

**GEORGIA STATE UNIVERSITY PERIMETER COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM**



STUDENT HANDBOOK



Hello and welcome to Georgia State University -Perimeter College Associate Degree Nursing Program.

We are delighted that you have chosen the Perimeter College Nursing Program to further your education. You have chosen the best profession and it is our duty to help you be successful.

If you have questions or concerns, please know we are here to support you. Read this handbook and familiarize yourselves with the policies and requirements. Please feel free to contact us.

Be the change you would like to see.

Sincerely,

Byrdine College of Nursing and Health Professions
and
Perimeter College Nursing Program

NON-DISCRIMINATION POLICY

Georgia State University does not discriminate against individuals on the basis of race, color, sex, religion, creed, age, sexual orientation, gender, disability, national origin, or veteran status in employment or the administration of the program and activities conducted by Georgia State University or any of its several departments now in existence or hereafter established. Additionally, no chartered student organization may engage in discriminatory conduct whether collectively or through the actions of its individual members.

Members of the University community who believe they have been discriminated against by the University or a chartered student organization should contact the following offices to report the incident and for direction in filing a formal complaint:

- a. Discrimination by student organizations should be reported to the Dean of Students, Office of the Dean of Students, Suite 303, Student Center East, 404-413-1515.
deanofstudents@gsu.edu.
- b. Discrimination by faculty or staff should be reported to the Assistant Vice President of Human Resources, Office of Opportunity Development/Diversity Education Planning (ODDEP), 1 Park Place South, Suite 527, 404/413-2567.

DIVERSITY STATEMENT

In the School of Nursing, we commit to supporting diversity and inclusion. We strive to construct a safe and inclusive environment by recognizing and respecting each other's differences with dignity. We honor each individual's experiences, beliefs, perspectives, and backgrounds, regardless of race, religion, language, immigration status, sexual orientation, gender identification, ability status, socio-economic status, national identity, or any other identity markers.

Our classes are safe spaces for free inquiry and open exchange of ideas. Difficult issues may be confronted, and controversial ideas exchanged. All of us should feel responsible for creating a space that is both intellectually rigorous and respectful. Respect and mindfulness of one's role in the exchange of ideas are imperative, particularly when disagreement occurs.

As faculty, we will respect the value of every student in this class. All students are encouraged to share their unique perspective as an individual, not as a representative of any group or category. Multicultural and intracultural awareness and competencies are key leadership skills, and faculty will present material and classroom activities that respect and celebrate diversity of thought, background, and experience. If we fall short of these promises, please do not hesitate to let us know. Faculty welcome all students' voices in achieving a welcoming environment regarding diversity and inclusivity.

- 1. Each student is required to sign a statement indicating receipt of this handbook and that they are responsible for reading the contents. Information in this handbook is subject to change.**
- 2. If changes occur, students will be provided with an addendum to the handbook and signature receipt of addendum will be required.**

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I. PURPOSE OF THE HANDBOOK

This handbook is designed to give entering student nurses an overview of the nursing program at Georgia State University Perimeter College, including its mission, vision, philosophy, goals, policies and procedures. The handbook contains information that should help students throughout the program, from the first day of class to graduation. Information is also provided to help prepare students to be successful on the NCLEX examination for licensure as a registered nurse.

The management of large groups of students and the coordination and implementation of the curriculum are complicated tasks. Because of this, there are many policies and procedures that students must follow. These policies and procedures are dictated not only by Georgia State University Perimeter College, and the hospitals and agencies used for clinical experiences, but also by its accrediting agencies:

Georgia Board of Nursing
237 Coliseum Drive, Macon, GA 31217-3858

Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Road NE Suite 850, Atlanta, GA 30326.

The faculty realizes that the students in the nursing program are a diverse group, with a variety of needs and personal circumstances. However, all students are expected to be knowledgeable and adhere to the policies and procedures found in this handbook. Students are expected to meet all program requirements. It is the student's responsibility to make the department of nursing aware of any problems which might interfere with his/her completing these requirements. Faculty members are here to facilitate students' successful completion of the nursing program. The ultimate responsibility for learning belongs with the student. The expectations and standards of the nursing program are high, but attainable.

This handbook was amended on May 2, 2024.

II. THE NURSING PROGRAM

A. VISION

The School of Nursing will be nationally recognized for innovative, learner-centered educational nursing programs focused on diversity, urban healthcare and vulnerable populations. The school will be noted for expert practitioners, community partnerships and leading-edge research.

B. MISSION

The mission of the School of Nursing is to create a premier multicultural learning environment. This environment will produce leaders, clinicians, scholars and researchers who exemplify nursing excellence, life-long learning and professional advancement to enhance healthcare delivery to Georgia and beyond.

C. PHILOSOPHY

The philosophy of the Byrdine F. Lewis School of Nursing is congruent with and flows from the mission of Georgia State University and the Byrdine F. Lewis School of Nursing and Health Professions. The philosophy is reflective of the faculty's belief about the concept of nursing meta-paradigm (nursing, health, human environment) and their beliefs about teaching and learning. The philosophy is founded in and shaped by our core values: honesty/integrity, professional excellence, collegiality/collaboration, cultural sensitivity/diversity, and creativity/innovation. The faculty is dedicated to teaching, research, and service and recognizes and honors the value of interdisciplinary exchange. The faculty members believe that education for nursing should be founded in the liberal arts and sciences. Life-long learning and professional development are integral parts of nursing education, beginning at the entry level and continuing throughout the nurse's professional career. Both the associate and the baccalaureate programs of study prepare the generalist for entry into professional nursing practice. Master's level education prepares the graduate for advanced practice as a clinical nurse specialist, nurse practitioner, or as a leader in health care and/or informatics/technology. Education at the doctoral level prepares nurse scholars in the areas of research, practice, and education.

D. NURSING

Nursing is a humanistic discipline that is grounded in the art of caring and the application of scientific principles. The profession of nursing is accountable to the individuals, families, and communities it serves. The faculty believe that honesty, integrity, knowledge, caring, and professional excellence are the pillars upon which nursing is anchored, each of which affects the outcome of care at every level. Nursing incorporates education, clinical practice, political awareness, research, and technology to prepare health care providers to engage in critical thinking as they interact with individuals, families, and communities. Nursing emphasizes the importance of evidence-based clinical decision making and scientific inquiry in evolving health care systems. The profession of nursing is dedicated to the restoration of health, promotion of wellness, and support throughout the lifespan of all individuals through care that is comprehensive, culturally sensitive, ethically sound, and cost effective. Furthermore, nursing has a responsibility to advocate for individuals, families, and communities with limited health care resources as well as minimize disparities in health care.

E. HEALTH

Health is a dynamic state of adaptive functioning comprised of the biological, psychological, sociocultural, spiritual wellbeing, and intellectual health of individuals, families, and communities. Health is promoted and maintained in the context of individuals', families', and the communities' beliefs, values, and perceptions of wellness. Being culturally sensitive is essential as nurses collaborate with individuals, families and communities from diverse settings and cultures, to promote health and maintenance of well-being, and when health has been compromised, restoration to the individuals', families', and the communities' full potential.

F. HUMANS

Humans are complex biological, psychological, sociocultural, and spiritual beings. Humans are interdependent with their environment but value independence and autonomy. Humans exist as individuals and members of families, groups, and communities. Humans share commonalities but require respect for the diversity in order to grow and mature. Humans deserve care by qualified, honest nursing professionals who assist them to reach their full potential across the lifespan.

G. ENVIRONMENT

The environment is made up of internal and external factors that affect the health of a human being. Internal factors include biological, genetic, and psychological influences that synergistically and dynamically impact an individual's health. External factors have broad effects on the health of an individual while simultaneously contributing to the health of a population. These include such factors as family and community structure, sociocultural beliefs, spirituality, economics, health policy, and ecology. Technological advances have broadened the environment, nationally and internationally to encompass global health issues. The faculty recognizes the responsibility nurses have for advocacy to protect the environment and to promote a healthy environment for individuals, families and communities.

H. TEACHING AND LEARNING

The faculty believes that teaching should be conducted in a civil and meaningful environment with multifaceted, relevant experiences that enhance learning and honor diversity. Teaching is aimed at encouraging students to develop the ability to influence and support individuals, families, and communities to improve their health outcomes. Nursing education fosters student success through encouraging excellence, providing academic advisement, serving as mentors and role modeling expected behaviors. Faculty use technological advances to integrate a variety of educational strategies such as didactic sessions, simulations, clinical and research mentoring in both face-to-face and web-enhanced environments.

The faculty believes that learning is a process involving exchange of ideas for the purpose of advancing and facilitating the acquisition of knowledge. Faculty members believe that learning takes place in a collective environment between teacher and learner aimed at challenging students to think in critical and creative ways to solve problems and generate nursing science.

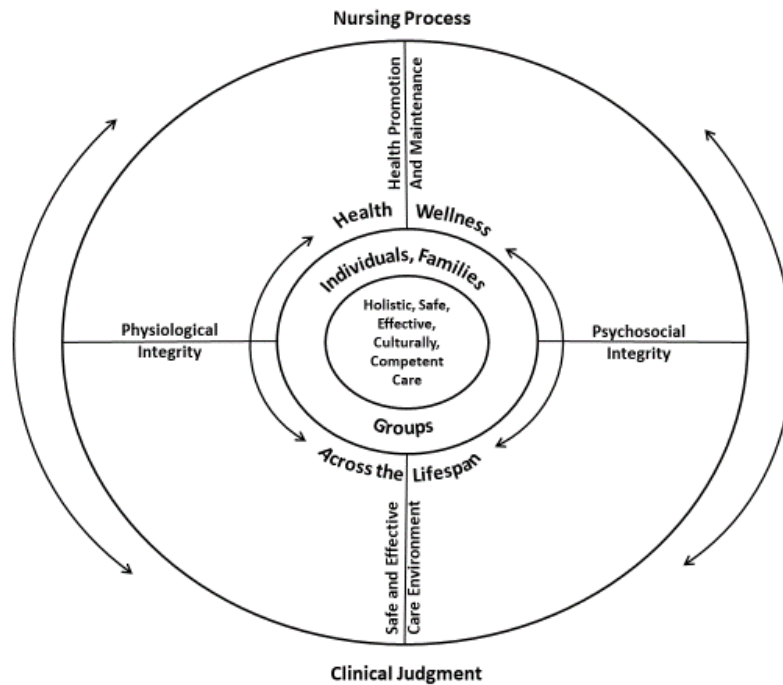
I. PROGRAM OUTCOMES

The expected outcomes of the School of Nursing are to prepare graduates who are able to:

1. Demonstrate clinical competence when providing safe and effective nursing care to clients in diverse healthcare settings.
2. Apply the nursing process in the provision of culturally competent and cost-effective nursing care.
3. Adhere to ethical, legal, and professional standards of nursing practice.
4. Demonstrate critical thinking and decision making in the provision of client care across the lifespan.
5. Collaborate with other health care professional to provide holistic care along the Health-Illness Continuum.
6. Use effective and therapeutic communication to foster caring and trusting relationships.
7. Engage in lifelong learning to enhance professional growth and development.
8. Use prioritization and delegation strategies to plan, implement, and evaluate nursing care.

