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“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.”
DELTA STATE UNIVERSITY ROBERT E. SMITH SCHOOL OF NURSING

History

Established in 1977 as the fifth educational unit within Delta State University (DSU), the School of Nursing (SON) was approved to offer a curriculum leading to the degree of Bachelor of Science in Nursing (BSN). 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 Delta State School of Nursing was selected as one of those choices. In 1994, the new master’s program was accredited by the Mississippi Institutions for Higher Learning (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. In fall 2013, the Doctor of Nursing Practice (DNP) degree program began being offered to allow registered nurses at the associate, baccalaureate, and master’s level an opportunity to advance their education by earning the degree and seeking eligibility, if needed, to take the Family Nurse Practitioner certification exam.

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 learning 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 on campus. Since 1978, the undergraduate program in nursing has produced 841 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 2010 for a ten year term, extending to 2020.

Within the MSN program, three tracts are available: Nurse Administrator (NA), Nurse Educator (NE), and Family Nurse Practitioner (FNP). 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. 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 2010 for a ten year term, extending to 2020.
Within the DNP program, four options are available: RN-DNP, BSN-DNP, Post Master’s (Non-FNP) – DNP, and Post Master’s (FNP) – DNP. This program is offered in an online format with options of a full-time or part-time status. The DNP degree program received initial approval from both the Mississippi Institute of Higher Learning (IHL) and the Southern Association of Colleges and Schools (SACS). Continued accreditation for the doctoral program was granted by CCNE in 2015 for a five year term, extending to 2020.

Vision

Robert E. Smith School of Nursing.....Transforming Healthcare in the Mississippi Delta and beyond.....one exceptional nurse at a time!

Mission

The mission of the Delta State University Robert E. Smith School of Nursing is to transform healthcare in the Mississippi Delta and beyond by preparing graduates to be nurse leaders at the baccalaureate, master, and doctoral levels through excellence in education, evidence-based research, interprofessional practice, and multidimensional partnerships in a diverse society.

Approved: 12/96; revised: 2/15/98, 05/02/2013, 04/14/2014, 04/27/2015
Reviewed: 04/30/2012

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 individuals, families, and communities 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 individual and society. Nursing facilitates the health status of the individual through interacting with systems and assisting in the movement toward an optimum level of well-being.

Approved: 12/96; Revised: 02/15/98, 04/02/01, 05/06/02, 04/03, 04/27/2015
Reviewed: 04/30/2012, 04/28/14
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: 04/30/2012, 04/28/14, 04/27/2015

General Information for Students

Delta State University Robert E. Smith School of Nursing Building

The Delta State University Robert E. Smith School of Nursing Building is located on the east side of the campus at the corner of Fourth and Oak Streets. There are six classrooms, a computer laboratory, and two learning resource simulation/skills laboratories in the Robert E. Smith School of Nursing. The address for the Delta State University Robert E. Smith School of Nursing 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 Delta State University 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 Delta State University Robert E. Smith School of Nursing and the undergraduate and graduate programs.
Chair of Nursing
The Dean delegates responsibility for the undergraduate and graduate programs to the Chair of Nursing (CON).

Faculty
Faculty participates in the governance of the Delta State University 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 Delta State University Robert E. Smith School of Nursing include a Secretary to the Dean and a Secretary to the faculty.

Students
Students participate in the governance of the Delta State University Robert E. Smith School of Nursing by serving as non-voting members of standing committees: (Faculty Organization, Student Affairs, Program Effectiveness, and Faculty Development Committees)

FACILITIES – Delta State University/ Robert E. Smith School of Nursing

Student Success Center and Academic Support Services
The Student Success Center and Academic Support Services is located in Room 311 of the H.L. Nowell Student Union. The Student Success Center is staffed by two full-time personnel (an executive director and director). The Center assists students in their journey to academic success and degree completion by providing a wide range of student support services, including academic support, strategies for improved retention, international student development and academic advising. The Center creates and implements strategies that are evidence-based and data driven, yet tailored to meet the individual needs of its students.

Bookstore
The Jimmy R. Williams bookstore is located on the first floor of the H.L. Nowell Student Union and operated by Barnes and Noble. Textbooks as well as certain reference books and other items are available.

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 student lounge of the Delta State University 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 faculty must be in the building for the duration. No eating or drinking is allowed in the computer lab. Students will need to check that lab is not reserved for class or tests 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 Delta State University 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) and are listed on the Delta State University 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 Delta State University 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 Delta State University Robert E. Smith School of Nursing and dormitory facilities. Students are encouraged 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 University 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 Delta State University 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 when on campus (use prefix 846 when on cell phone or off campus).

**Writing Center**

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

**SERVICES – Delta State University/School of Nursing**

**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, Delta State University Robert E. Smith School of Nursing 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. Student Nurses’ Association (SNA) and Mississippi Association of Student Nurses (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**

Delta State University 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.

**Messages**

While on campus, 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 Delta State University Robert E. Smith School of Nursing records. Copy machines which use OKRA cards are available in the Delta State University Robert E. Smith School of Nursing 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, refrigerator, coffee pot, microwave, and vending machines. 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 Delta State University 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 Basic Life Support (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 Delta State University 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 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 Chair of Nursing (CON) 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 Delta State University Robert E. Smith School of Nursing 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 required immunizations and screenings as stated on the health and physical forms prior to beginning the program. The expense of this examination and immunizations/screenings are the responsibility of the student. Students are required to present documentation of immunization completion or progression upon admission to the nursing program unless shown to be immune or medically at risk. The student must also present documentation of a negative Tuberculin (TB) skin test and/or chest x-ray/assessment with annual screening. The Faculty Secretary will obtain documentation and assess compliance each semester from the students’ requirement checklist. Students not providing documentation of HBV vaccination, immunity, or medical risk must sign a declination form and a waiver of liability for Delta State University Robert E. Smith School of Nursing. All undergraduate students must also provide documentation by mid-October (or a specified date in accordance to that flu season) of an influenza vaccination. Undergraduate students who decline the influenza
vaccination must sign the influenza declination waiver and follow any other requirements of the current clinical agency and the student will then be exempted. However, the clinical facility has the right to require that a mask be worn the entire flu season (Appendix A). 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 Delta State University Robert E. Smith School of Nursing offers a blanket policy for BSN and RN-BSN [in the student role ONLY] students and the fee is included in Delta State University Robert E. Smith School of Nursing lab fees.

