

2025-2026

BSN Student Handbook

DEPARTMENT OF NURSING

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WELCOME

Welcome to the University of North Georgia's Department of Nursing!

Our nursing faculty looks forward to working with you to gain the most from your nursing education experience. The nursing department is committed to life-long learning and offers a variety of programs to help you achieve your nursing career goals.

At UNG, you will have the opportunity to draw upon some of the most creative, qualified, and professional faculty in nursing and other related disciplines. In harmony with the university's mission, our faculty is committed to excellence in teaching, research, clinical practice, and professional service. The resources available to you both on campus and at affiliated healthcare agencies support clinical practice, research, intellectual inquiry, and creative learning.

The practice of nursing has changed dramatically over the past several years in response to the changing healthcare needs of society and alterations in the healthcare delivery system. Nurses who participate, and guide these changes must reflect a sound commitment to the profession and to rigorous preparation. Over the course of the program, you will learn to think scientifically and critically, develop technical and decision-making skills, and to interact with clients and their families in a compassionate, professional, and ethical manner.

We, the nursing faculty and staff, are excited that you have chosen UNG's nursing program and are committed to your success as you pursue your personal, educational, and career goals.

UNG Nursing is committed to providing a sound curriculum and environment for the practice and education of nurses. It is expected that nursing students will be able to integrate technology as they learn, thus preparing them to be members of the healthcare team.

UNG Nursing is entrusted with protecting our students and community; therefore, class activities and times may change upon notice. The BSN Program's class and lab times may not reflect what is in Banner.

Warmest Regards,
UNG Nursing Faculty and Staff

PURPOSE OF THE BSN STUDENT HANDBOOK

This handbook has been prepared for undergraduate students admitted to UNG's BSN nursing programs. This handbook is intended to inform the student of our departmental mission, policies, and procedures. Each student is expected to read this handbook, abide by the policies, and to use it as a guide to help you be successful in the BSN program. You are required to sign the acknowledgement form in the back of this handbook stating that you have read and understand the handbook, and then submit the signed form to ACEMAPP to become a part of your permanent record in the Department of Nursing.

While the terms of the handbook are as accurate and complete as possible, the Department of Nursing reserves the right to make changes to the handbook as considered necessary for the progressive development of the program. Every effort will be made to keep students advised of such changes, and information about such changes will be available at all times from the faculty. It is the responsibility of each student to know what changes, if any, have been made to the BSN Student Handbook in order to successfully complete the requirements of the nursing program.

DEPARTMENT OF NURSING

Mission, Vision, and Core Values

Mission Statement

The University of North Georgia Department of Nursing provides a culture of excellence in professional practice, leadership, scholarship, and global engagement through innovative academic programs provided in a nurturing, student centered learning environment.

Vision Statement

The University of North Georgia Department of Nursing will be known as an inclusive center of academic excellence dedicated to preparing nurse leaders, clinicians, and scholars for diverse health care settings within a global society.

Core Values

The University of North Georgia Department of Nursing bases its educational programs upon certain core values and expects faculty, staff, and students to display those values. The core values are: Excellence, Student Focused, Integrity, Engagement, Service, and Caring

BACHELOR OF SCIENCE IN NURSING CURRICULUM

The Bachelor of Science in Nursing Program curricula were developed based upon the [2021 AACN Essentials for Bachelor's Education in Nursing](#), [National League for Nursing](#) (NLN) competencies, and [Quality and Safety Education for Nurses](#) (QSEN) competencies.

Essential to nursing and teaching practices for all programs is a strong ethical foundation. This foundation is supported by the American Nurses Association Code of Ethics, UNG mission and values, and the UNG Academic Integrity Principles and Policies. The BSN-prepared graduate will be a lifelong learner who will be able to apply the ANA Code of Ethics to their practice, be culturally sensitive in all their activities, and incorporate competencies expected of their role performance.

BSN PROGRAM

BSN End of Program Student Learning Outcomes (EPSLO)

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

1. Knowledge for Nursing Practice: Integrate and apply knowledge from nursing practice and other disciplines.
2. Person-Centered Care: Integrate holistic, person-centered nursing care to patients and/or important others.
3. Population Health: Engage in intra- and inter-professional teams within the community to foster the improvement of equitable population health outcomes.
4. Scholarship for the Nursing Discipline: Demonstrate scholarship for nursing practice through synthesis, translation, application, and dissemination of nursing knowledge to improve health outcomes.
5. Quality and Safety Systems-Based Practice: Integrate quality and safety system-based practices to improve health outcomes for individuals and diverse populations.
6. Interprofessional Partnerships: Collaborate with an interprofessional team, patients, families, and communities to enhance healthcare outcomes.
7. Informatics and Healthcare Technologies: Utilize informatics and healthcare technologies to identify needs and use the nursing process through the collection, analysis, and interpretation of data to focus on improvements in healthcare outcomes.
8. Personal, Professional, and Leadership Development: Demonstrate leadership through competent, ethical practice and collaborative involvement in professional development and healthcare advocacy initiatives.

Administrative Policies

The University of North Georgia Department of Nursing reserves the right to change the curriculum and educational policies as considered necessary for the progressive development of the program. Students may obtain a copy of the UNG Student Handbook, which describes students' academic rights and responsibilities. This may be obtained through the office of Vice President for Student Affairs at [UNG 2025-2026 Student Handbook](#).

Registration

Students will register themselves for courses utilizing UNG Banner access for self-registration. The registration functions are operational only during approved periods of registration and drop/add. These dates are announced in Banner and will be included in the course schedule each semester.

See the UNG Banner website for dates of registration and instructions on how to register. Contact the IT Help Desk by calling 706-864-1922 or by emailing helpdesk@ung.edu if you experience any difficulties accessing Banner Web.

UNG Registration Dates

Advisement

Each student is assigned a nursing faculty member for academic advisement. Dates for advisement are noted each semester on the school calendar in the university catalog and UNG Student Handbook. It is the responsibility of the nursing student to verify that they are registered for the correct nursing courses.

Because of variable schedules of students and faculty, each student must make an appointment with their faculty advisor before scheduled advisement dates. Dropping courses and course changes shall be processed according to academic regulations stated in the University of North Georgia catalog.

If a student terminates enrollment for any reason, they should contact their assigned advisor and BSN Track Coordinator to process the termination according to UNG procedure.

Procedure for Resolving Conflicts

Any student who has a conflict should proceed through the proper channels, which are as follows:

1. Course Faculty / Clinical Instructor involved
2. Course Coordinator
3. Program Coordinator/Undergraduate Coordinator
4. Department Head, Department of Nursing

[UNG Student Grievance Policy](#)

Grievance Process

1. Address the concern directly with the person or office with whom you have a complaint. If you do not know which person or office is responsible, the Dean of Students can assist you with identification.
2. Address the concern with the supervisor of the person or office with whom you have a complaint. If you do not know which person or office is responsible, the Dean of Students can assist you with identification.
3. After making every effort to resolve your complaint, please [submit a Student Grievance & Complaint form](#) which will be directed to the appropriate vice president. In this complaint, please explain the details of your situation, including the names of those involved. Please indicate the steps you have taken to remedy the situation yourself.
4. The appropriate vice president will investigate the complaint, seek a resolution, and inform you of the outcome.
5. The appeal of a decision made by a vice president (except grades) should be made in writing to the Student Grievance Committee through the Vice President of Student Affairs.

Grade Appeal Policies

If a student in the BSN program does not agree with a course grade, they will adhere to the following process and then follow the steps outlined in the “Student Grade Complaints/Appeals” section of the UNG Student Handbook.

In all grade appeals, the student has the burden of proving that the basis for the assigned grade is arbitrary, capricious, or the result of ministerial error. **A student may not appeal a course grade based on the academic or professional judgment of the instructor.**

Students are encouraged to resolve grade complaints directly with the course faculty. If this is not successful, the student should follow the UNG policy located at the link below.

[UNG Student Grade Appeals Policy](#)

Procedure for Requesting Policy Waiver

The policies set forth in the BSN Handbook and University of North Georgia Catalog for UNG Nursing Students will be consistently enforced by faculty. If a student believes that extenuating circumstances warrant waiver of a policy, the student must put their request and rationale into writing. This typed written request must be addressed to the BSN Coordinator and include:

1. The policy waiver being requested.
2. A description of the circumstances that resulted in the student's inability to comply with the stated policy.

3. Supporting documentation or evidence, if applicable. The typed request must be submitted as soon as the student identifies the need for a policy waiver. The final decision regarding policy waiver rests with the BSN Faculty as a whole. If the waiver is denied, the student may appeal the decision through the office of the Vice-President of Academic Affairs. This appeal process begins with the Department Head.

Auditing a Nursing Course

The following procedure is in effect for nursing students who wish to audit a nursing course.

The student:

- Must obtain a letter of permission from the Head of the Department of Nursing and the Course Coordinator for placement in the student file.
- Must notify the Registrar via email informing them that they are auditing a course, including the Course Number and the Course CRN.
- Must pay the full course fees including the regular course rate for tuition, fees, and books
- Must attend 70% of classes and campus labs; may not attend clinical.
- Will receive a “V” on the grade report.
- Once enrolled cannot change from audit status to credit status • Cannot receive retroactive academic credit.

