

# **DELTA STATE UNIVERSITY**



**ROBERT E. SMITH  
SCHOOL OF NURSING**

## **UNDERGRADUATE STUDENT HANDBOOK**

**2011 - 2012**

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**American Disability Act**

*“Delta State University is committed to a policy of equal employment and educational opportunity. Delta State University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. This policy extends to all programs and activities supported by the University.”*

## **DSU ROBERT E. SMITH SCHOOL OF NURSING**

### **History**

Established in 1977 as the fifth educational unit within DSU, the School of Nursing (SON) was approved to offer a curriculum leading to the degree of Bachelor of Science in Nursing. The new school was expected to help meet the need for an increased number of educationally prepared registered nurses for the underserved, rural areas of the northern Mississippi Delta. In the early 1990's, the Mississippi legislature allocated funding to start two new master's in nursing degrees programs committed to the preparation of nurse practitioners due to the state's need to adequately staff its rural health clinics and in response from the Community of Interest (COI). The SON was selected as one of those choices. In 1994, the new master's program was accredited by the Mississippi IHL for enrollment of students in 1995. Subsequently, a curriculum option to prepare Nurse Educators and Nurse Administrators was made available. In 2008, a Mississippi educational consortium for specialized advanced practice nursing was established among the five universities for the Gerontological Nurse Practitioner (GNP) and Psychiatric Mental Health Nurse Practitioner (PMHNP) programs of study. As of April, 2009, the School of Nursing academic unit has been named the Robert E. Smith School of Nursing (RESSON) through contributions of a very generous donor Mr. Robert E. Smith.

Within the BSN degree program, two pathways are available to applicants: a BSN or an RN-BSN Completion curriculum. The baccalaureate program provides enhanced online course delivery through the CE6/Blackboard course management system for both the BSN and RN-BSN programs. The BSN program continues to offer a blend of the traditional classroom with online learning. Currently, all courses within the BSN program are considered to be web-enhanced. For the RN-BSN program, courses are delivered totally online with optional periodic meetings scheduled throughout the semester at remote educational sites (Greenville Higher Education Center [GHEC] in Greenville and Coahoma County Higher Education Center [CCHEC] in Clarksdale. Since 1978, the undergraduate program in nursing has produced 708 baccalaureate nurses for the Mississippi Delta and southeastern region. The BSN degree program has been continuously accredited since its inception by the Mississippi IHL and by the National League for Nursing/NLNAC from 1978 to 2006. In 2000, accreditation was granted by Commission on Collegiate Nursing Education (CCNE) for a ten year period. Continued accreditation for the baccalaureate program was granted by CCNE in 2011 for a ten year term, extending to 2021.

Within the MSN program, five tracts are available: Nurse Administrator (NA), Nurse Educator (NE), Gerontological Nurse Practitioner (GNP), Family Nurse Practitioner (FNP), and Psychiatric/Mental Health Nurse Practitioner (PMHNP) – Family or Adult Option. In 1998, the Delta Health Education Project (DHEP) stimulated the development of an online format for the MSN program. In 2000, the SON started offering master's content online. Since Fall 2002, the MSN program is totally online and has produced approximately 233 graduates. The master's program was accredited by the NLN/NLNAC through 2004 and by CCNE since 2000, with reaccreditation approved in 2005 for 10 years. Continued accreditation for the master's program was granted by CCNE in 2011 for a ten year term, extending to 2021.

## **Mission**

The mission of the Delta State University Robert E. Smith School of Nursing is to prepare students for professional nursing practice in a multicultural society as either a generalist at the Baccalaureate level or in an advanced practice role at the Master's level. The program will prepare graduates to pursue advanced study.

Approved: 12/96; revised: 2/15/98, 02/16/09

Reviewed: 05/09/2011

## **Philosophy**

The philosophy of the faculty of the Delta State University Robert E. Smith School of Nursing is consistent with the goals and mission of the University. The faculty believes clinical and theoretical scholarly inquiry fosters the development of the nursing profession. Nursing embodies the art and science of caring, which is the nurturing, skillful act of being with another to promote optimum health and derives its mission of service from societal needs.

Society is the organizing framework composed of family, group, and community that is governed by morals, ethics and laws. We believe that each individual is unique and possesses the right to informed choices in the attainment of health care services.

Health is a dynamic state of being influenced by the spiritual, cultural, psychological, physical and societal components, which interact with the environment. The state of health is influenced by the perception of the client and society. Nursing facilitates the health status of the client through interacting with client systems, assisting in the movement toward an optimum level of functioning or peaceful death.

Approved: 12/96; Revised: 02/15/98, 04/02/01, 05/06/02, 04/03

Reviewed: 05/09/2011

## **Baccalaureate Program Outcomes**

1. Apply nursing, natural, and behavioral science concepts to the practice of nursing.
2. Utilize the nursing process and standards of care to deliver safe, comprehensive nursing care to diverse clients in a collaborative environment.
3. Practice as a self-directed nursing leader who is accountable to self, society, and the evolving nursing profession.
4. Utilize research in the delivery of health care.
5. Advocate for improvement in healthcare through participation in professional and political processes.
6. Provide individualized nursing care that focuses on health promotion and disease and injury prevention.

7. Apply information and patient care technology to improve healthcare delivery from an interdisciplinary approach.

Approved: 05/03/10; Revised: 05/03/10

Reviewed: 05/09/2011

## **General Information for Students**

### **Robert E. Smith School of Nursing Building**

The Robert E. Smith School of Nursing (RESSON) Building is located on the east side of the campus at the corner of Fourth and Oak Streets. An emergency security box is located at the main front entrance. There are three classrooms, a computer laboratory, and two learning resource simulation/skills laboratories in the Robert E. Smith School of Nursing. The address for the RESSON is: Delta State University Robert E. Smith School of Nursing, P.O. Box 3343, 1003 West Sunflower Road, Cleveland, MS 38733.

## **ORGANIZATIONAL AND ADMINISTRATIVE STRUCTURE**

### **Dean**

The Dean of the Robert E. Smith School of Nursing is nominated by the President of the University upon recommendation of the Provost/Vice President of Academic Affairs and appointed by the Mississippi Board for Institutions of Higher Learning (IHL). The Dean communicates with the IHL through the President and the Provost/Vice President of Academic Affairs. The Dean is responsible to the Provost/Vice President of Academic Affairs for the academic and fiscal management of the Robert E. Smith School of Nursing and the undergraduate and graduate programs.

### **Chair of Academic Programs**

The Dean delegates responsibility for the undergraduate and graduate programs to the Chair of Academic Programs (COAP).

### **Faculty**

Faculty participates in the governance of the Robert E. Smith School of Nursing through the plenary faculty organization committee. Additionally, faculty members serve on standing and ad hoc committees.

### **Staff**

Additional employees in the RESSON include a Secretary to the Dean, a Secretary to the faculty, a Student Navigator, and a Resource Assistant.

## **Students**

Students participate in the governance of the RESSON by serving as non-voting members of standing committees. (Faculty Organization, Student Affairs, Program Effectiveness, and Faculty Development Committees)

## **FACILITIES – DSU/RESSON**

### **Academic Support and Developmental Studies**

The Office of Academic Support and Development Studies is located in Room 311 of the H.L. Nowell Student Union. The Academic Support lab is staffed by a full-time director and upper-level students who provide services to the general Delta State University student population to include: peer-tutoring program for students who need assistance in the areas of mathematics, the sciences, and courses that require writing; academic support classes which include instruction in goal setting, time management, note-taking, study skills, and reading comprehension; academic success workshops led by DSU faculty that provide students with information on learning strategies, study tips, time management, and career counseling; tutorial computer software for students who desire to strengthen their reading comprehension and vocabulary skills.

### **Bookstore**

The Jimmy R. Williams bookstore is located on the first floor of the H.L. Nowell Student Union. Textbooks as well as certain reference books and other items are available. There are also several other bookstores in the Cleveland area.

### **Food/Dining**

#### **Cafeteria/Food Services**

Cafeteria/Food services are available to students in the H.L. Nowell Student Union and Young-Mauldin Cafeteria. Please refer to the website for hours of operation.

### **Vending Machines**

Vending machines are provided and located in the foyer of the south entrance of the Robert E. Smith School of Nursing. Any machine problems should be addressed to the faculty secretary.

### **Computer Lab**

The computer lab is available for student use during regular business hours. Use of the computer lab after designated hours must have written approval by appropriate faculty member(s) and that faculty must be in the building for the duration. The resource assistant will have available computer programs to be checked out or programs may already be installed on computers. No eating or drinking is allowed in the computer lab. Students will need to check that lab is not

reserved for class times prior to use of computer lab. Printing is provided through the university's pay for print Okra card system.

### **Financial Aid**

Delta State University offers a comprehensive program of financial aid to assist students in obtaining a college education. Various federal and state aid programs are available to DSU students. In addition, Delta State University has a campus employment program and an extensive scholarship program. Information is available through the Office of Student Financial Assistance located in room 143 of the Kent Wyatt Building, the current Bulletins, and the website. Various scholarships are available (primarily to undergraduate nursing students). These are listed on the Robert E. Smith School of Nursing website. For additional information on any of these, the student may contact the Dean's secretary.

### **Health Services/Student Health Center**

The University operates a 16-bed health care facility staffed with qualified healthcare personnel. Services are available to full-time students (who live on and off campus). Student ID cards are to be presented at time of services. Expenses incurred for special care outside those provided by the University are the responsibility of the student.