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 Delta State University 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/Online/Clinical/School of Nursing Activities
Regular and punctual attendance at all scheduled classes, online, clinical, and Delta State University Robert E. Smith School of Nursing activities is expected of all students and is regarded as integral to course credit.

Class Attendance
Class attendance in undergraduate and graduate nursing programs is recorded according to Delta State University’s Class Attendance Policy:
http://www.deltastate.edu/policies/policy/university-policies/academics-students/class-attendance/

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 Delta State University Robert E. Smith School of Nursing. (An answering machine will pick up when 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 Delta State University Robert E. Smith School of Nursing.

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 faulty 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 Nursing

4. Dean of the Robert E. Smith 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 virtual conferencing 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 the learning management system 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 online application for candidacy two semesters prior to the date of graduation. The advisor will review the applicant’s Curriculum Advising & Program Planning (CAPP) and file folder to ensure candidacy status of a minimum 2.0 GPA 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 Nursing (CON) 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 Nursing (CON) 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-Delta State University 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 Delta State University Robert E. Smith School of Nursing Dean to these requirements.

A nursing student intending to enroll at Delta State University Robert E. Smith School of Nursing who is wishing to earn credit for a course taken at another educational institution must:

1. Request permission in writing from the CON prior to enrolling in a course
2. Provide a course syllabus that includes the course content and topics to the CON
3. Course must be completed from an educational institution that is a CCNE and/or ACEN 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, CON, 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 provided 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 or RN-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 Delta State University Robert E. Smith School of Nursing 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. An undergraduate student must pass the theory portion and earn a satisfactory in clinical portion of each course in order to progress in the program.

When an undergraduate course is repeated, the grade earned for the second attempt will be the grade used to calculate GPA. A course may be repeated only once.

Graduation

In order to graduate from Delta State University the student must: Meet all the criteria for graduation, as set by the University, Robert E. Smith School of Nursing, and noted in the Delta
State University Undergraduate Bulletin, successfully complete the course of study as outlined by the faculty of the Delta State University Robert E. Smith School of Nursing in the Delta State University Undergraduate Bulletin, and complete an online application for a degree two semesters prior to graduation. 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. Delta State University has both a December and May commencement ceremony. Commencement is required of all students. Students must send notification to the Delta State University Robert E. Smith School of Nursing 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.
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:

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two 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.

**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 at least a 900 on a HESI 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 CON no later than the end of the next regular term from the date of dismissal.
2. The CON will review the letter with the appropriate faculty member(s).
3. The CON 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 Delta State University 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 CON 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 Delta State University 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 and successful completion of NCLEX-RN for BSN students. Student point sources become the property of the Delta State University 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 faculty members 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 1st and 2nd semester students, and each comprehensive HESI score be used to develop the plan of study for 3rd, 4th and 5th semester students.

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>900 or above</td>
<td>0</td>
</tr>
<tr>
<td>800 – 899</td>
<td>10</td>
</tr>
<tr>
<td>700 – 799</td>
<td>15</td>
</tr>
<tr>
<td>Below 700</td>
<td>20</td>
</tr>
</tbody>
</table>

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 C) 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 Delta State University 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, Delta State University 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 Delta State University 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 Delta Student University Student Handbook and the School of Nursing 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
Delta State University Robert E. Smith School of Nursing faculty and administration believe that it is important to practice and develop ethical standards among nursing students. The Delta State University Robert E. Smith School of Nursing also expects the highest standard of conduct from its students.

**Professional Behaviors**

A student enrolled in the Delta State University Robert E. Smith School of Nursing is expected to adhere to the *Delta State University Robert E. Smith School of Nursing Code of Ethical & Professional Conduct*. The behavior of the Delta State University 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 Delta State University 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 Delta State University Robert E. Smith School of Nursing, is determined to be unsuited for the study or practice of nursing.

Substance Abuse

Delta State University 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 Delta State University Student Handbook.

Robert E. Smith School of Nursing 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 Delta State University 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 Delta State University 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 Delta State University 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 (copies are to be in student file).
- 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 School of Nursing 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 Nursing (CON) and assigned in a non-clinical activity until a report of confirmation is received.
   B. A student interaction form will be completed by the CON.
   C. The CON 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 Nursing (CON) 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 Nursing (CON) 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 CON and assigned in a non-clinical activity until confirmatory report is received.
     2. A student interaction form will be completed by the CON.
     3. The CON 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 CON 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 CON 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 Robert E. Smith 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 Robert E. Smith 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 CON:
   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/Assignment Procedures
General Testing Policy (Includes exams, standardized tests, or other proctored assignments)
   a. Cheating is not tolerated. Refer to the university “Cheating and Plagiarism” policy.
b. It is the student’s responsibility to know their student identification number and all login information. Students who arrive late may be required to schedule a make-up exam with course faculty and follow the missed exam policy.

c. Faculty will not answer questions during tests.

