

MURRAY STATE UNIVERSITY
SCHOOL OF NURSING AND HEALTH PROFESSIONS
2024-2025
BACHELOR OF SCIENCE IN NURSING (BSN)
STUDENT HANDBOOK

Table of Contents

INTRODUCTION.....	4
PHILOSOPHY AND PURPOSES OF THE BACCALAUREATE and GRADUATE NURSING PROGRAMS.....	4
STUDENT LEARNING OUTCOMES OF THE BSN GRADUATE	5
GENERAL STUDENT CONDUCT REGULATIONS	6
PROGRAM ASSESSMENT AND REVIEW	6
PROGRAM ACCREDITATION	7
BSN	8
RN-BSN	10
English Proficiency Requirements for Admission to the BSN or RN-BSN Programs	12
Progression and Retention.....	14
Grading Scale:.....	17
Academic Dishonesty	17
Grade Appeals Policy	19
Course Credit/Clinical Hours	19
Attendance.....	20
Student Records	20
Program Costs above University Tuition and Fees	20
MSU E-mail.....	20
Microsoft Word.....	20
Official Style Manual.....	21
Social Media Policy.....	21
Cell Phone Use Policy	22
Drug-Free Environment Policy.....	22
Health Policies	23
CLINICAL EXPERIENCES	26
Practice Parameters for Student Nurses	26
Professional Liability Insurance.....	26
Planning for Clinical Experiences.....	27
End of Shift Report.....	28
Student Parking.....	28

CPR Policy	28
Transportation	28
BIOTERRORISM/HEALTH EMERGENCY FIRST RESPONSE TEAM.....	32
GRADUATION	38
Commencement	38
Baccalaureate and Graduate Degrees Recognition Ceremony.....	38
LICENSING EXAMINATION PROCEDURE	39
APPENDIX A.....	40
Applicants for Licensure with Criminal Convictions	40
APPENDIX B.....	44
BSN Estimated Expense Sheet	44
APPENDIX C.....	45
Verification of Acknowledgement and Acceptance of the Policies and Procedures Set Forth in the BSN Nursing Students' Handbook	45

INTRODUCTION

The purpose of the Baccalaureate of Science in Nursing (BSN) Student Handbook is to provide the student with an overview of the policies and procedures within the University and the School of Nursing and Health Professions, and pertinent information regarding the BSN program. The BSN Student Handbook, the MSU Student Life Handbook, and the MSU Academic Bulletin are important documents and resources. It is the student's responsibility to be familiar with these materials.

This information has been compiled to assist you in understanding the program and related policies and procedures. The faculty reserve the right to make revisions in policy and /or procedure as indicated. The handbook is revised annually to reflect changes. Any significant changes are communicated to students via email, handouts, or announcements.

Baccalaureate education offers the opportunity for personal as well as academic growth. The faculty encourage you to become familiar with and participate in activities available to you in the School of Nursing and Health Professions, and the University community.

MISSION STATEMENT

The mission of the School of Nursing is to educate provide education to meet the healthcare needs of society, provide leadership in nursing and contribute to the body of nursing knowledge.

PHILOSOPHY AND PURPOSES OF THE BACCALAUREATE and GRADUATE NURSING PROGRAMS

The philosophy of the Baccalaureate and Graduate Nursing Programs incorporates professional nursing standards and "The Essentials: Core Competencies for Professional Nursing Education" (2021), which support the mission and goals of Murray State University. It is the belief of the faculty that through a liberal education and blending of academic and professional standards, nursing graduates exemplify characteristics of the MSU graduate and meet the program outcomes.

The faculty view individuals as constantly evolving, holistic, culturally unique beings who have needs, and who assign meaning to life. Each person has dignity, rights, worth, and potential for reasoning, responsible behavior, and self-direction. Everyone has the right to competent health care that is congruent with these beliefs and needs. When a person functions at a maximum potential, life is both meaningful and manageable. Health is determined by one's perceptions of strengths and weaknesses.

Professional nursing is a scientific practice discipline that integrates and synthesizes theories from nursing, the physical and behavioral sciences, and the humanities. Professional nursing involves a commitment to maximize the health of

individuals, families, communities, and populations across the lifespan and is practiced through interaction with individuals and groups in their respective environments. Professional nursing is guided by standards of practice to prevent disease and promote health; manage chronic disease; provide regenerative or restorative care; and provide end-of-life or supportive care (AACN, 2019). Professional nursing also incorporates the five concepts that define the discipline of nursing: human wholeness; health; healing and well-being; environment-health relationship; and caring (AACN, 2021).

The professional nurse makes comprehensive assessments of individuals, families, and communities; uses the nursing process; and provides safe and quality nursing care. The professional nurse applies the research process to expand best evidence resulting in high-quality care. Professional nurses are accountable for their behavior, function independently and collaboratively, demonstrate professional values, recognize their limitations, and take responsibility for meeting personal and professional needs. The nurse provides leadership to advance the profession to meet healthcare needs of a culturally diverse society. It is expected that professional nurses are inclusive, equitable, communicative, collaborative, adaptable, supportive, engaged in civic life, and person-centered (AACN, 2021; Kentucky Council on Postsecondary Education, 2022).

The teaching-learning process is regarded as a complementary process occurring between the teacher and the learner. Within this process, teaching creates an environment for critical thinking and self-motivated learning while fostering a spirit of inquiry. AACN (2021) recommends that curricula address competencies from the Essentials by incorporating a “system of instruction, assessment, feedback, self-reflection, and academic reporting that is based on students demonstrating that they have learned the knowledge, attitudes, motivations, self-perceptions, and skills expected of them as they progress through their education.” The teaching-learning process occurs within an environment that supports flexibility in meeting the learning needs of students who enter the teaching-learning process with differing levels of previous education and diverse life experiences. The teacher is a facilitator of active learning, a clear communicator who shares professional knowledge and values, and one who exemplifies professionalism in nursing.

(Approved Spring 2023)

STUDENT LEARNING OUTCOMES OF THE BSN GRADUATE

1. Communicates and collaborates effectively through oral, written, and technological methods.
2. Provides leadership to advance the profession to meet healthcare needs of society.
3. Practices safe and quality patient centered nursing care based on best evidence incorporating knowledge from a liberal education.

4. Analyzes the current healthcare issues in a dynamic and global community as they impact nursing practice.

5. Demonstrates professional values.

(Approved August, 2024)

GENERAL STUDENT CONDUCT REGULATIONS

In order to meet the above stated outcomes, the learning environment must be one of mutual respect and courtesy. Students are expected to behave in a respectful and courteous manner toward faculty, staff, clinical staff, and fellow students at all times. Failure to do so will result in removal from the classroom or clinical setting and could lead to failure of the course. Students are referred to the General Student Conduct Regulations and the Policy on Disruptive Activities published at the MSU website and Student Life Handbook and Student Life Policies.

PROGRAM ASSESSMENT AND REVIEW

The Systematic Plan of Assessment and Review (SPAR) is an organized plan developed and implemented by the faculty for evaluation of the BSN, RN-BSN, and DNP programs for the purpose of ensuring that the desired program outcomes are met and maintaining high quality in nursing education. The SPAR outlines the area to be evaluated, person(s) responsible, review method, dates for implementation, documentation of review, and expected outcomes. The ongoing assessment and review that is outlined by the SPAR is a component of continued accreditation of the Baccalaureate and Graduate Nursing programs. The SPAR data are reported to the Commission of Collegiate Nursing Education (CCNE), Council on Accreditation of Nurse Anesthesia Educational Programs (COA), the Kentucky Board of Nursing (KBN), the University, and the Council of Post-Secondary Education in Kentucky (CPE).

The program outcomes evaluated by the SPAR include institutional resources, curriculum, teaching and learning, licensure and certification rates, graduation rates, employment patterns of graduates, and program satisfaction. Evaluation methods such as aggregate EBI scores on select factors, student scores on the HESI Predictor Exam, and successful completion of the NCLEX at the undergraduate level and Certification at the graduate level are used. The EBI survey that all students complete at the end of the program provides information about program satisfaction, teaching excellence, institutional resources, and curriculum. Follow-up surveys of graduates provide additional information about program satisfaction as well as employment patterns.

SPAR data is reported annually to the Nursing Faculty Committee. Changes in courses and programs are discussed in each respective committee (BSN Curriculum, RN-BSN Committee, or Graduate Committee) and then brought to the Nursing Faculty Committee for review and approval.

The SPAR evaluates the curriculum through review of course evaluations completed by students at the completion of each course. Evaluation of faculty and administrative personnel is included in the SPAR.

