

# **2023-2024 ASN Student Handbook**



## **Mississippi University for Women Associate of Science in Nursing Program**

Revised 6/13/2023

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## I. INTRODUCTION

### PREFACE

This handbook has been developed by the ASN Faculty to inform students about the Department of Nursing and the Associate of Science in Nursing Program. It supplements the MUW University Bulletin and MUW Student Handbook (Campus Guide).

The rights, responsibilities, and regulations governing you as a student in the University are delineated in the MUW bulletin and MUW Student Handbook. This handbook contains specific facts and policies concerning the Associate of Science in Nursing Program. You will want to become familiar with all three of these publications. If you have comments and/or suggestions for additions to this handbook, please submit them to the chair of the Associate of Science in Nursing Program. Any changes to information in this handbook will be provided to you in writing as they arise.

It is the responsibility of students who have professionally diagnosed disabilities to notify the instructor so that necessary and appropriate modifications can be made to meet any special learning needs. Students needing accommodations for diagnosed disabilities need to contact the Student Success Center as soon as possible. The phone number is 662-329-7138. The student will follow the guidelines of the Student Success Center. It is the student's responsibility to submit the test routing form to the appropriate level coordinator.

The Associate of Science in Nursing Program prepares nurses to manage direct care to patients with commonly recurring illnesses in acute and long-term health care facilities. Graduates of this program will have the educational foundation to pursue a Bachelor of Science in Nursing degree through an advanced placement option for registered nurses.

Since its inception in 1971 with 135 students, the Associate of Science in Nursing Program at Mississippi University for Women has been committed to excellence in nursing education. Over 1,500 graduates are employed as registered nurses in acute and community health care settings throughout the United States.

The program has maintained Accreditation Commission for Education in Nursing (ACEN, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 1-404-975-5000, ext. 153, <http://www.acenursing.org>) and State of Mississippi Board of Trustees of State Institutions of Higher Learning (IHL, 3825 Ridgewood Road, Jackson, MS 39211, 601-432-6486, <http://www.ihl.state.ms.us>) Accreditation since the time of graduation of the first class in May, 1973. Overall pass rate on NCLEX-RN<sup>®</sup>, the licensure examination for registered nurses, has been maintained at 98%. Today the tradition of excellence continues with the inclusion of male students and adaptations to meet the changes in health care.

Applicants to the Department of Nursing are advised that individuals who have been convicted and/or pleaded no contest to certain felony crimes may be unable to participate in clinical experiences, resulting in the inability to complete program requirements and obtain employment in licensed health care agencies. For information on specific violations, please contact the program chair. Also, applicants are advised that they have to pass a drug screen and background check prior to beginning the program.

Also, applicants to the Department of Nursing are advised that upon completion of degree requirements the Mississippi Board of Nursing shall have power to ...deny an application for a license ... of any person who has been convicted of an offense that would constitute a crime as defined in Title 97 of the Mississippi Code of 1972.

It is the faculty's belief that your experiences as a nursing student will be rewarding. We are here to help you in your quest to become a nurse. **WELCOME TO THE ASSOCIATE OF SCIENCE IN NURSING PROGRAM!**

## DEPARTMENT OF NURSING

The Department of Nursing is completely housed in Martin Hall, which was built in 1929 and is one of 23 campus buildings on the National Register of Historic Places. It was named in honor of John McCaleb Martin, sponsor of the legislation establishing the institution in 1884. The renovation of Martin Hall, which began in May of 2004 and was completed in December of 2005, cost approximately \$5.2 million. The three-story facility provides space for offices, classrooms, a skills laboratory, a dedicated simulation lab, and a Learning Resource Center.

Located on the first floor in Room 122 is the office of the Dean and Executive Administrative Assistant. The Associate of Science in Nursing (ASN) Program is also housed on the first floor. The program office is in Room 100. The freshman classroom is in Room 116 on the east side of the building, as well as the freshman faculty offices. The sophomore classroom is located in Room 110 and is on the west side of the building, as well as the sophomore faculty offices.

The ASN student lounge, complete with refrigerator, microwave and coffee pot, is located on the first floor in Room 112. It is the responsibility of students who use the lounge to keep it clean. Food and drinks are allowed in the first floor halls and atrium area, as well as the student lounge. Food and drinks are not allowed in Skills Lab areas or Learning Resource Center.

The second floor of Martin Hall houses the Skills Laboratory (SL), Simulation Hospital and the Bachelor of Science in Nursing (BSN) Program. The SL has ten practice rooms and two large demonstration areas that simulate hospital rooms.

The Learning Resource Center (LRC), including a computer lab, the Master of Science in Nursing (MSN) Program, Doctorate of Nursing Practice (DNP) and a dedicated practice bay third floor. The computer lab offers desktop computers and a printer for student use.

Telephone numbers for the Department of Nursing are:

Dean's Office	329-7299
ASN Program	329-7311
BSN Program	329-7301
MSN Program	329-7323
Skills Lab	329-7749
Learning Resource Center	329-7367

## **UNIT PURPOSE**

The purpose of the Associate of Science in Nursing Program is to prepare nurses to provide care to patients in the community with acute and chronic health care needs, where policies and procedures reflect current nursing standards of care and practice. This purpose relates to the Mission of the University by providing general and specialized education for a diverse population of students. The Associate of Science in Nursing Program functions within the College of Nursing and Health Sciences and the Department of Nursing to provide education which is facilitated by a personalized environment for entry level into professional nursing practice. This process prepares the graduates to assume responsibilities of a registered nurse as health needs change and research findings expand.

## **PHILOSOPHY**

The Associate of Science in Nursing Program at Mississippi University for Women is cognizant of global health care needs and emphasizes the health needs of rural Mississippi. The program combines general and specialized education for a diverse population of students. The program for the associate degree nurse prepares the graduate for entry level into professional nursing practice and neither requires nor precludes further education.

The faculty believes that each person is a biological, psycho-social, cultural, spiritual, and intellectual being. This holistic nature is in part unique to the individual and in part shared with all humankind. The person's nature is basically good or neutral, and the individual strives to satisfy basic needs as well as to work toward self-actualization. Interaction between the individual and the environment occurs throughout the life span, and follows a sequential, orderly pattern of growth and development. The person is of value to self, family, community and the environment as an individual regardless of any innate abilities or differences. Therefore, the individual has the right to health care opportunities that promote healthy behaviors, create healthy environments, and increase access to high quality health care, which can lead toward the realization of that person's full potential as a human being.

Nursing is one of many professions providing health care to individuals within society as a whole. In its broadest sense, nursing is the application of arts and sciences in assisting the person to maintain or recover their optimum level of health or to accept death. The practice of nursing utilizes the clinical decision-making process and should be performed in a manner which reduces risk, prevents disease and promotes the patient's health, responsibility, freedom, awareness and dignity as an integral part of society.

Associate degree nursing practice combines nursing skills with selected principles from the biological, technological, and social sciences. The associate degree nurse utilizes these principles and skills to assess the individual's level of growth and development and potential assets along the wellness-illness continuum. Therapeutic nursing intervention and instruction are planned and evaluated to assist the person to achieve maximum health or to accept death. The associate degree nurse is prepared to provide care to patients in the community where policies and procedures reflect current nursing standards of care and practice.

Education is a change in individual behavior which evolves from organized learning experiences through the use of critical thinking and clinical reasoning. It is the process through which a student acquires foundational knowledge, decision-making skills, and understanding of those facts, principles and concepts that underlie a field of endeavor. The student is assisted in integrating the knowledge, communication and psychomotor skills necessary to function effectively in the field of nursing in a complex, dynamic society.

Learning is a continuous and active process manifested by change reflected in behavior. Learning is best achieved when outcomes of learning are behaviorally defined and attainable through a sequential learning process from the simple to the complex. With recognition of the dependent nature of the student body, the learner is encouraged toward progressive independence. The learning process is facilitated by a personalized environment which re-enforces individual strengths through technological instruction, written communication, oral presentations, individual conferences, small group discussions, and specific planned activities reflecting evidence-based practices.

Associate degree nursing is committed to ensuring program effectiveness through strategic planning and collaborative relationships within the community. Through provision of educational opportunities graduates are prepared to meet the Nurse of the Future Core Competencies in a changing and diverse society. The functions and responsibilities of the associate degree nurse will change as health needs within society change and research findings expand. In preparing for this change and expansion, a learning environment which emphasizes clinical judgement, leadership, management, individual accountability, and the need for continued professional and cultural growth is provided.

Reviewed Spring 2013

Reviewed Spring 2015

Revised Spring 2018

Reviewed Fall 2020

Revised Spring 2022

## **END OF PROGRAM STUDENT LEARNING OUTCOMES**

The Associate of Science in Nursing Program prepares individuals to:

1. Incorporate clinical decision-making and prioritization to manage patient-centered care to an individual or to a group of patients with acute and chronic health care needs.
2. Demonstrate leadership in order to provide therapeutic nursing intervention, including patient instruction, which reflects critical judgement, nutrition, pharmacology, communication theory, evidence-based research findings, and the assessment of patient needs.
3. Evaluate the interrelatedness between the patient's needs, family, community and cultural, ethnic, and social environment.
4. Integrate the patient's level of growth and development and strengths along the wellness – illness continuum in providing care and instruction.
5. Provide safe and effective care where policies and procedures reflect current nursing standards of care and practice utilizing quality improvement processes.
6. Collaborate with interdisciplinary teams in the community in managing patient-centered care.
7. Demonstrate personal accountability within the ethical and legal framework of nursing practice.
8. Demonstrate the responsibility of maintaining personal, professional, and cultural awareness.
9. Incorporate technology and informatics to plan, provide, and manage effective patient-centered care.
10. Demonstrate an awareness of the concept of systems-based practice in providing patient-centered care.

Revised Spring 2014

Revised Spring 2018

Reviewed 2021

Revised Spring 2022

## ORGANIZING FRAMEWORK

The curriculum leading to an associate of science degree with a major in nursing bases its design on the wellness-illness continuum. In the first semester of nursing, the student begins the study of promoting and maintaining the individual in a state of wellness and moves progressively toward a focus on the state of illness. In each successive semester, the learner becomes more involved in studying the individual in a state of illness by progressing from alterations in growth and development to more severe interferences. The student also becomes acquainted with the wellness state through support courses in the biological and social sciences. The vertical threads of basic needs, alterations, and interferences intersect with the eight horizontal threads identified by the faculty to form the structure of the curriculum. These are as follows: associate degree nurse's role, communication, community, nutrition, pharmacology, growth and development, prioritization hierarchy, and clinical decision-making process.

The associate of science curriculum is designed to provide opportunity for student experiences within the community. These experiences guide the student in promoting wellness and providing health care and education to an individual or group of clients with acute and chronic health care needs. This is accomplished within the context of the individual's needs and patterns of growth and development within the wellness-illness continuum. The student begins by dealing with the individual's basic need for self-preservation including the needs for oxygenation, fluid and electrolytes, nutrition, elimination, activity, comfort and rest, sex, physical safety, and psychological security. Each semester of nursing courses introduces a more complex level of nursing care for dealing with the patient's state of health progressing from maintenance of basic needs through alterations to interferences. In addition, academic support courses provide the student with a basis for understanding the biological, psycho-social, cultural, spiritual, and intellectual individual. Basic nursing process/clinical decision-making process, which is introduced in the first semester of nursing, provides the student with a systematic approach for promotion of wellness and for assisting and educating the patient to maintain or recover an optimal level of health or to accept death. Each nursing theory course outline is organized according to the individual's needs based on Maslow's Hierarchy and within the framework of Erikson's Stages of Growth and Development. These concepts are also reflected and incorporated in each clinical nursing course.

Basic concepts in nutrition and pharmacology provide a foundation for complex application of knowledge in subsequent semesters. The student applies this expanded knowledge base along with current nursing interventions in order to address patient needs and improve quality care through critical thinking and clinical reasoning. In addition, the student becomes knowledgeable concerning the community in order to aid patients and families in dealing with specific health problems. The faculty view communication as an integral part of clinical decision-making process and patient advocacy. Communication is presented on four progressive levels.

The Nurse of the Future Nursing Core Competencies are inherent in the curriculum. Learning opportunities are provided which emphasize clinical judgement, collaboration, technology, professionalism, management of safe patient-centered nursing care in a systems-based work unit, and the individual accountability for ethical, legal, and evidence-based nursing practice.

Reviewed 2013  
Revised Spring 2019  
Reviewed Fall 2020  
Reviewed 2021  
Revised Spring 2022  
Revised Fall 2022



**MUW DEPARTMENT OF NURSING**

**ASSOCIATE DEGREE PROGRAM**

**Threads of the Curriculum**

<b><u>FIRST YEAR</u></b>		<b><u>SECOND YEAR</u></b>		
		<b>BASIC NEEDS</b>	<b>ALTERATIONS</b>	<b>INTERFERENCES</b>
<b>WELLNESS</b>				<b>ILLNESS</b>
<b>Associate Degree Nurse's Role</b>				
<b>Communication</b>				
<b>Community</b>				
<b>Nutrition</b>				
<b>Pharmacology</b>				
<b>Growth &amp; Development</b>				
<b>Prioritization Hierarchy</b>				
<b>Clinical Decision Making Process</b>				

Update Spring 2022

## **AMERICAN NURSES ASSOCIATION CODE OF ETHICS 2016**

### **Provision 1**

The nurse practices with compassion and respect for inherent dignity, worth and unique attributes of every person.

- 1.1 Respect For Human Dignity
- 1.2 Relationships with Patients
- 1.3 The Nature of Health
- 1.4 The Right to Self -Determination
- 1.5 Relationships with Colleagues and Others

### **Provision 2**

The nurse's primary commitment is to the patient, whether an individual, family group, community or population.

- 2.1 Primacy of the Patient's Interests
- 2.2 Conflict of Interest for Nurses
- 2.3 Collaboration
- 2.4 Professional Boundaries

### **Provision 3**

The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

- 3.1 Protection of the Rights of Privacy and Confidentiality
- 3.2 Protection of Human Participants in Research
- 3.3 Performance Standards and Review Mechanisms
- 3.4 Professional Responsibility in Promoting a Culture of Safety
- 3.5 Protection of Patient Health and Safety by Acting on Questionable Practice
- 3.6 Patient Protection and Impaired Practice

### **Provision 4**

The nurse has authority, accountability, and responsibility for nursing practice: makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

- 4.1 Authority, Accountability, and Responsibility
- 4.2 Accountability for Nursing Judgments, Decisions, and Actions
- 4.3 Responsibility for Nursing Judgments, Decisions, and Actions
- 4.4 Assignment and Delegation of Nursing Activities or Tasks

### **Provision 5**

The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

- 5.1 Duties to Self and Others
- 5.2 Promotion of Personal Health, Safety, and Well-Being
- 5.3 Preservation of Wholeness of Character
- 5.4 Preservation of Integrity
- 5.5 Maintenance of Competence and Continuation of Professional Growth
- 5.6 Continuation of Personal Growth

### **Provision 6**

The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work settings and conditions of employment that are conducive to safe, quality health care.

- 6.1 The Environment and Moral Virtue

- 6.2 The Environment and Ethical Obligation
- 6.3 Responsibility for the Healthcare Environment

#### Provision 7

The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

- 7.1 Contributions through Research and Scholarly Inquiry
- 7.2 Contributions through Developing, Maintaining, and Implementing Professional Practice Standards
- 7.3 Contributions through Nursing and Health Policy Development

#### Provision 8

The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

- 8.1 Health Is a Universal Right
- 8.2 Collaboration for Health, Human Rights, and Health Diplomacy
- 8.3 Obligation to Advance Health and Human Rights and Reduce Disparities
- 8.4 Collaboration for Human Rights in Complex, Extreme, or Extraordinary Practice Settings

#### Provision 9

The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

- 9.1 Articulation and Assertion of Values
- 9.2 Integrity of the Profession
- 9.3 Integrating Social Justice
- 9.4 Social Justice in Nursing and Health Policy

**MUW DEPARTMENT OF NURSING  
ASSOCIATE OF SCIENCE IN NURSING  
ADMISSION REQUIREMENTS/POLICY**

**REQUIREMENTS AND PROCEDURES FOR APPLYING FOR ADMISSION**

**ADMISSION REQUIREMENTS**

1. Prerequisite courses must be completed as follows:

Human Anatomy & Physiology I: Minimum Grade = C  
Human Anatomy & Physiology II: Minimum Grade = C  
College Algebra Minimum Grade = C

\*\*\*Science courses must have been completed within the last 6 years\*\*\*

2. MUW grade point average and overall grade point average on all work attempted must be  $\geq 2.5$ . **Official** transcript of all college work attempted must be submitted to the Associate of Science in Nursing (ASN) Program office along with an application for admission to the ASN Program.
3. An official document showing National ACT score must be submitted with the application. A score on a high school transcript, a score sheet (or copy) from ACT will be accepted.
  - a) Students must have an ACT composite score of 15 if taken before October 1989, or 18 if taken on or after October 1989
  - b) Students with less than the required ACT composite score must have completed a minimum of 12 semester hours with a 2.5 quality point average before being admitted. They must have made at least a grade of "C" in Anatomy and Physiology courses, which are included in the above 12 semester hours.
4. If the student has ever been enrolled in a Registered Nurse Program, a letter from the Nursing Program stating that the student is eligible for re-admission must be submitted with the application.

