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WELCOME!

Welcome to the School of Nursing at Armstrong. We are glad you have chosen our program to begin your journey towards professional nursing practice.

Nursing in the 21st century provides practitioners with a variety of practice options to meet the healthcare needs of our community within a rapidly changing health care system. Advances in diagnosis and treatment, technology, and care location options provide graduates with exciting employment opportunities.

The School of Nursing is committed to providing you with high-quality nursing education that will launch your professional nursing career. Whether working at the patients’ bedside or furthering your education as a Nurse Practitioner, Midwife, Clinical Nurse Specialist or other Advanced Practice Nurse, Armstrong will ensure you have the knowledge and skills to be successful in fulfilling your potential.

Prepare for your future now. Engage in every learning experience with enthusiasm; take advantage of every opportunity to be successful. Our faculty members are expert teachers and clinicians committed to assisting you to reach your professional goal through expert nursing practice, student advisement, a rigorous program of study, use of state-of-the-art equipment, and a variety of learning experiences that promote active learning.

We will ask you to study hard, work hard, and be the best. However, we have every confidence that you are ready for this challenge. We look forward to joining you on your journey.

Sincerely,

Catherine Gilbert, EdD, MSN, BSN, RN
Director, School of Nursing
# Phone and Office Numbers

## Staff Room # Office Phone

<table>
<thead>
<tr>
<th>Staff</th>
<th>Room #</th>
<th>Office Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Kristy Gose</td>
<td>216</td>
<td>344-2554</td>
</tr>
<tr>
<td>Ms. Christy O’Neal</td>
<td>216</td>
<td>344-2585</td>
</tr>
<tr>
<td>Ms. Lynn Stadelman</td>
<td>216</td>
<td>344-2575</td>
</tr>
<tr>
<td>Ms. Molly Peterson</td>
<td>265</td>
<td>344-2553</td>
</tr>
<tr>
<td>Ms. Ruth Davis-Rehnstrom</td>
<td>263</td>
<td>344-3291</td>
</tr>
</tbody>
</table>

## Full-Time Faculty Room # Office Phone

<table>
<thead>
<tr>
<th>Full-Time Faculty</th>
<th>Room #</th>
<th>Office Phone</th>
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</thead>
<tbody>
<tr>
<td>Dr. Jill Beckworth</td>
<td>266</td>
<td>344-2902</td>
</tr>
<tr>
<td>Mrs. Kelly Bouthillet</td>
<td>251</td>
<td>344-2973</td>
</tr>
<tr>
<td>Dr. Gina Crabb</td>
<td>241</td>
<td>344-3507</td>
</tr>
<tr>
<td>Mrs. Amber Derksen</td>
<td>238</td>
<td>344-2901</td>
</tr>
<tr>
<td>Dr. Trina Embrey</td>
<td>216</td>
<td>344-3385</td>
</tr>
<tr>
<td>Dr. Catherine Gilbert</td>
<td>216</td>
<td>344-3145</td>
</tr>
<tr>
<td>Dr. Debra Hagerty</td>
<td>259</td>
<td>344-3257</td>
</tr>
<tr>
<td>Dr. Ann Hallock</td>
<td>239</td>
<td>344-2659</td>
</tr>
<tr>
<td>Mr. Jeff Harris</td>
<td>261</td>
<td>344-2664</td>
</tr>
<tr>
<td>Dr. Pam Mahan</td>
<td>262</td>
<td>344-2816</td>
</tr>
<tr>
<td>Dr. Carole Massey</td>
<td>247</td>
<td>344-3103</td>
</tr>
<tr>
<td>Mrs. Cherie McCann</td>
<td>240</td>
<td>344-2990</td>
</tr>
<tr>
<td>Mr. Tijuana Milton</td>
<td>261</td>
<td>344-2815</td>
</tr>
<tr>
<td>Dr. Kathy Morris</td>
<td>249</td>
<td>344-3365</td>
</tr>
<tr>
<td>Mrs. Debbie Mulford</td>
<td>237</td>
<td>344-2898</td>
</tr>
<tr>
<td>Ms. Margaret Olsen</td>
<td>243</td>
<td>.</td>
</tr>
<tr>
<td>Mrs. Janet Owens</td>
<td>243</td>
<td>.</td>
</tr>
<tr>
<td>Mrs. Danielle Peacock</td>
<td>260</td>
<td>344-3283</td>
</tr>
<tr>
<td>Mrs. Luzviminda Quirimit</td>
<td>255B</td>
<td>344-3112</td>
</tr>
<tr>
<td>Mrs. Tonya Sellars</td>
<td>255A</td>
<td>344-2622</td>
</tr>
<tr>
<td>Dr. Helen Taggart</td>
<td>258</td>
<td>344-2667</td>
</tr>
<tr>
<td>Dr. Linda Tuck</td>
<td>264/248</td>
<td>344-2886</td>
</tr>
<tr>
<td>Mrs. Tonya Tyson</td>
<td>250</td>
<td>344-3327</td>
</tr>
<tr>
<td>Mrs. Sherry Warnock</td>
<td>252</td>
<td>344-3381</td>
</tr>
</tbody>
</table>

FAX 344-3481
ACCREDITATION STATEMENT
The baccalaureate degree in nursing / master's degree in nursing / Doctor of Nursing Practice and 
/ or post-graduate APRN certificate at Armstrong State University is accredited by the 
Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, 
DC 20036, 202-887-6791.

EDUCATIONAL OBJECTIVES
Upon completion of the baccalaureate degree, the graduate will be able to:

1. Synthesize knowledge from the liberal arts, sciences, and nursing as the basis for professional 
   practice.

2. Utilize clinical judgment to provide individual & population focused care across the lifespan.

3. Utilize inter-professional communication and collaboration for improving patient health 
   outcomes.

4. Apply evidence-based nursing interventions across the lifespan to provide clinical prevention 
   and health promotion.

5. Integrate knowledge of health care policy, finance, and regulatory environments in 
   professional practice.

6. Integrate nursing standards, values, and behaviors which promote professional growth and 
   development.

7. Use information technology to enhance clinical decision making in professional practice.

8. Utilize knowledge of organizational systems, leadership principles, and resources in 
   professional practice.
BSN FACULTY’S MISSION, VISION, AND VALUES

Mission
To improve the health of culturally diverse communities by educating students to become team-oriented, evidence-focused, competent professional nurses

Vision
The School of Nursing strives to be a center of excellence in professional nursing education that prepares leaders to positively impact the profession and the health of diverse communities they serve.

Values
The nursing faculty embraces the following core values:

- Education
- Environment
- Health
- Person
- Professional Nursing Practice
- Scholarship
- Service

Education
The faculty value:

- nursing education that builds upon a strong scientific, theoretical, and liberal arts base
- student-centered education that is transformative and experiential, leading to competent, caring professional nurses
- the teaching-learning process that prepares students to utilize information technology and evidence-based practice in patient-centered care
- nursing standards and values that promote knowledge and critical thinking in professional practice
- interprofessional communication, and collaboration
- baccalaureate nursing education as the entry into professional practice, and the foundation for graduate nursing education
Environment
The faculty value:
  ✷ a culturally diverse environment of mutual trust and collegiality that builds an inclusive community

Health
The faculty value:
  ✷ health as a state of well-being that is dynamic, and interactive with the environment

Person
The faculty value:
  ✷ the uniqueness, and diversity of individuals, families, and communities

Professional Nursing Practice
The faculty value:
  ✷ the knowledge, and application of professional nursing standards
  ✷ development of skills, knowledge, and competencies, for nursing practice
  ✷ ethical behaviors and accountability that support a high standard of professional nursing practice

Scholarship
The faculty value:
  ✷ scientific discovery in the application of evidence-based practice
  ✷ a broad definition of scholarship that includes discovery, practices and teaching

Service
The faculty value:
  ✷ opportunities to serve communities through leadership, professional practice, consultation, and collaboration
BSN PROGRAM OUTCOME MEASUREMENT

Critical Thinking

<table>
<thead>
<tr>
<th>Definition</th>
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<tbody>
<tr>
<td><strong>Critical Thinking:</strong> A creative skill that is practiced and refined over time. It is the intellectually disciplined process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and/or evaluating information that has been gathered from, or generated by, observation, experience, reflection, reasoning, or communication with others.</td>
</tr>
</tbody>
</table>

| Critical Thinking Assessment Tool: This two-part instrument measures a total of ten criteria, which collectively define the cognitive process of critical thinking. The student's ability to think critically is measured by the assessment of written evidence. The ten criteria are rated on a four-step (0 to 3) scale, with a possible range of 0-30. The standard score range is identified as 0-20. The **Critical Indicator**, representing an 85% achievement score, is 17. |

<table>
<thead>
<tr>
<th>Congruence with Philosophy</th>
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</thead>
<tbody>
<tr>
<td>Professional nurses utilize critical thinking skills for self-directed judgments and act independently within the framework of their nurse practice act.</td>
</tr>
</tbody>
</table>

**Baccalaureate Nursing Program**

<table>
<thead>
<tr>
<th>Evaluation Measure</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Licensure:</strong> NURS 4450: Clinical Evaluation</td>
<td>Learning activities require the student to engage in a conceptual inquiry by utilizing data from a variety of sources, analyzing and synthesizing options and strategies, generating pertinent and logical resolutions, formulating conclusions and effecting redesign.</td>
</tr>
<tr>
<td><strong>Post-Licensure:</strong> NURS 4006: Case Study Online</td>
<td></td>
</tr>
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Communication: Written and Oral

<table>
<thead>
<tr>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td><strong>Communication:</strong> A transactive process, which effectively imparts, confers or transmits thoughts, feelings, or information through verbal and nonverbal gestures with another person or persons.</td>
</tr>
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<table>
<thead>
<tr>
<th>Congruence with Philosophy</th>
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</table>
Professional nurses utilize effective communication skills to develop partnerships with clients and the interdisciplinary health team for the design, implementation, and evaluation of health strategies for the individual, family, aggregate, or population.