J. ORGANIZING STRUCTURE OF THE CURRICULUM

Conceptual Model



The Nursing Process and Clinical Judgment model are utilized as tools to educate nursing students about the Client Needs Categories including Safe and Effective Care Environment, Health Promotion and Maintenance, Psychosocial Integrity, and Physiological Integrity of individuals with a focus on Health and Wellness across the lifespan. Individuals, families and groups are cared for as students move toward becoming holistic, safe, effective, and culturally competent professionals.

K. PROGRAM OF STUDY IN NURSING

General Education Course	Credits
BIOL 2251 & 2251L (Human Anatomy and Physiology I)*	4
BIOL 2252 & 2252L (Human Anatomy and Physiology II)	4
BIOL 2260 & 2260L (Microbiology and Public Health)	4
ENGL 1101 (English Composition I)*	3
ENGL 1102 (English Composition II)*	3
HIST 2110 (Survey of United States History)*	3
Humanities/ Fine Arts (Choose one from Area C listed in the college catalog*).....	3
MATH 1001 (Quantitative Reasoning) or MATH 1111 (College Algebra).....	3
POLS 1101 (Introduction to American Government) *	3
PSYC 1101 (Introduction to General Psychology)*	3
PSYC 2103 (Introduction to Human Development).....	<u>3</u>
TOTAL	36

*or honors version

Generic Professional Curriculum

NURS 1921 (Fundamental Concepts of Nursing) First Semester	8
NURS 1930 (Intermediate Concepts of Nursing) Second Semester	9
NURS 2922 (Childbearing Family Concepts of Nursing) Third Semester	3
NURS 2924 (Psychiatric/Mental Health Concepts of Nursing) Third Semester.....	3
NURS 2927 (Childrearing Family Concepts of Nursing) Third Semester	3
NURS 2928 (Advanced Concepts of Nursing) Fourth Semester..	<u>9</u>
TOTAL	35

LPN-RN Bridge Professional Curriculum

NURS 1926 (Bridge to Professional Level) First Semester	9
NURS 2922 (Childbearing Family Concepts of Nursing) Second Semester.....	3
NURS 2924 (Psychiatric/Mental Health Concepts of Nursing) Second Semester.	3
NURS 2927 (Childrearing Family Concepts of Nursing) Second Semester	3
NURS 2928 (Advanced Concepts of Nursing) Third Semester	<u>9</u>
TOTAL	27

- Each biology course and lab must be a minimum grade of “C”. (Admissions requirement for the GPAs are higher). BIOL 2251/2251L, BIOL 2252/2252L, and BIOL 2260/2260L must be less than six years old at the time of enrollment in NURS 1921.
- No substitutions can be used for any general education courses except for HIST 2110. HIST 2111 or 2112 can be used for HIST 2110.
- ENGL 1101, ENGL 1102, MATH 1001/MATH 1111, PSYC 1101, and PSYC 2103 must be a minimum grade of “C”. (Admissions requirement for the GPAs are higher).
- Foreign Language cannot be used for the Humanities/Fine Arts requirement.

L. COURSE DESCRIPTIONS

Fundamental Concepts of Nursing (NURS 1921) is offered in the first semester of the Generic Track in the nursing program. NURS 1921 focuses on the introduction to the profession of nursing and the role of the nurse in the healthcare system. It introduces the framework for the program of study and provides a foundation for nursing practice in the promotion and maintenance of health, prevention of illness, and care of patients/clients experiencing alterations in meeting basic health needs. The nursing process and concepts of holistic care, diversity, critical thinking, basic human needs, psychosocial needs, growth and development, legal/ethical issues, pharmacological principles, therapeutic interventions, and communication skills are emphasized. Selected content, including pharmacology and math calculations, is presented using on-line modules. This course includes classroom, clinical lab simulations, clinical practice in diverse health care settings and online experiences.

Bridge to Professional Nursing (NURS 1926) (LPN-RN Bridge only) is offered in the first semester of the LPN-RN Bridge Track in the nursing program, designed specifically for advanced placement of students who have been selected by special criteria to exempt the first year of the nursing program. NURS 1926 introduces the advance placement student to framework of the program of study and provides the foundation for professional nursing practice in the promotion and maintenance of health, prevention of illness, and care of patients/clients experiencing alterations in physiological and psychobiological health. The application of the nursing process and concepts of holistic care, diversity, critical thinking, basic human needs, psychosocial needs, growth and development, legal/ethical issues, pharmacological principles, therapeutic interventions, and communication skills are emphasized. The role of the professional nurse is introduced and expanded to include patient/family education and collaboration with patients, families, the interdisciplinary team, and community agencies. Selected content, including pharmacological principles and math calculations, is presented. This course includes classroom, clinical practice, clinical lab simulations and skills lab experiences.

Intermediate Concepts of Nursing (NURS 1930) is offered in the second semester of the Generic Track of the nursing program. NURS 1930 focuses on the application of the nursing process in the promotion, maintenance, and restoration of health and prevention of illness for clients from diverse populations. The role of the nurse is expanded to include patient/family education and collaboration with patients, families, the interdisciplinary team, and community agencies. Emphasis is placed on the acquisition of knowledge related to pharmacological principles and pathophysiological alterations in health. Principles of critical thinking are applied to clients with physiological disorders. Concepts introduced during the prior nursing course are expanded and integrated. This course includes class, clinical practice, clinical lab simulations, and online experiences.

Childbearing Family Concepts of Nursing (NURS 2922) is offered in the third semester of the Generic Track and 2nd semester of the LPN-RN Bridge Track of the nursing program. NURS 2922 focuses on the application of the nursing process in the promotion of health and the prevention/management of illness in the child-bearing family. Emphasis is placed on the promotion of health and management of illness and complications during pregnancy, the birth process and the neonatal period. Students will have the opportunity to utilize the nursing process in a variety of family and maternal/newborn settings. Concepts introduced in prior nursing courses will be expanded and integrated with diverse populations. This course includes classroom, clinical practice, simulation, and community experiences.

Psychiatric/Mental Health Concepts of Nursing (NURS 2924) is offered in the third semester of the Generic Track and the second semester of the LPN-RN Bridge Track in the nursing program. NURS 2924 expands the student's ability to apply the nursing process in the promotion, maintenance, and restoration of mental health for clients from diverse populations. The role of the nurse is expanded to include collaboration with clients, families, the interdisciplinary team and community agencies as it relates to the mental health client. Emphasis is placed on the acquisition of knowledge related to alterations in mental health and pharmacological principles. Principles of critical thinking are applied to the client with psychological distress and mental illness. Psychosocial concepts introduced during the prior nursing courses are expanded. This course includes classroom and clinical practice experiences.

Childrearing Family Concepts of Nursing (NURS 2927) is offered in the third semester of the Generic Track and 2nd semester of the LPN-RN Bridge Track of the nursing program. NURS 2927 focuses on the application of the nursing process in the promotion of health and the prevention/management of illness in the child-rearing family. Emphasis is placed on the promotion of health and management of illness and complications during childhood. Students will have the opportunity to utilize the nursing process in a variety of family and pediatric settings. Concepts introduced in prior nursing courses will be expanded and integrated with diverse populations. This course includes classroom, clinical practice, clinical lab simulations, and community experiences.

Advanced Concepts of Nursing (NURS 2928) is the capstone course of the nursing program. NURS 2928 enhances the application of the nursing process in the management of nursing care, care to groups of patients/clients with multi-system problems, and enables role transition from student to professional nurse. Emphasis is placed on the promotion, maintenance and restoration of health and prevention of illness in groups of clients from diverse populations and settings. The management component focuses on critical analysis, independent judgment, and the application of the principles of leadership. Concepts introduced in prior nursing courses are expanded and integrated with classroom, clinical practice, clinical lab simulations, and community experiences.

NOTE: All Generic General Education courses must be completed before enrolling in NURS 2928. All LPN-RN General Education courses must be completed before enrolling in NURS 1926.

Clinical Nursing (NURS 0190) provides nursing clinical experience and skills laboratory practice for students currently enrolled in a nursing program or who are eligible to return to a nursing program. This course is designed for students who need clinical support, clinical remediation and/or socialization into the nursing profession. This course is NOT a part of the nursing curriculum. It will not substitute for a required nursing course and will not lead to a degree in nursing.

III. GENERAL INFORMATION AND POLICIES

A. NURSING OFFICE

The main nursing office, CH-3180, is open between the hours of 8:30am and 5:00pm Monday through Friday, subject to change due to unforeseen circumstances. The telephone number is (678) 891-3840.

B. FACULTY'S TUTORIAL AND ADVISEMENT HOURS

Office hours are posted on each Faculty/Advisor's office door at the beginning of each semester. Course faculty office hours are posted in the course syllabus. Students should contact individual Faculty/Advisor for appointments. Faculty may be contacted by GSU-PC telephone or iCollege e-mail.

C. ANNOUNCEMENTS

Students are responsible for reading announcements and messages posted on iCollege. Students should check iCollege **at least twice every day (each morning and at night)**. The lab instructors also use iCollege for students to sign up for lab skills check-offs and simulation assignment submissions and instructions.

D. EMAILS

Georgia State University Perimeter College (GSU-PC) students are to obtain their GSU-PC email address and must use their GSU-PC email address as the official site for correspondence to the college. GSU-PC faculty and staff are authorized to communicate with currently enrolled students only via GSU-PC student email accounts for all College business that does not include restricted information. Communication of grades and other FERPA-protected student education records data must be via a secure GSU-PC provided system. GSU-PC's learning management system uses iCollege to communicate grades. If GSU-PC faculty and staff members receive communications from students via third party accounts, those faculty and staff members will direct the students to use their GSU-PC email account for official communications of non-restricted information and must use a secure GSU-PC provided system such as iCollege for FERPA-protected student education records. GSU-PC Department of Nursing will not be liable for student communication sent via any unauthorized site.