**ALL ADMISSION REQUIREMENTS AND CURRENT ADMISSION APPLICATION MUST BE IN THE ASSOCIATE OF SCIENCE IN NURSING PROGRAM OFFICE BY JUNE 1<sup>ST</sup> TO BE CONSIDERED FOR ADMISSION. IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT ALL REQUESTED MATERIALS ARE RECEIVED BY THE ASSOCIATE OF SCIENCE IN NURSING PROGRAM OFFICE AND UNIVERSITY ADMISSIONS.**

**ADMISSION PROCEDURE**

1. All students must be admitted to the University prior to applying to the ASN program. All applicants to the ASN program must meet University requirements for admission.
2. After June 1<sup>st</sup>, composite admission scores will be computed based on overall GPA and ACT scores. Each requirement will count  $\frac{1}{2}$  of the total composite admission score. Applicants will be notified of their admission status prior to July 1<sup>st</sup>.
3. Students having at least a 22 ACT (National) score, a 3.25 GPA, a "C" or above in A&P I and II, and College Algebra may be considered for provisional early selection. In order to be considered, the candidate must be admitted to the university and submit a completed application to the ASN Program to include all transcripts verifying the GPA, the A&P I, A&P II, and College Algebra grades and a copy of an ACT score of at least 22 by January 20<sup>th</sup>. Notification of provisional early admission will be approximately January 31<sup>st</sup>.

Revised Fall 2022

**MUW DEPARTMENT OF NURSING  
ASSOCIATE OF SCIENCE IN NURSING  
CURRICULUM/PLAN OF STUDY**

**Prerequisites**

*BSB 141	Human Anatomy & Physiology I	4
*BSB142	Human Anatomy & Physiology II	4
MA 113	College Algebra	<u>3</u>
	Hours	11

**First Year**

**Fall Semester**

NU 112	Pharmacology	3
NU 114	Nursing I	5
NU 115	Nursing I Clinical	2
NU 116	Nursing Role I	1
PSY +	Human Growth Development or Psychology	3
EN 101	English Composition	<u>3</u>
	Hours	17

**Spring Semester**

NU 124	Nursing II	5
NU 125	Nursing II Clinical	2
NU 126	Nursing Role II	1
BSM 131	Microbiology	4
FN 225	Nutrition	<u>3</u>
	Hours	15

**Second Year**

**Fall Semester**

NU 214	Nursing III	5
NU 215	Nursing III Clinical	4
NU 216	Nursing III Role	1
Elective	Humanities or Fine Arts	<u>3</u>
	Hours	13

**Spring Semester**

NU224	Nursing IV	4
NU 225	Nursing IV Clinical	2
NU 228	NCLEX-RN Review	2
NU 235	ASN Preceptorship	3
** COM 101	Oral Communication	<u>3</u>
	Hours	15

Total Credit Hours 71

UN 101, Freshman Seminar, may be required of all entering MUW freshmen or transfer freshmen

\*Science courses must have been completed within the last 6 years.

\*\* Strongly recommended that Oral Communication be taken prior to last semester if at all possible to better accommodate ASN Preceptorship scheduling.

+ Psychology PSY 101 or PSY 206 Human Growth and Development

Revised Summer 2023

## **LPN/RN OPTION REQUIREMENTS AND PROCEDURE FOR APPLYING FOR ADMISSION CURRICULUM**

### **REQUIREMENTS:**

- All applicants must have verification of at least one year's work experience (1,500 hrs.) as a Licensed Practical Nurse prior to admission to the Advanced Placement Option. Documentation from employer(s) must be submitted with application.
- Prerequisite courses must be completed as follows:

Human Anatomy & Physiology I:	Minimum Grade = C
Human Anatomy & Physiology II:	Minimum Grade = C
College Algebra:	Minimum Grade = C
PSY+	Minimum Grade = C
English Composition 101:	Minimum Grade = C
Microbiology:	Minimum Grade = C
Nutrition:	Minimum Grade = C

+ Psychology PSY 101 or PSY 206 Human Growth and Development

- MUW grade point average (GPA) and overall grade point average on all work attempted must be = or > 2.5. Official transcript(s) of all college work attempted must be submitted to the Associate of Science in Nursing (ASN) Program office along with an Application for Admission to the LPN/RN Advanced Placement Option.
  - a. Students must have a National ACT composite score of 15 if taken before October 1989, or 18 if taken in October 1989 or after.
  - b. Students with less than the required National ACT composite score must have completed prerequisite hours with a 2.5 grade point average before being admitted. They must have made at least a grade of a "C" in Physiology and Anatomy courses, which are included in the above. Enrollment is contingent on space.
- An official document showing National ACT score must be submitted with the application. A score on a high school transcript, a score sheet (or copy) from ACT will be accepted.
- A copy of LPN license must be submitted with the application.
- If the student has ever been enrolled in a Registered Nurse program, a letter from that nursing school stating that the student is eligible for readmission into that nursing program must be submitted with the application.

ALL ADMISSION REQUIREMENTS AND CURRENT ADMISSION APPLICATION MUST BE IN THE ASSOCIATE OF SCIENCE IN NURSING PROGRAM OFFICE BY MAY 15<sup>TH</sup> TO BE CONSIDERED FOR ADMISSION. IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT ALL REQUESTED MATERIALS ARE RECEIVED BY THE ASSOCIATE OF SCIENCE IN NURSING PROGRAM OFFICE AND UNIVERSITY ADMISSIONS.

### **ADMISSION PROCEDURE**

1. All students must be admitted to the University prior to applying to the ASN program. All applicants to the ASN program must meet University requirements for admission.
2. After May 15<sup>th</sup>, the students will be selected based on overall GPA and ACT score. Each requirement will count ½ of the total composite admission score. Applicants will be notified of their admission status prior to June 1<sup>st</sup>.

**MUW DEPARTMENT OF NURSING  
ASSOCIATE OF SCIENCE IN NURSING FOR LPN's  
CURRICULUM**

**PREREQUISITES**

BSB 141	Human Anatomy and Physiology I	4
BSB 142	Human Anatomy and Physiology II	4
MA 113	College Algebra	3
PSY +	Human Growth Development or Psychology	3
EN 101	English Composition	3
BSM 131	Microbiology	4
FN 225	Nutrition	<u>3</u>
	Hours	24

**SECOND SUMMER TERM**

NU 112	Pharmacology	3
*NU144	Nursing Transition	4
*NU 145	Nursing Transition Lab	<u>1</u>
	Hours	8

**SECOND YEAR**

Fall Semester

NU 214	Nursing III	5
NU 215	Nursing III Clinical	4
NU 216	Nursing III Role	1
Elective	Humanities or Fine Arts	<u>3</u>
	Hours	13

Spring Semester

NU 224	Nursing IV	4
NU 225	Nursing IV Clinical	3
NU 228	NCLEX-RN® Review	2
NU235	ASN Preceptorship	3
**COM 101	Oral Communication	<u>3</u>
	Hours	15
	Total Credit Hours	60

\* After successful completion of NU 144 & 145, the student is awarded credit for the freshman courses NU 114, 115, 116, 124, 125 and 126 (16 credits) in place of NU 144 and 145 (5 credits).

\*\*Strongly recommended that Oral Communication be taken prior to last semester if at all possible to better accommodate ASN preceptorship scheduling.

+ Human Growth and Development 206 OR Psychology 101

Revised Fall 2022

## **COURSE DESCRIPTIONS**

### **ELECTIVE COURSES:**

The first number in parenthesis denotes the credit hours for the course and the second number denotes actual contact hours. A ratio of one credit for three hours of laboratory is used to calculate credits for clinical time.

**NU 104- MATH APPLICATION FOR NURSES. (1) (15)** Open to non-nursing majors. This course cannot be used to satisfy graduation requirements.

This elective course will enhance the student's understanding of basic mathematic skills and their eventual application to accurate calculation of drug and solution dosages. Basic math concepts of number systems, fractions, decimals, percentages, ratio and proportion, and systems of measurement will be reviewed and practiced for future computation of drug dosages.

**NU 105 PRE-NURSING SEMINAR. (1) (15)** Nursing Elective. Open to non-nursing majors. Spring Semester. This elective course is designed to provide the pre-nursing student with an overview of the nursing school experience. The student will participate in weekly one hour seminars to explore the realities of nursing school and help develop skills for success.

**NU 106 LEARNING STRATEGIES FOR NURSING. (1) (15)** Nursing Elective. Prerequisites: BSB 141, 142, MA 113. Concurrent enrollment: NU 112, 114, 115, 116.

This course is designed to help the beginning student adapt to the nursing curriculum and to facilitate learning in NU 112, 114, 115, and 116. Provides the beginning nursing student an opportunity to improve reading and study skills and practice critical thinking.

**NU 110-111 BASIC LIFE SUPPORT. (1) (15)** Prerequisite: None. NU 110 for certification and NU 111 for Recertification. Open to ASN students in the fall and spring. This course is designed to provide basic information about the incidence, risk factors, and emergency care of cardiac and non-cardiac sudden death. Students will learn one and two rescuer CPR, foreign body airway obstruction management and pediatric resuscitation.

**NU 230 EKG INTERPRETATION. (3) (45)** Nursing elective open to ASN sophomore nursing majors. Prerequisites: BSB 141, 142, MA 113, PSY 206 or PSY 201, EN 101, BSM 131 w/lab, FN 225, Humanities/Fine Arts elective, NU 112, 114, 115, 116, 124, 125, 126, or NU 144 and 145. Concurrent enrollment: NU 214, 215 or 216. This elective course presents the student nurse with an introduction to the principles and criteria utilized in basic cardiac rhythm interpretation. The course will focus on the necessary foundation needed to understand the normal electrical system of the heart, the systematic interpretation approach to dysrhythmias, and the different topics related to the heart including pacemakers and 12-lead ECG interpretation.

**NU 291 MEDICAL TERMINOLOGY FOR HEALTH PROFESSIONS. (3) (45)** Nursing elective open to pre-nursing and nursing majors. This elective course is an introduction to the interchangeable word parts that are used in different combinations to build medical terms. It utilizes online methodology and a structured textbook in teaching the most commonly used medical terms for the body systems; anatomical, physiological and pathological conditions; terms for special procedures, laboratory and pharmacology; and selected medical abbreviations. This course is targeted for those planning careers in one of the health professions as well as those who desire to better understand terms used by health professionals.

**NU 353 NURSE EXTERNSHIP. (3) (320)** Nursing elective. Prerequisite: Open only to students who have successfully completed their first year of nursing. This course is designed to enhance the clinical development of students. Students are enrolled in the course of study and may participate as either an employee or a non-employee in a Mississippi hospital. This experience provides the student the opportunity to practice learned



skills repetitively, enhance interpersonal skills, and develop organizational skills. The student receives guidance, supervision and evaluation from a registered nurse preceptor in conjunction with nursing faculty.

**REQUIRED ASN PROGRAM COURSES:**

For each theory nursing course with an accompanying clinical course (NU 114/115, 124/125, 144/145, 214/215, 224/225) a grade of a “C” or above is required in the theory course and in the associated clinical course in order to progress. If this does not occur, both courses must be retaken.

**NU 112 PHARMACOLOGY AND DRUG THERAPY IN NURSING.** (3) (45) Prerequisites for Generic Program: BSB 141, 142, MA 113. Prerequisites for LPN/RN Option: BSB 141, 142, MA 113, PSY 206 or PSY 201, EN 101, BSM 131 w/lab, FN 225. Concurrent enrollment for Generic Program: NU 114, 115, 116, PSY 206 or PSY 201, EN 101. Concurrent enrollment for Advanced Placement Program: NU 144/145. A course designed to prepare the student for medication administration. Content includes classification of drugs, indications for groups of drugs, side effects, nursing measures, systems of measurement for drugs and calculation of dosages and solutions.

**NU 114 NURSING I.** (5) (75) Prerequisites: BSB 141, 142, ma 113. Concurrent enrollment: NU 112, 115, 116, PSY 206 or PSY 201, EN 101.

A basic course designed to familiarize the student with the nature of nursing and the nurse’s role in meeting the health needs of society. Emphasis is placed on the study and practice of the basic techniques of nursing care and the application of scientific principles.

**NURSING I NU 115 CLINICAL.** (2) (90) Prerequisites: BSB 141, 142, MA 113. Concurrent enrollment: NU 112, 114, 116, PSY 206 or PSY 201, EN 101.

Clinical course for NU 114. Designed to familiarize the student with the nature of nursing and the nurse’s role in meeting the health needs of society. Clinical focus is fundamental skills of nursing care.

**NU 116 NURSING ROLE I.** (1) (15) Prerequisites: BSB 141, 142, MA 113. Concurrent enrollment: NU 112, 114, 115, PSY 206 or PSY 201, EN 101.

The focus of this course is to delineate the role of the nurse as a member of the profession and a provider of care.

**NU 124 NURSING II.** (5) (75) Prerequisites: BSB 141, 142, MA 113, PSY 206 or PSY 201, EN 101, and NU 112, 114, 115, and 116.

Concurrent enrollment: NU 125, 126, BSM 131 w/lab, FN 225.

This course introduces the student to the health-illness continuum and to the psychological and pathophysiological mechanism which cause alterations in homeostasis of individuals.

**NU 125 NURSING II CLINICAL.** (2) (90) Prerequisites: BSB 141, 142, MA 113, PSY 206 or PSY 201, EN 101, and NU 112, 114, 115, and 116. Concurrent enrollment: NU 124, 126, BSM 131 w/lab, FN 225.

Clinical course for NU 124. Focuses on the human needs common to all persons. Experiences include patients with psychological and pathophysiological alterations with one or more basic needs.

**NU 126 NURSING ROLE II.** (1) (15) Prerequisites: BSB 141, 142, MA 113, PSY 206 or PSY 201, EN 101,

NU 112, 114, 115, 116. Concurrent enrollment: NU 124, 125, BS 131 w/lab, FN 225.

The focus of this course is to promote and facilitate the nurse’s accountability and responsibility related to the role and member of profession and provider of care in various health care settings.

**NU 144 NURSING TRANSITION.** (4) (60) Prerequisites: BSB 141, 142, MA 113, PSY 206 or PSY 201, EN 101, BSM 131 w/lab, FN 225. Concurrent enrollment: NU 112, 145. Designed to facilitate the Licensed

Practical Nurse's skills and role transition to that of registered nurse. Includes content on the registered nurse's role and function that was not part of the student's LPN education and serves as a basis for entry into the second year nursing courses.

**NU 145 NURSING TRANSITION LAB.** (1) (45) Prerequisites: BSB 141, 142, MA 113, PSY 206, EN 101, BSM 131 w/lab, FN 225. Concurrent enrollment: NU 112, 144.

Clinical course for NU 144. Selected skills from NU 115 and NU 125 are validated for entry into the third semester clinical course. Experiences focus on the human needs common to all persons and introduces the student to pathophysiological mechanism which cause alterations in homeostasis in all individuals.

**NU 214 NURSING III.** (5) (75) Prerequisites for Generic Program: BSB 141, 142, MA 113, PSY 206, EN 101, BSM 131 w/lab, FN 225, NU 112, 114, 115, 116, 124, 125, 126. Prerequisites for LPN/RN Option: BSB 141, 142, MA 113, PSY 206 or PSY 201, EN 101, BSM 131 w/lab, FN 225, NU 144, 145. Concurrent enrollment for Generic Program: NU 215, 216, Humanities or Fine Arts Elective. Concurrent enrollment for LPN/RN Option: NU 215, 216, Humanities or Fine Arts Elective. This course continues to focus on the health-illness continuum in relation to alterations and interferences in homeostasis of individuals. Emphasis is given to the relationship(s) that exist between the pathological aspects of physiological and/or psychological conditions.