### Measurement Instruments

In developing procedures for measurement of communication skills, the School of Nursing decided to separate the measurement of oral and written communication. This decision resulted in the generation of two communication instruments: oral and written. Together, these two instruments present a complete assessment of the student’s proficiency in communication.

**Oral Communication Assessment Tool:**
This instrument measures a total of five criteria, one of which has six parts. These ten criteria collectively define the behaviors and skills necessary for the performance of expected oral communication.

The ten criteria are rated on a four-step (0 to 3) scale, with a possible range of 0-30. The standard score range is identified as 0-20. The *Critical Indicator*, representing an 85% achievement score, is 17.

**Written Communication Assessment Tool:**
This instrument measures a total of six criteria. These six criteria collectively define the student’s ability to communicate in writing. The six criteria are rated on a four-step (0 to 3) scale, with a possible range of 0-18. The standard score range is identified as 0-12. The *Critical Indicator*, representing an 85% achievement score, is 10.

### Baccalaureate Nursing Program

<table>
<thead>
<tr>
<th>Evaluation Measure</th>
<th>Rationale</th>
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<tbody>
<tr>
<td><strong>Pre-Licensure:</strong></td>
<td>Learning activities require the student to utilize knowledge from nursing and other related disciplines in the analysis of a problem important to the nursing profession. Students are expected to demonstrate original writing style and synthesis of references, well-organized content with introduction and conclusion, appropriate grammar, spelling, sentence structure, and APA 6th edition format.</td>
</tr>
<tr>
<td>Oral – NURS 4440: Health Issue Presentation</td>
<td></td>
</tr>
<tr>
<td>Written – NURS 4450: Case Study</td>
<td></td>
</tr>
<tr>
<td><strong>Post-Licensure:</strong></td>
<td></td>
</tr>
<tr>
<td>Oral – NURS 4006: Oral Presentation</td>
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</tr>
<tr>
<td>Written – NURS 4006: Synthesis Paper</td>
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</table>
**Therapeutic Nursing Interventions**

<table>
<thead>
<tr>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td><strong>Therapeutic nursing interventions</strong>: Are based on an ethic of human care that is contextually, socially, culturally, and ethnically relevant to the recipient. At the graduate level it is the strategies that constructively and positively influence the quality of health of individuals, families, groups, communities, and health care systems.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Congruence with Philosophy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional nursing practice focuses on therapeutic nursing interventions to provide health promotion, health maintenance, illness prevention, and health restoration.</td>
</tr>
<tr>
<td>Professional nursing roles include practice, leadership, educator, advocate, researcher, consultant, and change agent.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measurement Instrument</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Therapeutic Nursing Interventions Tool</strong>: This instrument measures a total of five criteria, two of which has multiple parts. A total of nine criteria collectively define the behaviors and skills, which have been designated as a measurement of therapeutic nursing interventions.</td>
</tr>
<tr>
<td>The ten criteria are rated on a four-step (0 to 3) scale, with a possible range of 0-27. The standard score range is identified as 0-18. The <strong>Critical Indicator</strong>, representing an 85% achievement score, is 15.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Baccalaureate Nursing Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Evaluation Measure</strong></td>
</tr>
<tr>
<td><strong>Pre-Licensure</strong>: NURS 4440: Community Assessment Project</td>
</tr>
<tr>
<td><strong>Post-Licensure</strong>: NURS 4006: Presentation</td>
</tr>
</tbody>
</table>

| 11 |
Student Guideline’s and Additional Information

School of Nursing Office
The front office is open Monday through Friday from 8:15 AM to 5 PM.
Faculty and Staff do not provide secretarial support to students. Students should not ask to use the following items.
- Stapler
- Hole Punch
- Paper
- Envelopes
- Paperclips
- Scissors
- Any other office supplies

AH 228 Computer Lab
The School of Nursing is not responsible for the printer or computers in the computer lab. Students must supply their own paper for the printer. If you need assistance, please call IT Services @ 344-2518.

Class Bulletin Boards
Each class of students has a bulletin board outside of the Nursing Schools front office, AH 216. These boards are to be used for displaying photos of class events and activities. At the end of each semester, each class will move their board forward.

Armstrong Student Email
It is very important that students frequently check their student email and D2L. These are our primary ways of contacting students.

Annual Updates
The following information must be updated annually:
- Physical Exam for Students
- Student Health History
- Certification of Immunization
- Hepatitis B Declaration
- AHA’s BLS for Healthcare Provider card
- Influenza Vaccine administration with date and lot number
- Clinical Sites Paperwork- St. Joseph/Candler, Memorial, Liberty Regional, etc.
- Purchase or waive the United Healthcare Student Insurance
- Others as required by clinical facilities including background checks and drug screenings

Make a copy of all items listed above to keep for your personal records. You will need these items for future clinicals and employment. The School will not make copies of these for you.

Insurance
All Institutions of The University of System of Georgia are required to participate in the Student Health Insurance Program (USG SHIP). Rates are set by the University System of Georgia. We are pleased to announce that The Board of Regents has negotiated with United Health Care to provide an insurance plan for college students. Students at Armstrong have the opportunity to sign up for health insurance during the fall, spring & summer semesters.

- Students are required to purchase or waive the mandatory health insurance each semester while enrolled in the Nursing program.

- Although there are three types of insurance that Armstrong students can register for, ALL NURSING STUDENTS must waive or enroll in the MANDATORY INSURANCE.

- Because the insurance is mandatory, the student's account will be charged for the insurance; the charge will be removed if their waiver is approved.

- Two things must happen before a student can apply for a waiver - The charge has to be added to their account and the student must be registered for classes.

- If the waiver is not approved - or the student does not submit a waiver by the deadline even if they have insurance, they will be required to purchase the mandatory insurance.
For questions or concerns, please contact Paula Smith at 912-344-2514 or paula.smith@armstrong.edu for further assistance.

To access the United Health Care (UHC) - Armstrong portal to enroll, verify enrollment, or to execute a waiver option, please go to the following locations:
Go to https://studentcenter.uhcsr.com/armstrong for your options to confirm enrollment or apply to waive the insurance.

**Books**
Required textbooks may be purchased through the Armstrong Bookstore.

**Who's My Advisor?**
You can find your advisor's name on the Permanent Student Record in SHIP.
Access your Permanent Student Record by following this path:
- >Log into SHIP
- >Select "Student Services and Financial Aid"
- >Select "Academic and Account Information"
- >Select "Permanent Student Record"

**Advisement and Registering Classes**
Each Armstrong student will have an academic advisor who assists in selecting courses for the following semester. The advisor gives advice: students must take responsibility for their own choices and for meeting university deadlines.

Continuing students may contact their advisors at any time, but they must meet at least once each semester to discuss course selection for the following semester.

Appointments are usually required, so students should schedule them early.

Students will meet with their advisor to discuss course selection for the following semester. Sign-up sheets are on the advisors door to schedule a time for advisement.
Follow the steps below to register for your classes each semester. For more details, see the Registrar's Registration Information page.

- Log into the Port of Armstrong to see your registration time
- Clear any holds on your account
- Make an advisement appointment
- During the advisement appointment, the student will receive a copy of their class schedule with the CRN’s to register for.
- Log In to the Port of Armstrong and click the Register tab to register.
- If you receive a registration error message, contact Mrs. Kristy Gose at Kristy.Gose@armstrong.edu

**Registration Hold**

Students are responsible for submitting all documents required for program admission and progression in the Nursing Program. Students will have a HOLD placed on their registration status and will not be permitted to register until the necessary documents are provided to the Nursing Office. Students may also be administratively withdrawn during the semester in the event expired items are not updated.

**Graduation**

Application for graduation must be completed two semesters BEFORE graduation. Please refer to the Undergraduate Catalog for specific information and appropriate time lines. Students are required to pay graduation fees as determined by Armstrong.