Quality in educational programs is dependent on ongoing evaluation of the individual components of the program and the desired outcomes of the program. Program evaluation is the responsibility of administration, faculty, and students. Student participation in program review through course evaluations, the HESI Exit Exam, and graduate and post graduate surveys provide a valuable contribution to the process. The SPAR document can be found in the SONIC and/or SON Faculty Committee files online. (March, 2024)

PROGRAM ACCREDITATION

The BSN and DNP programs at Murray State University are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, (202) 887-6791

OVERVIEW OF BACCALAUREATE NURSING PROGRAM

The School of Nursing and Health Professions offers an undergraduate program of study leading to a Bachelor of Science Degree in Nursing. The program is accredited by the Commission on Collegiate Nursing Education (CCNE) and is approved by the Kentucky Board of Nursing. Graduates are prepared for entry level professional nursing practice and will have met the educational requirements for eligibility to write the state board licensing examination for registered nurses (NCLEX). The program also provides a foundation for continuing education and graduate level study.

Students who wish to apply for admission to the BSN or RN-BSN program must meet eligibility requirements specific to the program and in addition to those included in the general university admission standards. Applicants must be admitted to Murray State University. When the student has met the criteria for program admission they may make formal application for admission to the BSN program. The number of students admitted to the nursing program per semester is limited. The Academic Standards and Admissions Committee will review applications and make recommendations to the BSN Program Director for selection of students for admission into the BSN and RN-BSN programs each semester.

The School of Nursing and Health Professions is committed to student advisement as a method to enhance student success. Each student will be assigned a faculty adviser in the BSN Program when they are admitted to Murray State University and have declared nursing as their major. The student is responsible for seeking advisement and registering for the appropriate courses in accordance with policies established by the University and the BSN Program. The courses required to complete the BSN degree are in the *MSU Academic Bulletin* and the nursing curriculum outline.

Copies of the BSN curriculum outline are available upon request at the main office of the School of Nursing and Health Professions and the Nursing web page.

The School of Nursing adheres to the MSU Non-Discrimination Policy found at: [Non-Discrimination Policy](#)

ADMISSION REQUIREMENTS

BSN

The Academic Standards and Admissions Committee make recommendations regarding admission into the nursing program at Murray State University to the BSN Program Director of the school. Admission is based on an evaluation of the applicant's ability and preparation as reflected by GPA and completion of required prerequisite courses. Enrollment is limited and selection is made based upon the highest GPA and grades in pre-requisite courses among those eligible to apply. Students are admitted into nursing spring and fall semesters. (A direct admission pathway is available for high school students. Please refer the MSU BSN website for more information.)

The program reserves the right to make changes in policies and procedures in any portion of the student's program as may be necessary.

Students beginning the undergraduate nursing program are subject to the policies listed below:

1. Admission Requirements:

a) A minimum GPA of 3.0

The GPA for admission to the BSN program will be calculated as follows:

- 1) Students with a previous Baccalaureate degree – GPA will be calculated including only those courses required for the BSN degree curriculum.
- 2) Students with 120 or more credit hours earned – GPA will be calculated including only those courses required for the BSN degree curriculum.
- 3) Students with less than 120 credit hours earned –GPA used for admission decisions is that defined by the Degree Audit.

b) 47 semester hours of credit or more

c) Successful completion of the following courses: ENG 105, MAT 140, CHE 111, BIO 227 & 228, BIO 229 & BIO 230, NTN 230, COM 161; & PSY 180, PHI 202, & EDP 260.

d) A "C" or above in all course work required for the BSN

e) Students requesting to transfer from another nursing program or who have attended another nursing program in the past must provide a letter from the

- previous program indicating that they are in good standing to be considered for admission to the BSN program at Murray State. (See Progression Policy, #7)
- f) Where unusual or extenuating circumstances are indicated, the BSN Program Director may admit a student who does not meet the above criteria.
2. Procedure for Admission:
- a) Fulfill the requirements of and be accepted by the university. Applications can be found online.
 - b) Send a written request to the Registrar's Office for copies of all transcripts, examination scores, etc. be sent to MSU.
 - c) Apply to the BSN Program. Proof of immunization status or waiver (including measles, mumps, rubella, varicella, diphtheria, tetanus, pertussis, polio, hepatitis B, varicella, COVID-19, & influenza), TB screening, and CPR certification (American Heart Association) must be submitted to a document reporting system. Students are required to follow COVID 19 vaccine or exemption guidelines established by each clinical facility.
 - d) A nursing faculty adviser will be assigned to the student when the student is admitted to the university and records are received.
 - e) For fall semester admission, all materials for review by the Academic Standards and Admissions Committee should be submitted by May 1. For spring semester admission, materials should be submitted by December 1.
3. Admission is determined based on a scoring formula that includes GPA and grades in prerequisite courses. See the MSU Website for a complete explanation of the admission score rubric.
4. The student is expected to contact her/his adviser for assistance in developing a plan of study.
5. Financial Aid information may be obtained by contacting:
[Financial Aid Office](#)
6. College Level Examination Program (CLEP): For more information contact:
[MSU Testing Center](#)

MURRAY STATE UNIVERSITY
SCHOOL OF NURSING AND HEALTH PROFESSIONS
ADMISSION POLICIES FOR REGISTERED NURSE STUDENTS

RN-BSN

The School of Nursing and Health Professions of Murray State University offers associate and diploma educated registered nurses an opportunity to obtain a Bachelor of Science in Nursing degree. The BSN degree requires completion of 120 hours, 42 of which constitute the area of nursing. Registered nurses may receive 12 semester hours of nursing credit for being a licensed RN.

Required nursing courses are: NUR 309* Research and Evidence Based Practice for Registered Nurses (3hr), NUR 314 Professional Nursing Practice (3hr), NUR 341 Nursing Assessment (3hr), NUR 403 Community Health Nursing (4hr), NUR 404 Leadership and Management in Nursing (4hr), NUR 360 Professional Development for Registered Nurses I (5hr), NUR 448 Professional Development for Registered Nurses II (5hr), and a Nursing Elective (3hr).

*An approved statistics course is a required pre/co-requisite to NUR 309.

Admission into the RN-BSN Program is based upon:

1. Completion of all admission requirements and acceptance by Murray State University.
2. A grade of “C” or above in all required courses including transfer credit. No course below a “C” may be transferred to Murray State University from another college and be counted for credit toward the BSN degree.
3. Successful completion of the following courses or equivalent: ENG 105, PSY 180, MAT 140, COM 161, CHE 111 or CHE 105 or Microbiology, BIO 227 & 228, and BIO 229 & 230 (or equivalents).
4. A grade point average of 2.5 or above.
5. Compliance with the requirements of the School of Nursing and Health Professions Health Policy.
6. A current license to practice nursing in the state where the student will complete clinical courses.
7. Liability insurance in the amount \$1,000,000/\$3,000,000.
8. Where unusual or extenuating circumstances are indicated, the BSN Program Director may admit a student who does not fully meet the above criteria.

Progression and Graduation

After admission to the nursing program, the RN student must complete all BSN requirements for graduation within 10 semesters (5 years), not including summer terms.

RN BSN Program Admission Procedure

STEP	PROCESS	CONTACT
1	Submit MSU Admission Application Transfer Center-Admission	Regional Campus or Transfer Center 270.809.3350
2	Submit <u>ALL</u> official transcripts from each institution of higher education attended. A sealed official transcript must be received from each post-secondary school attended before admission can be approved. Transcripts should be sent to: Murray State University Transfer Center Curris Center Murray, KY 42071	Transfer Center
3	AFTER receiving notification of admission to MSU (via Admissions Office Letter) establish your MyGate access with designated username and password sent from the Admissions Office. Submit residency documents as requested such as car registration/license. Note: The acceptance letter into the university does not confirm admission into the RN BSN Program.	Regional Campus or Transfer Center
4	Submit RN BSN Program Admission Application online at: RN-BSN Application	RN BSN Program 270.809.2193
5	AFTER receiving RN BSN Program Acceptance, contact your faculty advisor (see MyGate) to register for courses.	MSU MyGate
	Apply for MSU Scholarships: Scholarship Office	Scholarship Office

6	and Financial Aid: Financial Aid Office Note: Students must be admitted to MSU before consideration for scholarships	270.809.3225 Financial Aid Office 270.809.2546
---	---	--

MSU Henderson Regional Campus	270.831.5111
MSU Hopkinsville Regional Campus	270.707.1525
MSU Madisonville Regional Campus	270.825.4379
MSU Paducah Regional Campus	270.442.4753

English Proficiency Requirements for Admission to the BSN or RN-BSN Programs

Academic success in nursing as well as safe patient care is dependent on a certain level of English proficiency. The University English Proficiency requirements for admission will serve as a measure of English proficiency for the BSN and RN-BSN programs.

Approved November 11, 2024 (Faculty Meeting)

ACADEMIC POLICIES

The Murray State University nursing program is designed to ensure that those individuals who receive the Bachelor of Science in Nursing degree meet the initial competencies of professional nursing practice.