**NU 215 NURSING III CLINICAL.** (4) (180) Prerequisites for Generic Program: BSB 141, 142, MA 113, PSY 206, EN 101, BSM 131 w/lab, FN 225, NU 112, 114, 115, 116, 124, 125, 126. Prerequisites for LPN/RN Option: BSB 141, 142, MA 113, PSY 206 or PSY 201, EN 101, BSM 131, w/lab, FN 225, NU 112, 144, 145. Concurrent enrollment for Generic Program: NU 214, 216, Humanities or Fine Arts Elective. Concurrent enrollment for LPN/RN Option: NU 214, 216, History or Fine Arts Elective. Clinical course for NU 214. Experiences focus on utilization of the nursing process involving pathological aspects of physiological and psychological alterations and interferences.

**NU 216 NURSING ROLE III.** (1) (15) Prerequisites for Generic Program: BSB 141, 142, MA 113, PSY 206 or PSY 201, EN 101, BSM 131 w/lab, FN 225, NU 112, 114, 115, 116, 124, 125, 126. Prerequisites for LPN/RN Option: BSB 141, 142, MA 113, PSY 206, EN 101, BSM 131 w/lab, FN 225, NU 112, 144, 145. Concurrent enrollment for LPN/RN Option: NU 214, 215, Humanities or Fine Arts Elective. The focus of this course is to integrate and synthesize concepts related to the role of member of profession and provider of care in various health care settings.

**NU 224 NURSING IV.** (4) (60) Prerequisites for Generic Program: BSB 141, 142, MA 113, PSY 206, EN 101, BSM 131 w/lab, FN 225, Humanities or Fine Arts Elective, NU 112, 114, 115, 116, 124, 125, 126, 214, 215, 216. Prerequisites for LPN/RN Option: BSB 141, 142, MA 113, PSY 206 or PSY 201, EN 101, BSM 131 w/lab, FN 225, Humanities or Fine Arts Elective, NU 112, 144, 145, 214, 215, 216. Concurrent enrollment: NU 225, 226, 235, com 101.

A continuation of NU 214, this course provides further content in relation to alterations and interferences in homeostasis of individuals and pathological aspects of physiological and/or psychological conditions.

**NU 225 NURSING CLINICAL IV.** (3) (135) Prerequisites for Generic Program: BSB 141, 142, MA 113, PSY 206, EN 101, BSM 131 w/lab, FN 225, Humanities or Fine Arts Elective, NU 112, 114, 115, 116, 124, 125, 126, 214, 215, 216. Prerequisites for LPN/RN Option: BSB 141, 142, MA 113, PSY 206 or PSY 201, EN 101, BSM 131 w/lab, FN 225, Humanities or Fine Arts Elective, NU 112, 144, 145, 214, 215, 216. Concurrent enrollment: NU 224, 226, 235, COM 101. Clinical course to NU 224. Continues to focus on utilization of the nursing process involving pathological aspects of physiological and psychological alterations and interferences. Then emphasis is placed on application of knowledge learned from all previous nursing courses which includes providing patient care through management/leadership in a variety of health care settings.

**NU 228 NCLEX-RN REVIEW** (2) (30) Prerequisites for Generic Program: BSB 141, 142, MA 113, PSY 206, EN 101, BSM 131 w/lab, FN 225, Humanities or Fine Arts Elective, NU 112, 114, 115, 116, 124, 125, 126, 214, 215, 216. Prerequisites for LPN/RN Option: BSB 141, 142, MA 113, PSY 206 or PSY 201, EN 101, BSN 131 w/lab, FN 225, Humanities or Fine Arts Elective, NU 112, 114, 145, 214, 215, 216. Concurrent enrollment: NU 224, 225, 235, COM 101. This course emphasizes a comprehensive review of content learned throughout the program through use of classroom review and computer testing.

**NU 235 ASN PRECEPTORSHIP.** (3) (135) Prerequisites for Generic Program: BSB 141, 142, MA 113, PSY 206, EN 101, BSM 131 w/lab, FN 225, Humanities or Fine Arts Elective, NU 112, 114, 115, 116, 124, 125, 126, 214, 215, 216. Prerequisites for LPN/RN Option: BSB 141, 142, MA 113, PSY 206 or PSY 201, EN 202, BSM 131 w/lab, FN 225. Humanities or Fine Arts Elective, NU 112, 144, 145, 214, 215, 216. Concurrent enrollment: NU 224, 225, 226, COM 101.

This course provides the student the opportunity to synthesize and utilize knowledge learned during the program in a health care agency of their choice.

## **Alpha Delta Nu Honor Society for Associate Degree Nursing Program**

The ASN program has established Beta Omega Chapter of Alpha Delta Nu Honor Society for Associate Degree Nursing Programs.

The objective of the National Organization for Associate Degree Nursing (N-OADN) is to recognize the academic excellence of students in the study of Associate Degree Nursing. The society encourages the pursuit of advanced degrees in the profession of nursing, as well as continuing education as a life-long professional responsibility. Additionally, the society participates in the recruitment of qualified individuals into the profession of nursing.

Membership is offered after the first two semesters of the program to students who have maintained a cumulative GPA of 3.0 or above and have earned a grade of “B” or better in each nursing course with no previous failures in any nursing course. Students are invited to provisional membership at the beginning of the third semester of the core curriculum. Full membership is granted if the student maintains the cumulative 3.0 GPA and earns a grade of “B” or better in all nursing courses in the third semester of study. Students must demonstrate conduct on campus and in the clinical areas that reflect integrity and professionalism. An LPN APO student is offered membership if he or she has a 3.0 or above in nursing courses with letter grades of “B” or higher and a cumulative GPA of 3.0 or above in the semesters prior to the fourth semester of the program.

A program application fee of \$30 is required. This is a one-time fee unless the chapter is suspended and applies for re-establishment. A nominal student fee will be assessed to cover the pin and honor cord. Each society chapter is required to sponsor one educational or recruitment project during the provisional membership period. The project must be approved by the chapter’s advisor. An induction ceremony takes place during the fourth semester of the program.

## EXPENSES IN THE ASN PROGRAM

### Generic Option

In addition to tuition and fees, your first semester will be expensive. You will need the following:

<b>Generic Option First Year Expenses</b>	
Description	Cost
Uniforms and other required items (goggles, watch with second hand, stethoscope, scissors, etc.)	\$150.00
Name Badge Holder (Campus Book Store)	\$7.00
Malpractice Insurance (Liability) <b>(included in tuition as a course fee)</b>	\$25.00
Automobile Insurance (Liability)	Varies
Student Health Insurance	Varies
Nursing Books <b>(included in tuition and fees)</b>	Approx. \$1,200.00
Physical Exam	\$30
MOSA Dues (Student Organization for Associate Degree Nursing) (optional)	\$20.00
Skills Kits – Nursing I (NU 115) <b>(cash only)</b>	Approx. \$150.00
Skills Kits - NU II (NU 125) for spring <b>(cash only)</b>	Approx. \$50.00
ExamSoft Testing Services <b>(included with tuition)</b>	Each Semester \$45.00
ATI Testing Program & Skills Modules <b>(included with tuition)</b>	1 <sup>st</sup> sem. \$295.00
ATI Testing Program <b>(included with tuition)</b>	2 <sup>nd</sup> sem. \$135.00
Criminal Background Check	\$100.00
Drug screens <b>(cash only)</b>	\$40.00
QuantiFERON Gold TB Test	\$45.00
<b>Generic Option Second Year Expenses</b>	
School Pin (optional)	\$80.00
Nursing Books <b>(Included in tuition and fees)</b>	Approx. \$300.00
Graduation pictures (optional)	Varies
Licensure Exam	\$300.00
License Fee	\$100.00
Fingerprinting for Licensure Exam	\$100.00
Skills Kit for Nursing III (NU 215)	\$60.00
Malpractice Insurance Renewal <b>(included in tuition as a course fee)</b>	\$25.00
Automobile Insurance Renewal	Varies
Student Health Insurance	Varies
University Graduation Fee <b>IF</b> paid by December	\$50.00
University Graduation Fee <b>IF NOT</b> paid by December	\$100.00
ExamSoft Testing Services <b>(included with tuition)</b>	Each Semester \$45.00
ATI Testing Program <b>(included in tuition as a course fee)</b>	1 <sup>st</sup> sem. \$190.00
ATI Testing Program <b>(included in tuition as a course fee)</b>	2 <sup>nd</sup> sem. \$145.00
HURST <b>(included in tuition as a course fee)</b>	\$380.00
ATI NCLEX Review <b>(included in tuition as a course fee)</b>	\$375.00

<b>LPN/RN Option Expenses (Summer)</b>	
Nursing Books <b>(included in tuition and fees)</b>	Approx. \$1,200.00
Skills Lab Kits for NU 145/112 (purchased from Dept. of Nursing, <b>cash only</b> )	\$95.00
Drug Screen ( <b>cash only</b> )	\$40.00
QuantiFERON Gold TB test ( <b>Cash only</b> )	\$45.00
Criminal Background Check	\$100.00
Uniforms and other required items (stethoscope, CPR mouth piece)	\$150.00
Name Badge Holder (Campus Book Store)	\$5.00
<b>LPN/RN Option Second Year Expenses</b>	
MOSA Dues (Student Organization for Associate Degree Nursing – optional)	\$20.00
Physical Exam	\$30
Malpractice Insurance <b>(included in tuition as a course fee)</b>	\$25.00
Automobile Liability Insurance	Varies
Student Health Insurance	Varies
Uniforms and other required items (stethoscope, CPR mouth piece)	\$150.00
Name Badge Holder (Campus Book Store)	\$5.00
School Pin (optional)	\$80.00
Graduation Pictures (optional)	Varies
Licensure Exam	\$300.00
License Fee	\$100.00
Fingerprinting for Licensure Exam	\$100.00
Skills Kit for NU 215	\$30.00
University Graduation Fee <b>IF</b> Paid by December	\$50.00
University Graduation Fee <b>IF NOT</b> Paid by December	\$100.00
ATI Testing Program & Skills Modules <b>(included in tuition as a course fee)</b>	\$450.00
HURST <b>(included in tuition as a course fee)</b>	\$380.00
ExamSoft Testing Sources <b>(included in tuition)</b>	Each Semester \$45.00
ATI NCLEX Review <b>(included in tuition as a course fee)</b>	\$375.00

**NOTE: ALL COSTS ARE APPROXIMATE**

## SCHOLARSHIPS AVAILABLE TO MUW ASN NURSING STUDENTS

Students seeking scholarships should begin by completing the standard application for admission and MUW financial aid application since scholarship eligibility is assessed at the time of initial enrollment at MUW. Nursing scholarship applications can be obtained online. The ASN Scholarship Committee makes recommendations to the Office of Financial Aid. Please contact the Office of Financial Aid at MUW or review the MUW Bulletin for more information.

### ASN Program Scholarships

#### 1. Bosanko Scholarship

##### Eligibility

- a. Must be classified as a freshman in the associate nursing program at Mississippi University for Women
- b. Must have an overall GPA of 2.5
- c. Must show need for financial assistance
- d. Can only be used for tuition

#### 2. Agnes E. Holleman Memorial Scholarship

##### Eligibility

- a. Must be a resident of either Lowndes, Monroe, Noxubee, Clay or Oktibbeha county in Mississippi or Pickens or Lamar county in Alabama
- b. Must be classified as a freshman in the baccalaureate or associate nursing program at Mississippi University for Women
- c. Must have a high school diploma and an overall GPA of "B"
- d. Must show need for financial assistance

##### Terms of Assistance

- a. May be used only for tuition, regular textbooks, lab fees and required uniforms for a total amount not to exceed \$2,000 per year
- b. May be granted to one recipient or multiple recipients as determined by the Selection Committee
- c. May not be granted for a period of time in excess of one academic year

##### Student Obligations

In consideration of the financial assistance received, each financial assistance recipient shall be encouraged to utilize their nursing skills in the Golden Triangle Region.

#### 3. EM Stipend Fund

##### Eligibility

- a. Must be classified as second year student in ASN program
- b. Must have an exemplary academic record
- c. Must demonstrate commendable people skills with fellow students, faculty and nursing instructors
- d. Must have demonstrated excellent nursing skills during the first year in the ASN program

The Foundation director will notify the ASN department chair at the end of the spring semester of the number of stipends available and the stipend amounts for the upcoming fall semester. Stipends are to be awarded to assist with the purchase of textbooks and the costs of the program fees at the beginning of the student's second year in the program.

#### 4. Lettie Pate Whitehead Foundation, Inc.

50 Hurt Plaza, Suite 1200  
Atlanta, GA 30303  
(404) 522-6755

The Lettie Pate Whitehead Foundation is a charitable private foundation dedicated to the support of needy women in nine southeastern states. The foundation maintains a special interest in health education and a significant number of its scholarship grants support education in the medical, nursing and allied health care fields.

#### 5. Hearin Nursing Scholarship

The Hearin Foundation is a charitable private foundation dedicated to the support of students in financial need. Hearin money is used to promote economic development in Mississippi and the Hearin Nursing Scholarships are intended to promote nursing in Mississippi by enhancing the state's medical workforce. The nursing scholarships are to be awarded to Mississippi residents with a maximum amount of \$2,000 a year.

**6. The Ethel Ann Mitchener Scholarship**

This scholarship from a private trust honors Mrs. Mitchener and is based on academic achievement. It is available to first and second year ASN students enrolled in at least 12 hours.

**7. Board of Nursing Scholarship**

Funds are provided by the Mississippi Board of Nursing to schools of nursing in the state in order to help nursing students be successful. Recipients are chosen by the ASN Scholarship Committee.

**8. Vandergriff Scholarship**

This scholarship from a private trust can be awarded to a second year ASN student with at least a 3.0/4.0 gpa.

**An ASN Scholarship Form will be provided for you once accepted into the program for the above scholarships.**

**MUW Scholarships**

**1. McDevitt Community College Scholarship**

Amount

Full scholarship covering general course fees, tuition and room and board.

Eligibility

Recipients must live on campus, be enrolled in 12 hours, and maintain a 3.5 QPA.

Contact the MUW Financial Aid office for more information.

**2. Hazard Memorial Scholarships**

Recommended by MUW faculty members

Criteria

- Superior scholarship record
- Sophomore or Junior standing

Contact the MUW Financial Aid Office for more information.

**Local Community Scholarships**

**1. Rotary Scholarship**

Amount: \$500 annually

Eligibility

Student in upper 10% of nursing students (3.5 QPA)

Resident of Lowndes County

Junior or senior standing

Non-traditional student

Demonstrated need

**2. Exchange Club of Columbus**

**MUW Scholarship Program**

- The scholarships are for an amount equal to the cost of registering for one three-hour semester course at MUW
- Preference will be given to applicants who reside or are employed in Lowndes County
- Preference will be given to applicants who are older than the traditional undergraduate college students
- Each applicant must have a completed application form and two letters of recommendation mailed directly to the address shown on the application form.

**3. American Legion Post 69 Scholarship**



Amount: \$500 per semester

Eligibility

- Student must be a resident of Lowndes County
- Student must have an overall QPA of 2.0 and at least a “C” in any nursing, biological science and physical science course already taken.
- Financial need is documented
- Student must be freshman associate degree student or junior baccalaureate student

**State Scholarships**

**1. M-OADN Bobbie Anderson Scholarship**

General Information

- Each Associate Degree Nursing Program in Mississippi is eligible to participate in this project. Each program is limited to one application.
- Names must be submitted by the assigned deadline each year
- The scholarship will be presented at the annual M-OADN convention each year
- Statements submitted by honorees as part of the application for the award may be printed in issues of the M-OADN newsletter
- The Board of Directors of M-OADN may discontinue this project at any time

Criteria

- The applicant should be a student who has completed at least one semester of nursing and will be enrolled in nursing the following semester
- The applicant must have a 3.0 or above GPA
- The applicant should be one who has demonstrated leadership potential
- The applicant must submit a resume
- Two letters of reference from faculty are required

The ASN Scholarship nominee is recommended by the freshmen faculty.

**2. Eliza Pillars Registered Nurse of Mississippi Scholarship**

Criteria

- Verification of current status in a selected Mississippi accredited school of nursing
- Applicant should have at least one semester remaining in school
- Verification of completion of one (1) year of nursing courses is also required
- A minimum overall GPA of 3.0 on a 4.0 scale
- Submission of one (1) page double-spaced essay on “Why I Want To Be A Nurse”
- One completed acceptable reference letter (Dean, Instructor, Advisor) which is included in the application packet
- Membership for at least one (1) year in the Eliza Pillars organization after obtaining licensure is strongly encouraged
- Scholarship amounts will be determined by the availability of funds
- Recipients can receive the scholarship only once
- Application packets can be picked up in the ASN Program office in November

Contact the ASN Department Chair, for an application

**V. National Scholarships**

**1. Naomi Brack Scholarship**

Amount: \$500

- Student must be currently enrolled in a state approved ADN program
- Student must be currently enrolled or entering the second year of the ADN program
- Student must have earned a minimum GPA of 3.0 on a 4.0 scale
- Student must actively participate in the student nurse association

Applicants must submit a completed scholarship application, two letters of reference from nursing instructor addressing the

student's commitment to nursing, involvement, and leadership qualities, a typed, double-spaced statement on an assigned topic and a grade transcript.