BSN Program Honors Courses

The UNG Department of Nursing encourages students enrolled in the University of North Georgia Honors Program to graduate with “Honors Program Graduate” distinction. Honors courses offer a more in-depth study of the course topic and emphasize discussion, analysis, teamwork, independent learning, and an appreciation of the interrelatedness of knowledge.

BSN Honors Program students must adhere to guidelines of the UNG Honors Program. These guidelines include completing a minimum of 24 Honors credits, six or more of which must be upper division credits. At least three of these upper-division credits will be an Honors Thesis or Capstone project (approved by the Honors Program Director on the student’s home campus and by the Nursing Honors Coordinator). For BSN Honors students, the Honors Thesis or Capstone project must be related to the nursing major.

Although it is recommended that students in the Honors Program complete 18 Honors credit hours before entering the BSN program, several classes in the BSN major can be used to earn Honors credit if needed. The Department of Nursing has designated one course per semester of full-time study as an Honors course to assist BSN students in meeting upper-division Honors credit hour requirements and to support nursing students’ completion of the program. These courses are NURS 3602, NURS 4405, NURS 3903, and NURS 3703. If using any of these Nursing courses for Honors

credit, the student will be expected to complete an Honors assignment for the individual course, in addition to regular coursework. Nursing Honors students are expected to complete an Honors Thesis or Capstone project in addition to individual Honors course assignments. Students earning credit for nursing Honors courses or completing Honors theses or projects will remain in regular nursing classes with other students. The student, along with the course faculty member, the thesis or capstone project committee, and the Nursing Honors coordinator, will be responsible for identifying challenging activities that will enable the student to meet both the course objectives and the honors program requirements.

Parking on Campus

Students are required to register their vehicle prior to parking on a UNG campus. Registration is completed through auxiliary services at [UNG Parking Services](#). For additional help or questions, you may contact parking services at parking.services@ung.edu or call Parking Services at:

Dahlonaga	706-864-1697
Cumming	706-864-1697
Gainesville	678-717-3914
Blue Ridge	706-864-1697
Oconee	706-310-6264

Preparation for Graduation

Students should run a Degree Works audit from their banner account to see if all courses have been applied and completed before graduation. Students should apply for graduation the semester before graduation. Application for graduation and policies regarding graduation are on the Registrar's website. [UNG Graduation Application](#). If there are changes from the original graduation date, students must update their application for graduation with the Registrar's Office. The application for graduation includes the diploma order and cap and gown order.

[UNG Bookstore](#)

[UNG Commencement Application Information](#)

PROGRAM

The presence of a student in the nursing program is related to the accomplishment of objectives and meeting all requirements of each course. Faculty are responsible for the quality and content of the learning experiences provided. The individual student is responsible for the acquisition and application of theory.

Performance Standards for Progression

1. The student must complete all required core courses with a grade of “C” or better and possess a minimum GPA of 3.00 before starting the BSN program.
2. The student must maintain an examination/test average at or above 75% for all clinical nursing courses. Additional course assignments, such as writing assignments, course projects, or standardized testing results will not be calculated into the student’s final grade if a 75% average has not been obtained. An examination/test average below 75% will result in a failing course grade. Components of the 75% examination/test average will be identified in each nursing course syllabus.
3. The student must maintain an overall grade point average of 2.0 (C) throughout their Nursing Program.
4. The student must adhere to all UNG, Department of Nursing, and clinical agency policies.
5. The student must maintain satisfactory performance in the clinical area. An unsatisfactory evaluation in the clinical setting means an automatic grade of 0.0 (F) in the course.
6. If a student passes the clinical component of a course and is not successful in the classroom component, both clinical and classroom components must be repeated.
7. Students will be given only one opportunity to repeat a nursing course successfully.
8. A student who withdraws from or is not successful in a nursing course will only be allowed to return on a space-available basis. Priority for nursing class registration will be given to students who follow the plan of study that they signed upon entering the program.
9. Failure or withdrawal from two nursing program courses will result in dismissal from the nursing program. Students who are dismissed from the nursing program are not eligible to reapply.
10. An exemption to the BSN nursing withdrawal policy will be considered for one semester if the student is granted a hardship withdrawal by the Dean of Students.

Grade Scale

Due to the nature of nursing responsibilities and the preparation necessary for nursing practice, the grade scale is slightly higher for nursing courses than that required for other courses at the University of North Georgia

A = 90-100 C = 75-79 *F = 0-64

B = 80-89 *D = 65-74 *Not acceptable for progression in nursing courses

An earned grade of at least 75.0 must be attained by the student to receive a passing grade in all nursing courses. No fractional component of a grade will be considered nor will rounding up of grades occur (i.e., 74.6 will not be considered 75 – no final grades will be rounded up to the next whole number). Students who fail to achieve an earned grade of at least 75 must repeat the course

unless it is the second nursing course failure, at which time the student will no longer be allowed to continue in the Nursing program. See Program-specific progression policies.

Clinical/Lab/Sim performance is evaluated as Satisfactory (S) or Unsatisfactory (U) according to course- specific stated performance objectives (clinical/lab assessments and evaluations). A grade of “U” in clinical/lab performance automatically results in a grade of “F” for the course. If a student is unsuccessful in the clinical/lab component of a nursing course, the only option available to the student is to repeat the entire course, both the classroom and clinical components. If a student is unsuccessful twice in the clinical/lab/sim component of a nursing course, that student will be unable to progress in the nursing program.

Evaluation of Student Performance

The BSN student will be evaluated throughout the curriculum on the ability to demonstrate skills in the following areas:

- Knowledge for Nursing Practice
- Person-Centered Care
- Population Health
- Scholarship for Nursing Discipline
- Quality and Safety and Systems Based Practice
- Interprofessional Partnerships
- Informatics and Healthcare Technologies
- Personal, Professional and Leadership Development

NURSING EXAMS

Exam Blueprints and Exam Content

- An exam blueprint will be provided at least one week prior to the exam. The blueprint should include the following: a) a list of major topics that the exam will cover, and b) the percentage or number of items or points for each content area.
- Exam content will progress from Knowledge/Comprehension-type questions to more Application/Analysis-type questions as the student progresses through the BSN program.
- Examinations could reflect the most recent NCLEX-RN changes to include alternate-format questions. The number of alternate-format questions should increase in the second-year exams.
- In the clinical courses, math and/or pharmacology content will be included on all exams.

Exam Administration and Security

- **In clinical courses**, all exams and quizzes will be given in a secure, proctored environment, which may include the use of Respondus lockdown browser and Monitor, Proctor-U, or other proctoring software. Students must achieve a 75% or greater score on the exam/quiz portion of the grade to pass the course. Non-proctored quizzes may be given at the discretion of course faculty but will NOT be calculated into the required 75% exam/quiz average. The exam/quiz portion of the grade is the portion that the students MUST achieve a 75% or greater on to pass the course. There is no rounding of grades to reach this 75%.
- **In non-clinical courses**, exams will be given in a proctored environment. Non-proctored quizzes may be given but should not count for more than 10% of the total course grade.
- **Exam time allowance:** Time allowed for each question on exams is 1.2 minutes per question. Ex: A 50-item exam is given 60 minutes to be completed. All book bags, personal items, cell phones, coats, hats, food/drinks, notebooks, etc. must be placed at the front of the auditorium/classroom. Once the student has completed the exam and exited the exam room, the student will not be permitted to re-enter the exam room until all students have completed the exam. Upon completing the exam, the student is required to shut down their computer and leave it in the exam room. Students should not congregate around exam room doors to allow a quiet exam environment for remaining test-takers.
- If a student needs to leave the exam room during the exam to use the restroom, he/she may request permission from the instructor. Students will not be given extra time for restroom breaks.
- Read Screen in D2L during exams: Students will not be allowed to use the Read Screen during exams in the classroom. If students need the Read Screen, they need to request accommodation to use the Read Screen in the testing center.
- Nursing faculty/proctor will not answer any student questions related to content of questions.
- Use of white board/scratch paper: students may use white board/scratch paper at the discretion of the faculty. Students must write their names on the top of the scratch paper. At the end of the exam, the white board will be erased, and the white board/scratch paper will be turned in to faculty/proctor prior to leaving the exam room.
- If students are suspected of cheating, the faculty will follow the UNG code of conduct policy.

Exam Review and Statistics

- Exam review will be conducted by one of the following methods: a) faculty will conduct
- an exam review one to two weeks following the exam. The faculty will clarify the rationale for

- the highly missed questions.
- Students will be asked to put away cellphones and all books/computers/notebooks during the review, and/or b) students may make an appointment to review the exam with the professor (this is suggested if student makes less than 75% on the exam). NO exam or quiz will be opened up for students to view outside the classroom review session or without the presence of a faculty member. Any make-up exams for student absences will be completed prior to exam reviews.
- Individual exam reviews will be prioritized for at-risk students and should be completed prior to the next exam. Exams will not be open and reviewed in preparation for the final exam.
- Exam reviews must be done in person.

Posting Grades

- Exam/quiz grades should be posted within 72 hours of the exam/quiz (after all students have taken the exam). Before grades are posted, all adjustments for questions must be complete.
- During final exam week, final exam grades will be posted after all nursing final exams are complete.