### **Library**

The Roberts/Laforge Library is the library resource for the Robert E. Smith School of Nursing students and faculty. The library is located on the southeastern edge of the campus and is within walking distance of the Robert E. Smith School of Nursing and dormitory facilities. Students are required to attend an orientation to the library during the first term of their enrollment. Library hours vary; students should contact the library for routine operating hours or visit the Delta State website.

The primary function of the library is to serve the information needs of the students, faculty and staff through provision of an adequate collection of books, journals, electronic, and other information resources to support the academic program. Materials placed on reserve are available at the circulation desk. Patrons are responsible for all materials checked out in their name. All users leaving the institution must clear with the library prior to receiving final checks, academic records, or diplomas.

A Computer Lab for DSU students is available in the library.

### **Police Department/Emergency Services**

The Delta State Police Department operates 24 hours a day. Students may call the Delta State Police Department directly by dialing extension 4155 or by using the emergency telephone located at the front door of the Robert E. Smith School of Nursing building.

## **Writing Center**

The Writing Center, under the direction of the Division of Languages and Literature, provides tutorial support for any undergraduate student.

## **SERVICES – DSU/RESSON**

### **Bulletin Boards**

Announcements of events, changes in class schedules, professional and student government meetings, and news items of general interest are placed on bulletin boards, as well via email, RESSON website and Blackboard. Bulletin boards are located next to rooms 101, 129, and 130. General student information is placed on bulletin boards located in the Student Lounge, room 126. SNA and MASN news are placed on the bulletin boards located outside of the Student Lounge. Bulletin boards are to be checked weekly for important information.

### **Computer Accounts/ E-mail**

DSU computers, computing facilities, and network connections are for the purpose of providing academic and administrative support to the faculty, students, and staff of the University. All students are assigned an Okra E-Mail account upon registration. Students should activate this account as it will be used for University and Robert E. Smith School of Nursing announcements and information that are outside of the courses. Users are responsible for all results originating from their use of University computers. Misuse can result in the immediate termination of the right to use University computers. For additional information contact the Office of Information Technology (OIT) Department.

### **Counselor/Student Navigator**

A Counselor/Student Navigator is available in the Robert E. Smith School of Nursing to address emotional difficulties and academic concerns of students. With the Counselor/Student Navigator, students will have the opportunity to explore and express his/her feelings and thoughts in a safe and therapeutic environment.

### **Messages**

Should you receive a non-emergency telephone message during the day, it will be placed on the classroom door.

### **Photocopying**

Photocopying privileges cannot be provided for students. Photocopying for students can be allowed when materials are requested by faculty for Robert E. Smith School of Nursing records. Copy machines which use OKRA cards are available in the RESSON Computer Lab as well as in the Union and Library.

### **Publications**

Delta State University supports and encourages (1) *THE DELTA STATEMENT*, the campus newspaper. The Robert E. Smith School of Nursing also publishes in print and online a newsletter, *THE PULSE*.

### **Student Lounge**

The Student Lounge, room 126, contains chairs, sofa, table, television, refrigerator, coffee pot, and a microwave. Students are expected to keep the lounge area clean and neat. Any student using the microwave and coffee pot is responsible for cleaning up after themselves.

### **Suggestion Box**

A suggestion box is located in the Student Lounge. The purpose of the box is to provide an opportunity for students and others to make suggestions for improving the quality of academic programs, student life, and the school's environment. Suggestions are reviewed monthly by the Faculty Organization and the Dean.

## **ACADEMIC DOCUMENTATION REQUIREMENTS**

It is the responsibility of the student to provide and maintain documentation required by the Robert E. Smith School of Nursing, The State of Mississippi, and/or other agencies. Examples of required documentation include: certifications, licensures, insurance(s), vaccinations, criminal background checks, physical and health history, screening tests and titers. A student who fails to submit required documents by the designated date each semester at Delta State University will not be allowed to participate in any class, on-line or clinical activities. Absences will be recorded. A "hold" on academic records will be placed for those who do not have required documentation.

### **Basic Life Support Certification**

All students must show evidence of BLS certification for Health Care Providers Course by the designated date of the semester enrolled. This certification must remain current throughout the program of study.

### **Criminal Background Checks**

The Robert E. Smith School of Nursing does not require criminal background checks (CBCs) on students accepted into the BSN, RN-BSN, or MSN programs. However, per Mississippi Law (MCA: Title 97; 37-29-232; 73-15-19 (1)d ), CBCs must be performed on employees of healthcare facilities. All students enrolled in a Mississippi School of Nursing are in this category. Therefore, all students will have a CBC.

Each clinical agency reserves the right to apply its institution's rules and regulations, and may deny a student access to its' clinical sites based upon CBC. Students are responsible for clarifying and adhering to agency requirements. Those students who do not have a current (within the last two years) CBC must notify the COAP for arrangements to be made with a healthcare agency for completion of a CBC. Students will be required to sign a release of information form allowing the RESSON to receive a copy of the CBC results. Students are responsible for the cost of the CBC and ensuring a copy of the CBC results is on file by the designated date.

### **Health Insurance**

Health insurance is the responsibility of the student, including any health care expenses incurred while a student. A student enrolled in at least six (6) semester hours is eligible for low-cost health/accident insurance protection through the University. Proof of insurance is required upon admission and then at the beginning of each semester.

### **Licensure**

All RN students must provide proof of current licensure or privilege to practice nursing as a registered nurse in Mississippi. Individuals who hold a restricted license may or may not be eligible for admission or to continue in the program.

### **Physical Exam and Health Requirements**

All students must have a physical examination with routine laboratory work, T-DAP injection, proof of varicella screening, and a tuberculin skin test prior to beginning the program. The expense of this examination is the responsibility of the student. Students are required to present documentation of immunization completion upon admission to the nursing program unless shown to be immune or medically at risk. The student must also present documentation of a negative TB skin test and/or chest x-ray with annual screening. The Faculty Secretary will obtain documentation and access compliance each semester from the students' requirement checklist. Students not providing documentation of HBV vaccination, immunity, or medical risk must sign a declination for and a waiver of liability for Delta State University. Students will not be allowed to attend clinical until the requirements are met.

### **Professional Liability Insurance**

All students are required to have professional liability (malpractice) insurance by the designated date. The Robert E. Smith School of Nursing offers a blanket policy for BSN students and the fee is included in RESSON lab fees. RN-BSN students must provide written proof of professional liability (malpractice) insurance to the faculty secretary by the designated date.

## **ACADEMIC POLICIES AND PROCEDURES**

### **Academic Regulations and Policies**

Policies, established by the faculty, are subject to change as laws and conditions may require. Policies should not be considered final or irrevocable. The Dean maintains a current statement of approved policies and guidelines. All students in the Robert E. Smith School of Nursing should be aware and knowledgeable of the provisions in the Delta State University Undergraduate Bulletin.

#### **Attendance, Absence, Tardiness – Classroom/Clinical/SON Activities**

Regular and punctual attendance at all scheduled classes, clinical, and Robert E. Smith School of Nursing activities is expected of all students and is regarded as integral to course credit.

#### **Class Attendance**

University policy states that, "students must attend a minimum of 75 percent of all scheduled classes and activities". When a student accumulates absences greater than 25 percent of the scheduled meetings of class, the student receives a grade of F in the course. Particular policies and procedures on absences and makeup work are established for each class and are announced in writing at the beginning of the term. Students are responsible for obtaining assignments, notes, etc. Students are entitled to make up any work missed for absences authorized by the Provost/Vice-President for Academic Affairs. Official absences must not exceed allowed classroom and/or clinical absences in the Robert E. Smith School of Nursing. Official absences are granted to students required by the University to miss class for events such as athletics, performing group, and student government groups. Students are expected to be on time for all lectures and campus experiences. One absence will be recorded for each three times a student is tardy. Tardiness of more than 15 minutes will constitute an absence. A student absent from class when a test is scheduled is entitled to a makeup test if evidence is presented to the faculty member that absence was due to illness or death in the immediate family. Each student is directly responsible to the individual faculty for absences and for making up work missed. A student who has been reported as having excessive absences has the right to appeal to the Attendance committee and may continue to meet class with the permission of the Committee during the period of appeal. For more information about the appeal process, contact the office of the Provost/Vice President of Academic Affairs. Class attendance is defined as face to face classroom meetings, other meetings, on-line course attendance requirements, or any other requirement set forth in a course calendar or syllabus.

#### **Clinical Attendance**

Regular and punctual attendance at all clinical learning experiences is expected of all students. Absences can lead to an unsatisfactory in clinical and therefore a failure in the course. If the student must be absent from a clinical learning experience due to an emergency or medical

illness, the appropriate faculty member must be notified prior to the beginning of the clinical learning experience. If unable to reach the appropriate faculty member, the student must then notify the agency unit and the Robert E. Smith School of Nursing. (An answering machine will pick up when RESSON staff is not available). Failure to notify faculty will result in an unsatisfactory clinical grade. Each student is directly responsible to their individual clinical faculty for absences and tardiness. Clinical attendance is defined as face to face clinical experiences, observations, other meetings, online attendance requirements, or any other requirement as set forth for clinical learning experiences in the course calendar or syllabus.

### **Tardiness**

Students are to be on time for all lectures and campus experiences. (Tardiness is defined as less than 15 minutes late). One absence will be recorded for each three times a student is tardy. Students not present during roll call will be recorded as absent. It is the student's responsibility to notify the faculty member of his/her presence.

### **Change of Name/Address**

When a student legally changes his/her name and/or address, it must be reported to the Registrar of the University and the Faculty Secretary of the Robert E. Smith School of Nursing.