KRS 314.011 includes the following definition of nursing competencies: “‘Competency’ shall mean the application of knowledge and skills in the utilization of critical thinking, effective communication, interventions, and caring behaviors consistent with the nurse’s practice role within the context of the public’s health, safety and welfare.” Nursing competence is further delineated in the American Nurses Association Standards of Professional Performance, the American Nurses Association Standards of Clinical Nursing Practice, the American Association Code of Ethics for Nurses, and the International Council of Nurses Code for Nurses.

The essence and nature of nursing is unique in that it deals with a community of interest. Students are directly involved and interact within the healthcare system. The nature of this interaction is based upon respect for integrity. The Murray State University School of Nursing

and Health Professions takes seriously its moral, ethical, legal, and educational obligation to maintain high standards. Faculty, administration, and students alike share the responsibility of insuring that these standards are not breached.

BSN Values

The nursing faculty have adopted the following values derived from the mission and philosophy of the baccalaureate and graduate nursing programs and professional values that define nursing. These values provide the foundation and framework that guides curriculum development, teaching and learning practices, and all professional and personal interaction..

Values

Compassion is a foundation of nursing practice and includes compassion toward patients, colleagues, students and all those who we encounter. Compassion encompasses

- Caring
- Respect
- Humility
- Trust
- Dignity

Integrity in professional and personal life is imperative for those who are nurses and those who aspire to practice nursing and should reflect

- Honesty
- Ethical behavior
- Trustworthiness

Professionalism: Nursing is a profession, and as such requires a commitment from each member in all aspects of their life to uphold the qualities of:

- Accountability
- Responsibility
- Competence
- Collegiality
- Teamwork

Excellence is a pursuit of the highest possible standard, is essential to professional nursing, and requires:

- Academic Rigor
- Adherence to Professional Standards
- Quality
- Lifelong learning

Academic Advising Procedure

The academic advising procedure within the School of Nursing and Health Professions is as follows:

1. Each student will be assigned an advisor.
2. Faculty will receive an updated list of all advisees shortly after the start of semester.
3. Each advisor will:
 - a. Assist the student in planning schedule.
 - b. Maintain a check of the student's progress.
 - c. Record advising recommendations on the Degree Audit "notes".
 - d. Check the graduation application for senior students against the transcript and permanent record and make appropriate changes. The initial completion of the application is the student's responsibility.
4. It is the student's ultimate responsibility to assure that prerequisite requirements for the course and degree requirements are met.

Progression and Retention

1. The student must maintain an overall GPA of 2.0 or will be dropped from the nursing program.
2. The student must make a C or above in all courses in the nursing curriculum.
3. Progression in the program is based on completion of each nursing course in sequence.
4. Persons failing a course due to academic dishonesty will be reviewed individually with careful consideration being given to the nature of the incident and the threat to the public. In the event that an incident threatens the safety of the public, the course faculty will recommend dismissal from the program to the BSN Program Director or Dean.
5. A student will be dismissed from the program and is not eligible for readmission to the same option (BSN or RN-BSN) If:
 - a) A student fails a required nursing course twice.
 - b) A student fails two different required nursing courses.
 - c) A student withdraws from a required nursing course twice
 - d) A student withdraws from two different nursing courses

- e) A student fails one required nursing and withdraws from one required nursing course.
- 6. Once a student has a clinical failure, the student will receive an E for the course and may not withdraw from the course regardless of the university calendar
- 7. A transfer student applying to the pre-licensure program must submit a letter of good standing from the program from which they are transferring to be eligible for consideration for admission. If a pre-licensure transfer student is in good standing and earned a D or E in a required nursing course in a previous program that D or E counts as the first failure in MSU's program. Should that student make below a C in a second required nursing course at MSU, then the student will be dropped from the program. (Passed 10-12-09 Faculty meeting)
- 8. For BSN students, failure of a nursing elective course does not constitute a failure of a nursing course leading to program dismissal
- 9. If a student has withdrawn from one nursing course, failed one nursing course, or a course required for progression, a student must send a letter of intent to ASAC to reenter nursing courses based upon GPA, space available, and or completion of course for progression.
- 10. If a student is not in nursing courses for a year, they may be required to repeat a completed course or courses.
- 11. Requirements for the student requesting a medical withdraw from the nursing program:
 - a) The student must provide documentation from medical provider stating the reason for withdraw.
 - b) The student will be required to withdraw from the university and all courses.
 - c) The students must provide documentation of medical clearance or proof of resolution in order to be eligible for readmission.
 - d) Readmission will be on a space available and GPA.
 - e) If a student in not in nursing courses for a year, they may be required to repeat a completed course(s).
 - f) All medical leave will be reviewed for final approval by the Dean of SONHP.
- 12. A student in academic jeopardy must seek counsel from their instructor and assigned adviser prior to failure or dropping a course.
- 13. Students must maintain documented current evidence of CPR, immunizations/waivers, liability insurance, background checks, and drug screens each semester in order to stay in the program. Failure to keep immunizations/waivers, insurance, TB skin testing, and CPR updated/current could result in failure of a clinical course. If a student is out of the program for a period of time, the background check and drug screen must be repeated.
- 14. A nursing student may not change a required nursing course from credit to audit.

15. After admission to the nursing program, the maximum number of semesters a student is allowed to complete the nursing curriculum is eight. Due to the part time nature of the RN-BSN option, the maximum number of semesters for completion is ten.
16. Second degree Baccalaureate students and transfer students who are fully certified in University Studies must have a C or better in the curriculum. Nursing curriculum is defined as any course required for graduation. This includes University studies courses.
17. Students must complete 135 hours of practicum experience during the final semester prior to graduation. If a student does not complete graduation requirements for the University in the semester they complete their practicum, they must repeat the practicum in the semester that they will complete all requirements.
18. When extenuating circumstances are indicated, the BSN Program Director or Dean of the School of Nursing and Health Professions may at his or her discretion and in consultation with the Academic Standards and Admission Committee admit, readmit or take other appropriate action. All actions of the committee and the Dean shall be made a part of the record.
19. A nursing student in good standing who opts to participate in a one semester Study Abroad Program shall reenter into all nursing courses that were postponed due to the Study Abroad Program. Proper documentation of successful completion of the Study Abroad program must be presented to the student's adviser upon reentry into the nursing courses. The student must demonstrate mastery of skills prior to beginning the postponed nursing courses. The course instructor of the postponed nursing courses will be responsible for ensuring the mastery of skills check-off.
20. Pre-licensure Last Semester Senior Policy: All non-nursing courses must be completed before the last semester. Pre-licensure students enrolled in the last senior semester may only take NUR 410, NUR 412, NUR 407, NUR 413, & NUR 417. Exceptions to this policy may occur only with the approval of the BSN Program Director or Dean.
21. Each course content builds on the next so that past information/content may be encountered in subsequent classes.

COURSE GRADING

The University grading policy is printed in the Murray State University Academic Bulletin. In addition to the university policy, nursing students must make a "C" in any course that will count toward graduation. Any course in which the student receives a grade less than "C" must be repeated. Nursing students receive grades in nursing theory and a pass or fail in clinical practice. A student making less than a "C" in theory or failing a clinical practice must repeat the entire course (both clinical and theoretical portions). A student who fails (receives less than a "C" in) two nursing courses or the same course twice in the curriculum may not continue in the nursing program. A student must complete all course pre-requisites prior to enrolling in and taking any class.

A cumulative test score average of 74% on the unit exams and the final exam (averaged together) or above must be achieved in order for the student to pass a course. If a student fails to achieve a cumulative test score average of 74% or above, the cumulative test average will be assigned as the final grade in the course.

****When a course includes both didactic and clinical components, successful completion of both components is required to pass the course.**

- A - Exceptionally high quality, valued at 4 quality points for each credit hour
- B - Good, Valued at 3 quality points for each credit hour
- C - Fair, 2 quality points for each credit hour
- D - Unsatisfactory; Unacceptable; Equivalent to failure, valued at 1 quality point per credit hour
- E - Failure, no credit, valued at no points, but count as hours attempted
- I - Incomplete, computed as hours attempted and no quality points.
- W - Withdraw- see policy regarding withdrawal from nursing courses in the section on progression

Grading Scale:

The following grading scale is applied to all BSN courses taught in the nursing program:

- A 92-100
- B 83-91
- C 74-82
- D 65-73
- E below 65

Classroom Testing Policy

1. If a student fails ANY unit test: the student is required to meet with the faculty and complete a remediation contract based on faculty suggestion.
2. Faculty will then monitor that student's progress on remediation. Students that fail to complete remediation will have 0.5-point deduction from the final grade.
3. While taking an exam, all personal items including, but not limited to: classroom lecture notes, personal notes, textbooks, cell phones, and/or smart watches will be stored away from the testing area. **Violations of this policy will result in a zero for the exam.**

Academic Dishonesty

The School of Nursing and Health Professions' definition of academic dishonesty is consistent with the current *MSU Undergraduate Bulletin* and the *MSU Student Life Policies*. The profession of nursing has ethical, legal and moral obligations to the public; to uphold those obligations the School of Nursing and Health Professions' definitions and policies on dishonesty are **more** comprehensive than those stated in the *MSU Student Life Policies*. Therefore, decisions made by the School of Nursing and Health Professions are based on the following definitions:

Murray State University takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students' academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts, and consistent with established academic standards. Students are obligated to respect and abide by the basic standards of personal and professional integrity.

