



Competence...Caring...Compassion
Associate Degree Nursing Program (ADN)
Associate of Applied Science in Nursing (AASN)

STUDENT HANDBOOK

Academic Year 2025-26

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Accreditation Commission for Education in Nursing (ACEN) Disclosure

Effective March 8, 2023, the associate program at Campbellsville University at the Bennett-Smith School of Nursing in Campbellsville, Kentucky is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing.

This candidacy status expires on March 8, 2025.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

View the public information disclosed by the ACEN regarding this candidate program on the ACEN's website.
<http://www.acenursing.com/candidates/candidacy.asp>

*****School of Nursing forms related to the policies contained in this handbook can be accessed via the Moodle ADN/AASN Resource Room or will be provided as part of course instruction*****

Welcome from the Dean!

Welcome to Campbellsville University School of Nursing! What a tremendous accomplishment to have gained acceptance into this program! You should feel very proud of yourself. You will find your experience here to be challenging, exciting, and highly rewarding. This program will provide the balance of rigor and support needed for success in the healthcare environment by not only providing preparation in content needed for licensure examinations that you will need to pass, we do it in a supportive and relationship-centered space.

Our strong program is guided by our excellent professors. Our faculty is comprised of highly qualified professionals who bring decades of experience as practitioners in their various areas. With their knowledge, they help students make the connection from classroom learning to real-world experiences.

In addition:

CARING Your faculty cares for you and wants you to be the best nurse that you can be. To that end, we will work with you, teaching you the knowledge base and skills that are needed to be top-notch in your field. We hope that through our demonstrated caring, you will come to understand caring as an action to be extended to your fellow classmates, to your clients, to your coworkers, and to all those around you.

COMPETENCE You are being taught by nurses who are competent in both their skills as nurses and as nurse educators. You will leave Campbellsville University with the knowledge, skills, and capacity needed to make you a competent nurse who provides excellent nursing care.

COMPASSION is the act of caring enough about another's distress be compelled to take action to alleviate that distress. It is not enough just to care. As Christ took action when He saw need, we must take action to help those in need. This is the heart of nursing and the base component of servant leadership.

As a student in the program there are expectations in place to guide you to successful completion of the End of Program Student Learning Outcomes (EPSLOs). Expectations such as coming to class prepared, critically thinking about what you have read, applying the knowledge to coursework and the clinical environment, and interacting with your instructors in the classroom. Visit with the instructor in their offices. Take advantage of practice labs, so you can ask questions before you must demonstrate your learning. Ask questions when expectations are not clear. Develop learning communities and get to know one another.

As a Campbellsville University student, you will establish friendships with classmates and faculty that will continue through your life. After graduation, as alumni, you become a member of a much larger Campbellsville University community with networks all over the world.

Congratulations on this milestone. Please don't hesitate to reach out to me should you have any questions. My door is always open to you!

Sincerely,

Michele Dickens, Ph.D., MSN, RN, FAADN
Dean of the Campbellsville University School of Nursing

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SECTION I: GENERAL INFORMATION

		RN FACULTY POLICY NO.	100-01
		RN STUDENT POLICY NO.	200-01
POLICY NAME:	Vision/Mission Statement, Core Values and Student Learning Outcomes, Baptist Higher Education Values		
SUBJECT:	Vision/Mission Statement, Core Values and Student Learning Outcomes, Baptist Higher Education Values		
EFFECTIVE DATE:	August 11, 2008		
POLICY HISTORY			
REVIEWED DATE	Aug '15, Jan '16, Aug '16, Jan '17, May '20, Aug '20, May '21, May '22, May '24		
REVISED DATE	May '15, June '17, May '18, May '19, August '20, May '23, May '25		
PURPOSE			
A description of Vision/Mission Statement, Core Values and Student Learning Outcomes, Baptist Higher Education Values			

CAMPBELLSVILLE UNIVERSITY

Mission Statement: Campbellsville University is a Christian institution dedicated to academic excellence, solidly grounded in the liberal arts, fostering integrity and Christian servant-leadership within a caring environment.

Vision: *Christ Centered, Hope Filled, World Shaping.* Campbellsville University, centered in Christ, filled with hope, equipping students to shape the world. Where every student serves with excellence making a global impact for the glory of God.

Core Values:

- To foster and achieve academic excellence through associate, baccalaureate, graduate, doctoral, and certificate programs through face-to-face, hybrid, and online modalities.
- To provide an environment conducive for student success.
- To value diverse perspectives within a Christ-centered community.
- To model servant-leadership and effective stewardship.

ADN/AASN Program

Mission Statement: The mission of the nursing program at Campbellsville University is to motivate students to think critically through knowledge and experience. Our nursing students and graduates will value diverse perspectives, lead, and empower others through Christian service, and promote health through innovative holistic care.

Vision: The vision of the Campbellsville University School of Nursing is to develop caring, competent, and compassionate nurses through academic excellence, rigor, and relevancy. Graduates of the programs will hold an understanding of the principles of Christian servant leadership, effective stewardship, empowerment through the use of current evidence-based practice and an appreciation for lifelong learning.

Core Values:

- Competence
- Caring
- Compassion

END OF PROGRAM STUDENT LEARNING OUTCOMES (EPSLOs): Upon completion of the coursework in the Associate Degree Nursing Program at Campbellsville University, the graduate will:

1. Plan evidence-based, holistic care to clients and their families across the lifespan, using the nursing process and clinical reasoning.
2. Perform therapeutic nursing interventions competently, proficiently and professionally.
3. Demonstrate therapeutic communication techniques with clients, families, and members of the interprofessional team to coordinate client-centered care.
4. Develop effective teaching plans to empower clients and their families through health promotion and disease prevention/management.
5. Advocate for clients using caring and compassionate behaviors within a culturally, ethnically, and socially diverse society.
6. Exhibit accountability and integrity in nursing practice within the legal and ethical parameters of the profession.
7. Participate in practices to promote a professional identity toward scholarship, fellowship, effective stewardship and Christian Servant Leadership.

Who We Are In Christ

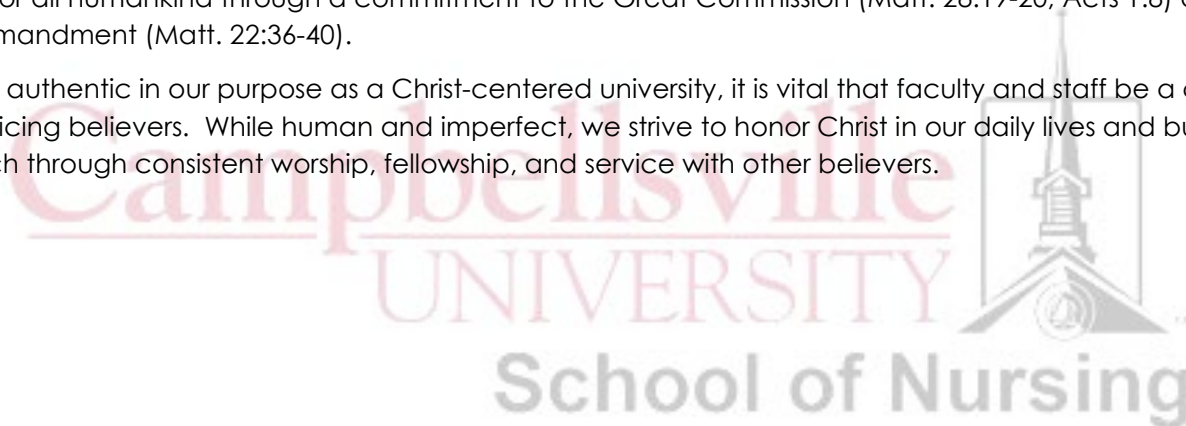
Since 1906, Campbellsville University has existed to provide higher education opportunities to men and women in an academically challenging Christian environment within the Baptist tradition. Under the lordship of Christ, the institution affirms historic Baptist and educational principles including: the priesthood of all believers, the authority of Scripture, freedom of conscience, integration of faith and learning, and the pursuit of truth. Within that tradition we continue to prepare Christian servant leaders for today and for the future.

The University continues to maintain very close ties to Baptist churches and an ever-widening circle of like-faith entities as it provides Christ-centered higher educational opportunities to a diverse student population. At the same time, our faculty and staff community is made up of believers from across Christian denominations, and we value this rich culture.

As a university, we affirm that all people are created by God with dignity and intrinsic worth. God's creation of the human body, gender and sexuality are all part of His good creation. God designed the gift of sexuality to be experienced within the covenant of marriage, and any sexual relations outside of God's biblical design (Gen. 2:24, Matt. 19:4-6) will never lead to the flourishing life that our Creator intended.

Campbellsville University recognizes the diversity of God's creation and His infinite grace toward all people. All people are created in God's image and are loved by God. His love for us is most clearly seen through the sending of his Son, Jesus Christ. Affirming the good news of John 3:16 and Romans 10:13, the institution extends love for all humankind through a commitment to the Great Commission (Matt. 28:19-20; Acts 1:8) and the Great Commandment (Matt. 22:36-40).

To be authentic in our purpose as a Christ-centered university, it is vital that faculty and staff be a community of practicing believers. While human and imperfect, we strive to honor Christ in our daily lives and build the church through consistent worship, fellowship, and service with other believers.



SECTION II: ACADEMIC POLICIES

RN FACULTY POLICY NO.	100-02
RN STUDENT POLICY NO.	200-02

POLICY NAME:	Associate Degree Program/Associate's in Applied Science Curriculum Plan of Study
SUBJECT:	Associate Degree Program/Associate's in Applied Science Curriculum
EFFECTIVE DATE:	August 2006
POLICY HISTORY	
REVIEWED DATE	Jan '16, Jan '17, Jan '18, Jan '19, Aug '19, Aug '20, May '21, May '22, Mar '23, May '23, May '24, Nov '24
REVISED DATE	Aug '16, Aug '17, Apr '18, Apr '19, May '20, Aug '20, Dec '20
PURPOSE	
Description of the Plan of Study	

PROCEDURE:

Associate Degree Program/Associates in Applied Science Curriculum Plan of Study

Semester	Course	Total Course Credit Hours	Theory Hours	Clinical Hours	Sub-Totals
Prerequisite Courses	BIO 221 Human Anatomy and Physiology I	4	-	-	21
	BIO 222 Human Anatomy and Physiology II	4	-	-	
	BIO 321 Medical Microbiology	4	-	-	
	ENG 111 Freshman Composition I	3	-	-	
	PSY 111 General Psychology	3	-	-	
	MTH 110 College Mathematics	3	-	-	
1	NUR 100 Fundamentals of Nursing	7	5	2	13
	ENG 112 Freshman Composition II	3	-	-	
	NUR 206 Pathophysiology for Nurses	3	3	-	
2	NUR 103 Medical-Surgical Nursing I	8	6	2	11
	NUR 204 Pharmacology for Nurses	3	3	-	
3	NUR 211 Maternal-Child Nursing	6	5	1	13
	NUR 200 Psychiatric Mental Health Nursing	4	3	1	
	MAC 120 Fundamentals of Speech or MAC 140 Introduction to Communication	3	-	-	
4	NUR 201 Medical-Surgical Nursing II	6	4.75	1.25	14
	NUR 300 Professional Nursing and Applications to Practice	5	2.5	2.5	
	CHS 111 Introduction to Old Testament Study or CHS 121 Introduction to New Testament Study or CHS 130 Christ and Culture or PHI Introduction of Philosophy	3	-	-	
Total Hours					72

RN FACULTY POLICY NO.	100-07
RN STUDENT POLICY NO.	200-03

POLICY NAME:	Campbellsville University Academic Calendar
SUBJECT:	Academic Calendar
EFFECTIVE DATE:	August 11, 2018
POLICY HISTORY	
REVIEWED DATE	Jan '15, May '15, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, Aug '20, May '21, May '22, May '23, May '24, Mar '25
REVISED DATE	Jan '16, Aug '19, May '22
PURPOSE	
Academic Calendar	

PROCEDURE:

The Associate Degree Nursing program/AASN will follow the same academic calendar published in the Campbellsville University Bulletin Catalog. Courses in nursing are sequential and taught on a semester basis. Although some general education courses are available in the summer term, nursing classes are not.



RN FACULTY POLICY NO.	100-08
RN STUDENT POLICY NO.	200-06

POLICY NAME:	Attendance
SUBJECT:	Attendance for the ADN/AASN program
EFFECTIVE DATE:	August 11, 2018
POLICY HISTORY	
REVIEWED DATE	Jan '15, May '15, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, Aug '20, May '21, May '22, Nov '22, May '23, Mar '25
REVISED DATE	Jan '16, Aug '19, Apr '20, Jun '20, Nov '22, May '24
PURPOSE	
Attendance Guidelines	

PROCEDURE:

Nursing requires a demanding curriculum. It is the beginning of a professional career. Students are expected to be on time and prepared at the beginning of class or clinical. Students have an obligation to attend class and clinical for the entire time. All other appointments should be scheduled outside of class or clinical time. No special considerations or release from responsibilities will be allowed to fulfill outside duties. If a student must be absent due to illness or for other reasons, the student is required to notify his/her instructor prior to class time or scheduled clinical appointment of the absence. Please follow guidelines provided in Course/Clinical Syllabus.

Clinical/lab experiences are an essential part of the nursing program. The clinical setting anticipates that the student will be present as assigned. The student is expected to be on time and prepared at the beginning of the clinical day. Should a student be dismissed from clinical due to lack of preparation, the entire clinical day will be counted as an absence.

- Tardiness on two occasions will be the equivalent of one clinical absence, resulting in Clinical Warning. The third tardiness automatically results in Clinical Failure.
- Tardiness is defined as arriving to the clinical session 1-15 minutes late. Clinical absence will be assigned for arriving to clinical session greater than 15 minutes late.
 - 1 Absence = Clinical Warning; Conference with instructor and correction plan
 - 2 Absence = Clinical Failure

If a student becomes ill and is unable to attend a clinical assignment, it is anticipated that the student will notify the clinical instructor as soon as possible. A student cannot miss more than one (1) day of clinical /lab time per course.

Students must notify faculty prior to an exam if they cannot take the exam. Faculty must approve the absence from any exam. An unexcused absence will result in a zero score on the exam. Official documentation supporting the absence is required (i.e.: provider note, police report, funeral home note, etc.). Students must take an alternate make-up exam at a date and time determined by the instructor. The alternate exam may not be in the same format as the original exam at the instructor's discretion. Students arriving to class tardy are expected to wait until the next break before entering the classroom so as not to disrupt the class.

The nursing faculty reserves the right to make exceptions to the above policy based on extreme extenuating circumstances. Documentation regarding the extreme extenuating circumstance may be required. Circumstances which may result in dismissal of a student from the nursing program will be reviewed by program coordinator, the lead faculty and the lead clinical faculty.

RN FACULTY POLICY NO.	100-09
RN STUDENT POLICY NO.	200-05

POLICY NAME:	Audio/ Video Recording of Lectures
SUBJECT:	Audio/Video Recording of Lectures
EFFECTIVE DATE:	October 1, 2008
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, Aug '20, May '21, May '22, May '23, Mar '25
REVISED DATE	May '15, Dec '16, Aug '17, May '24
PURPOSE	
Guidelines for Audio/Video recording of lectures	

PROCEDURE:

Students may not record classroom lectures.

Students may download talking power points, podcasts, class notes, handouts, and any other data from the Learning Management System (LMS) as provided by the instructor.

Exceptions to this policy will be reviewed on an individual basis and may be made only under the following circumstances:

- Written recommendation from the University Office of Disabilities Services.



RN FACULTY POLICY NO.	100-10
RN STUDENT POLICY NO.	200-07

POLICY NAME:	Bad Weather Closing and Scheduling Procedures
SUBJECT:	Bad Weather Closing and Scheduling Procedures
EFFECTIVE DATE:	August 11, 2018
POLICY HISTORY	
REVIEWED DATE	Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, Aug '20, May '21, May '22, May '24, Mar '25
REVISED DATE	May '23
PURPOSE	
Guidelines for Bad Weather Procedures	

PROCEDURE:

In the event Campbellsville University moves to virtual learning due to inclement weather, students must check emails for updates or changes to scheduled activities. Students are expected to attend didactic (classroom) settings as scheduled using virtual technology. Lab/clinical activities will be moved to virtual learning or rescheduled for another day. All Campbellsville University regional sites will follow the University decision for that site.



RN FACULTY POLICY NO.	100-12
RN STUDENT POLICY NO.	200-09

POLICY NAME:	Course Substitutions for Transferred Credits
SUBJECT:	Course Substitutions for Transferred Credits
EFFECTIVE DATE:	December 3, 2008
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Aug '20, May '21, May '22, May '23, May '24
REVISED DATE	N/A
PURPOSE	
Guidelines for course substitutions for Transferred credits	

PROCEDURE:

Campbellsville University accepts courses from other accredited colleges and universities based on course equivalency determined by the Office of Student Records. When transferring credits from other schools, the student must request an official transcript from the school(s) to be sent to the Admissions Office. Admissions will then assemble information needed from these records to determine admission to the University. The School of Nursing will use these records for course information applicable to determine placement in the nursing program. The transcripts will be forwarded to the Office of Student Records to be placed in the student's permanent file.