### **Cheating and Plagiarism**

Cheating and Plagiarism

#### **Definitions**

***Cheating*** - 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:

- taking answers from another student's paper or allowing answers to be taken from one's own paper during an examination or quiz.;
- the use of notes or any other aid not specifically allowed or approved by the instructor;
- unauthorized access to an un-administered examination or quiz and dissemination of the same;
- collaboration on take-home examinations unless specifically approved by the instructor;
- receiving editorial assistance on a course assignment beyond that expressly allowed by the instructor;
- collaborating with another person in the preparation of any assignment offered for credit when such collaboration is prohibited by the instructor; and
- submitting the same work for credit in more than one course, regardless of whether or not such submission occurs within the same term. An exception may be granted if the student receives written permission in advance from his/her instructor(s).

**Plagiarism** - 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 the material is considered general knowledge. Students who are unsure whether they have used and documented source material correctly should consult with their instructor prior to submission of the assignment.

### ***Penalties for Dishonesty***

- If it is believed that an academic honesty violation has occurred, the instructor should schedule a conference with the student to present the violation and evidence. If, following the consultation, the faculty member still believes the student has committed an act of academic dishonesty, the faculty member may recommend an appropriate sanction, such as a grade of zero on the test, examination, or paper in question, retake of a test or examination, extra work, failure in the course, suspension, or a combination of these sanctions. The faculty member shall inform the student of the recommended sanction. The faculty member then shall submit a written report of the matter (including Cheating/Plagiarism Document) to the department/division chair, the dean of the school/college in which the course was offered, and, if different, the student's academic dean, and the Provost, with a copy to the student. In the case of a graduate student, the dean of the Graduate Studies shall be given a copy. This notification will remain confidential in compliance with policies protecting student privacy.

If the recommended sanction is dismissal, the provost shall inform the president, and the president shall direct the registrar to inform the student of the recommendation of the dismissal. In each case, copies of the notification of a recommended sanction shall be sent by the registrar to the faculty member, the department/division chair, the dean of the school or college in which the course was offered, and if different, the student's academic dean.

### ***Student Appeal of Recommended Sanction***

The student may appeal the sanction recommended by a faculty member by following the appeal process already in place in the Delta State University Undergraduate and Graduate *Bulletins*.

### **Communication Regarding: Academic Status**

Any student who is concerned about any aspect of their academic standing, including course grade, should discuss the concern with the following individuals in an attempt to resolve the concern:

1. Faculty Member

2. Instructor of Record
3. Chair of Academic Programs
4. Dean of the School of Nursing

(Each individual should have an opportunity to discuss the concern with the student prior to the student proceeding to the next level. The student's academic advisor may be consulted at any time regarding academic concerns. If the academic advisor is also the course faculty, the student may request that the Dean appoint a temporary advisor to assist the student in resolving the course related concern).

### **Academic Advisement**

Each student is assigned a faculty advisor to assist them with academic concerns, planning the program of study, and assisting with graduation requirements. The student and advisor can meet as frequently as necessary, but must meet once each semester to review progress. Appointments may be requested by either faculty or student; however, it is the responsibility of the student to schedule the regular semester appointment. These scheduled meetings may occur face-to-face, by phone, written correspondence, or WIMBA to accommodate distance learning students.

### **Course Syllabi**

The course syllabus is a course guide and is not a contract. To meet varying educational and time requirements, it may be changed or modified by the faculty member at any time without prior notice. Students will be notified at the next class meeting or immediately through Blackboard of any course syllabi changes.

### **Coursework**

Any coursework completed during the semester must be viewed and copied by the student during that particular semester. Once the semester is concluded and coursework filed, no student will be allowed to remove coursework from the file folder.

### **Degree Candidacy**

A student must file an application for candidacy two semesters prior to the date of graduation. The application will be reviewed by the Advisor and COAP. Candidacy status requires a minimum GPA of 2.0 and completion of all graduation requirements.

### **Dismissal**

#### **Academic Dismissal**

A student who earns a "D" or "F" in an undergraduate course will be notified in writing by the Chair of Academic Programs (COAP) of his/her course failure and dismissal from the Program.

A student who fails one course is eligible to apply for reinstatement to the Program. If only one course component (theory or clinical) was lower than a “C”, it is considered as one failure. If both theory and clinical components are failed concurrently it is also considered as one failure. A student who has one failure is eligible to apply for reinstatement to the program. A student who has two or more failures is not eligible to apply for reinstatement to the program.

If a student has been unsuccessful (D or F) in a nursing course at another institution, such course will constitute as the one allowed unsuccessful course in our program. Therefore, in the event that such student is unsuccessful in one or more additional nursing course(s) at Delta State University Robert E. Smith School of Nursing that student will not be eligible to apply for reinstatement to our program.

### **Program Dismissal**

A student deemed to be unsafe, unprofessional, or unethical will be notified in writing by the Chair of Academic Programs (COAP) of his/her dismissal from the program.

### **Emergencies**

Should an emergency arise in transit to a facility or class, it is the student’s responsibility to notify the course or clinical faculty.

### **Transfer of Non-DSU Nursing Courses**

Transfer credit is limited to courses without a clinical co-requisite. Students may transfer no more than 6 (six) credit hours from another institution. An exception may be granted by the RESSON Dean to these requirements.

A DSU nursing student intending to enroll in a nursing course at an educational institution other than Delta State University to be transferred in for credit to earn DSU nursing degree must:

1. Request permission in writing from the COAP prior to enrolling in a course
2. Provide a course syllabus that includes the course content and topics to the COAP
3. Be completed at a CCNE and/or NLN accredited program

Failure to comply with the procedures will result in denial of course credit.

### **Enrollment in Graduate Coursework**

Undergraduate students may enroll in up to 9 (nine) graduate hours if they are within 6 (six) hours of graduation or are eligible for graduation, have a 2.75 undergraduate GPA and approved by the graduate advisor, COAP, and School Dean. Undergraduate students enrolled in graduate coursework do not complete an application for admission to graduate school until after they have completed the baccalaureate degree.

## **Evaluations**

### **Delta State University and Robert E. Smith School of Nursing Evaluations Procedure for Evaluation of Courses, Faculty, Clinical Agencies, Programs, and Library**

The BSN and RN-BSN student is expected to objectively and constructively evaluate each nursing course, faculty member, clinical agency, and program.

1. During the last few weeks of each semester the students will complete evaluations for each course (didactic and clinical), faculty members assisting with each course, and clinical agencies used for learning experiences. During the final semester, the students will evaluate the entire program of study. During the Spring semester, library services will also be evaluated.
2. After all grades have been submitted to the Registrar's Office the completed evaluation data will be given to appropriate faculty for review.
3. Data from student responses will be considered in revising course content, instructional methods, and each program curriculum.

## **Grading System**

The grading system for academic courses at Delta State University is a five-letter format as follows: A-excellent; B-good; C-satisfactory; D-poor; F-failure. To these marks, the following quality point values are assigned: A-4; B-3; C-2; D-1; F-0. These values are termed quality points per semester hour of credit. A grade of "C or better" is required for successful completion of a course at the BSN level. The letters I/IP indicate that work is incomplete/in progress due to providential causes that prevented the student from taking the final examination. A grade of I/IP must be removed within twelve months. Faculty reserve the right to make decisions related to audit status.

The grading scale for students in the RESSON undergraduate program: A = 92-100; B = 83-91; C = 76-82; D = 65-75; F = below 65. Grades will not be rounded. The recommended grading technique is number correct over number possible.

## **Graduation**

In order to graduate from Delta State University the student must: Meet all the criteria for graduation, as set by the University, School of Nursing, and noted in the DSU Undergraduate Bulletin, successfully complete the course of study as outlined by the faculty of the Robert E. Smith School of Nursing in the DSU Undergraduate Bulletin, and make formal application for a degree two semesters prior to graduation. Applications are available from the faculty secretary's office. It is the responsibility of the student to insure that official transcripts containing credit for all courses required for the degree are in the University Registrar's Office prior to graduation.

DSU has both a December and May commencement ceremony. Commencement is required of all students. Students must send notification to the RESSON Dean and Coordinator of Commencement (Registrar's Office) to receive their diploma in absentia.

### **Grievance**

Formal student grievances regarding the actions of an instructor shall proceed as follows:

1. The student will discuss the problem with the instructor and seek a solution. If the problem is not satisfactorily resolved in conference with the instructor, the student is entitled to submit an appeal in writing (with documentation) to the department/division chair. Upon receiving a student appeal, the department/division chair submits a written request for a response in writing (with documentation) from the instructor. The department/division chair notifies the student and faculty member in writing of his/her decision, within fifteen working days from the date the appeal is received.
2. If the problem is not satisfactorily resolved, the student is entitled to resubmit the appeal in writing to the college/school dean with administrative responsibility for the department in which the appeal originated. The college/school dean reviews the student appeal and the corresponding response from the faculty member. The college/school dean notifies the student and faculty member in writing of his/her decision with a copy to the division/department chair, within ten working days from the date the appeal is received.
3. If the problem is not satisfactorily resolved, the student is entitled to submit a written request for a hearing with the Undergraduate Attendance and Grievance Appeals Committee. The Undergraduate Attendance and Grievance Appeals Committee chair schedules a hearing date, within fifteen working days from the date the request for hearing is received, and notifies the student and faculty member. Both parties may submit their cases in person to the committee. The Undergraduate Attendance and Grievance Appeals Committee will notify the student and faculty member in writing of its decision with a copy to the appropriate dean, within five working days from the date of the hearing. All proceedings of the Undergraduate Attendance and Grievance Appeals Committee are confidential.
4. If the problem is not satisfactorily resolved, the student is entitled to resubmit the appeal in writing to the Vice President for Academic Affairs. The Vice President for Academic Affairs reviews the student appeal and the corresponding response from the faculty member, and any pertinent documentation generated during the appeal process. Within ten working days after receiving the appeal, the Vice President for Academic Affairs notifies the student and faculty member in writing of his/her decision, which is final, with a copy to the appropriate dean and chair of the Undergraduate Attendance and Grievance Appeals Committee.