Contact the ASN Department Chair for an application.

## **2. Pocahontas Nursing Scholarship**

Amount: \$500/semester for fall and spring

### Eligibility

- Must be a Native American studying in any field of medicine/nursing
- Must have completed a minimum of one year of college
- Must be currently taking a minimum of two classes leading to his/her degree with a minimum "B" average in those courses
- Must have at least a "B" cumulative average
- May be in any accredited school of their choice

Contact the ASN Department Chair for an application.

### **MISCELLANEOUS SCHOLARSHIPS**

The following list of scholarships was obtained from a directory of women's organizations and the book, Scholarships and Loans for Nursing Education, located in the LRC. These scholarships may or may not apply to the associate degree student, but students are encouraged to write or call the prospective agency for details.

### **IODRS**

Health Careers Scholarship Director  
P.O. Box 1040  
Chautauqua, NY 14722

### **United States Public Health Service**

Scholarship Program, Indian Health Service  
5600 Fishers Lane  
Rockville, MD 20857  
877-464-4772

### **United States Department of Health and Human Services**

[www.usa.gov/directory/federal/department-of-health-and-human-services](http://www.usa.gov/directory/federal/department-of-health-and-human-services)

### **Air Force ROTC Nursing Scholarships**

HQ AFROTC /DOR  
60 West Maxwell Boulevard  
Maxwell AFB, AL 36112-6501  
719-333-3562

### **Alpha Tau Delta**

National Fraternity for Professional Nurses  
1904 Poinsettia Avenue  
Manhattan Beach, CA 90266  
909-980-3536

## **1. National Student Nurses Association Foundation**

45 Main Street, Suite 606  
Brooklyn, NY 11201

### **Marine Corps Scholarship Foundation, Inc.**

909 N. Washington St., Suite 400  
Alexandria, VA 22314  
703-549-9474

### **Caroline E. Holt Nursing Scholarship**

National Society, Daughters of the American Revolution  
Office of the Committees-Scholarships  
1776 D Street, NW  
Washington, DC 20006-5392  
202-628-1776

**Chi Eta Phi Sorority**

3029 13<sup>th</sup> Street, NW  
Washington, DC 20009  
202-232-3858

**Minority Scholarships**

Association of American Indian Affairs, Inc.

Scholarship Program  
245 Fifth Avenue, Suite 1801  
New York, NY 10016-8728  
240-314-7155  
lw.aaia@indian-affairs.org

Higher Education Grand Program for Indians

Branch of Post-Secondary Education  
Office of Indian Education Programs  
1849 C Street, NW—MS— 3512-MIB  
Washington, DC 20240  
202-208-6123  
www.bie.edu

National Association of Hispanic Nurses

President, National Association of Hispanic Nurses  
750 First Street NE, Suite 700  
Washington, DC 20002  
501-367-8616

Ildaura Murillo-Rohde Scholarships

750 First Street NE, Suite 700  
Washington, DC 20002  
501-367-8616

National Black Nurses Association

8630 Fenton Street, #330  
Silver Spring, MD 20910  
301-589-3200  
www.nbna.org

The National Society of The Colonial Dames of America

Indian Nurse Scholarship Awards  
Mrs. Alexander C. McLeod  
203 Evelyn Avenue  
Nashville, TN 37205-3307

New York Life Foundation Scholarship Program for Women in the Health Professions

Business and Professional Women's Foundation  
Scholarships and Loans  
1900 M Street, NW, Suite 310  
Washington, DC 20036  
202-293-1100

## II. UNIVERSITY, COLLEGE AND PROGRAM POLICIES



# University Policies

## **Mississippi University for Women Policies**

**COUNSELING AND TESTING CENTER:** The Office of Student Development offers assistance with many personal and academic matters. A full description is found in the MUW Student Handbook. It may be accessed at [web3.muw.edu/centers/counseling](http://web3.muw.edu/centers/counseling). The Counseling Center's phone number is 329-7748.

### Non-Discrimination Policy

Mississippi University for Women does not discriminate on the basis of race, color, religion, gender, age, sexual orientation, national origin, disability, or veteran status in admission, treatment, in employment, or in access to its programs and activities.

The University complies with Section 504 of the Rehabilitation Act of 1973 and Public Law 101-336 (American Disabilities Act). The University provides academic adjustments and auxiliary aids to individuals with disabilities (as defined under the law) who are otherwise qualified to meet the University's academic and employment requirements. Those needing assistance may contact the Student Success Center, 102 Reneau Hall, 1100 College Street MUW-1633, Columbus, MS 39701-5800.

### —The Honor Code

Mississippi University for Women is known for high academic standards, ideals and traditions. Each student who enrolls as a student at MUW is expected to uphold this code.

"I pledge myself to uphold the highest standards of honesty in all phases of university life both alone and with many and accept my responsibility for helping others to live up to such standards. All this I will do that my University may become greater, better and more beautiful than when I entered it."  
(MUW Student Handbook, [web3.muw.edu/images/sa/studentlife/forms/2013-2014\\_student\\_handbook.pdf](http://web3.muw.edu/images/sa/studentlife/forms/2013-2014_student_handbook.pdf)).

### Academic Integrity Policy

Academic Integrity is engaging honestly and responsibly in academic work. Students enrolled at Mississippi University for Women agree to abide by the MUW Honor Code, which is "to uphold the highest standards of honesty in all phases of university life," and, therefore, they agree to refrain from any dishonest academic behavior. Violations of Academic Integrity can lead to severe penalties, from a zero grade for a test or assignment to expulsion from the University. Violations of Academic Integrity include cheating, plagiarism, fabrication, falsification, or other actions that violate commonly accepted intellectual and ethical standards within academic and scientific communities. Academic Integrity applies to work in progress as well as completed work.

Cheating is taking credit for work which has been completed by another person, or assisting others in the misrepresentation of their academic work. Examples include, but are not limited to, the following:

1. giving or using prohibited written and/or oral information during tests, quizzes, or examinations;
2. stealing, buying, selling or in any way distributing an examination before it has been administered;
3. copying ideas or facts from another's paper during an examination or quiz;

4. submitting the same paper multiple times in different classes, even if the paper is the student's original work;
5. obtaining or providing previously undisclosed test questions or information pertinent to an exam that has not yet been administered;
6. willfully altering any assignments or any of the instructor's markings in order to obtain a higher grade;
7. copying from or writing computer programs for another student;
8. substituting for another person during an examination or allowing such substitution for oneself;
9. engaging in an unauthorized collaboration with another student on tests or assignments;
10. misappropriating privileged information or making use of information in breach of confidentiality;
11. interfering in any way with the research or academic performance of another student;
12. violating any federal, state, university, or program policy or regulation governing research and academic procedures, integrity, and conduct;
13. obstructing the investigation into academic dishonesty.

Plagiarism is defined as the appropriation of ideas, facts, phrases, or additional materials (such as maps, charts, artwork, or computer programs) from any source without giving proper credit or offering appropriate documentation. Any material in a paper, report, artwork, or computer program which is not acknowledged is understood to be the original work of the author, unless such material is considered general knowledge. The rules against plagiarism extend to work completed in online courses in addition to those offered in a traditional format. *Students who are unsure whether they have used and documented source material correctly should consult with their instructor before submitting the assignment.*

Fabrication and falsification include the following:

1. fabricating and/or falsifying laboratory and clinical experiences, internship records, attendance records, research data, survey results, research methods, research results, research conclusions, or any other information and/or process used in the collection and presentation of academic, scientific, or professional materials.
2. misrepresenting, falsifying, or withholding information concerning admission requirements, university enrollment or status, financial aid applications, health records, or other materials required by the University.

Consequences for Violation of Academic Integrity Standards:

1. A student who violates university, college, program, and/or course policies regarding academic integrity will receive one or more penalties selected by the course instructor from the following list.
  - a. an oral reprimand
  - b. a written reprimand
  - c. an assignment to repeat the work, to be graded on its merits, for full or partial credit
  - d. a lower or 0 grade on the test, project, or assignment
  - e. a lower grade in the course
  - f. a failing grade in the course
  - g. referral to academic and/or behavioral counseling
  - h. the successful completion of an online course on academic integrity
  - i. other options as called for by a special circumstances (e.g. lab, internship, travel, etc.) with the department chair's approval.

Faculty members will publish on their course syllabi a statement of the consequences for academic dishonesty, as well as the link to the full Academic Integrity Policy.

2. When a faculty member determines that academic dishonesty has occurred, the faculty member will request a meeting with the student to discuss the incident and proposed penalty and to give the student the right to defend or explain the student's actions. The faculty member will contact the student using the university's email system, the university's official means of communication. The meeting may take place in person, by

phone, or over video conference. If the student does not respond to the faculty member's request for a meeting within three working days, then the faculty member will note the student's failure to respond to the meeting request in the Academic Integrity Incident Report. The student maintains the right to appeal to the chair and/or dean whether or not a meeting with the instructor takes place.

3. For sanctions beyond an oral or written reprimand, the faculty member will file an Academic Integrity Incident Report online describing the event and the sanctions to be imposed, and uploading any supporting documentation necessary. This report will be sent to the student, department chair, dean, and Office of the Chief Academic Officer (CAO) for their records. This notification will remain confidential in compliance with policies protecting student privacy.
4. For instances of Academic Dishonesty that are especially egregious, such as purchasing essays that are submitted as the student's own work, cheating with other students on an exam, or falsifying or misrepresenting student records, the faculty member, department chair, and/or dean may ask the CAO to review the case to refer it to the Academic Standards Board to consider additional sanctions, such as 1) placement on disciplinary probation; 2) removal of the student from the course; 3) suspension from the university; 4) expulsion from the university. A student dismissed for this reason will not be eligible for readmission to the University.
5. The student has the right to appeal the allegations of academic dishonesty and/or the suggested penalties before they are imposed. The student may only appeal for the following reasons: 1) failure to follow proper procedure; 2) the assigned penalties are unreasonably harsh; or 3) new evidence comes to light. The student may appeal a faculty member's decision to the department chair, in writing, within five working days of the date of the faculty member's Academic Integrity Incident Report. The student's rights are as follows:
  - a. During the course of the appeal process, the student shall maintain full academic and student standing in the course.
  - b. If a student is given the sanction of an "F" grade or "no credit" for the paper/assignment, the student has the option to withdraw from the course if it is done by the published withdrawal deadline. The faculty member may choose to assign the grade of WF, if applicable.
  - c. If a student is given the sanction of a failing grade for the course, the student may not withdraw from the course in order to avoid the sanction.
  - d. If the student is not satisfied with the decision of the department chair, the student may appeal to the dean within 5 working days of the decision of the department chair. If the student is not satisfied with the decision of the dean, the student may appeal to the CAO for a hearing before the Academic Grievances Committee. Policy #3523 governs the appeals process to the Academic Grievances Committee.
6. The Office of the Chief Academic Officer will maintain records of Academic Integrity Incident Reports and the sanctions imposed. If a student receives a third incident report, the CAO will review the cases and may refer the student to the Academic Standards Board to consider additional penalties, such as 1) placement on disciplinary probation; 2) suspension from the university; 3) expulsion from the university.
7. For any case that the CAO sends to the Academic Standards Board for review, the CAO will notify the student that the case has been submitted to the Board and will notify the student of the results of the review. The student may appeal the decision of the Academic Standards Board to the Academic Grievances Committee. Policy #3523 governs the appeals process to the Academic Grievances Committee.

## CAMPUS SAFETY

### Emergency Response Protocols

- All students, staff, and faculty are to be familiar with the telephone number for the MUW Police Department (662-241-7777). This number should be programmed into cell phones. Never hesitate to call the police if you feel threatened or if you see suspicious activity on campus.
- You can always dial 911 in an emergency. 911 calls placed locally will be relayed to MUW Police when appropriate.
- Emergency telephones are located around the campus. All are operational.
- You may call 662-241-7777 to request a safety escort after 6:00 p.m.
- To sign up for W Alert text and voice messaging go to Banner Web and click on “personal information”.

### EMERGENCY PROCEDURES GUIDE

Refer to <https://web1.muw.edu/police/preparedness/emergency>. This is the Emergency Response Procedures.

#### Crisis Manager App

An easily downloaded emergency information app can be found at your smartphone's app store. We encourage you to download it and use it as a reference in the event of an emergency. By clicking on an icon, you can easily retrieve information about what to do in specific circumstances. There is no charge to users.

Here's how you can download:

1. Go to your smartphone's App Store
2. Download “Schooldude CrisisManager” app to your smartphone.
3. Open app and follow instructions to create an account.
4. Once you have entered the app, click on the blue + at the top of the right of the page.
5. Wait for the list of crisis plans, then click to open the client plans.
6. Scroll to find Mississippi University for Women click the + to open it, then download the emergency guidelines.
7. Open the guidelines.





# College Of Nursing & Health Sciences Policies

**MISSISSIPPI UNIVERSITY FOR WOMEN  
COLLEGE OF NURSING AND HEALTH SCIENCES  
STUDENT BACKGROUND CHECK POLICY**

**I. Applicability**

The College of Nursing and Health Sciences (CON& HS) Student Background Check Policy applies to all students admitted to the programs in CON&HS at Mississippi University for Women (MUW) that includes, or may include at a future date, assignment to a clinical healthcare facility. MUW CON&HS programs that require a criminal background check include:

- Associate of Science in Nursing
- Bachelor of Science in Nursing
- Masters of Science in Nursing
- Doctorate of Nursing Practice
- Masters of Science in Speech-Language Pathology

**II. Policy Statement**

All CON&HS students must submit to and satisfactorily complete a criminal background check after selection and prior to enrollment into a nursing or speech-language pathology program. Admission may be rescinded and reversed based on the findings of the student's criminal background check.

Students who refuse to submit to a criminal background check or do not provide satisfactory findings will be dismissed from the program.

**III. Rationale**

A. Healthcare providers are entrusted with health, safety and welfare of patients, have access to controlled substances and confidential information, and operate in settings that require good judgment and ethical behavior. An assessment of a student's suitability to function in such a setting is necessary to promote the highest level of integrity in healthcare services.

B. Clinical facilities are increasingly required by accreditation agencies, such as "The Joint Commission", to conduct background checks for security purposes on individuals who provide services within the facility and especially those who supervise care and render treatment. To meet this requirement, MUW will conduct criminal background checks for students and faculty.

C. Clinical rotations are an essential element in nursing and speech-language pathology programs. Students who cannot participate in clinical rotations due to criminal or other "disqualifying events as defined in state law" revealed in a background check are unable to fulfill program requirements. Additionally, most healthcare licensing agencies require individuals to pass a criminal background check as a condition of licensure or employment.

D. MUW is obligated to meet contractual requirements contained in affiliation agreements between the University and various healthcare facilities.

E. MUW is obligated to meet Mississippi State Law as stated in § 43-11-13, Mississippi Code

Annotated: "If the fingerprinting or criminal history record checks disclose a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section § 45-33-23(g), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted, the student shall not be eligible to be admitted to the healthcare professional/vocational technical academic program of study."

F. Based on the above rationale and if any clinical agency refuses to accept a student for clinical experience, the student will be excluded from the program.

#### **IV. Background Check Report**

Obtaining a Background Check Report (**All background checks must be obtained from MUW**)

MUW will conduct criminal background checks through the Mississippi State Department of Health (MSDH). Students will complete the Request for Fingerprint Appointment online form and pay the designated fee online through Banner. Students will present in person for fingerprints, will provide valid ID(s) according to the requirements and proof of payment. The MSDH will report back to the MUW any findings in regard to the background check. The letter from MSDH will be forwarded to the student. The student is responsible for submitting a copy of the letter to the program office according to the program requirement. The letter will state either “No disqualifying events” or “The student may have a disqualifying event.”

Students who complete the criminal background check with no disqualifying event(s) or exclusion(s) identified by contracted clinical affiliates will receive a two-year, notarized letter from MUW.