COMMUNICATION

- The primary mode of communication between faculty and students is through the UNG email system; other course-specific communication is through D2L. It is the student's responsibility to check their UNG and D2L email daily for course, departmental, and university messages.
- If you have a change in name, address, telephone number, or email address, you should immediately notify the Department of Nursing and the Registrar's Office at UNG.
- Continue to follow this process after graduation, so that appropriate changes may be made to accurately process records and communications.
- Following graduation, also notify the Alumni Office at UNG of changes.
- Cell phones must be turned off or set to vibrate while in class, lab, and simulation. Noncompliance with this policy may result in being asked to leave class and may affect the student's ability to successfully complete the course due to absenteeism.
- BSN faculty have posted weekly office hours and are available to students by email, face-to-face appointment, and by phone.
- Netiquette is a set of rules for behaving properly online. The following link describes guidelines for online communication: [Netiquette Core Rules](#)
- All faculty, staff and guest presenters should be addressed by their professional titles (i.e.,

Dr., Professor, Ms., Mr., etc.).

ATTENDANCE POLICY

The nature of the nursing program at the University of North Georgia is such that it is important for each student to attend classes, clinical laboratory, simulations, and clinical agencies as scheduled. The faculty of the Department of Nursing has designed a curriculum of classroom and clinical learning to promote your success in becoming a Registered Nurse. Nursing students are expected to adhere to the UNG academic calendar and attendance policy as listed in the UNG Student Handbook.

The faculty member(s) in each nursing course may outline additional, specific attendance policies that are in accordance with the policies of the University of North Georgia, the Department of Nursing, and the clinical agencies. The Department of Nursing faculty supports the UNG Attendance policy as stated in the UNG Handbook.

Only individuals who are officially enrolled in a nursing course may attend class/lab; any others wishing to attend must have special permission in advance from the course instructor. Children are not permitted in the classroom, lab or clinical setting during instructional time.

Absences and tardiness from class, lab, sim or clinical totaling 10% or more, or discontinuance of class attendance without officially withdrawing from a course, are sufficient cause for receiving a failing grade in the course. Absences are cumulative across all instructional settings for each course. In such instances, it is the prerogative of the instructor to award a grade of “W” or “WF” prior to the midpoint of the semester, or a “WF” after the midpoint of the semester, according to the Board of Regents’ policy. All decisions are final.

In the fourth semester, students may miss one class or clinical day for a nursing job interview.

Guidelines for Student Absence

- If the student is unable to attend or anticipates being late for a scheduled class, clinical, or simulation experience, it is the student’s responsibility to contact the course faculty/clinical instructor/preceptor as directed in the course syllabus.
- It is the student’s responsibility to individually obtain all information missed during an absence or tardiness.
- Arrangements to take a test that will be missed shall be made with the instructor prior to the scheduled testing session (emergency excepted).
- It is the prerogative of the faculty member to schedule additional learning experiences as deemed appropriate to meet stated course objectives.
- Any absence problems which cannot be resolved between the instructor and the student will

follow the procedure for resolving conflicts.

[UNG 2025-2026 Student Handbook](#)

PREGNANCY POLICY

The Nursing Department supports pregnant students' access to education. If necessary, the pregnant student will make an appointment with the BSN Track Coordinator to make adjustments to the program that is reasonable and responsive to the student's temporary pregnancy status. Thirty days prior to the expected date of delivery, the student will meet with the coordinator to make a Return to School Plan.

“Supporting the Academic Success of Pregnant and Parenting Students” US Department of Education, Office of Civil Rights, June 2013

STUDENT CONDUCT

The University of North Georgia's Department of Nursing expects work of acceptable quality and mature behavior from every student. Students are regarded as adult learners and are expected to conduct themselves accordingly. Students are expected to demonstrate professional behavior in all courses and clinical experiences, interact professionally and appropriately at all times with faculty, agency staff, and patients, and practice in an ethical manner. All students shall adhere to the [UNG Student Code of Conduct Policy](#).

ACADEMIC INTEGRITY

The University of North Georgia and the Department of Nursing Faculty recognize honesty and integrity as being necessary to the academic functioning of the University. Commitment to the principles of academic integrity is essential to nursing education and practice. The promotion of independent and original scholarships is a principal component of nursing education.

The Department of Nursing faculty believes that an honest environment is the responsibility of both faculty and students. All students and faculty must protect the integrity of quizzes and examinations. No one should provide, sell, give, lend, or otherwise furnish information/course material to other students, present or future, which can be shown to contain the questions or answers to any examinations/quizzes.

The faculty attempts to provide an atmosphere conducive to independent work. Faculty will designate when collaboration on assignments is allowed, when outside resources should be used, and when work is to be done without assistance from others.

The faculty supports the policy of the University of North Georgia as stated in the [University of North Georgia Student Code of Conduct Policy](#)

UNG STUDENT CODE OF CONDUCT

THE FOLLOWING ARE PROHIBITED AT THE UNIVERSITY OF NORTH GEORGIA

III-B-1: Academic Misconduct

The following regulations are disseminated in the interest of protecting the equity and validity of the University's grades and degrees, and to assist students in developing standards and attitudes appropriate to intellectual life.

- Receiving or giving assistance (cheating) in preparation of any graded assignment without prior authorization from the class instructor.
- Taking or attempting to take or otherwise procure intellectual property in an unauthorized manner.
- Selling, giving, lending, or otherwise furnishing to any unauthorized person by a student enrolled in that course material which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study.
- Plagiarism. Use of another person's ideas or expressions without acknowledging the source. Themes, essays, term papers, tests and other similar requirements must be the work of the student submitting them. When direct quotations or paraphrasing are used, they must be indicated, and when the ideas of another are incorporated in the paper they must be appropriately acknowledged. All work of a student needs to be original, cited according to the instructor's requirements, or is otherwise considered plagiarism. Plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- Signing class rolls for another student.
- Fabricating, forging, or falsifying laboratory results or reports.
- Using work from other courses, or from previous assignments, for current assignments without permission from the instructor.
- Violations of the University Honor Code when affiliated with an academic course requirement.
- Unauthorized use of electronic devices during or in preparation for a graded assignment.

- All forms of academic dishonesty are prohibited and subject to severe disciplinary action. Faculty may, as a consequence of identified academic misconduct:
 Give a grade of “0” on the assignment.
 Give a grade of “F” for the course.
- In all incidents, the student will be referred to the UNG Dean of Students.

III-B-6A: Disruptive Behavior

Disruptive behavior of any kind in the classroom, clinical settings, service-learning setting, or any other setting in which the student is representing the nursing department of UNG shall result in dismissal from class, the course, and/or the program. Examples of disruptive and unprofessional conduct include, but are not limited to: talking in class during faculty lectures; internet surfing or shopping while in class, lab, simulation or clinical; use of social media such as Facebook while in class, lab, or clinical; screaming/cursing or display of other disrespectful behavior towards faculty, peers, patients, families, or staff; sleeping in class, lab, or clinical setting; fraternization with patients; falsifying information on patient records or student records; patient abuse. The conviction of any felony, crime involving moral turpitude, violation of federal/state law related to controlled substances could result in dismissal from the program.

Note: This list is not exhaustive. Nursing faculty or clinical agency staff may define behavior as disruptive or unprofessional and take appropriate measures.

III-B-6: Disorderly Conduct

- Disruptive behavior in an academic setting that interferes with the learning environment.
- Disorderly, lewd, or indecent conduct; breach of the peace; or aiding, abetting, or procuring another person to breach the peace on university premises or at functions sponsored by or participated in by the University.
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, or other conduct that threatens or endangers the health or safety of another person.
- Bullying, includes, but is not limited to engaging in conduct, including any gesture, written, verbal or physical act, or any electronic communication (which includes emails, text messages, and internet postings on websites or other social media), whether it be a single incident or series of incidents; that is severe, pervasive, or offensive to substantially disrupt or interfere with the orderly operation of the University or the rights of any student or other University community member.
- Conduct on University property or at functions sponsored or supervised by the University or any recognized University organization, which interferes with the normal operation of the University.
- Entering or attempting to enter any event sponsored or supervised by the University or any recognized University organization without credentials for admission, i.e., ticket,

identification card, invitation, etc. or in violation of any reasonable qualifications established for attendance.

- Discrimination. Conduct and/or expressions that harass, demean, or degrade any individual or group of individuals.
- Interfering with, giving false name to, or failing to comply with any properly identified University faculty member, administrator, or staff member while in the performance of their duties.
- Deliberately failing to heed the summons, oral or written, to report to an administrative official.
- Abusive language or gestures to University Officials.
- Violations of the Sexual Misconduct Policy. See the Policy on Sexual Misconduct in the UNG Student Handbook for definition and explanation.
- Retaliation. Conduct, expressions, or any sort of communications that intimidate, threaten, coerce, or in any way discriminates or retaliates against an individual because he or she files a complaint, testifies, or participates in any manner in an investigation or proceeding.
- Influencing or attempting to influence another person to commit an abuse of the Student Conduct process.

AI POLICY

AI is an acceptable learning tool and may be utilized as appropriate in the clinical setting. No AI may be used to replace the work of the student, especially written work. Using AI and submitting as your own work is a violation of the University Honor Code and is a recognized form of plagiarism.