E. LOCKERS

Limited number of lockers located on the ground floor of the H Building on the Clarkston Campus are for use by Georgia State University Perimeter College Nursing students only and are available on a "first come, first serve" basis. They are not to be used for overnight storage, instead, they are for daily use only.

Students must supply their own locking device. At the end of each day, lockers must be emptied of all contents and the locks removed. Locks left on the lockers overnight will be removed and contents forwarded to Public Safety lost and found. GSU-PC will not be liable for the replacement of locks if damaged during removal.

Contents placed in lockers will be the sole responsibility of the user. GSU-PC School of Nursing assumes no responsibility for any property contained in the lockers. Any property removed from lockers will be forwarded to Public Safety lost and found. No controlled or illegal substances or weapons may be stored in the lockers at any time. Refer to the GSU General Conduct Policies and Procedures, Section A. Your use of a locker will constitute acceptance of this policy and assumption of personal responsibility.

F. STUDENT INFORMATION AND RECORDS

Any change in name, address, telephone number and e-mail address must be reported to the Admissions Counselor and College Registrar in order to keep records current.

G. ASSIGNMENTS

Each course will have specific policies in the syllabus for times and dates assignments are due. It is the student's responsibility to follow these policies.

H. USE OF ELECTRONIC COMMUNICATION DEVICES

Electronic communication devices, i.e., pagers, two-way messaging devices, iPads and cellular mobile devices are not allowed to be used in the clinical area or in the classroom, including any tests or exams. If a student needs to use electronic communication devices for emergency situations, the student must do so outside the classroom and at designated clinical locations. All electronic devices must be on silent mode at all times. Students may be allowed to use electronic devices in the classroom under the direction of the instructor. Students may be allowed to use mobile devices in the clinical area for immediate access to learning resources (i.e. Nursing Central) as directed by the clinical facilities and the instructor. Duo multifactor authentication is used to verify your account login using your mobile device, a telephone or passcode.

I. CHILDREN IN CLASS, CLINICAL, OR SKILLS LABORATORY

No visitors, including children, are allowed in the classroom during Lecture, Clinical Practice, Simulation, Computer or Skills Labs. Visitors, including children, may not accompany students to clinical facilities.

J. EMPLOYMENT WHILE IN THE NURSING PROGRAM

The Nursing Program requires a great deal of time, concentration, and productive commitment. To enhance success in the program, it is highly recommended that students should not be employed for more than sixteen to twenty (16-20) hours per week. Special considerations cannot be given because of working hours. Classes and clinical experiences under the professional curriculum occur on varying days and times of the week.

Patient safety in the clinical area is of primary importance. Students who have worked a night shift prior to assigned clinical times are considered to be at high risk for providing unsafe nursing care. Faculty who determine that a student's fatigue and lack of alertness is placing patients in jeopardy have the authorization to send the student home. It is the student's responsibility to arrange working hours to avoid unsafe situations.

Students may not be employed as a "Georgia State University School of Nursing, Associate Program, Perimeter College Student Nurse" and may not wear their student uniform or name tag for any purpose other than a clinical experience that is a part of the Georgia State University School of Nursing, Associate Program, Perimeter College.

K. EXPENSES RELATED TO THE PROGRAM

Throughout the program, students are required to pay fees related to being enrolled in the nursing program. The amount of these fees is subject to change depending upon the vendor. When the changes occur, students will be notified expeditiously. Current fees are as follows:

- a. **Nursing Fee: \$165** per semester to cover lab fees and liability insurance; paid directly to student accounts.
- b. **Books:** Varies from course to course each semester; paid directly to bookstore or vendor of student's choosing. Purchase of books and or e-codes allows access to additional software applications.
- c. **Standardized Testing: \$750** divided by the number of semesters enrolled in Nursing Program.

d. Professional Nursing Journals: varies per subscription of student's choice or may be accessed via the library resources.

e. Uniforms and other required nursing supplies: purchased individually by students. Costs varies.

Uniforms (must be ordered from school's vendor)
White Lab Coat -
White Nursing Shoes (with non-skid soles, no cloth)
Blood Pressure Cuff
Stethoscope
Penlight/Flashlight
Bandage Scissors
Watch with second hand
Simple Function Calculator (no scientific calculators)
Alcohol Prep Pads
Examination gloves

f. Nurse Packs

g. Background Check and Drug Screening

h. Cardiopulmonary Resuscitation (CPR): Varies

i. Fingerprinting

j. Physicals and Immunizations: Cost varies depending on facilities.

k. Student Nurse Organizations: varies based on membership vote. (Participation is optional, but encouraged)

l. ACEMAPP credentialing database: \$50 annually.

m. Nursing School Pin: varies based upon personal choice.

L. HEALTH REQUIREMENTS AND RESPONSIBILITIES

a. Performance Standard: Each student is required to meet the performance standards for admission and progression.

b. Health Screenings & Certifications: Students entering and progressing through the program must obtain a physical exam and maintain current required immunizations/titer and BLS certification (American Heart Association). Health screening and certifications will be reviewed and/or updated as needed during the program. Students will be advised of program and course/clinical facility specific requirements each semester. It is expected that students will comply with all requirements for clinical facility credentialing for each course by the designated deadline. Failure to submit all credentialing requirements by the deadline may result in removal of the student from the assigned clinical group. **This action may result in a**

course failure or the student being administratively withdrawn from the course, due to their inability to meet clinical requirements of the course.

- c. Health Care Responsibilities:** As a part of the contractual agreement between Georgia State University Perimeter College School of Nursing and the facilities used for clinical experiences, students must assume financial responsibility for any injury received during their clinical experience. Students are responsible for all expenses related to their own health care while they are students in the Nursing Program.

If a student has a change in health status, he/she is required to inform the faculty and sign a release waiver. Student Health and Accident insurance are available through NSNA (National Student Nursing Association), or through the College's Office of Student Affairs and/or the Business Office.

M. STUDENT CONCERNS AND STRUCTURE FOR INFORMATION: CHAIN OF COMMAND

Concerns that affect large numbers of students should be addressed to the Department of Nursing Student Affairs Committee.

Individual students who have concerns need to follow the Degree Program procedure. All issues related to any course must first be directed to the course facilitator in writing. The course facilitator will address your concern(s) in writing and provide a copy to the Director. If the student is not satisfied, he or she may request a meeting with the Director.

IV. ACADEMIC INFORMATION AND POLICIES

A. ACCEPTANCE AND PROGRESSION IN THE NURSING PROGRAM

Acceptance into the nursing program does not guarantee completion of the program. Completion of the program depends upon satisfactory academic and clinical performance each semester and adherence to all college/department policies. Students will be assigned a course advisor for each course he or she enrolls in. Students will be assigned a new course advisor in each course.

B. STUDENTS IN NEED OF ACCOMMODATIONS

Students who need support or specialized equipment to meet performance standards must **self-identify** with Access and Accommodation Center by completing a Request for Academic Accommodations. The School of Nursing will need verification of a disability from Access and Accommodation Center, if applicable.

Each student is required to meet the performance standards and examples of necessary activities that are listed on the next page.

PERFORMANCE STANDARDS FOR PROGRESSION

ISSUE	STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
Critical Thinking	Critical thinking ability sufficient for clinical judgment	Identify cause-effect relationships in clinical situations, use the nursing process and calculate drug dosages.
Communication	Communication/interpersonal abilities sufficient for interaction with others from a variety of social, emotional, cultural and intellectual backgrounds in verbal, non-verbal, and written form	Establish rapport with patients/clients & colleagues, explain treatment procedures, initiate health teaching, obtain information, document & interpret nursing actions & patient/client responses.
Behavioral	Emotional health, adaptability, flexibility, and physical tolerance sufficient to provide safe and effective nursing care	Possess emotional health required for total utilization of intellectual ability, function effectively during stressful situations, capable of adapting to ever-changing environments, & display flexibility, interact appropriately with others, & tolerate physically taxing workloads.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces	Move around in the work place, patient's room, and treatment areas, administer CPR, perform ROM, and ambulate patients.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	Calibrate & use equipment, administer treatments and medications, perform activities of daily living, position patients properly.
Hearing	Auditory ability sufficient to monitor and assess health needs	Hear monitor alarms, emergency signals, listen to breath, heart sounds and blood pressures, and understand auditory responses of patients, hear cries for help.
Visual	Visual ability sufficient for observations and assessment necessary for nursing care	Observe physiological changes in patient's condition, such as cyanosis & appearance of wounds, observe nonverbal responses, read calibrations, read patient records and related hospital records.
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, detect pulses, detect temperature, and perform other functions of physical examination.

C. GRADING POLICIES AND REQUIREMENTS

a. The grading Scale for the Nursing Program is as follows:

90 – 100	A
80 – 89.99	B
75 – 79.99	C
60 – 74.99	D
≤ 59.99	F

b. A student must receive a "C" or better in all nursing courses in order to progress.

c. In order to receive a grade of "C" in all nursing course, a student must:

- Achieve a minimum of 75% cumulative quizzes and exam grade average to pass the course. The rationale is to ensure students meet a minimum achievement in NCLEX style testing examinations.
- Demonstrate satisfactory clinical performance.
- Meet all clinical requirements.
- Fulfill all course requirements within the specified time.
- Successfully complete standardized tests attached to each course.
- Successfully complete a math dosage calculation test each semester.

d. **Clinical Performance Grading System:** Clinical performance will be graded on a pass/fail basis. The clinical grade is based on the student's ability to meet the clinical objectives of the course. The student's performance is graded on the following scale:

- S - Satisfactory/Pass
- U - Unsatisfactory/Fail

The student must have a grade of "S" in all learning outcomes at the end of the rotation in order to pass the clinical portion of the course. If a student fails in the clinical learning outcomes, he/she will receive a grade of "D".

e. **Course Audits:** Students are not allowed to audit nursing courses.

D. STANDARDIZED TEST

Computerized standardized comprehensive examinations will be used in each course. Information about the required examinations and how they contribute to the course grade will be clearly delineated in the course syllabus.