In order for the appropriate substitution to be made for required subjects for the nursing program, a **Course Substitution Request** must be completed by the student and the Dean. This form will be sent to the appropriate Dean/ Chair of the department which offers that course for final approval if needed. Approval will be determined based on a satisfactory comparison of the course with the equivalent course offered at Campbellsville University. Courses must meet the scholastic standards required at Campbellsville University. All credits applicable to the completion of requirements for the nursing program must have a minimum of a "C" grade.

It is highly recommended that the student meets with the advisor early in the program to review needed substitutions and comply with this procedure to ensure that requirements are being met timely for graduation.

Due to the nature of the nursing program, a transfer student coming into this program must complete a minimum of 50% of their core nursing coursework at Campbellsville University.

RN FACULTY POLICY NO.	100-13
RN STUDENT POLICY NO.	200-08

POLICY NAME:	Evaluation- Final Grade Calculation
SUBJECT:	Evaluation- Final Grade Calculation
EFFECTIVE DATE:	December 3, 2008
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Aug '16, Aug '17, Jan '18, Aug '18, Jan '19, Dec '19, Apr '20, Aug '20, May '21, May '22, May '24
REVISED DATE	May '15, Jan '17, Apr '18, Apr '19, Apr '20, Aug '20, May '21, May '22, May '23
PURPOSE	
Guidelines for Final Grade Calculation	

PROCEDURE: Student's final grades in each course of the nursing program at Campbellsville University are calculated based on one thousand possible points. All points' calculations require approval by the Dean of Nursing before publishing in course syllabi.

Methods of Evaluation Formatting for all ADN/AASN nursing courses

Method of Evaluation	Materials Covered	Points Possible
Exam I	Chapters	150 points
Exam II	Chapters	150 points
Exam III	Chapters	150 points
Exam IV	Chapters	150 points
HESI	Conversion Score	100 points
Quizzes	See Syllabus (50 Points allotted to NGN ¹ Quizzing)	200 points
Homework	See Syllabus	100 points
Totals		1000 points

With the exception of NUR300, this course will administer 3 exams worth 150 points each and a professional capstone portfolio worth 150 points.

A minimum grade of C is required in all nursing classes. Total course points will be tallied. The points will then be converted into a percentage score and the one-time rounding is applied at this point in the calculation of the final grade. When rounding, a percentage point of 0.5 or higher will round to the next whole number. A percentage of 0.4 will be dropped and the whole grade will stand as is.

Using the points achieved in the example above, the total point accumulation is 754.9. The final grade then becomes 754.9/1000 or 75.49%. The grade is then rounded from the tenths position only and the .49% is dropped and the final grade is 75% (or in this case, a failing grade). In order for this to be rounded up to 78%, the fraction (or decimal value) would need to be 0.5 or greater-for example, 775 points would become 775/1000 or 77.5% and would be rounded up to 78%.

The same mechanism applies to the scale as noted below in determining letter grades.

Grade Conversion:

A 93-100% B 86-92% C **78-85%** D 60-77% F < 59%

Instructors will post students' grades in Moodle within two weeks. Students have 5 business days beyond posting to make an appointment with Faculty for any questions or concerns regarding the grade. All earned points including Community Service extra credit must be posted a minimum of forty- eight hours (48) hours prior to HESI®.

¹ Next Generation NCLEX

RN FACULTY POLICY NO.	100-14
RN STUDENT POLICY NO.	200-10

POLICY NAME:	HESI® Overview
SUBJECT:	HESI® Overview
EFFECTIVE DATE:	May, 2018
POLICY HISTORY	
REVIEWED DATE	Aug '18, Jan '19, Aug '19, Dec '19, Aug '20, May '21, May '22, May '23, May '24
REVISED DATE	Apr '19, Aug '20, May '21, Mar '25
PURPOSE	
Guidelines for HESI® Overview	

PROCEDURE:

The program of nursing utilizes HESI® examinations, and practice materials such as case studies and practice tests offered by Elsevier. These solutions are implemented to facilitate additional assessment and correlated remediation activities in further preparation for the NCLEX. Each semester students will complete a HESI® examination based on the content area of the respective course and during their final semester a comprehensive exit examination. Based upon the students' examination score, a predetermined number of hours of remediation and remediation activities will be mandated by the course faculty. The HESI® exam results will provide the students with meaningful information regarding areas of strengths and weaknesses. HESI® is similar to the NCLEX in that it utilizes the NCLEX RN test plan. The HESI® exam provides students with a variety of cognitive questions using Blooms taxonomy. HESI® exams test students understanding of the content addressing NCLEX client need categories. The following documents are included in this packet:

- HESI® Overview Policy
- HESI® Testing Policy
- HESI® Explanation sheet
- HESI® Portfolio Policy
- HESI® Inventory/Remediation Plan
- HESI® Flow Sheet
- HESI® Remediation Documentation
- Resources (Includes the list of Remedial Options, Distribution of Content Chart, and PIE chart with content breakdown.

RN FACULTY POLICY NO.	100-15
RN STUDENT POLICY NO.	200-11

POLICY NAME:	Health Education Systems, Inc. (HESI®) Testing Policy
SUBJECT:	Health Education Systems, Inc. (HESI®) Testing Policy
EFFECTIVE DATE:	May, 2018
POLICY HISTORY	
REVIEWED DATE	Jan '15, Aug '15, Jan '16, Jan '17, Jan '18, Aug '18, Aug '19, Dec '19, Aug '20, May '21, May '22, May '24
REVISED DATE	May '15, Aug '16, Aug '17, May '18, Apr '19, May '19, Dec '19, Aug '20, May '21, May '22, May '23, May '25
PURPOSE	
The School of Nursing seeks to prepare students for NCLEX-RN® testing through the use of HESI® testing and educational materials package.	

PROCEDURE:

The Campbellsville University School of Nursing has adopted the HESI® testing package that includes multiple resources for student use. Faculty may determine how they will apply these resources in each individual course after receiving training from HESI® to identify practical uses of these materials. These resources can be used as an in-class activity to enhance critical thinking related to specific topics, assigned as homework, or utilized in whatever manner the faculty chooses to incorporate the materials.

Students are encouraged to utilize these tools to enhance learning throughout the program and to prepare them for HESI® testing in each course and ultimately for the NCLEX-RN® after completion of the program. These materials are designed to promote student learning and to ensure success in the nursing program.

Evaluation of Exams

Standardized exams and custom exams have been selected as another element to identify areas that students may need remediation within specific courses. HESI® exam results will provide the student with meaningful information regarding area of strength and weakness. Students will be provided two HESI® exams within each course, excluding NUR 206, Pathophysiology for Nursing. Course grade will reflect the highest of the two HESI® scores. All students taking the first HESI exam will follow the remediation plan listed below. Students scoring less than the cumulative 900 on the first HESI® will be required to take the second HESI exam.

The following guidelines will be utilized for remediation after the first HESI® exam:

For a HESI® score of	Mandated hours of remediation:
≥ 900 (in ALL client needs categories)	0 hours of remediation
≥ 900 (overall with SOME client needs categories falling below 900)	Minimum 2 hours of remediation.
850-899	Minimum 4 hours of remediation
800-849	Minimum 6 hours of remediation
750-799	Minimum 8 hours of remediation
700-749	Minimum 10 hours of remediation
<700	Minimum 12 hours of remediation

***Failure to complete remediation will result in a zero on the HESI®, and the inability to complete the 2nd HESI®.**

The following guidelines will be utilized for remediation after the second HESI® exam:

Students scoring above the cumulative 900 on the first HESI® exam can choose to take the second. No remediation will be assigned based on the second HESI® results.

Regardless of cumulative score, students scoring less than 900 in any client needs category on the second HESI® exam will be required to complete the HESI® Exam 2 Remediation Plan.

***Failure to complete remediation as assigned from the second HESI® will result in the student receiving a score of zero for their HESI® exam grade. Students that do not complete all required remediation for both HESI® exams will earn a score of zero.**

Testing Schedule

The HESI® A² Exam will be offered as an entrance exam for the ADN/AASN Program. See the Testing Schedule for HESI® in the table below that faculty have adopted for use during the program. Students will print these reports and keep in their testing binders.

Testing Schedule for HESI®			
First Semester	Second Semester	Third Semester	Fourth Semester
Fundamentals Exam	Med-Surg I Exam	Maternal-Child Exam	Med-Surg II Exam
	Pharmacology Exam	Psychiatric/Mental Health Exam	Exit Exam

References:

Barton, L., Wilson, P., Langford, R., & Schreiner, B. (2014). Standardized predictive testing: Practices, policies, and outcomes. *Administrative Issues Journal: Connecting Education, Practice and Research*, 4(2), 68-76.

Lauer, M.E. & Yoho, M.J. (2013). HESI® exams: Consequences and remediation. *Journal of Professional Nursing*, 29(2S), S22-S27.

National League for Nursing. (2012). The fair testing imperative in nursing education. Retrieved from <chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.nln.org/docs/default-source/uploadedfiles/about/nln-vision-series-position-statements/nlnvision-4.pdf>

Schreiner, B. (2013). HESI® Research summary: How much should a standardized exam count in a nursing course? Paper presented by the Director of Research for Review and Testing, HESI®, Inc.

Review of policies from schools of nursing across the nation supplied by Rosemary Stendebeck, Elsevier in email communication of 02/23/2015. Review of policies from state and regional schools of nursing to identify current practices within the area; conducted by Lisa Drury, MSN student as part of her practicum experience.

HESI® Specialty and Exit Exams Scoring Explanation Sheet

Your HESI® scores range from 0 to over 1,000, and can be as high as 1,500 (depending on the difficulty level of the exam). An acceptable level of performance is 850. However, the recommended level of performance is 900 and above for all scores provided.

Each school is responsible for establishing their specific standards related to outcome measures of acceptable scores. Many schools choose a certain overall score as a benchmark for progression, and such benchmarks are set at the discretion of the school's faculty and administrators. However, when preparing for the NCLEX®, it is recommended that students seriously remediate any subject area category in which they obtained a score of less than 850.

All test items are weighted according to their difficulty level. If you answer more difficult items correctly, you will get more credit than if you answer less difficult test items correctly. Because of this scoring method, it is highly probable that two students answering the same number of test items correctly will receive different scores because such scores depend not only on how many test items the student answered correctly, but also on which test items the student answered correctly.

Your score reflects application of the HESI® Predictability Model (HPM) to your overall score and each subject area score. Research studies have found the HPM to be highly accurate in predicting NCLEX® success.

Your conversion score is a weighted percentage score that considers the average difficulty of the exam and the average difficulty of the test items you answered.

The HESI® score is a better predictor of NCLEX® success than the conversion score because it reflects application of the HPM in its calculation, whereas the conversion score does not. Colored graphs depicting your scores on various subject area categories are provided throughout this report. The horizontal lines within these graphs are set at the Acceptable Level (850) and the Recommended Level (900).

Reference: <https://evolve.elsevier.com/education/hesi/hesinursing/>

SCHOOL OF NURSING

RN FACULTY POLICY NO.	100-16
RN STUDENT POLICY NO.	200-12

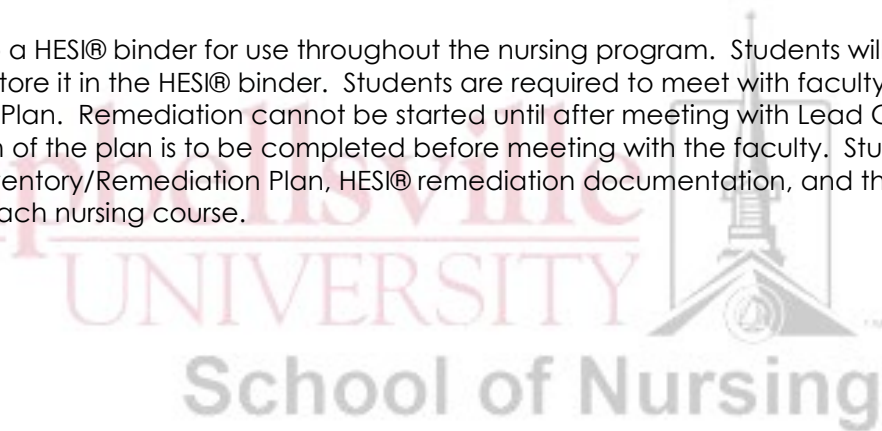
POLICY NAME:	HESI® Portfolio Policy
SUBJECT:	HESI® Portfolio
EFFECTIVE DATE:	May, 2018
POLICY HISTORY	
REVIEWED DATE	Jan '19, Aug '19, Dec '19, Aug '20, May '21, May '22, May '24
REVISED DATE	May '19, Aug '20, May '21, May '23, Mar '25
PURPOSE	
Guidelines for completion of HESI® Portfolio Policy	

PROCEDURE:

All students within Campbellsville University School of Nursing will maintain and complete a HESI® portfolio. The HESI® portfolio will serve as a method to identify areas of weakness in order to promote student success upcoming standardized exams and the NCLEX RN. In addition, this tool in collaboration with faculty will help students address trends of weakness within each nursing course.

Faculty will guide students to complete a portion of the HESI® portfolio each semester. The lead course instructor will review student comments and advise appropriate remediation. Remediation, which may include or be in addition to the mandated hours outlined in the HESI® testing policy.

Students are required to keep a HESI® binder for use throughout the nursing program. Students will print a HESI® report after each exam and store it in the HESI® binder. Students are required to meet with faculty to discuss HESI® Inventory/Remediation Plan. Remediation cannot be started until after meeting with Lead Course Instructor. The student portion of the plan is to be completed before meeting with the faculty. Students will submit copies of the HESI® Inventory/Remediation Plan, HESI® remediation documentation, and the HESI® Flow sheet via Moodle upload in each nursing course.



RN FACULTY POLICY NO.	100-16
RN STUDENT POLICY NO.	200-12

POLICY NAME:	HESI® Portfolio Policy
SUBJECT:	HESI® Portfolio
EFFECTIVE DATE:	May, 2018
POLICY HISTORY	
REVIEWED DATE	Jan '19, Aug '19, Dec '19, Aug '20, May '21, May '22, May '24
REVISED DATE	May '19, Aug '20, May '21, May '23, Mar '25
PURPOSE	
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Potential Remedial and Preparatory Work for HESI® RN Standardized Exams

HESI® RN Client Reviews

An ideal way to reinforce and assess students' retention of core content, these didactic, knowledge-based scenarios give students an important first look at providing safe and effective client care — all in a visually stimulating and interactive environment.

HESI® RN Practice Test

This pre-built, non-proctored test will help you to assess knowledge and concepts learned while also introducing students to standardized testing with NCLEX examination-style practice questions written at the application level.

HESI® RN Case Studies

Challenge students to use their knowledge and apply key concepts to realistic client scenarios. By answering questions and viewing rationales, students learn to manage complex client conditions and make sound clinical decisions.

Elsevier Adaptive Quizzing

This mobile-optimized, formative assessment tool serves up personalized questions to help students succeed in their courses and study more effectively for high-stakes exams. It's ideal for use throughout your curriculum to prepare students for everything from mid-terms to the NCLEX exam — all in an individualized, interactive way. Use HESI® and EAQ together in your classroom to create a customized formative and summative assessment solution.

HESI® Remediation Packet

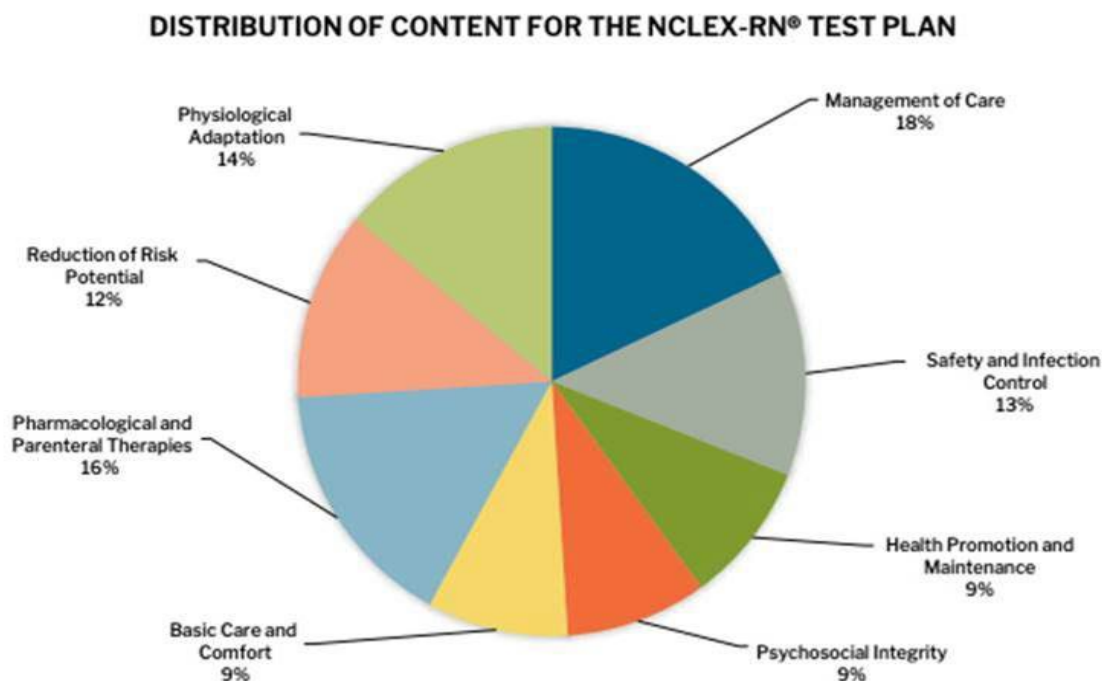
This packet is emailed to you upon completion of your HESI® exam and is individualized based upon your performance.

