The University of Akron
School of Nursing

Pre-nursing and Nursing Student

Associate of Applied Science in Nursing Academic Policies & Procedures Handbook 2025-2026

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CHAPTER 1: COLLEGE OF HEALTH AND HUMAN SCIENCES & SCHOOL OF NURSING

The University of Akron's College of Health and Human Sciences (CHHS) is comprised of seven schools, Nursing (SON); School of Allied Health; School of Counseling, School of Disaster Science and Emergency Services; School of Exercise and Nutrition Sciences; School of Social Work and Family Sciences; School of Speech-Language, Pathology and Audiology.

COLLEGE OF HEALTH AND HUMAN SCIENCES MISSION STATEMENT

The College of Health and Human Sciences improves life for individuals, families, and communities by providing health and wellness education with appropriate interventions and solutions that are inter-professional, innovative and influential. Most importantly, the College prepares students to advance human well-being and to thrive in a rapidly evolving global environment.

COLLEGE OF HEALTH AND HUMAN SCIENCES VISION STATEMENT

With a focus on promoting well-being of individuals, families, and communities and fostering student success, The University of Akron's new College of Health and Human Sciences will exemplify excellence in health and wellness education, research, service, and leadership.

SCHOOL OF NURSING MISSION STATEMENT

The School of Nursing offers diverse and comprehensive nursing education programs at the undergraduate and graduate levels. The programs of study, based on professional standards, prepare individuals to provide nursing care in a variety of settings. The School of Nursing supports nursing research that contributes to the health and well- being of society. The School is committed to serving culturally, racially, and ethnically diverse populations. Through academic and community collaboration, the school promotes excellence in nursing education, research, practice, and service.

SCHOOL OF NURSING GOALS

- Prepare generalist and advanced practice nurses who are eligible for licensure and certification.
- Provide a foundation for lifelong commitment to professional development and scholarship through continuing education and advanced study at the masters and doctoral levels.
- Prepare nurses who are sensitive in caring for diverse populations in a variety of settings.
- Prepare professional practitioners who integrate leadership roles and ethical standards in a continuously changing health care arena and society.

SCHOOL OF NURSING PHILOSOPHY FOR ASSOCIATE OF APPLIED SCIENCE IN NURSING

The Associate Degree in Nursing (ADN) program prioritizes the holistic well-being of individuals, families, and communities, reflecting the philosophy of the University of Akron. We foster a culture of excellence, and inclusivity, empowering students to become compassionate, competent, and ethical healthcare professionals.

Aligned with the philosophy of the College of Health and Human Sciences and The University of Akron School of Nursing, we cultivate a learning environment that values collaboration, lifelong learning, and professional integrity.

Through hands-on clinical experiences that deliver safe, quality patient-centered care with technology integration, graduates are equipped with the skills and knowledge to excel in a dynamic healthcare landscape, while remaining grounded in the foundational principles of nursing and the esteemed philosophies of The University of Akron.

INCLUSIVE EXCELLENCE

Technical Standards Required for Successful Completion of The Nursing Curriculum and Graduation from The School of Nursing, The University of Akron

The University of Akron School of Nursing is committed to diversity. All nursing students applying for admission are considered on an individual basis without discrimination with regard to race, color, spiritual beliefs, national origin, ancestry, age, marital status, sexual orientation, or any legally protected class. If any student is deemed unsafe, they will not progress in the program. It is the intention of the ADN Admissions, Student Progression, and ADN Curriculum Committee to provide applicants with a list of technical standards essential for providing safe nursing care and meeting course/program requirements. Physical stamina must be sufficient to perform patient/client care activities for the entire length of the work role. Students must be able to perform all job functions as required by the clinical agency.

I. Sensory Functional Abilities:

Visual ability must be sufficient to observe demonstrations, perform nursing care skills, and accurately observe patient/client conditions. Auditory ability must be sufficient for auscultation of body sounds and for monitoring of a patient/client's healthcare needs such as hearing call lights, calls for help, and monitor alarms. Tactile ability must be sufficient to perform palpation. Olfactory ability must be sufficient to be able to detect significant patient/client odors and environmental odors that may indicate unsafe situations.

II. Communication:

Communication and interpersonal abilities must be sufficient to interact with patients/clients and families to elicit information with respect to their social, emotional, cultural, spiritual backgrounds. Oral and written abilities must be sufficient to engage in effective and timely communication with the patient/client, family and the healthcare professional team.

III. Motor:

Motor function must be sufficient to elicit information from patients/clients by palpation, auscultation, percussion, and other assessment maneuvers. Gross motor skills, physical abilities, and physical strength must be sufficient to be able to provide general physical care in a confined space and to provide emergency treatment to patients/clients. Physical and emergency care activities reasonably required of a student nurse may include cardiopulmonary resuscitation (CPR), administration of intravenous, intramuscular or subcutaneous medications, application of pressure to stop bleeding, calibration of instruments, lifting, positioning, and transfer of patients/clients.

IV. Intellectual-Conceptual, Integrative, and Quantitative Abilities:

Intellectual and conceptual abilities must be sufficient to recognize and assess patient/client changes in mood, activity, cognition, verbal, non-verbal communication, as well as interpret information gathered during a comprehensive assessment including information generated from diagnostic tools. Intellectual-conceptual, integrative, and quantitative abilities must be sufficient to perform measurements and calculations, engage in clinical reasoning, analysis and synthesis of assessment findings. Clinical judgment abilities should be sufficient to be able to recognize cause and effect relationships and the development of appropriate nursing plans for safe patient/client care action.

V. Behavioral, Psychosocial, and Ethical Attributes:

Emotional status must be sufficient to ensure full use of intellectual abilities, the exercise of good judgment and accountabilities, the prompt completion of all responsibilities related to the nursing care of patients/clients, and the development of mature, sensitive, and effective relationships with patients/clients from diverse social, emotional, cultural, and spiritual backgrounds. Students must be able to demonstrate emotional stability to function effectively under stress and handle changing situations. Students must have awareness of ethical actions related to the well-being of others and the patient/client service role of RNs and uphold the standards of nursing practice.

If an accommodation is needed to meet the technical standards, you may contact the Office of Accessibility, in Simmons Hall for information on reasonable accommodations.

NON-DISCRIMINATION POLICY NOTICE

UA is an equal education and employment institution. We operate under:

- Nondiscrimination provisions of Titles VI, VII, of the Civil Rights Act of 1964 as amended and IX of the Educational Amendments of 1972 as amended.
- Executive Order 11246, Vocational Rehabilitation Act Section 504, Vietnam Era Veterans' Readjustment Act, and Americans with Disabilities Act of 1990 as related to admissions, treatment of students, and employment practices.

It is the policy of this institution that there shall be no unlawful discrimination against any individual at The University of Akron because of race, color, creed, sex, age, national origin, handicap/disability or status as a veteran.

The University of Akron will not tolerate sexual harassment of any form in its programs and activities, and prohibits discrimination on the basis of sexual orientation in employment and admissions. The nondiscrimination policy applies to all students, faculty, staff, employees and applicants.

SCHOOL OF NURSING ACCREDITATIONS

Accreditation is a nongovernmental process conducted by representatives of postsecondary institutions and professional groups. As conducted in the United States, accreditation focuses on the quality of institutions of higher and professional education and on the quality of educational programs within institutions. Two forms of accreditation are recognized: one is institutional accreditation, and the other is professional or specialized accreditation. Institutional accreditation concerns itself with the quality and integrity of the total institution, assessing the achievement of the institution in meeting its own stated mission, goals, and expected outcomes. ***The University of Akron has full accreditation from Higher Learning Commission of the North Central Association of Colleges and Schools.***

Professional or specialized accreditation is concerned with programs of study in professional or occupational fields. Professional accrediting agencies assess the extent to which programs achieve their stated mission, goals, and expected outcomes. In addition, consideration of the program's mission, goals, and expected outcomes is of importance to the accrediting agency in determining the quality of the program and the educational preparation of members of the profession or occupation. Accreditation organizations make regularly scheduled evaluation visits to programs to document that programs continue to meet criteria.

The Associate of Applied Science in Nursing program is approved by the Ohio Board of Nursing and is seeking accreditation from Accreditation Commision for Education in Nursing (ACEN).

CHAPTER 2: ASSOCIATE OF APPLIED SCIENCE IN NURSING (ADN) PROGRAM DETAILS

PURPOSE OF THE ADN PROGRAM

The ADN program purposes are to prepare generalists who provide safe nursing care to clients within the healthcare system, provide opportunity for students to acquire theoretical and clinical competence pertinent to the practice of nursing, expose students to professional nursing's impact on society, and provide a foundation for BSN study and/or continuing education in professional nursing.

ORGANIZING THEME

The organizing theme of the Associate Degree in Nursing (ADN) is built around the QSEN competencies with Benner's Theory of Novice to Expert guiding the coursework from the beginning to graduation.

The core organizers of QSEN on which the curriculum is built are:

- Patient-Centered Care
- Teamwork & Collaboration
- Evidence Based Practice/Nursing Judgment
- Safety and Quality Improvement
- Informatics

Patient-centered care is provided to patients with the understanding it is necessary to deliver inclusive care that keeps patients involved in decision making regarding all aspects of their care. Patient centered care recognizes the need for a compassionate approach that keeps patient's values and needs in the forefront.

Teamwork and collaboration acknowledge that healthcare is delivered by multiple providers in order to provide the best care possible with all sharing in the decision-making process. Coordination, collaboration, and communication between healthcare providers are necessary to achieve quality patient care.

Evidence based practice involves the analysis and application of current medical evidence when delivering patient centered care. Integration of current best practice approaches to the delivery of care is integral when using nursing judgment and critical thinking.

Safety and quality improvement use approaches to patient care that focus on minimizing the risk of harm to patients and providers. The use of improvement methods are important in analyzing system effectiveness.

Informatics refers to the utilization of technology and information to manage patient care, enhance decision-making and encourage communication.

Benner's Novice to Expert Theory presents a systematic way of guiding the curriculum based on the learner's knowledge and experience.

- During the **novice phase**, previous experience in nursing is minimal with the curriculum based on simple, objective concepts that are easily identified. The first semester of nursing courses builds the foundation that will be used throughout the program.

- The **advance beginner phase** shows the learner has been exposed to enough simulated and real-world situations in patient care delivery that recurrent components that have been learned are now more easily identified. The emergence in the use of clinical judgement and critical thinking is encouraged.

- The **competent phase** is where the learner can see actions in terms of plans of care and are able to work in an efficient and organized manner. During this semester, the learner is exposed to more focused aspects of care including pediatrics, maternal/infant and mental health.

- The **proficient phase** uses case studies to stimulate critical thinking and clinical judgement, including situations that are exceptions to the norm. Learners are encouraged to see situations as a whole.

- The **expert phase** is the final phase where the learner grasps the situation and understands what needs to be accomplished in providing quality patient- centered care. Using clinical judgement and critical thinking skills are at their peak. This is seen during the final semester where learners are put in situations of critical/complex care delivery and with the focus on leadership and management.

MAJOR CONCEPT THREADS

The ADN program is based on the QSEN framework. A concept-based curriculum with 18 selected nursing concepts is followed. The following concepts are represented in the curriculum model of the ADN Program:

1. Elimination
2. Oxygenation
3. Mobility
4. Perfusion
5. Metabolism
6. Nutrition
7. Repro Sexuality
8. Immunity
9. Tissue Integrity
10. Sensory Perception
11. Cognition
12. Stress and coping
13. Comfort
14. Communication
15. Leadership
16. Health Care Delivery
17. Economics
18. Legal

LEVEL AND PROGRAM OUTCOMES

QSEN competencies with Benner's Theory of Novice to Expert guiding the coursework from the beginning to graduation.

Semesters 1-2	Semester 3	Semester 4	Program Outcomes
Acquires traditional knowledge, skills and attitudes needed for the delivery of patient centered care.	Applies traditional knowledge, skills and attitudes needed for the delivery of safe, quality patient centered care.	Integrate into practice knowledge and experience of nursing in managing and coordinating quality patient centered care.	**Patient Centered Care** Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for the patient's preferences, values, and needs.

Acquires traditional knowledge, skills, and attitudes about interprofessional communication and collaboration for improving patient health outcomes.	Applies traditional knowledge, skills, and attitudes about interprofessional communication and collaboration for improving patient health outcomes.	Integrate knowledge and attitudes about interprofessional communication and collaboration to act as an advocate when delivering high quality and safe patient care as part of the healthcare team	**Teamwork and Collaboration** Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
Acquires traditional knowledge, skills and attitudes for recognizing the grounding of nursing practice in evidence.	Applies findings of evidence-based practice concepts in the delivery of safe, effective nursing care.	Integrate into practice sources of evidence-based practice to develop safe, effective nursing care based on sound evidence.	**Evidence Based Practice** Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
Acquires traditional knowledge, skills and attitudes needed for delivery of safe, quality patient centered care. .	Applies concepts of safety in the delivery of quality patient centered care.	Integrate knowledge and experience of safety measures into practice to effectively manage the safety and security of all patients across the lifespan.	**Safety** Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
Acquires traditional knowledge, skills and attitudes needed for quality improvement when delivering patient care.	Applies concepts of quality improvement to deliver patient care safely.	Integrate into practice knowledge and experience of quality improvement to manage and coordinate care delivery.	**Quality improvement** Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
Acquires traditional knowledge, skills, and attitudes about information management and technology for safe patient care.	Applies knowledge, skills, and attitudes of information management and technology that enhance the delivery of quality patient care.	Integrate into practice sources of information and technology for management of quality patient care.	**Informatics** Use information and technology to communicate, manage knowledge, mitigate errors, and support decision making.

