethical decision making framework for clinical practice.
17. Clarifies personal and professional values recognizing the impact on decision-making, professional behavior and professional relationships.
18. Incorporates legal and professional nursing standards into practice.
19. Uses knowledge of financial, political, and regulatory processes in health care delivery.
20. Uses knowledge of prioritization and delegation while retaining accountability for quality care.
21. Establishes professional boundaries.
22. Practices and promotes self-care behaviors.

Revised 12.19.02; Revised 2.3.12

Level IV Objectives

1. Consistently uses principles, theories, models, and frameworks as a basis for practice, self-reflection, and professional relationships
2. Values lifelong learning to support excellence in nursing practice.
3. Explores resources to enhance self-learning, nursing practice, and career development.
4. Establishes and maintains effective relationships (i.e., team building, negotiation, conflict resolution) with diverse groups and disciplines.
5. Supports fairness and non-discrimination in delivery of care, allocation and use of health care resources, and development of health care policy.
6. Incorporates standardized terminology in the healthcare environment.
7. Reflects on and effectively self-corrects personal communication within professional contexts.
8. Identifies basic elements of the research process and models for applying evidence to clinical practice.
9. Collaborates in the collection, documentation, and dissemination of evidence.
10. Applies health care technologies to maximize outcomes for patients/clients.
11. Manages care utilizing principles of interdisciplinary models to maximize quality of life.
12. Participate in the development and implementation of creative strategies to influence system change.
13. Uses evidence to organize, manage, and evaluate strategies that promote healthy communities.
14. Participate in clinical prevention and population focused interventions during emergency situations and disasters.
15. Performs skills for efficient, safe and compassionate delivery of patient/client care.
16. Advocates for health care that is sensitive to patient/client needs, with particular emphasis on needs of vulnerable populations.
17. Demonstrates tolerance for the ambiguity and unpredictability of the world and the effect on health care.
18. Applies an ethical decision-making framework to clinical situations that incorporates moral concepts, professional ethics, law, and respects diverse values and beliefs.
19. Uses knowledge of health care systems, healthcare policy and professional nursing to influence health care delivery.
20. Advocates for professional standards of practice using organizational and political processes.
21. Applies prioritization and delegation principles in coordination of healthcare teams.
22. Integrates self-care behaviors into personal and professional lifestyle.
23. Maintains professional boundaries.

Revised 12.19.02; Revised 2.3.12

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Appendix B – Special Studies Request Form

UNIVERSITY OF CENTRAL ARKANSAS
 School of Nursing - Undergraduate Program
***Special Studies/Optional Courses in Nursing Intent to Enroll Form**

Each student planning to enroll in a Special Studies/Optional Courses in Nursing course must complete this form, have it signed by her/his advisor or faculty sponsor and **submit the completed form to Jessica Burks, Education Counselor**. This form authorizes the student's enrollment in the course.

Student Printed Name: _____ **ID#** _____ **Date:** _____

Planned Enrollment:

Number of credits desired: _____ 1 credit _____ 2 credits _____ 3 credits
 Semester of enrollment: _____ Fall 20__ _____ Spring 20__ _____ Summer 20__
 Nature of enrollment: _____ Optional _____ Required

This course is taken to meet:

Progression requirement _____ no _____ yes (course # _____)
 Scholarship requirement _____ no _____ yes (specific scholarship _____)
 Financial aid requirement _____ no _____ yes (specific funding source _____)

If taken to meet Financial Aid or Scholarship requirements, does this course require a letter grade rather than credit/no credit? _____
 no _____ yes _____

SPECIAL STUDIES FOCUS

Check one: _____ Guided reading _____ Test-taking Skills _____ Optional NCLEX Review _____ Other

Special Studies Faculty Sponsor: _____

NCLEX PREPARATION -

What content area(s) will be reviewed _____

Number of questions per content area _____ Total # of questions _____

GUIDED READING

Title of Book: _____

OTHER SCHOLARLY ACTIVITY:

Explain scholarly activity: _____

Student Signature: _____ **ID#** _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

Appendix C – Request for Readmission and Alternate Progression

UNIVERSITY OF CENTRAL ARKANSAS
School of Nursing
*APPLICATION FOR READMISSION TO NURSING MAJOR

PLEASE PRINT OR TYPE – ANSWER EVERY QUESTION

1. NAME _____
Last First Middle (Maiden)

2. Permanent Address _____
Street City

3. School Address _____
Street City

4. Telephone: Permanent _____ School _____

5. UCA ID Number _____

6. Indicate semester last enrolled in UCA Nursing Program _____

7. Indicate semester you wish to return Month _____ Year _____

List nursing courses (by name) you wish to enter:

8. Reason for leaving nursing program:
_____ A. Did not pass nursing courses NURS _____ (Give number & title of course)
_____ B. Other: Please explain

9. Are you currently enrolled in a college or university? Yes _____ No _____

10. List all UCA nursing courses successfully completed: _____

11. Attach proposed curriculum pattern to application.

Return whole application to: Dr. Julie Meaux
Undergraduate Program Coordinator
School of Nursing
University of Central Arkansas
201 South Donaghey
Conway, AR 72035

Signature

Date

**University of Central Arkansas
School of Nursing**

***ALTERNATE PROGRESSION PLAN**

Name _____ Date _____

Address _____

City, State, Zip _____

E-Mail Address _____

Identification Number _____ Phone _____

Explain your reason for requesting an Alternate Progression Plan. Consult a School of Nursing, Education Counselor to develop a proposed alternate plan-of-study. List courses you intend to take by semester.