Grievances shall not encompass the quality of instruction, the difficulty of testing, the rigor of grading, or the appropriateness of the course requirements. The judgment of what standards are appropriate resides with the instructor, unless there is compelling evidence that those standards are arbitrary or capricious.

Academic appeals by students must be filed no later than the end of the next regular term after the course in question.

Note: The Writing Proficiency Examination has a separate appeal process. See #5 “General Regulations Regarding Graduation” (DSU Bulletin).

### **Guidelines for Papers**

The required guide for preparation of papers:

American Psychological Association. (Latest edition). *Publication manual of the American Psychological Association*. Washington, DC: Author

### **Late Assignments**

All course assignments will be assigned a due date and time to be completed and submitted for evaluation by course faculty. Assignments may be submitted prior to the assigned due date and time. The IOR of each course may choose to use the Zero Tolerance Policy or the Point Deduction Policy for late assignments.

#### Zero Tolerance Policy For Late Assignments

Written assignments must be submitted no later than the designated date and time to the appropriate faculty members. A zero tolerance option means that no assignments will be accepted after the date and time of an assignment’s due date. Under this option all assignments that are late, for whatever reason, will receive a grade of zero.

#### Point Deduction Policy For Late Assignments

All course assignments should be submitted on or before the assigned due date and time to the appropriate faculty members. A point deduction option means that assignments submitted up to five days after the assigned due date and time will receive a five point deduction for each day late. Under this option all assignments submitted more than five days past the assigned due date and time, for whatever reason, will receive a grade of zero.

### **Passport**

Students are required to develop a “Passport” beginning the first semester in the nursing program in an effort to impress the importance of keeping records for all accomplishments. This

“Passport” will follow the student throughout the nursing program and nursing career (See Appendix C).

### **Potential Risk Statement**

There are potential hazards to the nursing student which are present throughout the educational experience. These potential risks include both off and on campus learning experiences.

### **Progression Policy**

Upon admission into the Baccalaureate of Science in Nursing (BSN or RNBSN) Program:

1. A Grade Point Average (GPA) of 2.0 must be maintained each semester.
2. A grade of “C” or better is required in each nursing course:
  - a. The student who earns a grade of “D” or “F” during the program is dismissed from the program and is eligible for readmission only once.
  - b. The student may repeat a nursing course only once.
  - c. The student who fails to earn a “C” or better on a second attempt of a failed nursing course or on a subsequent nursing course is permanently dismissed and not eligible for readmission.
  - d. A “WF” in any course is counted as a failure in that course.
3. For each nursing course with an accompanying clinical course, a grade of “C” or better is required in both the theory and clinical course. If this does not occur, both the theory and the clinical course must be retaken together. If only one course component (theory or clinical) was lower than a “C”, it is considered as one failure. If both theory and clinical components are failed concurrently it is also considered as one failure.
4. Students who withdraw from a nursing course with an accompanying clinical course will withdraw from both the theory and clinical courses. At no time will a student be allowed to remain in a nursing course if a grade of “W” or “WF” is earned in the accompanying course.
5. A grade of “C” or better is required in each non-nursing course prior to admission for BSN and prior to graduation for RNBSN.
6. BSN students must earn an acceptable score on a national standardized exit exam in the last semester of nursing school.
7. Students will be dismissed from the program for unsafe practice, unethical or illegal conduct.
8. Students are to adhere to the *American Nurses’ Association Code for Professional Nurses* and the *Robert E. Smith School of Nursing Code of Ethical & Professional Conduct*.

### **Reinstatement to Undergraduate Program**

A student dismissed from the undergraduate program for one failure (Academic Dismissal) is eligible for consideration of reinstatement to the Program only once.

Application for Reinstatement process:

1. Submit a letter requesting reinstatement to the COAP no later than the end of the next regular term from the date of dismissal.
2. The COAP will review the letter with the appropriate faculty member(s).
3. The COAP will notify the student in writing of the decision on reinstatement no later than five (5) working days from the received date of the applicant's letter.

If reinstatement is denied, the applicant may, within five (5) working days of the receipt of the decision, appeal the decision to the Dean of the Robert E. Smith School of Nursing. The Dean will render a decision and inform the applicant in writing within five (5) working days of receipt of the appeal. The decision of the Dean is final.

### **Program Progression following Reinstatement**

Following reinstatement, the COAP and faculty will determine appropriate course sequencing for the student.

### **Registration**

To receive credit for any course, a student must be registered for that course. The time schedule of registration events is published in the University calendar found in the front section of the DSU Undergraduate Bulletin and online. In planning his/her program of study, each student has the personal counsel of a faculty advisor. Detailed instructions regarding the distribution of PIN numbers and online registration procedures will be provided when students present for advisement each semester.

### **Retention of Course Materials/Records**

Student's tests, papers, exams, etc., called point sources, and from which grades are derived will be retained by the individual faculty member or the faculty secretary for a minimum of 12 months after graduation. Student point sources become the property of the Robert E. Smith School of Nursing.

### **Skills Check-offs**

Faculty members are available to assist undergraduate students with practice of nursing skills in the campus lab by appointment. The student may practice at scheduled times when the lab is open. Students should bring the skills check-off list for that particular skill when coming to practice or check-off. After demonstration of a skill in the campus lab, each student is allowed two attempts to successfully pass each skill. Upon unsuccessful performance on a first attempt to check-off, a student will have one additional week to successfully check-off on the skill. At least one practice session must be scheduled with a course faculty member prior to the second attempt. The second attempt may not be within 24 hours of the first attempt. Failure to keep an

appointment for check-off without canceling that appointment is considered one of the two attempts that a student has to check-off the skill. Students may be required to be re-evaluated on skill competencies at the discretion of individual instructors at any time during the program.

### **Student Enrichment Contract**

A final HESI will be given in each course as available. In an effort to ensure students succeed in this program, faculty members make the following recommendation: each course specific HESI exam score be used to develop the plan of study for 1<sup>st</sup> and 2<sup>nd</sup> semester students, and each comprehensive HESI score be used to develop the plan of study for 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> semester students.

900 or above	0 hours
800 – 899	10 hours
700 – 799	15 hours
Below 700	20 hours

The Enrichment Contract (Appendix B) should be completed and submitted with a proposed study plan by each student to their assigned faculty advisor before leaving school for the semester. All enrichment study hours should be completed during the break between semesters. Additionally, students should schedule a meeting with their faculty advisor during the first two weeks of the following semester to evaluate the Enrichment Contract. Students are required to bring the completed study plan and HESI results to the meeting.

### **Student Honor Pledge**

The Student Honor Pledge (Appendix D) will be signed by each student in all programs initially upon entering the specific degree program. It is at the discretion of each faculty to have the Student Honor Pledge signed in each individual course.

### **Student Responsibilities**

#### **Student Rights and Responsibilities**

Students are members of the academic community and citizens of the local community. As citizens, students enjoy the same freedom of speech, peaceful assembly, and right of petition that all citizens enjoy. Students have the responsibility to know and obey the laws of the United States, the State of Mississippi, and the local government.

Students are accountable for their behavior at all times. Students who demonstrate a lack of accountability for their behavior will be liable for sanctions as outlined in the Delta State University Bulletins, Robert E. Smith School of Nursing Undergraduate Student Handbook, and

the *DSU Robert E. Smith School of Nursing Code of Ethical & Professional Conduct*. Students are responsible for knowing and using appropriate channels of communications as described in the Delta State University Undergraduate Bulletin, DSU Student Handbook, and the Robert E. Smith School of Nursing Undergraduate Student Handbook. Students have the right to freedom from discrimination on the basis of race, color, religion, sex, age, disability, veteran status, marital status, or national origin.

Students have protection from prejudiced or capricious academic evaluation through orderly procedures directed by the University and the Dean of the Robert E. Smith School of Nursing and implemented by the faculty. Students have the right to be informed in writing of the expected behaviors and standards by which they are evaluated before participating in clinical and classroom activities. Students have the right to academic evaluations that are based on stated course requirements, objectives, outcomes, and goals. As constituents of the academic community, students are free, individually or collectively, to voice constructive criticism through identified channels on issues of institutional policy, curriculum, and on matters of general interest to the student body without fear of reprisal.

Students have the responsibility to evaluate a faculty member's performance and courses through the established mechanisms. Students have a responsibility to attend student body/class meetings, to participate in student body activities, serve on faculty/student committees, or to volunteer service when needed. Students are accountable for their behavior in the clinical areas. Students have the right to negotiate participation in clinical situations that they feel are threatening to personal health or safety.

### **Student Conduct**

Students at Delta State University are expected to conduct themselves in keeping with generally accepted principles of our society and the University community. The regulations and disciplinary process for the University are located in the DSU Student Handbook and the *RESSON Code of Ethical and Professional Conduct*. Student conduct includes the practice of personal and professional integrity and thus, is respectful of the dignity, rights, and property of self, other students, faculty, staff, clients/patients, and visitors on University property or non-University property used for nursing students' educational experiences. Student conduct affects the University and the School, the members of the University academic community, and the fulfillment of the University and School's mission. The Robert E. Smith School of Nursing faculty and administration believe that it is important to practice and develop ethical standards among nursing students. The Robert E. Smith School of Nursing also expects the highest standard of conduct from its students.