d. No loitering/loud talking in the hallway during testing.

e. Students must notify the faculty if they will not be present for a test.

f. Make-up tests are scheduled at the discretion of the course faculty.

g. Students may not bring the following items into the testing environment: personal items such as purses, backpacks, keychain, bags, hats, food/beverages, mobile phones, smart watches and other electronic devices, textbooks, notes, and other resources unless permitted by the course faculty, online calculators are available in ExamSoft/HESI and the school of nursing provides calculators for all other testing.

h. Faculty members have the right to confiscate such items as deemed necessary. Confiscated items may or may not be returned.

i. Headphones may be required for non-standardized tests and will be required for standardized tests. Students are responsible for the purchase and availability of headphones used for testing.

j. Seats may be randomly assigned by the faculty member(s).

k. Students are required to sign-in and may be asked to show picture identification.

l. Students will be granted permission to go to the restroom – only one student at a time will be allowed to the restroom.

m. Scratch paper and pencils will be provided for each student as needed – scratch paper and pencils will be returned to the proctor upon exiting the exam.

n. Tests will be delivered at scheduled intervals throughout various courses in the undergraduate program. All tests will have pre-set time limits that will be announced prior to each test.

Non-Standardized Exams

a. Diagnostic Assessment:

i) The instructor may choose to quantify and assess the students’ current knowledge of a specific subject and to identify student strengths and weaknesses. Types of Diagnostic Assessments may include: pre-tests, self-reflection/assessment, discussion board responses.

ii) A rubric/evaluation tool will be made available to the students to identify the set of criteria that will be used to evaluate student performance.

b. Formative Assessment:
i) The instructor may choose to evaluate student learning with assessments created to provide ongoing feedback and adjustments to instruction. Types of Formative Assessments may include: homework assignments, reflection journals, informal in-class activities, student feedback of course/instructor performance at midterm of the semester, instructor feedback of student performance at midterm of the semester.

ii) A rubric will be made available to the students that identifies the set of criteria that will be used to evaluate students’ performance for homework assignments, reflection journals, informal in-class activities.

iii) The instructor may choose to provide bonus points or other incentives to promote student participation on midterm evaluations. This information will be made available to all students in that class by the IOR via an announcement in Canvas.

iv) When changes in course assignments are made, students will be notified within the course.

c. Summative Assessment:

i) The instructor may choose to evaluate student learning with assessments that are done at the end of a period of learning for the purpose of documenting student proficiency at the time of the assessment. Types of Summative Assessments may include: unit tests, high-stakes exams, final exams, term papers, projects, portfolios, clinical skills performance, student end-of-course/teacher/clinical agency evaluations.

ii) A rubric/evaluation tool will be made available to the students to identify the set of criteria that will be used to evaluate students performance for term papers, projects, portfolios, clinical skills performance.

iii) Teacher-made unit tests will align with concepts present on the National Council Licensure Examination (NCLEX) blueprint. The unit test will contain 50 NCLEX-style questions. One hour will be allowed for testing. At least two drug calculation or mathematical questions will be included. Unit tests may include between one to four bonus questions with a total bonus point/s value of up to four.

iv) The instructor may choose to provide bonus points or other incentives to promote student participation on end-of-term evaluations. This
information will be made available to all students in that class by the IOR via an announcement in Canvas.

**Standardized Exams**

**Undergraduate:**

a) **HESI Policy and Procedure:**

i. HESI exams are used throughout the curriculum within Robert E. Smith School of Nursing’s program from admission through to the last nursing course. The types of HESI Exams are: Preadmission HESI, Specialty, Midcurricular, and EXIT HESI. The Specialty HESI exams offered throughout the curriculum are given to assess essential elements throughout the nursing curriculum and to prepare you for the Capstone course NUR 408. Therefore, preparation, completion and remediation, as indicated on all of the HESI exams, are performed in order to prepare the student for success.

ii. Undergraduate BSN nursing students will take HESI exams each semester throughout the program. It will start with a Pre-Admission HESI, and most nursing courses will offer a Final Specialty HESI during exam week. The graded weight of the HESI will increase each semester (Junior I-20%, Junior II-25%, Junior III-30%, Senior I-30%, Senior II NUR 402-35%, Senior II NUR 408-95%). The conversion HESI score is the course grade.

iii. It is required to meet with your faculty IOR and/or advisor for all HESI scores <900. At that time a formal remediation plan will be developed and completed within the specified time. The HESI Enrichment Contract can be viewed in Appendix B of the Undergraduate Student Handbook.

iv. Students are encouraged not to miss scheduled HESI exams. Makeup HESI Exams may be a different version.

b) Students required to take online exams in Canvas may be required to follow instructor guidelines for using Respondus LockDown Browser with monitor.

**Missed Exams:**

a. Students are encouraged not to miss exams. The student who is entitled to a makeup test 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 the date for the makeup test(s). If an exam is missed, the format for the make-up exam is at the discretion of the course faculty, and will be administered at a convenient time identified by the course Instructor of Record (IOR). If the student misses the scheduled make-up exam, the student will receive a grade of 0% on the exam.

b. A student absent from class when a test is scheduled is entitled to a makeup test only if prior notification is received and evidence is presented to the faculty member that the absence was due to illness or death in the immediate family. If neither of these requirements is met, the student will receive a zero for the scheduled test.

c. If a test or exam is missed due to an illness or a personal/family emergency, the student must:
   • E-mail within the Canvas course/telephone the instructor(s) as soon as it is known the student will not be able to write the exam. It is important to contact the instructor(s) to make alternative arrangements.
   • If the student cannot reach the instructor(s), call or email the Senior Secretary at Robert E. Smith School of Nursing and leave a detailed message at 662-846-4255, including the course name, examination date, instructor’s name, student name and student 900 number.
   • Submit the medical certificate or other documentation within three (3) working days of the missed test or examination to the course IOR or the Senior Secretary at Robert E. Smith School of Nursing. The course IOR will inform course instructor(s) that she/he received the documentation.
   • Read and understand the Undergraduate Academic Grievance Policy.