Any of the above assignments may be given within a course to: reinforce student retention of core content, assess student understanding of key concepts, introduce students to standardized testing and challenge students to apply knowledge and develop clinical reasoning skills.

Reference: <https://evolve.elsevier.com/education/hesi/nursing/> March 2024

<https://evolve.elsevier.com/education/eaq/> March 2024

NCLEX-RN® - Distribution of Content



NCLEX-RN Examinations are administered adaptively in variable-length format to target candidate-specific ability. To accommodate possible variations in examination length, content area distributions of the individual examinations may differ up to $\pm 3\%$ in each category.

Reference: https://www.ncsbn.org/public-files/2023_RN_Test%20Plan_English_FINAL.pdf

RN FACULTY POLICY NO.	100-20
RN STUDENT POLICY NO.	200-04

POLICY NAME:	Examination Administration & Testing Environment
SUBJECT:	Examination Administration & Testing Environment
EFFECTIVE DATE:	August 2006 April 2020
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Jan '17, Jan '18, Jan '19, Aug '19, Dec '19, Mar '20, May '20, May '21, Nov '21, May '22
REVISED DATE	Aug '16, Aug '17, Apr '18, Apr '19, Apr '20, May '21, Nov '21, May '23, May '24, Mar '25
PURPOSE	
To establish guidelines for the administration of exams and the testing environment	

PROCEDURE: All exams and quizzes will be proctored.

On-Site

Test Environment Requirements: *The on-site testing environment must conform to the following:*

- Students may only bring an electronic device the size of a cell phone or smaller and keys to the testing area. There will be storage space available for phones, keys and watches. (Smart watches are not to be worn while testing). **No other items will be allowed in the testing area, this includes extra paper, sticky notes, and writing utensils.**
- Students will be randomly assigned to numbered seats by faculty in the computer lab.
- If a student is late for the exam, no additional time will be given to them unless there has been an emergency. This will be determined by the faculty member.
- Students are not permitted to wear jackets or coats, hats, caps, sun visors, hoodies, scarves, gloves, sunglasses and/or non-corrective eyeglasses into the testing area or during testing.
- Students should not bring drinks, gum, candies, or other food items into the testing area.
- When a student asks a question, they should raise their hand, and faculty will go to the student to ascertain his/her question.
- If there is an omission or typographical error on the test and the faculty member discovers it or a student inquiry about such instances, the faculty member may stop the test and bring it to the attention of all students.
- Faculty will decide if students can leave when they complete the test or should leave at prescribed times.
- Any student who is discovered cheating on the test will be asked to stop the exam and leave the testing area. Additionally, the student will be counseled by the faculty member and actions will be taken in accordance with applicable University and Program of Nursing policies.
- Noise cancelling headphones may be available upon student request.

Off-Site

ExamSoft will be used for all exams and real time remote proctoring of exams will be provided by faculty. This will be used with online examinations as instructed by faculty to ensure student identification and to promote integrity with examinations.

- Students are required to establish identity following the procedures outlined by the instructor.
- Students are responsible for self-testing the functionality of the system well in advance of all remote proctored exams in their courses, so that any troubleshooting that is required can be accomplished.

Test Environment Requirements: *The online testing environment should mimic the on-site testing environment and must also conform to the following:*

Testing Area:

- Be prepared that all activities will be monitored and recorded, such as computer activities, and any information accessible via the computers microphone and camera (which must remain active and accessible to the testing application at all times).
- Sit at a clean desk or clean table (not on a bed or couch).

- Lighting in the room must be bright enough to be considered "daylight" quality. Overhead lighting is preferred; however, if overhead light is not possible, the source of light should not be behind the student causing shadows or glares in the webcam.
- Be sure the desk or table is clear of all other materials. This means the removal of all books, papers, notebooks, calculators, etc. Only your electronic device and white board and marker are appropriate items to have on your workspace unless specifically permitted in posted guidelines for that particular examination.
- No writing visible on desk or on walls.
- The following should not be used during your exam unless specifically allowed for that examination:
 - Excel
 - Word
 - PowerPoint
 - Textbooks
 - Websites
 - Calculators
 - Pen and/or Paper
- Close all other programs and/or windows on the testing computer prior to logging into the proctored test environment.
- Do not have a radio or television playing in the background.
- Do not talk to anyone else-No communicating with others by any means.
- The testing environment should be a private area in which you are alone in a room, no individuals should be permitted in your testing area.

Behavior:

- Dress as if in a public setting and conforming to stipulations that would be imposed for the on-site testing.
- You must not leave the room during the testing period at any time, unless specifically permitted in posted guidelines for that particular examination. You must not take the computer into another room to finish testing (exam must be completed in the same room the exam is started in).
- Do not use a phone for any reason. The only exception is to contact support or your instructor in the event of a technical issue.

Policy Violation Consequences:

- If cheating is discovered, you will be contacted directly by Campbellsville University faculty and subject to penalties to the fullest extent as articulated in the School Conduct Policy and/or Program of Nursing policies.
- The intent of these warnings is to allow you the chance to modify your behavior to comply with this policy before punitive action is required. As outlined in Campbellsville University's policy, repeated offenses will be subject to review and may result in a failing grade or expulsion.

For support with ExamSoft

Phone: 1-866-429-8889, ext. 3 for US & Canada (available 24 hours a day seven days a week)

Email: support@examsoft.com

RN FACULTY POLICY NO.	100-22
RN STUDENT POLICY NO.	200-13

POLICY NAME:	Identification of Academically At-Risk Students
SUBJECT:	Identification of Academically At-Risk Students
EFFECTIVE DATE:	August 11, 2008
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, Aug '20, May '21, May '22, May '23
REVISED DATE	Aug '16, Aug '19, Aug '20, May '21, May '24, Nov '24
PURPOSE	
Guidelines to identify academically At-Risk Students	

PROCEDURE:

Instructors will monitor the progress of students through each class, using formative and summative means to identify learning barriers. When students are unsuccessful in their clinical performance and/or on tests used to assess learning in the classroom, instructors will counsel these individuals to determine factors that may impact learning. These factors may include study habits, work schedules, family obligations, and any testing concerns. The nursing instructor will help the student to identify potential barriers to learning and will advise that student accordingly. Students who are unsuccessful in a core nursing course and are readmitted to the Program will be enrolled in NUR 099: Strategies and Opportunities for Success.

Campbellsville University provides counseling services that can assist the student to identify barriers to success, helping the student strike a balance between schoolwork and concerns as those noted above. As deemed appropriate by the instructor, the student may be referred to the Office of Counseling Services by completing a referral form and contacting that office for an appointment.

Students also have access to the Office of Disability Services. This office provides services for students with disabilities. To be eligible for services, students must identify themselves to the Disability services staff located in the BASC (Badgett Academic Support Center). Further information on eligibility can be obtained from their staff.

Additionally, the School of Nursing will utilize HESI® examinations offered through Elsevier as an additional means to identify students who are at potential risk for academic failure. The HESI® exam will be given prior to the end of each course/semester. Students will be required to remediate based on the recommendation of faculty in response to their individual HESI® performance as defined in policy # 200-11 of the ADN/AASN Student Handbook.

RN FACULTY POLICY NO. 100-23

RN STUDENT POLICY NO. 200-14

POLICY NAME: Late Assignments

SUBJECT: Late Assignments

EFFECTIVE DATE: April 2010

POLICY HISTORY

REVIEWED DATE Jan '15, Aug '15, Aug '16, Jan '17, Aug '17, Jan '18, Jan '19, Aug '19, Dec '19, Aug '20, May '21, May '22, May '23, May '24, Nov '24

REVISED DATE Jan '16, Oct '18, Aug '19

PURPOSE

Guidelines for Late Assignments

PROCEDURE:

Students may turn in assignments that earn credit up to 48 hours late. After 48 hours assignments shall not be accepted, resulting in zero points. The following percentage reduction will occur with all late assignments:

Up to 24 hours late= 20% reduction off possible grade

24-48 hours late =30% reduction off possible grade

Example:

Assignment	Worth 25 points
Turned in 24 hours late	5 points
New possible score	20 points

Assignment	Worth 25 points
Turned in 48 hours late	7.5 points
New possible score	17.5 points

POLICY NAME: Progression Guidelines

SUBJECT: Progression Guidelines

EFFECTIVE DATE: August 11, 2008

POLICY HISTORY

REVIEWED DATE Jan '15, Aug '15, Jan '16, Aug '17, Jan '18, Aug '18, Jan '19, Aug '20, May '21, May '22

REVISED DATE Aug '16, Jan '17, Aug '19, Dec '19, Aug '20, May '20, May '23, May '24, Feb '25

PURPOSE

Guidelines for Progression

PROCEDURE:

- Students must have at least a grade of "C" in each course in the program curriculum. A student who receives a "W" (Failing), "D", or "F" in a core nursing course is eligible for readmission to the program. Once a student is successfully readmitted, they may not repeat this process. For students seeking withdrawal, see University Student Handbook policy regarding withdrawal guidelines. Lead course faculty will report pass/fail status to the Program Coordinator.
- The core nursing classes have a clinical component, with the exception of NUR 204 and NUR 206. Clinical evaluations are assessed on a pass- fail basis. In classes with a clinical component, the student must pass both the clinical and the didactic portion of the class to pass the nursing course.
- Circumstances may interfere with successful learning. If circumstances result in the student being unsuccessful in multiple courses in one semester, that student will be eligible to apply for readmission to the program.
- Students who choose to take a voluntary personal leave from the School of Nursing after the semester has begun or after the completion of the previous semester are considered to have used their first attempt. They will be evaluated for eligibility for readmission according to RN Student Policy 200-18.
- Please see RN Student Policy 200-19 for Guidelines for Readmission to the Program.
- In order to graduate from the Associate Degree Nursing/AASN program, students must have a minimum grade of "C" or better in all courses in the curriculum. Some of the courses of the curriculum have defined prerequisites. These requirements must be completed prior to admission into that specified nursing course; failure to do so will necessitate readmission according to School of Nursing policy.

See below:

Prerequisite course(s):	Must be completed prior to:
<ul style="list-style-type: none"> Anatomy & Physiology I Anatomy & Physiology II Medical Microbiology General Psychology Freshman Composition I College Math 	<ul style="list-style-type: none"> Applying to the Nursing Program NUR 100: Nursing Fundamentals
<ul style="list-style-type: none"> NUR 100: Nursing Fundamentals NUR 206: Pathophysiology 	<ul style="list-style-type: none"> NUR 103: Medical Surgical Nursing I NUR 204: Pharmacology for Nursing
<ul style="list-style-type: none"> NUR 103: Medical Surgical Nursing I NUR 204: Pharmacology for Nursing 	<ul style="list-style-type: none"> NUR 211: Maternal Child Nursing NUR 200: Psychiatric Nursing
<ul style="list-style-type: none"> NUR 211: Maternal Child Nursing NUR 200: Psychiatric Nursing 	<ul style="list-style-type: none"> NUR 201: Medical Surgical Nursing II **NUR 300 Applications to Practice

**** Students are advised that the Clinical Preceptor ship in NUR 300 includes an integrated practicum. The integrated practicum shall consist of a minimum of 120 clock hours of concentrated clinical experience of direct patient care in a health care facility or health care organization. The integrated practicum shall be completed within a period not to exceed seven (7) consecutive weeks while the governing institution is in session and within seven (7) months of graduation. Therefore, all required course work must be successfully completed prior to or concurrent with that term. If a student fails NUR 201, the student will be required to drop NUR 300.**

Reference: Kentucky Board of Nursing (2023, April) 201 KAR 20:320. Standards for curriculum of prelicensure registered nurse and practical nurse programs. <https://apps.legislature.ky.gov/law/kar/titles/201/020/320/>

RN FACULTY POLICY NO.	100-26
RN STUDENT POLICY NO.	200-17

POLICY NAME:	Leave of Absence
SUBJECT:	Leave of Absence
EFFECTIVE DATE:	August 11, 2008
POLICY HISTORY	
REVIEWED DATE	Aug '19, Aug '20, May '21, May '22, May '23, May '24
REVISED DATE	Dec '19, Feb '25
PURPOSE	
Students in the School of Nursing may need to take a Leave of Absence due to a medical or mental health concern.	

PROCEDURE:

A student may request a Leave of Absence (LOA) from the nursing program due to a medical or mental health event that impacts the student's ability to participate in the nursing program. If a student is approved for LOA, it will not be considered their first attempt in regard to readmission.

The completed Student LOA Request Form must be submitted by the student to the Dean of the School of Nursing and shall include (1) the basis for the leave of absence; and (2) the time period during which the student will be unable to participate in the program due to the medical or mental health event. Students must cooperate fully with the University and provide all requested documentation and information so that the University can make a timely and informed decision regarding whether to grant the student's request for a leave of absence from the program.

If a student requests a LOA for longer than one (1) calendar year, they must meet with the Dean of the School of Nursing prior to applying for readmission to determine placement in the program. If a leave is approved for longer than one year, the student may be required to return demonstrate any and/or all nursing skills taught up to the point in which they are requesting readmission. In this case, the student must make an appointment with the Lab/Simulation Coordinator prior to the start of the semester to determine competency.

- The Dean will present the student LOA request to the Academic Standards Committee (ASC) which is responsible for reviewing student requests for leave of absence for completion and determining whether such requests shall be granted or denied pending more information.
- The Dean will communicate the ASC decision to the student. If the LOA is approved, the student is provided with a deadline to apply for readmission at this time.
- If a student's request for LOA is granted, the student will be eligible to apply for readmission to the program under the following conditions:
 - The student must submit the LOA Readmission Request Form and a new Fitness for Duty Form to the Program Coordinator prior to the deadline set at the time of LOA approval.
- A determination is made by the ASC whether there is or is not space availability for the student to re-enter the program in the requested semester. If space is limited, preference will be given to students who demonstrated satisfactory clinical performance and had the highest cumulative nursing course GPA.

- Upon approval for readmission, the ASC, with input from relevant faculty members, may establish conditions for readmission to the nursing program, including, but not limited to, any of the following:
 - Mandatory study hours
 - Enrolment in NUR 099 Strategies and Opportunities for Success
 - Restrictions on participation in extracurricular activities
 - Mandatory plan for success (P4S)
 - Compliance with initial admission requirements
- All students who are readmitted will be required to sign a written agreement acknowledging their express agreement to the conditions of readmission. Failure to comply with these conditions will result in the student's forfeiture of readmission to the nursing program.



POLICY NAME: Readmission to the Program

SUBJECT: Readmission to the Program

EFFECTIVE DATE: August 11, 2008

POLICY HISTORY

REVIEWED DATE Jan '15, Jan '16, Jan '17, Jan '18, Aug '18, Jan '19, Dec '19, Aug '20, May '21, May '22, May '23, May '24

REVISED DATE Jul '15, Dec '16, Aug '17, Aug '19, May '22, Feb '25

PURPOSE

Students may seek readmission to the School of Nursing and may be accepted or denied according to the outlined criteria. Readmission to the program is not guaranteed.

PROCEDURE:

Students may be considered for readmission to the School of Nursing at Campbellsville University according to the following guidelines/criteria:

Failure of Core Nursing Course

- Students must seek readmission by the deadline provided at the time of a course failure.
- If a student fails one or more core nursing course(s) within one semester, they must note their request for readmission the circumstance(s) that contributed to the failure. These factors will be considered when reviewing the request for readmission. This will be considered a first attempt.
- If a student who fails a nursing course was initially admitted to CU as a transfer student from another nursing program after failure of a course in that program, the student will not be considered for readmission to this program.

Leave of Absence (LOA)

- Students must seek readmission by the deadline provided at the time of LOA approval.
- If a student who has been on an approved LOA wishes to return to the program, they must adhere to the criteria and guidelines within the Leave of Absence policy. This will not be considered a first attempt for the student.

Voluntary Personal Leave or Withdrawal

- Students who are considering personal leave or withdrawal are required to meet with their academic advisor, Program Coordinator, and/or the School of Nursing Dean beforehand to evaluate the request and establish protocol for readmission.
- A voluntary personal leave or withdrawal is still considered a first attempt.