USE OF ELECTRONIC DEVICES IN THE CLASSROOM

To promote an environment that fosters learning and minimizes distraction in the classroom, students will observe the following guidelines regarding use of electronic devices (laptops, tablets, cell phones, etc.) in the classroom:

- Computers may be used for note-taking during classroom instruction.
- If a student is found to be checking email, surfing the internet, texting or any activity other than taking notes during classroom instruction, they will be asked to shut down their computer and may be asked to leave the classroom.

SOCIAL MEDIA POLICY

In addition to the authorized use of online courses, web-based course tools, and assigned university email accounts, many nursing students choose to engage in other activities via the internet and social media. UNG nursing faculty and staff do not routinely monitor these student communications. Nursing students must understand that some of these activities may result in violation of the Student

Code of Conduct, HIPAA, FERPA, and the American Nurses Association Code for Nurses with Interpretative Statements, and the Patient's Bill of Rights. Any violation of these standards can result in significant consequences for the student including possible civil and legal penalties, dismissal from the School of Nursing and the University, and the inability to seek licensure as a Registered Nurse.

Examples of social media may include but are not limited to: Allnurses.com, Facebook, Flickr, LinkedIn, Twitter, Instagram, Pinterest, Snapchat, Podcasts, RSS feeds, Second Life, YouTube, etc.

Guidelines and Responsibilities of Students related to Social Media:

- Postings are never private and will be treated as if you verbally made the statement in a public place.
- Ensure your profile and posted content is consistent with how you wish to portray yourself to colleagues, clinical agencies and potential future employers. It may be useful and necessary to block individuals who post unprofessional content. (See BSN Handbook for description of Professional Conduct).
- Refrain from stating personal opinions as being endorsed by UNG School of Nursing.
- Copyrighted or trademarked material should not be used without written consent from its owner before using these items on any social media.
- Understand the legal ramifications and liability for what you post on social media sites as you can be sued for libel or slander. You are legally liable and responsible for what you post on your own social media site and the social media site of others.
- Understand that taking pictures, audiotaping &/ videotaping of professors, staff, students, patients or their medical records for social media use without written permission of the individual is prohibited, and may even be protected from disclosure by federal and state laws.
- Do not develop a social media site that appears to represent the UNG School of Nursing without approval from the School of Nursing.
- Avoid sharing any identification numbers on your social media sites (ex: address, telephone numbers, date of birth, etc.).
- Avoid using patient identifiers (names, initials, facility name, etc.) specific patient situations (emergency codes, births, surgeries, etc.) and patient health information on social media sites. It is never appropriate to share photos from clinical, classroom, skills lab, simulation or service learning that might potentially violate any federal, state, county, or university laws/or policies.
- Be aware that interactions with patients within social media sites are strongly discouraged.
- Maintain professional boundaries with patients and their families at all times while associated with the UNG School of Nursing.

*Violation of this Social Media Policy may result in disciplinary action. See: [Social Media Guidelines for Nurses](#)

SUBSTANCE ABUSE POLICY

Purpose

Due to the nature of the nursing profession and the responsibility of life and death decisions, it is imperative that nursing students refrain from abusing substances including, but not limited to, prescription/non-prescription drugs and alcohol. An impaired nursing student is a hazard to themselves, the facility, the university, and most importantly, the patient. Therefore, if any suspicion of substance abuse is raised by faculty, clinical instructors, hospital staff, patients, fellow students, or family members, these allegations must immediately be addressed.

Policy

This Substance Abuse Policy applies to all UNG students who accepted/matriculated in the BSN nursing program. Unlawful possession, use/abuse, manufacturing, or distribution of substances (including alcohol) will result in removal from the clinical or didactic setting and/or grounds for dismissal from the nursing program. Students must also comply with the University of North Georgia and local, state, and federal laws regarding the possession, manufacture, use, or distribution of controlled or illegal substances and alcohol.

It is UNG Department of Nursing policy to have the student suspected of substance abuse tested per substance abuse testing guidelines if there is direct observation of substance abuse or behaviors of impairment consistent with substance abuse. This includes, but is not limited to: slurred speech, impaired motor function, erratic behavior, dilated or pinpoint pupils, tachypnea, agitation, confusion, tremors, or paranoia.

A nursing student arrested or convicted of a drug/alcohol offense (possession, distribution, Driving Under the Influence, etc.) must report the violation to UNG Department of Nursing Program Coordinator within three days (72 hours) of the incident or prior to participating (whichever comes first) in any clinical/lab/simulation/class activity that may potentially endanger the student or the public's welfare.

Substance Abuse Testing Guidelines

Testing will be at the student's expense and will be conducted using the following guidelines:

- The faculty member will be informed immediately (providing the faculty member is not the one initially witnessing suspicious behavior) and will ask another faculty member or staff RN to witness the behavior and confirm the suspicious behavior.

- The faculty member will request the student leave the area immediately and adjourn to a private setting to address the concerns confidentially with the witness present. Documentation of behavior and counseling using the Clinical Occurrence Report is conducted at this time, and a decision will be made to drug/alcohol test the student or not (this will be included in the documentation).
- If the faculty member decides it is necessary for the student to be tested for substances, the student will fully comply with methods and procedures to submit lab specimens in accordance with this policy and, if appropriate, the facility's policies. A Clinical Occurrence Report will be completed by the faculty member and the staff RN
- Testing methods may include urine, serum, hair, and/or saliva.
- The student will have the opportunity to disclose all medications (over-the-counter or prescription) they are currently taking, as well as foods/dietary supplements that may alter the results of the testing. If this is not included prior to the test, the results cannot be disputed retroactively.
- A student who is required to and submits to substance screening also consents to have the results released to the University of North Georgia and the Department of Nursing.
- The student will be dismissed from attending clinicals, labs, simulations, and service-learning pending substance test laboratory results and review of the incident report / counseling statement. No contact with patients or family members is allowed and the nursing student will not be permitted on the premises of any clinical agency.

The Nursing Department Head, Assistant Department Head, and Nursing Program Undergraduate Coordinator will determine if it is suitable for the nursing student to attend class and take exams. All substance testing expenses will be assumed by the nursing student and are not the responsibility of UNG or the Department of Nursing. Any nursing student refusing to comply with the faculty member's request to submit a lab specimen for substance testing is deemed in violation of the UNG Department of Nursing Substance Abuse Policy and automatically relinquishes the privilege of attending clinical through any agency used by UNG Department of Nursing. Any attempt on behalf of the nursing student to delay, hinder, or tamper with substance testing or lab results is considered a refusal to submit to substance testing and a violation of the UNG Department of Nursing Substance Abuse Policy.

CONFIDENTIALITY

All documentation of student counseling, occurrence reports, substance testing, and laboratory results will remain confidential and available only to the nursing student, UNG/clinical faculty personnel, and clinical site on a need-to-know basis or as required by law. Any nursing student with a professional license (Certified Nursing Assistant Emergency Medical Technician, Licensed Practical Nurse, Registered Nurse, etc.) who is suspected of substance abuse will be reported to the

appropriate licensure board as required by law.

SMOKING POLICY

UNG campus is a tobacco and smoke-free campus. No smoking or use of tobacco products of any kind is permitted on campus. “Tobacco products” are defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes. Many of the clinical facilities are also tobacco-free. Students who use tobacco products are reminded to be considerate of people around them, follow agency guidelines, and refrain from using tobacco products during practice experiences.

UNG TOBACCO AND SMOKE-FREE POLICY

POLICIES RELATED TO CLINICAL/SIMULATION

Clinical Integrity

It is the student’s responsibility to accurately account for the number of hours completed in the clinical/service-learning setting, be present at the designated clinical site/department for the duration required, and report to the course and clinical faculty, as required.

Clinical Behavior

Students in the clinical setting are expected to follow the policies of the Department of Nursing, UNG, and the clinical agency in which they are practicing.

Unprofessional behavior of any kind in the clinical setting, service-learning setting, or any other educational setting in which the student is representing the nursing department of UNG shall result in dismissal from the clinical/educational setting, the course, and/or the program. Examples of unprofessional conduct include, but are not limited to: internet surfing or shopping while in lab, simulation or clinical; use of social media such as Facebook while in lab, simulation or clinical; screaming/cursing or displaying other disrespectful behavior towards faculty, peers, patients, families, or staff; sleeping in lab or clinical settings; Eating or drinking in patient care areas; fraternization with patients; falsifying information on patient records or student records; patient abuse; conviction of any felony; crime involving moral turpitude; violation of federal/state law related to controlled substances.

Campus Clinical Simulation

Participation in on-campus simulation experiences is considered an integral component of the nursing program and is classified as clinical hours. These experiences are designed to provide

students with hands-on, real-world scenarios in a controlled environment, fostering the development of clinical reasoning, clinical skills, and professional behavior.

The attendance policy for campus-based clinical simulation experiences is aligned with the policies for off-campus clinical placements. Students are expected to attend all scheduled simulation sessions and arrive on time, as participation is essential to meeting the learning objectives and clinical competencies.