**Test Review:**

a. Students may review their individual test in the following manner:
   i) Rationales as written in the Exam Soft Program directly after the online test
   ii) Individual test reviews that are scheduled by appointment only with the instructor
   iii) Instructor-guided review that is offered to the entire class and is scheduled by the instructor.

b. Students are not allowed to bring any items into test review.

c. Time frame for review of tests is at the discretion of the instructor.
**Late Assignment Policy**

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 included in the course syllabus.

**Delta State University Testing and Disabilities**

a. Students requesting accommodations due to a disability have the following responsibilities:
   i. Identify themselves to the ADA Coordinator to initiate the accommodations process
   ii. Provide the ADA Coordinator with recent documentation of the disability from a professional qualified to make a diagnosis (In most cases the documentation of the disability should be no more than three years old)
   iii. Request specific, approved accommodations from professors in a timely manner
   iv. Maintain academic requirements of the university
   v. Per federal guidelines: Re-request every term you wish to receive accommodations

**Withdrawal from the University**

Students wishing to withdraw from the University must adhere to the withdrawal process as described in the Delta State University 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*.
• 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].

Clinical Hours
Students are required to disclose all family, personal, and business associations at facilities or clinical sites used for coursework or clinical hours. Faculty reserve the right to approve all clinical sites, preceptors, and clinical hours.

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 the learning management system.

2. The Incident Report Form (Appendix E) 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 Delta State University Robert E. Smith School of Nursing. 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 Delta State University 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.

2. Prior to any contact with clients for clinical experiences, students will complete universal blood and body fluid precautions training.

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 Delta State University 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 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](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**

The following guidelines were developed for the Delta State University Robert E. Smith School of Nursing using faculty and student input, as well as adapting policies of several health-care organizations and public university allied health programs. It is an attempt to assist students in transitioning to the role of a health care professional. It is important that students present themselves and be perceived as conscientious professionals. Students are asked to dress in good
taste and present themselves with proper decorum as they represent themselves, their academic institution, and their profession in the community.

**Uniform Policy**

The Delta State University Robert E. Smith School of Nursing’s official uniform must be worn during all clinical experiences by BSN students including clinical lab, hospital, clinic, and occasional community clinical experiences. Exception: Special events may require professional business or business casual attire (See Professional Attire section). Clinical faculty reserve the right to approve uniform or clinical dress. Students dressed inappropriately will be dismissed from clinical 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.

The uniform consists of (Appendix F):

1. White top.
   - Must be clean and pressed.
   - No sleeveless attire.
   - No lace or sheer fabrics.
   - Plain white or skin toned undergarments.
   - 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.
   - A plain white short or long-sleeve t-shirt may be worn under the top.
   - A white lab coat may be worn as outerwear.
   - Fleece jackets are not allowed on the clinical unit.

2. Hunter green (Cherokee) pants
   - Must be clean and pressed.
   - “Low rider” pants are not allowed.
   - Hem of pants no lower than the heel of the shoe and skirt length below the knee.

3. 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.

4. White hose or white socks as appropriate (Ankles must be covered; “No Show” socks are not allowed)

5. White leather shoes only with toes and heels enclosed. NO canvas or cloth shoes are allowed.
6. Jewelry
   a. Wedding band
   b. One small stud earring per ear lobe
   c. No visible body jewelry

7. 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 neat, clean, well-kept and off the shoulder. Extremes in hairstyles and extreme hair color are not permitted.
   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.

Professional Attire:

1. Business Professional Attire:
   a. Slacks, skirts, or dresses should be conservatively styled.
      i. Colors should be neutral (black, grey, brown, navy).
      ii. Men:
         1. Shirts should be white or muted color and have a collar. Sleeves should be long, and extend ½ inch beyond the jacket sleeve.
         2. Suit should be solid or have subtle pinstripes.
         4. Tie required. Should reach the belt. Should be conservative colored.
         5. Belt required and should match the shoes.
      iii. Women:
         1. Blouses and camisoles should be a white or light color.
         2. Only a minimal amount of chest, and no area on the back should be visible.
         3. If jackets are worn, the sleeve should fall ½ inch below the wrist.
         4. Length of skirts should be knee-length, without high slits.
         5. No cropped or Capri pants.
         6. Neutral toned pantyhose or knee high hose as appropriate.
         7. Only one pair of earrings, preferably studs.
         8. Only one ring per hand.
         9. Handbags should be small and neutral in color.
   iv. Pants should be tailored, without frays.
   v. No clothing should be too tight.
vi. No denim.

b. Shoes
   i. Women’s should have a closed toe and heel.
   ii. Heels should be low, 1-2 inches.
   iii. No stilettos or platforms.
   iv. Men’s shoes should be leather dress-style with dark socks.

c. No undergarments should be visible.

d. Socks should cover the ankle, and be neutral in color.

e. No baseball caps or hooded garments.

f. Tattoos should be covered.

g. No sunglasses inside a building.