General Readmission

- Consideration for Readmission occurs on a case-by-case basis and is dependent upon the Program's resources, faculty, and seat availability.
- Unless returning from approved LOA, students may only seek readmission one time within this program.
- Students must apply for readmission within one calendar year. Students who miss the one-year deadline will be required to schedule a meeting with the Dean and Program Coordinator for exploration of possible pathways for re-entry to the program.
- Students returning from approved LOA will receive priority readmission.
- For students seeking readmission to Med-Surg I, Pharmacology, or higher for any reason other than LOA, priority will be given to those students who are maintaining passing grades in the program.
- For students seeking readmission to Fundamentals and/or Pathophysiology, placement will be determined using the established tiered/ranking criteria outlined in the admissions policy.
- In the event that more students request readmission than space allows, readmission preference will be given to students who demonstrated satisfactory clinical performance, had the highest cumulative nursing course GPA, and have resolved the issues that contributed to their failed progression.
- Students who are denied readmission are encouraged to follow the University Judicial process.

RN FACULTY POLICY NO.	100-28
RN STUDENT POLICY NO.	200-19

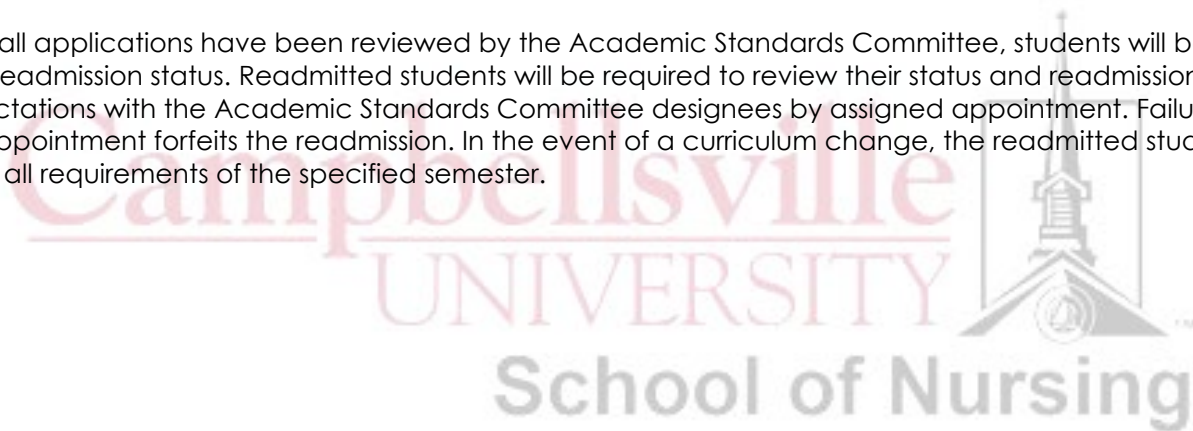
POLICY NAME:	Guidelines for Readmission to the Program
SUBJECT:	Readmission Standardized- objective Operating Procedure
EFFECTIVE DATE:	May 2018
POLICY HISTORY	
REVIEWED DATE	Aug '18, Jan '19, Aug '20, May '21, Nov '21, May '22, May '23
REVISED DATE	August '19, Dec '19, May '21, Nov '21, May '22, May '24, Nov '24
PURPOSE	
Rationale: To ensure every student readmission candidate receives fair, timely and objective opportunity for Readmission.	

PROCEDURE:

Students seeking readmission will review and follow instructions below related to readmission. The student will also notify the Dean's Office of their intent to reapply. The Dean's office will notify the Program and Clinical Coordinators and notify the student of the deadline for return of the readmission application packet. Students will be required to turn in readmission packet to the Dean's Office Friday of finals week by 12:00 pm est.

It is the responsibility of the student to review the policy for readmission, and complete the requirements as outlined. Nursing faculty will not review the readmission packet for completion or guide the student in completion. The student may seek out guidance from the academic/writing center on applicable campus.

After all applications have been reviewed by the Academic Standards Committee, students will be notified of their readmission status. Readmitted students will be required to review their status and readmission contract expectations with the Academic Standards Committee designees by assigned appointment. Failure to keep this appointment forfeits the readmission. In the event of a curriculum change, the readmitted student must meet all requirements of the specified semester.





Re-Admission Terminology and Description

Note: Candidates applying for Re-Admission to the Campbellsville University School of Nursing should become familiar with and understand the following terminology.

Letter for Re-Admission: Submission of a typed letter addressed to the Academics Standards committee. Letters requesting re-admission should contain:

- Course and semester to which the student is requesting re-admission.
- The letter must address each of the following areas of student performance, and how these contributed to the academic failure. If one or more areas did not contribute to the academic failure, describe why it was a strength. The student may also include additional information, not related to the specified topics, as it pertains to why the student was not successful in the nursing program.
 - Organization
 - Time Management
 - Study Habits
 - Attendance
 - Punctuality
 - Work Ethic
 - Attention to Details
 - Planning
- The letter must indicate how the student will improve the areas of student performance from the list above, as well as any additionally addressed factors that contributed to the academic failure.
- The letter should demonstrate accountability, responsibility, ownership and should include proposed solutions.
- The letter must be type written in a professional manner with a spell check performed and errors corrected.

First Draft of Plan for Success (P4S):

This first draft should have a bulleted list of learning strategies for the upcoming semester. This plan is due with the Readmission Packet. Students should ensure that strategies are appropriate, clearly stated, and well defined. Further, be sure that the strategies promote critical thinking and include any relevant obstacles or challenges that may have contributed to the academic failure. The P4S should mirror the factors, indicated in the letter for readmission, that contributed to the academic failure.

NUR 099- Strategies & Opportunities for Success:

Each Student re-admitted to the program is required to enroll and successfully complete all components of NUR 099 in the returning semester. Failure to enroll or successfully complete NUR 099 will stop the student's progression in the nursing program. This course is designed for the student identified to be at risk for unsuccessful progression in the nursing program. The student will be guided in a self-inventory process to identify learning styles and individual traits to overcome barriers to success. The student will explore time management strategies, utilize a variety of study methods, incorporate test-taking techniques, and identify relevant resources. Student will be enrolled in this course upon readmission.

Counseling Services:

If a student identifies a potential need, or if faculty determine the student may benefit from Counseling Services, the student is encouraged to call 270-789-5070 to schedule an appointment. Proof of this appointment must be presented on the first day of NUR-099.

Disability Services:

If a student identifies a potential need, or if faculty determine the student may benefit from Disability Services, the student is responsible to schedule an appointment with the Office of Disability Services at 270-789-5450. Proof of this appointment must be presented on the first day of NUR-099.

Castle Branch:

Another important aspect of readmission is ensuring that your Castle Branch and Castle Branch Bridges requirements remain current at all times (including summer, winter, fall, and spring breaks). It is not appropriate to allow any lapse in your immunizations, certifications, or required documents for Castle Branch. Violations in this policy can include dismissal from the program.

Study Hours:

Study hours are mandatory and assigned on an individual basis. Students are required to complete study hours as part of their Re-Admission. Students will receive instructions for completing these hours. All required study hours are reduced by 50% during Fall Break Week, Thanksgiving Holiday Week, and HURST Live Review and Easter Holiday Weekend. Spring Break is exempt 100%.

May Not hold Class Office or KANS office:

The student will not serve as a class officer or as KANS (Kentucky Association for Nursing Students) officer during the returning semester.

Statement of Understanding:

Students will sign the Readmission Contract with members of the Academic Standards Committee. Failure to sign and submit the readmission contract by the specified date will be assumed as a forfeit of the readmission. A violation of any item of the Readmission contract can result in dismissal from the nursing program. Please note that readmittance to the nursing program will be dependent on seat availability within the specified course.

The School of Nursing faculty is excited for your return and wish you much success. If you have questions or concerns related to the readmission process, contact any member of the Academics Standards Committee.

Best Regards,
Academics Standards Committee

Academic Standards Committee Members
Campbellsville Campus 1-(270) 789-5155
Harrodsburg Campus 1-(859)605-1389

Scoring Rubric for Readmission

Student Name: _____ Date: ____/____/____ Faculty Member Initials: _____		
Letter		
1. Reflects critical thinking. 2. Addresses all areas of student performance as a weakness or strength, and how it contributed to the academic failure, or describes why it was a strength. -Organization -Punctuality -Time Management -Work Ethic -Study Habits -Attention to Details -Attendance -Planning 3. Indicates how they will improve the areas of weakness in student performance, and any additionally addressed factors contributing to the academic failure. 4. Demonstrates accountability, responsibility, and ownership. 5. Document is grammatically correct (spelling, logical flow, etc.). 6. Contains the Level and Semester to which the student is requesting readmission. 7. Exhibits pro-active behaviors related to readmission procedure.	Student meets how many of the listed elements? _____ out of 7	
Plan for Success (P4S)		
1. Strategies are appropriate. 2. Strategies are clearly stated and well defined. 3. Strategies demonstrate critical thinking/insight. 4. P4S Addresses identified factors contributing to academic failure. 5. Identifies appropriate implementation timeframe of P4S. 6. Includes bulleted list of learning strategies.	Student meets how many of the listed elements? _____ out of 6	
CU SON Performance History		
1. Clinical Performance and Evaluation (Faculty Survey Results) Far Below Expectations 1 point Below Expectations 2 points Meets Expectations 3 points 2. Classroom Performance, Preparedness, & Participation (Faculty Survey Results) Far Below Expectations 1 point Below Expectations 2 points Meets Expectations 3 points 3. CastleBranch Requirements are Current (CPR, SRNA, Immunizations, etc.) 1 point	Student meets how many of the listed elements? _____ out of 7	
Recommendations		
Rubric Scored Student must meet 78% minimum (16/20 total)	_____%	
Re-Admit according to score	YES or NO	
Counseling Referral	YES or NO	
Disability Services Referral	YES or NO	
Required Study Hours <i>If YES, # of Hours Assigned</i>	YES or NO 10 15 20	

POLICY NAME: Servant Leadership

SUBJECT: Servant Leadership

EFFECTIVE DATE: August 2013

POLICY HISTORY

REVIEWED DATE Jan '15, Jan '16, Aug '16, Aug '17, Jan '18, Jan '19, Aug '19, Dec '19, Aug '20, May '21, May '22, May '23, May '24

REVISED DATE May '15, Feb '17, Nov '18, Aug '19, Dec '19, Feb '25

PURPOSE

The purpose of servant leadership is to provide students with an opportunity to serve others and earn extra course points. These experiences allow students to gain an understanding of the call to service through the model of Christian principles that lead to a lifelong integration of "servant leadership." By serving others, students will become more aware of the needs of our local communities and the world around them. Ultimately this may lead to a lifetime passion for connecting to the world through acts of service.

PROCEDURE:

Participating in a School of Nursing Sanctioned Blood Drive Event is mandatory for all nursing students to meet the mission of preparing servant leaders. The School of Nursing will host/facilitate two (2) blood drives each semester per campus with a minimum of fifty-four days between each event. All nursing students are required to participate in one (1) blood drive per semester to meet their servant leadership requirement. The student does not receive any community service points for volunteering during their mandatory blood drive.

If a student chooses to go above and beyond their minimum requirement, they may earn community service points during the other semester blood drive according to the criteria outlined in student policy 200-73. In the event that all volunteer spots are filled, students fulfilling their mandatory requirement will take priority over those seeking Community Service Points.

Guidelines

Specific time/location guidelines are assigned by the event organizer and many differ by campus. To fulfill the mandatory blood drive requirement a student may choose one (1) of the following:

- Campus Recruitment and Promotion
 - This involves setting up on campus to promote the event and recruit potential donors
- Community Recruitment and Promotion
 - This involves talking on the local radio stations and handing out flyers to promote the event and recruit potential donors
- Working the Blood Drive
 - This involves working at the actual event completing tasks as assigned during your shift
 - Such tasks may include manning the snack table, check-in station, t-shirt distribution, etc.

Student Conduct & Dress Code

Students who participate in this event are representatives of our School of Nursing and are to behave as such. The following guidelines are to be met for all events:

- During Blood Drive Events, all students are to arrive at their shift in their "whites" as defined in Student Policy 200-60 and follow all professional appearance guidelines.
- Students will have three (3) business days prior to the event to cancel their participation, with the exception of emergency circumstances.
 - If a student signs up for a shift and fails to fulfill their obligation, they are ineligible to earn any community service points for the semester.
- If report is given to event or School of Nursing representatives that a student's conduct was inappropriate or otherwise a poor reflection of the School of Nursing Mission and Vision, the Academic Standards Committee (ASC) reserves the right to suspend the student's community service point eligibility for the semester.

Athletics/Sickness Alternative

If, due to athletics or documented illness, a student is unable to participate in either of the semester Blood Drive Events, students must contact the Program Coordinator for approval to participate in the alternative assignment. Faculty will reference forms library for pre-approved alternate assignments.

POLICY NAME: Community Service Points

SUBJECT: Community Service Points

EFFECTIVE DATE: August 1, 2025

POLICY HISTORY

REVIEWED DATE

REVISED DATE

PURPOSE

In addition to the servant leadership requirement, students may choose to participate in additional community service opportunities for extra credit. Community service provides many benefits to students including real-world experience, skill development, personal growth network opportunity, passion for learning, and an opportunity to give back to their community. This policy outlines the criteria and guidelines for these points.

DEFINITIONS:

- Community Service Opportunity: An individual opportunity to perform an action which provides benefit to those in the community and to earn a Community Service Point (CSP)
- Community Service Event: An event which is performed to provide a positive service to the community or its members. This is a broad reference to the type of community service being performed.

PROCEDURE:

CSPs may only be redeemed once a student participates in their mandatory blood drive for the semester fulfilling their servant leadership requirement. Students may complete their community service prior to the blood drives, but no points will be applied to their grade until the requirement is fulfilled.

A community service point is worth .1 points of the total possible course points. Example: if a student completes two (2) community service events, and they have earned 779.3 points, 0.2 points would be added to bring their total to 779.5 points out of 1000, which would round to a final grade of 78%.

Community Service Points:

Points are awarded according to the following criteria:

- A maximum of **two (2)** CSPs may be earned per course per semester.
- Community Service Events must be preapproved by the Academic Standards Committee (ASC).
- Students may not earn multiple CSPs in the same course from the same Community Service Event. ***i.e., A student may only earn one CSP for volunteering at the soup kitchen in NUR100. Their other available CSPs for that course must be earned elsewhere (hospitals thrift shop, hope pregnancy center, etc.)***
- CSPs are only applied to the student's course grade after the student fulfills their servant leadership requirement.
- Points from the same Community Service opportunity may not be applied to more than one course. ***i.e., A student who signs up for a shift at the soup kitchen cannot use that one shift for credit in both NUR300 and NUR203.***
- It is the responsibility of the student to have the community service representative sign their Community Service Log at the time of the event.
- It is also the student's responsibility to submit the log to their instructor in the Learning Management System for credit.
- All earned points must be submitted to the course instructor by 5pm the Friday before the course specific finals week.
- Once a Community Service Opportunity has been submitted to a course, those points may not be moved or redeemed in a different course.

Blood Drive Points:

Although points are not awarded to students for their mandatory participation the blood drive event, students may earn one (1) point per semester by participating in the other offered blood drive. Students who are fulfilling their mandatory requirement will take priority over those seeking CSPs. CSPs can be earned at the Blood Drive in the following ways:

- Donating blood or attempting to donate blood during the drive. If the student attempts, but is physically unable to donate, they must provide proof from the representative to receive their point.
- Recruiting two (2) donors to the blood drive. To fulfill this option the following must occur:
 - Student must fill out the blood drive recruitment form
 - Student provides proof of the appointment times from redcrossblood.org
 - At least one (1) of the two (2) donors must show up and donate blood successfully
- Helping with recruitment and promotion activities including, but not limited to:
 - Radio promotions
 - Recruitment on campus
 - Additional blood drive tasks assigned by an ASC member

Please refer to Student Policy 200-43 and/or the event organizer for further blood drive guidelines.

Student Conduct at Community Service Events:

A student that participates in a community service event, is a representation of our School of Nursing and is to behave as such. The following guidelines are to be met for all events:

- Students will have three (3) business days prior to the event to cancel their participation, with the exception of emergency circumstances.
 - *Any student who signs up to participate in an event and fails to fulfill their obligation will then be ineligible to earn any further CSPs for that semester.*
- If report is given to an ASC representative that a student's conduct was inappropriate or otherwise a poor reflection of the School of Nursing Mission and Vision, the committee may revoke any points earned for that event, and reserves the right to suspend community service point eligibility for the semester.

School of Nursing

RN FACULTY POLICY NO.	100-31
RN STUDENT POLICY NO.	200-47

POLICY NAME:	Textbook Adoption Policy
SUBJECT:	Textbook Adoption Policy
EFFECTIVE DATE:	August 2011
POLICY HISTORY	
REVIEWED DATE	Jan '15, May '15, Jan '16, Aug '16, Jan '17, Jan '18, Aug '18, Jan '19, May '20, May '21, May '22, May '23
REVISED DATE	Aug '17, Apr '19, May '22, May '24, Feb '25
PURPOSE	
Proposals for textbook adoption are recommended to be reviewed during faculty curriculum meetings in September and February of each school year in efforts to meet university bookstore deadlines for the upcoming semester.	