E. ACADEMIC ADVISEMENT

- a. Faculty will be assigned student advisees each semester within the assigned course.
- b. Exam remediation process is as defined by each course.
- c. During academic advisement, faculty will assess the student's test-taking skills and knowledge level. A written success plan for the student may be developed and recorded. Both faculty and student will sign and date the report. A copy of the signed report will be given to the student.
- d. The original copy of the student report will be kept by the faculty advisor until the end of the semester, then returned to the course facilitator and becomes a part of the student's permanent record.

F. CLASS ATTENDANCE REQUIREMENTS AND POLICIES

- a. **Attendance:** Attendance in all nursing classes and clinical rotations is Mandatory: It is the policy of the Nursing Program to withdraw a student from the classroom roll for absences of 20% or more. It is the student's responsibility to adhere to the attendance policy. Refer to the current Schedule of Classes for withdrawal dates.
- b. **Class Roll:** Student attendance in class is the sole factor used to determine the percentage (%) of class absences. Student are expected to attend every class for which they are scheduled and to arrive on time. Instructors will keep an accurate record of class attendance. Students are responsible for contacting their instructors when unavoidable absences occur and for maintaining contact every few days during any necessary extended absence. Any student found guilty of academic dishonesty in college court will be dismissed from the nursing program and will be ineligible to return.
- c. **Class Schedule:** Class days and times are listed in PAWS, however, clinical activities, such as hospital orientations and clinical experiences, will be scheduled at times other than regular class time.
- d. **College and Nursing Policy Regarding Closure for Weather:** The College's policy is that the College will announce its closure on most of the major radio and TV stations. Panther Alerts are also posted via communication devices by GSU-PC administration as necessary. Students are expected to listen to the radio/TV and check GSU-PC home page on mornings when weather conditions are poor.
- e. **Nursing Class/Skills Lab Closure Policy:** If the college is closed on a class day or Skills Lab Validations, the students should not come to class or lab. Students will be notified via iCollege of the date and time of make-up classes or labs.
- f. **Nursing Clinical Closure Policy:** College closure due to poor weather conditions will result in cancellation of clinical experiences. The instructor will notify students regarding make-up of clinical. **When the college closure is due to reasons other than hazardous driving conditions, for example, lack of heat or electricity, students should proceed to clinical as scheduled.**

G. TRAVEL BETWEEN CAMPUSES

Students will be required to travel from their primary campus to other campuses for selected activities. Students are required to provide their own transportation or carpool.

H. COURSE EXAMINATIONS

- a. **Attendance/Tardy: Each student is expected to attend all quizzes and exams as scheduled.** A student who will be late or absent must notify the course facilitator before the scheduled quiz or exam time. Students may leave a message on the voice mail of their course facilitator's office telephone number or email. Refer to course syllabus for additional quizzes and exam policies.

Students who are more than ten minutes late for a quiz or exam will not be permitted to sit for the quiz or exam. If a student misses a regularly scheduled quiz or exam without notification and/or documentation, a zero will be assigned. An alternate style make-up quiz or exam may be given at the discretion of the Course Facilitator. See course syllabus for guidelines for make-up quizzes or exams.

- b. **Procedure for Taking Quizzes and Exams:** These procedures cover students taking exams in regular classrooms or in the Access and Accommodation Center.

- Examinations in all courses are administered via the computer.
- Refer to the course syllabus and the addendum below for computer exam policies.

General Exam Policy:

- Students may bring a pencil and a simple calculator to the exam. Scientific calculators are not allowed.
- Placement of Personal Items: Students are not allowed to have personal belongings, notebooks, cell phones, watches, baseball caps, or other electronic devices, etc., in the room during the test or test review. Cell phone may be needed for Duo authentication, then turned off prior to the start of the exam.
- Talking and Disruption: There will be no talking or disruptions during the exam period.
- Questions/Problems: If a student has a problem during a test, the student should raise his/her hand for assistance. Students are not allowed to leave the testing room during an exam.
- Time Allowed for Test: There is a 10 minutes grace period after the start of an exam for emergencies and unforeseen circumstances. No additional time will be allotted to students who arrive during the 10 minutes grace period. Any student arriving more than 10 minutes after the start of the exam will not be allowed to take the exam. Time allotted for course exams is 1 ½ minutes per question.
- Any student taking the exams through Access and Accommodation Center must follow the procedure for taking exams as described in the Nursing Student Handbook and course syllabus.

Computer Exams Addendum

- Students must arrive 15 minutes before the start of the exam or quiz.
- Students must sit in the seat assigned by the proctor.
- Students must present a valid ID (Georgia State University ID, or physical Driver's license, or state-issued identification card) and possession of their Identification (outside of the holder or case) throughout the exam.
- Students must sign their full name on the attendance roster.
- Students must sign into Exemplify; however, do not download the exam until instructed by the Proctor.
- Students must print their full name on the scratch paper provided by the Proctor.
- Students must sign the statement attesting to logging out of Exemplify **and** Signing out of the computer.
- Students must return scratch paper at the end of the exam or quiz.
- Illegal Reproduction of Exam or Standard Test Items: Test questions from course exams or standardized tests may not be reproduced in any way. Such a reproduction of test items represents academic dishonesty and may result in failure of the exam and/or course associated with the exam/test, up to permanent expulsion from the nursing program. Standardized testing companies will be notified of students who violate this policy.

c. Classroom Exam Review:

- Test reviews will be conducted at the discretion of each course
- Test reviews are optional
- Any student electing to attend a test review must remain seated after the exam until the exam review is completed. Students may not exit the class and return to a computer after submission of the examination.
- Student should not have personal belongings, notebooks, cellphones, watches, baseball caps, or electronic devices, etc., in the room during the test review.
- Students are not allowed to take notes during an exam review.
- If a student needs additional clarification of a test item following the review, the student should contact the course instructor who presented to content.
- Any student who misses an exam is not allowed to "sit in" for a test review or review the exam missed.
- Test reviews are not conducted for final exams or for exams that must be conducted off site (e.g. exams taken at home).

The faculty reserve the right to evaluate the statistical performance of each test item at a separate time after the exam is administered.

- d. **Individual Exam Reviews:** Exam reviews processes are defined in each course. Students who score <75% may schedule an appointment with their course advisors for remediation. The student must contact the advisor **within one week of administration of the exam** in order to schedule the appointment for remediation. The remediation must be held prior to the next scheduled exam. There is no review of the final exam. Students will not be given the option to review all unit exams at the end of the semester.
- e. **Posting of Quizzes and Exam Grades:**
- **Quizzes and Exam grades will be posted on iCollege within 2 days.** Students should check iCollege for their grades.
 - **Procedure to Receive Non-Posted Grades:** If a student's grade is not posted, it is the student's responsibility to notify the course facilitator via email.
- f. **Standardized Testing:** Standardized comprehensive examinations will be used in each course and may be used throughout the course. All students must purchase the application to gain access to the material. Any student that does not purchase the product will be unable to successfully complete the enrolled course. Standardized testing access must be purchased each semester the student is enrolled: Generic Track (4 semesters), LPN-RN Bridge Track (3 semesters).

Information about the required examinations and how they contribute to the course grade will be clearly delineated in the course syllabus. Students failing to successfully complete the required standardized comprehensive examinations will receive a grade of incomplete ("I") in the associated course until the examination is completed. An ("I") may delay a student's progression through the program.

g. **Remediation Policy**

- The faculty member serving as the student advisor may identify and assign appropriate resources to be used for remediation, i.e., specific parts of standardized testing programs, textbook resources, case studies, additional readings from sources other than the text, etc. to enhance the student's mastery of the content.
- A student may seek additional resources other than what was provided relating to the exam. The student would make an appointment with the Nursing Department Student Success Resource Center to obtain additional resources, such tutorial lab and support from the Student Success and Retention Coordinator.

I. **DRUG CALCULATION EXAM REQUIREMENT POLICIES:**

Nursing students must demonstrate the ability to correctly calculate drug dosages. A drug calculation exam is administered each semester. All students must pass the calculation exam at 100% prior to any medication administration in the clinical setting. A student scoring less than 100% on the first and second attempts must remediate prior to retaking an equivalent exam. Each

student has only three attempts to pass the calculation exam. Failure of the third calculation exam will result in a clinical and course failure. The student will receive a D in the course, unless the course is dropped during the scheduled drop period. Specifically, no further attendance in the class or clinical will be allowed after a failure of the third dosage calculations exam. In addition, all students must demonstrate continued competency with drug calculations in skills lab and during exams.

J. EVALUATION OF STUDENTS, FACULTY, CLINICAL, COURSES, AND THE NURSING PROGRAM.

- a. **Evaluation of Students:** The learning outcomes for each nursing course are noted in each course syllabus. Clinical learning outcomes are derived from the program and course learning outcomes. Students are evaluated each semester by their clinical instructor based on these outcomes.
- b. **Evaluation of Faculty and Courses:** Students are required to submit thoughtful evaluations of the following: (a) faculty and lab instructors; (b) clinical and skills lab experiences; (c) clinical facilities, and (d) nursing courses. These evaluations are submitted anonymously and results are used to identify strengths and weaknesses for a basis to review and change. Faculty and course evaluations will be submitted from the Office of Institutional Research and Planning via student GSU-PC GoSolar/PAWS system. Clinical evaluations will be submitted via ACEMAPP or Qualtrics.
- c. **Evaluation of the Nursing Program:**
 - i. **Evaluation at the Completion of the Program:** At the completion of the nursing program, students are asked to evaluate the total nursing program. This evaluation, along with all evaluations, is used as a way to assess the program and to determine its effectiveness.
 - ii. **Evaluation at Six (6) Months to One (1) Year Following Graduation from the Program:** The School of Nursing must assess the performance of graduates. Six months to one year following graduation, graduates will be asked to evaluate their progress and status as Registered Nurses. Current employers will also be asked to evaluate program performance. The School of Nursing encourages graduates to take the time to fill out these graduate surveys and return them as directed.

K. USE OF RECORDING DEVICES

Students **must** receive permission from the faculty member who is teaching to visually or audio record during class time. **No** recording or live streaming are allowed during the times that copyrighted materials (such as video tapes) or exam or exam reviews are presented. Permission to tape does **not** imply permission to sleep or be absent from the classroom.