If a student’s letter states that a “disqualifying event” is apparent, the student must submit a “rap sheet” report to the program chair and to each contracted or assigned clinical site with full explanation of the conviction(s) or disposition of charge(s). The Department of Human Resources from each facility will notify the program’s department chair in writing if the student may or may not attend the facility for clinical experience. If a student is denied clinical experience at any one facility the student will be informed by the program department chair that he/she is excluded from the program.

#### **Background check results from an agency other than MSDH will not be accepted.**

A. All students will be required to have a criminal background check, including students currently employed in local and regional clinical affiliates. “Employer Letter” from human resource managers, clinical affiliates, etc., will not be accepted in lieu of a current background check. Students are responsible for payment of all fees charged for the background check prior to fingerprinting.

#### **B. Scope for Criminal Background Check**

A comprehensive criminal history search will be conducted of all state and federal databases. Noted will be all convictions, deferred adjudications or judgments, expunged criminal records, and pending criminal charges. The student will be responsible for providing any necessary documentation showing disposition of charges.

#### **V. Confidentiality and Recordkeeping**

A. Background check reports and other submitted information are confidential and may only be reviewed by University officials and contracted clinical facilities in accordance with the Family Education Records and Privacy Act (FERPA).

B. Background check reports and other submitted information of students will be maintained in program offices until graduation. Graduate files are maintained in the Dean’s office or other designated areas.

#### **VI. Other Provisions**

A. A background check will be honored for two years of enrollment if the student is continuously enrolled. A student who has a break in enrollment is required to complete a new background check. A break in enrollment is defined as non-enrollment of at least one semester in the approved curriculum of the degree program. Retention/repeating students will be required to submit another background check once readmitted in the program.

B. After admission into any program in the CON&HS, students must report any arrests or disqualifying events that occur after their initial criminal background check. The student must report such events to the appropriate department chair. Failure to report is grounds for dismissal from the degree program.

C. In the event a clinical site requires an additional background check, students are required to comply. Payment is the responsibility of the student.

D. Falsification of information, including omission of relevant information concerning a criminal background check will result in dismissal from the degree program.

Approved May 13, 2014; revised 5/2017, revised 9/22.

**MISSISSIPPI UNIVERSITY FOR WOMEN  
COLLEGE OF NURSING AND HEALTH SCIENCES  
DEPARTMENT OF NURSING  
ATTESTATION FORM**

I \_\_\_\_\_ attest to the following (select one):  
\_\_\_\_\_ I have not been charged with, or convicted of, a criminal offense nor have I become the subject of any criminal proceedings in any manner whatsoever.

\_\_\_\_\_ I have disclosed in writing to the Program Director any charges or convictions that I have been the subject of, and any instance in which I have been the subject of any criminal proceeding.  
Furthermore, I attest that I am a student in good standing at Mississippi University for Women.

I understand that I must inform the Program Director in writing within 48 hours if at any time I am convicted/charged with a criminal offense, have become the subject of any criminal proceedings or if I am no longer considered a student in good standing at Mississippi University for Women.

I understand agencies and clinical facilities may refuse my access to patients based on information obtained in my background screening reports or my status as a student at Mississippi University for Women. The agencies and clinical facilities' criteria for students may differ from the criteria of the College of Nursing and Health Sciences.

I release Mississippi University for Women, the Institutions of Higher Learning Board of Trustees, and their officers, directors, employees and agents from any liability or damage in connection with the release of a criminal background check.

If at any time during the course of my participation in the Nursing program, I am either arrested, charged, or convicted, I must disclose such event to the Program Director in writing regardless of the nature or the seriousness of the offense for which I am arrested, charged, or convicted no later than 48 hours after such an event. Failure to do so may result in my dismissal from the program.

Student Signature

Student Name (Print)

Date

**\*Students are required to complete this form at the beginning of each semester after the criminal background check has been completed.**

**MISSISSIPPI UNIVERSITY FOR WOMEN  
COLLEGE OF NURSING AND HEALTH SCIENCES  
DEPARTMENT OF NURSING CIVILITY POLICY**

The purpose of the Civility Policy is to provide guidelines for the expected behavior of students enrolled in nursing programs at Mississippi University for Women (MUW). MUW nursing students are expected to maintain standards of professionalism and personal integrity and act in a manner that demonstrates civility and respect for others' welfare, both inside and outside the classroom.

The American Nurses Association's Code of Ethics (2001) states that a nurse "practices compassion and respect for the inherent dignity, worth, and uniqueness of each individual." Nurses are also expected to collaborate and communicate with peers and patients effectively (ANA, 2010). The Mississippi Board of Nursing Administrative Code also outlines unprofessional conduct that could require sanction or punishment (2012). Therefore, our nursing students are held to the same standard of professionalism and personal conduct.

Students are not to engage in disruptive behaviors. Disruptive behavior is defined as any disrespectful or uncivil conduct that interferes with teaching, learning, or classroom/clinical activities. This type of behavior makes teaching and learning difficult for others.

Such behavior can result in disciplinary warning, being removed from the classroom/building by the MUW campus police, dismissal from the program, and/or other appropriate authorized penalty in accordance with local, state, and federal law. **The instructor has the authority to determine which behaviors are disruptive to the learning environment.**

**Types of disruptive behavior in the learning environment may include, but are not limited to, the following:**

Making distracting noises  
Persistent speaking without being recognized  
Repeated interruption Personal insults Physical threats Sarcasm  
Rudeness  
Taunting  
Profane, disrespectful, or threatening language  
Harassing, demeaning, or degrading behavior (name calling, eye rolling, heavy sighing, slurs) Inappropriate physical contact (pushing/shoving, finger pointing, bumping into an individual) Outbursts of anger, yelling, bullying  
Throwing objects  
Refusal to answer questions  
Leaving class early without justification  
Leaving and re-entering the classroom once class has begun  
Studying or working on an assignment for another class during class time  
Sleeping in class  
Passing notes  
Inattention  
Apathy  
Talking while others are talking  
Use of cell phone or other electronic device not approved for use during class time

Refusal to comply with faculty or staff direction  
Persistent and unreasonable demands for time and attention both in and out of class  
Unwillingness to cooperate when a solution is being sought  
Use of laptop computer during class for reasons other than classroom related activities  
(Facebook, e-mail, surfing the Internet, etc.) Inappropriate/unprofessional dress (tight or revealing clothing, etc.) No-Show for scheduled appointment and failure to notify instructor  
Coming to class under the influence of alcohol or illicit substances  
Refusal to participate in class activities (group work, games, clicker use, etc.) Challenging faculty knowledge and/or credibility  
Arguing

\*The above behaviors apply to not only face-to-face contact, but they also refer to phone calls, email or electronic dialogue.

Failure to comply with the Civility Policy will jeopardize continuation within the nursing program.

By signing this document, you acknowledge that you are held to the above mentioned standard and may be subject to penalty if violations occur.

Student Signature: \_

Date: \_

Approved March 2014; Revised August 2015; Reviewed 5/2017; Reviewed 5/2018, Reviewed 9/22

- This signature area to be used only if the civility policy is not included on the signature page.

### **Procedure for Handling Violations of the Civility Policy**

**Major Violations** (i.e. violations in accordance with the unprofessional conduct outlined in the Mississippi Board of Nursing Administrative Code, violations in accordance with the university Academic Integrity Policy, or any other repeated minor disruptive behavior violations) may be documented by the instructor on the “Documentation of Uncivil/Disruptive Behavior” form.

This documentation will be discussed with the student and signed by persons involved. This documentation will become a permanent part of the student’s file.

The documentation of the event will then be reviewed by the program director for the program in which the violating student is enrolled. The program director will review the documentation and decide the appropriate course of action. Action may range from verbal discussion to dismissal from the program.

**MISSISSIPPI UNIVERSITY FOR WOMEN  
COLLEGE OF NURSING AND HEALTH SCIENCES  
DEPARTMENT OF NURSING**

***Documentation of Uncivil/Disruptive Behavior Form***

Student Name:

Instructor Name:

Nursing Course:

Date:

Description of Incident (to include specific behaviors noted):

By signing below, I acknowledge that I have been informed of this documentation, and I realize the potential implications for my continuation in the nursing program.

Student Signature: \_

Instructor Signature: \_

**MISSISSIPPI UNIVERSITY FOR WOMEN  
COLLEGE OF NURSING AND HEALTH SCIENCES  
DEPARTMENT OF NURSING  
DEFINITION OF FORMAL COMPLAINT**

A **Formal Complaint** is defined as an **Academic Grievance** to be consistent with the Undergraduate Student Grievance Guidelines.

**Academic Grievance** – a written statement submitted by a student claiming that a specific academic action or decision applied to the student is perceived as unfair or inequitable in comparison to similar treatment of peers related to current policies or practices governing nursing students.

**Mississippi University for Women  
Department of Nursing  
Undergraduate Student Grievance Committee Guidelines**

Membership: Five (5) faculty members appointed by the Dean  
Two (2) from the ASN Program  
Two (2) from the BSN Program  
One (1) additional member from the program of the appointed chair.

Two (2) students selected by the department chair  
One (1) ASN Sophomore  
One (1) BSN Senior

Chairperson: Appointed by the Dean from the selected faculty committee members.  
i. According to Robert's Rules of Order, the chair votes only in the event of a tie vote.

Purpose:

1. To consider student academic grievances concerning possible violations of due process which have not been resolved to student satisfaction at the program level. An academic grievance is defined as a written statement submitted by a student claiming that a specific academic action or decision applied to the student is perceived as unfair or inequitable in comparison to similar treatment of peers related to current policies or practices governing nursing students.
2. To make recommendations regarding the student's written complaint.
3. To annually review this policy and submit recommendations to the Department of Nursing when changes are indicated.
4. Procedure: The student must begin the process for resolution of the problem within five (5) working days of the faculty written notification of the incident so the student's academic progress is not hindered. In order to receive due process in relation to his/her grievance, the student must proceed through all proper channels of communication in sequence as outlined below.
5. **Faculty** - The student must initiate an appointment with the specific faculty involved in the grievance. The student and involved faculty will complete and sign the form "Student Documentation of Channels of Grievance Procedure." This form must be completed prior to any further grievance proceedings by the student.
6. **Department chair** - The student must initiate an appointment with the department chair if the student was unable to resolve the grievance to his/her satisfaction with the involved faculty. The involved faculty will be allowed to respond to the grievance at this meeting with the department chair. The



student, involved faculty and department chair will complete and sign a second “Student Documentation of Channels of Grievance Procedure” form. This form will be filed in the student’s private folder. This form must be completed prior to any further grievance proceedings by the student.

7. **Student Grievance Committee** - The student must submit a written letter to this committee requesting a hearing. The student must also submit copies of the “Student Documentation of Channels of Grievance Procedure” forms that were completed during the student’s meetings with the involved faculty and department chair respectively. This petition for a hearing **must** be submitted within five (5) working days following an unsatisfactory resolution at the program level.
8. If the grievance involves any member of the Committee, that member will abstain from participation on the Committee while that particular grievance is being considered. The Dean will then appoint another person to take the member’s place.
9. The Committee Chairperson will send written notification to the involved department chair and faculty within three (3) working days after receipt of the student’s letter requesting a hearing.
10. Evidence and background material concerning a grievance should be submitted to the Committee Chairperson by the department chair and faculty within three (3) class days after notification of a request for a grievance hearing.
11. The Committee Chairperson will set the earliest hearing date that does not conflict with the class schedules of any Committee member, student or faculty involved. All persons involved shall be notified prior to the hearing date. The petitioning student will be notified in writing by registered mail or another written means of communication acceptable to the student at least three (3) days prior to the date of the hearing. The student will validate receiving notification.
12. On the day of the hearing, the Committee will meet at least one (1) hour prior to the time of the student hearing to review all submitted evidence and documents concerning the grievance.
13. At the time of the hearing the student and involved faculty will be present. The committee may request to have the faculty and student present separately or together. The student and faculty each will be given full and equal opportunity to present evidence and witnesses who are relevant to the grievance. Only the involved faculty, student, witnesses, and Committee members are permitted to speak during the hearing. All discussion and evidence introduced at the hearing must be confined to the student’s grievance that was written on the “Student Documentation of Channels of Grievance Procedure” form. The Buckley Amendment of 1974, protecting student privacy, prohibits any discussion of other students during a grievance hearing.
14. If the student introduces another grievance issue at this hearing, he/she must take this new grievance through all the proper channels of communication in sequence as outlined in “Section A.”
15. The decision of the Committee must be based on sufficient and credible evidence. The decision will be made by the Committee in closed session per written ballot. All persons involved in the grievance will be notified in writing of the decision of the Committee within one (1) week of the hearing. The involved student will be notified in writing. A copy of this letter will be placed in the student’s permanent file.
16. Decisions made by the Committee must be complied with immediately by both faculty and student; however, both student and faculty have the “right of appeal.” The next level of appeal in the grievance process is a written appeal to the Dean, initiated by the student or the faculty within 5 working days of notification of the decision.
  - i. \*all underlined words are the essential elements of due process (Fiehe v. R.E. Householder Co. 125 So.2, 7 (FL 1929) & Black’s Law Dictionary 6<sup>th</sup> ed) lw

**Mississippi University for Women**  
**Department of Nursing**  
**Student Documentation of Channels of Grievance Procedure**

I, \_\_\_\_\_, have attempted to resolve the following (Student)  
grievance with \_\_\_\_\_. (Give details of  
(Faculty/Department chair)

grievance below. May continue on back if needed.)

We have been able/unable to resolve the issue to my satisfaction at this time.

Signed,

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Department chair

(Revised 10/06)

Reviewed: January 2007, January 2009; May, 2010; may, 2013

**MISSISSIPPI UNIVERSITY FOR WOMEN COLLEGE OF NURSING AND  
HEALTH SCIENCES DEPARTMENT OF NURSING  
DRUG & ALCOHOL ABUSE POLICY**

Department of Nursing Drug and Alcohol Abuse Policy Policy Statement regarding  
the chemically impaired student.

1. In compliance with Mississippi Statute 43-11-13, the Department of Nursing requires that all applicants must submit to a criminal background check and drug/alcohol screen prior to entering or returning to the nursing program. Failure by the applicant to indicate suitability on the background check or to present a clear finding on the drug/alcohol screen will result in prohibition from entering the nursing program. There is a zero tolerance for illegal substance use/abuse and misuse of legal substances.
2. Any current student who exhibits signs of impaired thinking or behavior that indicates the student may be under the influence of mind altering substances will be required to have a drug or alcohol "Test Panel to Screen and Confirm" performance immediately at our screening affiliate. The student will assume charges for the drug screening. If the student refuses to have a screening, he/she is immediately excluded from the program. Lab results must be submitted to the Mississippi University for Women Department of Nursing. If the test is positive, the student will be initially evaluated by the appropriate Department Chair, who will determine the need for further evaluation. The student will be subject to disciplinary action, including possible dismissal from the program. The office of the Provost/Vice President for Academic Affairs will be notified. Normal university procedures for student misconduct will be followed if the student decides to continue enrollment in the university. Failure to provide a specimen or deliberately interfering with the substance testing procedure also results in immediate program exclusion.
3. Once admitted to the nursing program any student who exhibits signs of impaired thinking or behavior during a campus or clinical laboratory session, will be relieved of further program activities until a decision is made regarding the drug screening.
4. Students are required to pay for all substance testing. The program assumes no liability for transportation of the student.
5. Students continuously enrolled in prelicensure registered nursing courses are required to present a clear finding on a drug and alcohol test prior to clinical experiences each semester/summer term. If the test is positive, the student will be initially evaluated by the appropriate Department Chair, who will determine the need for further evaluation. The student will be subject to disciplinary action, including possible dismissal from the program. Students agree for any drug/alcohol test results by a participating clinical agency be released to Department of Nursing officials. All postlicensure students (RN-BSN, MSN, and DNP) are required to submit to testing upon admission to their respective program.
6. If excluded from the Department of Nursing, the student may apply for a probationary readmission to the Program of Nursing upon completion of a chemical dependency program listed as approved by the Mississippi Board of Nursing. The Program of Nursing will require any such applicant for readmission to the Department of Nursing to meet the same standards as any current applicant for initial admission to the Program of Nursing, as well as any additional standards and conditions the Program may impose related to assurance that the applicant is not chemically dependent, a chemical abuser, or in violation of any law.
7. If probationary readmission is granted, after-care monitoring will be required for the duration of the student's course of study. This should involve periodic (unpredictable, random) testing as defined by the Mississippi Board of Nursing.
8. Failure to abide by after-care monitoring requirements and/or evidence of continued chemical abuse or dependency shall be grounds for permanent dismissal from the Department of Nursing.