PROCEDURE:

The faculty member(s) initiating the proposal will be responsible for ordering desk copies, or arranging faculty access to online textbook format when the textbook is used in that format, of the proposed textbook for each faculty member who may be involved in teaching from the book. Student feedback will also be arranged. Faculty members teaching in Medical-Surgical Nursing I and Medical- Surgical Nursing II courses will provide copies to faculty teaching in both courses. Once desk/online copies are provided, four weeks will be allotted for textbook review prior to the proposal for adoption.

Faculty and student feedback will be sought and presented by using the Textbook/Resource Review Form. Textbooks will be reviewed based on the following criteria:

1. Readability
2. Content appropriateness
3. Design
4. Student & faculty resources

Rationale for the textbook change in comparison to the current course textbook will be discussed during the curriculum meeting. Based on the proposing faculty's recommendation and the curriculum committee's discussion, the textbook adoption will be based on majority vote. In the instant of a tie, the School of Nursing Dean will approve/deny the proposed textbook adoption.

RN FACULTY POLICY NO.	100-33
RN STUDENT POLICY NO.	200-22

POLICY NAME:	Withdrawal
SUBJECT:	Withdrawal
EFFECTIVE DATE:	August 2008
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Dec '19, May '20, May '21, May '22, May '23, May '24
REVISED DATE	Aug '19, Mar '25
PURPOSE	
Students in the School of Nursing may choose to withdraw from the school for personal reasons, academic reasons, health issues, and other factors.	

PROCEDURE:

Withdrawal is when a student formally submits their intent to discontinue participation in courses at Campbellsville University.

The student is required to meet with his/her faculty advisor, program coordinator, and/or the Dean of Nursing to discuss possible alternatives to withdrawal. When no other alternative seems viable to the student, the School of Nursing follows the same policy outlined in the Campbellsville University Student Handbook under "Withdrawal Procedure" and "Withdrawal and Refund Policy. When a student completely withdraws from the university, he/she must follow all University guidelines which includes the submission of an Official Withdrawal Form.

The student is advised that if they choose to leave unofficially—that is, without approval of the Vice President of Academic Affairs and the completion of withdrawal forms, they forfeit all rights to any reduction in their account and will receive an "F" in all courses. To alleviate this situation, the student must follow the guidelines as stated in the Campbellsville University Student Handbook. Students who have financial aid should refer to the Federal Student Financial Aid Handbook to identify policy guidelines regarding this aid

When a student withdraws from the School of Nursing, they may seek readmission to the program. A withdrawal from the school of nursing during the semester will be treated as a first attempt failure and the student will follow the readmission process outlined in RN student policy 200-18. The student must apply for readmission within one calendar year from the withdrawal date. If the student does not apply for readmission within one calendar year, they must schedule a meeting with the School of Nursing Dean to determine eligibility for readmission to, and placement in, the School of Nursing.

SECTION III- STUDENT COMMUNICATIONS

RN FACULTY POLICY NO.	100-34
RN STUDENT POLICY NO.	200-24

POLICY NAME:	Student Representation
SUBJECT:	Student Representation /Class Officers
EFFECTIVE DATE:	August 11, 2008
POLICY HISTORY	
REVIEWED DATE	Jan '15, Jan '16, Aug '16, Aug '17, Jan '18, Aug '18, Jan '19, Dec '19, May '20, May '21, May '22, May '23, May '24
REVISED DATE	May '15, February '17, August '19, June '20, Nov '24
PURPOSE	
The official activities of each nursing cohort will be organized and led by class officers.	

PROCEDURE:

Officers are elected at the beginning of the 2nd, 3rd, and 4th semester. 1st semester will have a class representative. The goals of Class Officers are to participate in program development, implementation, governance, and evaluation in the School of Nursing, organize and facilitate activities for the enjoyment of their classmates and to help coordinate the pinning ceremony for their cohort.

The class officers will consist of:

- **Class President** - Responsible for all class activities; collaborates with the Academic Standards Committee to plan the Pinning Ceremony, creates agenda and presides over class meetings; delegates duties and acts as a representative for the class, speaks on behalf of the class. Keeps faculty leaders informed of upcoming events, ideas, and concerns.
- **Vice-President** - Fulfills the duties of the President when the President is absent; performs duties assigned by the President. Can act as representative for the class.
- **Secretary** - Takes meeting minutes; distributes meeting minutes to all classmates within 1 week of meeting, maintains correspondence & attendance records; responsible for all sign-up sheets. Can act as a representative for the class.
- **Treasurer** - establishes budget; records all financial transactions; gives status report at class meetings; authorizes expenditures; inventories fundraising items; and collects/deposits fundraising money earned

At least one class officer is welcomed and encouraged to attend monthly scheduled faculty, Curriculum, and Academic Standards meetings as a student government representative.

Reference: 201KAR20:340

RN FACULTY POLICY NO.	100-35
RN STUDENT POLICY NO.	200-15

POLICY NAME:	Nursing Faculty Hours
SUBJECT:	Nursing Faculty Information
EFFECTIVE DATE:	August 11, 2008
POLICY HISTORY	
REVIEWED DATE	May '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Dec '19, May '20, May '21, May '22, May '23
REVISED DATE	Aug '19, May '24, Nov '24
PURPOSE	
Guidelines for Nursing Faculty Hours	

PROCEDURE:

Faculty will have posted office hours outside of their office door; however, individual students should make appointments to ensure adequate time to meet the student's needs. If unable to attend class or take a test, students must notify their instructor as soon as possible and at least 30 minutes before class. Instructions for notifying instructors are clearly outlined in each course and clinical syllabi.

Faculty will follow the office hours requirement in the CU APPM.



RN FACULTY POLICY NO.	100-36
RN STUDENT POLICY NO.	200-46

POLICY NAME:	Telephone Communications at the School of Nursing
SUBJECT:	Telephone Communications at the School of Nursing
EFFECTIVE DATE:	August 11, 2008
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Dec '19, May '20, May '21, May '22, May '23, Feb '25
REVISED DATE	Aug '19, May '21, May '24
PURPOSE	
Telephones in the School of Nursing office and faculty offices are not for student use. Students should make other arrangements to contact family or others during school hours.	

PROCEDURE:

Use of cell phones is permitted in the student lounge or outside of the building. Common courtesy requires that use of cell phones in the hallway be discreet and away from classroom doors. Cell phone use in the classroom is addressed in each course syllabi.

Students should advise their families that, **in the event of an emergency** during school hours, the student can be contacted by calling the Campbellsville nursing office at (270) 789-5155 or the University's main number at (270) 789-5000. This option is for emergencies only and students will not be contacted or removed from the classroom or clinical setting otherwise.

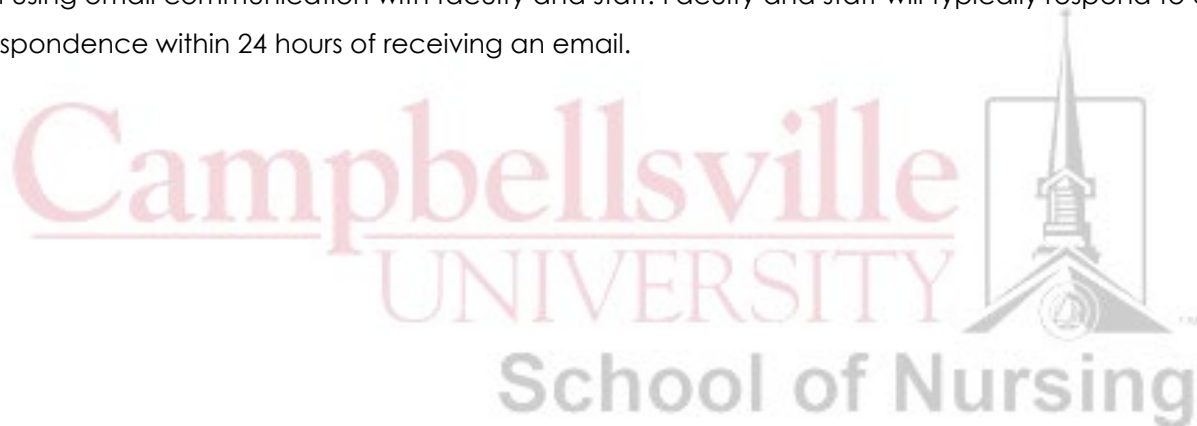
Students should use each faculty member's direct office phone or email for any immediate communication. This can be found on the course syllabus. If the faculty member is unavailable, the student should leave a voicemail. Faculty will not be contacted or removed from the classroom or clinical setting to talk with a student unless it is an emergency.

RN FACULTY POLICY NO.	100-37
RN STUDENT POLICY NO.	200-48

POLICY NAME:	Use of Email as Official Correspondence with Students
SUBJECT:	Use of Email as Official Correspondence with Students
EFFECTIVE DATE:	July 1, 2009
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, May '21, May '22, Feb '25
REVISED DATE	May 2023, May 2024
PURPOSE	
Campbellsville University provides each student with his/her own email account at the time of enrollment. This email serves as the official correspondence between Faculty and Students.	

PROCEDURE:

It is the responsibility of the student to check their account twice daily (morning and evening) and to utilize the account for correspondence with Faculty and Staff. The Faculty and Staff will neither recognize nor respond to any email received from any other account. Students will be expected to use professional email etiquette when using email communication with faculty and staff. Faculty and staff will typically respond to email correspondence within 24 hours of receiving an email.



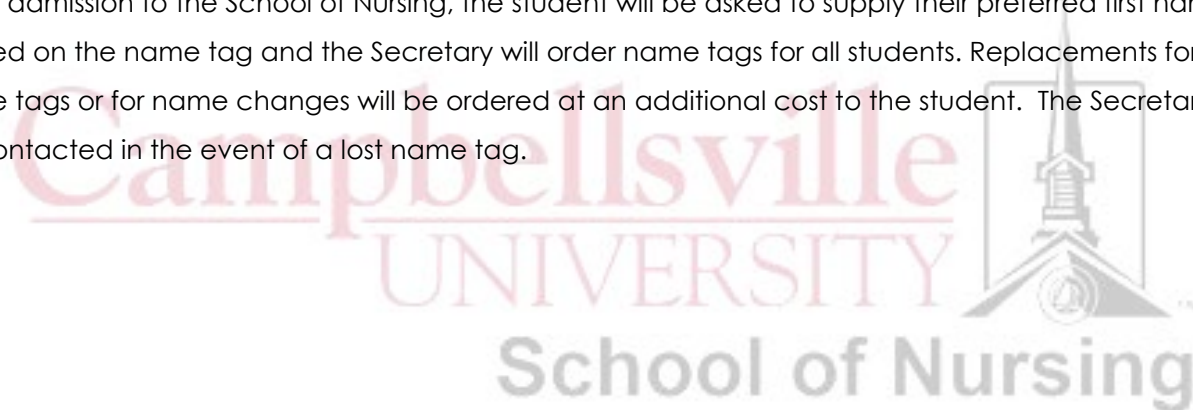
RN FACULTY POLICY NO.	100-38
RN STUDENT POLICY NO.	200-42

POLICY NAME:	Student Nametags
SUBJECT:	Nametags
EFFECTIVE DATE:	August 11, 2018
POLICY HISTORY	
REVIEWED DATE	May '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19 May '20, May '21, May '22, Feb '25
REVISED DATE	May '23, May '24
PURPOSE	
Guidelines for student nametags	

PROCEDURE:

Students are expected to wear their Campbellsville University School of Nursing name tags when they are in the clinical setting or are on any trips representing the University. Wearing the name tag is a matter of professionalism and is required in health care facilities to identify the student as such. Student name tags are considered a part of the student's professional uniform.

Upon admission to the School of Nursing, the student will be asked to supply their preferred first name to be placed on the name tag and the Secretary will order name tags for all students. Replacements for lost name tags or for name changes will be ordered at an additional cost to the student. The Secretary should be contacted in the event of a lost name tag.



SECTION IV-BEHAVIORAL POLICIES

RN FACULTY POLICY NO.	100-39
RN STUDENT POLICY NO.	200-23

POLICY NAME:	Academic Honesty
SUBJECT:	Academic Honesty
EFFECTIVE DATE:	August 2006
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, May '21, May '22
REVISED DATE	Feb '14, May '19, May '21, May '23, May '24, Feb '25
PURPOSE	
Campbellsville University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct, and respect for others. To meet these values, students at Campbellsville University are expected to adhere to the highest standards of academic integrity	

Campbellsville University honors and enforces this Academic Integrity Policy, and affirms that it DOES NOT tolerate academic dishonesty.

PROCEDURE:

The School of Nursing strives to preserve for all its students an environment that is conducive to academic honesty. Pursuant to this is the belief that all members of the academic community will be individually responsible for promoting academic honesty. Upon acceptance into the Nursing Program, students will be asked to sign a form indicating acknowledgement of this policy and the importance of academic honesty. This form will be placed in their academic record and serve as a reminder of the gravity of violation of the policy. In addition, because the public has a high degree of trust in health care providers, and the School of Nursing educates future health care providers, students are expected to behave in an ethical manner in all activities and phases of the educational process. Both faculty and students are expected to uphold the code of ethics specific to their professional discipline.

Academic dishonesty falls into one of the following two categories: Cheating and Plagiarism

- Cheating: The violation of classroom rules of honesty with respect to examinations and assignments. Any student helping another student cheat is as guilty as the student assisted. If a student cheats or assists another student in cheating, the lead course faculty reserves the right to assign a student failure for the assignment or the course without possibility of withdrawal, and the case will be reported to the Dean of the Campbellsville University School of Nursing (CUSON).
- Plagiarism: According to the CUSON, plagiarism is representing or repeating the words or ideas of someone else as one's own in any academic exercise. Self-plagiarism (use of one's own paperwork as new material) is also included. Therefore, all writing submitted for a course must be the student's own and must be exclusively for that course, unless the lead course faculty member stipulates differently. Students should pay special attention to the accuracy of the quotations, paraphrases, summaries, and documentation practices used in their assignment.

Student questions about plagiarism should be asked of their lead course faculty member.

Knowledge of violations of academic honesty are to be reported to faculty. In all cases where a question of academic dishonesty exists, the faculty is responsible for reviewing the circumstances surrounding the questionable behavior. Subsequent action, if any, shall be in accordance with established policies and procedures.

Examples of academic dishonesty include, but are not limited to, sharing student work with other students, failing to appropriately cite references, use of test banks, self-plagiarism, not following the examination administration & testing environment policy, or not reporting cases of academic dishonesty.

POLICY NAME: Complaint Procedures

SUBJECT: Complaint Procedures

EFFECTIVE DATE: July 2009

POLICY HISTORY

REVIEWED DATE Aug '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Dec '19, May '20, May '21, May '22, May '23

REVISED DATE Aug '19, May '21, May '24, Feb '25

PURPOSE

Complaint Procedures; The definition of a complaint is: an expression of dissatisfaction related to a policy, procedure consequence, action, statement, or other inequality in treatment or discriminatory acts.

PROCEDURE: The following steps will be initiated in processing a complaint:

- A. All complaints must be completed on the appropriate form, signed and dated by the individual making the complaint. The complaint forms are available in the forms library in Moodle
- B. If a parent or other concerned person wishes to address concerns related to a student, the student must give written consent or accompany them in person. Federal law prohibits faculty and administration from speaking with a parent or concerned person without student consent.
- C. All complaints involving faculty or staff will be addressed by the complainant at the School of Nursing where the concerns lie before moving up the chain of command.
- D. All complaints will be routed through the School of Nursing Dean's office.
- E. The Nursing Dean or their designee will give written acknowledgement of the complaint, within ten (10) working days.
- F. The complaint will be processed in the following manor:
 - All written complaints will be kept on file in the Nursing Office.
 - If the complaint is of any department other than Nursing, it will be referred to the appropriate supervisor, and will not be addressed by the Nursing department other than providing documentation or consultation as requested.
 - Complaints will normally be processed within two weeks. If additional time is needed to process the complaint, the complainant will be notified.
- G. If the complainant is not satisfied with results obtained through the process outlined above, the individual may ask for a review by the Vice President for Academic Affairs.

Note:

At any point in the complaint process, resolution of the complaint will terminate the process.

A written record of the actions taken will be maintained by the Dean of the School of Nursing. It is understood that all supportive information and the release of information must be submitted with a complaint.

RN FACULTY POLICY NO.	100-41
RN STUDENT POLICY NO.	200-26

POLICY NAME:	Dismissal
SUBJECT:	Dismissal
EFFECTIVE DATE:	August 2008
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Dec '19, May '20, May '21, May '22, May '23, Feb '25
REVISED DATE	Aug '19, May '21, May '24
PURPOSE	
Students may be dismissed from the nursing program when they are not successful in achieving clinical and/or academic standards that are established and in place for each nursing course.	