ADN STUDENT LEARNING OUTCOMES & COMPONENTS

1. Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for the patient's preferences, values, and needs. (patient-centered care)
    a. *Deliver patient-centered care using the nursing process across the continuum of care.*
    b. *Provide patient education that reflects developmental, social, ethnic, and cultural considerations.*
    c. *Use therapeutic communication to provide holistic care.*
    d. *Develop an individualized plan of care for patients and the patient's family across the continuum of care.*

2. Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. (Teamwork and collaboration)
    a. *Collaborate with the team members to evaluate progress toward achievement of outcomes.*
    b. *Apply basic concepts of teamwork and conflict resolution.*
    c. *Recognize roles and responsibilities of the healthcare team that support effective teamwork*
    d. *Use the delegation process when working with other healthcare team members.*
    e. *Practice leadership skills to coordinate care for patient(s).*
3. Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. (Evidence based practice)
    a. *Use evidence-based practice to guide health promotion, health maintenance, and/or facilitation of healing to advance the health of patient and family.*
    b. *Create individual care plans based on patient values, clinical expertise, and evidence.*
    c. *Explain the role of evidence in determining best clinical practice.*
4. Students will minimize risk of harm to patients and providers through both system effectiveness and individual performance. (Safety)
    a. *Analyze factors that impact a culture of safety to reduce / eliminate risk or harm.*
    b. *Make clinical judgments and decisions to ensure accurate and safe care.*
    c. *Demonstrate safe nursing care within ethical, legal, and regulatory frameworks of nursing and standards of professional nursing practice.*
    d. *Demonstrate accountability for nursing care provided and/or delegated to others*
5. Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. (Quality Improvement)
    a. *Identify sources of data to promote health priority interventions while delivering care across the lifespan.*
    b. *Identify deviations from best practice by making recommendations for improvement.*
    c. *Apply national patient-safety initiatives while providing care across the lifespan*
    d. *Apply quality improvement processes to improve patient care.*
6. Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making. (Informatics)
    a. *Apply patient care technology and information management tools to support safe care.*
    b. *Use information management to protect patient confidentiality and organizational integrity.*
    c. *Evaluate sources of healthcare information for reliability, currency, and quality to support decision making.*

CHAPTER 3: ADMISSION INTO THE ASSOCIATE OF APPLIED SCIENCE IN NURSING (ADN) PROGRAM

ENTRY INTO THE ADN PROGRAM

To view the program of study for the associate of applied science in nursing program, please visit Academic Programs within the School of Nursing's website, uakron.edu/nursing.

PREREQUISITE AND ADMISSION REQUIREMENTS

Prerequisites for the nursing major can be scheduled in many ways. The traditional ADN program is laid out in one semester of prerequisite work. However, some students may distribute the requirements over a longer time period.

Admission to UA Requirements:

1. Submit an application by using UA's Online Application.
2. All transfer students must request an official transcript from each college attended.

Admission to Nursing Program:

1. Admission to the University of Akron
2. Official high school or GED and college/program transcripts (if applicable)
3. GPA of 2.5 or higher on all completed college level coursework
4. A minimum of C on all required programmatic prerequisite courses listed below. Grades of a C- or lower must be repeated. Can retake any programmatic prerequisite course only one time. Failing more than three programmatic prerequisite courses will deny entrance to the nursing sequence:

Course List

Code	Title	Hours
BIOL:200 or ANAT:206*	Human Anatomy & Physiology I or Applied Human Anatomy & Physiology I	3
BIOL:201 or ANAT:210*	Human Anatomy & Physiology Laboratory I or Applied Human Anatomy & Physiology Lab I	1
SOCIO:100	Introduction to Sociology	3
ENGL:111	English Composition I	3
PSYC:100	Introduction to Psychology	3
Total		13

*Note Biol 200 &201 or ANAT 206 & 210 needs to be taken within 5 years of applying to the ADN program

5. Basic nursing care experience by holding current STNA certification or equivalent. Equivalent for STNA would be showing competency on all STNA skills as listed in the concept and exemplar map. These skills are also found on the Ohio Department of Health STNA site. Demonstration of competency by passing an exam or completing a patient care assistant course approved by the director of the ADN program will be accepted. If test out exams are not passed at 100%, remediation of missed skills will be done. Test out exams can be retaken one time. If not successful on the second attempt, student will need to get STNA certification through the State of Ohio before entering the first nursing course.

6. Obtain a passing score (75%) on the HESI admission assessment exam (reading and math). In lieu of HESI admission assessment, if using the ACT or SAT scores, ACT score of 22 or SAT score of 1030 required and GPA requirement of 2.75.

   a. In lieu of HESI reading and math exam the following college course work will be accepted
      i. A grade of C or greater in any college Math and English, Psychology or Sociology courses. Any college English, Psychology, or Sociology course satisfies the reading component of HESI.
   b. The HESI requirement is waived if you have an associate degree or higher in another field.
   c. SAT or ACT scores need to be taken within 10 years of application to the ADN program
7. Background Checks/Fingerprinting/Urine Screen: All Nursing students are subject to yearly thorough criminal background checks and urine screen at the students' expense. Both background checks may reveal a student's unsealed and sealed criminal record. Students are required to have a yearly TB test and flu vaccine as well as maintain current BLS Certification for the Healthcare Provider through the American Heart Association.

GENERAL APPLICATION DATES

1. January start date: November 15 or until seats are at capacity
2. May start date: March 1 or until seat are at capacity
3. August start date: June 1 or until seats are at capacity
** Current capacity is at 30 students
** Program will currently only be accepting students for a January start date, but as program grows August and May start dates will open up.

TRADITIONAL ADN TRACK

The School of Nursing (SON) admits approximately 30 ADN students (seats) in the fall of each year. Students applying to the University of Akron who intend to study nursing will be evaluated and admitted according to the following criteria:

Traditional ADN Admission Consideration Categories

Priority Pool: Students who were admitted or transferred to the College of Health and Human Sciences (CHHS) before the first day of summer semester are considered in this category. Students placed in this category must have successfully passed all pre-requisites courses according to the SON admission criteria on the first attempt. Students will then be prioritized by pre-requisites science GPAs. Most of the available seats are filled from applicants in this category.
Caution: All students in the above category should be aware that during high application years, students at the low end of the priority list (low science GPA) will most likely receive wait list letters.

Second Pool Admission Category: Any student who repeats a pre-admission science class will be placed in this category. Students in this category are prioritized by science GPA. The top 5 students in this category whose science GPA is above the Priority Pool admission cut off will be offered a seat in the major.

Provisional Admission Category**:** Students finishing prerequisites in Summer I and/or Summer II can still be considered for admission pending successful completion of the summer courses, meeting the admission criteria listed above, and available space in the courses for the fall semester.
Caution: All students in the Provisional Admission category should be aware that admission may be closed before summer classes are completed. During high application years, students in the Provisional Admission Category will receive denial letters immediately.

Students from other institutions can transfer to CHHS when they have met the following transfer criteria:

- 2.5 minimum cumulative college GPA from an accredited college or university
- 12 semester hours of coursework from an accredited college or university
- One prerequisite natural science
- No prerequisite grade below "C"
- Students should follow all policies and procedures of their advising home in processing an Inter College

Transfer (ICT).

Military personnel
Military personnel will go through the traditional ADN program and meet the same admission criteria for School of Nursing. The University reviews military American Council on Education (ACE) credit. The process for military applicants can be found on the University website

Nursing Transfer Credit

Students requesting to transfer in a nursing course to the ADN program would submit the following to the ADN Admissions, Student Progression, and Curriculum Committee for review. This committee will review requests on a case-by-case basis.

1. Syllabi for each course that includes course objectives, credit hours, course description, assignments, and content outline.
2. Transcript with grade earned.

Non-nursing Transfer Credit

Non-nursing courses can be transferred following the University of Akron credit transfer policy. See https://www.uakron.edu/transfer/plan for more information.

Student Notification of Admission Status for Entry into the Nursing Major
The traditional ADN major begins every fall semester, but as class sizes grow January and May start dates will open. Students must be active University of Akron students during the spring semester prior to the fall in order to apply for fall semester. Students will be notified of their admission status in late June. Admission status includes being offered a seat in the major, being placed on the "wait" list, or being denied a seat in the major. Those accepted into the major will receive a packet of information directing them to collect and submit the needed documentation for eligibility to attend clinical, uniform requirements, and notice of an orientation session usually taking place during the summer.

Scheduling Note: First year students are advised to schedule all their semester 2 co-requisite classes as early as possible during open registration. Students should avoid registering for co-requisite classes that conflict with the 2nd semester nursing classes. Please study the nursing schedule of classes carefully. Plan several scheduling options that might work for you. Students will not be able to schedule their nursing classes until **after attending** Orientation where registration instructions will be given.

TRADITIONAL AND NURSING ORIENTATION

All students admitted to the traditional ADN program are required to attend a mandatory orientation program. Students will be notified of the exact day and time.

UNIVERSITY ORIENTATION

All students new to The University of Akron will attend a New Student Orientation (NSO). Advisors in the CHHS Student Success Center will present college and program information, as well as assist students in preparing their schedule for the coming term.

TRANSFER STUDENTS: A student must be accepted by The University of Akron (UA) and have all course work applicable to the Nursing requirements evaluated by the respective UA departments with a copy of the departmental approval on the file by August 1st of the year of entry into the School of Nursing. All transfer prerequisites will be combined and averaged with those earned at the UA. Transfer students who have been dismissed or failed a clinical nursing course from another Associate Degree Nursing program at another institution are not eligible to apply as a transfer student to the UA nursing program. Students who have been dismissed or failed a clinical nursing course from a Baccalaureate of Science Nursing Program are eligible to

apply as a transfer student to The University of Akron's nursing program. To be considered for transfer, applicants still need to meet all the admission standards. The Associate Degree Nursing Program reserves the right to admit or deny applicants. Being admitted as a transfer student is dependent on seat availability. If a student is accepted for transfer into the UA nursing program, after being dismissed or having failed a clinical nursing course from a Baccalaureate of Science Nursing Program, they will be required to complete all professional courses (i.e., nursing courses) in the curriculum plan regardless of previous professional courses that have been completed.

CHAPTER 4: PROGRESSION WITHIN THE ASSOCIATE OF APPLIED SCIENCE IN NURSING (ADN) PROGRAM

CHANGE OF REQUIREMENTS

Any changes in the Nursing Curriculum will be implemented with the new incoming School of Nursing class. New students are notified via the School of Nursing Website and in recruitment activities. This information will be in the program of study for incoming students. Once a student starts the nursing program, the student will follow the curriculum that was posted upon entrance to the program.

The program shall not implement changes to policies or requirements for student progression, or requirements for completion of the program, regarding students enrolled in the program at the time the changes are adopted. Program policy changes not reflected in progression or requirements for completion of the program, will be communicated to current students via email and announcements placed in ADN Brightspace page.

NURSING CONTRACT

Policy:

- On admission to the nursing major, the student must adhere to the planned sequence of study as per the signed contract between the student and the School of Nursing.
- The student must fulfill the requirements for the associate degree within a period of four (4) years of the contract date.
- A student who re-enrolls in the nursing program after withdrawing must have a revised program of study on file.
- A student who fails a nursing course must have a revised program of study on file.

Procedure:

- A student who is unable to adhere to the planned sequence of study must meet with the ADN program director to discuss the reason for the revised program of study and develop a new contract.
- The student who does not complete the planned sequence of study within four (4) years from admission to the School of Nursing must petition the program director for an extension of the contract.
- Re-enrolled students must meet with the director of the ADN program to revise their program of study in the first week of the semester in which they return to the school. Copies of the revised program are placed in the student file and given to the student.

ACCEPTABLE ACHIEVEMENT IN REQUIRED PRE-REQUISITE and CO-REQUISITE UNIVERSITY COURSES

Policy:

- A grade of C or higher must be earned in pre-requisite and co-requisite university courses required by the ADN program. Pre-requisite and Co-requisite university courses must be repeated if a grade of C- or below is earned.
- Repeat of pre-requisite or co-requisite university courses and a grade of C or higher must occur before student can progress to the next level of the program. Students can repeat pre-requisite and co-requisite courses only once and must achieve a C or above in the course in order to continue in the ADN program.

Procedure:

- Student must enroll for repeat of the university course.
- Student will be denied advancement to the next level of the nursing program if a grade of C- or below is earned in a pre-requisite or co-requisite university course required by the ADN program.

REPEATING PRE-NURSING AND PRE-SCIENCE COURSES TO RAISE GPA

Repeating grades of "C" in the science prerequisite courses might be an option for a pre-nursing student to consider. Such repeats are tagged as "illegal" since the student has technically passed the class, however, a 3-credit hour "C" can greatly depress a science GPA. Replacing a "C" with an "A" would improve the student's chances of getting a seat in the major next year. Keep in mind that Financial Aid may not count or pay for these repeated credits and therefore the tuition would need to be covered at the student's own expense.