Signature: _____

Date: _____

Appendix D - Clinical Deficiency and Remediation Forms



**UNIVERSITY OF CENTRAL ARKANSAS
SCHOOL OF NURSING**
**Clinical Deficiency Form*

Please Choose One:

- Clinical Communication:** *The instructor has determined that the student needs assistance with one or more of the course clinical objectives (i.e. skills or interventions).*

- Clinical Warning:** *The instructor has determined that the student is not meeting the course clinical objectives and is in jeopardy of failing the clinical rotation.*

Date: _____
Course: _____
Student: _____
Clinical Faculty: _____

The following deficiencies were noted by course or clinical faculty on **(date)**. These deficiencies will result in failure to meet course and/or clinical objectives.

Objective: <i>As stated in course syllabus and/or clinical performance tool.</i>	Deficiency: <i>Description of student behavior constituting failure to meet the objective.</i>

Student Strengths:

Plan for Remediation:

Comments:

Course and/or clinical objectives must be met by **(date)**. Noncompliance will result in course failure.

Faculty (signature) _____ **Date:** _____

Student (signature) _____ **Date:** _____



UNIVERSITY OF CENTRAL ARKANSAS
SCHOOL OF NURSING
**Remediation Faculty Report*

Date began: _____

Date completed: (date)

Student Name:

Course:

Course Faculty:

Remediation Faculty:

Student failed to meet the following Clinical objective(s):

Remediation plan:

Remediation Faculty narrative note:

- Student has completed the remediation plan.

Student signature

Date

Remediation Faculty signature

Date



**UNIVERSITY OF CENTRAL ARKANSAS
SCHOOL OF NURSING**

**Post Remediation Clinical Observation Follow Up Form*

This is used by the clinical instructor when a student returns to clinical after engaging in remediation for a clinical deficiency.

Student Name: _____

Faculty Name: _____

Date of Deficiency: _____

Date of Remediation: _____

Date Returned to Clinical: _____

- This deficiency has been satisfactorily corrected
- The student continues to demonstrate clinical deficiency in the following area(s):

- Clinical warning has been issued to student

Clinical Faculty Signature Date

Student Signature Date

Appendix E – Scholarship Applications

UNIVERSITY OF CENTRAL ARKANSAS
School of Nursing

General Application for Undergraduate Scholarships and Awards

If you would like to be considered for a School of Nursing Undergraduate Scholarship/Award, please complete the following application. Information related to individual scholarships and awards can be found in the BSN Handbook. Applications must be submitted to the UCA School of Nursing Awards, Admission and Progression (AAP) Committee Chairman by **February 28, 2017 @ 4pm.**

Name _____ UCA ID # _____

Current mailing address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Current status in the nursing program:

- Undergraduate – Level II
- Undergraduate – Level III
- Undergraduate – Level IV
- BSN Completion – (expected date of graduation: _____)

Total credit hours currently enrolled in: _____ Total credit hours completed: _____

Please indicate if you are applying for the Ashcraft or Barbara Harpe Nabholz Nursing Scholarships. Remember, a separate scholarship specific application is required for each of these scholarships. (Select all that apply)

- Ashcraft Nursing Scholarship
- Barbara Harpe Nabholz Nursing Scholarship

If you are applying for an award or scholarship *other than* the Ashcraft or Nabholz scholarships, please address each of the following on a separate page:

1. Sources of financial assistance you are receiving this academic year. Percentage of your education and living expenses met by financial assistance.
2. Extracurricular activities, clubs, organizations, or community service involvement.
3. If currently employed, number of hours per week you work, place of employment, and phone number.
4. Please submit a paragraph summarizing your academic and clinical accomplishments, professional goals, and plans for growth during the remainder of your educational program. (250 words or less)
5. Any additional information that you would like to provide to the committee in consideration of your application?