h. Nametag

2. Business Casual Attire:
   a. Slacks, skirts, tops or dresses should be conservatively styled.
      i. Women:
         1. Blouses or sweaters should have sleeves.
         2. Tailored jacket or cardigans are permissible.
         3. Only a minimal amount of chest should be visible.
         4. Full-length dress pants, including khakis.
         5. Length of skirts or dresses should be no less than 2 inches above the knee, without high slits.
         6. Pantyhose or knee-high hose as appropriate.
         7. One pair of earrings preferably studs.
         8. One ring per hand.
         9. Handbags should be small and neutral in color.
      ii. Men:
         1. Men’s shirts should have a collar; polo-style shirts are acceptable.
         2. A sports coat may be worn without a tie.
         3. Sweaters are permissible.
         4. Full-length khakis, solid colored slacks or dress pants.
      iii. No clothing should be too tight.
      iv. No denim.
   b. Shoes
      i. Women’s should have a closed toe and heel.
      ii. Heels should be low.
      iii. Men’s shoes should be oxfords or loafers with dark socks.
   c. No undergarments should be visible.
   d. Socks should cover the ankle.
e. No cropped or Capri pants.
f. Pants should be tailored, without frays.
g. No baseball caps or hooded garments.
h. Tattoos should be covered.
i. No sunglasses inside a building.
j. Name tag.
k. Lab coat may be required.

Classroom Attire:

As a student is a representative of the Delta State University Robert E. Smith School of Nursing, students are expected to dress appropriately. During non-clinical and classroom time, casual clothing is acceptable as long as it meets the following criterion:

The following items are prohibited:

- Ripped clothing.
- Cutoffs.
- Tights or leggings with shirts shorter than mid-thigh.
- Revealing halter-tops, tube tops, tank tops, strapless dresses.
- Low necklines revealing cleavage.
- Exposure of midriff or underwear.
- Skirts/dresses must be no shorter than two inches above the knee.
- Shorts must be at least to the mid-thigh, and cannot be of an elasticized material.
- See-through garments exposing underwear.
- NO UNDERGARMENTS SHOULD BE VISIBLE.

Community Service Event Attire:

As a student is a representative of the Delta State University Robert E. Smith School of Nursing, students are expected to dress appropriately. During community service events, clothing must meet certain criteria. There are three options of dress for community service events. The faculty hosting the event or taking student attendance at the event will inform students as to which option of dress is required.

Option 1- This applies to both male and female students. Students will follow the uniform policy.

Option 2- This applies to both male and female students. Shirt: polo-style Delta State University Robert E. Smith School of Nursing shirt. Pants: full-length khakis or solid colored black or white dress pants. Shoes: Tennis shoes may be worn with neutral colored socks. Tattoos must be covered.
Option 3- This applies to both male and female students. Shirt: polo-style Delta State University Robert E. Smith School of Nursing shirt. Shorts: Shorts must be at least to mid-thigh and should be of khaki, black, or white color. Shoes: Tennis shoes may be worn with neutral colored socks. Tattoos must be covered

Failure to follow the Dress Code Policy will result in the following actions:

1. **1st offense**: Student will receive a verbal reprimand and a student/faculty interaction form will be completed and placed in student file.
2. **2nd offense**: Student will be sent home with an unexcused absence and required to meet with the Chair of Nursing. Student will receive a written reprimand which will be placed in their student file. If the offense occurs during a clinical activity, the student will receive a grade of unsatisfactory for the activity.
3. **3rd offense (or greater)**: Student will be sent home with an unexcused absence and required to meet with the Chair of Nursing. Student will receive a written reprimand which will be placed in their student file. If the offense occurs during a clinical activity, the student will receive a grade of unsatisfactory for the activity. As a 3rd offense, this will be the second unsatisfactory grade for a clinical activity and the student will receive a grade of “F” for the course in which the clinical activity took place.

**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, Bluetooth or other hands free type attachments, and MP3 players/iPods during classroom or clinical experiences. The use of laptops, cellphones, or other electronic devices in the classroom must be used for the class in progress and is at the discretion of the instructor. The student should see their course syllabus for each course regarding the instructor’s preference for use of laptops, cellphones, and other electronic devices in the classroom or clinical area.
Emergency Preparedness/Disaster Plan

This plan (Appendix G) is to ensure preparedness of the Delta State University Robert E. Smith School of Nursing for a crisis or emergency. The procedures outlined are for the protection of lives and property through effective use of University and surrounding resources. Incidents or emergencies can be sudden and occur without warning. Therefore, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

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 Delta State University Robert E. Smith School of Nursing (an answering machine will pick-up when School of Nursing staff is not available).

Major Medical Events

Students enrolled in the Delta State University Robert E. Smith School of Nursing must immediately report any major medical event which will cause absence from class, clinical or other course requirement as soon as the major medical event is known. Before returning to the program, the nursing student must submit a completed School of Nursing Medical Release Form (Appendix H) which specifies that the student may return, on what date, and with what restrictions, if any. Forms are available in the School of Nursing faculty secretary’s office.

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 School of Nursing 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 Delta State University 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 Pregnancy Form (Appendix I) must be completed and signed by the nursing student and physician as soon as the pregnancy is confirmed. Before returning to the class/clinical at the end of the pregnancy, the student must submit the completed School of Nursing Medical Release Form (Appendix H) which specifies that the student may return, on
what date, and with what restrictions, if any. Forms are available in the School of Nursing faculty secretary’s office.

**Client Safety in the Clinical Setting**

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 CON, and schedule a conference with the student.

**Scholarships**

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

**Technology**

The undergraduate program has technical requirements for completion. Students must have access to a computer (according to the specifications by DSU OIT department), internet service with a recommended browser of Firefox to support the DSU LMS [Canvas]; headphones; MsWord (doc or docx); and PowerPoint (ppt or pptx).

**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 Delta State University Robert E. Smith School of Nursing.

**Used Books**

Students may post “For sale or books wanted” notices on the Delta State University 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 Delta State University Robert E. Smith School of Nursing 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 (MASN) and the National Student Nurses’ Association (NSNA), 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.