REPEATING PRE-NURSING, PRE-SCIENCE, CO-REQUISITE COURSES DUE TO FAILING A COURSE

Prerequisite Science Repeat Policy

- If a student fails to pass or does not pass a prerequisite science course with a competitive grade they are allowed to repeat the course for a change of grade *one time only*. If a student must take a science course for a third time in order to earn a grade of "C" or higher, the student will NO LONGER be eligible for consideration for the nursing major until the first science course is five years old. This policy includes the repeating of a course originally taken at another institution or vice versa.
- It is the intent that any students needing to repeat any required course take immediate action toward remediation of study skills and/or foundational knowledge deficits. This may involve taking workshops in specific skills offered by the Counseling and Testing Center, working with tutors on a regular schedule, taking a preliminary or lower-level course in that subject area before repeating, and/or taking an Applied Study Strategies course if offered for the course in question. Students are strongly encouraged to meet with their adviser or ADN program director to devise a specific course of action. Simply retaking the course and following the same routine as was used previously (which resulted in unsatisfactory) is not likely to lead to success.
- It is in every student's best interest that they enter the nursing major in possession of the most effective study skills and most solid curricular foundation possible.

Co-Requisite Repeat Policy

- The same repeat policy as above has been established for successful progression through the co-requisite courses. If a nursing student does not successfully complete a co-requisite course the first time it is taken, the courses can be repeated *one time only.* If a grade of "C" or better is not earned the second time, the student will be dismissed from the ADN program.

ACCEPTABLE ACHIEVEMENT IN NURSING COURSES

Students must achieve a grade of C+ (77%) or better in theory and satisfactory in clinical to successfully pass clinical courses. If a student fails clinical and passes theory, the student will receive a C- for the course resulting in not passing the course. If a student passes clinical but achieves below 77% level in theory, the student receives the letter grade that corresponds to the percentage earned. A minimum nursing GPA of 2.3 must be maintained to progress through the nursing courses. The nursing GPA is calculated based on grades achieved in the required nursing courses.

GRADING SCALE

Grades will be based on a 100% scale. The faculty will use 2 decimal points. Rounding will not be done on any grades.

A	-	93---100
A-	-	89---92.99
B+	-	86---88.99
B	-	83---85.99
B-	-	79---82.99
C+	-	77---78.99

C	-	73---76.99
C-	-	69---72.99
D+	-	66---68.99
D	-	63---65.99
D-	-	59---62.99
F	-	0---58.99

EXAMINATIONS

Policy

- All students are expected to take examinations at the scheduled time. Any exceptions must be approved by the faculty prior to the scheduled date of the examination. An examination may not be retaken by a student for improving a grade. Make-up examinations are not routinely given except in extenuating circumstances. Final exams are subject to this policy as well. All final exams will be comprehensive.
- Faculty has the right to designate the content, duration, and method of testing involved.
- To pass a course, students must earn an overall total of 77%. See individual course syllabi for specific graded requirements.
- Students are responsible for reading the course syllabus for specific course information.
- All students will be testing on their own personal laptop computer or via paper and pencil tests provided by the faculty. All tests for nursing courses will occur in person during class time in the assigned class or in the Computer Based Assessment and Evaluation (CBAE) room. Remote or home exams are not permitted.
- No questions will be answered during exams. Exceptions may be made for grammatical or formatting related errors.
- Students who arrive late for the exam will not be compensated for missed time. If any student has completed the exam prior to the arrival of the late individual, the late individual will need to schedule an alternative exam at a new agreeable time to the faculty member.
- No Baseball caps, hoods, or head coverings may be worn during exams. The exception to this role is a religious head covering.
- Students will sit in every other seat or as directed by faculty. All personal belongings must be placed in the area designated by the faculty (e.g., the front of the room). No eating or drinking will be permitted during exams with the exception of a documented medical condition.
- Calculators are permitted for testing unless specified by faculty. Basic electronic calculators which only add, subtract, multiply, and divide may be used during exams. Calculators must be checked by faculty prior to the exam. Use of graphing or scientific calculators will constitute cheating and will result in failure of the exam and/or the course. No sharing of calculators will be permitted.
- After students have finished their exam, they will leave the examination room and are NOT permitted to return until all students have completed the exam.
- The School of Nursing uses private exam review. If a student wants to review the content missed on an exam, the student should schedule a meeting with the course faculty.
- Exam questions are confidential and therefore should not be discussed. Under no circumstances should exam questions be discussed via email or other forms of electronic communication with faculty. Failure to comply with these guidelines will constitute cheating and will result in failure of the exam or course. All exam reviews must be in person to ensure test security.
- No personal audio equipment or communication devices of any kind may be used during testing. Cell/mobile/smart phones, smart watches, fitness bands, pagers, jump drives, cameras or any other electronic devices MUST be placed in the designated area. Any student caught with these items during examination will receive a zero for that exam. All cell phones must be turned off.
- University policy regarding suspected cheating will be strictly enforced.

Specific guidelines for testing using paper and pencil

- The scantron will be used to determine final answers.

Specific guidelines for testing using personal laptop

- For 200 level nursing courses, students will be unable to return to previous questions. This is to ensure students are testing in the same manner as the NCLEX-RN.
- Once a student saves their answers and "logs out," the program will not permit the student to re-enter or modify the answers and these answers are considered final. If a student did not complete all questions and logs-out, the student will not be allowed to re-enter the exam and the questions unanswered will be marked as incorrect.
- Before taking the test, students will need to do the following:
    - Operating System Updates**:** Make sure the laptop has necessary updates prior to coming in for testing. If you normally or recently have received a prompt regarding updates on your computer, you should install these updates to prevent your Lockdown Browser session from crashing. On the day of the testing and before taking the test, completely shut down, start, and then again shut down the laptop to make sure no delays due to system updates or any other similar issues.
    - Respondus Lockdown Browser: Students must have the latest version of the Respondus Lockdown Browser installed.
    - WIFI signal: Students should ensure to connect to “eduroam” wifi signal. Any other wifi network listed on campus will not have enough bandwidth to access Brightspace when using the Lockdown Browser.
    - Power: **It is important to fully charge the laptop and bring the power cord to the classroom.** There are limited outlets in the classroom. The School of Nursing is not responsible for laptop failures during an exam and will not provide a back-up laptop or power cord.
    - Before clicking on the exam, close **all open applications/programs** to prevent unexpected closing of the Respondus lockdown browser, thereby losing access to the exam. Applications that may cause issues include but are not limited to social media, Facetime, iMessage, WebEx, Zoom, Skype, any SMART Technologies software, or anything similar to these applications or in the specified types above.
    - Exam start times will not be delayed due to individual student computer issues.
- If a student experience hardware or software problems during the exam, notify the proctors immediately by raising your hand.

Makeup Procedure

- Each course will determine its make-up policy on exams and quizzes.
- Course faculty must be notified prior to the scheduled date of the examination if it will be missed.
- Students must contact faculty on the day of their return to school to schedule a make-up of the exam.
- Faculty require documentation of reason for absence.

Security of Examinations

All School of Nursing examinations are considered secured property of the School. No test items, including individual test questions are to be circulated or in the possession of any student. Students possessing any of these materials from course examinations will be dropped from the course and will be referred to the School’s Director for determining continuance in the School.

All course examinations shall be retained for a period of one full semester following the students’ completion of the course. At the end of that semester, the answer sheets are destroyed. Any discussion concerning test questions must be done face to face with the course instructor(s). No e-mailing, texting, or telephone discussion of test questions is permitted.

ACADEMIC PROGRESSION IN THE NURSING COURSES

- At any point in their course of study in the School of Nursing, students are expected to notify The ADN program director and their instructor(s) immediately of any extenuating circumstances that would interfere with their ability to successfully complete the course requirements.
- Extenuating circumstances include illness or death of a significant other, severe psychosocial stressors, and/or financial hardship. This provides the student the opportunity to explore options available to the student which might prevent failure (C or below) in any nursing course.
- The following policies will answer questions about policies related to academic progression.

DROPPING A NURSING COURSE

Policy

- During the add/drop period, a student may drop a course without penalty. Up to the midpoint of the course, a student who is neither repeating the course nor on probation may withdraw but may need the signature of the ADN program director or their designee in the School of Nursing. The administrator will notify the faculty teaching the course and clinical instructor when applicable. This withdrawal will be recorded on the transcript as a "WD". Withdrawal from a core nursing course may significantly delay completion of the nursing program.
- The drop/withdraw dates are listed on the Office of the University Registrar website for the regular 15-week, 8-week, 5-week, and summer sessions.
- After the midpoint of the course the student may be permitted to withdraw from nursing courses only in the event of verifiable extenuating circumstances. The student must meet with the Assistant Director or another nursing administrator to request a withdrawal from a nursing course.
- A student who is either repeating a course and/or on probation will not be permitted to withdraw at any point in the course they are repeating because of continued unsatisfactory performance.
- A student who fails to attend a course without officially withdrawing from it will receive a grade of "F".

Procedure:

- If extenuating circumstances exist, the student must provide proper documentation of the circumstances to the ADN program director or their designee in the School of Nursing.

NURSING COURSE FAILURE

- Student will fail a nursing course when a grade of C or below is received in the course or does not meet the passing criteria outlined in the course syllabus
- A student failing a nursing course based on clinical performance will receive a grade of C- in the course. Criteria for a clinical failure are:
    - Student is dismissed from a clinical agency due to unprofessional or unsafe behavior and course faculty have validated the rationale for the dismissal.
    - Student does not meet the clinical objectives
    - Student accrues 9 or more points on the Clinical Attendance and Performance Tool.
    - Student does not complete the required clinical time outlined in the course syllabus.

NURSING COURSE REPEAT POLICY

Policy:

- A non-passing grade (C or below) earned in any course in the School of Nursing may not be removed by re-examination or by writing a paper or by taking an Independent Study course.
- If a student receives a non-passing grade (C or below) in a clinical course, the student must repeat and successfully pass the course. The repeat may or may not be able to be accommodated immediately following the failure.
- The students must repeat and successfully pass the unsuccessful nursing course before progressing to the next nursing course.

- Enrollment in the nursing course to be repeated will be dependent on space availability and may not be in the same semester or academic year.
- A student who fails a nursing course must have a revised program of study on file.

Procedure:

- The first time a student fails a nursing course (C or below), the student will meet with the ADN program Director to discuss resources available through the Counseling and Testing Center and at the school to improve study skills and success in nursing courses. The student will be given an academic plan outlining when the course will be repeated. The student will be given a revised program of study with their new program completion date. A student who fails the same nursing course a second time will be dismissed from the School of Nursing.

- The second time a student fails a **different** nursing course (with a grade of C or below), the student will meet with the ADN program director, to discuss resources available through the Counseling and Testing Center and at the school to improve study skills and success in nursing courses. The student will be given an academic plan outlining when the course will be repeated. The student will be given a revised program of study with their new program completion date. A student who fails the different nursing course a second time will be dismissed from the School of Nursing.

- The third time the student fails a nursing course (C or below in any nursing course) the student will be dismissed from the School of Nursing.

Although the first grade remains on the transcript, it is no longer computed into the Nursing GPA.
The second grade is recorded and used to compute the new Nursing GPA.

INCOMPLETES IN NURSING COURSES

Policy*:*

- An incomplete may be given at the option of the instructor, or when, because of seriously extenuating circumstances, the student is unable to complete the last requirements of the course.
- Students may not register for the next clinical course until the incomplete is removed.

Procedure:

- To remove the incomplete, the instructor who assigned the incomplete must evaluate the required work and process the grade forms.
- The university policy regarding incompletes will be applied.

NURSING STUDENT PROBATION POLICY*:*

- A student whose Nursing GPA falls below 2.3 will be placed on academic probation and notified of the probation by the School Director.
- A student may have only one probationary semester while in the nursing major.
- A student on probation must attain a Nursing GPA of 2.3 or higher at the completion of the next semester to remove academic probation and progress in the nursing program.
- Failure to remove academic probation at the completion of the semester will result in dismissal from the School of Nursing and will need to change their major.

Nursing Student Probation Procedure:

- The Nursing GPA will be calculated after completion of each nursing course.
- The student will be notified by letter from the School Director after the completion of the probationary interval concerning continuance in the School or dismissal.

NURSING STUDENT DISMISSAL POLICY:

- A student who fails a co-requisite course a second time will be dismissed from the School of Nursing
- A student who's nursing GPA falls below the required 2.3 for a second time will be dismissed from the School of Nursing
- A student who fails (C or below) two different nursing courses and can repeat them and upon successful completion, can continue in the nursing major. If the student fails a third nursing course the student will be dismissed from the School of Nursing even if a 2.3 nursing GPA is maintained.
- A student who fails the same nursing course a second time will be dismissed from the nursing program.
- A student will be dismissed for unethical professional conduct or conviction of a felony.
- A student may be dismissed for unsafe practice in the clinical area.
- A student may be dismissed for Academic Dishonesty. See University Policy in the current Undergraduate Bulletin. Also see Student Code of Conduct at http://www.uakron.edu/sja/index.php.
- A student who falsifies any documents submitted as evidence of meeting clinical requirements will be dismissed from the School of Nursing
- A student who is dismissed from the School of Nursing will not be granted readmission.

Nursing Student Procedure:

- Students must meet with a College of Health and Human Sciences advisor when dismissed from the School of Nursing to decide on either a change of major or a change of college.