**Armstrong Disability Services**

Students accepted to Armstrong State University who are requesting accommodations should contact the Office of Disability Services. The student must provide documentation of the disability from a qualified professional and the documentation must support the need for the accommodation being requested. The Board of Regents has established criteria in regards to the documentation of learning disabilities and attention deficit disorder. These criteria are available in the Office of Disability Services.
Transportation
Students must arrange for their own transportation to and from clinical agencies and other program-related travel. Students must not provide transportation for clients. Students must not provide transportation for clients. Clinical assignments may be assigned up to 100 miles from the University.

Substance Abuse by Nursing Students
The University policies on alcoholic beverages and drugs are described in the Student Conduct Code, which states in part, "The possession or use of drugs (without a valid medical prescription) controlled by the federal Government is prohibited." In accordance with these policies, the School of Nursing has adopted the following policy for nursing students in clinical settings. The clinical instructor will inform the School Director for further direction.

- If a student reports to clinical under suspicion of drugs/alcohol influence, he/she will not be allowed to remain in the clinical setting that day and the matter will be referred to the Undergraduate Coordinator for further evaluation. A student that is under suspicion of drugs/alcohol influence is not to leave on his/her own accord or operate a motorized vehicle. VP of Student Affairs is to be contacted immediately. If necessary the University Police is to be contacted.
- The clinical instructor and the Undergraduate Coordinator will determine if and when the student can return to clinical.
- The student will have to meet requirements set by the clinical site of where the student was released, regarding drug/alcohol influence.
- Should the student not comply with any or all of the above, the student will be dismissed.
- Full detailed documentation will be kept of the incident and placed in the student's file.

Professional Behavioral Code and Requirements
- Support and promote the activities of fellow students and of health care professionals.
- Exercise a team approach to learning, task completion, problem-solving, and patient care.
- Be honest, compassionate, ethical, and responsible. The student must be forthright about errors or uncertainty. Students must be able to critically evaluate her or his own performance,
accept and act on constructive criticism, and look for ways to improve (i.e.) participate in enriched educational activities, study groups etc.

- Show respect for individuals of different age, ethnic background, religion, sexual orientation, and opinions.
- Students are to be prepared for all class and laboratory/clinical assignments. They are expected to attend class and clinical on time.
- Students must read and understand each course Syllabus and abide by the instructors requirements for the course.
- Students are adults and are responsible for their own behavior and learning. Faculty provides guidance and support for students having difficulty with nursing courses and for those students who seek assistance related to academic improvement and success.
- Students are to exhibit appropriate professional conduct in class, lab, clinical and on campus at all times. Civility in the classroom/laboratory will be maintained. Respect for instructors as well as guests and other students is mandatory. Students causing disruption will be dismissed from the classroom/laboratory/clinical environment and will receive an unexcused absence for the day.
- Students are considered representatives of ARMSTRONG when in classes conducted by a guest lecturer or on field trips and, therefore, are to dress and behave with consideration for the image they project to the general community.
- Students must be qualified and acceptable to clinical agencies utilized in the program. Some clinical agencies may require a criminal background check and random drug screening.
- Confidentiality of patient records and situations will be maintained at all times. No patient chart is to be copied by any technological process. Patient information is not to be removed from any health care agency. Students are not to conduct practice procedure on each other or their instructors. Violators will be dismissed from the program.
- Students are responsible for maintaining patient privacy and dignity at all times. Professional decorum extends into many aspects of life. Courteous professional behavior toward faculty, peers, patient/client, staff and hospital personnel is expected at all times. The first time a violation comes to the attention of the faculty, the student will be reprimanded, reminded of the code of professional behavior, and the incident will be noted in the student’s record. Any further instances of unprofessional or unacceptable behavior will result in dismissal from the
program.

• Exercise skilled judgment and accept responsibility for own work.

• Any issued or borrowed or assigned equipment from the School is the responsibility of the student. Should such equipment be destroyed or lost, the student will bear the responsibility of replacement.

• **Students are expected to approach faculty, staff, clinical instructors, visitors with respect when asking questions. A student with concerns or confused, proper chain of command is to be implemented.**

• **Issues are to be brought to the attention of instructor or clinical instructor.**
  - Request a time to meet.
  - If not resolved contact the Course Coordinator for a meeting.
  - If not resolved contact the Undergraduate Coordinator for a meeting.
  - If not resolved a written request outlining the issue and attempts to resolve must be sent to the Director in writing and a meeting will be convened.

• **Your academic advisor is available for advice and guidance. Office hours are posted on the advisor's door. Contact the advisor for an appointment.**

In addition, the student must follow all established policies and procedures of the program and clinical affiliate sites as well as ARMSTRONG student policies.

**Uniform Standards for Clinical Settings**

Student uniforms must be purchased through Bahama Joe’s. You will need to try on the lab coat for sizing; however the nursing School will purchase the **lab coat and one name tag** for all students.

Bahama Joe’s  
4755 Waters Avenue  
Savannah, GA  31404  
912-355-6960

*Uniforms must be purchased from the schools approved supplier.*
• The purpose of the pre-licensure student uniform standards and regulations is to promote safety, provide a means of identifying the student, and to support the milieu of the clinical environment. These guidelines apply only to the pre-licensure student while in the student role.
• Specific variation in uniform and required equipment will be identified in individual nursing course guidelines. It is the student's responsibility to know and conform to uniform standards and bring the necessary equipment to the setting in which the student is practicing.
• A student violating any of the below guidelines will be dismissed from clinical and receive an unexcused absence.
• The DON program faculty reserves the right to interpret the uniform standards and make decisions regarding professional dress and conduct.
• An ARMSTRONG-BSN patch is to be affixed to left upper sleeve on uniform and lab coat
• An ARMSTRONG-Name tag is to be placed over the left upper chest area of uniform and lab coat

Uniforms
Clean, standard white uniform: dress, top with slacks or skirts. Slacks are acceptable only when uniform top extends past the hipline. Leggings, scrubs, shorts, white jeans, cargo pants, and fanny packs are not permitted. Undergarments should be a neutral color so not to be visible through clothing.

Lab Coat and Name Tags
The School of Nursing will provide each student with one lab coat and name tag. Extras or replacements must be purchased by the student from Bahama Joe’s or Laser Light Engraving.

Shoes
Clean, standard white (no trim or colors) nursing shoes or plain white leather athletic shoes are acceptable (no high tops, trim colors, or open toes or open heels.) Hose/Socks: Plain white, full-length hosiery is to be worn with dresses and skirts. Plain white socks, mid-calf length or knee length, may be worn with pant.
Hair

*Hairstyle:* Neat and presents a well-groomed appearance. Hair shoulder-length or longer must be pulled back or put up. Hair accessories must be limited and neutral in color. Hair must be kept out of the face regardless of the length. Hair that is dyed must be a naturally occurring hair color.

*Facial Hair:* Fully developed beard and/or mustache must be neatly trimmed and present a well-groomed appearance. Otherwise, the face must be clean shaven.

Personal Grooming

- Nails should be neatly trimmed and should not extend beyond ¼ inch from the fingertip.
  Neither nail polish nor artificial nails are allowed.
- Make-up should not be excessive.
- Perfume/cologne/aftershave is prohibited.
- A clean uniform must be worn daily.
- No gum is to be chewed while in the clinical setting.

Jewelry

- Earrings: Two small post earrings per ear lobe is permitted only.
- Body piercing jewelry in visible areas other than earrings stated above is not permitted.
- Tongue rings and studs are not permitted.
- Chains/necklaces: NONE.
- Arm and ankle bracelets: None.
- Rings: Plain wedding bands only.

Tattoos

- All tattoos must be covered.

Uniform Guidelines for non-clinical visits to a health care facility in the role of student nurse:

- Full-length or ¾ length lab coat with ARMSTRONG/BSN patch.
- ARMSTRONG/BSN name pin and clinical agency requirements.
Appropriate dress: Slacks, dress, skirt, or uniform. No jeans (or any denim fabric clothing), shorts, midriffs, sweats, athletic clothes are permitted. High heeled, platform or open toe shoes are not permitted.

**Required Personal Equipment:**
- Watch with a second hand
- Stethoscope
- Penlight
- Bandage scissors
- Reflex hammer
- Hemostat
- Earbuds

**Tobacco Use**
Armstrong is a Tobacco-Free Campus.

**Sigma Theta Tau**
The purpose of the organization is to recognize and support leadership, scholarship and research in professional nursing. Students who meet eligibility requirements of no less than a 3.5-grade point average and have completed ¼ of their course work may be invited to join Sigma Theta Tau International Honor Society for Nursing. For additional information visit the Sigma Theta Tau website at http://www.nursingsociety.org.