Students are expected to maintain strict confidentiality for all simulation experiences. All patient information, scenarios, individual student performance, and materials provided before or during simulations are strictly confidential and must not be shared or discussed outside the simulation context, including with other students. A breach of simulation confidentiality is a violation of UNG's Honor Code and the Student Code of Conduct and may lead to disciplinary action, including possible removal from the nursing program.

Simulation experiences may be video recorded by the simulation center for educational, assessment, and reflection purposes. These recordings will be used exclusively for educational purposes within the context of simulation learning, including debriefing sessions, teaching, and demonstrations.

Patient Care Policy

The University of North Georgia upholds the ANA's Nurses Code of Ethics, and nursing students are expected to uphold the Nursing Code of Ethics at all times. ANA Code of Ethics

Background Check

Many clinical agencies used by the University of North Georgia Nursing Program require background checks and drug screening of nursing students to ensure the safety of the patients and to meet agency regulatory requirements. Students accepted to the BSN program will receive information and instructions for obtaining this service and will be required to order/schedule screenings in sufficient time for it to be reviewed and approved by the agency prior to starting the nursing program. Every effort is made to limit the cost of this requirement by encouraging the use of one company; however, the cost of all required screenings is the responsibility of the student. Failure to obtain the appropriate screenings in a timely manner or being denied access to the assigned clinical site by the agency will result in the student being withdrawn from the clinical nursing course and could result in dismissal or withdrawal from the nursing program.

Occasionally clinical partners require a second background check with fingerprinting. If students are assigned to one of these agencies it is mandatory for them to complete.

If the student has an occurrence during their enrollment in the nursing program that could compromise their level one background check status, it is the student's responsibility to notify the Department of Nursing about this known compromise. At that point, the student will be required to repeat their background check. If a student does not maintain continuous enrollment in the nursing

program, the student will be required to repeat their background check upon returning to the program. Continuous enrollment requires that a student be enrolled in courses every semester that are applicable towards their desired degree.

CLINICAL REQUIREMENTS

ACEMAPP

Prior to beginning the program, the student must have a current copy of all clinical requirements uploaded into ACEMAPP, as directed by the deadline date in their acceptance letter, in order to secure their slot in the program. Failure to meet this guideline could result in being dropped from all nursing courses.

ACEMAPP is an electronic database used by the Nursing Department and Clinical Agencies to store, maintain, and update student clinical documentation throughout the entire Nursing program. Students admitted into the Nursing program will receive an email from ACEMAPP via UNG email with instructions to create a profile in ACEMAPP. After creating a profile students are required to pay an annual \$50 fee in order to access ACEMAPP. Payment of the system access fee is required before students are able to utilize the system; payment may be made through the website. All clinical documentation will be uploaded by the student into ACEMAPP to the appropriate fields. It is the student's responsibility to submit required clinical documentation and to update any documentation

that may expire throughout the course of studies. If there are changes to this requirement, the students will be notified by the UNG Nursing Department. It is the students' responsibility to keep extra copies

of all clinical documentation to provide upon request to clinical instructors and/or individual clinical agencies at the beginning of each clinical rotation.

Prior to beginning clinical courses each semester, the student must have a current copy of the following list of items completed and uploaded to ACEMAPP as required. These documents must be complete, signed, and dated as instructed. Items 1 through 6 are in addition to the immunization requirements for admission to the program (Pre-Licensure BSN). If any item expires during the semester, it must be updated before the semester starts. Failure to meet this guideline could result in being dropped from all nursing courses. Individual clinical agencies may have more stringent requirements.

If it is discovered that a student has attended clinical with clinical requirements that are not current (based on the previously stated guidelines), it will result in a clinical failure and a grade of F in the course.

Symplr

Symplr is the Credentialing site that the Children's Healthcare of Atlanta (CHOA) uses for clinical placement. The registration fee is \$50 and the subscription is good for one year. Register, then upload all required documents and complete the required test modules.

Clinical Forms

1. Accident Illness Waiver – This form must be notarized; do not sign and date until you are in the presence of the notary
2. Authorization for Release of Records – Must be signed by the student and a witness. The witness may be any adult age 18 or older.
3. Handbook Acknowledgement Form – Includes Liability Insurance form*, BSN-Signature of Compliance, Statement on Eligibility, Clinical Confidentiality Agreement, and Substance Abuse Policy - declination form.
4. Proof of BLS Certification – Must be from the American Heart Association and must be Basic Life Support Provider (BLS), which is the provider-specific training course.
5. Medical Report Form – All records and immunizations must have complete/correct information as requested or the student will not be allowed to enter/continue in the nursing program. See [Getting Started: ACEMAPP & Initial Credentialing Requirements](#) for additional credentialing information.
6. The Medical Report Form must be updated at least every two years or upon reentry into the program
7. Student Applied Learning Experience Agreement – Must be signed by the student and a witness. The witness may be any adult age 18 or older.
8. A Photo (A clear and recognizable face shot)
9. Name tags are UNG identification badges (cards)

See Appendix A for forms.

Immunizations

Tetanus Booster

Students must submit documentation of proof of tetanus (Td) booster within the last 10 years (there may be restrictions related to other courses, or clinical sites) and proof of one dose of Tdap, regardless of how long it has been since last tetanus (Td) booster.

Annual Influenza Vaccine

Students must submit documentation of proof of annual influenza vaccine related to current flu season (injection not Flumist/live vaccine). Must be obtained prior to date stated in acceptance and/or orientation information, unless exempt by the following:

- Severe (life threatening) allergy to components of the influenza vaccine.

- A history of Guillain-Barre syndrome within six weeks following a previous dose of an influenza vaccine.
- *Documentation by a healthcare provider is required for an exemption. Students with documented/approved exemptions will be required to wear a procedure mask at all times in clinical while in patient care areas during flu season as defined by the Center for Disease Control.

Hepatitis B Requirement

Student must submit documentation of proof of Hepatitis B vaccines with documentation of three injection dates (received in accordance with Center for Disease Control (CDC) guidelines) and immunity as shown by titer. Persons who do not respond to the first series of the Hepatitis B vaccine should complete a second series of a two-dose or three-dose vaccine (depending on the brand). Titer should be repeated 1-2 months after completion of the 2nd vaccine series. Students who still have negative or equivocal titers after the 2nd series should sign a waiver of responsibility on the Hepatitis B requirement form (the form is obtained and turned into the Department Credentialing Associate) and take precautions to prevent Hepatitis B infection.

Measles, Mumps and Rubella (MMR) and Varicella (VZV) Requirements

Students must submit documentation of two doses of MMR and two doses of VZV (received in accordance with CDC guidelines) or titers that document immunity.

- History of disease is not considered evidence of immunity. If the student reports the history of the disease this must be confirmed by a titer that documents immunity, and if the results are negative or equivocal titer, the student must complete the initial two-dose series based on CDC guidelines.

Tuberculosis (TB) Screening Requirements

Upon admission to the program and annually, all students must submit the results of a TB blood test (T-spot, QuantiFERON-TB Gold, or Interferon-gamma release assay). At any point where the TB blood test or skin test is positive, the student is required to report to the TB Nurse at the public health department (PHD). The student will be required to follow the recommendations and submit treatment documentation. Students with a positive blood test must have clinical clearance from the PHD and submit an annual TB Symptom Screen.

Clinical agencies may have more specific requirements that students will have to comply with. If a lapse occurs, the student will not be allowed to attend clinical and may be dropped from nursing courses, which will result in a course failure.

Covid 19 Vaccine

UNG does not require COVID-19 vaccines. Most clinical agencies require them to attend their sites.

There is a spot in ACEMAPP to document whether you have had the vaccine to help with clinical placement.

Clinical Appearance, Preparedness, and Wellness Policy

All clothing/uniforms worn in the nursing programs must be professional, conservative, and in good condition.

- All clothing should be clean, in good condition, properly fitted and free of wrinkles.
- Attire should not be revealing, tight, or contain any message, slogan or UNG Spirit wear Logo.
- UNG spirit wear is NOT allowed in the clinical setting.
- Skirts, if appropriate to the clinical setting, should be knee length.
- Socks or hose must be worn and cover the ankle.
- Personal appearance guidelines apply to all clinical/precepted experiences and when representing the university.
- Any student deemed to have an inappropriate appearance as outlined in the handbook will be sent home and will receive an unsatisfactory evaluation for the day of the occurrence.
- The following are examples of items that should not be worn: T-shirts, halter-tops, sleeveless blouses, shorts, cargo pants, jeans, denim, or open-toed shoes.

Personal Appearance:

- Hair should be clean, neatly groomed, and pulled back. No headbands or scarves except for religious reasons. Hair color and style with extreme variations should be approved by faculty and adhere to clinical agency policy.
- Beards and mustaches should be clean, neatly groomed, and trimmed.
- Nails must be kept short, no longer than ¼ inch beyond the fingertip. No artificial nails are permitted. Nail polish should adhere to clinical agency policy.
- Make-up should be simple and understated.
- Jewelry may include a wedding band or engagement ring, which may need to be removed for safety reasons. A single pair of small, non-dangling earrings is allowed in the lobe of the ear. No bracelets or necklaces.
- Perfume, perfumed lotions, or aftershave will not be worn to clinical.
- Undergarments should be worn and appropriate to dress and not visible through uniform.
- Tattoos should be covered and not visible.
- Visible and/or present piercings should be removed.
- Smoking and chewing gum are not allowed in clinical.