PROCEDURE:

The syllabus for each nursing course defines the objectives for that course and specific criteria that must be met to remain in good academic standing. The students will be counseled by their instructors about their individual progress throughout the semester and will be advised accordingly.

Students may also be dismissed from the nursing program for violations of the University Philosophy of Behavior or any violations in academic honesty in accordance with the Campbellsville University Student Handbook. Students may be dismissed with or without eligibility for readmission.



RN FACULTY POLICY NO.	100-42
RN STUDENT POLICY NO.	200-27

POLICY NAME:	Grievance Procedures
SUBJECT:	Grievance Procedures
EFFECTIVE DATE:	August 2008
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Dec '19, May '20, May '21, May '22, May '23, May '24, Feb '25
REVISED DATE	Aug '19
PURPOSE	
When a student has a concern or a grievance against one of the policies or actions of the School of Nursing, one of its staff, faculty members or administrators, or against another student. It is encouraged that the following procedure be implemented.	

PROCEDURE:

1. The aggrieved student should meet with the staff, faculty member, administrator, or other student involved and discuss the concern.
2. If this matter is not satisfactorily resolved by a conference of those involved in the situation, the aggrieved student should submit a written summary of the matter to the Dean of the School of Nursing. This will serve as a request for an inquiry into the circumstances involved. The Dean will then convene a meeting with the involved persons and attempt to resolve the concern or grievance.
3. If the matter is not resolved in this manner, the concern or grievance should be forwarded to the Vice President of Academic Affairs for further consideration.

All students have a right to due process which is managed through the Judicial Process as outlined in the Campbellsville University Student Handbook. Please refer to this document for further information.

RN FACULTY POLICY NO.	100-43
RN STUDENT POLICY NO.	200-29

POLICY NAME:	Smoking Regulations
SUBJECT:	Guidelines for the Use of Tobacco Products and or Electronic/Vapor Devices
EFFECTIVE DATE:	August 2006
POLICY HISTORY	
REVIEWED DATE	Aug '15 Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, May '22, Mar '25
REVISED DATE	May '21, May '23, May '24
PURPOSE	
Guidelines for the use of any tobacco product and or electronic/vapor devices including but not limited to cigarettes, cigars, electronic/vapor devices, E-cigarettes, vapes, chew, dip, and snuff.	

PROCEDURE:

As of January 1, 2010, the campus of Campbellsville University became tobacco-free. Students and faculty members are prohibited from using tobacco products such as cigarettes, cigars, E-cigarettes, vapes, chew, dip, and snuff during clinicals, in class/lab, or in the School of Nursing. Furthermore, a student may be denied the opportunity to participate in a clinical or classroom assignment if they smell of smoke on the person, hair, or clothing, which can result in a clinical absence and the student may be placed on a clinical warning if applicable.

Any student who has nicotine dependency should reach out to their healthcare provider for resources available to manage nicotine use during clinicals, in class/lab, or in the School of Nursing. Students should note that gum chewing is prohibited in lab and clinical settings.



RN FACULTY POLICY NO.	100-44
RN STUDENT POLICY NO.	200-28

POLICY NAME:	Social Media & HIPAA Violations
SUBJECT:	Social Media & HIPAA Violations
EFFECTIVE DATE:	August 11, 2008
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, May '20, May '21, May '22
REVISED DATE	Dec '19, May '22, May '23, May '24, Nov '24
PURPOSE	
Guidelines of Social Media Usage and prevention of HIPAA Violations	
Guidelines of Social Media Usage and prevention of HIPAA Violations	

PROCEDURE:

Social media sites can and do have education and marketing purposes. However, some students lose their inhibitions and have a false sense of security and privacy regarding various media when applied to their personal sites. Any documents or postings are discoverable in a court of law regardless of the privacy settings. Privacy settings are not sufficient to ensure total privacy and will not remove any responsibility from students. Numerous employers use social media sites as a tool during the interview process and are making employment decisions based on what is viewed on one's personal social media site.

Campbellsville University is Christian based university and the profession of Nursing is seen as a caring and professional career. Therefore, unprofessional behavior and breaches of client confidentiality can be disastrous for the student, the university, and the profession of Nursing.

Therefore, in accordance with Campbellsville University's Mission and Vision statements and the American Nurses Association (ANA) Code of Ethics for Nurses, any student, faculty, and/or staff found to be acting in an unprofessional manner or breaching the Health Insurance Portability and Accountability Act (HIPAA) on social media sites may be subject to disciplinary action up to and including dismissal from Campbellsville University School of Nursing.

HIPAA Guidelines to Prevent Infractions include but are not limited to:

- Students must recognize that they have an ethical, legal and moral obligation to maintain client confidentiality and privacy at all times.
- Students must not disclose any information obtained about a client (including lab work, diagnostic studies) unless there is a care-related need for the student to do so.
- Students must not post or publish client name, date of birth, or any other identifying information that could possibly lead to the client being identified on social media.
- Students must not refer to clients in any disparaging or disrespectful manner.
- It is the duty of each student to promptly report any breach of confidentiality or infraction of policy.
- Students must not remove any client information from the facility (i.e., client's name, date of birth, etc.)

Social Media Guidelines to Prevent Infractions include but are not limited to the following:

- Students must maintain professional boundaries when using any type of electronic media. This includes communication between faculty and staff via electronic format.
- No transmission of any electronic media, and client related information or image that may violate the client, faculty, or students' rights.
- Students will not take any photos or videos of clients on their personal devices regardless of client consent.
- Students must not transmit any electronic media, messages or images that could be used to degrade or embarrass a client, fellow students, faculty member, Campbellsville University as an institution or any affiliated clinical facilities.
- Examples of unprofessional behavior regarding social media include written or spoken instances of profanity, degrading/negative comments regarding clients or others, posting of sexual activities, nude/semi-nude provocative photos, postings regarding abuse of alcohol and/or drugs and any post about clinical agencies associated with the university without permission of the agency and the School of Nursing.
- If a question arises about an individual posting related to school, clinical, or the workplace, students must seek guidance from the Dean of the School of Nursing.

References:

Kentucky Board of Nursing Advisory Opinion Statement #34

Campbellsville University Student Handbook – Philosophy of Behavior

Associated Policy:

Confidentiality:

RN Faculty Policy no. 100-73

RN Student Policy No. 200-53

RN FACULTY POLICY NO.	100-45
RN STUDENT POLICY NO.	200-44

POLICY NAME:	Student Code of Conduct
SUBJECT:	Student Code of Conduct
EFFECTIVE DATE:	August 2006
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Dec '19, May '20, May '21, May '22, Nov '22, May '23, May '24
REVISED DATE	Feb '14, Aug '19, Nov '22, Nov '24
PURPOSE	
Guidelines for Student Code of Conduct	

PROCEDURE:

Be aware that any misconduct such as cheating, plagiarism or other acts requiring disciplinary action are addressed in the Campbellsville University Student Handbook. Due to the dire consequences that dishonesty may have in the nursing profession, each student will assume accountability for professional conduct and appropriate moral and ethical behaviors, which include truthfulness, confidentiality and awareness of clients' rights. A breach of this professional conduct will result in the student facing disciplinary sanctions as outlined in the Campbellsville University Student Handbook.

The faculty reminds students that this is an educational program which prepares you to be a liberally-educated professional nurse. The same responsible and accountable behaviors that are expected of students will be expected upon completion of the nursing program and employment in health care agencies. It is the expectation of the School of Nursing that students will be responsible adults and display appropriate professional conduct among faculty, students, and the healthcare community. Finally, as members of the Campbellsville University community, students are expected to uphold the mission and objectives of the University.

Attendance: Attends lectures, clinical rotation, clinical/lab, appointments, and meetings as scheduled.

- Student attends all scheduled events. The pinning ceremony signifies the completion of all criteria necessary to earn a nursing degree and, as such, graduating students are expected to attend.

Punctuality: Punctual and present for all scheduled events.

- Student is punctual for all scheduled events.

Communication: Manages contacts and communications.

- Student contacts instructor prior to a scheduled event to report/ inform of an anticipated tardiness/ absence except in a true emergency; then, contact made.

Respect/ Dignity: Demonstrates respect, appreciation, dignity, and support toward all others to include: peers, staff, faculty, preceptors, hospital personnel, their clients, all populations encountered, as well as diverse opinion, beliefs, thoughts, and/ or their experiences throughout curriculum.

- Student routinely displays respect, appreciation, dignity, and support toward the diverse opinions, beliefs, thoughts, and/ or experiences of their peers, staff, faculty, preceptor, hospital personnel their clients, and all populations consistently.

Self-Awareness: Demonstrates Self-Awareness. Students are required to sign the Civil Environment & Content Warning Disclaimer for all courses at Orientation each semester.

- Student maintains a high level of self-awareness related to the impact their communications have on others and their surroundings, both verbally and non-verbally.

Diversity Awareness: Demonstrates an awareness of and a responsiveness to diversity.

- Student displays competency and respect during interactions that express opinions, beliefs, and/ or experiences that differ from their own.

Collegiality: Demonstrates collegial and collaborative interactions.

- Student displays the ability to work with a high level of efficiency during collaborative work and on teams.

Oral Expression: Strives for a high level of oral expression.

- Student displays a consistently high communication level that is appropriate and professional. Uses SBAR to convey thoughts and repeats feedback to verify maximum understanding.

Written Expression: Strives for a high level of written expression.

- Student expresses ideas and concepts clearly, with an absence of errors and produces paperwork with minimal correction on a consistent basis.

Initiative & Reliability: Demonstrates initiative, reliability and dependability.

- Student takes initiative to plan and complete work in a timely manner; all assignments are submitted timely on a consistent basis.

Responsiveness to Feedback: Displays motivation to improve oneself with use of instructor feedback.

- Student is consistently receptive to the recommendations and suggestions of others; adjusts performance accordingly as is appropriate.

Compliance with Professional Requirements: Displays compliance with the professional conduct policy of CUSON and those of all Governing Entities/ Agencies and Nursing Regulatory Standards.

- Student consistently demonstrates compliance with all Professional Nursing Mandates and Requirements.

Compliance with the ANA Code of Ethics: Demonstrates compliance with Code of Ethics in its entirety.

- Student complies with ANA Code of Ethics consistently.

Responsiveness to Communication: Uses departmental communications as instructed/required.

- Student checks email consistently, seeks correspondence from peers and/or instructors and is prompt to respond.

Professional Appearance: Displays professional appearance according to CUSON dress code policy. Further, attire does not interfere with professional relationships, distract attention, impede task performance or completion of tasks and responsibilities.

- Student's appearance is consistently appropriate for classroom and all professional settings outlined in the CUSON Student Handbook.

RN FACULTY POLICY NO.	100-46
RN STUDENT POLICY NO.	200-21

POLICY NAME:	Student Employment
SUBJECT:	Student Employment
EFFECTIVE DATE:	August 2006
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, May '21, May '22, May '23, May '24
REVISED DATE	May '21, Nov '24
PURPOSE	
Guidelines for Student Employment	

PROCEDURE:

According to the Kentucky Board of Nursing Regulations, it is unlawful for any person to call or hold themselves as or use the title of nurse or to practice or offer to practice as a nurse unless licensed or privileged under the provisions of this chapter (KRS 314.031.01)

Students are exempt under the provision of the act only when they are under the supervision of their nursing instructors. Student identification badges are not to be worn by employed students within their individual work setting, only during appointed clinical assignments. The student may not use the initials N.S. (nursing student) when charting within their individual work setting.

Students must exercise judgment in the number of hours they work during the school year as their education may be jeopardized by excessive hours of employment. Work schedule must not conflict with nursing education schedule. Due to clinical safety issues, if an instructor determines that a student has worked the night shift prior to a morning clinical assignment, the student will be sent home and will receive an unsatisfactory performance rating for that clinical day.

POLICY NAME:	Student Responsibilities
SUBJECT:	Student Responsibilities
EFFECTIVE DATE:	August 2006
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, May '21, Nov '21, May '22, Nov '24
REVISED DATE	Nov '21, May '23, May '24
PURPOSE	
Students are expected to be self-motivated and responsible for their own learning.	

PROCEDURE:

The nursing profession requires intensive training and preparation, as well as life-long learning. Students will be responsible for maintaining their assignments and for preparation for all didactic and clinical learning experiences.

It is the responsibility of the student to keep up with the required hours of the 120-hour internship and to submit documentation as indicated by the Clinical Instructor. Students are also responsible for upholding their financial responsibilities to the University. This includes compliance with any regulations or requirements associated with financial aid. Students can refer to that section in the Campbellsville University Student Handbook for more information related to this subject.

Students are responsible to ensure that their learning environment is free from distractions. This includes being accountable for all outside tasks that may interfere with the school day. These obligations may include financial responsibilities, child care or elder care (if applicable), work obligations, etc. The student should ensure that these duties are met, so that the student can focus their efforts on studying.

As students of Campbellsville University, individuals are responsible to conduct themselves in a manner that is consistent with the Christian values upheld by this institution. Whether on campus or on field trips with university groups, students are expected to maintain the Campbellsville Philosophy of Behavior as outlined in the Campbellsville University Student Handbook.

According to the Campbellsville University Student Handbook, the students at Campbellsville University are expected to display maturity in selecting a style of dress consistent with the purpose and mission of the institution.

- In the Chapel, students are expected to dress in a manner reflecting the unique atmosphere of the chapel service they are attending. Hats are prohibited from being worn in Chapel services.
- In the classroom, students should dress in a manner that reflects an attitude toward learning and scholarly pursuit on a Christ-Centered university campus.

Examples of **appropriate classroom** attire include:

- Sweat shirts or jogging suits
- T-shirts
- Jeans or denim attire
- Capris, shorts that are at least mid-thigh in length
- Dresses, skirts that are at least mid-thigh in length
- Personal undergarments should not be visible or seen through clothing
- Open or closed shoes, sandals, boots

Examples of **inappropriate classroom** attire:

- Clothing with tobacco, alcohol, harassing, or discriminatory advertisement
- Low-cut tops, strapless, spaghetti straps, or clothing that exposes the midriff
- Capris, shorts that are shorter than mid-thigh length
- Dresses, skirts that are shorter than mid-thigh length
- Personal undergarments that are visible or can be seen through clothing

Faculty has the right to determine that a student's dress is inappropriate for the classroom and can dismiss the student for the day. If a student has questions about whether a particular item of clothing is appropriate, they should ask the instructor prior to class.

RN FACULTY POLICY NO.	100-48
RN STUDENT POLICY NO.	200-30

POLICY NAME:	Unauthorized Solicitation and Selling
SUBJECT:	Unauthorized Solicitation and Selling
EFFECTIVE DATE:	August 2006
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, May '21, May '22, May '23, May '24, Nov '24
REVISED DATE	N/A
PURPOSE	
Unauthorized Solicitation and Selling	

PROCEDURE:

The School of Nursing follows the same policy stated in the Campbellsville University Student Handbook.



RN FACULTY POLICY NO.	100-49
RN STUDENT POLICY NO.	200-31

POLICY NAME:	Visitors in the School of Nursing
SUBJECT:	Visitors in the School of Nursing
EFFECTIVE DATE:	August 2020
POLICY HISTORY	
REVIEWED DATE	May '20, May '21, May '22, May '23, May '24, Nov '24
REVISED DATE	N/A
PURPOSE	
Visitors in the School of Nursing	

PROCEDURE:

Visitors are not allowed in the classrooms/laboratories/learning environments. Given the academic nature, students may not bring children, significant others, and/or friends to educational experiences, regardless of their age. It is not appropriate for these individuals to be in the classrooms, laboratories or attend other educational experiences. Students are not to leave children waiting in receiving area, reception area, break area, parking lot, or other areas of campus/learning center while in class, lab, and/or while attending any other educational experience on or off the campus/learning site. The campus/learning center may at times have events or activities when students' families/significant others/friends will be invited and welcomed to participate.



SECTION V- RESOURCES

		RN FACULTY POLICY NO.	100-50
		RN STUDENT POLICY NO.	200-32
POLICY NAME:	Approximate Cost of the ADN/AASN Program		
SUBJECT:	Approximate Cost of the ADN/AASN Program		
EFFECTIVE DATE:	August 2006		
POLICY HISTORY			
REVIEWED DATE	Jan '15, Aug '15 Jan '16, Aug '16, Jan '17, Aug '17, May '21, May '22		
REVISED DATE	Jan '18, Aug '18, August '19, May '22, May '23, May '25		
PURPOSE			
Guidelines for Cost of the ADN/AASN Program			

PROCEDURE:

Aside from the costs of tuition and books, there are certain costs inherent in nursing that are not usual and expected costs associated with other programs on campus. The School of Nursing tries to anticipate these costs and to alert the nursing student of changes as they occur.