The School of Nursing Student Nurses’ Association (SNA) and nursing faculty strongly encourage students to join the Delta State University 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 School of Nursing SNA officers or the School of Nursing SNA faculty advisor. By joining the Delta State University 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**

Delta State University 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 School of Nursing 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 Pi Xi Chapter of Sigma Theta Tau International (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 Delta State University 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 Delta State University 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 Delta State University 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, MSN, or DNP 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). Delta State University 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 Delta State University 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 School of Nursing 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 Delta State University 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 Delta State University Student Handbook.
The following notice should be read and signed by any Delta State University nursing student who declines the Influenza (flu) vaccination.

I understand that healthcare workers are often exposed to the flu and can play a role in spreading it. The flu vaccine can:

- Protect the contraction of the flu,
- Prevent spreading the flu to others, including patients and/or
- Reduce the risk of severe complications of the flu.

I understand that by declining this vaccine, I may be at risk for the flu. I further understand that I must sign the influenza declination waiver and follow any other requirements of the current clinical agency and then I will be exempt. However, the clinical facility has the right to require further documentation and/or that a mask be worn the entire flu season while on their premises.

___________________________________
Signature of Nursing Student

___________________________________
Date

Approved 12/11/2014
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 – 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 Robert E. Smith School of Nursing, Cleveland, Mississippi. I have read the Delta State University Robert E. Smith School of Nursing 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 Delta State University and/or Robert E. Smith School of Nursing.

STUDENT ACKNOWLEDGEMENT

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

I understand that I may address any questions about this policy to Dr. Vicki Bingham, 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.
### Appendix D - Incident Report Form

*DELTA STATE UNIVERSITY*

*ROBERT E. SMITH SCHOOL OF NURSING*

Incident Report Form

<table>
<thead>
<tr>
<th>Details Of Incident</th>
<th>Date of Incident:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Date of Reporting Incident:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinic/Practicum/School Location:</td>
<td></td>
</tr>
<tr>
<td>Faculty Name:</td>
<td></td>
</tr>
<tr>
<td>Preceptor Name (if applicable):</td>
<td></td>
</tr>
<tr>
<td>Incident Related to:</td>
<td></td>
</tr>
<tr>
<td>□ Student □ Patient □ Staff □ Visitor □ Volunteer □ Property □ Other</td>
<td></td>
</tr>
<tr>
<td>Discovered/Reported by:</td>
<td></td>
</tr>
<tr>
<td>Witnessed by:</td>
<td></td>
</tr>
<tr>
<td>Type of Incident:</td>
<td>Concise description of the incident</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>• Injury</td>
<td>• What occurred and Outcome</td>
</tr>
<tr>
<td>• Accident</td>
<td></td>
</tr>
<tr>
<td>• Exposure</td>
<td></td>
</tr>
<tr>
<td>• Harm to another</td>
<td></td>
</tr>
<tr>
<td>• Student Illness requiring intervention</td>
<td></td>
</tr>
<tr>
<td>• Conflict</td>
<td></td>
</tr>
<tr>
<td>o Personal</td>
<td></td>
</tr>
<tr>
<td>o Work related</td>
<td></td>
</tr>
<tr>
<td>Follow-Up Action Taken</td>
<td>Immediate:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommendations to Prevent similar incidents in Future</td>
<td>Long term:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Signature &amp; Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Signature &amp; Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Preceptor/Staff Signature &amp; Date (If applicable)</td>
<td></td>
</tr>
<tr>
<td>Health Care Provider Signature &amp; Date (If applicable)</td>
<td></td>
</tr>
</tbody>
</table>
Appendix E - Uniforms

**Cargo Pant | Style 4200 |**
Elastic waist utility pant has two cargo pockets, a cell phone pocket and an outside scissors pocket.
Poly/Cotton

Sizes:
Regular: XS-5XL
Petite: XS-3XL

**Unisex Pant | Style 4100 |**
Casual unisex pant features an adjustable webbed drawstring waist, one back pocket, and a cargo pocket with a cell phone pocket inside.
Poly/Cotton

Sizes:
Unisex: XS-5XL
Tall: S-2XL

**Unisex Drawstring | Style 1100 |**
A unisex pant features an adjustable drawstring waist with back pocket.
Poly/Cotton

Sizes:
Unisex: XS-5XL

**Flare Leg Pant | Style 2002 |**
A flare leg pant with an adjustable drawstring front features slash patch pockets with topstitched detail and an elastic back for comfort.
Poly/Cotton

Sizes:
Regular: XS-3XL
Petite: XS-2XL
**Sweetheart Neck Top | Style 1850 |**
Sweetheart neckline, button front top with slanted patch pockets, darted front and back with button back belt detail.
Poly/Cotton

Sizes:
Regular: XS-3XL

---

**Unisex V-neck Top | Style 4777 |**
Unisex v-neck top with chest pocket and dolman sleeves
Poly/Cotton

Sizes:
Unisex: XS-5XL

---

**V-neck Tunic | Style 4700 |**
Dolman sleeve, v-neck tunic with side seam vents and patch pockets.
Poly/Cotton

Sizes:
Regular: XS-5XL
Appendix F – School of Nursing Emergency Preparedness/Disaster Plan

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Preparedness Plans

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<td>III.</td>
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<td>66</td>
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Appendix A: Bomb Threat Checklist 69
I. Fire Incident

A. The person who first notices the fire should:
   1. R-Rescue individuals and self from existing fire hazardous area
   2. A-Alarm the building of the situation by pulling the fire alarm
   3. C-Contain the fire by shutting door, etc.
   4. E-Extinguish with an ABC fire extinguisher using the PASS technique (if safety permits)
      a. P-Pull the pin
      b. A-Aim the nozzle at the base of the fire
      c. S-Squeeze the handles together
      d. S-Sweep the nozzle from side to side

B. The designated secretary should:
   1. Ensure that 911 has been called and notified of the emergency.
   2. Notify the Incident Commander.
   3. Get instructions from the Incident Commander, follow their lead, and issue warnings as directed.
   5. Prepare to evacuate the building to designated site at the Gibson-Gunn Commercial Aviation Building.
   6. After a timeframe of approximately fifteen minutes to allow everyone who is capable of assembling at the parking lot at the Gibson-Gunn Aviation Building, take a roll call to have an account of those present as well as those who could still be in the building with injuries.