Clinical Preparedness:

Equipment expected at all clinicals for each student, (except psychiatric/mental health nursing clinical):

- Stethoscope
- Writing pen with permanent black ink
- Pocket size notepad
- Watch with second hand
- Bandage scissors
- Penlight
- Calculator
- Black Sharpie and yellow highlighter

Clinical Wellness:

Any student with any of the following should seek input from the clinical instructor prior to attending clinical:

- Fever
- Diagnosis of contagious illness
- Open wounds, rashes, or cold sores
- Recent significant musculoskeletal injury
- Any condition that may impair judgment or impede personal, staff, or patient safety

It is the prerogative of the nursing department to require the student to provide documentation from their health care provider that ensures that the student is without risk to themselves, patients and staff in attending clinicals. If a student becomes ill during the clinical experience, the student will be sent to the emergency room or the student's private health care provider at the discretion of the clinical instructor. The instructor will notify the Program Coordinator and file an occurrence report with the department.

Clinical Confidentiality Policy

Purpose:

The Clinical Confidentiality Policy is applicable to all students enrolled in any of the three educational programs housed in the Department of Nursing at University of North Georgia participating in student clinical learning experiences. Compliance with this agreement is mandatory for all students participating in health care agencies under contract with University of North Georgia for their educational clinical experiences to meet the requirements placed on these agencies by the federal government.

Description:

Students must understand all the confidentiality regulations listed below. Upon admission to the Nursing program, students will demonstrate this understanding by placing their signature on the Clinical Confidentiality Agreement Form and uploading the document into ACEMAPP.

Patient Confidentiality:

Confidentiality of patient information is a fundamental patient right. Each student is to ensure patient confidentiality and privacy irrespective of the manner in which they gained patient information, i.e., direct contact, written records, photos, financial statements, research data, insurance records, computer databases, students, staff, or any other method. Inherent in the maintenance of patient confidentiality is the reporting of known breaches in patient confidentiality by others. Also included is not using anyone else's authentication code or device in order to access any clinical agency health care information system and not sharing one's own code or entry device with anyone else. A breach in patient confidentiality will result in a dismissal from the clinical setting and a clinical failure in the nursing course.

SAFETY POLICY

Unsafe practice is defined as:

- Student behavior, or pattern of behaviors, which causes harm or threatens the client physically, psychologically or materially. Behavior includes psychomotor skills, knowledge-based acts or acts of judgment and what a reasonably prudent person would do while acting under similar circumstances.
- Failure to meet standards of care.
- Any behavior in which intervention by the instructor/preceptor is necessary to prevent harm to the client.

Protocol:

- For all unsafe practices, a Department of Nursing Occurrence Report will be completed in duplicate by the instructor. The report will be given to the student within three school days of the violation. The student will sign both copies indicating that she/he has received the report. The second copy will be filed in the student's school records.
- Following the first violation, a conference between the student and clinical instructor will take place. This conference will be scheduled within five school days following the student's receipt of the report.
- A second violation with the same student will necessitate a conference between the BSN Undergraduate Coordinator, the course coordinator, the clinical instructor, and the student.
- Unsafe clinical practice may result in a grade of "U" for clinical performance, which automatically results in a grade of "F" for the course. Failure of any course for unsafe clinical practice may result in dismissal from the BSN Program and the Department of Nursing.

Exposure to Blood or Body Fluids Policy

Healthcare personnel, as providers of patient care, are at a slightly greater risk of exposure to blood and body fluids. An exposure to infected blood, tissue, or other potentially infectious body fluids can occur by percutaneous injury or contact with mucous membranes. Exposure to blood-borne pathogens can result in Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV).

Nursing students are required to adhere to the appropriate use of Personnel Protective Equipment (PPE) learned in the skills lab and to follow the guidelines of the clinical agency's use of PPE. If a student becomes exposed to blood or body fluids during the clinical experience, he/she will be registered and seen in the Emergency Department and counseled by agency and clinical faculty regarding post-exposure.

The nursing student is responsible for all fees and health care related to post-exposure testing and prophylaxis.

Procedure:

- Upon exposure to blood or body fluids, the student will immediately wash/flush exposed areas per clinical agency exposure management guidelines.
- The student will then notify the clinical faculty. The faculty and student contact the department manager/nursing supervisor directly to follow the Exposure Protocol of the clinical agency.
- Faculty and students will complete Clinical Agency Exposure forms and UNG Department of Nursing Post-Exposure Counseling form.
- Students are responsible for their own medical expenses, including the urgent/emergent care received at the facility and post-exposure follow-up care.

OTHER CLINICAL POLICIES

1. Each student is expected to be knowledgeable of emergency measures to take in case of fire, cardio-pulmonary arrest, and other disasters, for each clinical facility to which he/she is assigned for clinical experience. Students must show proof of current BCLS certification (Course C Health Care Provider/American Heart Association) for every clinical nursing course.
2. If at any time a student willfully endangers the health or safety of a patient through repeated carelessness, lack of preparation, or failure to follow the nursing program's policies and procedures, the student may be dismissed from the nursing program.

3. Students in the clinical laboratory shall not administer experimental drugs or sign a witness to any legal document including surgical consents.

SKILLS LAB GUIDELINES

Students are encouraged to practice skills performance in the Nursing Skills Lab areas. Please check the course schedule to ensure that other classes are not in session prior to entering the lab. It is expected that students will leave the lab area clean and orderly after practicing. Please handle mannequins and equipment carefully. Do not remove any supplies or equipment from the lab/simulation. To ensure safety, students are prohibited from practicing invasive techniques on themselves and other people.

Skills Evaluation Policy for NURS 3206

Skill evaluations are graded as S or U. Students receiving a U in any skill evaluation will receive a “WF” in the course, regardless of the didactic grade.

- Students are expected to come well prepared to clinical lab, simulation, and to skills check-off sessions. In the event that a student comes unprepared and without proper equipment for a skills check-off, the student may receive a “U” for the skill check.
- If a student is unsuccessful (receives an Unsatisfactory) the first time on a skill evaluation, the student is given feedback by the faculty and the student will remediate. Then the student makes an appointment for a repeat skill evaluation. The student may only repeat a skill check off a maximum of two times. Should the student be deemed unsuccessful all three times on one skill, the student will be withdrawn from the course by the instructor and receive a grade of “WF” for the course.

CLINICAL PLACEMENT AND TRAVEL

BSN Students: BSN students will be required to travel to clinical and service-learning sites that may include locations in the metro-Atlanta area. Every attempt is made to assign students to a variety of clinical placements in order to allow them to care for diverse client populations and to interact with different groups of students within their clinical sections. Clinical and service-learning experiences may be scheduled during weekends, evenings, and/or nighttime hours.

Students will not be assigned to a clinical area where they are currently employed. Exceptions to this policy will be addressed on a case-by-case basis. It is the student’s responsibility to inform faculty if they are employed at a clinical agency where students at the University of North Georgia may be assigned. If a student fails to disclose their employment status prior to clinical placement, they will be dropped from the course.

All students must follow UNG updates for weather alerts in case of inclement weather. Further instructions will be provided by course/clinical faculty. For additional information, access the following website: [UNG Emergency Alerts](#).

EMPLOYMENT OF NURSING STUDENTS IN CLINICAL SETTINGS

Pre-licensure BSN students may be employed only as **unlicensed nursing personnel**. They may not represent themselves or practice as nursing students except as part of a scheduled clinical learning activity in the curriculum. Students should not wear their UNG student uniform to work when employed as unlicensed nursing personnel. The uniform should be worn only during official school-assigned activities.

STUDENT SUPPORT SERVICES

Library Resources

Each of the four locations of the University of North Georgia is served by an on-site and fully-staffed library. Altogether, the UNG Libraries hold over 500,000 print and electronic book titles, offers access to 140+ academic databases, 34,000 full-text electronic journals, and 178,000 electronic books through Georgia Library Learning Online (GALILEO), the University System of Georgia's virtual library, and Lyrasis, a regional library network. The Library and Technology Center is located on the main campus and provides numerous collections, faculty expertise for assistance with research, online resources, document delivery, numerous public computers for student use and many other valuable academic resources. The library is home to the Writing Center, Instructional Technology Support Center, and the Center of Distance Education and Technology Integration (DETI). Library hours vary each semester and are posted on the home page. Students are encouraged to utilize the vast resources available through the Library and Technology Center. [UNG Library](#) The libraries' website is the gateway to its collection, services and faculty expertise. Here are a few useful points of contact:

- Library Quick Start Guide to Nursing: <http://libguides.ung.edu/nursing>
- Library's Desk Phone: 678-717-2391
- Library Hours: <http://ung.edu/libraries/about/hours.php>
- Research Consultation Request: <http://go.ung.edu/Enl>
- Interlibrary Loan & GILExpress (borrowing from other libraries): ill@ung.edu
- Technology Support: helpdesk@ung.edu

Computer Resources

Students enter the BSN program with varying levels of electronic/computer skills. For those with little or no experience in data search and retrieval, it is advised that the students view tutorials <https://ung.edu/libraries/research-help/tutorials/index.php> provided by library personnel. There are numerous labs for student use across campuses. Hours of operation for each lab vary. Students are encouraged to check for specific lab hours. Computers are available for check-out from each campus library. Instructional technology is available to assist students with any technology questions. IT can be contacted at 706-864-1922 or Email IT at helpdesk@ung.edu.