Tuition and room/board refunds are calculated the student's official withdrawal date. Fees are not refundable. Room & Board is refunded 100% the first week only; thereafter, refunds are prorated based on the number of days/weeks the dorm is occupied by the student. No refund will be given after the 5th week. Once the withdrawal period is over, any student who withdraws from the University will be held responsible for tuition, fees and room/board charges in full. Students should investigate the financial effects of withdrawal before making a decision. Please see full details regarding refunds in the Campbellsville University Catalog. Each student is responsible for their own supplies and transportation to and from clinical sites.

Approximate Cost Campbellsville ADN/AASN Program

https://tigernet.campbellsville.edu/ICS/Finances/Student_Accounts/Tuition_and_Fees_2024_-_2025.jnz

FEE	1 st SEMESTER	2 ND SEMESTER	3 RD SEMESTER	4 th SEMESTER	Refund Policy
TUITION	See University Student Handbook	See University Student Handbook	See University Student Handbook	See University Student Handbook	See University Student Handbook
ROOM/BOARD	Based on location of resident hall	Based on location of resident hall	Based on location of resident hall	Based on location of resident hall	See Student Handbook
TECHNOLOGY FEE	\$150.00	\$150.00	\$150.00	\$150.00	See Bookstore
STUDENT ACTIVITY FEE	\$100.00	\$100.00	\$100.00	\$100.00	Non-Refundable
BOOKS	See Bookstore	See Bookstore	See Bookstore	See Bookstore	See Bookstore
COURSE FEE	\$1,462.00*	\$627.00*	\$772.00*	\$1002.00*	Student
UNIFORMS/LAB COATS	Estimate: \$200.00	N/A	N/A	N/A	Student
SHOES	\$75.00	N/A	N/A	N/A	Student
WATCH WITH SECOND HAND	\$30.00	N/A	N/A	N/A	Student
IMMUNIZATIONS/CPR CERTIFICATE/TB SCREENING	COST VARIES	COST VARIES	COST VARIES	COST VARIES	Student
LAPTOP	COST VARIES	N/A	N/A	N/A	Student
PERSONAL HEALTH INSURANCE	COST VARIES	COST VARIES	COST VARIES	COST VARIES	Student
GRADUATION FEE	N/A	N/A	N/A	\$100.00	Student
PINNING COSTS (HAT, LAMP & PIN)	N/A	N/A	N/A	VARIES BY DESIGN	Student
CLINICAL PARKING FEES/NAMEBADGES FEES	VARIES BY SITE	VARIES BY SITE	VARIES BY SITE	VARIES BY SITE	Student
LICENSURE/ NCLEX FEES	N/A	N/A	N/A	\$400.00	Student

***Course Fees*:**

Course Fee includes Skills Pack, HESI® Testing Package, Case study, Adaptive Quizzing Package, ExamSoft®, Drug Screening, Background Fee, Castle Branch Requirements, Student Liability Insurance, & Clinical Makeup Fee. 4th semester course fees also include HURST-NCLEX® Review. Transfer Students entering 2nd or 3rd Semesters will have an additional fee of \$454.82 for a Nursing Skills Pack.

RN FACULTY POLICY NO.	100-51
RN STUDENT POLICY NO.	200-33

POLICY NAME:	Care and Use of Kitchenette Facilities in the School of Nursing
SUBJECT:	Care and Use of Kitchenette Facilities in the School of Nursing
EFFECTIVE DATE:	July 1, 2016
POLICY HISTORY	
REVIEWED DATE	Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, May '21, May '22, May '23, May '24
REVISED DATE	Aug '19, May '21, Feb '25
PURPOSE	
The School of Nursing has kitchenette facilities provided for faculty, staff, and students. The Bennett-Smith Nursing Building has the student lounge facility, the Faculty Conference Room, and Campbellsville University Professional Center (CUPC) nursing classroom has a modified kitchenette facility to create limited space for students or faculty who choose to bring their lunches on a daily basis. These facilities must be maintained adequately to continue the privilege of use by faculty, staff, and students.	

PROCEDURE:

A refrigerator and a microwave oven are supplied in each of the above-mentioned locations for daily use by faculty, staff, and students. A limited space is provided for storage of disposable paper products such as paper towels, napkins, paper plates, and utensils. Other than bottled water, food and drink products are not to be stored at any time in these locations beyond daily use. All parties using these facilities are expected to remove any leftover food items on the day of use and to clean the area of use to eliminate any traces of food immediately after use. No two-liter drink products are to be left open in these areas. This is necessary to eliminate the potential for pests (roaches, ants, rodents) in these areas and to avoid bacterial growth which might harbor disease.

Each location will establish a schedule of weekly cleaning processes to be shared by all faculty, staff and students within that location. All surfaces are to be kept clean at all times, with any food items or associated paper products/packaging placed in an appropriate trash receptacle and tied securely for pick-up by the plant operations staff. The plant staff is not responsible for cleaning up the messes; only for removal of the trash. Given that the CUPC has limited facilities and space, planned group luncheons such as fundraisers will no longer be held at that location. Facilities at that location are not adequate to promote effective clean-up for such activities. Fundraisers or luncheons must be planned in the Bennett-Smith Nursing Building and must be scheduled through the secretary in that building as time and space allows. Failure to comply to this policy will result in suspension of the privileges of use of said kitchenette facilities. The faculty and staff of the School of Nursing wish to promote an atmosphere that is collegial and meets the needs of students, but at the same time, it is imperative that a healthy environment is maintained for all.

RN FACULTY POLICY NO.	100-52
RN STUDENT POLICY NO.	200-20

POLICY NAME:	BSN Continual Enrollment Program for ADN and AASN
SUBJECT:	BSN Continual Enrollment Program for ADN and AASN
EFFECTIVE DATE:	December 2016
POLICY HISTORY	
REVIEWED DATE	Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, May '21, May '22, May '24
REVISED DATE	Aug '19, May '23, July '24
PURPOSE	
This policy outlines a means whereby students can complete coursework toward both degrees simultaneously with the ultimate goal of completing their BSN degree.	

Rationale: Students entering the School of Nursing frequently bring with them many college credits from either dual credit high school courses or possibly transfer credits from other colleges or universities. Students often wish to seek the Bachelor of Science in Nursing (BSN) degree, and wish to work on credits toward that program while still enrolled in the Associate Degree in Nursing (ADN)/ Associate of Applied Science in Nursing (AASN) program.

Policy: Students may enroll in the BSN degree plan while completing coursework for their ADN/AASN. The student must declare BSN as his/her major and must sign a declaration of intent to complete the BSN degree. This alerts the Office of Student Records and the Office of Student Financial Aid that the student may complete courses toward the BSN while achieving coursework for ADN/AASN. This will allow students to complete general education courses and support courses for the BSN program with the exception of restricted upper-level BSN core nursing courses as listed below:

- NUR 365 Gerontological Nursing
- NUR 360 Transcultural Nursing
- NUR 372 Community Health Nursing
- NUR 373 Community Health Nursing Applications
- NUR 410 Nursing Leadership
- NUR 411 Professional Nursing Identity
- NUR 502 Advanced Health Assessment & Diagnostic Reasoning
- NUR 504 Healthcare Informatics & Clinical Decision Making
- NUR 506 Theory & Research for Evidence-Based Practice

These courses must be reserved for after completion of ADN/AASN coursework and licensure through the Kentucky Board of Nursing, since the nature of the Campbellsville University RN to BSN Program is a post-licensure completion program.

Potential benefits of choosing to pursue the BSN while enrolled in the ADN/AASN program include: accelerated completion of the bachelor's degree with implications for job placement and improved opportunities for job selection after graduation. Students will have accessibility to financial aid and institutional scholarship monies as qualified throughout the four-year period for obtaining the BSN degree. Students who are concurrently enrolled will be honored at the annual pinning ceremony for nursing upon completion of ADN/AASN requirements. A white coat ceremony will be conducted to signify the importance of continuing study for the BSN degree. Students will be expected to maintain continuous full-time enrollment until completion of the BSN degree. After completion of the requirements for the ADN/AASN degree, that degree will be conferred and the student's name will be released to the Kentucky Board of Nursing for licensure purposes. Students will not officially graduate until the BSN is completed.

BSN-CEP Path Choices:

For students in the BSN-CEP, we understand that financial planning is a crucial part of your educational journey. Students will consult with the financial aid counselor during their third and fourth semesters in the ADN/AASN program to determine the best financial path to continue in the BSN-CEP. Once a path is chosen, the student will be guided through the steps toward the BSN core nursing coursework. Upon completing the associate degree and successfully completing the NCLEX-RN, students will continue to the RN to BSN Program.

Path options include the following:

Path A: This path is for students who will continue living on campus during the BSN-CEP, receive and Academic Scholarship that will continue through the BSN, and/or are on an athletic scholarship.

Path B: This path is for students who do not live on campus, have utilized all their scholarship monies, and are not on athletic scholarships

The details of each path will be discussed with students during orientation before each semester and one-on-one during the third and/or fourth semester in the ADN/AASN Program.

For students choosing Path B during the fourth semester of the ADN/AASN program, the following steps must be completed before April 15th for Spring graduates or October 15th for Fall graduates:

1. Notify the RN to BSN Coordinator of their choice of Path B
2. During the Fourth Semester:
 - a. Submit "Change of Major" form during advising with their BSN Advisor
 - b. Submit "Intent to Graduate" form to student records
 - c. Re-enroll with Campbellsville University as a CU-Online student

All BSN-CEP students, at the completion of the ADN/AASN Program:

1. Schedule the NCLEX exam as soon as possible after being "cleared for testing"
2. Attend RN to BSN Bootcamp Orientation and complete the RN to BSN Bootcamp course in Moodle before the first day of BSN courses.

RN FACULTY POLICY NO.	100-53
RN STUDENT POLICY NO.	200-34

POLICY NAME:	Copy Machines and Printers
SUBJECT:	Copy Machines and Printers
EFFECTIVE DATE:	October 31, 2008
POLICY HISTORY	
REVIEWED DATE	Jan '15, Aug '15, Jan '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, May '21, May '22, May '23, May '24
REVISED DATE	Aug '16, Aug '19, Aug '20, May '22, Nov '24
PURPOSE	
Guidelines for the use of copy machines and printers	

PROCEDURE:

Students may use the copy/printer/scanner machine located in the Student Lounge, the Professional center, or the Student Library for educational purposes only. The use of the copier/printer is of no charge to the student. Students must provide their own copy paper (Other types of paper cannot be used). The copier, printer, scanner machine located in the Faculty/Staff workroom is not permitted for student use.

Violation of this policy will result in printing/copying privileges being revoked in the School of Nursing.



RN FACULTY POLICY NO.	100-54
RN STUDENT POLICY NO.	200-35

POLICY NAME:	Counseling Services
SUBJECT:	Counseling Services
EFFECTIVE DATE:	August 2006
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, Aug '20, May '21, May '22, May '24, Feb '25
REVISED DATE	May '23
PURPOSE	
Campbellsville University offers confidential, professional counseling services in a Christian atmosphere to assist students dealing with emotional, psychological, social, and/or spiritual needs.	

PROCEDURE:

Nursing faculty will advise students when it is perceived that the student may benefit from counseling and can make a referral to the Office of Counseling Services. Students may determine that they wish to see the counselor and can make their own appointments by calling (270) 789-5070.

What kinds of services are offered?

- **Free**, confidential, professional counseling for students
- Help with adjusting to college life
- General Anxiety/Depression
- Grief/Loss
- Mental health screenings and assessments
- Substance abuse screenings and assessments
- Seminars for mental health and substance abuse awareness and coping skills
- Educational information and resources regarding mental health and substance abuse disorders
- Referral services

Counselors at the Office of Counseling Services maintain client confidentiality to the fullest extent allowed by law, professional ethics, and institutional rules. Students will be informed about the counselor's commitment to confidentiality and its limits before engaging in counseling. In the event that the counselors want to obtain or request another professional staff, the student will be asked to give written permission in order for the information to be shared. The only exception to the written permission would be in the case of life-threatening events and/or the student's safety.

Students may be seen in the Office of Counseling Services for issues regarding study habits, test taking, anxiety, time management, procrastination, or for personal counseling.

RN FACULTY POLICY NO.	100-55
RN STUDENT POLICY NO.	200-36

POLICY NAME:	Disability Services
SUBJECT:	Disability Services
EFFECTIVE DATE:	August 11, 2008
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, May '20, May '21, May '22, May '23, May '24, Feb '25
REVISED DATE	Aug '19
PURPOSE	
Campbellsville University is committed to reasonable accommodations for students who have documented physical and learning disabilities, as well as medical and emotional conditions.	

PROCEDURE:

The School of Nursing abides by the University policy and follows the same procedure as outlined in the Campbellsville University Student Handbook which is in compliance with the Rehabilitation and Americans with Disabilities Act.

Each semester students must obtain documentation of the disability or condition to establish eligibility for disability services. Documentation must be from a licensed professional and current in terms of assessment (within the last 3 years). This documentation should be taken to the Coordinator of Disability Services. Until the appropriate documentation is provided, the department cannot support a student's request for services. The coordinator will then send verification of needed accommodations to the Dean of the School of Nursing/Program Coordinator and semester course instructors. Information regarding a student's disability is considered confidential and will not be released to anyone without written permission of the student.

However, if the student does not give permission to notify faculty, the University will not be able to provide accommodations. Student may contact the Coordinator of Disability Services at (270)789-5450.

POLICY NAME:	Eligibility for Certified List/Licensure
SUBJECT:	Eligibility for Certified List/Licensure
EFFECTIVE DATE:	August 11, 2008
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '19, Jan '19, Dec '19, May '20, Aug '20, May '21, May '22, May '24
REVISED DATE	Jan '15, June '19, Aug '20, May '21, May '22, May '23, Feb '25
PURPOSE	
The student is eligible to be approved for licensure by examination through the state board of nursing after completion of all the requirements for graduation.	

PROCEDURE:

All graduates of the program of nursing, regardless of the state in which the graduate intends to seek licensure through the state board of nursing of their residence. The authorized designee (Dean, Associate Dean, or Program Coordinator of the School of Nursing) will verify the completed requirements

Requirements for graduation:

- Completion of all Program of Nursing curriculum requirements with a minimum grade of "C" and as applicable pass clinical/lab grade.
- Completion of all graduation requirements for the University, including convocation requirements as stated in the Campbellsville University Student Handbook.
- Attendance to the Hurst Review, completion of the School of Nursing required coursework in Elevate, and other test prep assignments.
- Completion of the HESI Exit Exam and required remediation (due before final grade are posted) as outlined in the HESI Policy.

Students will not be approved for licensure by examination until all requirements have been completed and the University confers the degree. Once completed, the authorized designee will approve the student for licensure by examination through the state board of nursing.

Kentucky Residents

Graduates who will be seeking licensure in Kentucky should visit the Kentucky Board of Nursing (KBN) website and follow the instructions for Licensure by Examination. The graduate from the program must submit a properly executed application for licensure, as required by 201 KAR 20:370, Section 1, along with the licensure fee. Once an application is completed, the student's name will be listed in the Affidavit of Graduation (AOG) Portal. The authorized designee will review the graduate's submission (within the AOG portal) for completeness and check for conferral of the degree by the University. Once reviewed, the authorized designee will reject or approve the submission. If approved, the student will receive communication from the board of nursing regarding instructions on registering for the National Council Licensure Examination (NCLEX®).

Out-of-State Residents

Graduates living out of Kentucky must follow the eligibility, application, and licensure requirements by examination for the state of residence. It is the graduate's responsibility to notify the Dean of the School of Nursing, Associate Dean of the School of Nursing, or Program Coordinator of the state of application and status of the application. The authorized designee will then follow the process for out-of-state residents with the Kentucky Board of Nursing and the specified state board of nursing procedure to approve the graduate for licensure by examination.

POLICY NAME:	Emergency Care during School Hours
SUBJECT:	Emergency Care during School Hours
EFFECTIVE DATE:	August 2006
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, May '21, May '22, May '23, May '24
REVISED DATE	Aug '16, May '21, Mar '25
PURPOSE	
Students will be required to submit emergency numbers in the event that an emergency should occur during school hours.	

PROCEDURE:

Students must submit two emergency names and numbers to be kept on file at the School of Nursing. Clinical Instructors are to collect emergency contact numbers on the "Clinical Group Emergency Contact Roster" form on orientation day of the clinical rotation. The Clinical Instructor is to email those numbers to the relevant Lead Course Faculty with copies to the Program Secretary and Clinical Coordinator prior to beginning the clinical rotation. Should a medical emergency such as illness or injury develop while the student is in class or clinical, faculty/staff will respond to the student's needs appropriately and notify the Dean of the School of Nursing as soon as possible, but not to exceed 24 hours of the incident. Provision of emergency numbers gives the School of Nursing permission to contact the individuals listed as School of Nursing faculty/staff and/or Administration deem necessary. All students must obtain and maintain Personal Medical Health Insurance during their time as a student at Campbellsville University School of Nursing.

At the School of Nursing:

Depending on the nature of the emergency, faculty and/or staff will attempt to notify the student's emergency contact person(s). At the discretion of the faculty member involved, it may be determined that more immediate care is needed. In this case, the emergency response system will be activated and appropriate care will be summoned to the School of Nursing or relevant location. In the event that an ambulance or other emergency services should be summoned on behalf of the student, the student will be responsible for any costs associated with that care.