WITHDRAWAL FROM THE NURSING PROGRAM

Policy

- A student may withdraw only one (1) time from the nursing program of study. Students withdraw from the School of Nursing for a variety of reasons and may request permission to return. Any student withdrawing from the program of study for a period of 6 calendar months will be required to meet with ADN program director to discuss options for returning.

Procedure

- Withdrawal Interview is required:
- Schedule an appointment with the ADN program director.
- Explain reason(s) for withdrawal.
- Establish anticipated return to the School of Nursing.
- A completed Withdraw/Return Form (see appendix C) is filed in student's academic file.
- Failure to complete this procedure may impact the student's ability to re-enroll (See Appendix C)
- Any student's absence that would extend their time past the date of their contract period, may be required to reapply for admission to the program.

REENTRY INTO THE NURSING PROGAM

Policy

- Students who have withdrawn from core nursing courses ***must*** petition in writing for re-enrollment to the ADN program director.
- The student's record will be reviewed by the ADN program director for appropriate placement within the current curriculum. (Refer to Contract Policy)
- Re-enrollment is based on prior record and space available basis.
- Re-enrollment requests will not be granted for students dismissed from the School for academic reasons such as, but not limited to, failure to remove probation, failing grades in core nursing courses, or unsatisfactory clinical performance. Readmitted students must meet the curriculum requirements effective at the time of readmission.

Procedure:

- Students who want to return to the program after withdrawal, need to contact the ADN program director.
- To apply for re-enrollment, the student must initiate a written request to the ADN program director no later than November 1 for spring and summer and April 1 for fall re-entry. This request is mailed or e-mailed to the ADN program director.
- The written request must contain the following information:
    - The semester of the requested re-enrollment and courses involved
    - The last semester of enrollment in the School of Nursing and the last courses completed and grades received.
    - Original admission date into the School of Nursing and contract completion date.
    - Academic standing within the School of Nursing at the time of withdrawal including earned nursing GPA.
    - The ADN program director will review the student request and the student record within a 60 day period of receipt. The student may schedule an interview with the ADN program director to supplement the request and add to the record.
- The ADN program director will determine if the student shall be re-enrolled based on prior record and space available in the course.

If there are more than one request to return than available course spaces, individuals will be ranked according to:

- Merit of the request
- The student's prior nursing GPA
- The student will be notified in writing of the ADN program director's decision by the ADN program director.

CHAPTER 5: ACADEMIC RULES, POLICIES, AND PROCEDURES

STUDENT PROBLEM-SOLVING PROCESS

The School of Nursing takes very seriously its commitment to students' rights and due process. For this reason, the following process has been designed. When an academic or administrative problem arises which does not violate the Student Code of Conduct, the steps of this process should be started as soon as possible and completed before filing a written appeal. It is hoped that the problem will be resolved informally early in this process.

The steps of the problem-solving process are:

- The student should make an appointment with the instructor or person involved.
- Discuss resolution of the problem with the instructor or involved party; a decision is filed by the instructor or involved party in student's file after the meeting.
- If the problem remains unresolved, the student should make an appointment with the ADN Program Director or the Executive Director of the School of Nursing.
- Discuss resolution of the problem; ADN Program Director files decision in student's file.

STUDENT GRIEVANCE PROCESS

When a problem remains unresolved after meeting with the ADN Program Director, a written request for an appeal may be filed with the School Executive Director. The required form is only available through the Student Success Center.

All pre-nursing students should meet with their advisor for direction and assistance with implementing this procedure.

Appeal Criteria

A written appeal should provide evidence of one of the following:
A violation, misinterpretation, or inequitable application of a School of Nursing policy or procedure
A violation of the student's academic rights as defined in The University of Akron's Statement of Rights and Responsibilities 3359-42-01
https://www.uakron.edu/ogc/UniversityRules/university-rules-by-number.dot

Important Note: A grade assigned by an instructor is not appealable except in cases of unfair treatment that includes mistake, fraud, bad faith or incompetency.

A student may not be enrolled in a clinical course while an appeal about **dismissal** from the School of Nursing is pending.

The process for filing an appeal **MUST** be followed as described below:
Obtain a School of Nursing Appeal Form
File the Appeal Form with the School Executive Director within 10 days of date on dismissal letter or within one week of picking up the form for all other issues.

Initial Review of an Appeal

Upon receipt of the appeal, the School Executive Director will transmit a copy of the appeal to the parties whose decision(s) has (have) been appealed, the ADN Program Director, and the Chair of the Student Appeals Committee. All documents pertinent or related to the appeal shall be kept in a Student Appeal file, numbered consecutively for each calendar year. The file shall be made available only to members of the Student Appeals Committee, the ADN Program Director, and the School Executive Director. The file shall not be made available to other parties except as provided by law.

The Student Appeals Committee will determine whether the criteria for an appealable issue/problem are met and note to accept or reject the appeal. The student, all involved parties, the ADN Program Director, and the Executive Director of the School of Nursing will be notified of the Student Appeals Committee's decision by the chair of the Student Appeals Committee.

Investigation & Hearing of an Appeal
If an appeal is accepted for further investigation, the student will meet privately with two Student Appeals Committee members prior to the hearing. The other involved parties will also meet privately with two other Student Appeals Committee members prior to the hearing.

In a closed session the Student Appeals Committee shall conduct a hearing of the appeal. Persons who may attend and their type of participation are:
Student- The student may speak on his or her own behalf.
Support person for student- This person may attend but may not speak.
School of Nursing members shall appear upon request of the Student Appeals Committee and speak on the issue/problem.
No attorney may be present at the hearing in a legal capacity.

Appeal Decision and Recommendation
Upon completion of the hearing, the Student Appeals Committee will immediately send its recommendation to the Executive Director of the School of Nursing. The Committee will send a copy of its recommendation to the student, the person whose decision is being appealed, and the ADN program Director. A copy will be placed in the Student Appeal File. The recommendation may be one of the following:

- Find in favor of involved parties.
- Find in favor of the student and create recommendations for resolution.

The Executive Director shall review the Student Appeals Committee recommendation and take one of the following actions:

- Accept the recommendation.
- Accept the recommendation with modification.
- Reject the recommendation and formulate his or her own resolution.

The Executive School Director will notify the student, the person whose decision is being appealed and the ADN Director in writing of the Executive Director's decision. A copy will also be placed in the Student Appeal File.

Further Resolution if Necessary
If the student deems the issue/problem unresolved after receipt of the Student Appeals Committee recommendation and School Executive Director's response, the student may make an appointment with the School Executive Director to discuss and resolve the issue/problem in person. After this meeting the School Executive Director shall decide on a course of action and notify the student, the person whose decision is being appealed, and the ADN program Director of the final decision.

If the student deems the issue/problem to be unresolved after receipt of the School Exectuvie Director's decision, the student may contact the Dean of the College. The UA Provost's Office is the final destination of any unresolved appeals.

STANDARDIZED ASSESSMENT/ACHIEVEMENT TESTS

Each student is required to take a variety of standardized Achievement Tests in the program. By completing these tests, the student will become familiar with licensing program format and will be able to identify personal strengths and weaknesses. The tests also provide program feedback. Faculty assigning the achievement tests may require remediation. The costs of these achievement tests are included with the course fees. Information about these tests will be offered during the program.

CLASS CANCELLATION POLICIES

When all campus classes are cancelled, announcements will be made on UA e-mail, radio and television stations. Students may call the University Emergency Information number (330) 972-SNOW and sign up for text messaging service.

It will be the responsibility of the student to notify the clinical instructor (or designated agency individual) if it is impossible to make it to the clinical agency, or if they will arrive late. Since students come from a variety of directions it is impossible to know what conditions are like in each section of northeast Ohio, therefore, students will be expected to determine if travel is a wise decision. All clinical time missed must be made up.

Snow Day/University Closure Policy

If The University of Akron closes for a snow day students will not attend clinical if the closure occurs before the clinical day begins.
If The University of Akron closes for a snow day once students are already in the clinical setting, the clinical instructor and students may decide whether to stay in clinical or leave for the day. If the clinical instructor decides it is best to leave, all students must also leave the clinical setting. If the clinical instructor decides to stay, students may stay or leave using their judgement regarding what is safest for their particular situation.
If classes are cancelled due to an occurrence specific to a problem at The University of Akron campus that does not affect surrounding hospitals/clinical sites, students will still have clinical.
If classes are cancelled but other university activities are still being held (such as sporting events), it will be the responsibility of the course coordinator to decide whether to hold clinical. No student will be required to attend if he or she feels their particular situation is not safe.
If students perceive their safety to be at risk and decide not to attend or to leave clinical, they will make up the clinical hours at an available time or during finals week.
In the case of a snow day, students who are scheduled to work with an individual preceptor in the clinical setting should decide whether to attend based on their individual judgement regarding safety.

FACULTY EVALUATIONS BY STUDENTS

Students will be provided with an opportunity to evaluate the lecture and/or clinical teaching of faculty. Standardized faculty and course evaluations are available for students to complete on the university's electronic course evaluation system. Students will be provided guidelines to follow when filling in the evaluation form. Faculty members do not handle the collection of these forms. Results of student evaluations are not distributed to the appropriate faculty member until after final course grades are submitted.

STUDENT EVALUATION

Students are evaluated in course, clinical, and lab. Course grades are maintained in Brightspace where the students can access them at any time. Faculty do test reviews for all students who are not satisfactory and any students who request a review following a test. Clinically students are evaluated by faculty throughout the rotation, along with a written evaluation at the midterm and final. If a student is having difficulty in clinical an advisor note is written, shared with the student, signed by both the student and faculty, and placed in the student's file.

Associate Curriculum Operating Procedures

Texts/Syllabi:

1. All sections of a course will use a similar syllabus containing the same objectives and content.
2. All sections will use the same text.
3. Course information packets, readings, study guides and handouts should be used according to individual instructor discretion.
4. Faculty should post as much as possible on BrightSpace.

Clinical Evaluations:

1. Each course will use a common format for the clinical evaluation tool. The format will be consistent with the current QSEN competencies and are provided to students in the course syllabus. Completed evaluations are placed in the student's file.
2. Grading designations if "S" (Satisfactory) and "U" (Unsatisfactory) will be used as grades for the final clinical evaluations.
3. Student self-evaluation of clinical performance is required at midterm and final. Students will follow the guidelines for self-evaluation on the clinical evaluation form.

Testing:

1. Common examinations should be used in multiple-section courses.
2. Test review may be done following a test to provide instant grade feedback and/or at a later time to review problem content areas. The method of test review is faculty prerogative.

Syllabus:

1. All courses follow the standardized form for course syllabi.

Faculty and Clinical Site Evaluations:

1. The lead faculty member for the course reviews the teaching assistant evaluations and takes appropriate action. Clinical site concerns are brought to the attention of the ADN Program Director and/or their designee in the School of Nursing.

Laboratory evaluations are completed after each lab session on the skills learned that day.

USE OF MOBILE DEVICES

Mobile devices and the software that accompanies them provide nursing students with access to information that will enhance their ability to provide safe, quality care. Therefore, The University of Akron School of Nursing will require all ADN students to use a mobile device equipped with a nursing reference software package.

Guidelines for use of Mobile Devices

The American Nurses Association (ANA) and the National Council of State Boards of Nursing (NCSBN) have established guidelines that relate to the use of mobile devices. "Nurses" should be understood to include licensed practicing nurses as well as nursing students, who are being prepared by the School to become practicing nurses and as such will be held to these standards of practice.

School of Nursing Policies for the use of Mobile Devices

Based on the guidelines outlined above and The University of Akron Code of Student Conduct, the following policies shall apply to the use of mobile devices by the students in the clinical setting, classroom or learning resource center (LRC)

- Use of any mobile device must follow all protocols and policies of clinical site.
- Personal phone calls and text messages are permitted during break periods away from patient care only in an area deemed acceptable for use by faculty.
- It is never appropriate to take a picture or video of anyone in the lab or clinical setting.
- Do not access the Internet for anything other than to retrieve information necessary to provide care.

USE OF SOCIAL MEDIA

ANA: Principles for Social Networking

- Nurses must not transmit or place online individually identifiable patient information.
- Nurses must observe ethically prescribed professional patient – nurse boundaries.

- Nurses should understand that patients, colleagues, institutions, and employers may view postings.
- Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
- Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
- Nurses should participate in developing institutional policies governing online conduct.

NCSBN: A Nurse's Guide to the Use of Social Media

- First and foremost, nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Nurses are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Do not share, post or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
- Do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Do not refer to patients in a disparaging manner, even if the patient is not identified.
- Do not take photos or videos of patients on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.
- Maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.
- Consult employer policies or an appropriate leader within the organization for guidance regarding work related postings.
- Promptly report any identified breach of confidentiality or privacy.
- Be aware of and comply with employer policies regarding use of employer-owned computers, cameras and other electronic devices and use of personal devices in the workplace.
- Do not make disparaging remarks about employers or co-workers. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.
- Do not post content or otherwise speak on behalf of the employer unless authorized to do so and follow all applicable policies of the employer.

NON-SMOKING POLICY

The University of Akron has established a non-smoking policy for students, faculty, staff, and visitors. Mary Gladwin Hall (MGH) and MCUC campus are designated as non-smoking buildings. Students in the School of Nursing are expected to comply with the intent of the University's policy and Ohio law as well as to smoking policies established within the health care settings to which they have been assigned.