Violations of Academic Honesty include:

Cheating - Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic exercise; as well as unauthorized communication of information by any means to or from others during any academic exercise.

Fabrication and Falsification - Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.

Multiple Submission - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.

Plagiarism - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one's own in any academic exercise, without due and proper acknowledgement.

Complicity in Academic Dishonesty—*knowingly helping or attempting to help another to commit an academically dishonest act. (Additional School of Nursing and Health Professions policy)*

Instructors should outline their expectations that may go beyond the scope of this policy at the beginning of each course and identify such expectations and restrictions in the course syllabus. When an instructor receives evidence, either directly or indirectly, of academic dishonesty, he or she should investigate the instance. The faculty member should then take appropriate disciplinary action.

Disciplinary action may include, but is not limited to the following:

- 1) Requiring the student(s) to repeat the exercise or do additional related exercise(s).
- 2) Lowering the grade or failing the student(s) on the particular exercise(s) involved.
- 3) Lowering the grade or failing the student(s) in the course.

If the disciplinary action results in the awarding of a grade of E in the course, the student(s) may not drop the course.

Faculty reserve the right to invalidate any exercise or other evaluative measures if substantial evidence exists that the integrity of the exercise has been compromised. Faculty also reserve the right to document in the course syllabi further academic honesty policy elements related to the individual disciplines.

A student may appeal the decision of the faculty member with the department chair in writing within five working days. Note: If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter be directed to the Office of Institutional Diversity, Equity and Access. Any appeal will be forwarded to the appropriate university committee as determined by the Provost.

Grade Appeals Policy

In the event that a difference of opinion arises between students and faculty regarding the assignment of a course grade the BSN Program will follow the Murray State University grade appeals policy found in the current *MSU Academic Bulletin*.

****Students will not be able to continue in nursing clinical if an academic appeal is in process or pending. ****

Murray State University recognizes that differences of opinion or interpretation may arise between students and faculty members regarding the assignment of course grades. The university urges that a student first seek resolution through informal discussion with the appropriate faculty member. The following policy has been adopted as a formal avenue for the resolution of a student grievance or appeal, in the event that such differences cannot be resolved informally. The university recognizes the right of a student to present a grievance to an established committee and to have that grievance considered on its merit by an expeditious and orderly process.

For general student complaints, please refer to the current *Murray State University Academic Bulletin*.

Course Credit/Clinical Hours

The course credit clinical hour's ratio in the BSN Program is 1 credit hour to 3 clinical hours. For example, in NUR 206 (6-cr) - 4 hours of lecture per week and 6 hours of clinical per week equals 6 credits given for the class.

Attendance

Classroom/Laboratory Experiences: Nursing is a pre-professional program of study and students are expected to attend all classes and laboratory experiences. Students absent from class must accept the responsibility to plan with the instructor for make-up work. Anticipated absences should be reported to the instructor prior to the class missed. Emergency absences should be reported to the instructor on the day the class is missed, or according to the individual instructor's direction. Faculty follow the current MSU attendance policy. It is the responsibility of the student to be aware of the attendance policy for each course.

Clinical: Clinical experiences are essential for optimal learning. Students are expected to attend all clinical experiences. The rescheduling of clinical experiences may not be possible and make-up clinical experiences are offered at the discretion of the instructor. Unexcused clinical absences may result in a clinical failure.

Student Records

Students who have been accepted and are enrolled in nursing must have a current record in the MSU Registrar's Office. The following should be reported:

1. Changes in home address, University address, or telephone number.
2. Withdrawal from school or transfer to another major.

Students wishing to change majors may complete via MyGate.

Program Costs above University Tuition and Fees

Students entering nursing courses should anticipate additional program costs over and above university tuition and fees. These costs include travel, books, uniforms, shoes, stethoscope, scissors, watch, name pin, and recognition ceremony fees. Additional fees for testing throughout the program are the student's responsibility. In the last semester; fees for licensure, graduation, testing, travel, nursing pin, and NCLEX fees are expensive. Please plan accordingly. The additional costs are subject to change relative to price increases and general economic conditions.

MSU E-mail

It is a requirement that all students use their official MSU email address. This is one of the official means of communication between faculty and students. Failure to check and maintain MSU email will not be accepted as an excuse for lack of knowledge regarding clinical or classroom assignments and other informational items. Each student must use the BSN list serve.

Microsoft Word

Microsoft Word is the only word processing software supported by the University. Therefore, all written assignments in the nursing program must be submitted using Microsoft Word. Digital assignments will not be accepted in other word processing programs. Microsoft PowerPoint is strongly recommended.

Official Style Manual

All formal papers must be completed using the current American Psychological Association (APA) Style Manual which may be purchased from the University Bookstore or accessed online.

Policy Regarding Children in Mason Hall and in the Classrooms

1. Children visiting Mason Hall: There are occasions when it is necessary or helpful for students to be able to bring their children to class. **Children who are visiting in the building must be supervised at all times.** This is for the safety of the child, as well as in consideration of other students who are in class or studying in the building. If a child is unsupervised, the parent will be asked to leave with their child.
2. Children in the Classroom: It is up to the individual instructor whether or not to allow children in their classroom. Students should understand that some class content may not be suitable for young children. Permission must be obtained from the instructor prior to bringing a child to class. If children become disruptive it is expected that the student will take them out of the classroom. Children will not be allowed in any classroom during testing.

Social Media Policy

According to the Kentucky Board of Nursing Opinion Statement (12/2017), students should be aware of the potential consequences of disclosing patient-related information via social media. Inappropriate use of social media is a violation of Kentucky nursing law. Students must adhere to facility policies, relevant state and federal laws, and professional standards regarding patient privacy and confidentiality. According to the American Nurses Association's Code of Ethics for Nurses (2015),

The nurse has a duty to maintain confidentiality of all patient information, both personal and clinical in the work setting and off duty in all venues, including social media or any other means of communication. Because of rapidly evolving communication technology and the porous nature of social media, nurses must maintain vigilance regarding postings, images, recordings, or commentary that intentionally or unintentionally breaches their obligation to maintain and protect patients' rights to privacy and confidentiality.

Students in the BSN program are expected to use social media responsibly. Inappropriate use of social media that leads to:

- violation of a HIPAA policy;
- the involvement of the faculty or the students of the program in any kind of dispute or conflict with other faculty, students, or third parties;

- a harassing, demeaning, or hostile environment for any faculty or student;
- disruption of the smooth and orderly flow of education provided by the faculty;
- harm to the goodwill and reputation of the BSN program among its immediate constituents, or in the community at large (including peer institutions); or
- erosion of the public's confidence in the program,

The student(s) responsible will be subject to disciplinary action up to and potentially including dismissal from the program, depending upon the severity and persistent nature of the offense. Use of social media that involves any kind of criminal activity or harms the rights of others may result in criminal prosecution or civil liability to those harmed, or both.

Cell Phone Use Policy

No cell phones will be used in patient care areas unless approved by the faculty or clinical preceptor. Failure to comply or reports of noncompliance via clinical facilities will result in clinical failure.

Cell phone Use Policy Classroom

See class individual syllabi for direction regarding cell phone policy in the classroom.
(Effective 10/20/22)

Drug-Free Environment Policy

Students are expected to maintain and abide by the following drug-free environment policy and any affiliated institution policies.

1. No student will engage in the illegal use, distribution, possession, or sale of drugs.
2. No student will report to class, clinical or other student activities while impaired by intoxicants, non-prescription narcotics, hallucinogenic drugs, marijuana, or other prescription or non-prescription controlled substances.
3. No student will bring any intoxicants, controlled substances without a legal prescription, or illegal substances such as, narcotics, hallucinogenic drugs, or marijuana, into any facility (didactic or clinical), any call-room, or housing provided by clinical affiliated institutions.
4. Students may be asked to submit to random screening for drugs and/or alcohol at any time that they are present in either clinical or classroom. Refusal to submit to a drug screen will be considered as equivalent to a positive drug screen.
5. Students must immediately notify the program director of involvement in any investigation by law enforcement or a facility related to intoxicants, drugs, or controlled substances.
6. Violation of the drug free environment policy can result in:
 - a. Dismissal from the clinical area;

- b. Dismissal from the program;
- c. Other action as required by Kentucky Board of Nursing's reporting policy as directed in the **Policy Related to Violation of KRS 314 Nursing Laws.**

Health Policies

All routine immunizations (including rubella and varicella or sufficient antibody titer) CPR, and T.B. testing must be documented prior to the first semester of nursing classes. Annual T.B. testing must be maintained throughout the nursing program. A form to be used for documentation (signed by the health care provider) is available at the MSU Nursing web page. Students must submit immunization records/waivers, CPR, and T.B. screening information each semester to nursing faculty in clinical courses including NUR 200. Students must follow clinical facility COVID vaccine or exemption requirements. Failure to keep immunizations/waivers, exemptions, insurance, T.B. skin testing, and CPR updated/current could result in failure of a clinical course.