## **Professional Behaviors**

A student enrolled in the Robert E. Smith School of Nursing is expected to adhere to the *DSU Robert E. Smith School of Nursing Code of Ethical & Professional Conduct*. The behavior of the Robert E. Smith School of Nursing student is furthermore governed by the *American Nurses' Association Code of Ethics for Nurses* (2001).

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

The Robert E. Smith School of Nursing reserves the right to dismiss, to deny admission, registration, readmission or graduation to any student who, in the judgment of the Robert E. Smith School of Nursing, is determined to be unsuited for the study or practice of nursing.

## **Substance Abuse**

### **DSU Substance Abuse Policy**

Delta State University is committed to maintaining a drug-free environment in conformity with state and federal laws set forth in the Union Controlled Substances Law of the State of Mississippi. For more information refer to the Alcohol and Drug Abuse Policy in the DSU Student Handbook.

### **RESSON Substance Abuse Policy and Procedure**

Delta State University Robert E. Smith School of Nursing's intent is to maintain learning and teaching environments that are drug and alcohol free in accordance with the Drug-Free Schools and Communities Act Amendments of 1989. It is also the intent of the DSU Robert E. Smith School of Nursing that all nursing students be free of any chemical impairment during participation in any activities related to client care in the classroom, campus laboratory, and clinical settings. Therefore, possession and/or use of any substance/drug which may impair cognitive or psychomotor function by a nursing student in the DSU Robert E. Smith School of Nursing is strictly prohibited in the classroom, campus laboratory, clinical setting or on campus property/vehicle. Within the scope of this policy, students are prohibited from using, possessing, distributing, manufacturing, selling or attempting to sell substance/drugs. During any time in the student's course of study in the DSU Robert E. Smith School of Nursing, neutral selection (random) testing and/or reasonable suspicion testing may be performed as based on the following definitions.

#### **Substance/Drug includes the following and is defined as:**

- Illegal Drug is defined as any substance, other than alcohol, having psychological and/or physiological effects on a human being that is not a prescription or nonprescription medication.
- Alcohol is defined as ethyl alcohol.
- Prescription medication is defined as a drug prescribed by a licensed provider
- Nonprescription medication is defined as a drug that is authorized by federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.

**Neutral Selection (random) Testing** is defined as a mechanism of student selection for drug testing at any time throughout the student's course of study in the DSU Robert E. Smith School of Nursing.

**Reasonable Suspicion Testing** is defined as reasonable suspicion substance/drug testing based on the belief that a student enrolled in a course of study in the Robert E. Smith School of Nursing has been in violation of the Substance/Drug Policy according to the following: (1) observable phenomenon, such as direct observation of substance/drug use and/or the physical symptoms or

manifestations of being under the influence; (2) abnormal conduct or erratic behavior such as absenteeism, tardiness, significant deterioration of performance, and/or verbal and physical aggression; (3) a report of substance/drug use provided by reliable and credible sources and which has been independently corroborated; (4) evidence that an individual has tampered with a substance/drug test while in a course of study in the Robert E. Smith School of Nursing; (5) information that a student has caused or contributed to an accident in the Robert E. Smith School of Nursing or its affiliated clinical agencies; (6) evidence that a student is involved in the use, possession, sale, solicitation or transfer of substance/drugs while in the Robert E. Smith School of Nursing or its affiliated clinical agencies; (7) evidence of an unaccounted drug loss when the student has had clinical access to those substance/drugs.

**Clinical Agency** is defined as any agency that has been contracted by the Robert E. Smith School of Nursing to provide learning opportunities for the nursing students. The RESSON may test for the following in the Substance/Drug Policy: marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), or metabolites of any of these substances, alcohol (ethanol) and any other substance/drug for which the U.S. Department of Health and Human Services has established an approved protocol and positive threshold and which has been adopted by the Mississippi State Department of Health. Furthermore, should an incident occur in clinical agency/agencies, the student will be subject to the policies of that agency governing use of substances/drug. Students who are engaged in clinical learning experiences in agencies that require mandatory drug testing are expected to comply.

### **Procedure**

#### **Neutral Selection (random) Testing**

Students may be selected for substance/drug testing at any time throughout the student's course of study in the Delta State University Robert E. Smith School of Nursing. Upon selection, the student will be transported to the contracted agency for screening within one hour of notification.

- 1) Upon receipt of a "non-negative/positive" screening report:
  - A. The student will be notified by the Chair of Academic Programs (COAP) and assigned in a non-clinical activity until a report of confirmation is received.
  - B. A student interaction form will be completed by the COAP.
  - C. The COAP will notify the Instructor of Record (IOR) of any clinical course.
- 3) Upon receipt of the confirmation screening report:
  - A. If the report is negative, the student will be notified by the Chair of Academic Programs (COAP) of the results and the student will resume scheduled clinical activities.
  - B. If the "non-negative/positive" report is confirmed, the student will be notified in writing of official dismissal from the Robert E. Smith School of Nursing and probationary status from the University.

## **Reasonable Suspicion Testing**

When a nursing faculty member observes a student exhibiting behavior indicative of chemical abuse or dependency, the following procedure will be initiated:

- 1) The faculty member in the course and another faculty member will discuss with the student the behavior observed.
- 2) If the student admits to use of a substance/drug:
  - A. The Chair of Academic Programs (COAP) will be notified.
  - B. The student will be immediately dismissed from the nursing program
  - C. A student/faculty interaction form related to the conduct or behavior observed will be prepared and signed by the faculty member(s) and Instructor of Record (IOR) within 24 hours of the occurrence and a copy will be placed in the student's confidential file.
  - D. The student will be notified in writing of official dismissal from the Robert E. Smith School of Nursing and of probationary status from the University.
- 3) If the student denies substance/drug use:
  - A. The faculty member (preceptor/facilitator) will immediately request an observed urine and/or blood sample for the testing of alcohol or performance of a drug screen with the most available contracted agency.
  - B. The student will not be allowed to participate in clinical activities pending laboratory results.
  - C. Upon receipt of a "non-negative/positive" screening report:
    1. The student will be notified by the COAP and assigned in a non-clinical activity until confirmatory report is received.
    2. A student interaction form will be completed by the COAP.
    3. The COAP will notify the IOR of any clinical course(s).
  - D. Upon receipt of the confirmation screening report:
    1. If the report is negative, the student will be notified by the COAP of the results and the student will resume scheduled clinical activities.
    2. If the "non-negative/positive" report is confirmed, the student will be notified of official dismissal from the Robert E. Smith School of Nursing and probationary status from the University.
    3. If a test is non-negative or positive, the student will be responsible for the costs of the confirmation testing. The Robert E. Smith School of Nursing will assume the cost for any confirmation drug screens that are negative.
  - E. If the student refuses to submit a specimen as requested:
    1. The COAP will be notified.
    2. A student/faculty interaction form will be prepared and filed.
    3. The student will be immediately dismissed from the nursing program.

If dismissed from the Robert E. Smith School of Nursing, the student may apply for a probationary readmission to the School of Nursing with written evidence of successful completion of an approved Chemical Dependency program and compliance with After-Care monitoring requirements that are outlined below. The Robert E. Smith School of Nursing will require that any applicant for readmission must meet the same standards as any current applicant for initial admission to the Robert E. Smith School of Nursing; as well as any additional standards and conditions that the Robert E. Smith School of Nursing may impose related to assurance that the applicant is not chemically dependent, a chemical abuser, or in violation of any law. If probationary readmission is granted, after-care monitoring will be required for the duration of the student's course of study. Failure to abide by after-care monitoring requirements and/or evidence of continued substance/drug abuse or dependency will be grounds for permanent dismissal from the School of Nursing without opportunity for application for readmission.

### **After-Care Monitoring Requirements**

1. The following documentation will be submitted by the nursing student to the COAP:
  - A. Monthly written progress reports that will include the following information:
    1. Copies of results from all random urine and/or blood drug screens.
    2. Information regarding the student's refusal to furnish a urine and/or blood specimen for the purpose of a drug screen.
    3. Verification of attendance for counseling sessions.
    4. Information regarding the student's failure to attend counseling sessions
    5. Incidence of alcohol and drug use
  - B. Copies of all new prescriptions and refills.

### **Confidentiality**

All information, reports, statements, memoranda, and test results requested or received by the Robert E. Smith School of Nursing in accordance with the Substance/Drug Policy are confidential communications and may not be used except as allowed by the student or court order.

### **Testing**

1. Tests are given at the close of each semester and at times faculty deem necessary. Absence from the final examination, except in case of an excused absence is automatically construed and recorded as a failure. In testing situations, an absence must be cleared with the faculty member who is responsible for the test prior to the scheduled time. A student who cannot reach the responsible faculty member before a test should contact the course IOR or leave a message with the faculty secretary. If the student is unable to notify or leave a message for the IOR or faculty secretary, a representative for the student may do so. The student will be given 24

hours to make arrangements for taking the missed test, after which the student forfeits the opportunity to make up the test and will receive a zero (0). Faculty members reserve the right to design the test format and set date for the makeup test(s).

2. Standardized tests are given to measure retention and application of knowledge in essential nursing content specific to clinical categories. They will be given at designated intervals throughout the nursing curriculum. An exit exam is administered in the final semester of the program and is part of the criteria for program completion. The purpose of the test is to measure the student's strengths and weaknesses in various nursing content areas as compared to students in other nursing programs throughout the nation as well as preparation for the NCLEX-RN examination. The scores and other scoring information will be reviewed individually with the student. Students will use this data to assist in reviewing essential content covered in nursing courses by utilizing a proposed enrichment plan.