Counseling Services

Personal, academic, and career counseling is available free of charge to all UNG students through the Office of Student Development. Students are encouraged to seek the help of a licensed professional for assistance in solving personal and social adjustment problems. Contacts with the office are strictly confidential. In addition to individual guidance and counseling, the office offers group programs and workshops, referrals and consultation services to the university and the community. The office of Student Counseling hours are Mon - Thurs: 8:00 am - 5:30 pm, Fri: 8:00 am - 3:00 pm fall and spring semesters and 8:00 am - 12:00 pm summer semester Dahlonga Campus 706-864-1819, Gainesville Campus 678-717-3660, Oconee Campus 706-310-6205, Cumming Campus 470-239-3134. For appointments click on the link below.

[UNG Student Counseling](#)

Mental Health Awareness

Mental health difficulties can also affect learning, personal relationships, and many other aspects of life and school. We encourage all students to make use of [UNG mental health resources](#) as needed. If you are experiencing difficulty, please reach out to your advisors, course directors, and friends for help. Many times, it is much easier to offer help than to ask for help. Therefore, we encourage you to offer help if you see another friend or student that is not themselves. For example, if you notice changes in appearance (e.g. poor hygiene, marks on body, smelling of smoke/alcohol), changes in habits (e.g. frequent tardiness or excessive breaks during class, picking at skin, difficulty staying awake), or changes in behavior (e.g. withdrawn, difficulty focusing, mood changes, hyperactive, impulsivity, disinterested in previously enjoyed activities, irritability, lack of motivation). Should you notice any of these, you can use the anonymous reporting, [See Something/Say Something](#), to get someone (including yourself) help. If there is an immediate life-threatening situation, please call 911 or University Police at 706-864-1500.

Student Success Program

We are committed to your success in this program and at this university. We may, therefore, refer you to other persons and/or services available to help you achieve academic success. In turn, if you are referred, you will be expected to comply with the referrals. Please understand that such referrals

are not a form of punishment, rather, they are intended to help you. If you are referred to the Student Success Program, an e-mail will be sent to your UNG account. It is important to check this e-mail regularly and to respond in a timely manner.

Basic Needs Statement

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe or stable place to live and believes this may affect their performance in the course, is urged to contact the office of the [Dean of Students](#) for support. Furthermore, please notify one or all of your course instructors if you are comfortable doing so. The UNG Food Pantries provide supplemental food, basic household supplies, basic school supplies and interview business attire to students, staff and faculty who are food insecure and in need of support. For more information, please see the food pantry website ([UNG Food Pantry](#))

Student Health Services

UNG maintains a student health facility whose services are available to all UNG students who pay the Student Health Fee. All currently enrolled students who have paid the Student Health Fee are eligible for care at Student Health Services. All students must pay the fee in order to take advantage of the services offered by Student Health Services. The health fee is not mandatory on the Forsyth, Blue Ridge or Oconee campuses; however, these students may pay the fee and take advantage of the services offered on the Dahlonega or Gainesville Campuses. Limited services may be available on a fee for service basis. Services include treatment for almost all minor illnesses and injuries, Women's and Men's Clinic examination and testing, and health promotion and prevention focused services. Chronic illnesses are not treated at Student Health. If needed, further care will be referred to one of the local hospitals, urgent care centers, student's primary care provider, or physician's offices. Student Health Services cannot assume treatment responsibilities for a pre-existing condition. For additional information regarding general services provided by Student Health Services please contact the appropriate campus. Dahlonega Student Health at 706-864-1948, or by email at stuhealth@ung.edu Gainesville Student Health at 678-696-2676 or by email at stuhealthgvl@ung.edu. For more information go to the following website [UNG Student Health Services](#)

Career Services

The Office of Career Services and Cooperating Education provides employment counseling and placement services to assist students and alumni in developing, formulating and implementing both short and long-range career goals. Some of the specific services and programs offered by the office include self-assessment, career exploration and preparation, and career decision making. [UNG Career Services](#)

Student Accessibility Services

The University of North Georgia is committed to equal access to its programs, services, and activities, and welcomes otherwise qualified students with disabilities. (Disabilities include but are not limited to: learning barriers, medical concerns, or mobility concerns). Students who require accommodations and services must register with [Student Accessibility Services](#). Student Accessibility Services provides “accommodation letters” for eligible students to give to their instructors. Students are responsible for providing the “Accommodations Letter” to the instructors and must give reasonable prior notice of the need for accommodation.

Contact Information for Accessibility Services:

[Accessibility Services Contact information for all campuses](#)

Campus Carry Information

[UNG Campus Carry](#)

TITLE IX

University policy prohibits discrimination on the basis of race, gender, creed, color, sex, sexual orientation, national origin, disability, or veteran’s status.

Harassment: includes conduct—whether verbal, written, or physical—which has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for any individual or group. Such conduct includes, but is not limited to, objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm. Any employee, student, student organization, or person privileged to work or study in the UNG community who violates this policy will be subject to swift and certain disciplinary action.”

Title IX Coordinator at 706.867.4560 or TitleIX@ung.edu.

The University of North Georgia Student Accessibility Services (SAS) staff is committed to ensuring all students have equal access to a college education regardless of the presence or absence of a disability. The Student Accessibility Services department provides numerous accommodations, services, and resources for students with disabilities and temporary injuries or illnesses. Trust and advocacy are the hallmarks of this service and we ensure that confidentiality is maintained.

Students **MUST** register with Student Accessibility Services for access to accommodations and assistive technologies. Student Accessibility Services **can not** reach out to students who may need such accommodations. It is the responsibility of the student to register. Office hours for all campuses are Monday-Thursday 8:00am-5:30 pm, Fridays 8:00am-3:00 pm (fall & spring) and 8:00am-12:00 pm (summer) [Student Accessibility Services](#)

UNG DEPARTMENT OF NURSING CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION RELATED TO THE AMERICANS WITH DISABILITIES ACT

Issue	Standard	Some Examples of Necessary Activities (not all inclusive)
Critical Thinking	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation.	<ul style="list-style-type: none"> • Identification of cause/effect relationships in clinical situations • Use of the scientific method in the development of patient care plans • Evaluation of the effectiveness of nursing interventions
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups	<ul style="list-style-type: none"> • Establishment of rapport with patients/clients and colleagues • Capacity to engage in successful conflict resolution • Peer accountability
Communication	Communication adeptness sufficient for verbal and written professional interactions	<ul style="list-style-type: none"> • Explanation of treatment procedures, initiation of health teaching. • Documentation and interpretation of nursing actions and patient/client
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	<ul style="list-style-type: none"> • Movement about patients' room, workspaces and treatment areas • Administration of rescue procedures in cardiopulmonary resuscitation
Motor Skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> • Calibration and use of equipment • Therapeutic positioning of patients
Hearing	Auditory ability sufficient for monitoring and assessing health needs	<ul style="list-style-type: none"> • Ability to hear monitoring device alarm and other emergency signals • Ability to discern auscultatory sounds and cries for help
Visual	Visual ability sufficient for observation and assessment necessary in-patient care	<ul style="list-style-type: none"> • Ability to observe patient's condition and responses to treatments

Tactile	Tactile ability sufficient for physical assessment	. Ability to palpate in physical examinations and various therapeutic interventions
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Retrieved and adapted from Southern Regional Education Board (SREB) on June 17, 2014 from <http://www.sreb.org/publication/americans-disabilities-act>

TESTING OFFICE

The Office of Testing administers several standardized, national, or state-normed tests. The office is also a test center for the University Level Examination Program tests (CLEP) as well as Georgia and US History and/or Constitution exams. Contact the testing office online at [Testing Center](#).
Gainesville Campus: 678-717-3863, Dahlonega Campus 706-864-1799, Blue Ridge 706-946-5460.

STUDENT REPRESENTATION/COMMITTEE OPPORTUNITIES

Faculty Committees:

Student representation on the faculty committee includes students from each class. These representatives may be volunteers or elected by their class. Students may also serve on other faculty committees at the request of the nursing faculty and/or Department Head. Faculty Committee Representatives will be on annual commitment.

Class Representation:

Each class will select representatives to provide leadership and to act as liaison between students and faculty. These representatives will coordinate specific class business and special activities when occasions for such arise. Each class will determine dues to be assessed and collected, if any.

Department Committees:

The Nursing Department strives to have student representatives on the BSN committees. Volunteers are sought at the beginning of each semester to serve as class representatives to the monthly faculty meetings. Students will not be involved in meetings (or parts of meetings) during which academic and/or student appeal decisions are being discussed.

PROFESSIONAL ORGANIZATIONS

Membership in professional organizations is promoted within the Department of Nursing.

National Student Nurses' Association ([NSNA](#))

This national organization is made up of students from every state who work in coordination with the American Nurses' Association and the National League for Nursing- to promote student interest in issues of importance in professional nursing, and to stimulate an understanding of the graduate professional organization. NSNA provides many privileges/advantages to students who are members, some of which are listed below.