**Armstrong Association of Nursing Students (AANS)**
The mission of AANS is to foster excellence in the next generation of nurses and to provide nursing students with opportunities to expand their interests beyond their classroom studies. Through educational offerings, professional contacts and resources, community service and leadership opportunities AANS allows nursing students to enrich and enhance their individual academic experience.
The Georgia Board of Nursing has the authority to refuse to grant a license to an applicant upon a finding by the board that the applicant has been convicted of any felony, crime involving moral turpitude, or crime violating a federal or state law relating to controlled substances or dangerous drugs in the courts of this state, any other state, territory, or country, or in the courts of the United States, including but not limited to a plea of nolo contendere entered to the charge. Unlicensed students may be employed only as unlicensed personnel. They may not represent themselves or practice as nursing students except as part of a scheduled clinical learning activity in the curriculum. Students must meet all legal requirements for licensure.

Clinical agencies utilized by the School of Nursing require criminal background checks and/or drug testing prior to acceptance of the student into the clinical facility. Students who do not pass the criminal background check and/or drug test will be unable to attend clinical, and therefore will be unable to complete the clinical course requirements. Any fees or costs associated with background checks and/or drug testing are the responsibility of the student.

Students who are denied admission to a clinical facility for any reason may not be able to complete clinical course requirements, and thus may not be able to complete the required program of study.

1. Students must achieve a “C” or better in all nursing courses (required or elective).

2. Pre and Post-licensure students earning a grade lower than a “C” in one nursing course or withdrawing from one nursing course “W, WF” must meet with their assigned advisor to review the student’s program of study. Before progressing in the program, the student must repeat the course at the next offering on a space available basis.

3. Pre and Post-licensure students earning a grade lower than a “C” in two nursing courses or withdrawing from two nursing courses “W, WF”, or a combination of one grade lower than “C” and one withdrawal “W, WF” will be dismissed from the program.

4. Students in their first semester of the nursing program will be given a grace period beginning the first day of class and ending 30 calendar days after the first day of class. During the grace period, the student will have an opportunity to choose whether to stay enrolled in the nursing program full time or change to part-time status. If a student chooses to change to the part-time status they must meet with the School Director or Undergraduate Program Coordinator and they may withdraw from courses without a School of Nursing penalty, however, a student must follow the university policy for withdrawing from courses.
ARMSTRONG STATE UNIVERSITY
School of Nursing
Cardiopulmonary Resuscitation (CPR) Certification Policy

The Bachelor of Science in Nursing Program requires admitted students to submit proof of CPR certification (Adult, Child, and Infant) prior to beginning nursing courses and annually. Certification must be received from the official American Heart Association BLS for the Healthcare Provider Course (http://www.onlineaha.org) and include the “hands-on” portion, meaning a fully on-line certification is not acceptable. Current certification must be maintained during nursing course enrollment.

ARMSTRONG STATE UNIVERSITY
School of Nursing
Use of Cell Phone/Communication Device Policy

Use of cell phones or communication devices during class/lab/clinical or testing is prohibited. Any device must be turned off and out of sight. Failure to comply may result in the following actions:

- **During class** - student will be dismissed and may not return to that class session.
- **During school lab/clinical** - student will be dismissed from that lab or clinical and receive a "U" for that lab or clinical session.
- **During testing** - the test will be forfeited. The test will be picked up and the student will receive a zero for the test and could result in Honor Court proceedings (Refer to Armstrong Catalog, Appendix I: Honor Code and Code of Conduct).

ARMSTRONG STATE UNIVERSITY
School of Nursing
Clinical Placement and Preceptor Assignments for Senior Students Policy

In compliance with the Armstrong State University School of Nursing Undergraduate Program policies, senior students will be assigned their clinical placement and preceptor by the education coordinator at each clinical facility. Students are not to attempt to schedule their own preceptor and/or clinical site. If a student attempts to schedule their own preceptor and/or clinical site this will be a violation of the department of nursing policy and may result in a clinical/course failure.
The list of Core Performance Standards is documented to provide students with information related to skills required in the performance of duties of the professional nurse as well as to assess your ability to complete such duties. These standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the program at this University. Persons interested in applying for admission to the nursing program should review the core performance standards to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program.

These core performances are based on guidelines proposed by the Southern Regional Education Board (SREB) and National Council of State Boards of Nursing. The University complies with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Therefore, the University will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>AS EVIDENCED BY:</th>
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</table>
| **Critical Thinking Ability**| • Identify cause/effect relationships in clinical situations  
• Develop nursing care plans, evaluate the plan of care and revise as appropriate  
• Analyze and use assessment findings to plan and implement care for clients and families  
• Use relevant data to support the decision making process  
• Identify priorities of care based analysis of data  
• Manage multiple priorities in stressful situations  
• Respond instantly to emergency situations  
• Exhibit arithmetic competence that would allow the student to read, understand and perform calculations for computing dosages  
• Solve problems and make valid rational decisions using logic, creativity, and reasoning  
• Remember multiple messages and information and communicate to all interdisciplinary team members and family/client where consented. |
| **Interpersonal Skills**     | • Establish rapport (relationship) with clients/colleagues.  
• Maintain therapeutic relationships with clients and colleagues.  
• Respect cultural diversity and the rights of others.  
• Work effectively in small groups as a team member and as a team leader  
• Practice verbal and non-verbal therapeutic communication  
• Recognize adverse events and attempt to resolve for both client and colleague. |
| **Communication Ability**    | • Write and speak English effectively so as to be understood by general public.  
• Communicate therapeutically with clients, families, and groups in a variety of settings.  
• Document client data and nursing care completely and accurately use correct medical terminology.  
• Obtain health history information from client/family.  
• Interpret nonverbal cues and behaviors. |
• Provide health teaching information for clients, families, and/or groups based on assessed needs, available resources, age, lifestyle and cultural considerations.

### Gross and Fine Motor Skills
**STANDARD** Gross and fine motor skills sufficient to provide safe and effective nursing care.

• Perform physical activities necessary to do basic fundamental nursing skills such as putting on sterile gloves, donning mask and gown, operating a manual and/or electronic blood pressure cuff, sterile technique and other essential fundamental nursing skills.
• Perform correct hand washing technique and behaviors.
• Provide or assist with activities of daily living such as bed bath, hygiene, toileting, positioning clients, making an occupied and unoccupied bed.
• Manipulate instruments, supplies, and equipment with speed, dexterity, precision, and adequate eye-hand coordination.
• Correctly administer oral, and parenteral medications to maintain client safety.
• Perform electronic keyboarding/documentation and/or extensive writing with a pen and/or pencil.
• Maintain and safely operate orthopedic device such as traction equipment, casts, and assistive devices.
• Perform cardiopulmonary resuscitation procedures maintaining health teams and client safety.
• Calibrate and use equipment (i.e. syringes, vials, ampoules and medication packages, manual blood pressure cuff, don sterile gloves, etc.). Grasp small objects with hands (e.g. IV tubing, pencil). Pinch/pick or otherwise work with fingers (e.g. manipulate a syringe, eye dropper, etc.). Twist (turn objects/knobs using hands).

### Visual Ability
**STANDARD** Visual ability sufficient for observation and assessment necessary for safe client care.

• Perform basic nursing skills such as insertion of a catheter, insertion of an IV, counting respirations, preparing and administering medications.
• Observe client responses (level of consciousness, respirations patterns) and recognize subtle physical changes.
• Read small print, gauges, thermometers, measuring cups, syringes, and other equipment.
• Discriminate colors, changes in color, size, and continuity of body part.
• Accurately identify, prepare, and administer medications.
• Identify hazards in the environment (safety rails, restraints, water spills and harmful situations).
• Correctly visualize written words and information on paper and on a computer screen.

### Tactile Ability
**STANDARD** Tactile ability sufficient for physical assessment

• Correctly perform palpation, functions of physical examination and/or those related to therapeutic intervention.
• Don and wear gloves and other protective devices while accurately performing physical assessment.
• Correctly perform skills that require tactile sensation.
• Accurately palpate for pulses, temperature, texture, hardness or softness, landmarks, etc.

### Emotional Stability
**STANDARD** Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress

• Establish therapeutic interpersonal boundaries.
• Provide clients with emotional support.
• Adapt to changing environment and stress while maintaining professional conduct and standards without displaying hostility, agitation, rudeness or belligerence.
• Poses no threat to self or others.
• Perform potentially stressful tasks concurrently.

### Professional Behavior
• Adapted from guidelines from American Nurses Association (2012):
| STANDARD | Interacts respectfully with peers, superiors and patients |
| Student nurses are expected to respect the nursing profession to which they aspire and perform and behave in a respectful, ethical and professional manner with others in class, and lab or clinical. | Strives to provide quality care to patients |
| | Applies knowledge and learning in nursing situations |
| | Reflects on own behavior and practice performance with patients, engages in self-evaluation |
| | Is able to interact with peers and colleagues appropriately. |
| | Is able to collaborate with patients, family and others in nursing situations |
| | Integrates ethical behavior in nursing practice |
| | Performs activities safely, so as not to injure or harm others |
| | Recognizes that as a student they represent the nursing profession, and must behave accordingly |
| | Respects and adheres to the policies and procedures of the Department of Nursing and clinical agencies. |

**ARMSTRONG STATE UNIVERSITY**

**School of Nursing**

**Course Med-Cal policy**

To be able to attend clinical, each student must achieve a passing score on each Course Med-Cal exam. A passing score is a 90% or greater. If you do not achieve a 90% on the first attempt then the student will have to complete the HESI Medication Calculation test (located in HESI under Practice Tests). The HESI Medication Calculation test must be completed prior to the second and prior to the third attempt on the Course Med-Cal exam. The maximum number of attempts for the Course Med-Cal exam is three (3). Failure to pass the Course Med-Cal exam after three (3) attempts will require that the student Drop the course.