L. STUDENTS' TELEPHONE/E-MAIL LIST

At the beginning of the semester, students will be asked to give a telephone number, emergency contact person, and their **GSU-PC student email** where they may be reached in case of a change in their schedule or some other emergency situation. These lists are for the use of the course instructors. On occasion, class representatives may ask for these lists. If a student's number is unlisted or he/she wishes it to be unlisted for other students, the student should give the number directly to the advisor and indicate this on the class telephone list. It is imperative that the Nursing

Program has a current telephone number and e-mail address or a way to reach each student. Addresses, telephone numbers, and e-mail address must be updated at the Registrar's Office and with the Nursing Program Admission Counselor.

M. SIGNING OF CLASS ROLL TO INDICATE READING OF STUDENT HANDBOOK AND COURSE SYLLABUS

It is required by GSU-PC and by the Nursing Program that students indicate that they have received and read their course syllabus. The Nursing Program also requires that students sign indicating that they have received the Georgia State University School of Nursing, Perimeter College Student Handbook and are responsible for reading it. Many nursing policies and requirements are in this document. Students will be required to acknowledge that they have been given access to and read both the course syllabus and/or the handbook each semester. When updates are made to the student handbook, students will be required to acknowledge receipt of updates.

N. BACKGROUND CHECKS AND DRUG SCREENING POLICY

All clinical facilities require a drug screening test and/or a background check. This information is not shared with the nursing department, but is transmitted directly to clinical facilities by a third party or printed reports in sealed envelopes provided by the student. The results are reviewed by agencies where the clinical experiences are scheduled, and the agencies determine who may and may not come to the facility. If a student cannot get cleared to attend an assigned clinical site due to background check issues and the student **CANNOT** be assigned to another clinical site, they will need to withdraw from the course. Georgia State University Perimeter College cannot guarantee or control who will be permitted to attend clinical experiences in the agencies. Students are responsible for monitoring their background check and if it will hinder their progress through the program. Students should be aware that the Georgia Board of Nursing has the authority to deny applications for licensure even if all program requirements have been met when violations to this policy have occurred.

O. CARIOPULMONARY RESUSCITATION (CPR) REQUIREMENTS

All students must be certified by the American Heart Association in Child and Adult Cardiopulmonary Resuscitation (Healthcare Provider). It is the student's responsibility to upload copies of proof of CPR certification into ACEMAPP prior to the beginning of their first semester in the program and to submit copies of current certification prior to each semester. An outdated CPR certification will prohibit the student's clinical practice attendance.

P. COMPLIANCE WITH CREDENTIALING REQUIREMENTS

It is expected that students will comply with all requirements for clinical facility credentialing for each course. Students are required to complete all clinical facility credentialing requirements by the designated deadline. Failure to submit all credentialing requirements by the deadline may result in removal of the student from the assigned clinical group. This action may result in the student being administratively withdrawn from the course, due to the inability to meet clinical requirements of the course.

Q. COURSE GRADE APPEALS

Students in Nursing Courses at Perimeter College may appeal their final course grade on the ground that the grade was issued in a capricious, arbitrary, or discriminatory manner. This appeal policy and the procedures outlines below are based on the Policy/Procedures for Student Complaints, Petitions for Policy Waivers/Variations and Appeals found in the Georgia State University Code of Conduct.

You may appeal only after having officially received the final grade in the course. This appeal process is only for the final course grade, not for individual assignments. Remember that the syllabus is a contractual agreement between you and your instructor. By staying enrolled in the class, you tacitly accept the policies and terms outlined in the syllabus. Therefore, all matters having to do with department policy or with curriculum and program requirements are not appealable, nor are any of the instructor's stated classroom policies such as attendance and behavior policies.

In order for a grade appeal to be considered, you must prove that your instructor has issued the grade in a **capricious**, **arbitrary**, or **discriminatory** manner. Refer to the following definitions of these terms:

- Capricious refers to a grading decision not resulting from a reasonable and announced grading policy and procedure.
- Arbitrary refers to a grading decision for which there is no sound academic reason, or a decision based solely on preference or whim.
- Discriminatory refers to a grading decision reflecting differential treatment based on race, religion, age, sex, sexual orientation, disability, or national origin.

According to this policy, unless there is capricious, arbitrary, or discriminatory behavior, the professional judgment of the instructor is not a matter that can be challenged or appealed in the process. It is your responsibility as the student to prove that the grade was issued in a capricious, arbitrary, or discriminatory manner.

All appeals must be submitted within 10 business days after the beginning of the academic semester that follows the semester in which the final course grade was submitted by the instructor, whether or not you are enrolled that semester. **The Nursing Program follows the Georgia State University School of Nursing appeals policy for course failures.**

- a. Students should begin the appeals process with the course facilitator.
- b. If the matter is not resolved with the facilitator, student should contact the Program Director in writing for resolution.

Refer to <http://registrar.gsu.edu/academic-records/grading/grad-appeals-and-changes/>

R. POLICY ON WITHDRAWAL FROM THE NURSING PROGRAM

Students must see their course facilitator before withdrawing.

- a. A student who fails clinically will be assigned a grade of **"D"** for the course. A clinical grade of **"D"** is a failure and will count as **one** unsuccessful attempt in the nursing program.
- b. Students must withdraw before Mid-Point of Term (last day to withdraw) to receive a W for the course.

- c. Students who withdraw or fail a course in the nursing program for the first time are required to have an exit interview with their course advisor to discuss the student's individual concerns in the re-entry process.
- d. Students who withdraw from a nursing course will be eligible to be **considered** for re-entry and will not be penalized for having a withdrawal to count toward eligibility for re-entry.
- e. Students who withdraw from one, two, or all three of the specialty courses within one semester are considered to have one withdrawal.
- f. Students who withdraw twice from any nursing course or any nursing track may be deemed ineligible for re-entry.
- g. Students who violate the conduct code of the college (Appendices) could result in an administrative withdrawal from the nursing program.
- h. Students from the Generic Track have 3 years to complete the program. Students from the LPN Bridge Track have 1.5 years to complete the program. Students from the LPN-BSN Pathway have 3 years to complete the program.

S. EMERGENCY WITHDRAWAL

When a student experiences a non-academic emergency situation that prevents completion of coursework **and** the timing or nature of the emergency prevents the student from voluntarily withdrawing from his/her classes before midpoint of the Term, the student may apply for an Emergency Withdrawal. Examples of non-academic emergency situations include severe medical problems and traumatic events which hinder the student's ability to be successful in the course.

When the emergency occurs prior to the midpoint of Term (last day to withdraw), the student is expected to voluntarily withdraw from classes regardless of the reason for the withdrawal. Whether or not a student had the ability to withdraw from classes prior to the midpoint **is** considered in determining the approval of an Emergency Withdrawal request. Approval is not guaranteed. Requests are reviewed on a case by case basis.

Information about the application process for Emergency Withdrawals can be found at <https://deanofstudents.gsu.edu/2021/02/04/emergency-withdrawal-support/>. The Office of the Dean of Students can provide support and explain options for students who have experienced a non-academic emergency. For additional information, email deanofstudents@gsu.edu, call [404-413-1515](tel:404-413-1515), or stop by the Office of the Dean of Students on each campus.

Emergency Withdrawals are subject to the following restrictions:

- c. Students must initiate an application for an Emergency Withdrawal no later than two academic years after the semester in which the courses were taken.
- d. Students may request an Emergency Withdrawal in a maximum of two semesters of their enrollment at Georgia State University.

- e. Students may not request an Emergency Withdrawal after degree conferral.

The policy ***is not intended to:***

- a. clear or decrease an account balance,
- b. provide a refund,
- c. cancel one's obligation to repay tuition and fees and/or awarded financial aid for the semester an emergency withdrawal is approved, or
- d. regain/retain financial aid.

Students are strongly encouraged to check with Financial Aid personnel to determine the impact of an Emergency Withdrawal on their eligibility to receive aid in future semesters.

T. ACCESS TO NURSING FACILITIES AND ORGANIZATIONS

Only students who are enrolled in professional level nursing courses have access to the clinical skills labs, simulation lab, computer labs, classrooms, clinical facilities and conference rooms. Students who are not enrolled in nursing courses cannot hold an office on the board in any nursing club or organization. They also cannot participate in or serve on any Nursing Program committee. However, they may still be a member of any nursing club or organization and the National Student Nurses' Association (NSNA).

U. INELIGIBLE TO RETURN TO THE NURSING PROGRAM

- Any student found guilty of academic dishonesty after departmental review and GSU-PC college review, will be immediately dismissed from the nursing program and will be ineligible to return.
- Students who receive two grades of "D" or less while in the nursing program are deemed ineligible to return to the nursing program. This policy applies to students who fail the same course two times, to students who fail two different courses while in the program, and to students who fail two courses during the same semester.

V. RE-ENTRY TO THE NURSING PROGRAM

If a student has dropped, withdrawn or earned a D or F in a course, he/she must complete a Re-entry Form located at the back of the student handbook. Students who have not attended a semester of nursing courses must complete a Re-entry Form.

a. Re-entry Policies Pertaining to All Students:

- A student who earns ***one*** grade of "F" or "D" may return to the nursing program based on the **Re-entry Policy** for each level of the program.
- A student who earns **two** grades of "F" or "D" or **two** withdraws and a "D" or "F" is no longer eligible to continue in the program. Students are eligible to apply to the program five years after the last semester attended.

- Students planning to return to the program must send a Re-entry Form to the Nursing Program before the following deadlines:
 - Students wanting to reenter in the Fall Semester May 15
 - Students wanting to reenter in the Spring Semester August 1
 - Students wanting to reenter in the Summer Semester December 15
- A Re-entry Form is located at the back of the Nursing Student Handbook. Re-entry to the Nursing Program is not guaranteed.

Email Re-entry form to: Nursing Program-Admission Counselor
rcreel@gsu.edu

- The Nursing Department Admission and Progression Committee makes student reentry decisions on a case-by-case basis. A student may be required to successfully complete NURS 0190 before reentering the program if the following has occurred:
 1. Unsuccessful completion or withdrawal from any course and not returning the following semester.
 2. Unsuccessful complete of a Fall first mini-semester specialty course (N 2922 or N2927) with a withdrawal from the other two courses and not returning the following Spring semester.
 3. Non-enrollment in a consecutive semester.
 4. Students must develop and follow an academic success plan with the Nursing Student Success and Retention Coordinator
- A student will have only one opportunity to pass all requirements as indicated by the Admission and Progression Committee.
- Students who fail or withdraw from a course and use supplies from the nurse pack must repurchase a new nurse pack.
- Students who re-enter the program must update all medical information, background checks and drug screenings, and CPR card.
- Students who re-enter the program for any reason will be governed by the current policies of the Nursing Program at the time of re-entry.
- Other re-entry requirements may be designated by the Admission and Progression committee.
- If a student does not attend the semester in which they were readmitted, they must complete a new Re-entry Form.