The student should refer to the "Drug and Alcohol Policy" and the Code of Student Conduct in the online Student Handbook (<http://www.muw.edu/handbook/handbook>) for the current academic year for information on University policies and procedures that are in addition to those of the Department of Nursing.

Student Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
Date \_\_\_\_\_

Adopted 5/97  
Revised 12/98 1/09;  
5/11; 5/13  
8/2019

**MISSISSIPPI UNIVERSITY FOR WOMEN  
COLLEGE OF NURSING AND HEALTH SCIENCES  
DEPARTMENT OF NURSING**

**IMMEDIATE SHARPS POST-EXPOSURE INCIDENT POLICY**

Although preventing blood borne pathogen exposure is the primary means of preventing occupationally acquired infections, preventing HIV seroconversion becomes an imminent goal following an exposure incident.

The CDC MMWR June 29, 2001/Vol50/No RR-11-is the primary reference for guidelines to manage health care worker and health care student exposures to HIV and recommendations for HIV post-exposure prophylaxis (PEP). If the student or faculty is at a clinical site with an exposure policy, at the time of the exposure, follow the facility's policy and procedure for follow-up. If the student or faculty is at a clinical site without an exposure policy, the following will apply.

For more information related to exposures go to <https://www.cdc.gov/niosh/stopsticks/whattodo.html> or see the MMWR referenced above at <https://www.cdc.gov/mmwr/PDF/rr/rr5011.pdf>

Procedure:

- A. Cleanse the exposed area immediately with soap and water. Eye exposure should be cleaned only with water or normal saline.
- B. **Immediately report the incident** to the immediate supervisor (or clinical faculty, if a student)
- C. A report of the incident should be completed to include date and time of exposure, route of exposure, fluids exposed to and circumstances under which the exposure incident occurred.
- D. Exposure Reports should be maintained in a confidential manner in the student's file.
- E. The exposed individual should be encouraged to seek immediate treatment at the nearest Emergency Department.
- F. The exposed individual will be responsible for all expenses incurred.

The faculty or health care student involved in the incident will be responsible for all expenses incurred.

Approved 5/2009

Revised 10/11; 5/13, reviewed 9/22

**MISSISSIPPI UNIVERSITY FOR WOMEN**  
**COLLEGE OF NURSING AND HEALTH SCIENCES DEPARTMENT OF NURSING**  
**KNOWLEDGE AND SKILLS OF A REGISTERED NURSING STUDENT**  
**NURSING PROGRAM PERFORMANCE STANDARDS**

<b>Standard</b>	<b>Examples</b>	
Mobility	Physical abilities sufficient to move independently from room to room, walk in hallways, maneuver in small places such as patient rooms, and medication rooms. <i>List any devices or accommodations which assist student in meeting this standard:</i>	Moves independently with patients from department to department, around the patient room, down the corridor, from one patient room to another, to take care of all patients on a team, and to assist in the transport of all patients from bed to bed, bed to chair. Walking, standing, sitting for long periods of time, stooping, lifting patients, squatting, reaching, twisting, bending, pushing, pulling, dragging, and climbing. Any other necessary mobility skills necessary to adequately perform safe nursing care.
Motor Skills	Gross and fine motor skills to practice safe and efficient patient care. Sufficient manual dexterity to manipulate equipment in the patient care setting. <i>List any devices or accommodations which assist student in meeting this standard:</i>	Manual dexterity to start a patient's intravenous line, set alarms on monitors, draw up and give injections to patients without extraneous movements. Any other necessary motor skills necessary to adequately perform safe nursing care.
Hearing	Auditory ability sufficient to monitor and assess health needs. <i>List any devices or accommodations which assist student in meeting this standard:</i>	Auscultation of breath sounds, heart sounds, blood pressure, bowel sounds, hearing alarms, call bells, telephones in patient care, converse with patients, family and staff from varying distances with varying audible sounds. Any other necessary hearing skills necessary to adequately perform safe nursing care.
Visual	Visual ability sufficient for observation and assessment necessary to provide safe patient care. <i>List any devices or accommodations which assist student in meeting this standard:</i>	Reading patient charts/flow sheets/monitors, drawing up and administering medications, assessing patient skin tones, reading thermometers, assessing wound status, non-verbal behaviors. Any other necessary visual skills necessary to adequately perform safe nursing care.
Tactile	Tactile ability sufficient for physical assessment and to provide safe patient care. <i>List any devices or accommodations which assist student in meeting this standard:</i>	Perform palpation, giving injections, starting IV's, sterile and non sterile dressing changes, urinary catheterization, assess skin temperature and texture, and assist with patient care activities. Any other necessary tactile skills necessary to adequately perform safe nursing care.
Communication	Communication abilities sufficient for interaction with others in coherent and concise oral and written form. <i>List any devices or accommodations which assist student in meeting this standard:</i>	Follow spontaneous verbal and/or written instructions, able to effectively communicate when teaching patients and/or families. Communicate the patient's response to therapy to other members of the health care team, document patient responses to therapy on health care forms utilizing various forms of media, consult with health care team members in a professional manner. Any other necessary communication

		skills necessary to adequately perform safe nursing care.
Interpersonal	Interpersonal skills sufficient for interaction with patients, families and groups from diverse backgrounds (cultural, emotional, intellectual) in a variety of health care settings. <i>List any devices or accommodations which assist student in meeting this standard:</i>	Converse effectively in stressful situations with patients, families and groups (codes, emergencies). Discharge teaching. Must be amendable to change behavior and be situationally adaptable upon faculty, staff, patient, or coworker recommendations. Be able to positively respond to constructive criticism. Any other necessary interpersonal skills necessary to adequately perform safe nursing care.
Critical Thinking	Critical thinking sufficient for clinical decision making. <i>List any devices or accommodations which assist student in meeting this standard:</i>	Competent assessment of a patient in a timely manner, correct interpretation of assessment, readily respond with appropriate nursing interventions, treatment plans, works in isolation independently and with groups for positive patient outcome. Any other necessary critical thinking skills necessary to adequately perform safe nursing care.

*nursing program performance standards..doc*

I understand these are some of the skills required to successfully fulfill the role of a nursing student and therefore are required of me to successfully complete this nursing program.

Signature \_\_\_\_\_

Date \_\_\_\_\_

If a student is not able to meet these standards, he/she may initiate meetings with the personnel in the Student Success Center and/or department chair for review of his/her case to see if reasonable accommodations are possible as per the university procedures. If reasonable accommodations are made and the student continues to be unable to meet the standards, the student will not be able to successfully complete the requirements of the program.

Approved 4-6-09

Revised: 5/13; 4/17, reviewed 9/22, Revised 9/23

This form to be used only if the Performance Standards is not included on the signature page.

**Medical Release Form**  
**Mississippi University for Women**  
**College of Nursing and Health Sciences**  
**Medical Release to Participate in Clinical Activity**

Students in the College of Nursing and Health Sciences Programs at Mississippi University for Women are required to participate in provision of direct patient care in clinical facilities as well as perform clinical skills in a laboratory. Any student experiencing a change in health status (surgical procedure, injury, pregnancy, delivery, or disabling illness, etc.) is required to provide documentation from the attending healthcare provider which states the student is able to meet the physical requirements to attend and participate in clinical experiences. These requirements include:

- Physical abilities sufficient to move from room to room and maneuver in small spaces
- Gross or fine motor abilities sufficient to provide safe and effective health care
- Auditory ability sufficient to monitor and assess health needs
- Visual ability sufficient for observation and assessment necessary in health care
- Tactile ability sufficient for physical assessment
- See performance standards for other specifications

This is to verify that \_\_\_\_\_ **[Circle one]** ( is) or (has been) under my care for the treatment of a surgical procedure, injury, pregnancy, delivery, or disabling illness. I have determined that this student may participate in clinical experiences requiring the physical abilities as outlined above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Attending Healthcare Provider)  
Address \_\_\_\_\_  
\_\_\_\_\_

*For Confidential File*

Return To: Mississippi University for Women  
Department of Nursing and Health Sciences  
1100 College Street MUW 910  
Columbus, MS 39701-5800

*NOTE: TRUTHFUL AND FULL DISCLOSURE ON THIS FORM IS FOR THE STUDENT'S SAFETY. FALSIFICATION AND/OR EXCLUSION OF INFORMATION MAY RESULT IN DISCIPLINARY ACTION BY THE COLLEGE.*

Adopted 5/12; revised 5/13, reviewed 9/22

# MISSISSIPPI UNIVERSITY FOR WOMEN

## DEPARTMENT OF NURSING PHYSICAL FORM

NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 DATE OF BIRTH \_\_\_\_\_ SSN \_\_\_\_\_  
 ALLERGIES \_\_\_\_\_  
 MEDICATIONS \_\_\_\_\_

PROGRAM ATTENDING BSN \_\_\_\_\_ ASN \_\_\_\_\_ MSN \_\_\_\_\_ DNP \_\_\_\_\_  
 CIRCLE DATE THAT YOU PLAN TO ENTER: Fall \_\_\_\_\_ Spring \_\_\_\_\_ June \_\_\_\_\_ July Year? \_\_\_\_\_  
 AT WHAT LEVEL? Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_ Graduate \_\_\_\_\_

### TO BE COMPLETED BY APPLICANT

Do you have, have you ever had, or are you now being treated for any of the following conditions? Check YES or NO as an answer to each.

RHEUMATIC FEVER	Y__ N__	LIVER TROUBLE	Y__ N__
ASTHMA	Y__ N__	ULCERS	Y__ N__
DIABETES	Y__ N__	BACKACHE	Y__ N__
KIDNEY TROUBLE	Y__ N__	HEADACHES	Y__ N__
EPILEPSY	Y__ N__	OBESITY	Y__ N__
HYPERTENSION	Y__ N__	TUBERCULOSIS	Y__ N__
HEART ATTACK	Y__ N__	DEPRESSION	Y__ N__
CANCER	Y__ N__	SURGERY	Y__ N__
SICKLE CELL ANEMIA	Y__ N__	OTHER CONDS.	Y__ N__

### DETAILS

Answers of yes to any of the above should be explained on a separate sheet of paper.

**TO MY KNOWLEDGE ALL STATEMENTS ABOVE ARE TRUE**

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

YOU MUST ATTACH A COPY OF THE CERTIFICATE OF IMMUNIZATION COMPLIANCE (FORM NO. 121) TO THIS PHYSICAL FORM. THIS FORM MUST BE SIGNED AND DATED BY YOUR HEALTH CARE PROVIDER. THE IMMUNIZATIONS REQUIRED BY THE DEPARTMENT OF NURSING ARE AS FOLLOWS:

- TWO MMR's
  - PROOF OF Tdap ( May be substituted for the TT if taken within the last ten years)
  - TETANUS TOXOID WITHIN LAST FIVE YEARS
  - Quantiferon TB Gold will be required in lieu of the two step TB skin test
  - VARICELLA- You must provide medical documentation of Varicella (chicken pox) immunity. This can be accomplished by providing documentation of Varicella vaccine (requiring a two injection series) or laboratory test results documenting immunity to Varicella.
6. HEPATITIS B SERIES (SERIES OF 3)



## TO BE COMPLETED BY THE HEALTH CARE PROVIDER

### PHYSICAL EXAMINATION

HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ BP \_\_\_\_\_ P \_\_\_\_\_ RESP \_\_\_\_\_

### EYES

GLASSES YES \_\_\_ NO \_\_\_ CONTACTS YES \_\_\_ NO \_\_\_

COLOR BLIND YES \_\_\_ NO \_\_\_ VISUAL ACUITY RT \_\_\_ LT \_\_\_

### EARS

IS HEARING NORMAL? YES \_\_\_ NO \_\_\_ ARE DRUMS INTACT? YES \_\_\_ NO \_\_\_

<b>SKIN</b>	Normal ( ) Abnormal ( )	<b>LUNGS</b>	Normal ( ) Abnormal ( )
<b>HEAD</b>	Normal ( ) Abnormal ( )	<b>HEART</b>	Normal ( ) Abnormal ( )
<b>MOUTH/THROAT</b>	Normal ( ) Abnormal ( )	<b>ABDOMEN</b>	Normal ( ) Abnormal ( )
<b>NOSE</b>	Normal ( ) Abnormal ( )	<b>MUSCULOSKELETAL</b>	Normal ( ) Abnormal ( )
<b>NODES</b>	Normal ( ) Abnormal ( )	<b>NEUROLOGIC</b>	Normal ( ) Abnormal ( )

**DETAIL OF ANY ABNORMALITIES NOTED ABOVE** \_\_\_\_\_

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**IS THERE ANY PHYSICAL PROBLEM THAT IS LIKELY TO INTERFERE WITH THE STUDENT'S ABILITY TO PERFORM CLINICAL ACTIVITIES?** \_\_\_\_\_

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**HEALTH CARE PROVIDER SIGNATURE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **DATE OF EXAMINATION** \_\_\_\_\_

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(rev. 11/18)

*The Department of Nursing is requiring the Quantiferon TB Gold in lieu of the two step TB skin test.*

**Mississippi University for Women  
College of Nursing and Health Sciences  
Social Media Guidelines**

Social Media

Social media are defined as mechanisms for communication through social interaction, with highly accessible publishing techniques. Examples of social media include but are not limited to collaborative projects (Wikipedia), blogs/micro-blogs (Twitter), content communities (You Tube), social networking sites (Facebook), and virtual social worlds (Second Life). Content distributed through these platforms is immediately searchable and shareable; there are no “private” social media sites. Student nurses and speech-language pathology clinicians must be cognizant of their actions on social media. The College of Nursing and Health Sciences, as well as future employers, holds you to a high standard of behavior.

American Nurses Association (ANA) Principles for Social Networking

- Nurses must not transmit or place online individually identifiable patient information.
- Nurses must observe ethically prescribed professional patient-nurse boundaries.
- Nurse should understand that patients, colleagues, institutions, and employers may view postings.
- Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
- Nurses should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.
- Nurses should participate in developing institutional policies governing online conduct. (ANA, 2011)

College of Nursing and Health Sciences Program Guidelines for Social Media

Students and employees are prohibited from disclosing through social media the following:

- Protected Health Information, as defined by the Health Insurance Portability and Accountability Act (HIPAA) – For example, individuals may not disclose client names or otherwise refer to clients in any way that identifies them individually, including by their initials or by their location (e.g., hospital name or unit).
- Education Record Information, as defined by the Family Educational Rights and Privacy Act (FERPA) – Individuals may not disclose FERPA-protected information regarding any student.
- Confidential, non-public information about
  - Client families, clinical facility staff or clinical institutions;
  - The College of Nursing and Health Sciences, its employees and students; Copyrighted or intellectual property belonging to the University.
- Comments that express or imply sponsorship or endorsement by the College of Nursing and Health Sciences or the University, unless you are officially authorized to act in this capacity for this purpose on behalf of the University or the College.

College of Nursing and Health Sciences Program Consequences for Violating Guidelines

- Violations of client or student privacy with an electronic device or social media posting will be subject to HIPAA or FERPA procedures/guidelines and consequences.
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual posting include confidential or copyrighted material.

Related References:

- HIPAA-<http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.htm>
- FERPA-<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- ANA-<http://nursingworld.org/MainMenuCategories/CertificationandAccreditation/Continuing-Professional-Development/NavigateNursing/Webinars/Fact-Sheet-Navigating-the-World-of-Social-Media.pdf>

I have read these social media guidelines and I understand that I am responsible for my own actions in relation to social media communication. I understand that if I violate these guidelines I am subject to the consequences stated in the above guidelines.

Name

Signature

Date

Approved May 14, 2013, reviewed 9/22



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**ASSOCIATE  
NURSING**

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# ASN PROGRAM POLICIES/STATEMENTS

## ATTENDANCE

**CLASSROOM:** Students are expected to be diligent in pursuit of their studies, regular in class attendance and active participants in classroom activities which will facilitate learning. Students are expected to arrive for class on time. If the door is closed the student must wait until break to enter the classroom. If a student is late for a test, the student will not be allowed to enter the classroom. The student will have to make up the test on the designated make-up test day. Students are accountable for all materials presented in class and are responsible for making arrangements to secure any materials presented in their absence. At no time is employment an acceptable reason for absence or tardiness for classroom or clinical activities.

**SKILLS LABORATORY:** Skills lab activities are considered clinical experience. Skills lab attendance is necessary for the student to demonstrate learned skills prior to clinical assignments. Skills check-offs are scheduled by the instructor. If an excused absence is granted according to the clinical course guidelines, the student may schedule skills checkoff to be completed within one week of return to class. It is the student's responsibility to meet with faculty to schedule the checkoff time.

