

2023-2024

BSN Student Handbook

Abbreviated Version

DEPARTMENT OF NURSING

Contents

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WELCOME

Welcome to 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 health care 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 changing health care needs of society and alterations in the health care 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 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
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 <https://ung.edu/student-involvement/student-handbook.php>.

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, it is imperative that each student make an appointment with their faculty advisor prior to 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 having 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 offices is responsible, 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.

<https://ung.edu/academic-affairs/faculty-handbook/3-faculty-responsibilities/3.11-grades-andstudent-records/3.11.4-student-grade-appeals.php>

PROGRAM

The presence of a student in the nursing program is related to 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 prior to starting the BSN program.
 2. The student must maintain an examination/test average at or above a 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.
- An exemption to the BSN nursing withdrawal policy will be considered for one semester if the student was 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 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 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

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 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 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.

PREGNANCY POLICY

The Nursing Department supports a pregnant student's access to education. If necessary, the pregnant student will make an appointment with the BSN Track Coordinator to make adjustments to the program that are 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 to 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. The commitment to the principles of academic integrity is essential to nursing education and practice. The promotion of independent and original scholarship is a principle 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 University of North Georgia as stated in the [University of North Georgia Student Code of Conduct Policy](#)

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.

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.

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.
 - a. The Medical Report Form must be updated at least every two years or upon reentry into the program
6. Student Applied Learning Experience Agreement – Must be signed by the student and a witness. The witness may be any adult age 18 or older.
7. A Photo (A clear and recognizable face shot)
8. [UNG Nametag Form](#)

See Appendix A for forms.

IMMUNIZATIONS

Tetanus booster- Student 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 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 first series of Hepatitis B vaccine should complete a second series of a two-dose or three-dose vaccine (depends 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 waiver of responsibility on the [Hepatitis B requirement form](#) (turn in to 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 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, all students must submit results of a TB blood test (T-spot, QuantiFERON-TB Gold, or Interferon-gamma release assay). The TST (Tuberculin Skin Test) or PPD (purified protein derivative) are not substitutes for this initial requirement. The results of this test are good for one year. Students with negative results on the blood test will then be required to submit PPD (TB skin test) results annually beginning the following year. At any point that 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 to submit treatment documentation. Students with a positive blood test or skin 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.

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 of 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 upload 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, 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 Program 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.

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 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 in 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 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: 706-864-1889
- Library Text: 706-622-4525
- 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 Dahlonega Campus 706-867-4402 ext 1; Gainesville Campus 678-867-4402, ext 2, Oconee Campus 706-867-4402 ext 3.

[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 (<https://ung.edu/landing/ung-food-pantries.php>)

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, Blueridge 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 <http://ung.edu/student-health-services/>

CAREER SERVICE

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.

<http://ung.edu/career-services/>

OFFICE OF 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.

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.”

Ombudsman: <https://ung.edu/ombuds/index.php>

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

CONTACT INFORMATION FOR ACCESSIBILITY SERVICES:

Gainesville: Candis Hill, Associate Director, accessibility-gvl@ung.edu Phone 678-717-3855, Gainesville - Dunlap-Mathis Building, Room 107

Cumming: Candis Hill, Associate Director, accessibility-cmg@ung.edu, Phone 470-239-3137, Cumming - Cottrell MBA Business Suite, Room 236

Dahlonega Campus: Tracy Hurd, Assistant Director, Stewart Student Success Center, Room 223, 706-867-2782 accessibility-dah@ung.edu

Oconee Campus & Online: Rachel Pinder, Assistant Director, Administration Building, Room 112, 706-310-6204 accessibility-ocn@ung.edu

Blueridge Campus: Thomas McCoy, Director, 678-717-3855, accessibility-blu@ung.edu

CAMPUS CARRY INFORMATION

<https://ung.edu/police/campus-carry.php>

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 patient's room, work spaces and treatment areas • Administration of rescue procedurescardiopulmonary
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>

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 is a reflection of 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 15 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

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.

General 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:
 - a. Score of 1000 or greater – grade achieved is 100%

- b. 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.

**** Students will be provided a written copy of any changes in the HESI testing policy.**

RETENTION AND SUCCESS PLAN

It is the goal of BSN nursing faculty and staff to support students in their successful completion of the program and pre-licensure passage of NCLEX-RN. In this effort, the following guidelines shall be followed.

During the program:

- Exam reviews are available and will be conducted on a course-by-course basis as designated by the course coordinator.
- Faculty will maintain regular weekly office hours as per university policy. Individual student appointments may be scheduled at the request of the student.
- University resources for students shall be posted in all course syllabi and individual referrals may be made per student request
- “At risk” students (any student making a “C” in a NURS designated course, scoring below 900 on HESI content mastery exams or having problems with clinical performance) will be identified. Identified students will then be offered remediation techniques and /or referred to the BSN Coordinator as needed.
- Students that do not achieve a score at or above 900 on the mid-program HESI exam are encouraged to remediate in areas identified as weaknesses. Remediation will be the responsibility of the student.
 - Any student that withdraws or fails a nursing course will make an appointment with the BSN Coordinator to develop a plan of study to ensure successful completion of the BSN program.

Signature of Compliance - BSN

I will not make any unauthorized transmissions, copies, disclosures, inquiries, modifications, or conduct any purging of information. Such unauthorized transmissions include, but are not limited to, removing and/or transferring information from the health care agency computer system to unauthorized locations (e.g., home).

I agree that I will report promptly any known or suspected violations of health care agency confidentiality and information security policies and procedures to the appropriate Privacy Officer or their designee.

Upon completion of my clinical educational experience or other affiliation with any clinical health care agency, I will immediately return all property (e.g., keys, documents, ID badges, etc.,) to the appropriate agency personnel.

I agree that my obligation under this agreement regarding information will continue following completion of my educational experience at any health care agency.

I understand that violation of this agreement may result in disciplinary action, up to and including termination of my educational experience or other affiliation with the health care agency and/or suspension, restriction or loss of privileges, in accordance with that agency's policies, as well as potential civil and criminal legal penalties.

I have read, understand, and will comply, with all of the above terms.

University of North Georgia
(UNG) Nursing Department

Statement on Eligibility

REGISTERED NURSE LICENSURE FOR APPLICANT WITH BOARD DISCIPLINARY ACTION/LEGAL CONVICTION

Nursing licensure in Georgia is regulated by the Georgia Board of Nursing. Students may be admitted to the nursing program by the college and the nursing department, but the approval to admit an applicant to the National Council Licensure Examination for Registered Nursing (NCLEXRN) or to grant a license rests with the State Board.

An applicant who has been indicted or convicted of an offense other than a minor traffic violation, who is under investigation for possible violation of the Nurse Practice Act, or who has been issued a license, which has been encumbered (denied, revoked, suspended, surrendered, restricted, or placed on probation) by any State Board may be permitted to take the licensing examination at the discretion of the Board. If charges are substantiated, the license may be denied or sanctioned despite the applicant's meeting all other criteria for licensure.

It is strongly recommended that any student with a possible problem in this area discuss the matter privately with the Nursing Department Head at the beginning of the program.

I have read and understand the above statement.

Name: _____
(Please print)

(Please print)

Parent/Guardian Signature (if applicable)

Witness Signature

Name: _____
(Please print)

(Please print)

Upload to ACEMAPP field "UNG – Authorization for Release of Records"