**ARMSTRONG STATE UNIVERSITY**

**School of Nursing**

**Exam Makeup Policy for BSN Students**

- In the event of an absence, the student is required to contact the Course Coordinator prior to the beginning of the exam time.
- Failure to notify the Course Coordinator prior to the scheduled exam time will result in a grade of zero on the exam.
- In the event of missing an exam, only one make-up exam per semester is allowed and will be scheduled at the discretion of the Course Coordinator. Subsequently missed exams will result in a zero on the exam.
- Format of the make-up exam is at the discretion of the Course Coordinator and may include essay, short-answer, fill-in-the blank or other formats.
- Any discrepancy of exam questions will **not** be discussed during class:
  - Discrepancies must be submitted in writing to the Course Coordinator within 24 hours of the exam review.
ARMSTRONG STATE UNIVERSITY  
School of Nursing  
Examination Policy for BSN Pre-licensure Students

1. The faculty will abide strictly by the Honor Code and Code of Conduct as stated in the Armstrong State Catalog.

2. Students are expected to adhere to principles of professional behavior and not receive and/or give any unauthorized assistance to other students.

3. Test booklets will be numbered.

4. Students will remain silent when the first exam is distributed and will not begin the examination until prompted by the proctor.

5. Students are to provide their own scantron and pencils. All other resources will be provided by test proctor.

6. Students will be expected to sign an honor code pledge before beginning an exam. The Pledge is “I am aware of the Armstrong State University honor code and verify compliance with my signature.”

7. Students will be given assigned seating.

8. All book bags, books, papers, etc. must be placed at a designated area in the room prior to the start of the examination.

9. All electronic devices must be placed within your purse or book bag and “turned off”. No hats, hoodies, sunglasses, or smart watches may be worn during testing.

10. Students are not allowed to consume food or drink during the exam period. The only items allowed on the desk during an examination are 2 pencils, an eraser, highlighter, and a scantron.

11. Students must face forward and remain seated during testing. Students may not leave the room until they have completed their test.

12. Proctors will not clarify or provide any information regarding exam questions once the exam has begun.

13. Students will be allotted 1.5 minutes per test question on multiple choice tests. Testing start and end times will be posted on the board. Students who arrive late will not receive extra time to complete the examination. Any student who arrives late will only be afforded the remaining allotted test time.

14. Grades will be posted no later than 3 business days after the day of the exam.
15. Any deviation in the examination policy will result in a zero.

**ARMSTRONG STATE UNIVERSITY**
**School of Nursing**
**Exam Review Policy for BSN Pre-licensure Students**

1. Tests will be reviewed after all students have completed the test.

2. All book bags, books, papers, etc. must be placed at a designated area in the room prior to the start of the test review.

3. All electronic devices must be placed within your purse or book bag and “turned off”.

4. You may have a pencil and highlighter with you during test review. NO NOTES may be taken from the test review.

5. Any student who attempts to replicate test information in any form (photograph, video, audio, via written means, etc.) will receive a zero for their test grade.

6. If a student scores below a 75 on a test when official grades have been posted, it is the student’s responsibility to develop a remediation plan and to make an appointment with the instructor/faculty member within one week of the test day.

7. Review of all previous tests will not be permitted.

8. Students may review only the version of the exam they have taken.

9. Review of Final Exam will be at the discretion of the Course Coordinator.

**ARMSTRONG STATE UNIVERSITY**
**School of Nursing**
**Grade Calculation for Progression in Courses**

For each Nursing course that includes unit exams as a part of the grade, a student must achieve an average of 75% on the unit exams including the final exam, before other components are calculated into the final grade (i.e. HESI remediation, quiz grades, care plans, papers, projects, etc...).

Students who have not achieved an overall average of 75% or better on the unit exams and final exam will not progress.
ARMSTRONG STATE UNIVERSITY
School of Nursing
Health and Safety Policy

All students are to be certified in cardiopulmonary resuscitation of infants and adults. The CPR card must be valid during the entire time students are enrolled in nursing Major. In accordance with contractual agreements with health care delivery systems and the Board of Regent's Health Policy students are required to have the following documents on file in the School of Nursing office:

- Affirmation of ability to meet Core Performance Standards
- American Heart Association Healthcare Provider Certification - Adult, Child, and Infant
- Annual Medical Report for Faculty & Student
- Annual Proof of Health Insurance – must be provided every semester
- Student Handbook Acknowledgement Form
- Immunization and Screening Tests, TB screening and Hepatitis B Declaration Form and Influenza Vaccine
- Meet all clinical facility requirements

**Infection Control Precautions**

Standard Precautions are used to protect against Hepatitis B, Human Immunodeficiency Virus (HIV) and other infectious diseases, as these are significant and growing risks in the United States. Health care workers are especially at risk for developing these diseases due to exposure to needle-sticks and splashed blood/body fluids. Hepatitis B, which infects thousands of health care workers, is preventable by immunization. Hepatitis B and HIV + status can be prevented through the consistent use of STANDARD PRECAUTIONS. There is no known method to prevent the development of infectious diseases. Therefore, it is mandatory that efforts be taken to prevent exposure to these diseases. Standard Precautions must be followed by students and faculty in the lab/clinical settings. Students refusing to be immunized against Hepatitis B must sign a waiver accepting responsibility for potential consequences of not being immunized.
ARMSTRONG STATE UNIVERSITY
School of Nursing
HESI Exit Exam and Remediation Policy

Senior II students are required to complete the HESI Exit exam prior to completion of the nursing program.

Failure to take the HESI Exit exam will result in failure of the course.

The exam schedule is set prior to the start of the semester and is located on the course calendar.

There is no makeup date for the HESI Exit exam.

If the student takes the HESI Exit exam with disability services the student is responsible for having the appropriate paperwork completed by faculty and for scheduling with Disability Services for the date and time specified for the proctored HESI Exit exam.

You must take the proctored exam on the scheduled date. Failure to do so will result in failure of the course.

Each student must present verification of obtaining at least 90% on the non-proctored comprehensive exam before taking the final HESI Exit exam.

During the orientation week the Senior II students will take the HESI Exit exam to establish a baseline for remediation. Remediation is defined as “The process of identifying the need to take action to remedy a situation that, if left unresolved will result in unfavorable outcomes, whereas implementing intervention strategies will successfully address the situation” (Cullieton, 2009). Following the baseline HESI Exit exam, the students are required to remediate. The remediation requirements are outlined and based on individual student’s HESI score for the exam. HESI scores can be indicative of a student’s level of risk for success for passing NCLEX. Senior II students must complete a Remediation Plan and Contract prior to sitting for the HESI Exit exam at the end of the semester.
Students receive their HESI exam reports and correlating online remediation within 48 hours of the exam being closed. From their HESI student report, the remediation plan will be developed. Students are to list specific activities they will complete in order to understand their missed concepts/content. Remediation must be complete 24 hours prior to the scheduled final Exit exam and submitted to the course faculty.

Students must complete work on their own and sharing of information or working with other students is considered academic dishonesty.