**CLINICAL:** Clinical courses have a no cut policy regarding **unexcused** absences. These courses include NU 115, 125, 145 (simulation only), 215, 225, and 235. Students are provided a well-rounded selection of experiences. All students are expected to secure transportation to their clinical sites. The faculty believes that advantage should be taken of all the clinical opportunities within the program and that excessive absences can be detrimental to a student's progress in meeting course outcomes. Throughout the program some clinical experiences may occur in the evening and on weekends. Students are expected to make arrangements to attend. Every student is expected to exercise an appropriate level of professional judgment in determining whether it is necessary for her/him to be absent from a clinical laboratory. **\*ANY STUDENT WHO MISSES MORE THAN 15% OF THE ALLOTTED CLINICAL PRACTICE IN ANY SEMESTER, FOR UNEXCUSED ABSENCES, WILL BE EXCLUDED FROM THE COURSE.**

**Illness must be verified by healthcare provider or Student Health Center.** If **excused** absences occur, for family death and/or personal illness, a contingency plan can be established that could include case studies, simulations, makeup clinical, or other faculty-chosen clinical-based activity; an incomplete can also be given until hours can be obtained. **IN ALL CASES OF EXCUSED ABSENCES, NO MORE THAN 15% OF CLINICAL CAN BE MISSED WITHOUT A CONTINGENCY PLAN ESTABLISHED.**

Alternate clinical assignments may be required for absences from other clinical activities (i.e. simulations, lab, seminars, health, etc.). The alternate clinical assignment will be determined by the faculty. All alternate assignments must be completed in order to successfully complete the course. Clinical practice includes clinical orientation and practice in health care agencies. Faculty consider clinical an application experience and progression toward clinical competency must be demonstrated.

When the student has failed any component of clinical, as defined by the clinical course criteria, the student is unable to meet the terminal objectives and is excluded from the course.

\*Special circumstances will be reviewed and handled by the department chair as needed.

**CLINICAL RELEASE:** In order to return to clinical after the event of a medical illness, musculoskeletal condition, pregnancy or surgery, the student must submit a release statement from his/her physician stating that he/she is able to return to clinical. The Medical Release Form can be found on page 49 of this handbook.

## GRADING

**GRADING SCALE:** The Associate Degree Program uses the following grading scale for all examinations:

A	92 – 100	W	Withdrawal
B	83 – 91	WP	Withdrawal Passing
C	74 – 82	WF	Withdrawal Failing
D	65 – 73		
F	64 and below		

A GRADE OF AT LEAST A “C” MUST BE MADE IN ALL NURSING COURSES IN ORDER FOR THE STUDENT TO PROGRESS.

Grading policies for NU 112, 116, 216, 228, 235 and the elective courses will be described in the course syllabus for each specific course.

**ROUNDING POLICY:** Assignments are rounded to the nearest 10<sup>th</sup>. The final average is carried out two decimals and rounded to the nearest whole number. (Example: 73.49 = 73, 73.50 = 74)

**RELEASE OF GRADES:** All unit test grades will be posted on Canvas. Students will check Canvas for their grades following each test. Final course grades for all nursing courses will be posted on Banner Web. Students are responsible for checking their final grades to determine their status in the ASN program. **If a student makes below a “C” in any required course, the student must make an appointment with the Chair of the ASN Program, prior to the end of the semester, in order to receive career counseling. It is the responsibility of any student, who is not eligible to progress, to drop all nursing classes from their schedule on Banner Web.** The ASN Readmission and Progression Policies are outlined in the ASN Student Handbook. NO GRADES WILL BE GIVEN TO ANYONE OVER THE PHONE OR EMAIL.

**PERMISSION TO GIVE OUT INFORMATION (RELEASE):** In the Fall semester of the Freshman year the student will obtain the ASN Student Handbook which will include policies and procedures pertaining to associate degree nursing students. During orientation a form will be given to each student for his/her signature verifying understanding of policies and procedures in the ASN Student Handbook. Included on this form will be an authorization for the Associate of Science in Nursing Program and MUW Department of Nursing to release information to prospective employers and/or institutions of higher learning for the purpose of references and verification of enrollment and graduation. The student’s signature on this form will give the Associate of Science in Nursing Program and the Department of Nursing that authority.

## **PROGRESSION AND READMISSION**

### **MISSISSIPPI UNIVERSITY FOR WOMEN DEPARTMENT OF NURSING ASSOCIATE OF SCIENCE IN NURSING**

#### **PROGRESSION POLICY – ASN PROGRAM**

Once admitted to the Department of Nursing:

1. All non-nursing co-requisite courses must be passed with a grade of a “C” or above before proceeding to the next semester. The biological science courses may be failed only once.
2. A grade of “C” or above is required in each required nursing course (NU 112, 114, 115, 116, 124, 125, 126, 144, 145, 214, 215, 216, 224, 225, 228, and 235). A student who makes a “D” or lower in any nursing course is automatically excluded from the ASN program and must petition for readmission. A student may be readmitted only once to the ASN program due to a nursing course failure. If only one course component is failed it is considered as one failure. If more than one course is failed concurrently (in the same semester) it is also considered as one failure. A student who fails to make a “C” or above on any required nursing course, following readmission, is permanently excluded from the ASN program and is ineligible for readmission. See readmission policy for exception.
3. For each theory nursing course with an accompanying clinical course (NU 114/115, 124/125, 144/145, 214/215, 224/225, or NU 235) a grade of a “C” or above is required in the theory course and the accompanying clinical course in order to progress. If this does not occur, both the theory and the clinical course must be retaken together. If only one course component (theory or clinical) is failed it is considered as one failure; if both theory and clinical components are failed concurrently it is also considered as one failure.
4. A “WF” in a nursing course or in a biological science course is considered as a failure in that course.
5. A student who fails a nursing course for unsafe practice, unethical or illegal conduct will be dismissed from the program and will not be eligible for readmission to any program in the Department of Nursing.

A	92 – 100
B	83 – 91
C	74 – 82
D	65 – 73
F	64 and below

Reviewed May 2012

Reviewed May 2021

Reviewed Fall 2022

**MISSISSIPPI UNIVERSITY FOR WOMEN  
DEPARTMENT OF NURSING  
ASSOCIATE OF SCIENCE IN NURSING**

**READMISSION POLICY**

**Required Nursing Course Failure**

1. Students may be readmitted to the Department of Associate Nursing only once due to a nursing course failure (grade D or less including WFs). If a transfer student has failed a nursing course in another nursing program that will count as the student's first failure in terms of eligibility for readmission to the nursing program. Students who are ineligible to return to the Department of Associate Degree Nursing due to two nursing course failures and who have become Licensed Practical Nurses with a current unencumbered Mississippi license and at least 2 years of work experience as an LPN may be considered for second readmission into the LPN-RN Advanced Placement Option.
2. A student who makes a D or lower in a required nursing course cannot progress in the Department of Associate Degree of Nursing. In order to be considered for readmission, the student must complete the following:
  - a. Obtain an MUW and an overall grade point average of 2.5 prior to readmission.
  - b. Successfully complete the nursing retention course with a grade of **B** or better.
  - c. Petition in writing to the Associate Department Readmission Committee by April 1<sup>st</sup> for a Fall term readmission OR October 1<sup>st</sup> for Spring term readmission. The petition letter should include justification for readmission with the following criteria:

Course(s) failed and reason

Include your personal commitment to success to include your plans moving forward if readmission into the program occurs

Description of any type of academic or professional counseling (such as treatment for test anxiety or request granted for testing accommodations)

The Readmission committee will meet as needed on a date determined by the committee.

The transcript, clinical record, and letter of petition for each student will be reviewed by the Readmission committee.

The Readmission Committee chairperson will then inform the program chair of the committee's recommendations.

If the recommendation of the committee is to readmit the student, the readmission will be conditional on a space available to maintain the required student-to-faculty ratio and secure clinical facilities. If the number of students eligible for readmission is higher than the allowed faculty-to-student ratio, the students will be ranked and chosen according to their overall GPA, total nursing GPA, and final grade in the retention course. Students will be notified via e-mail of their admission status.

3. Students will be readmitted under the requirements of the current bulletin.

4. Students petitioning for readmission who have been out of the ASN nursing program for two or more academic years will be considered for readmission to the ASN program on a case-by-case basis.
5. Students who have been dismissed for unsafe practices or unethical or illegal conduct are **ineligible** for readmission.
6. Generic students who are ineligible for readmission to the BSN nursing program are ineligible for readmission into the Department of Nursing and therefore **ineligible** for admission into the ASN Program.
7. Students are required to submit to another criminal background check and drug screen with same conditions as upon entry into the program.

### **Required Nursing Course “Withdrawal” or “WP”**

In order for students to be considered for admission following a “W” or “WP” the student must complete the following:

- a. Obtain an MUW and an overall grade point average of 2.5 prior to readmission.
- b. Petition in writing to the Associate Department Readmission Committee by April 1<sup>st</sup> for a Fall term readmission OR October 1<sup>st</sup> for a Spring term readmission. The petition letter should include justification for readmission with the following criteria:

Course(s) failed and reason

Include your personal commitment to success to include your plans moving forward if readmission into the program occurs

Description of any type of academic or professional counseling (such as treatment for test anxiety or request granted for testing accommodations)

1. Students who received a “W” or “WP” in any of the following nursing courses: 114, 115, 116, 112, 144, and/or 145 are required to complete an ASN application.
2. Students are highly recommended to complete the ASN retention course.

Students will be notified via e-mail of their admission status.

3. Students will be admitted under the requirements of the current bulletin.
4. Students who have been out of the ASN nursing program for two or more academic years will be considered for admission to the ASN program on a case-by-case basis.
5. Students are required to submit to another criminal background check and drug screen with same conditions as upon entry into the program.



## ADVISING

**ADVISEMENT:** The Chair of the Associate of Science in Nursing Program is the initial contact person for all prospective majors. She advises prospective students regarding admission requirements, transfer of credit, curriculum requirements, and costs. Once a student meets all admission requirements and is enrolled in nursing courses, he/she is assigned a faculty advisor. Early registration for each semester is scheduled by the Office of the Registrar and announcements are posted throughout the campus. It is the student's responsibility to contact his/her academic advisor for an appointment for pre-scheduling of classes for the following semester. The student is given a registration access pin number (RAP#), which will allow the student access to preschedule classes via Banner Web. The student is responsible for inputting courses into the computer. If the student does not follow through with this process, the Department of Nursing cannot guarantee placement in needed courses.

**COUNSELING AND TESTING CENTER:** The Office of Student Development offers assistance with many personal and academic matters. A full description is found in the MUW Student Handbook. It may be accessed at [web3.muw.edu/centers/counseling](http://web3.muw.edu/centers/counseling). The Counseling Center's phone number is 329-7748.

**MISSISSIPPI UNIVERSITY FOR WOMEN  
DEPARTMENT OF NURSING  
ASSOCIATE OF SCIENCE IN NURSING**

**REMEDIATION POLICY**

If a student makes 77 or less on a theory nursing unit test, he or she will be required to attend test review and complete a remediation assignment. The remediation assignment is determined by faculty and must be completed as assigned by faculty. Absence of test review must be pre-approved by the department chair and/or the level coordinator. If an approved absence is granted, the student must re-schedule a time to review the test and complete the remediation assignment at that time. Refusal to participate in the remediation assignment will result in violation of the Civility Policy. If a 77 or less is made on the first test, an “Individual Plan for Success” (IPS) will be initiated by the student and faculty. At midterm, faculty will conference with the student concerning progress.

Remedial activities for other course components may be assigned by the faculty member. Remedial activities for ATI products will be detailed on the specific course syllabus.

**TUTORIAL HELP:**

1. Students with questions about lecture may ask the faculty member responsible for that class.
2. Each student is responsible for seeking academic assistance from his/her academic advisor by appointment. Guidance and suggestions about study habits and assistance with course content will be provided if requested.
3. Tutorial help in non-nursing courses can be sought in the appropriate department or in the Student Success Center.
4. Students will be referred to appropriate sources of help when they identify themselves as having difficulty with testing, anxiety or a learning disability.
5. Elective courses (NU 105 and NU 106) are offered to assist students to adapt to the ASN Program.

Revised Spring 2014  
Revised Fall 2022

**MISSISSIPPI UNIVERSITY FOR WOMEN  
DEPARTMENT OF NURSING  
ASSOCIATE OF SCIENCE IN NURSING**

**TESTING PROCEDURES/MAKE-UP POLICY**

1. Testing times are listed on all course schedules.
2. Books, notebooks, purses, and technological devices (i.e. cell phones, watches, computers etc.) are to be placed in a designated area.
3. Students may use foam earplugs during testing.
4. No head coverings may be worn during testing, without prior approval.
5. Tests are administered at the time scheduled. If a student is late for a test, the student will not be allowed to enter the classroom or testing center. The student will have to make up the test on the designated make-up test day. Also, if a student fails to bring or have charged their laptop needed for test-taking, the student will have to make-up the test on the designated makeup test day.
6. If a student is late for a final exam, the student may take the exam with no additional time allotted. The student must call and notify the program office that he/she is going to be late in order to enter the exam.
7. Faculty will be present for their level tests.
8. If paper testing, test packets will be distributed by the faculty.
9. NCLEX style questions will be utilized. Examples include but are not limited to drag and drop, matrix, bow tie, hot spot, multiple choice, extended multiple choice, place in order, fill in the blank, etc.
10. Questions will be scored based on the latest recommendations from NCSBN.
11. Students may **not select** all answers on drag and drop/ select all that apply questions. Selecting all answers will result in a score of "0" for that question. No partial credit will be given in the event the student selects all answers on drag and drop questions.
12. The student will have 1.5 to 2 minutes per question for each unit theory test. Timing for ATI examinations will be determined by ATI. Students will be notified of the time allotted prior to each test.
13. Students should raise their hand if they have any clerical questions. Only questions related to typographical errors will be answered by faculty.
14. Students are to keep both hands on the top of the table during testing.
15. After verification of test submission, students should leave the test area quietly.
16. Grades will be posted on Canvas within one week of the test date.
17. Tests will be reviewed according to the test review procedure.
18. Students unable to take a test at the scheduled time should notify the Level Coordinator via email or phone (662-329-7311) **prior** to the test.
19. All missed tests will be made up on one day designated by the faculty at the end of the semester. The make-up test may not be the same test that was missed. The testing format and length may be multiple choice, discussion, or short answer. Make-up tests may have more or less questions than the test missed.

**COMPUTERIZED TESTING**

1. The computer should meet the minimum requirements of the programs, testing system, ExamSoft (exemplify.com). INSERT EXEMPLIFY LINK

2. The student must download the test by the specified time as assigned by the faculty. If you experience technical difficulty with the download, you must notify designated faculty immediately.
3. Computers should be charged and plugged in prior to starting the examination.
4. Students will not be allowed to return to the previous question after submitting an answer.

Revised Fall 2022

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**TEST REVIEW:**

PURPOSE: Identify correct responses for each test item. Give rationale for the correct and incorrect responses. Test review is a learning experience and all students are encouraged to participate.

1. Test review will be held outside class time and only for students who have taken the test. Times will be listed on class schedules. This will be the only structured time the tests will be reviewed. Roll will be taken. All students must remain for the entire review period.
2. Faculty will be present.
3. If paper testing, original test booklet will be given to the students. All books, papers, purses, pencils and pens and technological devices (i.e. cellphones, watches, computers etc.) will be placed in a designated place. No recording devices may be present.
4. For computerized testing, the student must have the computer to which the original test was administered on.
5. Faculty will review and clarify the most frequently missed questions and other questions as requested.
6. Students must remain quiet but can seek instructor feedback as needed.
7. Questions that are challenged will be dealt with on an individual basis outside of the review with the content instructor.
8. Students, with an unexcused absence, not attending the scheduled review are **NOT** eligible for an individual review with the instructor. Students who attended test review may schedule a time to review their test independently with a faculty member in order to assess their test taking skills.

Revised Fall 2022

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**TECHNOLOGY POLICY**

1. All students will own a portable laptop.
2. The computer needs to have a copy of (and be able to run) the most current version of Firefox, Chrome, and Microsoft Office.
3. The computer should meet the minimum requirements of the programs, testing system, ExamSoft (exemplify.com).
4. The laptop should also have the latest virus protection as directed by the university information technology department.
5. Laptops should always be physically secured in all settings. The nursing program cannot be held responsible for any loss or damage.
6. No patient information should be stored.

Created Spring 2019

In an attempt to provide the best preparation for NCLEX-RN®, fourth semester students will be required to participate in a three-day live NCLEX-RN® Review Course presented by a national reviewer on the MUW campus. The review will take place after and prior to graduation.