W. GRADUATION REQUIREMENTS

Students are to apply for graduation at least **two** semesters before graduation. Students must apply for graduation online via their PAWS account. **All general education courses must be**

completed before enrolling in NURS 2928. Refer to registrar.gsu.edu/graduation/ for additional information.

X. RN LICENSURE

After a nursing student successfully completes the nursing program, he/she is eligible to apply to take the NCLEX-RN Exam in Georgia according to **the Rules and Regulations of the Georgia Board of Nursing**.

The School of Nursing will **assist** students in the application process. Students **must assume** responsibility for completing the forms correctly and completely.

V. CLINICAL EXPERIENCES: INFORMATION AND POLICIES

A. GENERAL INFORMATION

- a. **Health Care Responsibilities:** (See Health Care Responsibilities above).
- b. **Taking Valuables to Clinical:** Do not take valuables to clinical. There are no storage facilities available at clinical agencies. You may wish to carry some money for lunch or breaks. **Weapons are not allowed on the properties of clinical agencies.**
- c. **Transportation to and Parking at Facilities:** All transportation to clinical facilities is the responsibility of the student. Students will park in designated parking areas only. Some hospitals require that students ride with three or more students per car. Parking is provided free by some hospitals, others charge for parking. (Specifics will be announced in each course.)
- d. **Time Allowed in Clinical Agencies/Hospitals/Facilities:** Students are not allowed in the clinical agencies, hospitals or facilities except during assigned hours.
- e. Each clinical instructor will request emergency contact information from each student during clinical.
- f. **Hospital Property:** Students will not remove property from the hospital. This includes HIPAA protected information.
- g. **Medication Administration Policies:** To encourage safe and correct administration of medications, all nursing faculty or nursing staff are required to check all medications prior to being administered by students.

To encourage safe and correct administration of medications and the education of nursing students, the Nursing Program requires that nursing students enrolled in all nursing courses have **direct faculty supervision** in medication administration. **Direct faculty supervision** means the faculty member or nursing staff **must** be present in the same room with the patient and student and visualize the student administering the medication to the patient and document per hospital policy.

It is the responsibility of each student and faculty to ensure that the program and agency guidelines are followed (hospitals may have additional policies and guidelines).

- h. Patient Confidentiality:** Patient information should be handled according to *The Standards for Privacy of Individually Identifiable Health Information of the Health Insurance Portable and Accountability Act of 1996 (HIPAA)*. Violations of this act may result in failure of the course and/or termination in the nursing program. No records, paper or electronic, are to be photocopied or taken from the legal chart. Students may retrieve the minimal necessary patient information needed to care for the patient; however, NO PATIENT IDENTIFIERS (name, picture, medical record number, room number, social security number, and birth date) may be on the information used to prepare for clinical experiences.

B. ATTENDANCE

a. Expectation: Students are required to attend clinical on each assigned day. Students are required to arrive at clinical (simulation, skills lab, community clinical or clinical agency) on time. Any student who must be absent or tardy to clinical because of emergency situations or illness must notify the clinical /lab instructor at least one hour prior to the beginning of the assigned clinical. Only the student can notify the clinical instructor. If a student arrives 10 minutes late for clinical, he/she may be sent home and the missed day will be counted as a clinical absence.

If a student misses a clinical day, a written request (downloaded from iCollege) to make up the day must be presented to the Clinical Instructor and Course/Clinical Facilitator within 24 hours. Student must submit evidence to support extenuating circumstances. The Course Facilitator along with the Director or designee will determine if the clinical makeup is permitted based on the evidence provided. If the request to make up the day is denied, the student will receive a clinical failure for that day.

There will be no makeup for missing clinical due to the following but not limited to: working, babysitting, attending wedding and other special events, transportation issues, etc. Illness, surgery, etc., require a doctor's note clearing the student to return to clinical without any restrictions. It must be presented to the Clinical Facilitator for the course prior to returning to nursing classes. Failure to attend clinical (no call, no show) without notifying the clinical instructor will result in a clinical failure for that day.

b. Infectious/Contagious Diseases: Students who have a contagious disease, elevated temperature, infectious condition, and/or other health condition which jeopardizes the health of patients and co-workers **must not** attend clinical experiences. A medical excuse will be required to substantiate the inability to attend clinical. These students must contact the clinical instructor regarding makeup.

C. CLINICAL SKILLS DEFICIENCIES:

If a student does not demonstrate proficiency in a skill, a referral will be made to the skills lab by the faculty member. The student must take the referral to the skills lab, practice, and

return the form to the referring faculty member. If the student fails to practice the deficient skill(s), he or she cannot achieve proficiency in the skill(s). He or she will not be permitted to continue in the clinical, and a clinical failure will occur. Student will receive a grade of "D" in the course.

D. CLINICAL DRESS CODE:

Uniform regulations of individual clinical facilities have been adopted by the faculty and students of Georgia State University Perimeter College School of Nursing. Specific rules concerning uniform regulations are as follows:

- a. **Identification:** Many clinical facilities now require picture IDs to be worn while students are in their facility. The Georgia State University Perimeter College picture ID is to be used in most facilities. If additional ID is required by clinical facilities, students will be required to obtain them. ***ID badge with a clip*** must be used to hold the picture ID above the student's waist.
- b. **Appropriate dress** for most clinical rotations is the Georgia State University Perimeter College uniform. (See course syllabus for specific information.)

Sweaters must not be worn over uniforms in the clinical area. A lab coat with push up sleeves and the approved Georgia State University Perimeter College Nursing Program insignia/emblem on the left upper sleeve may be worn except when giving personal care to patients or at the discretion of the instructor. If a tee shirt or long-sleeved shirt is worn **under** the uniform, it must be white.

Knee-high and sports socks may be worn with pant uniforms and must reach high enough on the calf to prevent skin from showing when sitting. Stockings or socks must be white, clean and without runs. All uniforms must be clean, pressed, absent of offensive odors, and in good repair at all times.

Students who cover their head/hair for religious reasons must wear a short, white, black or red cover for clinical experiences.

Undergarments should be not be visible through uniform.

For some specialty courses such as Pediatric, Psychiatric Mental Health and community experiences, alternate dress attire may be required. Specific clinical dress requirements will be identified in each course. Undergarments should be not be visible through or outside of the uniform.

- c. **Types of Shoes Worn with Uniforms:** Shoes must be solid white leather-type nursing or sport/walking shoes. Clogs, canvas tennis shoes, high-tops, shoes with brightly colored trim, and open toes/heels are **not** acceptable. Shoes and laces must be clean.
- d. **Cleanliness/Odors:** Cigarette odors or other foul-smelling odors on a nurse's breath, body, or uniform are unprofessional and unacceptable. Students must take measures to avoid such negative presentations. Do not wear cologne, aftershave or perfume. If offensive odors are noticed, the student may be asked to leave the clinical facility.
- e. **Hair/Makeup/Nails:** Hair must be clean, neat, appropriately styled, worn off the face and collar and also must be a natural human hair color. Male students are expected to keep beards and mustaches trimmed, neat, and clean. Hair ornaments are not to be worn in the clinical areas.

Makeup should be minimal and in good taste. Nails must be short. Fingernail polish and artificial nails are prohibited.

- f. **Wearing of Jewelry:** Bracelets of any kind are not acceptable while in uniform. Necklaces must be concealed by the uniform. Only one ring is allowed (i.e. wedding rings). Some facilities may require removal of all rings and/or watches. If a student has pierced ears, only one set of stud style earrings are permitted to be worn at the hospital (no loop earrings are allowed). Stretched ear piercings must be concealed. No other body piercing jewelry may be visible. This includes: tongue rings, nose rings, lip, or brow rings.
- g. **Chewing of Gum:** Chewing of gum during hospital clinical time is not permitted.
- h. Most agencies/facilities do not allow eating or drinking on the clinical units/floors. Eating and drinking should be confined to designated areas.
- i. **Tattoos/Body art:** All visible body art or tattoos must be covered at all times.

VI. CLINICAL PRACTICE LABORATORY INFORMATION AND POLICIES

NOTE: Practice laboratory refers to the clinical Skills Lab and Simulation Lab

A. GENERAL INFORMATION

- a. **Purpose of the Clinical Practice Laboratory:** The purpose of the Clinical Practice Lab is to provide an opportunity for all students to learn the skills necessary to provide safe and competent nursing care within the scope of the student learning experience. Each student must meet the skills lab requirements for each course. It is the responsibility of each student to use the Clinical Practice Lab to practice and learn the skills required to give direct care to the patients in the clinical settings.
- b. **Clinical Practice Lab Hours:** Hours of operation will be posted at the beginning of each semester and may vary between semesters based on the course requirements. Students may practice during the posted hours of operation. Students may not practice during scheduled class, clinical, or simulation times.
- c. **Clinical Practice Lab Telephone Numbers:**
 - (678)891-3346 (Lab Coordinator)
 - (678)891-3867 (I Building Lab)
- d. **Clinical Practice Lab Environment:** The lab is an area designated for learning; therefore, professional conduct is expected at all times.
- e. **Eating and Drinking in the Clinical Practice Lab:** Eating and/or drinking are not permitted in the lab. Please finish all snacks, beverages, and meals before entering the skills lab.
- f. **Cleaning up Laboratory Areas:** Students must clean lab units after completion of practice or skills validations as these areas are deemed clinical settings.
- g. **Dress Code:** During practice and skills validations, students must follow all clinical dress code requirements. ID Badges must be worn in the lab.
- h. **Hand Washing Policy:** Students must wash hands using the aseptic technique before starting and upon completion of any and all procedures.

- i. **Universal/Standard Precautions:** Universal/standard precautions are observed in all nursing skills lab procedures.
- j. **Taking Supplies From the Lab Area:** No supplies are to be taken from the Lab.