Students in clinical areas may be required to have further screenings and/or treatment to ensure patient safety and adhere to institutional policy. Students are responsible for associated costs and must take responsibility for completing these requirements.

Starfish Student Success Network

The School of Nursing and Health Professions Cares About You and Your Success!

This program is part of the Murray State University student success initiative that utilizes the Starfish Student Success Network. Faculty will be using the system to communicate with you about your academic progress and get you help if you need it. Throughout the program, you may receive emails regarding your attendance, course grades or academic performance. To benefit, it is important that you check your Murray State email regularly and follow through on recommended actions. You may also be contacted directly by others on campus who care about your academic success and personal well-being. This may include your academic advisor and staff from Student Engagement and Success and other student support offices across campus. Starfish provides you with the opportunity to "Raise Your Hand" if you need help. Take advantage of this and other features by logging into your Starfish account through myGate. More information can be found at murraystate.edu/starfish.

Additional study and tutoring resources are available for admitted nursing students through the Bridge to Success program. Student should contact their advisor or faculty member of more information.

Counseling Resources

As a college student, there may be times when personal stressors interfere with your academic performance and/or negatively impact your daily life. If you or someone you know is experiencing mental health challenges at Murray State University, please contact the Counseling Center. More information can be found: [MSU Counseling Center](#)

HEALTH EDUCATION SERVICES INC. (HESI) TESTING PLAN

1. HESI specialty exams may be administered in a nursing course and the exam score will count 5% of the final grade.
2. Remediation will be required of all students scoring below 900 on any HESI exam. (Please see the remediation plan for these guidelines.) Those students that do not complete remediation will have a 0.5-point deduction from the final grade of the associated course.
3. HESI Testing:
 - a. HESI Specialty testing: faculty may choose the better score achieved from the HESI conversion score OR the HESI rubric for HESI test grade assignment.

HESI Score	Classroom Grade
>1000	100
950-1000	95
900-949	92
875-899	83
850-874	74
800-849	70
750-799	65
700-749	60
≤ 699	55

5. HESI Remediation Plan: All students scoring below 900, a remediation plan will be developed using the following rubric:

HESI Score	Required Remediation
875-899	<p>a. Student makes an appointment with faculty regarding the areas of weakness and develop a remediation plan.</p> <p>b. Student will select 25 questions in the low content area</p> <p>c. Student will develop two 10 question custom quiz in Adaptive Quizzing in two content areas of weakness based on the HESI Exam Student Report and take quizzes in that content area until 80% is achieved.</p>
850-874	<p>a. Student makes an appointment with faculty regarding the areas of weakness and develop a remediation plan.</p> <p>b. Student will select 50 questions in low content area</p> <p>c. Student will develop two 10 question custom quiz in Adaptive Quizzing in two content areas of weakness based on the HESI Exam Student Report and take quizzes in that content area until 80% is achieved.</p>
800-849	<p>a. Student makes an appointment with faculty regarding the areas of weakness and develop a remediation plan.</p> <p>b. Student will select 75 questions in low content area</p> <p>c. Student will develop two 10 question custom quiz in Adaptive Quizzing in two content areas of weakness based on the HESI Exam Student Report and take quizzes in that content area until 80% is achieved.</p>
750-799	<p>a. Student makes an appointment with faculty regarding the areas of weakness and develop a remediation plan.</p> <p>b. Student will select 100 questions in low content area</p> <p>c. Student will develop three 10 question custom quiz in Adaptive Quizzing in two content areas of weakness based on the HESI Exam Student Report and take quizzes in that content area until 80% is achieved.</p>
700-749	<p>a. Student makes an appointment with faculty regarding the areas of weakness and develop a remediation plan.</p> <p>b. Student will select 125 questions in low content area</p> <p>c. Student will develop three 10 question custom quiz in Adaptive Quizzing in two content areas of weakness based on the HESI Exam Student Report and take quizzes in that content area until 80% is achieved.</p>

≤ 699	<p>a. Student makes an appointment with faculty regarding the areas of weakness and develop a remediation plan.</p> <p>b. Student will select 150 questions in low content area</p> <p>c. Student will develop four 10 question custom quiz in Adaptive Quizzing in two content areas of weakness based on the HESI Exam Student Report and take quizzes in that content area until 80% is achieved.</p>
-------	---

****Students that do not complete remediation will have a 0.5-point deduction from the final grade. ** (Updated 5/6/24)**

CLINICAL EXPERIENCES

Practice Parameters for Student Nurses

The Commonwealth of Kentucky has a mandatory licensure law. An individual cannot practice nursing without proper licensure by the Kentucky Board of Nursing. The Kentucky Board of Nursing (KBN) has issued an Opinion Statement regarding employment of nursing students. This statement can be accessed on the KBN website (<http://www.kbn.state.ky.us/>). Students employed by an institution as nursing assistants or nurse externs are practicing as employees of the institution and not in the role of student nurse. Students admitted to the nursing program may only practice in the capacity of a Murray State University student nurse during clinical experiences as required by courses within the nursing program. Any student practicing as an MSU student nurse outside these settings is in violation of the Nurse Practice Act of the Commonwealth of Kentucky and is subject to prosecution for practicing nursing without a license and being dismissed from the program.

Professional Liability Insurance

Students are required to purchase liability insurance. Liability insurance coverage is mandatory throughout the student's undergraduate education. The policy must be renewed annually. Students must purchase a plan with a minimum of \$1,000,000/\$3,000,000 coverage per year. The application may be obtained in the nursing office. The minimum required liability insurance is subject to change to meet future needs. An updated copy of proof of coverage must be submitted each semester for each clinical course. This is the student's responsibility.

Students are responsible for the cost of medical care. Injuries that may occur at clinical sites are not covered by Murray State University or the clinical agencies. Current validation of CPR certification, liability insurance coverage, and required immunizations/waivers must be submitted to student document management system (ie. Verified Credentials/Castlebranch) before clinical experiences. A copy of the signed

Student Handbook Acknowledgement form must be uploaded in the student document management system or students will not be allowed to participate in clinical experiences. While in the clinical facilities, students may be asked to show proof of vaccinations or other clinically required documents via the student document management system.

Planning for Clinical Experiences

Faculty work with clinical agencies in advance to plan clinical experiences, thus students must follow a plan of study arranged with an adviser. Students who do not follow this plan, or who must repeat a nursing class will be accommodated on a space available basis.

Students should expect travel to clinical sites and are responsible for their own transportation, lodging (if required), and related costs. Furthermore, students are responsible for the cost of their own health care insurance and for health care-related expenses. It is required that each student maintain current immunizations/waivers, TB testing, and American Heart Association CPR certification. Failure to keep immunizations/waivers, insurance, TB skin testing, and CPR updated/current could result in failure of a clinical course. Students must follow clinical facility requirements regarding COVID 19 vaccines or exemption submission.

During the final semester, students will be enrolled in a clinical practicum designed to facilitate the transition from school to practice. As students may be in clinical assignments throughout the week, it is necessary to have completed all non-nursing courses prior to the final semester. It is possible that some experiences off campus may be used, and students are advised to plan accordingly.

Absences

Please notify your instructor at home the night before or the morning of your scheduled clinical day. If the instructor cannot be reached, the student is expected to call the assigned facility and report her/his absence, and the instructor's name and continue to notify the clinical instructor.

Accountability

Students are responsible for arriving at the clinical agency on time and prepared for the day's activity. Failure to do so may result in exclusion from class or from clinical experience and/or failure.

Personal Belongings

Students are asked to leave all personal belongings at home or locked in the trunk of their car. Small items needed may be carried in the uniform pocket. Agencies are not responsible for lost or stolen articles.

End of Shift Report

Students are expected to have a post conference with their instructor before leaving the clinical agency. Any pertinent information relating to the student's clients should be related to the agency personnel before leaving as this provides for continuity of care. Reporting off provides the facility's caregiver the opportunity to ask questions of the student as the facility maintains responsibility of the client's care once the student leaves.

Student Parking

Specific parking instructions relative to each agency will be given to students prior to the first clinical day.