Applications and supporting documentation should be submitted to:

UCA School of Nursing
Attn: Awards, Admission and Progression Committee Chair
201 Donaghey
Conway, AR 72035

UNIVERSITY OF CENTRAL ARKANSAS
School of Nursing

Ashcraft Nursing Scholarship

In order to be eligible for the *Ashcraft Nursing Scholarship*, the applicant must be: (1) an underrepresented minority nursing student, (2) classified as a senior (Level IV) nursing student for the next academic year, (3) a U.S. citizen, (4) enrolled full-time in the nursing curriculum (6+ hours for RN to BSN applicants), and (5) in academic good standing in the School of Nursing. The scholarship will be paid in two equal installments on the dates of registration for the first and second semesters of the academic year, on the condition that the recipient has maintained a cumulative grade point average of 2.75 or above. Applications must be submitted to the UCA School of Nursing Awards, Admission and Progression (AAP) Committee Chairman by **February 28th, 2017 @ 4:00 pm.**

Name _____UCA ID # _____

Current mailing address _____

Phone _____ Email _____

Current status in the nursing program:

- Level III
- RN to BSN

On a separate page, please address each of the following:

1. Personal statement of your financial need.
2. Sources of financial assistance you are receiving this academic year?
3. Current employment, if applicable (include number of hours worked per week and place of employment).
4. Additional information you believe would assist us in selecting the recipient for this scholarship.

To the best of my knowledge, the above information is accurate.

Signature

Date

UNIVERSITY OF CENTRAL ARKANSAS
School of Nursing

Barbara Harpe Nabholz Nursing Scholarship

The *Barbara Harpe Nabholz Nursing Scholarship* is provided by the Nabholz family in memory of their mother. In order to be eligible for this scholarship, the applicant must be: (1) a single parent in financial need, (2) classified as a Level III or Level IV student for the next academic year, (3) enrolled in all required nursing courses for that academic year, and (4) in academic good standing in the School of Nursing. A student, who is enrolled in all required nursing courses, even if enrolled in less than 12 credit hours, is still eligible for the scholarship. The scholarship will provide up to full scholarship for one year. Applications must be submitted to the UCA School of Nursing Awards, Admission and Progression (AAP) Committee Chairman by **February 28th, 2017 @ 4:00 pm.**

Name _____UCA ID # _____

Current mailing address _____

Phone _____Email _____

Current status in the nursing major: Level II _____ Level III _____

Total credit hours currently enrolled in: _____ Total credit hours completed: _____

On a separate page, please address each of the following:

1. Number and ages of your children who are living with you?
2. Sources of financial assistance you are receiving this academic year?
3. What percent of your education and living expenses are met by the above financial assistance?
4. If you are currently working, number of hours worked per week, place of employment, and phone number.
5. Sources of financial assistance you receive for your children?
6. What percentage of their living expenses are you responsible for?
7. If you have joint custody of your children, what is the percentage of time they are in your house?

8. Number and identification of other adults living in your house with you?
9. Additional information you believe would assist us in selecting the recipient for this scholarship.

I am a single parent with financial and parenting responsibilities for my child/children. To the best of my knowledge, the above information is accurate.

Signature

Date

Appendix F – Handbook Agreement Signature Page

UNIVERSITY OF CENTRAL ARKANSAS
School of Nursing

Handbook Agreement Signature Page

Student Name: _____ Date: _____

The University of Central Arkansas, School of Nursing, BSN Student Handbook contains policies and procedures for the 2016-2017 academic year.

Initial all the blanks below:

_____ **I agree to read and abide by ALL the policies as outlined in the current handbook.**

Criminal Behavior While Being a UCA Nursing Student

_____ I understand that if I have a criminal charge(s) filed against me, I must make a copy(ies) of all related materials and submit the material to the Department Chair within 30 days of filing of the criminal charge or citation.

_____ I understand that I am responsible to keep the Chair informed of the charge(s) and to provide any related paperwork.

_____ I understand that criminal behavior engaged in by me might affect my academic standing and progression in the UCA baccalaureate nursing program.

_____ I understand that sanctions can range from dismissal from the nursing program to probation for a period of time, and might include other disciplinary requirements based on the charge(s).

Patient/client Information Confidentiality and Health Insurance Portability and Accountability Act (HIPAA)

_____ I have been given information regarding patient/client information confidentiality and the HIPAA law.

_____ I agree to comply with all regulations.

_____ I understand that the hospitals and other health agencies where I have clinical experience(s) might have additional requirements to protect patient/client information.

_____ I understand that my failure to comply with the regulations may result in my dismissal from the program and/or legal and financial sanctions and penalties against me.

Standard, Transmission Based, and Latex Allergy Precautions Statement

_____ I have been given information regarding Standard, Transmission-Based, and Latex Allergy Precautions.

_____ I agree to use the precautions during clinical and simulated laboratory practice.

_____ I understand that my failure to use these precautions may result in exposure of myself and the patients/clients I care for to pathogens, including the Hepatitis B and Human Immunodeficiency Virus.

_____ I understand that my failure to use these precautions may result in potential harm to myself and the patients/clients I care for by exposure to latex-containing materials.

_____ I accept all consequences that occur in the event that I do not follow these precautions.

Signature Date

Faculty Signature, Witness Date