**How do I get there:**

- All Specialty exams are based on the detailed 2016 NCLEX RN Blueprint which each student will download from [www.ncsbn.org](http://www.ncsbn.org).
- Access Remediation and HESI student reports on [http:/evolve.com/studentlife/](http:/evolve.com/studentlife/) (Using either Mozilla or Explorer)
- Click on the HESI tab
- Under Get Started: several links are available.
- Review these links and this will guide the student on how to access their remediation for each specialty exam through the student report.
- Technical Support HESI/Evolve: Call 1-800-222-9570

**ARMSTRONG SON HESI Exit Exam Remediation Plan based on HESI scores:**

| HESI score 900 or > | 1. Complete individualized online HESI remediation as applicable.  
|                     | 2. Complete the Multidisciplinary Practice Quiz: Student must achieve at least 90% on the quiz.  
|                     | 3. Complete 200 questions a week in the RN NCLEX adaptive quizzing program. |
| HESI score 850-899 | 1. Complete individualized online HESI remediation as applicable.  
|                     | 2. Complete the Multidisciplinary Practice Quiz: Student must achieve at least 90% on the quiz.  
|                     | 3. Practice questions included in the remediation content must be completed at 100% where applicable  
|                     | 4. Complete 200 questions a week in the RN NCLEX adaptive quizzing program  
|                     | 5. Select one HESI case study in content area of weakness and complete with a 90% score |
| HESI score 800-849 | 1. Complete individualized online HESI remediation as applicable.  
|                     | 2. Complete the Multidisciplinary Practice Quiz: Student must achieve at least 90% on the quiz.  
|                     | 3. Practice questions included in the remediation content must be completed at 100% where applicable |
| HESI score 700-799 | 1. Complete individualized online HESI remediation as applicable.  
2. Complete the Multidisciplinary Practice Quiz: Student must achieve at least 90% on the quiz.  
3. Practice questions included in the remediation content must be completed at 100% where applicable  
4. Complete 200 questions per week in the RN NCLEX adaptive quizzing program  
5. Select three HESI case studies in content area of weakness and complete with a 90% score. |
|-------------------|-------------------------------------------------------------------------------------------------|
| HESI score 600-699 | 1. Complete individualized online HESI remediation as applicable.  
2. Complete the Multidisciplinary Practice Quiz: Student must achieve at least 90% on the quiz.  
3. Practice questions included in the remediation content must be completed at 100% where applicable  
4. Complete 200 questions per week in the RN NCLEX adaptive quizzing program  
5. Select four HESI case studies in content area of weakness and complete with a 90% score. |
| HESI score 500-599 | 1. Complete individualized online HESI remediation as applicable.  
2. Complete the Multidisciplinary Practice Quiz: Student must achieve at least 90% on the quiz.  
3. Practice questions included in the remediation content must be completed at 100% where applicable  
4. Complete 200 questions per week in the RN NCLEX adaptive quizzing program  
5. Select four HESI case studies in content area of weakness and complete with a 90% score. |
| HESI score 400-499 | 1. Complete individualized online HESI remediation as applicable.  
2. Complete the Multidisciplinary Practice Quiz: Student must achieve at least 90% on the quiz.  
3. Practice questions included in the remediation content must be completed at 100% where applicable  
4. Complete 200 questions per week in the RN NCLEX adaptive quizzing program  
5. Select five HESI case studies in content area of weakness and complete with a 90% score. |
| HESI score 300-399 | 1. Complete individualized online HESI remediation as applicable.  
2. Complete the Multidisciplinary Practice Quiz: Student must achieve at least 90% on the quiz.  
3. Practice questions included in the remediation content must be completed at 100% where applicable  
4. Complete 200 questions per week in the RN NCLEX adaptive quizzing program  
5. Select five HESI case studies in content area of weakness and complete with a 90% score. |
| HESI score < 300  | 1. Complete individualized online HESI remediation as applicable.  
2. Complete the Multidisciplinary Practice Quiz: Student must achieve at least 90% on the quiz.  
3. Practice questions included in the remediation content must be completed at 100% where applicable  
4. Complete 200 questions per week in the RN NCLEX adaptive quizzing program  
5. Select five HESI case studies in content area of weakness and complete with a 90% score. |
3. Practice questions included in the remediation content must be completed at 100% where applicable.
4. Complete 200 questions per week in the RN NCLEX adaptive quizzing program.
5. Select five HESI case studies in content area of weakness and complete with a 90% score.

*Students must be logged into their HESI Student Access account and the online test specific remediation. DO NOT print and log out of HESI remediation to study. Students can break up the required remediation into multiple sessions.

**When using Adaptive Quizzing as remediation after HESI exams:
- Use Custom Exams not Mastery Exams.
- It is advised to select only one content area for each weakness rather than combining multiple topic areas into a quiz with more questions.

Practice Questions in Remediation Content:
- Must achieve 100% on each practice exam
- Screen-shot your Remediation Items, and then print out and attach to your HESI remediation contract
- To prove you completed at 100% “screen shot” your results page for each quiz, then print it out and attach all pages to your signed HESI remediation contract
- Screen-shot your scores for the Case Studies and then print out and attach to your HESI remediation contract
- Screen shot results from adaptive quizzing and print out and attach to your HESI remediation contract
- Screen-shot must include the student name at the top

How do I know remediation is complete?
- Access all recommended categories of remediation in the HESI remediation for the specific exam.
- Access and review the online remediation
- Review specialty and sub specialty areas
• Quick book review
• In-depth book review
• View and submit practice questions (100% score) in each areas that is in the HESI remediation packet if applicable
• View and submit case studies if applicable
• Completed 200 questions a week in the RN NCLEX adaptive quizzing program
• Only creating and printing study packets will not count as doing remediation, student must spend time studying the material that is recommended
## ARMSTRONG SON Remediation Plan and Contract

Student Name: __________________________ Date: __________________

Exam Type (specialty or exit): _______________________ HESI Score: __________

### Student to Fill in Individual Plan Content

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Plan components</th>
<th>Student Initials at completion</th>
<th>Faculty Initials at completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>HESI online post exam remediation to be completed:</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Adaptive Quizzing Topic/s (10 question custom quiz) – Score to be achieved based on remediation requirements for individual score.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Case Studies Topic/s – score to be achieved based on remediation requirements for individual score.</td>
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</tbody>
</table>

### Student to complete statement below when submitting contract as completed:

I verify that I have completed the above ARMSTRONG SON Remediation Plan.

_____________________________________________________________________________

(student signature)

Faculty verification of completion: ______________ Date of verification: __________
ARMSTRONG STATE UNIVERSITY
School of Nursing
HESI Specialty Exam Policy

- HESI Specialty exams are course requirements.
- **Failure to take the examination for a specific course will result in failure of the course.**
- **THERE IS NO MAKEUP DATE FOR THE HESI PROCTORED EXAM.**
- The secured version of the content exam will be given in a proctored setting with the dates published at the beginning of the semester.
- If you take your HESI proctored Exam with disability services you are responsible for having your appropriate paperwork completed by your faculty and for scheduling with Disability Services for the date and time specified for the proctored exam.
- **You must take the proctored exam on the scheduled date. Failure to do so will result in failure of the course.**
- **Each student must present verification of obtaining at least 90% on the non-proctored examination before taking the proctored test where applicable.**
- Students are required to remediate after each Specialty exam.
- Those students who achieve less than 900 will require remediation as designated by The ARMSTRONG SON Remediation Policy.
- **Failure to complete your ARMSTRONG SON Remediation Contract by the specified date will result in course failure.**
- **To obtain the 10% credit for the course you must either complete 100% of your ARMSTRONG SON Remediation Contract or have scored at least 900 on the specialty exam.**

How do I get there:

- All Specialty exams are based on the detailed 2016 NCLEX RN Blueprint which each student will download from [www.ncsbn.org](http://www.ncsbn.org).
- Access Remediation and HESI student reports on http:/evolve.com/studentlife/ (Using either Mozilla or Explorer)
- Click on the HESI tab
• Under Get Started: several links are available.
• Review these links and this will guide the student on how to access their remediation for each specialty exam through the student report.
• Technical Support HESI/Evolve: Call 1-800-222-9570

See Remediation Policy
ARMSTRONG SON REMEDIATION POLICY

All students enrolled in the undergraduate program at Armstrong State University will take the nationally normed HESI specialty exams in each applicable course and two versions of the Exit (E2) RN Exam in a course in the final semester of the program. Students should aim to achieve a benchmark score of 900 or higher on each exam. Research demonstrates that scores in this range on the HESI specialty and HESI Exit (E2) are highly predictive of program and NCLEX success.

Following HESI Specialty and Exit Exams, students are required to remediate and the remediation requirements are dependent on each student's HESI score for each exam.

Students must complete the ARMSTRONG SON Remediation Plan and Contract.

Students receive HESI exam reports and correlating online remediation within 48 hours of the exam being closed.

From the HESI Exam report, a personal remediation plan will be developed by the student using the ARMSTRONG SON Remediation Plan and HESI Exam report.

The ARMSTRONG SON Remediation Contract must be completed and submitted to the course coordinator/faculty on or BEFORE the Armstrong Calendar final class day.

Students must complete the work on their own. Sharing of information or working with other students is considered academic dishonesty.

How do I know remediation is complete?