B. REQUIREMENTS AND POLICIES

- a. **Course Requirement:** Each course has specific requirements for clinical that must be met each semester.
- b. **Hours and Attendance:** Students are required to attend all clinical Skills and clinical simulation experiences as scheduled. Due to the large number of students rotating through the labs, students may not be able to repeat or make-up lab experiences at the end of the semester. Students are required to arrive to the lab at the assigned time. Any student who must be absent or tardy to skills/simulation because of emergency situations or illness must notify the skills/simulation instructor one hour prior to the beginning of the assigned clinical. This call should be made by the student unless the student is incapacitated or unable to make the call. If a student arrives 10 minutes late for skills/simulation, he/she may be sent home and the missed day will be counted as a clinical absence. An anecdotal note will be completed for the students arriving late to skills and simulation activities.

(See attendance policy for clinical above regarding missed clinical days).

- c. **Clinical Dress Code:** Requirements can be found in this student handbook under **Dress Code**. Student uniform is required for all activities in the skills and simulation labs.
- d. **Preparation for Laboratory Experiences:** Students are expected to be prepared for each skill and each simulation lab experience. Preparation for each skill includes the following: Completion of assigned readings, computer-based modules, and practice time. Students receive clinical hours credit for completion of assignments. Failure to complete and submit preassigned work by the deadline is considered to be unprepared. Additionally, students who fail to complete and submit pre-work do not meet the required clinical hours to receive a satisfactory grade for skills lab. Clinical failure results in failure of the course which prevents students from moving forward in the nursing program. In keeping with sound education practice, preparation prior to attending the skills lab provides students with an opportunity to become more proficient in critical thinking and performance of specific nursing skills.
- e. **Preparation for Simulation Laboratory:** Preparation for simulation is a requirement. Students are expected to be prepared for each simulation lab experience. Preparation consists of submitting completed, **all pre-assigned** simulation preparation work, **medication forms** assigned to each course before simulation. Students receive clinical hours credit for completion of assignments. Failure to complete and submit preassigned work by the deadline is considered to be unprepared. Additionally, students who fail to complete and submit pre-work do not meet the required clinical hours to receive a satisfactory grade for simulation. Clinical failure results in failure of the course which prevents students from moving forward in the nursing program. Further, students who are unprepared to participate in simulation activities and/or do not submit the completed assignments by the submission deadline will not be allowed to participate in simulation. In keeping with sound education practice, preparation

prior to attending the simulation provides the student with an opportunity to become more proficient in critical thinking and performance of specific nursing skills.

- f. **Nurse Pack Requirements:** Students must use the Nurse Pack at the start of the semester. The supplies are required to satisfactorily complete all required skills validations. A student arriving at the scheduled skills validation without a Nurse Pack or required supplies will be assigned a grade of unsatisfactory for that skills validation, which will count as one attempt. Earning a grade of unsatisfactory is recorded as an unsuccessful attempt. Students should retain nurse pack items for individual practice and subsequent course skills requirements.
- g. **Required Laboratory Supplies:** Students are required to purchase a box of examination (clean) gloves and alcohol prep pads to use during skills practice and skills validations. These supplies are not included in the Nurse Pack and will not be supplied by the clinical practice lab. These items will need to be replenished throughout the program.
- h. **Assigned Learning Activities:** It is the student's responsibility to view and complete assigned learning activities for each skill. Learning activities may include, but are not limited to: videos, online computer-based modules, and online quizzes.
- i. **Skills Validation Times:** Skills validation will be scheduled by course/clinical facilitators or skills lab staff with consideration given to clinical assignments. Times and schedules for skills validation will be posted in the skills lab iCollege page News Feed/Announcements.
- j. **Skills Validation Day:** Students unsuccessful at skills validation are required to attend remediation scheduled for that skill.
- k. **Remediation:** Students who require remediation as a result of an unsuccessful attempt or referral from clinical by their clinical instructor, or lab coordinator/staff will report to the skills lab as instructed, and will participate in reviewing the skill(s). If student is unable to demonstrate proficiency in the skills or simulation lab the student may receive a clinical grade of Unsatisfactory.

C. EVALUATION/GRADING OF CLINICAL PRACTICE LABORATORY VALIDATIONS

Refer to the Clinical Practice Manual for specifics related to each course.

VII. NURSING SIMULATION LAB

GENERAL INFORMATION

a. Location:

Dunwoody Campus
2101 Womack Road
Building D Room 1160
Dunwoody, GA 30338-4497

b. Telephone Numbers:

- Clinical Simulation Lab Main Number: (770) 274-5525

The traffic around the Dunwoody Campus is extremely congested. Therefore, students should plan travel time accordingly.

Food or drinks are not allowed in the simulation computer room (ND1140) or the simulation area (ND1200).

Pediatric and Obstetrics courses simulations may occur on the Clarkston campus.

VIII. STUDENT CODE OF PROFESSIONAL BEHAVIOR

A. STUDENT CONDUCT CODE

a. **Georgia State University Perimeter College:** The policies of Georgia State University Perimeter College regarding student conduct, regulations, and responsibilities are listed in Appendix B of this Nursing Student Handbook and are published in the Georgia State University Perimeter College Student Handbook. It is expected that by filing an application for admission, the applicant intends to abide by the standards and regulations of Georgia State University Perimeter College. Students forfeit their right to remain enrolled if they fail to comply with such standards and regulations. Unfamiliarity with policies does not excuse students from carrying out their responsibilities as members of the college community.

b. **The Nursing Program:** The Nursing Program expects the student to follow the conduct, regulations, and responsibilities as stated in the Georgia State University Perimeter College Nursing Program Student Handbook while on campus, in uniform, and in the hospitals/agencies/facilities used by the students for classroom and clinical learning experiences.

The Nursing Program policy regarding alcohol and other drug use goes beyond the College's policy. Any student who is suspected - by appearance, actions, drug screening, and/or odors - of using drugs and/or alcohol prior to and/or during classroom or clinical learning experiences may be asked by the faculty member to leave the classroom or clinical setting. In addition, the clinical facility may require additional random screening.

A conference will be scheduled at a later date with the student to discuss and hopefully resolve the problem. It is not the intention of the faculty to fail the student, but to refer the student, if needed, to the proper resources for help. If, however, the problem is not resolved so that course objectives and requirements can be met, the student will be withdrawn from the nursing program. (Refer to Appendix D)

B. PATIENT CONFIDENTIALITY

HIPAA and confidential patient information must be handled cautiously. Students are not to access confidential information for which they have no legitimate need to know. Students will not in any way divulge, copy, or destroy any confidential information except as properly authorized within the scope of the student role. Students will not misuse or carelessly handle confidential information. No unauthorized identification of patients may be made, for example, name, picture, medical record number id, room number, birth date or social security number. Students will not use **any** form of social media to communicate **any** information concerning patients, clinical facilities, or any clinical partner. Any violation of this Conduct Policy will result in failure of a course or dismissal from the program.

Students are not allowed to take pictures on the clinical facilities' property without the written consent from hospital authority.

C. **ACADEMIC DISHONESTY**

Georgia State University Perimeter College Student Handbook addresses dishonesty, cheating, and plagiarism. In the Nursing Program, "academic dishonesty" will not be tolerated.

Any student caught cheating on a quiz, exam or assignment will receive a failing grade on the assignment, quiz or exam and may fail the course. Student may be sent to College Court for further sanctions.

Any student suspected of academic dishonesty will be referred to the Campus Dean of Student Affairs for a hearing before the College Court. Some examples of academic dishonesty include, but are not limited to:

- Signing the class roll for another student.
- Copying another student's written work such as the nursing process/care plan paper, community visit reports, teaching papers, written assignments, quizzes and/or exams.
- Removing another student's paper from the in/out boxes on the faculty office doors.
- Possession of electronic devices (tape recorders, cameras, cellphones, iPod, iPads etc.,) or writing during post exam reviews.
- Falsifying documents.
- Cheating on quizzes and exams in the classroom or computer lab.
- Unauthorized access of electronic materials (including but not limited to: coursework, textbook, and testing companies).
- Multiple submissions. It is a violation of academic honesty to submit substantial portions of the same work for credit more than once.

Any student found guilty of academic dishonesty may receive a failing grade for a particular assignment or for the course itself determined by the faculty member in consultation with the Program Director. Any student accused of Academic Dishonesty will be subject to departmental review and GSU-PC college review. Disciplinary penalties can include suspension or dismissal from the program.

D. **INCIVILITY**

In addition to the college's policy on incivility, the nursing department has adopted the ANA's position on incivility which is uploaded in iCollege. Any violations will be deemed serious and may result in dismissal from the program.

E. **CLASSROOM BEHAVIOR**

- a. **EATING AND DRINKING DURING CLASS TIME: NO FOOD OR DRINKS**, with the exception of water, will be allowed during class times. Any student bringing food or drinks will be asked

to dispose of the food or drinks and/or leave the area. All trash must be disposed of properly. Absolutely **NO FOOD OR DRINKS** of any kind are allowed in Cole Auditorium, Jim Cherry Learning Resource Center (JCRLC) Auditorium, or CH-1100 (with the exception of non-colored water).

See Appendix C for additional details regarding the Disruptive Student Policy.

F. SMOKING ON CAMPUS AND IN CLINICAL AGENCIES

Georgia State University Perimeter College campuses are ***SMOKE FREE FACILITIES***, and smoking is prohibited in all buildings. This includes any electronic smoking devices. Most clinical facilities are ***SMOKE FREE FACILITIES*** and do not allow smoking in the buildings, within 20 feet of all main entrances, or on the facility grounds.

IX. STUDENT SUPPORT SERVICES AND ACTIVITIES

A. GEORGIA STATE UNIVERSITY PERIMETER COLLEGE SUPPORT SERVICES

There are many support services available to Georgia State University Perimeter College students. These are listed in the Georgia State University Perimeter College Catalog and the Georgia State University Perimeter College Student Handbook. Some of these services are listed below.

- a. **Financial Aid:** Financial aid is available for nursing students, if eligible. See the Georgia State University Perimeter College Catalog for detailed information. For applications, see Financial Aid. Information concerning additional loans and scholarships will be sent through iCollege.
- b. **The Learning Resource Center:** Learning Resource Center is located on each campus. The Jim Cherry Learning Resource Center (JCLRC) on the Clarkston campus provides the following services:
 - i. **The Library** has a collection of nursing books as well as books on related subjects, such as pharmacology, anatomy, physiology, and nutrition. The library also subscribes to nursing periodicals.
 - ii. **The Non-Print Viewing Lab** serves as a source for viewing audio-visual materials. Some courses assign videos to view for class content purposes.
 - iii. **The Open Computer Labs** are located on the second floor of the JCLRC and the C building. All campuses have open computer labs, but most nursing materials you need may not be on these computers.
 - iv. **The Instructional Support Services (ISS)** provides help with Reading, Writing, and Math Skills.
- c. **University Advisement Center:** The center helps with the student's orientation to the college and academic success. Centers are located on Alpharetta, Clarkston, Dunwoody, Newton and Decatur Campuses.
- d. **Nursing Computer Labs** are located in CH 1220, CI 1300, and CI 1600 and are for the exclusive use of nursing students. These computer labs may be temporarily closed during testing.