C. The Incident Commander(Dean/Designee) should:
   1. Ensure that 911 has been called and notified of the emergency.
   2. Assign individual to stop persons from entering the building.
   3. Be the point of contact for all outside agencies as well as interior agencies.
   4. Initiate actions necessary to evacuate the building starting with the areas nearest the fire.
      a. Make certain the alarm has been given to all persons in the building.
      b. Arrange for the safe evacuation of all persons.
      c. Assign someone to assist any handicapped individuals present.
      d. Provide the fire department incident responders with a set of building plans showing the layout and evacuation routes.
   5. Ensure that someone attempts to extinguish the fire using an approved ABC type extinguisher utilizing the PASS technique, only if they can do so without endangering themselves and other lives.
   6. Take steps to safeguard essential records (paper and electronic) if it can be done without endangering lives.
7. Ensure that everyone exits the building if evacuation is ordered, meets at the designated assembly point (Gibson-Gunn Commercial Aviation Building), and ensure accountability of all staff, students, visitors, etc. by performing roll call checks.

8. Set up a command post in an area away from immediate danger.

D. Each employee should:
   1. Immediately shut down electrical equipment and prepare to exit the building in a calm and orderly fashion.
   2. If ordered by the Incident Commander, assist in evacuation of the premises.
   3. Try to remain calm.
   4. Close all doors as the last person exits but do not lock them.
   5. Do not break windows unless it is your only escape route.
   6. Do not open hot doors! If you find yourself behind a hot door, try to remain calm and wait to be rescued by fire department personnel.

E. Important numbers for this section:
   1. 911
   2. Delta State Police Department at 662-846-4155

II. Severe Weather such as thunderstorms and tornadoes

A. Severe storm watch (thunderstorms):
   The secretary will:
   1. Listen to local TV, Radio, or NOAA weather radio for alerts and instructions.
   2. Open windows slightly if time permits on the side away from the storms approach.
   3. Check battery powered equipment and back-up power sources.
   4. Make sure that you have a working flashlight in all working areas.
   5. Notify appropriate contacts as well as those inside the building as necessary in order to implement the plan of action for severe weather.

B. Severe storm warning (thunderstorms):
   1. Disconnect electrical equipment not required for emergency use.
   2. Do NOT use telephone unless it is an emergency of absolutely essential business.
   3. Prepare to take cover.

C. Tornado warning:
   1. In case of a tornado warning, the City of Cleveland will sound an alarm for approximately three minutes. The university Police will drive around campus with sirens sounding. Delta State University’s “Emergency Text Messaging” system will be deployed. An instant message and email will be sent over the computer to all offices advising of the warning.
   2. Go to interior hallways and/or interior rooms without windows and sit or kneel facing the interior wall. Stay away from areas of glass or windows.
a. If in room 101, exit classroom to rooms 108 and 109
b. If in room 102, 104, 105, or 106, exit to rooms 108 or 109
c. If in rooms 129 and 130, exit classrooms to rooms 126 A or 126 B
d. If in rooms 131 and 132, exit classrooms to hallway between rooms 129 and 130
e. If in computer lab, exit to hallway between rooms 129 and 130
f. Rooms 113-123 and hallway are designated rooms for cover
g. If in simulation/skills lab, exit to the nurse practitioner examination room

3. **Important telephone numbers for this section:**
   
i. Emergency 911
   
ii. Local Law Enforcement 4155
   
iii. County EMA 662-843-2300

III. Earthquake

A. **During an earthquake:**
   
1. If indoors:
   
a. Stay indoors and take cover beside sturdy furniture, in a doorway, or next to an exterior or weight bearing wall.
   
b. Do not run for the exits because they may be jammed with people.
   
c. Stay away from windows, mirrors, and other objects that are not stationary because they may become projectiles.
   
d. Do not use open flames or anything that can cause a spark.
   
e. Extinguish small fires with an approved ABC fire extinguisher if possible without endangering yourself.

2. If outdoors:
   
a. Move into an open area away from buildings, trees, power lines, etc.
   
b. If you are forced to stand near objects, make sure that they are stationary and not likely to fall easily.

B. **After the earthquake:**
   
1. Be aware that there will likely be after-shocks and that some of them could be as strong as or stronger than the initial shock.

2. Many dangers will be created by the earthquake so you should pay close attention to your surroundings and be very careful.
   
a. Watch for power lines that may be loose and still have an electrical charge.
   
b. Be aware of possible fire situations.
   
c. Stay clear from buildings at risk for collapse or further collapse.

3. Check your immediate surroundings for those who may be injured or need help. Report to parking lot located behind the Gibson-Gunn Aviation Building.