- Access all recommended categories of remediation in the HESI remediation for the specific exam.
- Access and review the online remediation
- Review specialty and sub specialty areas
- Quick book review
- In-depth book review
• View and submit practice questions (100% score) in each areas that is in the HESI remediation packet if applicable
• View and submit case study results if applicable
• Complete adaptive quizzing and submit results if applicable.
• Only creating and printing study packets will not count as doing remediation, student must spend time studying the material that is recommended

ARMSTRONG SON Student Remediation Plans based on HESI scores are as follows:

<table>
<thead>
<tr>
<th>HESI score 900 or &gt;</th>
<th>Complete the required information on the remediation contract, sign and turn in to your faculty for placement in your student file.</th>
</tr>
</thead>
</table>
| HESI score 850 - 899| 1 – Complete online remediation provided in HESI Student Access specific to the Exam. *
|                     | 2. Practice Questions included in the remediation content must be completed at 100% 
|                     | 3. – Develop two 10 question custom quizzes in Adaptive Quizzing for two content areas of weakness based on your HESI Exam Student Report. Continue to take quizzes in that content area until 80% is achieved. ** 
|                     | 4. Select one HESI Case Study in a content area of weakness based on your HESI Exam Student Report and complete with an 80% score. ***
|                     | ****If all areas are green review detailed student report received after the exam**** |
| HESI score 800 to 849| 1 – Complete online remediation provided in HESI Student Access specific to the Exam. *
|                     | 2. Practice Questions included in the remediation content must be completed at 100% 
|                     | 3 – Develop three 10 question custom quizzes in Adaptive Quizzing for three content areas of weakness based on your HESI Exam. Student Report. Continue to take quizzes in that content area until 80% is achieved. **
|                     | 4 – Select two HESI Case Studies in a content area of weakness based on your HESI Exam Student Report and complete with an 80% score. *** |
| HESI score 700 – 799| 1 – Complete online remediation provided in HESI Student Access specific to the Exam. *
|                     | 2. Practice Questions included in the remediation content must be completed at 100% 
|                     | 3 – Develop four 10 question custom quizzes in Adaptive Quizzing for four content areas of weakness based on your HESI Exam. Student Report. Continue to take quizzes in that content area until 90% is achieved. ***
|                     | 4 – Select three HESI Case Studies in a content area of weakness based on your HESI Exam Student Report and complete with a 90% score. |
| HESI score 600 - 699| 1 – Complete online remediation provided in HESI Student Access specific to the Exam. *
|                     | 2. Practice Questions included in the remediation content must be completed at 100% 
|                     | 3 – Develop five 10 question custom quizzes in Adaptive Quizzing for five content areas of weakness based on your HESI Exam. Student Report. Continue to take quizzes in that content area until 90% is achieved. **
|                     | 4 – Select four HESI Case Studies in a content area of weakness based on your HESI Exam Student Report and complete with a 90% score. |
| HESI score 500 - 599| 1 – Complete online remediation provided in HESI Student Access specific to the Exam. *
|                     | 2. Practice Questions included in the remediation content must be completed at 100% 
|                     | 3 – Develop six 10 question custom quizzes in Adaptive Quizzing for six content areas of weakness based on your HESI Exam. Student Report. Continue to take quizzes in that content area until 90% is achieved. **
<table>
<thead>
<tr>
<th>HESI score 400 -499</th>
<th>4 – Select five HESI Case Studies in a content area of weakness based on your HESI Exam Student Report and complete with a 90% score.</th>
</tr>
</thead>
</table>
| 1 – Complete online remediation provided in HESI Student Access specific to the Exam. *  
2. Practice Questions included in the remediation content must be completed at 100%  
3 – Develop seven 10 question custom quizzes in Adaptive Quizzing for seven content areas of weakness based on your HESI Exam. Student Report. Continue to take quizzes in that content area until 100% is achieved. **  
4 – Select five HESI Case Studies in a content area of weakness based on your HESI Exam Student Report and complete with a 100% score. |

<table>
<thead>
<tr>
<th>HESI Score 300 – 399</th>
<th>4 – Select five HESI Case Studies in a content area of weakness based on your HESI Exam Student Report and complete with a 100% score.</th>
</tr>
</thead>
</table>
| 1 – Complete online remediation provided in HESI Student Access specific to the Exam. *  
2. Practice Questions included in the remediation content must be completed at 100%  
3 – Develop eight 10 question custom quizzes in Adaptive Quizzing for eight content areas of weakness based on your HESI Exam. Student Report. Continue to take quizzes in that content area until 100% is achieved. ***  
4 – Select five HESI Case Studies in a content area of weakness based on your HESI Exam Student Report and complete with a 100% score. |

<table>
<thead>
<tr>
<th>HESI score &lt; 300</th>
<th>4 – Select five HESI Case Studies in a content area of weakness based on your HESI Exam Student Report and complete with a 100% score.</th>
</tr>
</thead>
</table>
| 1 – Complete online remediation provided in HESI Student Access specific to the Exam. *  
2. Practice Questions included in the remediation content must be completed at 100%  
3 – Develop nine 10 question custom quizzes in Adaptive Quizzing for nine content areas of weakness based on your HESI Exam. Student Report. Continue to take quizzes in that content area until 100% is achieved. **  
4 – Select five HESI Case Studies in a content area of weakness based on your HESI Exam Student Report and complete with a 100% score. |

*Students must be logged into their HESI Student Access account and the online test specific remediation. DO NOT print and log out of HESI remediation to study. Students can break up the required remediation into multiple sessions.

**When using Adaptive Quizzing as remediation after HESI exams:

- Use Custom Exams not Mastery Exams.
- It is advised to select only one content area for each weakness rather than combining multiple topic areas into a quiz with more questions.

Practice Questions in Remediation Content:

- Must achieve 100% on each practice exam
- Screen-shot your Remediation Items, and then print out and attach to your HESI remediation contract
- To prove you completed at 100% “screen shot” your results page for each quiz, then print it out and attach all pages to your signed HESI remediation contract
• Screen-shot your scores for the Case Studies and then print out and attach to your HESI remediation contract
• Screen shot results from adaptive quizzing and print out and attach to your HESI remediation contract
• Screen-shot must include the student name at the top
**ARMSTRONG SON Remediation Plan and Contract**

Student Name: ___________________________________________ Date: __________________

Exam Type (specialty or exit): _________________________________ HESI Score: _____

Student to Fill in Individual Plan Content

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Plan components</th>
<th>Student Initials at completion</th>
<th>Faculty Initials at completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>HESI online post exam remediation to be completed:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adaptive Quizzing Topic/s (10 question custom quiz) – Score to be achieved based on remediation requirements for individual score.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Case Studies Topic/s – score to be achieved based on remediation requirements for individual score.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student to complete statement below when submitting contract as completed:

I verify that I have completed the above ARMSTRONG SON Remediation Plan.

___________________________

(student signature)

Faculty verification of completion: ___________ Date of verification: ___________
ARMSTRONG SON Student Remediation Plans based on HESI scores are as follows:

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<th>HESI score</th>
<th>Remediation Plan</th>
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|                    | 2. Practice Questions included in the remediation content must be completed at 100%  
|                    | 3. Develop five 10 question custom quizzes in Adaptive Quizzing for five content areas of weakness based on your HESI Exam Student Report. Continue to take quizzes in that content area until 90% is achieved. **  
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|                    | 2. Practice Questions included in the remediation content must be completed at 100%  

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| | 2. Practice Questions included in the remediation content must be completed at 100%
| | 3 – Develop eight 10 question custom quizzes in Adaptive Quizzing for eight content areas of weakness based on your HESI Exam. Student Report. Continue to take quizzes in that content area until 100% is achieved. ***
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| HESI score < 300 | 1 – Complete online remediation provided in HESI Student Access specific to the Exam. *
| | 2. Practice Questions included in the remediation content must be completed at 100%
| | 3 – Develop nine 10 question custom quizzes in Adaptive Quizzing for nine content areas of weakness based on your HESI Exam. Student Report. Continue to take quizzes in that content area until 100% is achieved. **
| | 4 – Select five HESI Case Studies in a content area of weakness based on your HESI Exam Student Report and complete with a 100% score.

*Students must be logged into their HESI Student Access account and the online test specific remediation. DO NOT print and log out of HESI remediation to study. Students can break up the required remediation into multiple sessions.

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• Screen-shot must include the student name at the top

ARMSTRONG STATE UNIVERSITY
School of Nursing
No Rounding of Grades Policy

Pre-licensure baccalaureate nursing students must achieve a course average of 75.00% in order to earn a grade of C in each nursing course. Grades for all course assignments will be recorded as earned with **no mathematical rounding**.

This policy allows the faculty of the School of Nursing to remove uncertainty and ensure integrity in the grading process for all students. Numerical averages will not be rounded up.

**Departmental Grading Scale**

- **A** = 90.00 - 100.00
- **B** = 80.00 - 89.99
- **C** = 75.00 - 79.99
- **D** = 70.00 - 74.99
- **F** = Less than 70.00

**All students who score below 75 % on any test are expected to**

1. Participate in a test review with faculty.
2. Submit a written plan for improvement within 7 days
Students who do not progress in a nursing program may be considered for readmission to Armstrong’s nursing program after a period of 3 years. Only one readmission in the nursing program per track is permitted. The student must meet all current entry requirements. Upon acceptance, the student will be required to complete all nursing courses from the beginning.