- e. **Nursing Program Student Success and Retention Coordinator:** The Student Success and Retention Coordinator is available to assist nursing students with testing anxiety, note taking, organizational skills, stress reduction, time management, study skills, and more! The office is located on the Clarkston Campus in CH-3117. The contact number is 678-891-3876.
- f. **Access and Accommodation Center:** This center is located on Clarkston Campus and coordinates and provides support to students identified as in need of accommodations. Specialized equipment is available to the student who needs accommodations. Any student who needs accommodations should self-identify by meeting with a counselor in the center to prepare an individualized assistance plan.
- g. **Military Outreach:** This office supports military-connected students through the development and implementation of outreach programs and services focused on meeting the unique needs and challenges of today's military community.

B. STUDENT ACTIVITIES

- a. **Georgia State University Perimeter College:** Nursing students are encouraged to participate in campus activities and clubs and to become an active participant in campus life.
- b. **Nursing Clubs and Organizations:**
 - **Student Nurses Association at Perimeter College (SNAPC).** This is an organization for nursing students which helps to promote professional and social unity among the nursing students of Georgia, keep nursing students aware of current issues and trends in nursing and health care, and promote understanding of professional responsibilities. GANS is a statewide organization. Yearly membership dues are paid through the SNAPC Club. Officers and faculty advisors are elected each year.
 - **Georgia State University Perimeter College Nursing Students Christian Fellowship:** The purpose of this organization is to merge the professional needs and the spiritual needs of nursing students through Christian fellowship. Membership is open to all students and faculty. The club has an elected president and a faculty advisor.
 - **Georgia State University Perimeter College Men in Nursing and Those Who Support Men in Nursing:** This organization is an official Georgia chapter of the National American Assembly for Men in Nursing. The national goal is to have 20% of RNs be males by 2020. Meetings are opened to all nursing and science students and are on the 4th Wednesday of each month in the Nursing Auditorium CH 1100.
- c. **Student representation on nursing department committees:** Some nursing department committees have positions for student representation. Students for these positions will be solicited and approved by faculty

APPENDIX A
Georgia State University Perimeter College
School of Nursing
HIPAA Policy

See this website for additional information on HIPAA: <https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html>

Background: Congress recognized that health care providers who conduct certain health transactions electronically could erode the privacy of health information. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) set national standards that set limits and conditions on the uses and disclosures of personal health information made without patient authorization.

The HIPAA (Health Insurance Portability and Accountability Act) creates national standards to protect individuals' medical records and health information. As a student, you will have access to privileged and confidential information. As a learning experience, students share verbal and written reports. Students must assure that all use of the patient's name or other identifiers is avoided. Only the minimum necessary amount of information should be disclosed.

Students will abide by the established HIPAA policies and procedures in their clinical facilities. Confidential patient information must be handled cautiously. Students are not to access confidential information for which they have no legitimate need to know. The following guidelines are to be observed at all times.

- (1). Students will not in any way divulge, copy, or destroy any confidential information except as properly authorized within the scope of the student role. Students will not misuse or carelessly handle confidential information.
- (2). **ANY PHOTOS TAKEN OF ANY PATIENT UNDER ANY CIRCUMSTANCE WILL RESULT IN immediate dismissal from the nursing program, and the student will not be permitted to apply for readmission for a period of five years.**
- (3). No unauthorized identification of patients may be made by name, picture, id number, or social security number.
- (4). All documents with patient identification information must be shredded and will not be removed from the facility.
- (5). Students will log out or minimize computer screens after use when patient information is visible.
- (6). Students will not post any patient information or hospital identification on any social media including but not limited to: Facebook, Twitter, LinkedIn, YouTube etc.

Any breach [an impermissible use or disclosure under the Privacy Rule that compromises the security or privacy of protected health information] of this conduct policy will result in **immediate dismissal from the nursing program, and the student will not be permitted to apply for readmission for a period of five years.** The student's signature below, is in effect from the date signed until the student graduates from the nursing program. If the student fails a course and is readmitted, this form must be signed upon re-entry.

Signature of Student

Date

Student Name (please print)

APPENDIX B

Georgia State University Perimeter College

General Conduct Policies and Procedures

It is a basic and fundamental responsibility of a college to maintain order through reasonable policies and procedures. The filing of an application for admission shall be regarded as evidence of the applicant's intention to abide by the standards and regulations of Georgia State University Perimeter College. Students forfeit their right to remain enrolled if they fail to comply with such standards and regulations.

Prohibited General Conduct

The following types of behaviors constitute violations of the Georgia State University Student Code of Conduct. Any Student who is found responsible for any of the following misconduct is subject to the disciplinary sanctions outlined in Section II.B.8.

1. Violation of the Student Code of Conduct or any university policies, rules or regulations.
2. Conduct which is obscene or indecent.
3. Disruption or obstruction of teaching, instructional, research, disciplinary, public service, administration, or other university activities.
4. Harassing a person through unwanted conduct directed at him/her that causes reasonable fear for safety (e.g., Stalking) or is sufficiently severe, pervasive and persistent that it interferes with the person's university employment or ability to participate in or benefit from university programs.
5. Threatening physical abuse, intimidation, coercion, retaliation, and/or conduct which threatens the health or safety of others.
6. Physical abuse, intimidation, coercion and/or other conduct which endangers the health or safety of others.
7. Attempted or actual theft of and/or damage to property belonging to the university, any Member of the university Community or others.
8. Possession of property the Student knows or has reason to believe may be stolen or misappropriated.
9. Use, possession, display or storage of any weapon, dangerous instrument, explosive device, fireworks, or dangerous chemical unless specifically authorized by university officials, or local, state or federal law.
10. Public intoxication or use, possession, consumption, Distribution or sale of alcoholic beverages except as expressly permitted by the university's Alcohol Policy (see the Alcohol Policy).
11. Use, consumption and possession or Distribution of any narcotic, dangerous drug or Controlled Substance or possession of drug paraphernalia that would violate the law.
12. Falsification, forgery, alteration, Fabrication or misuse of university records, forms or other documents.
13. Providing any false statement or misleading information, including by omission, to or about the university.
14. Providing or gaining unauthorized access to or use of university property, resources or facilities.
15. Operating a non-chartered or non-approved organization on any property belonging to the university.
16. Engaging in, supporting, promoting or sponsoring Hazing (see the Hazing Policy).
17. Gambling as prohibited by local, state, or federal law.
18. Engaging in any Sexual Misconduct (see the Sexual Misconduct Policy).
19. Commission of any offense prohibited by local, state, or federal law.

20. Failure to comply with directions of university officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
21. Knowingly filing a complaint comprised in whole or part of false accusations.
22. Failure to respond as directed by the Dean of Students on any matter including, but not limited to, a request to meet concerning an issue, or a notice alleging a violation of the Student Code of Conduct.
23. Failure to comply with the sanction(s) imposed for an earlier violation of the Student Code of Conduct.

More information concerning the General Conduct Policies and Procedures can be found in the Georgia State University Student Code of Conduct and Administrative Policies (dated 2022-2023) page 11.

APPENDIX C

Georgia State University Perimeter College Disruptive Student Conduct in the Classroom and Other Learning Environment Policy

DEFINITION:

Disruptive student behavior is student behavior in a classroom or other learning environment (to include both on and off-campus locations), which disrupts the educational process. Disruptive class* behavior for this purpose is defined by the instructor. Such behavior includes, but is not limited to, verbal or physical threats, repeated obscenities, unreasonable interference with class discussion, making/receiving personal phone calls, text messages or pages during class, excessive tardiness, leaving and entering class frequently in the absence of notice to instructor of illness or other extenuating circumstances, and persisting in disruptive personal conversations with other class members. For purposes of this policy, it may also be considered disruptive behavior for a student to exhibit threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class.

For the purpose of this policy, it may also be considered disruptive behavior for a student to exhibit threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class. If the instructor believes that the disruptive behavior poses a threat to the safety of the instructor or students, he/she will immediately contact Public Safety at 678-891-3940.

More information concerning the Disruptive Student Conduct in the Classroom or Other Learning Environment Policies and Procedures can be found in the Georgia State University Student Code of Conduct and Administrative Policies (dated June 2019) page 23.

APPENDIX D
Georgia State University Perimeter College
Alcohol and Other Drug Policy

Policy

In compliance with Federal and State Laws and as a recipient of Federal funds, Georgia State University Perimeter College is committed to establishing and maintaining a drug-free workplace.

Alcoholic beverages may not be sold, used, distributed or possessed by employees or students of Georgia State University Perimeter College in violation of state or local law or inconsistently with University System Policy or the Campus Alcohol Policy.

Penalties

Penalties, which may be imposed by Georgia State University Perimeter College for violations of these policies, include:

- Requirement of drug abuse treatment and education programs
(not to be paid for by Georgia State University Perimeter College)
- Suspension
- Termination

More information concerning the Alcohol and Other Drug Policies and Procedures can be found in the Georgia State University Student Code of Conduct and Administrative Policies (dated June 2019) page 37.

APPENDIX E
Georgia State University Perimeter College
RE-ENTRY FORM

Student Name: _____ Date: _____

College ID # _____ Telephone: _____

Address _____

Student GSU-PC Email Address: _____

Course Number _____ Returning Semester _____ Returning Year _____

Reason for Re-entry (Please check):

Withdraw _____ Clinical Failure _____ Course Failure _____

Dosage Calculation Failure _____ Other _____ Emergency Withdraw _____ (Must attach copy of the approved Emergency Withdraw)

Personal Action Plan (Must be completed) (Attach documentation if needed) _____

I understand that due to a previous withdrawal from and/or failure in the Nursing Program, I must meet the requirements and pass all of my remaining nursing courses. I further understand that if for any reason I am unable to complete or pass any of my nursing courses, I will not be eligible for readmission to the Nursing Program at any future time.

Student Signature

Date