4. Notify Delta State University Campus Police of location and status of situation.
a. Delta State University Campus Police contact number: (662) 846-4155

C. General points of emergency plan

1. Never re-enter the building after an earthquake or other natural disaster.
2. The designated secretary will call roll at the assembly point (Gibson-Gunn parking lot) after a time frame of fifteen minutes. This time frame is used to allow those who are not severely injured to have time to gather at the above mentioned assembly point.
3. Be sure to report
   a. Your current location
   b. Status of people at the assembly point
   c. Any injuries
   d. Possibility and number of people who may still be inside

IV. Bomb Threat

1. A bomb threat is most often received as a telephone call; however they may also be delivered in form of postage/parcel or in person.
2. Remain calm.
3. Listen very carefully, be polite, and show interest in what the caller is saying.
4. Try to keep the caller on the telephone talking to learn as much information as you can about who they are, what they are saying, why they are doing it, what you can hear in the background, etc.
5. Complete the Bomb Threat Checklist (Appendix A) immediately recording as much detail and information as you can remember. **NOTE: A Bomb Threat Checklist** should be kept underneath each telephone in the Robert E. Smith School of Nursing building.
6. Do not discuss the threat within earshot of students, faculty, or visitors.
7. Call the Delta State University Police Department immediately, extension 4155. Inform them of the situation and ask if there are any other threats on campus.
8. Notify the Dean of the Robert E. Smith School of Nursing.
9. If directed by the Delta State University Campus Police evacuate the building and report to the assembly point at the Gibson-Gunn Aviation Building parking lot.
10. If an evacuation is ordered, the building occupants will observe and report any suspicious persons or objects in their immediate surroundings or along the evacuation route to the Gibson-Gunn Aviation Building parking lot.
11. Occupants will not attempt to inspect or move the suspicious packages.
12. After a time frame of fifteen minutes has elapsed from the time of evacuation, the designated secretary will call roll to confirm that everyone has made it to the assembly point at Gibson-Gunn Aviation Building.
V. Hostile Environment

1. Notify Delta State University campus police at extension 4155 immediately upon any information received, factual or rumored of any hostile environment situation such as an armed gunman.
2. Follow the instructions of the Delta State University campus police.
3. Assist with protecting the facility, staff, and visitors if able to do so without endangering yourself.
4. Evacuate, if directed, to Gibson-Gunn Aviation Building.
5. Do not remain in the vicinity of the disturbance to sight-see!

Emergency Contact List

<table>
<thead>
<tr>
<th>Robert E. Smith School of Nursing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean Vicki Bingham</td>
<td>662-846-4268</td>
</tr>
<tr>
<td>Dr. Shelby Polk</td>
<td>662-846-4257</td>
</tr>
<tr>
<td>Mrs. Judy Haney</td>
<td>662-846-4255</td>
</tr>
<tr>
<td>Mrs. Wanda Chouccoli</td>
<td>662-846-4268</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>University President</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. William LaForge</td>
<td>662-846-4000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Director of Campus Safety/Chief of Police</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lynn Buford</td>
<td>662-846-4155</td>
</tr>
</tbody>
</table>
Appendix A

BOMB THREAT CHECKLIST

Questions to Ask:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will trigger it?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your name?
10. What is your address?

Exact wording of the threat:

Caller’s Voice: (Circle)

<table>
<thead>
<tr>
<th>Calm</th>
<th>Accent or familiar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angry</td>
<td>Deep breathing</td>
</tr>
<tr>
<td>Excited</td>
<td>Voice cracking</td>
</tr>
<tr>
<td>Slow</td>
<td>Soft</td>
</tr>
<tr>
<td>Loud</td>
<td>Rapid</td>
</tr>
<tr>
<td>Crying</td>
<td>Laughter</td>
</tr>
<tr>
<td>Normal</td>
<td>Distinct</td>
</tr>
<tr>
<td>Nasal</td>
<td>Clearing Throat</td>
</tr>
<tr>
<td>Stutter</td>
<td>Slurred</td>
</tr>
<tr>
<td>Ragged</td>
<td>Raspy</td>
</tr>
<tr>
<td>Lisp</td>
<td>Deep</td>
</tr>
</tbody>
</table>
BOMB THREAT CHECKLIST (continued)

If the voice is familiar, who does it sound like?

Were there any identifiable background noises? (i.e., street noises, music, static, voices, etc.)

**Threat language:** (circle)

- Well spoken (educated)
- Irrational
- Incoherent
- Rapid
- Boasting

**Remarks:** (sex, race, etc.)

**Person Receiving Call:**

**Number where call was received:**

Date:

Time:

Call-back number displayed on phone or caller ID:

**CALL REPORT IMMEDIATELY TO:**

**DSU CAMPUS POLICE: EXT. 4155**
Appendix G – Medical Release Form

I. _______________________________________________________ authorize the medical release of ______________________________ (Student Name) to return to:

Class_____________ Date_________________________________

Clinical___________ Date_________________________________

with the following restrictions: __________________________________________

___________________________________________________________________.

________________________________________________________

Health Care Provider Signature          Date
Appendix H – Pregnancy Form

There are potential hazards to the pregnant woman and fetus which are present throughout the nursing student’s educational experience.

A release of responsibility form and physician statement (as shown below) is available in the Faculty Secretary’s office and must be completed by the nursing student as soon as the pregnancy is confirmed.

I, the undersigned, release Delta State University Robert E. Smith School of Nursing from any untoward complications to myself or my child which may result from continuing in school during pregnancy.

____________________________________  __________________________________________
Student Name  Date

I, Dr. ______________________ understand that my patient ________________________________
is enrolled in the Delta State University Robert E. Smith School of Nursing. It is my professional judgment that her present physical condition will not interfere with her ability to perform the activities associated with a student in the Delta State University Robert E. Smith School of Nursing.

____________________________________  __________________________________________
Physician Signature  Date