SUBSTANCE ABUSE POLICY

Any nursing student undergoing medically prescribed treatment involving a chemical or natural substance which may limit the nursing student's ability to perform the required tasks must report that treatment to his/her professor prior to participating in activities in the classroom, laboratory, or clinical setting. Upon such disclosure, the faculty member shall accommodate the student's potential impairment in that setting. Failure to report this to the faculty may be cause for appropriate disciplinary action under these procedures. It is the

nursing student's responsibility to determine from his/her physician whether a prescribed substance may impair performance. Any information provided by the nursing student shall be kept confidential.

Rationale and General Statement
The School of Nursing requires that nursing students at all times be capable of providing safe and effective patient care. To that end, the School of Nursing is committed to a substance-free workplace and environment. This means that nursing students must not be impaired by any substance during any part of the nursing program, including classroom work, laboratory assignments, and community based clinical settings in which nursing students participate

Therefore, any situation where a nursing student's ability or performance is impaired by a chemical or natural substance, faculty will act to protect the safety of the patients and the student.

Reasons to Suspect Impairment Include, But Are Not Limited To:

- Alcohol on breath or odor of alcohol
- Flushed face and/or bloodshot eyes
- Tremors of the hands
- Unsteady gait
- Patterned absenteeism
- Frequent breaks or disappearance during clinical day
- Repeated tardiness
- Memory lapses, difficulty concentrating, confusion
- Lack of coordination/dexterity
- Slurred or incoherent speech
- Deterioration of appearance
- Dilation or constriction pupils
- Anger, hostility, irritability, mood swings, agitation
- Presence of drug paraphernalia
- Drowsiness or sleepiness

For more information see Chapter 4723-6 Alternative Program for Chemically Dependent Nurses at http://codes.ohio.gov/oac/4723-6

PRIVACY

Standards of Individually Identifiable Health Information:
Information enacted under the Health Insurance Portability and Accountability Act of 1996 was created to address patient information privacy concerns. If you would like more information about these standards, the United States Department of Health and Human Services website, located at http://www.hhs.gov/ocr/hipaa/, has a number of resources, including a publication titled "Privacy and your Health Information," located at http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/consumer_summary.pdf.

CODE OF ETHICS

All students are expected to comply with standards deemed appropriate to the profession in the School of Nursing Code of Ethics as well as in the University of Akron's Code of Student Conduct, and in alignment with the American Nurses Association's "Code of Ethics for Nurses."

ACADEMIC MISCONDUCT

Academic misconduct is defined in the
Code of Student Conduct of The University of Akron, section D).
https://www.uakron.edu/ogc/UniversityRules/pdf/41-01.pdf
Examples of academic misconduct include, but are not limited to, the following:

Cheating
Cheating is any fraudulent, deceptive behavior including but not limited to the following:

- Seeking, acquiring, receiving, and giving information or assistance in taking quizzes, tests, or examinations, including web-based examinations, quizzes, and assignments during the examination period or releasing questions to others after the testing period. Student formed study groups and tasks assigned to student teams are not considered "cheating."
- Copying another student's work in part or in total during a test, a quiz, or for an assignment and submitting it as your own work.
- "Submitting substantially the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement, without permission of the faculty member of the course for which the work is being submitted or supervising authority for the academic requirement (UA Student Code of Conduct, section D, 1, a, ii)."
- Failure to follow instructions in syllabus concerning assignment submission and computer malfunctions; attributing "computer problems" as an excuse for late submission.
- Using a "cheat sheet" during an exam or unauthorized copies of previous exams.
- Getting help via cell phone or any electronic device during an exam.
- Professional Nursing examples of cheating:
- Falsifying patient information, i.e. vital signs.
- Signing off meds that were not given.
- Documenting an assessment that was not actually done.

Plagiarism
The Merriam-Webster Online Dictionary defines *plagiarism as*:
stealing and passing off the ideas or words of another as one's own;
using another's production without crediting the source;
committing literary theft;
Presenting as new an original idea or product derived from an existing source.
-- Merriam-Webster Online Dictionary
Plagiarism can involve any and all drafts, any and all sources regardless of the media, and paraphrasing if the source of the paraphrased thought or idea is not cited.
Examples include but are not limited to:

- Word for word use of someone else's work without citation.
- Copying a definition from a dictionary or text from a website and not citing the source.
- Buying or copying an essay on-line.
- Omitting source article from the list of sources.
- Forgetting to use quotations marks in a direct quote.
- Letting another student copy your homework answers.

For more information on avoiding plagiarism, go to https://www.uakron.edu/tutoring/bwc/resources-for-students/resources-about-plagiarism.dot

Falsifying documents:
Falsifying documents involves tampering with written or electronic records to misrepresent the reality of the situation.
Falsifying Attendance Records
Forging a signature
Scanning a student's ID when they are not present
Falsifying an "absence excuse" note or document when an absence has occurred.
Using someone else's clicker to sign them in when they're not looking.
Signing in on attendance sheet and then leaving class

Nursing examples of falsifying documents:

- Documenting care that has not been provided.
- Fabricating assessments that have not been completed.
- Verifying that a drug was “wasted” when not actually witnessed.
- Falsifying any clinical record or document.

PROFESSIONAL MISCONDUCT

Professional conduct is expected in all venues of student life: behavior inside and outside the classroom including clinical sites and environments external to them, as well as in all forms of communication, including electronic.

Hospital rules may be more stringent. Examples of violation of “professional behavior” would include but are not limited to:

- Rude, argumentative, or threatening behavior on campus or in any public place including the clinical setting.
- Profanity in oral, written or electronic communications (includes Facebook, X, LinkedIn, etc.).
- Public drunkenness, use of illicit drugs, or impairment due to legal medications.
- Posting any image or information about patients/clients on social media.

Professional Nursing examples of violations of professional conduct would be:

- Oral or electronic profanity in the workplace.
- Physical or verbal altercations on hospital grounds.

Respect:
Professionals are consistent in their display of respect for themselves and others at all times.
Examples of disrespect would include but are not limited to:

- Tardiness to class, clinical, or other engagement.
- Criticism of peers or colleagues.
- Breach of confidentiality (including electronic breaches such as Facebook, X, LinkedIn, etc.).
- Spreading of gossip or other second-hand negative or embarrassing information, including on electronic social media sites.
- Sleeping in class or clinical.
- Disruptive talking or whispering during class or LRC.
- Negative facial expressions or body language toward faculty or peers.
- Slamming of books.
- Answering cell phone or texting while in class, clinical and LRC, in a fashion that causes disruption to other students and impacts their ability to learn. In case of emergency, remove yourself from the area to respond.

Points will be added to the Clinical Attendance and Performance form as appropriate based on the situation.
Referral to the office of Student Conduct and Community Standards Ohio Board of Nursing Policies Related to Professional Conduct of Students–(OAC) 4723-5-12
http://www.nursing.ohio.gov/Law_and_Rule.htm

CONSEQUENCES FOR VIOLATION OF RULES, POLICIES, AND PROCEDURES

Academic misconduct procedure (Code of Student Conduct of The University of Akron)
An incident of academic misconduct may be resolved and a sanction assessed in a meeting between the faculty member and student. If the student and faculty member agree on the facts of the incident and the proposed sanction(s), the matter can be resolved informally. The faculty member shall confer with the Department of Student Conduct and Community Standards to determine whether any prior academic

misconduct has occurred. Written documentation of the agreement as to the facts and the sanction should be created by the faculty member, signed by the student and retained for the faculty member's records. A copy shall be sent to the Department of Student Conduct and Community Standards and the student.

If the student and faculty member disagree about the facts of the incident or the proposed sanction(s), then the matter shall be referred to the Department of Student Conduct and Community Standards for adjudication as provided in the code of student conduct.

CHAPTER 6: CLINICAL EXPERIENCES

CLINICAL LOCATIONS

Complementing a rigorous classroom education, School of Nursing students have opportunities to gain valuable clinical experiences in a variety of health care environments. Ranging from world class health organizations to intimate social service agencies, students gain the experiences necessary to make the transformative contributions to healthcare that are the hallmark of a University of Akron nursing graduate.

For our students, access to clinical experiences is critical to becoming the kind of nurse capable of transforming lives. Working with hospitals, clinics and health care agencies close to campus and throughout the region, student nurses gain the critical clinical insight and practical experiences that allow them to enter the healthcare workforce capable of being productive and engaged nurses.

CLINICAL FACULTY/STUDENT RATIO

In accordance with the OBN rule 4723-5-09 the School of Nursing will maintain a ratio of no more than ten students to one faculty or teaching assistant for direct patient care experiences. The ADN program director will ensure that this policy is followed. If the healthcare organization requires a lower ratio than above policy, the school will follow the organization ratio requirement, but not exceed the ten students to one faculty ratio.

CLINICAL EVALUATION PROCEDURES

For each clinical rotation, faculty members will provide ongoing feedback using the Clinical Attendance and Performance Form (Appendix A)
A student will receive an evaluation of “S” or “U” for clinical performance.
Each course determines clinical objectives and criteria for acceptable clinical performance.
An “S” represents satisfactory completion of clinical requirements.
The “U” represents unsatisfactory achievement of clinical requirements. An “NI” represents a needs improvement. An “NI” will only be given during a course to guide the student towards improvement. An “NI” will not be given at the end of the course.
The student must receive a grade of “S” in clinical performance to pass the course.
The student who receives a grade of “U” in clinical performance will receive a highest grade of C- for the course resulting in not passing the course and must repeat the course in its entirety before progressing to another clinical course.

CLINICAL ATTENDANCE POLICY

All clinical experiences are mandatory. It is the responsibility of the student to notify the instructor and the agency in advance if unable to attend the planned clinical experiences. Failure to notify the instructor and the agency represents a lack of professional accountability.
Any clinical absence may result in the student being asked to withdraw from the course. Make up days for clinical absences will be determined at the discretion of the instructor. Upon request of the instructor, students must present a medical permission slip that includes a statement from the physician identifying any limitations resulting from an illness.
Each clinical course requires students to sign a Clinical Attendance and Performance contract. The contract has a built-in point evaluation system to evaluate clinical tardiness, absence and other areas such as, student professional demeanor and unsafe clinical behavior. If the student accumulates 9 or more points in this contract they will receive an unsatisfactory in the nursing course associated with the clinical.

PROFESSIONAL LIABILITY/MALPRACTICE INSURANCE

Each student in the School of Nursing is required to have and maintain nursing liability insurance in the amounts of $1,000,000/$3,000,000 as a prerequisite to enter a clinical course. Cost of this liability insurance is included in course fees.

SAFE NURSING PRACTICE

Safe nursing practice is essential to all clinical courses. Safe nursing practice is defined as the application of scientific principles and nursing theory in performing nursing care. Care is provided in a reasonable and prudent manner providing for the welfare and protecting the well-being of the client. Safe practice implies thatthe student can demonstrate awareness of the potential effect of actions and decisions. Such actions and decisions shall not endanger the integrity of the client.

Policy for Safe Nursing Practice

Below are the policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723-5-12 of the Revised Code (https://codes.ohio.gov/ohio-administrative-code/rule-4723-5-12) and the rules adopted thereunder, including, but not limited to the following:

- A student shall, in a complete, accurate, and timely manner, report and document nursing assessments orobservations, the care provided by the student for the client, and the client's response to that care.
- A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviationsfrom the current valid order.
- A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reportsor time records, reports, and other documents related to billing for nursing services.
- A student shall implement measures to promote a safe environment for each client.
- A student shall delineate, establish, and maintain professional boundaries with each client.

At all times when a student is providing direct nursing care to a client the student shall:

- Provide privacy during examination or treatment and in the care of personal or bodily needs; and treat each client with courtesy, respect, and with full recognition of dignity and individuality.
- A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;A student shall use universal blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code;

A student shall not:

- Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client.
- Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- A student shall not misappropriate a client's property or: Engage in behavior to seek or obtain personal gain at the client's expense;
- Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal

gain at theclient's expense;
- Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personalrelationships.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informedconsent to the behaviors by the student set forth in this paragraph.

A student shall not:
- Engage in sexual conduct with a client;
- Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
- Engage in any verbal behavior that is seductive or sexually demeaning to a client;
- Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informedconsent to sexual activity with the student.
- A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patientother than the spouse of the student in any of the following:
- Sexual contact, as defined in section 2907.01 of the Revised Code;
- Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient assexually demeaning.
- A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student.
- A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcoholor other chemical substances to an extent that impairs ability to practice.
- A student shall not have impairment of the ability to practice according to acceptable and prevailing standardsof safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances thatimpair the ability to practice.
- A student shall not have impairment of the ability to practice according to acceptable and prevailing standardsof safe nursing care because of a physical or mental disability;
- A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice;
- A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent,unless restored to competency by the court.
- A student shall not aid and abet a person in that person’s practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medicationaide without a certificate issued by the board.
- A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform orinduce an abortion;
- A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
- A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information,or document to the nursing program, its faculty or preceptors, or to the board.