CPR Policy

American Heart Association CPR (cardiopulmonary resuscitation) certification for health care providers is a prerequisite for admission to the nursing program. It is the student's responsibility to maintain certification for the duration of the program. A copy of the student's certification card will be submitted to student document management system (ex. Verified Credential, etc.). The certification card should also be carried to clinical sites by the student. If a student fails to maintain CPR certification they are not eligible to participate in clinical activities which can lead to failure of the course.

Transportation

Students should expect to travel to clinical sites, and are responsible for their own transportation, lodging (if required), and related costs. Students are expected to provide their own transportation to clinical experiences in all nursing courses. Car-pooling with other nursing students is possible and will reduce costs but is not always available. In no event will the University or its employees assume responsibility for injuries to a student arising out of personal transportation whether provided by student, faculty member or outside individual.

STUDENT UNIFORM AND DRESS CODE

The following policies apply to **in-house labs, simulation centers, off-campus clinical facilities, and other assignments** when students are required to wear their uniform.

All students are expected to adhere to the appropriate dress code anytime they are in uniform, including public stops to and from clinical.

Uniform and dress code violations that cannot be corrected immediately may result in dismissal from that clinical assignment. The student may receive grade &/or clinical evaluation deductions, &/or an unexcused absence for that clinical. Please refer to the applicable course syllabus to know how these consequences will affect the final clinical grade.

Student Dress Code:

- Student Dress Code: The purpose of this undergraduate program-wide dress code is to: 1) communicate professionalism and competence to patients, the institution, and the public, and 2) maintain a safe, hygienic environment for patients. This dress code is to be adhered to any time the student is in a clinical agency, simulation or lab setting. In addition, students are to adhere to individual agency dress code standards. Infection control and client/student safety are of the utmost importance and are reflected throughout this dress code. Specific requirements protect both the client and the student from transmission of harmful organisms.
- Name badge: The official Murray State University (MSU) School of Nursing ID badge must be worn in clinical settings at all times. This ID badge identifies students as MSU School of Nursing students and is to be worn on the front upper torso; it is to be worn only in the student nurse role and not worn outside of college, clinical, or classroom settings. Badges may have one piece of tape placed over the student's last name but otherwise may not be defaced with stickers, tape or pins.
- Scrubs/Clothing: Only navy scrub top and pants or skirt may be worn. Navy scrub dresses that meet the criteria are acceptable. Any garment worn under the scrub top should be tucked into the pants or skirt and must be solid white, gray, navy, or black in color. Scrubs should fully cover back and abdomen, even with full range of motion. Skirts and dresses must fall at or below the knee and be worn with hose or tights that are neutral or white in color. Pants length should stop at top of shoe at instep. All clothes should be unwrinkled. Scrubs are not to be worn in any setting other than clinical agencies. Sweatshirts are not permitted in patient care areas. All clothing must be in good taste, not promoting racism or racist ideology or depicting offensive logos, slogans, nudity, hate speech, violence, or profanity. Course coordinators reserve the ability to require a student to remove any clothing that does not meet these qualifications.

- **Shoes and Socks:** Closed toe, closed heel, nonslip shoes that are clean and in good repair are permitted in the clinical and laboratory setting. May not be neon in color. Coordinating socks or hosiery **MUST** be worn.
- **Nails:** Nails must be clean; nail polish and artificial nails are not permitted. Nails may not be longer than one quarter inch beyond tip of finger.
- **Hair:** Hair must be simply arranged, neat, clean, off the collar, away from the face and well-controlled. Plain barrettes, bobby pins or elastic bands may be used but no decorative hair ornaments, decorative caps or scarves are permitted. Headbands are permitted and must be in good taste. Head coverings worn for religious beliefs must allow the student to use a stethoscope and other medical instruments and must not interfere with asepsis, patient exams or therapeutic communication. Any hair color that cannot be grown naturally is not permitted. Course faculty reserve the ability to require a student to remove any hair attire that does not meet these qualifications.
- **Facial hair:** Students must have beard/mustache neat and trimmed to maintain adequate asepsis and professional appearance (no longer than 1/2" in length).
- **Tattoos and Piercings:** No facial or neck tattoos are permitted. All visible body artwork and/or tattoos must be in good taste, not promoting racism or racist ideology or depicting offensive logos, slogans, nudity, hate speech, violence, or profanity. Course faculty reserve the ability to require a student to cover a tattoo/body art that does not meet these qualifications.
- **Jewelry/Piercings:** Jewelry may include one pair of post earrings anywhere on the ear. A plain wedding band and wristwatch are permitted. No other jewelry is permitted. No other piercings are permitted.
- **Make-up/Perfume:** Must not be excessive, should conform to general body tones and avoid extreme colors. No perfume or cologne or smell of smoking is permitted during clinical time.
- **Miscellaneous:** No gum chewing permitted. No cell phones permitted. Students are to have a stethoscope, working pen light, and watch capable of tracking seconds whenever in lab or clinical setting.

Bloodborne Pathogens Policy

Students of the SONHP at MSU must seek appropriate treatment, follow-up and counseling after exposure to blood or body fluids.

An exposure is defined as:

- A needle or other puncture wound from a source contaminated with body fluids.
- Direct contact of non-intact skin (open lesion, chapped, or abraded skin) with large amounts of blood or prolonged contact with blood.

- Mucous membrane contact from a known source of blood or body fluids (a splash in the eye, mouth, or any other mucous membrane lining.)

In the event that a student is exposed to a bloodborne pathogen during a scheduled clinical experience the agency's exposure policy should be followed.

The student will:

- Notify the appropriate agency representative and clinical faculty.
- Initiate immediate treatment by:
 - o Cleaning the wound/skin area with soap and water.
 - o Flushing mucous membranes with tap water or saline.
 - o Serious injuries requiring suturing or physician intervention should be promptly evaluated according to agency's direction or according to insurance requirements of the student.
- Faculty will report the exposure to the appropriate supervisors (facility administration and SONHP Dean or Program Director) and assist the student in completing any required agency documentation.
- The exposed individual is responsible for any costs related to testing and treatment of self and testing of the source.

2. In the event that a student is exposed to a bloodborne pathogen during a scheduled clinical experience while NOT in a traditional clinical setting (i.e. community-based experiences such as school health or community screening) the following procedure should be followed:

- Provide immediate first aid treatment as described above.
- Proceed to the closest emergency facility to initiate post-exposure screening, treatment and counseling.
- The student is encouraged to seek post-exposure treatment within 2 hours of the exposure. If travel distance does not allow, the follow-up should be completed as soon as possible.
- The exposed individual is responsible for costs related to testing and treatment of self and testing of the source.

3. The exposed student/faculty should obtain a copy of "Occupational Exposure to Bloodborne Pathogens" from the OSHA website.

STUDENT LOUNGE

The student lounge is located in the basement and is furnished with couches, tables, and chairs. A refrigerator and microwave oven are available for students in the basement. The cleaning of these appliances is the students' responsibility.

BIOTERRORISM/HEALTH EMERGENCY FIRST RESPONSE TEAM

Nursing students are included in the response plan developed by the Center for Disease Control (CDC) for a bioterrorism or health emergency. The current plan includes utilizing students to distribute medical packs and administer immunizations and/or other medications. Any student in a nursing program at any site, including Murray State University, is subject to being called into service or to return to the service area if they are in a distant location. The CDC revises the plan as needed based on governmental data. Should an emergency arise students will be alerted to their responsibility.

PROFESSIONAL ORGANIZATIONS AND COMMITTEES **Murray State Student Nurses Association (KANS)**

The Murray State Student Nurses Association (MSU-SNA) is a pre-professional organization for nursing students which fosters the promotion of nursing education, interactions with the community, and collaboration among nursing students. This organization is designed to benefit the nursing student through programs, activities, literature, and fellowship.

Nursing students, (freshman, sophomore, junior, and senior level) may join. Fees are announced per academic year. An election of officers is held each April. MSU-SNA members participate in blood pressure screening, blood drives, and other service activities. The organization offers educational programs, guest speakers, and co-sponsors the Bio-Ethics Conferences. Benefits include scholarship opportunities, *Imprint*, the national publication for nursing students, student rates to the Student Nurses' State and National Conventions, reduced subscription rate to the *American Journal of Nursing*, and many other benefits. Freshman may join as associate members and are entitled to all privileges except holding an office.

Sigma Theta Tau

The Murray State University Honor Society in Nursing held its charter ceremony on March 1, 1980. The Murray State University Chapter is known as Delta Epsilon and was the first official Chapter of Sigma Theta Tau in the Commonwealth of Kentucky. Membership in this organization is the highest academic honor in the profession of Nursing.

The purposes of this chapter are to:

1. Recognize superior achievement.
2. Recognize the development of leadership qualities.
3. Foster high professional standards.
4. Encourage creative work.
5. Strengthen commitment to the ideals and purposes of the profession.