**White Coat Ceremony**

1. **Ceremony Attire Will Follow the Full Clinical Dress Code Policy:**
   a) **White uniform**: Clean, standard Armstrong uniform: dress, top with slacks or skirts. Slacks are acceptable only when uniform top extends past the hipline. Undergarments should be a neutral color so not to be visible through clothing.
   b) **Shoes**: Clean, standard white (no trim or colors) nursing shoes or plain white leather athletic shoes are acceptable (no high tops, trim colors, or open toes or open heels.) Hose/Socks: Plain white, full-length hosiery is to be worn with dresses and skirts. Plain white socks, mid-calf length or knee length, may be worn with pant.
   c) **Hairstyle**: Neat and presents a well-groomed appearance. Hair shoulder-length or longer must be pulled back or put up. Hair accessories must be limited and neutral in color. Hair must be kept out of the face regardless of the length. Hair that is dyed must be a naturally occurring hair color.
      Facial Hair: Fully developed beard and/or mustache must be neatly trimmed and present a well-groomed appearance. Otherwise, face must be clean shaven.

2. If the above guidelines are not adhered to, students **may not** participate in the ceremony

3. School of Nursing faculty advisors should have students place their arms back and down when donning the lab coat on stage.
Recognition Ceremony

1. Ceremony Attire
   a) Full-length black dress trousers or slacks (no jeans, leggings or exercise pants) and a black shirt/blouse for male and female students. Be mindful of the scoop of your blouse or top. Cleavage should not be visible.
   b) Lab Coats: Clean, standard Armstrong issued pressed lab coat with a name tag.
   c) Shoes: Black shoes (no flip flops or sandals).

2. If the above guidelines are not adhered to, students may not participate in the ceremony.

3. School of Nursing faculty advisors and faculty are responsible for enforcing the ceremony attire guidelines.

ARMSTRONG STATE UNIVERSITY
School of Nursing
Social Media Policy

Nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to either enhance or undermine not only the individual’s career, but also the nursing profession. *Adapted from: ANA’s Principles for Social Networking*

- Nursing students must not transmit or place online individually identifiable patient information.
- Nursing students must observe ethically prescribed professional patient — nurse boundaries.
- Nursing students should understand that patients, colleagues, institutions, and employers may view postings.
- Nursing students should take advantage of privacy settings and seek to separate personal and professional information online.
- Nursing students should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.

ARMSTRONG STATE UNIVERSITY
School of Nursing
Student Complaint Policy

Definition: A complaint is defined as any student concern related to a departmental or program policy, faculty member, clinical instructor, class activity, clinical site or anything that affects the teaching/learning environment.

Purpose: The student complaint process has as its aim the resolution of concerns via a professional problem solving approach. The outcome of the process will be directed toward the on-going improvement of the teaching/learning environment.

Formal Complaint Process:

1. It is expected that prior to initiation of a complaint that the student has attempted to resolve the problem with the appropriate faculty member and/or School of Nursing Director
2. In the event that the complaint is not resolved, the student should initiate in writing the formal student complaint form located in the School of Nursing office.
3. The form is submitted with appropriate sections completed by the Director of the School of Nursing.
4. The student will participate in meetings to be scheduled by the Director of the School of Nursing as needed to include both student and faculty until satisfactory resolution has occurred.
5. The student may choose to withdraw the complaint at any time during the resolution process.
6. The Student Complaint Form, Complaint Summary Form, and Resolution will be kept in a secure file in the School of Nursing for five years.
7. Formal complaints with reports of resolution will be reviewed as part of on-going program improvement.
Purpose: This form should be completed at the time of complaint resolution and placed in the file to be maintained for five years.

Complaint Concerns

1. Faculty
2. Classroom Activities
3. Clinical Site
4. Clinical Faculty
5. Departmental or Program Policy
6. Other

Program Involved

1. BSN
2. ABSN
3. MSN
4. RN to BSN

Number of Meetings Held

1. One
2. Two
3. Three
4. Four or More

Resolution

1. Course Modified
2. Clinical Environment Modified
3. Referred out of Department
4. Not Resolved

Length of Active Complaint

1. <1 Month
2. 1-6 Months
3. Over 6 Months
ARMSTRONG STATE UNIVERSITY
School of Nursing
Student Complaint Form

SECTION I – TO BE COMPLETED BY THE STUDENT

Student Name__________________________    Faculty Name__________________________

Course Title and Number_________________    Semester/Year________________________

Date of Complaint Initiation_______________

Description of Complaint___________________________________________________
______________________________________________________________________________

Description of previous steps taken by the student to resolve the complaint____________
______________________________________________________________________________

Dates of Meetings with Summary of Outcomes

Date_______________
Outcomes_______________________________________________________
______________________________________________________________________________

Date_______________
Outcomes_______________________________________________________
______________________________________________________________________________

Date_______________
Outcomes_______________________________________________________
______________________________________________________________________________

SECTION II – TO BE COMPLETED BY THE FACULTY/SCHOOL DIRECTOR

Faculty Comments_____________________________________________________________
______________________________________________________________________________
RECOMMENDED ACTIONS

______________________________________________________________________________

______________________________________________________________________________

FOLLOW UP MEETING DATE AND TIME (If Needed)

______________________________________________________________________________

Signatures: Faculty________________________  Student__________________________
Incompliance with the Armstrong State University Undergraduate Program policies, the BSN Program must be completed in four years. Students who request a leave of absence from the nursing program for any non-academic reason or ask for a deferral to starting the program must complete a Request for Leave of Absence or Deferral form, located in the School of Nursing’s front office, and meet with the Undergraduate Program Coordinator. Following an approved leave of absence or deferral, the student in good standing may petition the Recruitment, Admission, Progression, and Retention Committee for readmission. Re-entry will not be guaranteed and will be conditional upon class and clinical space availability.

**Program Completion Requirements**

1. Students must complete the baccalaureate-nursing program within four consecutive years from the date of their initial admission to the nursing major.

2. Students who have been approved to take a leave of absence (excluding summer), must meet with the School Director or Undergraduate Program Coordinator to develop a program of study. Readmission will be determined according to the Taking Time off from the Program or Deferring Start Policy. See department for form.

3. Students who do not complete the program within the four-year time limit must apply for readmission, meet current criteria for admission, and have their previous credits evaluated. Refer to the ARMSTRONG Catalog for specific policy guidelines at www.armstrong.edu

4. All university core requirements, nursing elective and research courses must be completed before the student may enroll their Senior II semester.

5. Senior nursing students are required to take a university exit examination as well as
nursing department comprehensive exit exam prior to graduation.

ARMSTRONG STATE UNIVERSITY
School of Nursing
Tardy and Attendance Policy

Students will be considered tardy when they arrive 3 minutes or more past the start time for class, clinical or on-campus laboratory experiences.

**Classroom:** Students who are tardy disrupt class and the learning experience; therefore:
- The classroom door will be closed after three minutes. Students will not be admitted to the classroom until the first break.
- Students who are tardy on test day may or may not be admitted at the discretion of the faculty.

**Lab/Clinical Experiences:**
- Students will be considered *tardy* when they arrive 3 minutes or more past the start time for class, clinical or on-campus laboratory experiences.
- In all Lab/clinical settings, 2 tardies will equal one absence and will be marked as one *Unsatisfactory*.
- One absence in Lab/clinical will result in an Unsatisfactory for the day. Students who acquire more than one absence in Lab/clinical will fail the clinical course.
- **Two Unsatisfactory Lab/clinical days will result in course failure.**
- Students are required to attend every scheduled clinical/lab.
- Any student who is late by 10 minutes or more will receive an *Unsatisfactory* and may or may not stay in clinical or on-campus lab at the discretion of the faculty.
- Students are expected to remain at clinical site/unit or on-campus lab for the duration of the assigned shift and cannot leave the clinical unit/site or on-campus lab without permission of the assigned faculty/preceptor.
- Leaving the unit/site or on-campus lab without permission will result in a course failure.
- Leaving the unit/site or on-campus lab and not returning for the assigned shift will result in course failure.
**Attendance:**

- Attendance at each scheduled class is expected, since the learning process involves group interaction.
- Students are required to adhere to the course policies related to attendance and are responsible for all activities associated with each class.
- In accordance with ARMSTRONG academic policy, instructors may drop students from any course with a grade of W or WF if in their judgment; absences have been excessive (see ARMSTRONG Catalogue).

**Clinical/Campus Lab**

The clinical/campus lab experience assignments in each course have been designed by the faculty to meet course objectives. Clinical sites may be scheduled up to 100 miles in travel from the University.

The student must notify the clinical instructor or preceptor prior to the beginning of clinical if he/she will be absent. Time missed during the clinical experience will be made up at the discretion of clinical course faculty according to course policy.

The ARMSTRONG absence policy applies to clinical/campus lab as well as scheduled course class time.

**Children on Campus**

ARMSTRONG policy prohibits the presence of children during class and/or clinical activities. Children may not be left unattended on ARMSTRONG grounds.
I have read the Armstrong State University Baccalaureate Nursing Program Student Handbook and agree to abide by the policies and procedures described within it.

Signature ________________________________________________________________

Printed name _____________________________________________________________

Date ___________________________________________________________________