STATEMENT OF CONFIDENTIALITY:
A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

The right of privacy is an inalienable right of all persons; therefore, confidential information about the client acquired from any source is to be safeguarded. With the nurse-client relationship based on trust, the client's welfare and reputation can be jeopardized by inappropriate disclosure and the nurse-client relationship destroyed. Students are expected, without exception, to observe the client/patient's right to privacy. Serious consequences will result if the student fails to maintain this privacy. Students are reminded that confidentialityhas legal and ethical implications, and that an inappropriate break of confidentiality may expose the student toliability.

To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

A student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the students assigned clinical responsibilities.

Failure to adhere to the above policies will result in the following:

- Safe Practice is an essential requirement for progression to the next course and will be determined within the clinical faculty and clinical site personnel. Students who engage in unsafe practice will receive an unsatisfactory grade for the clinical portion of the course, resulting in a grade of "F" for the course. Students willbe counseled and may, if appropriate, be given the chance to improve within the time frame of the course.
- Documentation of unsafe practices will be formulated by faculty and discussed with and signed by students.Faculty will have the sole discretion to determine if the student is to be dismissed for the day or for the remaining portion of the course.
- Points will be added to the Clinical Attendance and Performance form as appropriate based on the situation. Referral to the office of Student Conduct and Community Standards Ohio Board of Nursing Policies Related toProfessional Conduct of Students–(OAC) 4723-5-12
- http://www.nursing.ohio.gov/Law_and_Rule.htm

STUDENT SIGNATURE ON CLINICAL DOCUMENTS
The correct student signature is "M. Gladwin, UANS" or according to the individual agency's document requirements.

MANDATORY AGENCY REQUIREMENTS FOR CLINICAL EXPERIENCE

As future nurses, there are important ethical and professional considerations of which you should be aware that convictions of egregious felonies may prevent you from being licensed in Ohio or elsewhere and may preclude you from obtaining gainful employment as a nurse. Even after obtaining your license, convictions of such crimes may cause your license to be suspended or revoked. It is therefore very important that you conduct yourself professionally and ethically as a law abiding citizen. Please take note of the following information.

All nursing students are subject to thorough screening which includes annual criminal background checks and drug screens while in the nursing program, The cost of these background checks and drug screens are the student's responsibility. All background checks may reveal a student's unsealed and sealed criminal record.

Background Checks

The School of Nursing requires a yearly background check after students are admitted and determines whether a student may be placed in clinical settings under Ohio laws. This includes the Board of Nursing's Felony Preclusion rule, which is explained below. While the School of Nursing makes every effort to work with students whose record reveals a conviction other than ones listed below, clinical sites may decline to accept the student, which could negatively impact the students' ability to successfully complete the academic program. Students with any conviction (felony) will not be considered for admission or will be dismissed from the School of Nursing. Students who are convicted of, plead guilty to or have a judicial finding of guilt for any crime subsequent to enrollment should immediately notify the School of Nursing in order to determine whether such action will negatively impact their ability to complete the program or obtain an Ohio license.

Drug Screening

All students enrolled in the School of Nursing will be required to provide a urine sample for drug screening at least annually. Agencies that accept students for clinical placement may request additional screening prior to a student being permitted in a clinical area. Additional drug screening will be required for just cause by the agency and/or by an instructor. Drug screening is done at the student's expense. Any student whose drug test shows a positive result will not be permitted in any clinical setting. If a student cannot or will not produce a specimen when asked by the clinical agency or drug screening facility, that student will be considered as testing positive for illicit drugs. The results of all drug screening are reported to the ADN Program Director in the School of Nursing.

If a student tests positive for illicit drugs upon application to the School of Nursing, the student will be denied admission to the program and may only reapply for admission in the next academic year after admission denial. At the time of reapplication, the student must show documentation of successful completion of a certified drug rehabilitation program, verified by a program counselor indicating readiness of the student to return to the program of study with prognosis for full recovery.

If a student tests positive for illicit drugs during screening after being admitted to the School of Nursing, whether during the required annual screening, screening requested by a clinical agency, or screening for just cause at the request of an instructor or clinical agency, **the student will be immediately withdrawn from the program of study for a minimum of one semester.** Prior to requesting re-enrollment, the student must show documentation of successful completion of a certified drug rehabilitation program verified by a program counselor indicating readiness of the student to return to the program of study with prognosis for full recovery. After the student has completed the required certified drug rehabilitation program, tested negative for illicit drugs, and returns to the clinical setting, random drug testing at the expense of the student will occur periodically until the student graduates from the program of study.

Ohio Board of Nursing Licensure Screening

Currently, there are eleven offenses that are *automatic bars* to obtaining a nursing license for applicants who enter a pre-licensure nursing education program after June 1, 2003. This means that the Board of Nursing (Board) is prohibited from issuing a license to a person who has pled guilty to, been convicted of, or has a judicial finding of guilt for one of the offenses listed below.

Aggravated Murder • Murder • Voluntary Manslaughter • Felonious Assault •Kidnapping • Rape • Aggravated Robbery • Aggravated Burglary • Sexual Battery • Gross Sexual Imposition • Aggravated Arson • or a substantially similar law of another state.

In addition, the Board may propose to deny an application, or place restrictions on a license granted, for a conviction of, a plea of guilty to, a judicial finding of guilt of, a judicial finding of guilt resulting from a plea of no contest to, or a judicial finding of eligibility for intervention in lieu of conviction for the following: (1) any felony (that is not an absolute bar); (2) a crime involving gross immorality or moral turpitude; (3) a misdemeanor drug law violation; or (4) a misdemeanor in the course of practice. **In regard to these four types of offenses, the Board is unable to advise or give a definitive answer about the effect a criminal history will have on the ability to obtain a nursing license in the State of Ohio.**

For information concerning the Ohio Board of Nursing licensure requirements, see

https://nursing.ohio.gov/continuing-education-and-pre-licensure/forms-and-guidelines/02-disqualifying-offenses

https://nursing.ohio.gov/licensing-and-certification/types-of-applications/licensure-by-examination-nclex

Additional mandatory agency health requirements:

Upon admission to the School of Nursing a student must submit to the School of Nursing as directed by the Records Specialist,

- A completed health physical form documenting a recent physical examination (within the last 4 months). A copy of a physical exam (within the last four months) from places of employment, military, etc. can be submitted.
- Tuberculin (TB) testing is to be done **YEARLY.** Initially, proof of a two-step Mantoux is required. Once the two step Mantoux is documented, all subsequent yearly testing need be only a single step Mantoux *unless one of the following exceptions apply:*
    - If students have a positive Mantoux, they will need to provide results of a chest x-ray upon admission and sign an annual follow up form found in the orientation packet. (Appendix B)
    - If students have had BCG vaccine, they must have a single TB test plus a chest x-ray.
- Submit a document verifying the dates when the student received the following immunizations: Measles, Mumps, Rubella (MMR), Varicella, Hepatitis B, and Tdap (Tetanus-Diptheria-Pertusis) vaccinations. In the event that the student does not have the dates for these immunizations or had the specific disease, the student may have blood drawn for titers. Contact the Records Specialist before having titers drawn.
  It is the student's responsibility to have the Tdap updated if a booster is required while in the nursing program.
- Submit a copy of student's COVID Vaccination card or health exemption
- Submit a copy of the student's current American Heart Association BLS (Basic Life Support for the Provider) CPR certification/recertification.
- Annual Flu immunization will be required during the appropriate season. Watch your e-mails for deadline.
- Yearly background check (See Background Check Policy)
- Yearly drug screening is required for all students. (See Drug Screening Policy)
- Proof of health insurance.
- Other requirements may be added as stipulated by contracting agencies.

If students fail to provide the required proof for ANY of the above requirements, all clinical nursing courses on their schedule will be dropped and a hold will be placed on their file. Once documentation for these requirements has been received by the Records Specialist, the hold will be removed and the students will need to re-register for any sections of clinical placements as are available at that time.

Any student submitting false documents as proof that they have met any of the clinical or School of Nursing requirements will be removed from the clinical course. The student will be referred to Student Conduct and will be dismissed from the School of Nursing for falsification of documentation.

Students **MUST** keep a copy of all of the above documentation for their own records. Students will need a copy of their health history for employment applications.

The School of Nursing only accepts medical exemptions for the flu vaccine. Some of our agencies do not allow students at their site during flu season if they are unvaccinated (October 1-April 1). If your clinical agencies informs us that you cannot be at the facility during flu season you would not be able to take the clinical course and would be delayed in completing the program. Some agencies do accept students into their facility who are not vaccinated but students are required to follow the agencies policies which may include wearing a mask during a flu season. It is up to the student to contact the ADN director to determine the follow up policy for non-vaccinated students.

STANDARD PRECAUTION POLICY

The School of Nursing has established a policy, which requires students to follow Standard Precaution Guidelines, set forth by the Center for Disease Control, Atlanta, Georgia, when caring for clients in any setting. Students receive information concerning these precautions in sophomore year. The School of Nursing seeks to provide its students with safe environments for the performance of various clinical activities. However, should students become aware of any personal health or safety hazards that can adversely affect them or others, the School of Nursing expects such students to communicate the existence of such hazards immediately to a responsible agent of the clinical agency and to an appropriate faculty member in the School of Nursing in order that prompt actions may be taken to alleviate the same.

The School of Nursing has adopted the standard precautions regulation that recognizes all blood and body substances as potentially infectious.

Standard precautions include:
Hand washing is the single most important way to prevent spread of microorganisms. Students need to wash hands: between patients, immediately after contact with body substances, before and after using gloves. In the clinical setting, students are also expected to use alcohol based gel to “Gel in and Gel out” when entering/leaving patient rooms.
Gloves are to be worn to prevent possibility of hands being infected, transmitting one’s own indigenous flora, and transfer of microorganisms to others. Students are to use gloves when they practice and are tested in certain skills performance in the Learning Resources Center. Students are expected to adhere to the universal precautions policies established by the health care agency to which they are assigned.
Gowns/Aprons are to be worn if there is a possibility of a student’s clothing being soiled by body substances.
Masks/Goggles are to be worn if there is a chance of encountering body fluids.
The Learning Resources Center in the School of Nursing has an exposure control plan. (*Refer to LRC Policy and Procedure Manual*).

POLICY FOR FINGER STICKS AND BLOOD BORNE PATHOGENS

Needle/Finger sticks*:*
Students, while participating in clinical education at clinical facilities and community agencies, usually receive the same emergency medical care or minor medical treatment as that extended to employees of that facility, while on duty. Report any incident immediately to the nurse manager and fill out an incident report. Follow the protocols outlined by that facility. Students are financially responsible for and will be billed for those services. This is NOT to be considered a Worker’s Comp claim. If the agency does not provide such services, the student should seek treatment on their own.

Blood Borne Pathogens*:*
Blood borne pathogens include the Hepatitis B Virus (HBV) and the Human Immunodeficiency Virus (HIV).
Students who may have been exposed to bloodborne pathogens while participating in clinical education at clinical facilities and community agencies, usually receive the same emergency medical care or minor medical treatment as that extended to employees of that facility, while on duty. Report any incident immediately to the nurse manager and fill out an incident report. Follow the protocols outlined by that facility. Students are financially responsible for and will be billed for those services.

UNIFORM REQUIREMENTS

The School of Nursing has an official uniform; which students must purchase from the contracted company. Uniforms are expected to be kept clean, wrinkle free, and in good repair. School of Nursing uniforms are to be worn to all clinical events in accordance with agency dress code. Substitution of other clothing for the uniform is not permitted. (Also see Professional Appearance Policies)

Uniform code for all Associate Students

The required uniform consists of:

- Navy scrub shirt (*women and men*) with embroidered logo
- Navy pants with embroidered logo
- White lab jacket with embroidered logo
- Black, navy, or dark gray shoes
- UA SON ID badge (Purchase at ZipsCard office)

Wearing the uniform:

- Faculty will inform students what to wear in their respective clinical settings.
- When the lab jacket is worn, it is to cover professional appearing business casual clothing (*no shorts, jeans, t-shirts, hoodies, or halter tops*). Pants and/or skirts worn under the lab jacket should be visible and at least knee length.
- White lab jackets must be worn in the LRC.

PROFESSIONAL DEMEANOR

Professional Appearance:
In order to comply with infection control policies and enhance the comfort of patients, the student must be clean, neat and in compliance with the School and agency dress code when reporting for clinical laboratory experience.

Students shall adhere to the following:

- Uniforms should be clean and wrinkle free.
- Shoes should be black, navy, or dark gray fluid impermeable, and covering the entire foot.
- Students should wear School lab jacket over professional slacks or School uniform when at the hospital picking up their prep work the night before clinical.
- Jewelry that is permissible includes a watch with second hand and plain band, plain wedding band, small plain post earrings. Examples of jewelry <u>not</u> permitted includes but is not limited to:
    - Hoop or dangling earrings
    - Rings with set stones such as engagement rings
    - Necklaces
    - Facial piercings
    - Tongue piercings
    - Body piercings---No visible body piercings are permitted (other than earrings mentioned above). Examples of piercings that should not be worn includes but is not limited to:
    - Tongue studs

  - Eyebrow studs or hoops
  - Lip studs or hoops
  - Nose studs or hoops
  - Ear piercings beyond the single pair of plain post studs.
- Hair must be clean, neat, a natural color, pulled back and secured so that hair does not come in contact with the patient or the sterile field; men should be shaven or have neatly trimmed beards and/or mustaches.
- Nails must be kept short, clean, and in good repair. Polish should be clear or light and not chipped. Examples of nail enhancements that are not permitted due to danger of spreading infection and/or damage to fragile skin include but are not limited to:
  - Artificial nails
  - Artificial nail tips
  - Artificial lashes
  - Nail wraps
  - Nail appliqués
  - Acrylic gels
  - Any additional items applied to the nail surface
- Perfumes, after-shave lotions, or scented lotions of any type are not permitted due to possible patient allergies or asthmatic conditions.
- Body art of any form must be covered by the uniform.