Prospective members are invited to apply, are screened by the Eligibility Committee, recommended to the organization and upon acceptance are received by induction. Members are selected from those students who have completed at least one-half of the required curriculum (reached the second semester of their junior year or are in the senior year), and have demonstrated achievement in nursing. Undergraduate students shall have a minimum grade average of 3.0 on a 4.0 scale. Only a selected percentage can be inducted per graduating class (including RN-BSN).

Nursing Alumni Association

The Nursing Alumni Association was formed to promote the advancement of the interests of Murray State University and the School of Nursing and Health Professions, and a closer fellowship among the alumni and former students of Murray State University's programs in nursing.

Membership includes all graduate, baccalaureate, and diploma graduates of Murray State's School of Nursing and Health Professions, and such non-alumni who by their interest and activity have distinguished themselves by their work for the University.

Student Affairs Committee

The purpose of this committee is to provide a forum for student problems, concerns, and welfare in general and is the governance conduit for recommendations from students to the Faculty Committee.

A. Functions

1. Provides for communication between students and faculty.

2. Considers student issues and brings recommendations to the Faculty Committee.
3. Provides recommendations for the Student Ambassador program to assist in recruitment activities.
4. In concert with KANS, plans social events for the SON.
5. Report SPAR data to the committee and Faculty Committee for review.

B. Membership

The Committee will consist of four faculty members. There shall be one representative each from the BSN, RN-BSN, and DNP Programs.

C. Term

The terms are on an annual basis.

D. Chairperson

The Chairperson shall be assigned by the Dean.

Undergraduate Academic Standards and Admissions Committee (ASAC)

The purpose of this committee is to direct the admission, readmission, progression, and retention of all undergraduate students

A. Functions

1. Review and recommend admission criteria for the BSN and RN-BSN programs as needed and present them to the Faculty Committee for approval.
2. Make decisions regarding BSN and RN-BSN admissions, readmission, progression, and retention. Communicate decisions to students.
3. Report Systematic Plan of Assessment and Review (SPAR) data to the committee and Faculty Committee for Review.
4. Collect demographic data of BSN and RN-BSN students.
5. Update recruitment literature, WEB site, application forms, handbook, etc. as needed to keep current.

Membership

The committee shall consist of six faculty members and a Kentucky Association of Nursing Students (KANS) representative and a Student Affairs student representative.

B. Membership

C. Term

The terms are on an annual basis.

D. Chairperson

The chairperson shall be appointed by the Dean.

BSN Pre-licensure Curriculum Committee

The purpose of this committee is to provide oversight for the BSN pre-licensure curriculum in accordance with the SON mission, goals, and expected student outcomes. The committee will assure that the curriculum follows state regulatory requirements and accreditation standards.

A. Functions

1. Plan, implement, and evaluate the pre-licensure BSN curriculum.
2. Present proposed curricular to the Faculty Committee for approval.
3. Review and revise materials relevant to the pre-licensure BSN curriculum.
4. Interact and collaborate with other university departments as needed to assure curricular quality.
5. Report SPAR data to the committee and Faculty Committee for review.
6. Assume leadership in stimulating faculty discussion of curricular trends.

B. Membership

Faculty members shall have teaching responsibilities in the BSN curriculum. Membership shall be representative of the undergraduate curriculum. Two undergraduate students solicited from the KANS organization will serve as members of the committee.

C. Term

The terms are on an annual basis.

RN-BSN Curriculum Committee

The purpose of this committee is to provide oversight for the RN-BSN curriculum in accordance with the SON mission, goals, and expected student outcomes. The committee will assure that the curriculum follows state regulatory requirements and accreditation standards.

A. Functions

1. Plan, implement, and evaluate the RN-BSN curriculum.
2. Present proposed curricular changes to the Faculty Committee for approval.
3. Review and revise material relevant to the RN-BSN curriculum.

4. Interact and collaborate with other university departments as needed to assure curricular quality.
5. Report SPAR data to the committee and Faculty Committee for review.
6. Assume leadership in stimulating faculty discussion of curricular trends in registered nurse education.

B. Membership

Faculty members shall have teaching responsibilities in the RN-BSN curriculum. Membership shall be representative of the curriculum. Two Registered Nurse students solicited from the enrolled students will serve as members of the committee.

C. Term

The terms are on an annual basis.

D. Chairperson

Will be appointed by the Dean.

AWARDS

Outstanding Senior Nursing Student

An outstanding senior is selected from each graduating class by the nursing faculty. To be eligible for this honor the following qualities are considered:

1. Extra-curricular activities.
2. Service in the community
3. Performance as a nursing student.
4. Dedication to the profession and to the school.
5. Scholastic achievement of 3.0 or higher desirable.

The student selected for this honor with a plaque. The student is also recognized at the Murray State Honors Day Program and at the Recognition Program.

The Nightingale Award

Each graduating class has the option of selecting a classmate to receive the Nightingale Award. The student selected should exhibit exemplary strength, integrity, dedication, and heart in the profession of nursing. This includes, but is not limited to, persistence, resilience, flexibility, level of competence, a desire to learn, and compassion for patients, families, and colleagues.

The selection will be by secret written ballot. The ballots will be placed in an envelope, sealed, and given to the BSN Program Director. The selection will be announced during the Recognition Ceremony and an engraved plaque will be given to the honoree.

GRADUATION

A candidate for graduation is required to obtain the application for degree and other materials for graduation from the office of the registrar. This takes place the semester before graduation. The student's adviser should be of aid in completing the degree application. This application procedure is the responsibility of the student.

Commencement

Murray State University conducts a Commencement Ceremony each semester. The date and time are printed in the schedule of classes and is available on the MSU website. Information regarding Commencement is available both from the School of Nursing and Health Professions and University Administration. The School of Nursing and Health Professions strongly encourages every graduate to attend Commencement. Academic regalia and invitations are available through the University Bookstore.

Baccalaureate and Graduate Degrees Recognition Ceremony

As a celebration of student accomplishment, a ceremony is held at the end of each semester recognizing students completing the Baccalaureate and graduate degrees in Nursing. Students are recognized for outstanding scholastic achievement and leadership in school and professional organizations. Students receiving other school honors or awards are recognized.

The B.S.N. and graduate students wear academic robes without caps. The highlight of the program for the Baccalaureate graduate is receiving the school pin. Graduate candidates are awarded the appropriate hood. Parents and friends are invited to attend and share this occasion with the graduates.

The administrative assistant plans the recognition ceremony with informational input from the graduating senior and graduate degree classes.

LICENSING EXAMINATION PROCEDURE

Licensure as an RN in any state requires that the applicant sit for and pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN) developed by the National Council of State Boards of Nursing (NCSBN) and administered through Pearson Vue. Information regarding the NCLEX-RN as well as instructions for application and resources available to the candidate can be found at: <https://www.ncsbn.org/nclex.htm>

The following guidelines will assist with the examination and licensure procedure:

1. Obtain National Council Licensure Examination NCLEX-RN booklet from the NCSBN web site. State board of nursing licensure forms are available on the appropriate state Board of Nursing website. The NCLEX-RN utilizes a computer adaptive format. The exam is administered by Pearson Vue and is provided at designated sites listed on the NCSBN website.
2. If obtaining licensure in a state other than Kentucky, request information from the appropriate state Board of Nursing no later than three (3) months before graduation. Requirements may vary from state to state. Usually, forms are available on their WEB sites.
3. Students are responsible for meeting fee payments and following other instructions received in packets. The approximate combined fee for NCLEX-RN and licensure varies from state to state.
4. Request and pay for a transcript at the Registrar's Office. A transcript is required by some states. Transcripts can be requested online through the registrar's office at: <https://www.murraystate.edu/academics/RegistrarsOffice/Transcripts/index.aspx> Kentucky does not require a transcript for licensure.
5. KBN and many other states require criminal background checks. These forms are available on the KBN or other state board of nursing website.

APPENDIX A

Applicants for Licensure with Criminal Convictions **MANDATORY REPORTING OF CRIMINAL CONVICTIONS**

State law requires that licensed individuals report criminal convictions to the Kentucky Board of Nursing within thirty (30) days of the conviction, KRS 314.109. Kentucky Board of Nursing

Administrative Regulation 201 KAR 20:370, application for licensure and registration, also require applicants to report criminal convictions and states what must be submitted when reported. This brochure addresses the most commonly asked questions by individuals with criminal convictions. For additional information, contact the Board office or visit our website.

KENTUCKY BOARD OF NURSING

312 Whittington Pkwy, Suite 300

Louisville, KY 40222-5172

1-800-305-2042 or 502-429-3300, Ext. 238 or 243

<http://kbn.ky.gov>

Will KBN verify my criminal history?