### **Testing/Assignment Procedures**

The following pertains to all undergraduate nursing courses:

#### Testing (Non-standardized)

1. Unit tests will contain 50 NCLEX-style questions with one hour allowed for testing.
2. At least 2 drug calculation or mathematical questions will be included within the 50 questions on each unit test.
3. Units tests will include 1 to 4 bonus questions with a total bonus point value of up to 4.

#### Test Administration

1. Books, written materials or electronic appliances such as cellular phones, Bluetooth or other hands-free type attachments and MP3 players/iPods are not allowed during tests. Faculty members have the right to confiscate such items as deemed necessary. Confiscated items may or may not be returned.
2. Seats may be randomly assigned.
3. Student Instructions for HESI Examinations:
  - a. Students must sign in and may be required to show picture ID
  - b. Bring only ID and keys into room – all other belongings should be locked in a vehicle
  - c. No electronic devices of any kind are allowed
  - d. No food or beverages are allowed
  - e. Seats may be randomly assigned
  - f. Students will be granted permission to go to the restroom - only one student at a time will be allowed to the restroom

- g. Scratch paper and writing utensils will be provided for each student as needed -scratch paper and writing utensils will be returned to the proctor upon exiting the exam
- h. All tests have pre-set time limits

### Test Review (Student)

1. A silent test review for unit tests will be held. Students should have no paper or writing materials during the review, only their test and *Individual Student Test Analysis* sheet if available.
2. Following test review, students may submit a written request for clarification of test item(s).
3. The faculty member will cover the identified test item(s) at the next scheduled class period or online according the faculty member's preference.
4. The items marked on the scanned answer sheet determine the student's grade, not the markings on the paper test.

### Assignments

1. All course assignments will have a grading rubric with weighted scoring criteria to include APA and following direction.
2. All late assignments and/or submissions will receive either a grade of zero (0) or point deduction. This will be at the discretion of the faculty member (s) and will be so notated in the course syllabus.
3. When changes in course assignments are made, students will be notified within the course.

### **Withdrawal from the University**

Students wishing to withdraw from the University must adhere to the withdrawal process as described in the DSU Undergraduate Bulletin. An undergraduate student who withdraws from the University after the fourth week of the semester and who is not passing at least nine hours of coursework is subject to Academic Probation or Academic Suspension.

## **CLINICAL POLICIES AND PROCEDURES**

### **Clinical Evaluation**

Faculty will make every effort to assure that students' clinical experiences are meaningful and provide opportunities for application of nursing theory and principles. Faculty will make

comprehensive, concise, and complete anecdotal notes for use in determining clinical evaluations. Student conduct deemed as "unsafe" patient care or unsatisfactory clinical performance will be documented by the clinical faculty and/or preceptor and counseled immediately. Undergraduate [BSN] students should meet weekly with the clinical faculty to review and sign clinical evaluations per the clinical faculty's requirements.

For the [BSN] undergraduate clinical courses, a clinical contract will be used to assign an academic grade for each student. For the [RN-BSN] undergraduate clinical courses, an academic grade will be assigned to each student based upon the written components required in each clinical course.

### **Clinical Contract for Undergraduate [BSN] Clinical Courses**

The student must complete the following to earn a:

#### **GRADE OF "A"**

- Maintain satisfactory (S) scores in ALL competencies of the *Clinical Performance Evaluation Tool* and/or demonstrate a progression in ALL competencies evaluated initially as (Needs Improvement) of the *Clinical Performance Evaluation Tool*.  
AND
- Maintain satisfactory (S) scores in ALL competencies of the *Observational Performance Evaluation Tool*.  
AND
- Maintain satisfactory (S) scores on ALL written components of the clinical evaluation [i.e. care plans, concept maps, and objectives].

#### **GRADE OF "B"**

- Maintain no more than one (1) unsatisfactory (U) score in any competency of the *Clinical Performance Evaluation Tool* and/or demonstrate a progression in ALL competencies evaluated initially as (Needs Improvement) of the *Clinical Performance Evaluation Tool*.  
AND
- Maintain satisfactory (S) scores in ALL competencies of the *Observational Performance Evaluation Tool*.  
AND
- Maintain satisfactory (S) scores on ALL written components of the clinical evaluation [i.e. care plans, concept maps, and objectives].

## **GRADE OF “C”**

- Maintain no more than one (1) unsatisfactory (U) score in any competency of the *Clinical Performance Evaluation Tool* and/or demonstrate a lack of progression in no more than one (1) competency evaluated initially as (Needs Improvement) of the *Clinical Performance Evaluation Tool*.

AND

- Maintain no more than one (1) unsatisfactory (U) score in any competency of the *Observational Performance Evaluation Tool*.

AND

- Maintain no more than one (1) unsatisfactory (U) score in any written components of the clinical evaluation experience [i.e. care plans, concept maps, and objectives].

### **Home Visits**

When making home visits, BSN students must be accompanied by agency staff; however students will provide their own transportation

### **Incident Reporting Policy**

In the event of an incident occurrence or an issue of concern at a clinical and/or campus site, the following steps should occur:

1. The Preceptor and/or the Student should contact the Instructor of Record and the assigned Clinical Instructor immediately. Office and cell phone numbers are provided to the preceptors at the beginning of the clinical rotation. Office and cell phone numbers are provided to the students through courses in Blackboard.
2. The Incident Report Form (Appendix A) should be completed by the preceptor and/or the student within 24 hours of the incident. The form should be delivered either in person or mailed to:

Delta State University  
Robert E. Smith School of Nursing  
PO Box 3343  
Cleveland, MS 38733

3. The Instructor of Record and the assigned Clinical Instructor will schedule an appointment with the student to discuss the incident.
4. A written response of action(s) taken will be provided to the Preceptor (if applicable) and student.
5. The Incident Report and Response will be filed in the student record at the Robert E. Smith School of Nursing.

## **Medical Records Access**

Students requesting access to a client's medical record must be currently enrolled in the DSU RESSON. If the request is outside regularly scheduled clinical hours, permission in writing must be obtained from the course clinical faculty and the medical records department of the facility.

## **Standard/Universal Precautions**

### **Policy and Guidelines for Standard Blood and Body Fluid Precautions**

1. The Robert E. Smith School of Nursing utilizes the Centers for Disease Control's recommendations related to universal blood and body fluid precautions as presented in the Morbidity and Mortality Weekly Report (MMWR). Because information changes as new knowledge develops, students and faculty are responsible for utilizing the most recent information available. Students should follow the CDC guidelines for the most current precautions at [www.cdc.gov/ncidod/dhqp/gl\\_isolation\\_standard.html](http://www.cdc.gov/ncidod/dhqp/gl_isolation_standard.html)
2. Prior to any contact with clients for clinical experiences, students will attend the sessions on universal blood and body fluid precautions.
3. If a student has a parenteral or mucous membrane exposure to blood or other body fluids or cutaneous exposure (especially when the exposed skin is chapped, abraded, or afflicted with dermatitis) the student is to follow the policy of the agency which the incident occurs. In the event that the agency has no exposure policy, the student will be referred to Student Health.
4. Students will not practice parenteral injections, venipunctures, or finger sticks on self, each other, faculty or staff.
5. Students will wear gloves when providing post-mortem care in a hospital setting.

## **HIV Status**

Nursing students who perform "exposure prone" procedures have an ethical responsibility to know their HIV STATUS. Nursing students who believe they may be at risk for HIV antibody, HBeAg, or HBsAg have an obligation to be tested, and to report any positive results to the Dean of the Robert E. Smith School of Nursing.

## **HIV Management and Education**

Students are provided with both printed and verbal instructions on universal precautions for blood and body borne infections in accordance with applicable CDC guidelines prior to any exposure to clients/patients. Students are required to sign an acknowledgment stating that this information has been provided. Students are also to be provided with appropriate information regarding personal health habits, HIV prevention, and risk behaviors as part of their pre-requisite

clinical preparation. These instructions are to be continually reinforced and clinical supervision to be managed to ensure strict compliance in all clinical learning experiences including well child care, psychiatry, and community health, as well as acute in-patient experiences. All nursing personnel are professionally and ethically obligated to provide client/patient care with compassion and respect for human dignity. No nursing student may ethically refuse to treat a patient solely because the patient is at risk of contracting, or has, an infectious disease such as HIV, AIDS, or HBV. Students should understand and follow rules of confidentiality.

### **HIV Positive: Students**

Students who are HIV positive or who have AIDS may not pose a health risk to other students in an academic or residential setting, but in a clinical setting the CDC guidelines and universal precautions should be followed. Clinical settings which pose additional risk to the personal health of HIV positive students will be identified, and persons affected will be advised of these risks and urged to consult their health care provider to assess the significance of the risks to their own health. Students who know they are infected are urged to voluntarily inform the Dean of the school who will begin to assess the need for necessary modifications/accommodations in clinical education. Such modifications will be crafted on a case by case basis. Any modification of clinical activity of HIV positive students will take into account the nature of the clinical activity, agency requirements, the technical expertise of the infected person, the risk posed by HIV status, functional disabilities, and the transmissibility of simultaneously carried infectious agents.

### **HIV -Post-exposure Report and Procedures**

Immediate antiseptic procedures should be followed after possible exposure. A student has an ethical duty to report to the faculty member in charge or the Dean any accident which exposes him/herself or a patient to a risk of transmission of a blood borne disease. Confidential testing and appropriate counseling will be provided according to the clinical agency's policy following exposure. The nurse is ethically obligated to be tested for HIV when the patient is exposed to a provider's blood. If an accidental exposure occurs, students should follow the CDC guidelines for occupational exposure: <http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5409a1.htm>. Other blood/body fluid exposure is defined as:

**Percutaneous inoculation** -needle stick or sharps

**Non-needle percutaneous injury** -open cuts or abrasions, direct mucous membrane contact, accidental splash, direct hand contact with large amounts of blood or body fluids without glove protection.