Consequence 1st offense:
Verbal warning.
Points will be added to the Clinical Attendance and Performance form as appropriate based on the situation.

Consequence 2nd offense:
Written warning by clinical instructor, signed by student, sent to advisor and placed in student file.
Notification of the course instructor.
Points will be added to the Clinical Attendance and Performance form as appropriate based on the situation.

Consequence 3rd offense:
Dismissal from clinical site AND a conference with the course instructor.
Written as 3rd offense by the clinical instructor, signed by student, copy placed in student file.
Points will be added to the Clinical Attendance and Performance form as appropriate based on the situation.

CLINICAL EQUIPMENT

Students need the following clinical equipment: stethoscope, watch, scissors, pen, pencil, pen light. Cost varies depending on type of stethoscope, watch, etc. selected.

ID BADGES

Clinical agencies will require use of an identification badge while you are assigned to that agency for clinical learning experiences. You will need to have this identification prior to the start of clinical. Students are not permitted in the clinical agencies unless they wear an identification badge. The ZipCard office on the 1st floor of Simmons Hall will be handling the identification badges. The badges will have your name, picture, and The University of Akron seal. No other identification badge can be substituted.

TRANSPORTATION TO OFF-CAMPUS LEARNING SITES

The School of Nursing uses a variety of clinical facilities for student learning experiences. Students are responsible for their transportation to and from the institution and agencies used for educational experiences. Examples of such facilities include: preschools, nursing homes, hospitals, health departments and other health care delivery agencies. In addition, nursing students will be required to visit selected clients and/or agencies in the community.

PERSONAL HEALTH INSURANCE

Students are required to carry their own personal health insurance coverage and submit proof of insurance to the Records Specialist by the end or the second week after starting the nursing program. If the student does not have personal insurance, information on other options can be found at the Student Health Services website. If students have a change in health insurance while in the program the student is responsible for providing proof of new insurance coverage to the Records Specialist.

PERSONAL ILLNESS

When the student questions whether he/she should attend the clinical setting because of illness, the student shall report to University Student Health Services on main campus or personal primary healthcare provider for evaluation. A written statement must be obtained from the University Health or student's personal primary health care provider regarding the student's health status before returning to the clinical setting following the absence. The statement must be presented to the instructor.

It is the responsibility of all students to maintain their own health. Students should notify faculty and clinical instructor(s) of pre-existing health conditions, especially those requiring medications. Such information will be helpful to the instructor(s) in the event of a student becoming ill in the clinical setting. (See substance Abuse Policy)

STUDENT ILLNESS/INJURY AT THE CLINICAL SETTING

If a student becomes ill (or is injured) while in the clinical setting, the clinical instructor will determine whether the student needs to be seen immediately, sent home, or allowed to rest in a quiet area. If immediate care is needed, the student may go to the emergency room, or decide to seek care from his/her own primary healthcare provider. If an injury does occur in an agency, it is best the student be seen in the emergency room in the event it becomes necessary for further evaluation. If the student requires transportation assistance, the clinical instructor will assess the best means by which this can be accomplished (e.g., peer, family member, friend).

If the student does seek emergency treatment in the agency's emergency room, the student will be billed for services rendered. This is NOT to be considered a Worker's Comp claim. Students should maintain their own health insurance coverage (as noted above) to protect them in case an illness or injury should occur.

The School of Nursing has affiliation agreements with numerous health care agencies. Faculty reviews the agreement with the agency where they clinically supervise students so that they know what measures to take should a student become ill or be injured. The clinical supervisor will also initiate an incident report (if appropriate) or a note pertinent to the situation and place a copy of the report (or note) in the student's official record.

STUDENT ILLNESS/INJURY AT THE CLASSROOM SETTING

If a student becomes ill (or is injured) while in the classroom setting, the instructor will determine whether the student needs to be seen immediately, sent home, or allowed to rest in a quiet area. If immediate care is needed, the student may go to the emergency room, or decide to seek care from his/her own primary healthcare provider. If the student requires transportation assistance, the instructor will assess the best means by which this can be accomplished (e.g., peer, family member, friend).

Students should maintain their own health insurance coverage (as noted above) to protect them in case an illness or injury should occur.

CHAPTER 7: LEARNING RESOURCE CENTER (LRC) EXPERIENCES

LEARNING RESOURCES CENTER (LRC)

The Learning Resource Center at MCUC is currently under construction and will be completed prior to the start of nursing courses. The Learning Resources Center (LRC) at Akron main campus includes a Nursing Skills Lab, a Simulation Lab, and a Computer Lab. Visit the LRC web page for information and details about LRC. http://www.uakron.edu/nursing/student-life/lrc.dot .Staff office areas are OFF LIMITS TO ALL Please ask staff for any resources (i.e., staplers, scissors, etc.). Staff are very willing to help

LRC GUIDELINES

Skills Lab

Dress code as stated in this handbook regarding the wearing of a lab jacket
Students are not to enter the Skills Lab until 5 minutes before class
Students are responsible for maintaining a professional environment
No pictures are to be taken in the lab
No food, drink or cell phone use
Sit only on chairs
Put belongings in designated space
Clean up after using equipment
Take all of your belongings when you leave

Simulation Lab

Dress code as stated in this handbook regarding the wearing of a lab jacket
Students are responsible for maintaining a professional environment
No pictures are to be taken in the lab
No food, drink or cell phone use
Keep ink pens away from manikins
Clean up after using equipment
Leave belongings in designated space
Take all of your belongings when you leave.

Computer Lab

Students are not to interrupt a class in progress when a sign denoting this is on the door
Students must sign in and out
Students are responsible for helping maintain a quiet environment
No food, drink or cell phone use
No group work
Keep voice volume low
No unauthorized people (children, spouse, friends)
Students who do not comply with these guidelines will be asked to leave.
NO EATING or DRINKING in the LRC Labs
Persons eating or drinking will be asked to leave
NO EXCEPTIONS

OPEN HOURS

LRC Akron Scheduled hours are posted on LRC web page. LRC MCUC hours will be posted once construction is complete. Students must sign up for **Open Practice** twenty-four (24) hours in advance to assure equipment and staff availability

CHAPTER 8: ADN STUDENT SERVICES & RESOURCES

UANET ID

UAnet ID is free to all students of UA and is assigned at admission to The University of Akron. The UAnet ID is necessary for Internet connection from the various computer labs on campus, MCUC, and in the School of Nursing. It will also serve as your electronic mail address and be used by faculty to post important course information. You will receive instructions in your courses on how to access course materials and electronic bulletin boards**.** It is **mandatory** that School of Nursing students check their UA e-mail on a frequent basis. Faculty will be using list- serves to communicate important information to their students.

STUDENT REPRESENTATION ON SCHOOL COMMITTEE

Students enrolled in the ADN program at the School of Nursing can serve on the ADN Admissions, Student Progression, and ADN Curriculum committee. Students selected/elected are expected to attend committee meetings, participate in discussions, and share the student's point of view with faculty. Students may be asked to serve on any other committees that deal with matters where student representation would be helpful.

ACADEMIC GUIDANCE AND COUNSELING

Students will be assigned a College of Health and Human Sciences (CHHS) academic advisor on entry to the program. Advisor assignments are located under student academic information in My Akron.

Pre-nursing students will be advised by the advising staff in Student Success Center (MGH 313) and/or ADN program director at MCUC.

The student may contact their advisor by e-mail, telephone or in person to set up an appointment to discuss their needs. Students should print out a Degree Progress Report (DPR), a copy of their recent grades, and current schedule from "My Akron" each semester to bring to their advising appointments.

Students in the nursing major requesting to change academic advisors may submit a written request to the Student Success Center at www.uakron.edu/health/ssc.

Advising issues may include: identification of elective courses or minors; assistance with planning course sequencing; part-time study; clarification of policies; assistance with time management; assistance in identifying resources for both academic and personal needs.

Personal counseling is available through the Student Success Center and the Counseling Center at the following website www.uakron.edu/counseling. Additional counseling concerning careers is available at The Career Center at www.uakron.edu/careers.

STUDENT SUCCESS AND STUDENT SERVICES

The Student Success Center

The Student Success Center is dedicated to providing comprehensive health programs and holistic academic services that will empower students and connect them with the resources they need to achieve their personal and academic goals. Main campus representatives will travel to MCUC or are available virtually.

Services provided:

- Academic advising
- College awards for faculty & students
- Clubs & student organization support
- Confidential counseling

- Leadership development
- Living/Learning Communities
- Nursing orientations
- Recruitment events
- Record-keeping
- Referrals
- School of Nursing scholarships
- Senior year graduation activities
- Special events
- Student quiet study room

STUDENT HEALTH SERVICES

A variety of health services are available to all students through Student Health Services. Student Health Services, (330-972-7808) is located in the Student Recreation and Wellness Center room 260 and is open 8:00 am to 4:30 pm.

Student Health and Accident personal insurance is required of all residence hall students and all international students. It is strongly recommended that all students have personal health insurance coverage. This insurance can be purchased at the “individual rate” as described in the University Undergraduate Bulletin. Students requiring or wanting to obtain Student Health and Accident Insurance may pick up application forms at the Student Health Services.

STUDENT ACADEMIC RECORDS

Academic records of all School of Nursing ADN students are maintained in ADN program director’s office at MCUC until graduation. The record contains information relevant and necessary for academic purposes. Items included in the record are:

- Application to The University of Akron
- Student Contract and other miscellaneous forms
- Health and Immunization Forms
- CPR Certification Verification
- Advisement Notes
- Clinical Evaluations
- Correspondence to/from School of Nursing pertinent to student
- Students may review their record after submitting a request in writing to the ADN program director or Records Specialist. The record must be reviewed in the presence of the Records Specialist. If a request is made for a copy of any material from the academic record, the student must put the request and purpose for the copy in writing. Allow 24 hours for request to be completed.

The ADN program will retain student files for graduates of the program for three years in Mary Gladwin Hall 3rd floor file room. These files include all course clinical evaluation records, deficiency notices and correction plans, grade changes, and proof of CPR certification. Files for former associate degree nursing students who are not graduates of the program will be retained in the ADN Program Director’s Office for approximately five years.

Name, Address, Telephone Changes

All changes must be submitted in writing to the Records Specialist in Mary Gladwin Hall as soon as they occur. The records specialist will notify the ADN program director of changes. It is essential that the School of Nursing be notified of changes in order that the student can be contacted when/if the need arises.

Release of Student Names and Addresses

New students will be apprised of the fact that legitimate organizations (e.g., military, hospitals, or other health care agencies, ANA or NLN) contact the School of Nursing requesting names and addresses of students.

Names and addresses will be given to these “legitimate organizations” only as prescribed by law. The ADN Program Director will determine what a “legitimate organization” is. Students may decide to refuse to participate in whatever activity or study is being proposed without jeopardizing their status as students in the School of Nursing.

Release of Student Health Information
Students must sign the bottom of the health requirement form, which acts as a release of medical information to appropriate faculty, clinical agencies, or in the event of medical emergencies. The signed waivers will be kept on file.

CHAPTER 9: GRADUATION AND RN LICENSURE INFORMATION

GRADUATION POLICY

Complete a minimum of 65 semester credits toward the Associate of Applied Science in Nursing degree and earn a minimum of 2.3 in the nursing major, and a GPA of 2.0 for all work attempted at The University of Akron.

Obtain approval of appropriate School faculty, Faculty Senate and the Board of Trustees.
Complete the last 15 credits in the associate program at The University of Akron.
Discharge all other obligations (financial, academic, return of property, etc.) to the University.
Complete all requirements, which were in effect at the time of transfer to the School of Nursing.
Participate in commencement exercises (unless excused by The University).
Pay all required fees

GRADUATION FEES

Graduation involves the following
Purchase of cap and gown for graduation (optional-may be borrowed; cost available at bookstore)
Pictures for class composite and licensure (optional).
Pins (optional), approximately $90.00-$400.00 or more depending on choice of pin and cost of gold.

APPLYING FOR GRADUATION

File a graduation application with the Registrar in the final academic year. It is the student's responsibility to be aware of and to meet filing deadlines. Miscellaneous reminders are sent out via e-mail repeatedly each semester. A costly fine is imposed on those missing the deadline and applying late for graduation.

NCLEX REVIEW CLASS

A mandatory NCLEX review class is given for graduating students in the ADN program There is no additional charge for the review class, which is held the week after graduation.

PROFESSIONAL LICENSURE APPLICATION PROCEDURE

Students successfully completing the associate program are eligible to apply to take the NCLEX (National Council of State Board Licensure Examination) to obtain licensure as a registered nurse (RN).
Students will be held responsible for filing their own applications for taking NCLEX-RN. The Program Director and the Records Specialist will provide students with an NCLEX packet, which includes directions for completion.
The program director in conjunction with the records specialist will verify each student meets the University of Akron graduation requirements for the Associate Degree program. The ADN program director will follow the OBN guidelines for completing and submitting program completion letters for each student.