Revised Spring 2019

Revised Spring 2022

## **CELL PHONES**

Cell phones are not allowed to be accessible (visibly and/or audibly) for personal use during class or clinical time. Cell phones may be used for academic and educational purposes in approved settings. Students are to give the program office number (662-329-7311) to anyone who may need to contact them in case of an emergency.

## **CHILDREN IN CLASS**

Children are not allowed in the classroom, LRC or Skills Lab. Children should not accompany students for scheduled appointments with faculty

## **CHAIN OF COMMAND**

All students are expected to follow the chain of command to ensure effective communication, decision-making, and conflict resolution. The ASN program's chain of command is as follows:

1. Faculty member/Peer
2. Level Coordinator
3. Department Chair

## **GENERAL COMPLAINTS:**

Complaints are considered as written concerns addressing dissatisfaction with the program. The complaint must be submitted in writing within two weeks following the concern.

**STUDENT EVALUATIONS OF FACULTY:** ASN students will have the opportunity to formally evaluate the faculty at the end of each course. This evaluation process is completed through Canvas. Instructions will be given prior to the start of the evaluation period. Further opportunities are provided for students to evaluate clinical facilities, each course, the program, and the resources and facilities of the Department.

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**III. PRE-CLINICAL REQUIREMENTS**

**CPR (BASIC LIFE SUPPORT):** Certification in American Heart Association's Basic Life Support (BLS) Health Care Provider will be required for freshmen students (NU 115) entering clinical courses. Sophomore students will be required to have current CPR certification for both fall and spring semesters. Certification is good for two years.

**HEALTH INSURANCE:** Students will be required to show proof of medical health insurance, which is current prior to attendance of the first clinical experience. A copy must be submitted to the clinical instructor for the student's file. Coverage needs to remain in effect for the length of the program.

**CRIMINAL BACKGROUND RECORD CHECKS:** Students are required to have a criminal background check in accordance with Mississippi Statue 43-11-13 regarding health care workers. This is to be done through the MUW Police Department at a specified time. If a student has any felonies or disqualifying events, he/she will be subject to exclusion from the Department of Nursing. More information can be obtained from the program chair's office. After admission to the nursing program, students must report any arrests or disqualifying events that occur after their initial background check. The student must report such events to the program chair. Failure to report is grounds for dismissal from the nursing program.

**DRUG SCREEN:** Students are required to have and pass a drug screening test each semester, done by a designated facility at a specified time. The program chair will have access to results; therefore, it will not be necessary to provide proof for required program clinical.

**MALPRACTICE AND LIABILITY INSURANCE:** You must have malpractice insurance in order to participate in clinical experiences. You will be covered under the school's Blanket Professional Liability Policy. The cost is \$25 per year and will be included in your tuition as a course fee. Therefore, it is not necessary for you to purchase an individual policy.

**AUTOMOBILE INSURANCE:** Students will be required to show proof of purchase of automotive liability insurance which is current prior to attendance at the first clinical experience each semester. A copy must be submitted to the clinical instructor for the student's file. Auto insurance must provide proof that coverage remains in force for the length of the clinical experience. Students who do not own a vehicle and are not planning to drive to clinical must submit a written notarized statement attesting to that fact.

**DRIVER'S LICENSE:** A valid government issued photo ID or Driver License is required and must be kept current.

**PHYSICAL EXAMINATION:** Students must have a complete physical examination prior to the beginning of clinical each year. Blank forms may be obtained from the Associate Degree Program office. Written proof of Immunizations (copy of original record), QuantiFERON Gold TB skin test and an influenza vaccination are required. You must have proof of two MMRs if born after January 1, 1968, proof of a Tdap within the last 10 years, Hepatitis B immunization, and varicella immunization or proof of immunity (titer). Full Covid vaccination is also required, unless you have received a university granted exemption.

Copies of all pre-clinical requirements MUST be submitted to Mrs. Danielle Simpson in the ASN office (adsimpson1@muw.edu) prior to clinical on a designated date. These forms will be filed in the student's folder.

**Students who are not in clinical courses for more than one semester must submit an updated physical exam, a background check, and a drug screen prior to readmission into the program.**

**THE ABOVE CLINICAL REQUIREMENTS MUST BE SUBMITTED ON THE DESIGNATED DATE DETERMINED BY THE FACULTY.**

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#### **IV. CLINICAL PROTOCOL**

##### **CLINICAL FACILITIES**

Facilities utilized for undergraduate clinical nursing experiences include institutions and agencies within a sixty-mile radius from MUW. Students are responsible for supplying and paying for their own transportation for clinical and field experience. Students are not guaranteed an assignment in any one clinical area. Clinical experiences may include daytime, evenings, and/or weekend assignments.

\*Critical Clinical Criteria violation results in a safety offense.

##### **SKILLS LABORATORY POLICY**

The Skills Lab Packet/Syllabus provides information for each skill to be learned during the semester. Consult your Skills Lab calendar for practice and check-off dates. The Skills Lab will be open daily from 8:00 a.m. to 5:00 p.m. There will be demonstrations of skills by faculty prior to practice and help available for you as you practice your procedures. The Skills Lab Coordinator will be available for additional practice throughout each semester. However, she is not responsible for teaching skills. Please refrain from the use of cell phones during both practice and check-off times because this is considered clinical time.

Skills assignments must be completed, materials viewed, and procedures practiced prior to scheduled check-off time. All skills must be passed for each clinical course prior to clinical experiences.

##### **SKILLS LAB Re-check/make-up**

The student has three opportunities to demonstrate satisfactory performance on each required skill. Unsatisfactory performance of a Skills Lab check-off means that the student must recheck that skill. All Skills Lab rechecks will be performed on one designated day at the end of regular Skills Lab checkoffs. See clinical course syllabi for specific policies related to skills lab rechecks and progression.

If an excused absence is granted according to the clinical course guidelines, the student may schedule a skills checkoff to be completed within one week of returning to class. It is the student's responsibility to meet with faculty to schedule the checkoff time.

If a student receives an unexcused absence or tardiness for a scheduled skills check-off/demonstration, she/he will be counted absent and will have one less opportunity to pass the skill. If there is still a failure after designated attempts, the student will be excluded from the course and receive an "F" or a "WF", determined by the withdrawal schedule, as stated in the MUW Bulletin.



**ALL SKILLS MUST BE SUCCESSFULLY COMPLETED PRIOR TO CLINICAL ATTENDANCE. STUDENTS HAVE A SHARED RESPONSIBILITY IN KNOWING THEIR SKILL PROGRESSION AND ACCOMPLISHMENT.**

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### **SKILLS LAB/SIMULATION CONFIDENTIALITY AGREEMENT**

#### **Confidentiality Agreement**

I understand that clinical skills check-offs and patient simulations are conducted in an environment that is equivalent to a clinical setting. This is considered a professional learning experience and I will be expected to conduct myself accordingly. I understand that all patient information is confidential, even information developed for or as part of a simulation experience, and any inappropriate viewing, discussion, or disclosure of this information is a violation of the MUW Honor Code. I agree to promote an environment that is equally conducive to learning for all nursing students. I understand that simulated patient information and all simulation session information is privileged and confidential regardless of format – electronic, written, overheard, observed, or performed. No audio/video recording is allowed. There are also clinical scenarios often discussed in class, therefore no recording is allowed during class time as well.

#### **Clinical Skills Check-Offs**

I agree to hold in confidence my knowledge about all skills check-off scenarios. I will not discuss the simulated “patient’s” background information, the check-off assignment, my performance, or the instructor’s feedback with anyone except a nursing instructor. I will not ask another student to share their experience with me.

#### **Nursing Simulation Activities**

I agree to hold in confidence my knowledge about all nursing simulations. I will not discuss background information about the simulation “patient”, my performance, the performance of other students, and the debriefing experience with anyone except a nursing instructor. I understand that my responsible communication is essential to creating a safe environment for all students to experience real life clinical decision making. I understand that the simulation models are to be used with respect and treated as if they are living patients in every sense – legal, moral, and ethical.

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

Student Signature (in ink) \_\_\_\_\_ Date \_\_\_\_\_

Revised Spring 2019

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**DRUG CALCULATION SKILLS POLICY**

NU 112, Pharmacology in Nursing, is required of all ASN students in the first semester. It must be passed with a “C” or above. In NU 112, you will be required to learn the mandatory “Rounding Rules” to be utilized for all drug calculation tests given during the program. Therefore, the “Rounding Rules” will be listed as part of your instructions on each test in NU 112 only. You will be required to know and utilize the “rounding rules” in NU 125, NU 215, and NU 225.

In NU 125 a twenty (20) question drug calculation test will be given. Each student will have 3 attempts to make the required score of 75% or greater on the drug calculation test in order to pass NU 125. Each test will be different. All drug calculation tests will be given prior to the second clinical rotation. If any student has not made the required score of 75% after the 3<sup>rd</sup> attempt/test, then terminal mastery is impossible and failure of NU 125 will occur prior to the end of the semester. Students will receive an “F” or a “WF” determined by the withdrawal schedule as stated in the MUW Bulletin. Drug calculation is only one clinical criterion. Students must pass all clinical criteria in order to pass NU 125. Students who are absent from the drug calculation tests will be required to take a make-up test on a date designated by the freshman faculty.

In NU 215 and NU 225, a twenty (20) question drug calculation test will be given. Each student will have 3 attempts to make the required score or greater on the drug calculation test in order to pass NU 215 (90%) and NU 225 (95%). Each test will be different. Drug calculation test #1 and #2 will be given prior to the first clinical rotation in the Fall and Spring semesters. Test 3, if necessary, will be given prior to the second clinical rotation. If any student has not made the required score after the 3<sup>rd</sup> attempt/test, then terminal mastery is impossible and failure will occur prior to the end of the semester. Students will receive an “F” or a “WF” determined by the withdrawal schedule as stated in the MUW Bulletin. Drug calculation is only one clinical criterion. Students must pass all clinical criteria in order to pass NU 215 and NU 225. Students who are absent from the drug calculation tests will be required to take a make-up test on a date designated by the sophomore faculty.

Revised Spring 2017  
Reviewed 2021

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**SAFETY POLICY**

Any action or inaction on the part of the student which violates critical criteria identified as safety will be considered a violation of that patient's safety. This also includes violations in which the instructor intervenes in prevention of the error. These actions or this inaction will be dealt with as follows:

1. For all violations committed, an MUW Department of Nursing Associate of Science in Nursing Program Safety Violation Report will be filled out. One copy will be filed in the student's record. One copy will go to the student and one copy will go to the Program Chair. An incident report may be required according to the hospital policy.
2. Following each violation, the student will be notified that an error has occurred. The student will receive a failure for the day in each appropriate critical criteria.
3. A first violation with the student will necessitate a conference between the student and the necessary faculty members.
4. A second violation with the same student will necessitate a conference between the Program Chair, the student, and necessary faculty members. An action plan will be developed.
5. A third violation from the same student will necessitate a dismissal from the program.
6. A copy of the completed MUW Department of Nursing Associate of Science in Nursing Program Safety Violation Report will be filled out by the supervising instructor and given to the student within two school days following the error. The student will sign the report, indicating that she/he has received a copy of the report.
7. The conference with the Program Chair will be scheduled within five (5) school days following the receipt of the report.
8. Safeties can also be included in the Preceptorship experience.

Reviewed Spring 2011  
Revised Spring 2019  
Revised Fall 2022

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**SAFETY VIOLATION REPORT**

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

Course Number\*: \_\_\_\_\_ Facility: \_\_\_\_\_

Report #: \_\_\_\_\_ Date of Error: \_\_\_\_\_ Time of Error: \_\_\_\_\_

Description of the error, including location, causes, result of error (injury to person or damage of equipment), and statement of person injured, as applicable.

Student's Description of the Error (to include plans to prevent reoccurrence).

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date Received by Student)

\_\_\_\_\_  
(Instructor's Signature)

Signature does not necessarily signify agreement with the Safety Violation Report but does indicate that the student has been given a copy of the completed form.

\*If repeating course, write "R" beside the number of the course.

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**UNIFORM POLICY**

Any time the students are wearing the uniform, they are representatives of MUW and should act accordingly.

1. Must wear the required ASN uniform and have the required nursing patch on the right sleeve on both the top and scrub jacket.
2. The Uniform which includes pants, tops, and scrub jacket should be clean and pressed with no tears or stains, etc.
3. The uniform is intended to be worn only in the clinical area, and only in the capacity of a nursing student.
4. Must wear solid white leather nursing shoes or tennis shoes. Shoes must be in good condition and clean. Open-toe shoes, slip-on shoes, clogs, and open-back shoes are not to be worn. Examples of shoes are available.
5. Be mindful of your undergarments since you will be wearing a white uniform top. No color other than white should be visible through the uniform.
6. Solid white or navy long sleeves may be worn under the scrub top for warmth. No sports sweaters, sweatshirts or cardigans are allowed.
7. Hands should be clean with no exposed open sores. Fingernails should not be seen past the tips of the fingers. Only clear nail polish is allowed.
8. Hair should be neat, clean, and worn in a length or style above the shoulder so as not to fall down into your face.
9. No extreme hairstyles should be worn, and no decorative barrettes or hair ribbons are acceptable.
10. Name badge is required and considered a part of your uniform. You will also need bandage scissors, a black pen, a watch with a second hand, a stethoscope, and a pen light.
11. Body cleanliness and good oral hygiene are mandatory. Absolutely no colognes or perfumes may be worn.
12. Chewing gum is not permitted.
13. Jewelry – a wedding set with an engagement ring is acceptable. Only one pair of small gold, diamond,
14. silver or pearl stud earrings may be worn. One chain necklace that can be worn inside the uniform is allowed.
15. No other jewelry or body piercings are permitted.
16. Skin art (tattoos, Henna markings, etc.) will not be visible. All skin art must be covered by appropriate apparel as outlined in the uniform policy.
17. Students will also comply with the dress code of individual hospitals.
18. Failure to comply with these guidelines could result in the student being denied the experience in the clinical area.
19. If an alternate clinical event requires the student to wear the navy “W” nursing polo, all other uniform components must be followed. Black or khaki dress slacks should also be worn. Closed-toed shoes are to be worn.
20. Anything that creates a safety hazard in the delivery of safe patient care must be avoided.

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**CLINICAL EVALUATION:**

The purpose of clinical evaluation is to provide the student with weekly feedback on clinical performance and monitor and evaluate progress toward achievement of clinical objectives. Advancement to the next clinical level is contingent upon satisfactory performance of critical clinical criteria.

**CLINICAL EVALUATION:**

1. The clinical evaluation contains critical clinical criteria on which to base evaluation for each nursing course (NU 115, 125, 145, 215, and 225). These are terminal behaviors expected of each student that need to be mastered for completion of the clinical course.
2. The weekly progress report reflects the critical clinical criteria based on the clinical evaluation for each clinical nursing course. The clinical instructor evaluates the student's weekly progress toward achievement of the clinical objectives. This provides written feedback to identify areas of strengths and weaknesses in order for the student to demonstrate improvement in any areas of concern. Each clinical week the student is responsible for reading and signing the progress report indicating understanding of areas of strengths and weaknesses. Also, the student will complete a self-evaluation each rotation to help identify strengths and weaknesses in the clinical area. New areas of evaluation in each clinical course are mastery by the end of the course. All areas previously covered must be passed with at least a 74% grade with the exception of the drug calculation test component. The drug calculation test component must be passed according to the percentages: NU 125 (75%), NU 215 (90%), and NU 225 (95%). These reports are then placed in the student's clinical file.
3. The formative evaluation is a summary of the student's progress toward achievement of clinical objectives based on critical clinical criteria and is presented to the student in a formal conference. These conferences are scheduled at mid-clinical (NU 115, 125 and 145) or at the end of each clinical rotation (NU 215, and 225).
4. The summative evaluation measures achievement of the clinical objectives based on satisfactory performance of critical clinical criteria. At the end of the semester, the clinical instructors for each clinical nursing course will compile the summative evaluations on each student. Students who pass all areas of the clinical criteria will be assigned a letter grade of A, B, or C based on established criteria and a system. Refer to each syllabus for computation of the clinical grade. The summative grade is presented to the student in a formal conference by the instructors. These evaluations are placed in the student's file.  
In grading,

**A GRADE OF AT LEAST A "C" MUST BE MADE IN THE THEORY COURSE, THE  
ACCOMPANYING CLINICAL COURSE AND THE ACCOMPANYING ROLE COURSE IN  
ORDER FOR THE STUDENT TO PROGRESS TO THE NEXT PROGRAM SEMESTER.**