Yes. KBN requires a criminal history search on licensure applicants which may include an FBI fingerprinting analysis. The record search is NOT the official court record. Discrepancies related to criminal convictions or failure to report a criminal conviction will delay the processing of the application.

What criminal convictions must I report to KBN?

The *Kentucky Nursing Laws* require that **ALL** misdemeanor and felony convictions occurring in Kentucky or any other state, regardless of when they occurred, must be reported to the Kentucky Board of Nursing (KBN). Federal and military convictions must also be reported. Effective July 14, 2000, any person licensed by KBN shall, within thirty (30) days of entry of the final judgment, notify KBN in writing of any misdemeanor or felony criminal conviction in this or any other jurisdiction. Upon learning of any failure to notify KBN under this section, KBN may initiate an action for immediate temporary suspension under KRS 314.089 until the person submits the required notification.

How do I know whether I've been convicted of a crime?

You have been convicted if you have pled guilty to, entered an *Alford* plea or *Nolo Contendere* plea, or were found guilty of a criminal offense in any court. You should contact the court to determine whether the conviction was a violation, misdemeanor or felony offense.

Will my conviction make me ineligible for a nursing license?

Not necessarily. The statute states that KBN may take action on criminal convictions that bear directly on an individuals' qualifications or ability to practice nursing. The regulation clarifies that the type of convictions referred to are those that involve dishonesty, substance abuse, sexual offenses, breach of trust, danger to the public safety, or physical harm or endangerment.

Can I be denied licensure?

Yes, KBN can deny a license for criminal conviction(s), or action taken against your license in another state.

What if I am denied licensure, what can I do?

You may request a formal hearing before a KBN panel. Your request must be in writing.

What happens if I request a hearing?

You will be notified of the date, time, and location of the scheduled meeting of a Hearing Panel. You may bring legal counsel.

What will the Hearing Panel do?

The Hearing Panel will consider your request for licensure. After hearing the evidence presented, the panel will make a recommendation to KBN regarding the approval or denial of your application for licensure.

Will a denial of licensure be on my permanent nursing record?

Yes. Denial of licensure is a formal disciplinary action taken by KBN. The denial will be published in the Board's newsletter, the *KBN Connection*, and reported to the National Council of State Boards of Nursing's Disciplinary Data Bank.

I need to report my conviction(s) to KBN. What documents do I send to the KBN office?

You must submit a certified copy of the court record of each misdemeanor or felony conviction in this or any other jurisdiction and a letter of explanation that addresses each conviction, except for traffic-related misdemeanors (other than alcohol-related) or misdemeanors older than five (5) years.

When do I send the information to KBN?

The letter of explanation and certified copy of the court record must accompany your application for licensure. Your application fee is nonrefundable even if your application is denied. You may wish to consider delaying your NCLEX registration with the test service until you know the outcome of the KBN criminal conviction review process.

What is the letter of explanation?

A letter of explanation is a personally written summary of the events that led to your conviction. It gives you the opportunity to tell what happened, and to explain the circumstances that led to your conviction.

Where do I get the certified copy of the court record?

You should contact the court clerk in the county where the conviction occurred to obtain a certified copy of the court record (the court clerk must *certify* the copy for you). The court record should verify the conviction, date of the conviction, and the judgment entered against you.

What if the court can't find a record of my conviction?

If a court record has been “purged” by the court due to a record retention schedule, you may submit a statement from the court to affirm that the physical record no longer exists. This statement will be accepted in lieu of the court record. In addition, some police departments will provide a record of the arrest and disposition.

What additional information may be requested from me?

The most frequently requested information is proof of compliance with a court ordered alcohol education/treatment program or of successful completion of a court ordered probation. KBN may also request that a letter of recommendation be sent.

What is a letter of recommendation?

A letter of recommendation is a letter mailed directly to KBN from a faculty member of a nursing program or a nursing employer to tell why you should be considered for licensure.

What if my charge was dismissed?

You are not required to report charges that have been dismissed by the court.

Do I report convictions when I was a juvenile?

Juvenile convictions that occurred when you were under the age of 18 do not need to be reported unless you were convicted as an adult.

Do I report the conviction if it has been expunged?

You do not need to report convictions that have been removed from your record as a result of a formal court ordered expungement. You must check with the court to make sure it was actually expunged before answering “NO” to the conviction question on your application.

Do I report a conviction that has been appealed?

You should report the conviction to KBN and let KBN know that the case has been appealed.

How will my conviction be reviewed?

There are three methods of criminal conviction review: 1) Staff Member Review; 2) Board Member Review; and 3) Credentials Review Panel. For criminal convictions that meet the criteria for the staff or Board review process, a Board member or KBN staff person will review the application and other information concerning your criminal conviction history. The Board member or staff person will consider the nature of the crime, the circumstances and length of time since the conviction occurred, and whether the conviction would have a bearing on your ability to practice nursing. A determination will be made to approve your application, request additional information, request a personal interview with you, or refer the matter to the Credentials Review Panel. The Credentials Review Panel is a panel of three Board members that meet monthly. The panel reviews the submitted information and decides to approve the application, request additional information, recommend terms for licensure, or recommend that a hearing be held. It may take up to three or more months to review your information depending upon various factors, including the completeness of the information you submit regarding the conviction. You may be contacted by mail if additional information is needed.

When will I be able to sit for the licensure examination?

You will not be eligible to take the National Council Licensure Examination (NCLEX) until KBN has made a final determination about your conviction. All other requirements for entrance to the examination must also be met prior to testing.

When will I receive a temporary work permit?

If you are applying for licensure by endorsement, you will not be issued a temporary work permit until KBN has made a final determination and all other requirements for the temporary work permit have been met. Temporary work permits are no longer issued for applicants for licensure by examination.

What if KBN previously reviewed my conviction?

You should attach a letter of explanation to the application to alert KBN staff about previous KBN review, and to affirm that you have no additional criminal convictions to report. Contact the KBN for more information.

APPENDIX B

BSN Estimated Expense Sheet

Anticipated Expenses	1st Sem	2nd Sem	3rd Sem	4th Sem	5th Sem	Total Program Costs
Elsevier (e-books, HESI, Sim Chart, Case Studies, live review etc.)	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$3,000.00
Scrubs X 2 (varies)	\$100.00					\$100.00
Immunizations (including flu shot) (varies)	\$80.00		\$80.00		\$80.00	\$240.00
CPR (every two years)	\$60.00			\$60.00		\$120.00
Name Badge	\$20.00					\$20.00
NSO Insurance (annually)	\$38.00		\$38.00		\$38.00	\$114.00
Stethoscope (varies)	\$75.00					\$75.00
KANS registration	\$30.00					\$30.00
NSNA (every year)	\$35.00		\$35.00		\$35.00	\$105.00
Pen Light	\$7.00					\$7.00
Patches for Scrubs	\$12.00					\$12.00
White Lab Coat (varies)	\$30.00					\$30.00
NUR 206 Lab Pack		\$99.00				\$99.00
Clipboard		\$10.00				\$10.00
Nursing Shoes (varies)	\$75.00					\$75.00
Gas for Travel (varies)		\$50.00	\$50.00	\$50.00	\$150.00	\$300.00
St Jude or Norton's Hotel (split 3 ways)			\$200.00			\$200.00
St Jude or Norton's Food			\$120.00			\$120.00
St Jude or Norton's (Fuel)			\$60.00			\$60.00
Graduation Fee				\$75.00		\$75.00
Graduation supplies (cap, gown, tassel, residential college)					\$45.00	\$45.00
Nursing Pin					\$110.00	\$110.00
Pinning Invitations (50)					\$12.50	\$12.50
KY Board of Nursing application					\$125.00	\$125.00
NCLEX cost					\$200.00	\$200.00
Fingerprints and Background Check					\$50.00	\$50.00
Total	\$1,162.00	\$759.00	\$1,183.00	\$785.00	\$1,445.50	\$5,334.50

APPENDIX C

Verification of Acknowledgement and Acceptance of the Policies and Procedures Set Forth in the BSN Nursing Students' Handbook

Printed below is the verification of acceptance and acknowledgment of the policies and procedures of the Murray State University BSN Program. This form must be signed by the student and placed in her/his permanent record.

VERIFICATION OF ACKNOWLEDGEMENT AND ACCEPTANCE OF THE POLICIES AND PROCEDURES SET FORTH IN THE BSN NURSING STUDENTS' HANDBOOK

I, _____, state that I have read the contents of the BSN Nursing Students' Handbook, and agree to abide by the policies and procedures set forth therein. I further agree to accept personal responsibility for maintaining the information and the School of Nursing and Health Professions is in no way responsible for issuing reminders regarding these policies and procedures.

Signature of Student

Date

M-number

This handbook will be reviewed periodically and revised as needed. Any changes will be communicated to the student body. Any student may make recommendations for changes by submitting those in writing to the Student Affairs Committee.