Felony/Misdemeanor and Licensure Application

If any student has been found guilty of, entered a plea of guilty to, or entered a plea of no contest to any of the following, he/she may experience some difficulty in obtaining permission to take the licensure examination.

Misdemeanor committed in the course of practice:

- Act committed in the course of practice in another jurisdiction (i.e., state, foreign country, etc.) that would constitute a misdemeanor in Ohio.
- Any misdemeanor resulting from or related to the use of drugs or alcohol.
- Assaulting or causing harm to a patient or depriving a patient of the means to summon assistance.
- Obtaining or attempting to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice.

- Selling, giving away, or administering drugs for other than legal and legitimate therapeutic purposes.
- A violation of any municipal, state, country, or federal narcotics law.
- Any felony or any crime involving gross immorality or moral turpitude.
- An act committed in another jurisdiction (i.e., state, foreign country, etc.) That would constitute a felony or a crime of moral turpitude in Ohio.

It is the student's responsibility to accurately and honestly answer all questions on licensure application. Once the student's application is received, the Ohio Board of Nursing will verify the accuracy of information on the application.

EMPLOYMENT OPPORTUNITIES

The School of Nursing frequently receives information about employment opportunities for student nurses as well as for those graduating from the program. This information is posted on the Employment Opportunities bulletin board, located on the third floor of Mary Gladwin Hall, outside of the Student Success Center. Notices that received electronically are also forwarded electronically.

Students are encouraged to register with the Center for Career Management in Simmons Hall 301 for assistance with resumes and interviewing skills as well as timely information concerning job openings and interview opportunities.

PINNING CEREMONY

The Pinning Ceremony is held in May during finals week each year. There is an additional pinning ceremony held in August for those students that are not May graduates. Students may choose either May or August pinning ceremony. It is the **students' responsibility** to either purchase a pin or borrow a **University of Akron School of Nursing pin** from a former graduate if they choose to participate. If unable to locate a pin to borrow, the Student Success Center will provide a "pin" to use during the ceremony. No student will be excluded due to not purchasing a pin.

Pins are usually ordered in the fall of the final academic year (notice and forms sent electronically).

GRADUATE PICTURES

Sitting for senior pictures:

- Usually occurs in November (notice is sent out and appointments are made electronically).
- Is voluntary.
- Will follow the same academic calendar as Pinning--All students graduating during the academic year between September and August are eligible to sit for pictures and be included in the academic year's composite portrait. December grads can choose the portrait on which to be included.

SCHOOL OF NURSING AWARDS

The following awards are presented at pinning each May. Nominations and voting take place electronically.

Mary Gladwin Award A graduating student that demonstrates achievement in academic nursing practice and School/community activity is selected to receive this award. Nominations can be submitted by faculty and students (including self-nominations). The final selection is made by the faculty. The student will receive $100, a plaque, and have his/her name engraved on a plaque that is located in the College of Health and Human Sciences Student Success Center.

Outstanding Associate Degree Student Award

School faculty and students in the graduating associate degree class may nominate candidates for an Outstanding Associate Degree Student Award. Nominated students should display the following characteristics.

- good academic standing in the School of Nursing and the university

- strong dedication toward the profession of nursing
- positive role model for members of the associate class as well as other students in the School
- visible leadership within the associate class. Faculty will vote for a final selection.

APPENDICIES

APPENDIX A: Student Code of Academic and Professional Conduct

School of Nursing Student Agreement

All students entering the nursing major are given a copy of the form below at their orientation session. This form must be completed by the end of their third week of their first semester in the nursing major. This agreement becomes part of their official file.

THE UNIVERSITY OF AKRON
SCHOOL OF NURSING STUDENT AGREEMENT

I _____ ID #_____ acknowledge that I have entered Brightspace or the School of Nursing (SON) web site and reviewed the School of Nursing Associate Student Handbook for the current year,_____ .

I understand that it is my responsibility to know and adhere to the policies of the Associate Program and to refer to the Handbook when the need arises.

I also understand that it is my obligation to review updates to this handbook upon notice of amendments.

I understand that electronic copies of the handbook are available on the School of Nursing website. (School of Nursing Programs : The University of Akron, Ohio (uakron.edu)). I am permitted to make my own hard copy; however School of Nursing will not be able to provide this service for me.

I have read the School of Nursing Inclusive Excellence statement; the Safe Practice definition; the Professional Conduct, Appearance and Behavior policy; the Academic Dishonesty Policy; the School of Nursing Substance Abuse Policy; the Repeat Policy for science co-requisite and nursing courses; the SON policy for dropping or withdrawing from nursing courses (which is more strict than the overall University policy); and the SON Probation Policy (which is also more strict than the overall University policy).

I read and acknowledge understanding of the ADN handbook and that I must complete the program of study within 4 years from the date of admission to the school of nursing. I also understand that it is my responsibility to know and adhere to the terms of these policies.

_____

SIGNATURE DATE

Appendix B: School of Nursing Clinical Attendance and Performance Contract & Tracking Sheet

Clinical Attendance and Performance Contract

Student's Name: _____ Date: _____ Course: _____
Clinical Instructor: _____

(This form is to be initialized and signed by the student prior to beginning each clinical rotation, and stapled to the final signed clinical evaluation)

___ I understand that Clinical Attendance and Performance are mandatory to progress in the Nursing program.

___ I have reviewed the Clinical Attendance / Performance Contract.

___ I understand that Tardiness, Absences, Unprofessional or Unsafe Behaviors will all be tracked using a point system and will be tracked *per clinical rotation*.

___ I understand that *all* clinical hours must be completed to meet course objectives.

___ I understand that if I accrue 5 or more points, I am considered "at risk" for failure in the Clinical component and will be expected to sign an Advisor Note with my clinical instructor or course coordinator prior to the next clinical day.

___ I further understand that if my clinical instructor is unable to meet with me, it is my responsibility to contact the course coordinator for an appointment prior to the next clinical day.

___ I understand that if I accrue 9 or more points I will receive an "U" in clinical and not pass the course. There will be no option to withdraw from the course to prevent receiving a failing grade.

____ I understand the Student Handbook Policies regarding failures in nursing courses.

Signature of Student: _____ Date: _____

Clinical Attendance and Performance Tracking Sheet

Date of Each Occurrence	**Point Value (Each occurrence)**	**Points will be accrued as noted below. Tardiness and absence occurrences are measured *per clinical rotation.***
		Tardiness:
	3	Student late for clinical.
		Absence:
	6	Absence: instructor was notified at least 30 minutes prior to clinical start time. Student needs to speak directly to instructor.
	7	No Call/ No Show
		Student Professional Demeanor:
	3	Unprofessional conduct and disrespect (Did not follow instructor's direct instruction.)
	3	Unprofessional appearance
	3	Unapproved or unauthorized use of cell phone

	1	Late Assignments: Brightspace, journals, papers.
	6	HIPAA violation
		Unsafe Clinical Behavior:
	3	Incomplete clinical preparation or proceeding with patient care without clinical instructor's knowledge and/or approval.
	3	Failure to report an illness or physical limitation to clinical instructor.
	9	Lying, covering up, failing to report a mistake in the clinical setting, or falsifying any documentation.
	9	Violation of substance abuse policy
	9	Student unprofessional behavior leading to unsafe patient situation
Action Plan		
	5 or greater	**Written contract in the form of an instructor note. A student who accumulates 5 or more points must make an appointment to meet with the clinical faculty member or course coordinator.**
	9 or greater	**Failure of clinical.** The student who accumulates **9 or more points** will receive a "U" for clinical and not pass the course. There will be no option to withdraw from the course to prevent receiving a failing grade.
Total score at end of rotation-		

First Occurrence

Date: _____Student: _____ Instructor's Signature: _____

Second Occurrence

Date: _____Student: _____ Instructor's Signature: _____

Third Occurrence

Date: _____Student: _____ Instructor's Signature: _____

Fourth Occurrence

Date: _____Student: _____Instructor's Signature:_____

Appendix C: School of Nursing Program Withdrawal Exit Form

THE UNIVERSITY OF AKRON SCHOOL OF NURSING
Program Withdrawal Interview Form
General Statement: Students withdraw from the School of Nursing for a variety of reasons and may request permission to return. In an attempt to assist the ADN program director to make as fair a decision as possible, a withdrawal-return process outlined in page 20 of the ADN Student Handbook has been developed and below is the withdrawal interview form.

Name:_____ Date:_____

Semester/year: _____

Course(s):_____

Reason (s) for Withdrawal:
___ Illness or Injury
Self
__ Significant other (parent, sibling, significant other, spouse, child)
___ Death in the family requiring assumption of increased responsibilities
___ Economics
___ Indecision about personal career goals
___ Academic reasons
___ Personal _____
___ Other _____

Explanation pertaining to checked areas (Optional):

When does a student anticipate returning to the School of Nursing?

Reviewed with student the withdrawal and return policies of the School of Nursing (on back side of this page)

Appendix D: Akron ADN Curriculum

Preadmission Courses Semester I		**Credits**	**Theory**	**Lab**	**Clinical**
Human A&P I or Applied A & P I	BIOL 200 or ANAT:206	3			
Human A&P Lab or Applied A & P I lab	BIOL 201 or ANAT:210	1			
Introduction to Sociology	SOCIO:100	3			
English Comp I	ENGL 111	3			
Intro to Psychology	PSYC 100	3			
Total Semester Credit Hours		**13**			

Semester II **(Admitted to program)**		Credits	Theory	Lab	Clinical
Human A&P II or Applied A&P II	BIOL 202 or ANAT:207	3			
Human A&P II Lab or Applied A&P II lab	BIOL 203 or ANAT:211	1			
Foundations of Nursing	NURS 101	5	3 cr-37.5 hrs	1 cr -25 hrs	1 cr-37.5 hrs
Health Assessment	NURS 102	2	1 cr-12.5 hrs	1 cr-24.5 hrs	
Nursing Pharmacology	NURS 103	2	1 cr-12.5 hrs	1cr-25 hrs	
Total Semester Credit Hours		**13**			
Total semester nursing clock hours			**62.5**	**74.5**	**37.5**

Semester III		Credits	Theory	Lab	Clinical
Developmental Psych	PSYC 230	4	4		
Principles of Microbiology	BIOL 130	3	3		
Acute Adult Nursing	NURS 104	7	3 cr-37.5 hrs	1 cr-25 hrs	3 cr-112.5 hrs
Total Semester Credit Hours		**14**			
Total semester nursing clock hours			**37.5**	**25**	**112.5**

Summer Semester 1		**RN to BSN Credits**	**Theory**		
Concepts	NURS 336	3	3		Online
Health Assessment	NURS 337	3	3		Test out
Palliative Care	NURS 406	3	3		Online

Semester IV		**Credits**	**Theory**	**Lab**	**Clinical**
Chronic Adult Nursing	NURS 205	6	3 cr-37.5hrs	1 cr-25 hrs	2 cr-75 hrs
Maternal/Newborn	NURS 206	2	1 cr-12.5 hrs	0.5cr-12.5 hrs	0.5 cr-18.75 hrs
Pediatrics	NURS 207	2	1cr-12.5 hrs	0.5cr-12.5 hrs	0.5 cr-18.75 hrs
Mental Health Nursing	NURS 208	2	1 cr-12.5 hrs	0.5cr-12.5 hrs	0. 5cr-18.75 hrs
Total Semester Credit Hours		**12**			
Total semester nursing clock hours			**75**	**62.5**	**131.25**

Semester V			**Theory**	**Lab**	**Clinical**
Basic Statistics or Mathematics for Everyday Life	STAT 260 or Math 135	3	3 or 4		
Introduction to Public Speaking	COMM 105	3	3		
Complex/Critical in Nursing	NURS 209	5	2 cr-25 hrs	1cr-25 hrs	2cr-75 hrs
Leadership in Nursing	NURS 210	2	1 cr-12.5 hrs		1 cr-37.5 hrs
Total Semester Credit Hours		**13**			
Total semester nursing clock hours			**37.5**	**25**	**112.5**
Total Hours for ADN Program (Nursing only)		**981**	**212.5**	**187**	**393.75**
Total Credits for ADN Program		**65**			

Summer Semester 2		**RN to BSN Credits**			
Community	NURS 445	3	3		online

Healthy Individual	NURS 405	3	3		online

Additional Courses needed for RN to BSN Program:

English Comp II	ENGL 112	3			
Human Cultures	ANTH 101	3			
Ethics	PHIL 120	3			
Chemistry Theory	CHEM 114	4			
Chemistry Lab	CHEM 115	1			
Complex	NURS 415	3			
Evidence Based Practice	NURS 436	3			
Community Engagement	NURS 444	2			
Professional Leadership	NURS 446	3			
Leadership Engagement	NURS 447	2			
Capstone	NURS 448	3			
Global Diversity Requirement	?	3			
Arts/Humanities Requirement	?	6			
Additional Courses for RN to BSN to be taken		**39**			
Total Credits for RN to BSN sequence taken above in summer sessions		**15**			
ADN general prereq/coreq already taken credits		**30**			
ADN bypass credit		**36**			
ADN prereq/coreq + bypass+ RN-BSN credits		**120**			

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