## **Uniforms/Equipment**

### **Uniform Code**

1. White top with green pants, clean and pressed.
2. Identification pins will be purchased from the Robert E. Smith School of Nursing and must be worn on uniform top and lab coat. RN-BSN students may also wear their school and state board pins.
3. No sleeveless attire.
4. No lace or sheer fabrics.
5. V-neck scrub tops are to be worn **ONLY** by male students.
6. Plain white undergarments.
7. “Low rider” pants are not allowed.
8. Hem of pants no lower than the heel of the shoe and skirt length below the knee.
9. White hose or white socks as appropriate (no ankle socks).
10. White leather shoes only with toes and heels enclosed.
11. Jewelry
  - a. Wedding band
  - b. One small stud earring per ear lobe
  - c. No visible body jewelry
12. Tattoos must be covered at all times. Long sleeve white non-ribbed shirt must be worn under uniform top if tattoos are visible on arms.
13. General Appearance
  - a. Students are to be neat, clean, and well-groomed.
  - b. No perfume or cologne
  - c. Clean short natural fingernails without polish.
  - d. Hair should be clean, well kept and off the shoulder.
  - e. Facial hair on male students must be clean shaven or if a beard, neat and trimmed, as not to touch the uniform.
  - f. Natural looking make-up only
14. BSN students will wear the Robert E. Smith School of Nursing uniform at all clinical sites, agencies, and events. Exception: Special events may require professional attire. Clinical faculty reserve the right to approve uniform or clinical dress. Students dressed inappropriately will be dismissed and consequences will occur. Students must also adhere to all policies for the site/agency to which they are assigned. In the event of a conflict the more restrictive policy will apply.

### **Equipment & Equipment Purchase**

Students have a choice in selection of a vendor when purchasing required equipment for course work. The equipment purchase list will be made available to students. Course Instructor of Record may be contacted for assessment of any equipment in question.

## **Clinical Equipment**

1. Watch with a second hand
2. Stethoscope
3. Bandage Scissors
4. Black Ink pens
5. Pocket calculator
6. Tape Measure
7. Hemostats (2)
8. Blood Pressure cuff (Adult & Child)
9. Pen Light
10. Neurological Equipment (Optional)
  - a. Hammer
  - b. Tuning Fork

## **TYPHON**

TYPHON (Nursing School Student Tracking – NSST) may be used to maintain clinical site/preceptor information, to track expiration dates for clinical requirements (licensure, BLS, TB skin test, malpractice insurance, etc), to enter clinical experiences, and to build a personal portfolio. Students are required to attend an orientation to TYPHON prior to using the program. On-line tutorials and help features are also available for students as needed. It is the student's responsibility to notify the faculty member if a clinical site and/or preceptor are not available in TYPHON.

## **OTHER POLICIES & PROCEDURES**

### **Electronic Devices**

Students may not use beepers or cellular phones, bluetooth or other hands-free type attachments and MP3 players/ipods during classroom or clinical experiences. Faculty has the right to confiscate such items as deemed necessary. Confiscated items may or may not be returned. The use of laptops or other electronic devices in the classroom must be used for the class in progress. Use of such devices during class must have prior approval of the faculty in charge of that class.

### **Fire**

In case of a fire, activate the fire alarm system located nearest to the fire. Fire extinguishers are located throughout the building. Each extinguisher is filled with dry chemicals that permit it to be used for paper, grease, and/or electrical fires. Directions for operation are clearly indicated on each extinguisher. Other emergency procedures for the University may be found in the DSU Student Handbook.

### **Inclement Weather**

Students who commute are excused from classes and/or clinical during periods of time when the Weather Bureau has issued a weather advisory for hazardous driving conditions. The student MUST notify the appropriate faculty member prior to the beginning of the class and/or clinical learning experience. If unable to reach the appropriate faculty member, the student MUST then notify the agency and the Robert E. Smith School of Nursing (an answering machine will pick-up when RESSON staff is not available).

### **Parking**

All motor vehicles parked on campus must be registered with the Delta State Police Department. Color-coded parking decals will be issued and cars are to be parked in designated areas. Cars parked in improper areas will be ticketed. Disabled students will need to obtain a special parking permit. Designated disabled parking is available on the RESSON south lot.

### **Posters**

Each student is expected to remove from the building posters for assigned projects at the completion of the presentation. Any posters left in the building will be discarded.

### **Pregnancy**

Students enrolled in the Robert E. Smith School of Nursing must immediately report any pregnancy - as potential hazards to the pregnant woman or fetus may exist in clinical settings. The Release of Responsibility Form and Physician Form must be completed by the nursing student as soon as the pregnancy is confirmed. The student is to meet with the Student Navigator and complete/submit the release form and the physician's form. Forms are available in the Student Navigator or RESSON faculty secretary's office.

### **Safety**

To provide for the safety of clients at all times, students are expected to validate safety during the skills laboratory and clinical experience. If a student is believed to be a threat to client safety, the faculty member will document the incident(s), notify the Instructor of Record and COAP, and schedule a conference with the student.

### **Scholarships**

A listing of scholarships is available online at the Robert E. Smith School of Nursing website.

### **Tobacco Use**

The Delta State University has been designated as a tobacco-free campus. Therefore, the use of tobacco products is prohibited.

### **Transportation**

Transportation to clinical agencies is not provided by the Robert E. Smith School of Nursing.

### **Used Books**

Students may post “For sale or books wanted” notices on the Robert E. Smith School of Nursing bulletin boards. It is the responsibility of the student who uses the bulletin boards to remove postings by the end of the semester.

### **Visitors**

Students are not allowed to bring visitors to the classroom including children or pets.

## **STUDENT ACTIVITIES**

### **Delta State University Nursing Alumni Association**

Nursing students may participate in the Nursing Alumni Association as honorary members until they graduate. The Delta State University Nursing Alumni Association often sponsors events for students and alumni.

### **Fundraising**

All fundraising ideas/advertisements must be presented for approval to the RESSON Student Affairs Committee.

### **Mississippi Association of Student Nurses (MASN)**

The Mississippi Association of Student Nurses (MASN), a constituent of the National Association of Student Nurses (NSNA), has the following purposes:

1. To assume responsibility for contribution to nursing education in order to provide for the highest quality health care;
2. To provide programs representative of fundamental and current professional interest and concerns; and
3. To aid in the development of the whole person, his or her professional role and his or her responsibility for health care of persons in all walks of life.

### **Mississippi Association of Student Nurses (MASN) – DSU Chapter**

The Delta State University Robert E. Smith Student Nurses’ Association, which is a chapter of the Mississippi Association of Student Nurses and the National Student Nurses’ Association, functions as the student professional organization for undergraduate nursing students. The organization elects a president, vice-president, recording secretary, corresponding secretary and

treasurer. The organization holds meetings where students are introduced to nursing as a profession in a manner consistent with the Robert E. Smith School of Nursing philosophy. Various social, community service and fund raising activities are planned during the year. State and National conventions are held annually, and students who are in satisfactory academic standing are encouraged to attend. Students are allowed time away from school each year to attend the state/national conventions. This organization is a formal network through which students may have input in curriculum and policy matters in the Robert E. Smith School of Nursing (RESSON).

The RESSON SNA and nursing faculty strongly encourage students to join the DSU Chapter (MASN & NSNA). Membership in the student's professional association helps to build the foundation for the student's transition into the professional world. The student's membership indicates a commitment to the advancement of the profession of nursing.

The student may obtain NSNA brochures and further information about dues from RESSON SNA officers or the RESSON SNA faculty advisor. By joining the DSU Chapter of MASN the student can be more active at the local level.

### **Nurse Recruitment Day**

The Career Services and Placement Office sponsor a Nurse Recruitment Day for baccalaureate nursing students. Students serve as ambassadors.

### **Orientation**

Orientation sessions for all newly admitted undergraduate students will be provided.

### **Pinning**

A Pinning ceremony is held each year for undergraduate students.

### **Research Day**

DSU Robert E. Smith School of Nursing and Pi Xi Chapter of Sigma Theta Tau International Honor Society of Nursing sponsor an annual Nursing Research Day on which individuals present their scholarly work. All currently enrolled RESSON students are expected to attend as part of their class and/or clinical experience.

### **Sigma Theta Tau**

The purpose of this society is to recognize superior academic achievement, recognize development of leadership qualities, foster high professional standards, and encourage creative work and to strengthen commitment to the ideas and purpose of the profession. Candidates for membership into PiXi Chapter of STTI are selected from the undergraduate and graduate nursing programs on the basis of academic achievement.

## **STUDENT RIGHTS**

### **Americans with Disabilities Act**

Delta State University fully complies with all the provisions of the Americans with Disabilities Act of 1992. No qualified disabled student shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, research, occupational training, housing, health insurance, counseling, financial aid, physical education, athletics, recreation, transportation, other extracurricular, or other postsecondary education program or activity. A student with a disability applying to DSU for admission shall also submit a current specialist's evaluation of the disability which will remain on file in the Office of the University Coordinator of the Americans with Disabilities Act. For additional information please contact the DSU Office of Disabilities Services.