Georgia Association of Nursing Students ([GANS](#))

This organization is an active component of NSNA on the state level. Nursing students in the University of North Georgia program are encouraged to participate actively in this organization and to hold offices at the division or state level. Membership in the UNG State Chapter is open to BSN students as a privilege of membership in GANS. Students are urged to be participants of GANS at this local level also.

Sigma: The Honor Society of Nursing (Sigma)

The Honor Society of Nursing, Sigma, provides leadership and scholarships in practice, education and research to enhance the health of all people. We support the learning and professional development of our members who strive to improve nursing care worldwide. To create a global community of nurses who lead using scholarship, knowledge, and technology to improve the health of the world's people.

Membership is by **invitation only** to baccalaureate and graduate nursing students who demonstrate excellence in scholarship, and to community nurse leaders exhibiting exceptional achievements in nursing.

Tau Psi Chapter

[Sigma Chapter Directory](#)

In April 2006, the University of North Georgia (formerly North Georgia College & State University) Honor Society of Nursing became an official chapter of Sigma, and was chartered as the **Tau Psi Chapter**. The chapter's goals are to promote scholarship and research in nursing practice by providing educational programs, collaborating with the UNG Department of Nursing and other nursing organizations, and highlighting the scholarship of UNG nursing students.

It is an honor to be selected for membership in Sigma. Members have access to nursing knowledge and the opportunity to network with colleagues and nursing leaders. Membership makes an impression on and garners respect from others in the profession. If you are selected for membership-induction, we encourage you to accept the invitation and attend the induction ceremony.

ADMISSION TO THE BSN PROGRAM

Students are admitted into the Traditional Track BSN program fall and spring semesters and the spring semester for the ABSN Track. (see, [BSN Admission Requirements](#))

BSN PROGRAM CURRICULUM

The curriculum for a Bachelor of Science in Nursing Degree at University of North Georgia consists of two years of core curriculum and two years of upper division coursework specific to the nursing major. The core curriculum reflects courses required of all students attending state supported schools in Georgia who are seeking a baccalaureate degree and provides the student with a liberal arts foundation for academic and personal growth.

Courses in the nursing major are taken at the junior and/or senior level. These courses are to be taken sequentially, according to the student's plan of study.

TRADITIONAL TRACK BSN PROGRAM CURRICULUM

Junior Year / Semester 1

Course	Hours
NURS 3602 Intro to Professional Nursing	2
NURS 3206 Found Nursing Practice	6
NURS 3303 Cultural and Health Assessment	3
NURS 3403 Pathophysiology	3
	Total 14 hrs

Junior Year / Semester 2

Course	Hours
NURS 3705 Adult Health I	5
NURS 4405 Adult Health II	5
NURS 3502 Pharmacology	2
Nursing Elective	2-3
	Total 14-15

Summer – Nursing Elective – 2-3 hours if not already taken. Nursing Elective credits must total at least 5 hours

Senior Year / Semester 3

Course	Hours
NURS 3903 EBP & Res Based Appl in Nsg	3
NURS 4303 Mental Health	3
NURS 3804 Childbearing Family	4
NURS 4804 Pediatrics	4
	Total 14 hrs

Senior Year / Semester 4

Course	Hours
NURS 4603 Population Hlth	3
NURS 4707 Synthesis Practice	7
NURS 3703 Leadership, Policy, & Ethics	3
NURS 4702 Transition to Practice	2
	Total 15 hrs

ACCELERATED TRACK BSN PROGRAM CURRICULUM

Junior Year / Semester 1

Course	Hours
NURS 3602 Intro to Professional Nursing	2
NURS 3206 Found Nursing Practice	6
NURS 3303 Cultural and Health Assessment	3
NURS 3403 Pathophysiology	3
	Total 14 hrs

Junior Year / Semester 2

Course	Hours
NURS 3705 Adult Health I	5

NURS 3502 Pharmacology	2
NURS 4303 Mental Health Nursing	3
	Total 10

ABSNT students will be awarded 5 credit hours of electives from a prior bachelor's degree at the time of graduation.

Senior Year / Semester 3

Course	Hours
NURS 3903 EBP & Res Based Appl in Nsg	3
NURS 4405 Adult Health II	5
NURS 3804 Childbearing Family	4
NURS 4804 Pediatrics	4
	Total 16 hrs

Senior Year / Semester 4

Course	Hours
NURS 4603 Population Hlth	3
NURS 4707 Synthesis Practice	7
NURS 3703 Leadership, Policy, & Ethics	3
NURS 4702 Transition to Practice	2
	Total 15 hrs

BSN PROGRAM PRE-LICENSURE UNIFORM

- Uniform (as designated by faculty) - Uniform top must have UNG logo on left upper chest.
- UNG Spirit wear is NOT allowed in the clinical setting.
- A plain white sweater may be worn with uniform, or a plain white T-shirt may be worn under uniform for additional warmth.
- White professional or athletic shoes with enclosed heel and toes, no clogs. NO cloth or mesh. Shoes must meet the following standards: leather with rubber soles, closed back, and without any open areas to top of foot. NO open toed, open backed shoes (NO clogs or Crocs), flipflops or shoes with athletic logos.
- Hose or socks appropriate to attire.
- UNG identification badge (card) is to be worn on uniform top, lab coat or on lanyard or

retractable badge holder and must be visible at all times. Students who do not have a UNG identification badge (card) when reporting to clinical may be sent home and an Unsatisfactory will be given for the clinical day. Replacement UNG identification badges (cards) can be purchased at card services on the Dahlonge campus and the Student Center on the Gainesville campus.

Precepted Clinical Experience

UNG identification badge (card) required – Uniform as approved by facility and faculty

Professional Attire for Service Learning and Non-Uniform Clinical Experiences

Non-uniform clinical guidelines for service learning, all psychiatric/mental health nursing clinical, and other nonclinical or observational experiences as appropriate when representing the school of nursing:

- Service-Learning Experiences and Faculty led experiences: Pre-Licensure students are to wear khaki, full-length pants and dress casual shirts. Shoes shall be closed toed.
- Psychiatric/Mental Health: Dress varies according to the facility; your clinical instructor will guide you in this.

STANDARDIZED TESTING

Pre-Licensure Standardized Testing: Health Education Systems, Inc. (HESI) Exams

UNG Department of Nursing uses HESI testing throughout the curriculum to assess students' knowledge acquisition and readiness for the NCLEX exam. HESI exams provide critical information to help guide students and faculty in assessing students' strengths and weaknesses during their course of study. Faculty recommends students achieve a score of 900 or greater on all HESI Exams.

Guidelines for HESI Exams:

1. The BSN student is required to pay all fees associated with the HESI process. The fee (Single Pay) is charged to the student at the start of the BSN Nursing Program. Fees cover secured test(s), study guides, and a live NCLEX review course. HESI fees are nonrefundable. Should the student need longer than 4 semesters to complete the program, they may be charged an additional testing fee.
2. The student is required to take six HESI specialty exams, a mid-program RN HESI exam and an end-of-program RN Comprehensive Predictor HESI exam.
3. All HESI exams will be administered in a secure, proctored setting.
4. The HESI score will account for 10% of the final course grade using the following grade conversion:

- Score of 1000 or greater – grade achieved is 100%
 - Score of 999 or below – one decimal point will be moved to the left to assign exam grade (ex: score 999 – grade is 99.9%; score 651 – grade is 65.1%)
5. The HESI specialty exam score will not be calculated into the exam/test average for clinical courses. Students must achieve 75% average on examination/tests in clinical courses (as outlined in the course syllabi) for the HESI specialty exam score to be calculated into the final course grade.
 6. HESI access codes and questions are not to be shared with other students. Sharing of codes and questions is considered an Academic Integrity Violation.
 7. If a student changes their name while enrolled in the nursing program, it is the student's responsibility to change their name with HESI and in Banner.

Guidelines for HESI Specialty Exams:

1. HESI specialty exams will be administered in the following courses– NURS 3206, NURS 3502, NURS 3804, NURS 4303, NURS 4405, NURS 4804 and NURS 4707.
2. Students who do not score 900 or greater on the first attempt will have two weeks to remediate weak content areas and will be offered a second attempt. The second attempt will be recorded as the course grade for the specialty HESI exam.
3. Any student scoring less than a 900 on a specialty HESI exam in NURS 3206 or NURS 4405 following the second attempt is required to take NURS 4001, Concept Remediation in Fundamentals Nursing or NURS 4002, Concept Remediation in Medical-Surgical Nursing the following semester to review course content and remediate personal areas of weakness. This course will count toward one hour of elective credit and may be retaken as needed throughout the course of the program.
4. If the student met the benchmark of 900 or greater on the first HESI attempt and the student wishes to take the second HESI attempt for personal satisfaction the first HESI score will be recorded as their grade.

Guidelines for HESI RN Mid-Program Exam:

1. A mid-program HESI exam will be given in the semester that the student completes NURS 4405.
2. Any student scoring less than 900 on HESI Exam will follow the remediation guidelines outlined in the 'Guidelines for HESI specialty exam section'.

Guidelines for HESI RN Comprehensive (Exit) Exam:

1. All students will attend a mandatory, live NCLEX review course as part of NURS 4702.
2. The comprehensive HESI secured exam will be given during the semester that the student completes the BSN program.