### **Confidentiality of Records**

Public Law 93-380, Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), requires educational agencies or institutions to provide parents of students and eligible students access to the educational records of such students with certain limitations. The Act transfers this right from the parent to the student who is enrolled in a post-secondary institution. This institution must provide access to official records related to the student and an opportunity to challenge such records on the basis of accuracy.

Under law, letters or statements of recommendation submitted in confidence prior to January 1, 1975, may not be seen by students. However, students may, but are not required to, waive the right of access to future confidential recommendations in the areas of administration, job placement, and receipt of awards. While the student does not have access to medical, psychiatric, or comparable records if these are used solely for treatment purposes, he/she may designate another professional to examine these records. Parent's financial records submitted to the institution may not be examined by the student. These records may be challenged only on accuracy not as to judgments. The school is prohibited from permitting access to education records, or personally identifiable information other than directory information about the students without written consent, except to specific agencies and persons such as school officials and certain federal or state authorities. A record must be kept of all persons to whom personal information is supplied.

### **Technical Standards for Admission Progression & Graduation**

Selection of qualified students for admission to the Robert E. Smith School of Nursing is the responsibility of the faculty acting through the undergraduate program. Responsibility for advisement towards progression and certification of students for BSN or MSN degrees also lie with the faculty. Admission to and progression in a program offered by Delta State University Robert E. Smith School of Nursing is not based on the following technical standards, but these

standards facilitate qualified applicants and students in determining whether accommodations are appropriate or necessary. For the purpose of this document a qualified individual is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the Program (Southern Regional Education Board, SREB, 2004). DSU provides an Academic Support Lab Coordinator who is available to provide assistance and assessment of students with identified disabilities.

Nursing is defined by a task force of the SREB Council on Collegiate Education of Nursing (2004) as: a practice discipline with cognitive, sensory, affective and psychomotor performance requirements. Award of the BSN degree signifies that the graduate is prepared for entry into the practice of nursing.

If they are to function in this manner, nursing students must have somatic sensation and the functional use of the senses of vision and hearing, and equilibrium. They must have sufficient communication and motor skills to perform the activities described in the sections that follow. Students also must be able to consistently, quickly, and accurately integrate all information received by the sense(s) and have the intellectual and critical thinking ability to learn, integrate, analyze and synthesize data, and the appropriate behavioral and social skills for client and health team interaction.

The admissions committee of the Robert E. Smith School of Nursing, in accordance with Section 504 of the 1973 Vocational Rehabilitation Act and the American Disabilities Act (PL101-336) has established the essential functions of students in the schools educational programs. Contact the Dean's office if you believe this may apply to you. For additional information contact the DSU Office of Disability Services.

The essential functions in this document can be accomplished through direct student response, the use of prosthetic or orthotic devices, or through personal assistance, i.e., readers, signers, note-takers. The responsibility for the purchase of prosthetic or orthotic devices serving a student in meeting the abilities noted remains with the student. The RESSON will assist with this accomplishment, as required by law and institutional policy.

Upon admission, a student who discloses a properly certified disability will receive reasonable accommodation but must be able to perform the essential functions of the educational curriculum and meet the standards described herein for the educational program. Possible accommodations include opportunities for individual and group counseling, peer counseling, linkages with community services, faculty advisory committees whose members are aware of disabled students and their needs, career counseling, assistance with job searches and interview skills, and extended test taking time, if and when appropriate. Students seeking accommodations must initiate their request with the Dean. Students must request accommodations for classroom, laboratory, and assigned clinical activities.

1. **Observation** - The nursing student must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the senses of vision, hearing, and somatic sensation. It is enhanced by the functional use of the sense of smell.

2. **Communication: Auditory and Visual Senses** - A nursing student should be able to effectively use verbal and written forms of communication to speak, to converse with clients and health team members. Students must be able to hear and to have adequate visual skills to observe patients in a sensitive manner. A nursing student should be able to elicit information, describe changes in the client's mood, activity and posture, to perceive nonverbal communications, and to assess client, family and health team member needs. The student also must be able to communicate effectively in oral and written form with all members of the health care team.

3. **Motor Skills and Tactile Sense** - Students should have sufficient motor and tactile function to effectively assess clients by palpation, auscultation, percussion and other diagnostic means. A student should be able to execute the motor movements reasonably required to provide general and emergency care to patients, including, for example, resuscitation, the administration of intravenous medication, and the application of pressure to control bleeding. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

4. **Intellectual: Conceptual, Integrative, Quantitative, and Critical Thinking Abilities** - These abilities include measurement, calculation, reasoning, analysis, and synthesis. Critical thinking and problem solving are essential skills.

5. **Behavioral and Social Attributes** - A student must possess the emotional health required to fully use their intellectual abilities, to exercise good judgment, to promptly complete the responsibilities of client management and participation in leadership with the health care team, and to develop mature, sensitive, and appropriate relationships with clients. Students must be able to tolerate physically taxing workloads and to function effectively under stress. They must be flexible and able to adapt to changing environments and capable of functioning in the face of uncertainties inherent in the clinical problems of clients. Students must have interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds. The student's compassion, honesty, integrity, interpersonal skills, interest, and motivation are also important personal qualities.

### **Nondiscrimination**

The Delta State University Robert E. Smith School of Nursing adopts the University statement of equal education opportunity. As an institution of higher education, and in the spirit of its policies of equal employment opportunity, the University declares its policy of equal educational opportunity. All applicants for admission will be considered without regard to an applicant's

race, color, religion, sex and national origin, disability related to program performance, disabled veteran status, or Vietnam era veteran status. Complaints or grievances by any student who has reason to think he or she has been affected by discrimination will be considered through established procedures. For additional information see the DSU Student Handbook.

### **Sexual Harassment**

Under Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations, no individual may be discriminated against on the basis of sex in educational programs receiving Federal financial assistance. Sexual harassment is a form of prohibited sex discrimination when the harassing conduct creates a hostile environment. Thus, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment. For more information, refer to the DSU Student Handbook.

## APPENDICES

### Appendix A - Incident Report Form

DELTA STATE UNIVERSITY  
ROBERT E. SMITH SCHOOL OF NURSING  
Incident Report Form

Details Of Incident	<p>Date of Incident:</p> <p>Date of Reporting Incident:</p> <p>Clinic/Practicum/School Location:</p> <p>Faculty Name:</p> <p>Preceptor Name (if applicable):</p> <p>Incident Related to:</p> <p><input type="checkbox"/> Student   <input type="checkbox"/> Patient   <input type="checkbox"/> Staff   <input type="checkbox"/> Visitor   <input type="checkbox"/> Volunteer <input type="checkbox"/> Property   <input type="checkbox"/> Other</p> <p>Discovered/Reported by:</p> <p>Witnessed by:</p>
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**Appendix B – HESI Enrichment Contract**

HESI Enrichment Contract

I, \_\_\_\_\_, agree to complete the \_\_\_\_\_ recommended number of enrichment hours for my HESI score of \_\_\_\_\_ for the following course \_\_\_\_\_.

Proposed Completion Date: \_\_\_\_\_

\_\_\_\_ Accept

\_\_\_\_ Decline

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

Faculty Signature: \_\_\_\_\_

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

Date of Re-evaluation: \_\_\_\_\_

Evidence to demonstrate completion received and copy attached: (Yes or No)

Comments:

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

Faculty Signature: \_\_\_\_\_

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

**Appendix C - Passport**  
Delta State University  
Robert E. Smith School of Nursing

Passport Instructions

In a 2-3” ring binder, compile the following tabs:

1. HESI Admission Assessment Exam Summary Score
2. HESI Exam Summary Reports
  - a. From each HESI exam taken during the program of study
3. Learning Style
  - a. As identified from HESI Admission Assessment Exam and/or reading of “You are Smarter than You Think”
4. Assessment Technologies Institute (ATI) Scores
  - a. From all practice and assessment tests
5. Copies of all EVOLVE/ The Pointe exercises/activities
6. Copy of Skills Summary Sheet
  - a. Sheet should be kept up to date by the student, denoting the date each skill was performed for instructor in the skills lab, then in the clinical setting
  - b. Student should always ask instructor who witnessed the skill to initial beside the date
7. Clinical Log Sheet
  - a. Illustrating the various patients encountered during all clinical rotations
  - b. Use Typhon for this clinical log
8. Awards/Honors
  - a. Listed with date and title
  - b. This includes scholarships received, club memberships with any positions held, etc.
9. Community Service
  - a. School-related as well as independent
  - b. Include date and description of activity

**Appendix D - Student Honor Pledge**  
DELTA STATE UNIVERSITY  
ROBERT E. SMITH SCHOOL OF NURSING

*STUDENT HONOR PLEDGE*

I pledge that I will not be involved with any academic or non-academic misconduct during my enrollment at the Delta State University (DSU) Robert E. Smith School of Nursing (RESSON), Cleveland, Mississippi. I have read the RESSON Code of Ethical & Professional Conduct and will abide by the code as a condition of admission to the program. I understand that violation of this code could result in penalties as severe as indefinite suspension or expulsion from the RESSON and DSU.

STUDENT ACKNOWLEDGEMENT

I, TYPE YOUR NAME HERE, have read and agree to abide by the principles of academic honesty as described in the DSU RESSON Code of Ethical & Professional Conduct. A copy of this honor code has been provided to me and can also be found on the DSU Robert E. Smith School of Nursing website.

I understand that I may address any questions about this policy to Dr. Lizabeth Carlson, Dean of Robert E. Smith School of Nursing.

Submitting this form via the Assignment Drop Box will serve as acknowledgement of the above statements and of my agreement to abide by these policies as a condition of my enrollment in the Delta State University Robert E. Smith School of Nursing.