In the Clinical Setting:

When an illness or injury occurs in the clinical setting, faculty will respond according to the situation presented. The student will be assisted to the emergency room outpatient clinic or home as indicated. The faculty member will notify the School of Nursing Secretary in order that the emergency contact, lead course faculty, and Clinical Coordinator are notified as appropriate. The student will be responsible for any cost of care that may be incurred. The clinical agency's policies on any specific injuries (i.e., needle stick) will be adhered to as appropriate. The faculty member present will submit documentation of the event via CU email to the Lead Course Faculty with a copy to the Dean and Clinical Coordinator within 24 hours of the event. The School of Nursing has a specific Bloodborne Pathogens policy and Exposure Report Form that is to be utilized if an actual or potential exposure has occurred. A copy of the Exposure Report form is to be completed by faculty member involved with student at the time of the event. Faculty completing an Exposure Report form will email the Exposure Report to Lead Course Faculty with copy to Clinical Coordinator and Dean of School of Nursing. Lead Course faculty review and place a copy of Exposure Report Form within the student's permanent file. If Exposure occurs in Clinical Lab setting, copy to Simulation Instructor.

RN FACULTY POLICY NO.	100-59
RN STUDENT POLICY NO.	200-39

POLICY NAME:	Financial Aid/Scholarships
SUBJECT:	Financial Aid/Scholarships
EFFECTIVE DATE:	August 2006
POLICY HISTORY	
REVIEWED DATE	Aug '15 Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Dec '19, May '20, May '21, May '22, May '23
REVISED DATE	May '15, Aug '19, May '22, May '24, Nov '24
PURPOSE	
The Office of Financial Aid manages the awarding of all scholarships, grants, loans, and student work.	

PROCEDURE:

Financial aid awards are determined primarily by student's financial need. Students must apply for Admission and a Free Application for Federal Student Aid (FAFSA).

Students must maintain satisfactory academic progress to maintain financial aid eligibility. In most cases, students must also maintain full-time status to be eligible for financial aid. If students must withdraw from a class, they must do as officially as stated in the *Campbellsville University Student Handbook* in order to meet specific program guidelines and regulations. The student can consult the handbook for rules concerning refund of tuition, room, and meals according to withdrawal date/status. All students receiving financial aid are advised to seek academic counseling and financial aid advisement before deciding to change their enrollment status.

The School of Nursing Academic Standards Committee will assist the Office of Financial Aid to distribute applications for nursing scholarships. Scholarship applications will be submitted to a SON Academic Standards Committee representative. The Academic Standards Committee will review applications for completeness and then forward the information of qualified students to the Office of Financial Aid. Applications are due on November 15th and November 15th each semester, dependent upon available funds. If the due date falls on a weekend or holiday, applications will be due the following business day by 5:00pm EST.

Scholarships that are available to nursing students are listed on the School of Nursing website.

POLICY NAME: Laptop Requirements

SUBJECT: Laptop Requirements

EFFECTIVE DATE: August 2016

POLICY HISTORY

REVIEWED DATE Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, Mar '20, May '21, May '22, May '23, May '24

REVISED DATE Mar '20, Mar '25

PURPOSE

Exams and quizzes given in the School of Nursing will be computerized. Computerized clinical documentation may also be required in various courses.

PROCEDURE: All students are to have a properly functioning laptop (Windows or Macintosh) that can be brought to campus for computerized testing purposes. Chromebooks and iPads may not be compatible with some programs and/or applications utilized in the program of nursing; therefore, such devices should not be purchased in lieu of a Windows or Macintosh laptop computer. The full functionality of this laptop on the testing date(s) will be the student's responsibility and includes but is not limited to: a fully charged battery, back-up battery, virus protection, and audio/video capabilities. Additional requirements may be added per the instructor and/or proctor's request prior to testing. Instructors will not be responsible for technical support and/or maintenance issues with the student's electronic device.

The minimum laptop/equipment required includes:

Windows Requirements

- **Operating System:** Windows 10 22H2, Windows 11 23H2, Windows 11 24H2 (genuine versions only)
Not Supported: Windows RT, Windows S Mode, ARM CPUs
- **CPU:** Non-ARM, Intel i3 or equivalent (2+ GHz)
- **RAM:** 8GB or higher recommended; 4 GB required
- **Hard Drive:** 4GB or higher available space
- **Internet:** Reliable Wi-Fi; 2.5 Mbps upload speed required for registration, exam download, and upload
- **Screen:** 1280x768 minimum resolution; scaling set to 100%
- **Language Pack:** English (United States) required
- **Software:** Microsoft Office (Word, Excel, PowerPoint) & Acrobat Reader
- **Accessories:**
 - Webcam: Integrated or external USB camera supported by your OS (no virtual cameras)
 - Microphone: Built-in or external (no headphones or virtual mics)
 - USB Port: Required for on-site support and answer file backup (adapter may be needed)
 - Personal Audio: Earbuds/Headphones
- **Permissions:** Administrator-level account access is required
- **Prohibited:** Virtualized environments (e.g., VMware, Parallels, Citrix Workspace)

<https://examsoft.com/resources/examplify-minimum-system-requirements/#294>

macOS Requirements

- **Operating System:** macOS Ventura, Sonoma, or Sequoia (genuine versions only)
Not Supported: Server versions of macOS
- **CPU:** Intel or M series processor
- **RAM:** 4GB or higher
- **Hard Drive:** 4GB or higher available space
- **Internet:** Reliable Wi-Fi; 2.5 Mbps upload speed required for registration, exam download, and upload
- **Screen:** Minimum resolution of 1280x768; scaling set to 100%
- **USB Port:** Required for on-site support and answer file backup (adapter may be needed)
- **Permissions:** Administrator-level account access is required
- **Prohibited:** Virtualized environments (e.g., VMware, Parallels, Citrix Workspace)
- **Additional Notes:**
 - Mock exams should be taken on the same OS version as the actual exam for a better experience
 - Troubleshooting may require account and device passwords.

<https://examsoft.com/resources/examplify-minimum-system-requirements/#292>

****Examsoft – and some other programs – may require periodic updates. Students and Faculty should follow prompts to complete updates to assure optimum performance of programs.**

Additional Laptop Resources

Connecting to Wi-Fi: TigerWifi or CUWifi (Depending on Campus)

Campbellsville University has wireless internet access available. Students will need a wireless capable device and abide by the Acceptable Use Policy. Please note, that TigerWifi or CUWifi is for students, faculty, and staff; you will only have access to Tiger Net using TigerWifi or CUWifi. You will experience optimal Wi-Fi access using TigerWifi or CUWifi.

Connecting to TigerWifi or CUWifi is to be used by students, faculty and staff for optimal WIFI access and for access to TigerNet. TigerSecure is for CU owned equipment.

Passwords could be different at the learning center. Students should check with the faculty member for the specific password for their site.

Microsoft Office 365: CU students, faculty, and staff receive access to Microsoft Office 365.

- Go to www.office.com/getOffice365
 - Type in your Campbellsville University email and click "Get Started"
 - Sign into your Campbellsville University email
 - Click the red text box "Install Now"
 - Save the executable file
 - After the download is complete, run the executable file
 - Type in your Campbellsville University email and then type in your password to activate Microsoft Office 365
- ***Contact the IT department at cuihelpdesk@campbellsville.edu, if assistance is required



RN FACULTY POLICY NO.	100-61
RN STUDENT POLICY NO.	200-41

POLICY NAME:	License Application and NCLEX Registration
SUBJECT:	License Application and NCLEX Registration
EFFECTIVE DATE:	September 12, 2008
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, May '21
REVISED DATE	May '22, May '23, May '24, Feb '25
PURPOSE	
Students will be advised about application for licensure as they near completion of the nursing program including licensure and testing information.	

PROCEDURE:

The Kentucky Board of Nursing encourages students to go on-line to <https://portal.ncsbn.org/> to register for the NCLEX-RN® exam. Students will be given information about this procedure in their NUR 300 Professional Nursing & Applications to Practice course in the final semester of the program.

Students must apply for licensure in the state in which they wish to be licensed. If applying for licensure in Kentucky, all felony and misdemeanor convictions must be reported at the time of application. If the graduate has had a felony or misdemeanor conviction, no matter how old, it must be reported with a letter of explanation and a certified copy of the court record. If the court record is no longer available, a certified letter from the court attesting to the destruction or non-availability of the record must be submitted.

Students should refer carefully to the state board of nursing requirements for licensure.

For Kentucky Board of Nursing Licensure by examination:

<https://kbn.ky.gov/Registered-Nurse/Pages/rn-examination.aspx>

SECTION VI- CLINICAL/LAB

RN FACULTY POLICY NO.	100-66
RN STUDENT POLICY NO.	200-49

POLICY NAME:	Bloodborne Pathogens
SUBJECT:	Bloodborne Pathogens Policy
EFFECTIVE DATE:	August 2014
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, May '21, May '22, May '23
REVISED DATE	May '24, Nov '24
PURPOSE	
The Bloodborne Pathogens Policy is designed to establish a mechanism for appropriate treatment, follow-up and counseling after exposure to blood or body fluids while in the clinical setting. Documentation of the incident is required to track data related to injuries in clinical settings.	

PROCEDURE:

Faculty and students of the School of Nursing at Campbellsville University must seek appropriate treatment, follow-up, and counseling after exposure to blood or body fluids.

An exposure is defined as:

- A needle or other puncture wound from a source presumed to be contaminated with blood and/or body fluids.
- Direct contact of non-intact skin (open lesion, chapped, or abraded skin) with blood or body fluids
- Mucous membrane contact from a known source of blood or body fluids (a splash in the eye, mouth, or any other mucous membrane lining).

In the event that a student or faculty member is exposed to a bloodborne pathogen during a scheduled clinical experience the agency's exposure policy shall be followed. The student/faculty will, at a minimum:

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

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

- Provide immediate first aid treatment as described above.
- Proceed to closest emergency facility to initiate post-exposure screening, treatment and counseling.
- The faculty/student is encouraged to seek post-exposure treatment per the Centers for Disease Control (CDC) Guidelines.
- The exposed individual is responsible for costs related to testing and treatment of self and testing of the source.

Following exposure, nursing faculty should complete the Exposure Incident Report and submit copies to the School of Nursing Dean and Clinical Coordinator for review or follow-up.

While it is an individual decision whether to comply with the recommended post-exposure screening, treatment, counseling, or follow-up, the student/faculty should be offered available resources such as the Local Health Department.

Additional information on "Occupational Exposure to Bloodborne Pathogens" is available from the OSHA website, www.osha.gov

RN FACULTY POLICY NO.	100-69
RN STUDENT POLICY NO.	200-50

POLICY NAME:	Clinical Evaluations
SUBJECT:	Clinical Evaluations
EFFECTIVE DATE:	August 2008
POLICY HISTORY	
REVIEWED DATE	Jan '15, Aug '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, May '20, May '21, May '22
REVISED DATE	May '21, May '23, May '24, Mar '25
PURPOSE	
Core nursing classes at the School of Nursing have clinical components that must be taken concurrently with the theory class. These clinical components must be passed in order to complete the requirements for the class. The clinical component is assessed on a pass-fail basis. "Clinical" encompasses a traditional clinical site, laboratory, simulation, and observational experiences.	

PROCEDURE:

In order to pass the clinical portion of any given class, the student must meet specified course outcomes. These course outcomes are specifically developed for each course and criteria are outlined in each course clinical evaluation tool.

Students will be evaluated using the clinical evaluation tool and other course specific evaluation methods as outlined in each course syllabus (i.e., return demos, simulation, math exam, etc.). Specific scoring will be used to identify any weaknesses in performance and formative evaluations will be given.

Students are expected to be self-motivated and responsible for preparation for the clinical experience. The student is expected to be prepared to provide client care as assigned. Lack of preparation will be noted in the clinical evaluation tool and may result in dismissal from the clinical experience with a Clinical Absence for the day. The student may be referred to the Clinical Laboratory for additional remedial practice if not adequately prepared to provide client care.

During lab experiences, students are expected to follow SON policies (i.e., dress code, attendance policy, practice lab rules). Students may be assigned prep work prior to lab experiences and specific lab practice hour requirements. During simulation, students are required to actively participate and complete the Simulation Effectiveness Tool---Modified Form. Inability to meet these requirements may result in dismissal with a clinical absence for the day.

Students are evaluated by other means including return demonstration and math exams (See PPM policy 100-88/ Student handbook policy 200-61 for return demonstration guidelines) (See PPM policy 100-19 Guidelines for faculty developed exams). Students must complete a math exam and score 100% by the third attempt in order to attend their first clinical rotation.

POLICY NAME:	Clinical Preceptors
SUBJECT:	Clinical Preceptors
EFFECTIVE DATE:	January 7, 2010
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Dec '19, May '20, May '21, May '22, May '24
REVISED DATE	Aug '19, Nov '20, May '23, Mar '25
PURPOSE	
The School of Nursing shall utilize Clinical Preceptors as needed to accomplish the mission and objectives of the Nursing Program.	

PROCEDURE:

The assigned faculty member overseeing the practicum program within the School of Nursing will use the following determinates when approving a preceptor for an individual student.

Approval of Clinical Preceptors

Clinical Preceptors will be approved and appointed based on the following criteria reflecting the Kentucky Board of Nursing 201 KAR 20:310 and ACEN Accreditation Requirements. Students will not seek out their own preceptor, as this is done as a collaborative effort between lead clinical faculty and the clinical coordinator at the School of Nursing.

- Clinical Preceptors must have a minimum of one year of full-time clinical experience as a registered nurse, two is preferred.
- The Clinical Preceptor will be at minimum associate's degree prepared.
- The Clinical Preceptor shall submit a completed copy of the Clinical Preceptor Form.
- The clinical preceptor shall have evidence of clinical competencies related to the area of assigned clinical teaching responsibilities.

The Kentucky Board of Nursing further defines the role and responsibility of a preceptor as follows:

- A preceptor may be used to enhance clinical learning experiences. If a preceptor is used, it shall be done after a student has received clinical and didactic instruction from the program faculty in all basic areas for the course or specific learning experience.
- A preceptor shall hold a current unencumbered license, privilege, or temporary work permit to practice as a registered nurse in the state of the student's clinical site. In a practical nursing program, a preceptor may hold a current unencumbered license, privilege or temporary work permit to practice as a licensed practical nurse in the state of the student's clinical site.
- A preceptor shall not be used to replace clinical instructors. The ratio of student to preceptor shall not exceed (2) to one (1). Clinical Instructors or nurse faculty retain responsibility for student learning and confer with the preceptor and student for the purpose of monitoring and evaluation learning experiences.
- There shall be documentation of orientation to the course, program outcomes, student learning objectives, evaluation methods to be utilized by the faculty, and documented role expectations of faculty, preceptor and student.

Orientation to Role

Members of the School of Nursing Faculty will orient the Clinical Preceptors to their assigned role. Orientation will include:

- Preceptor is provided the contact information for the lead course instructor and given course orientation details via email or phone.
- A PowerPoint presentation will be shared with the preceptor outlining the End-of-Program student learning outcomes (EPLOS), course-specific outcomes, and student learning objectives.
- Preceptor will receive a copy of the weekly evaluation tool along with instructions on how to use it and to collaborate with the student for documentation.
- Roles and responsibilities will be clearly defined and explained to clarify the roles of the preceptor, student and clinical instructor.

References:

Kentucky Board of Nursing. (2022). Faculty for Prelicensure registered nurse and practical nurse programs. Legislative Research Commission. [201 KAR 20:310]
Accreditation Manual, 2023 Standards and Criteria. Accreditation Commission for Education in Nursing., Atlanta, GA, United States.

POLICY NAME:	Selection of Clinical Sites
SUBJECT:	Selection of Clinical Sites
EFFECTIVE DATE:	April 2017
POLICY HISTORY	
REVIEWED DATE	Aug '17, Jan '18, Aug '19, Jan '19, Aug '19, Dec '19, May '20, Aug '20, May '22
REVISED DATE	Aug '19, Aug '20, May '21, Mar '23, May '24, Mar '25
PURPOSE	
The School of Nursing will select clinical sites based on the selection criteria designated for the nursing student learning needs.	

PROCEDURE:

The Clinical Coordinator, in collaboration with the Dean of the School of Nursing and other relevant faculty and staff, will assess potential new clinical facilities to determine their suitability for nursing students' learning needs. The Clinical Site Selection Evaluation Tool will be utilized when evaluating potential new clinical facilities. This tool will ensure the respective sites provide an optimum learning experience for students to achieve the course learning objectives and the School of Nursing program student learning outcomes.

The following process serves as protocol for the selection of clinical site:

1. The Clinical Coordinator, in conjunction with relevant faculty and staff, will schedule a new site visit based on interest and clinical potential.
2. The Clinical Regulatory & Compliance Administrative Coordinator will contact the facility to initiate affiliation agreement.

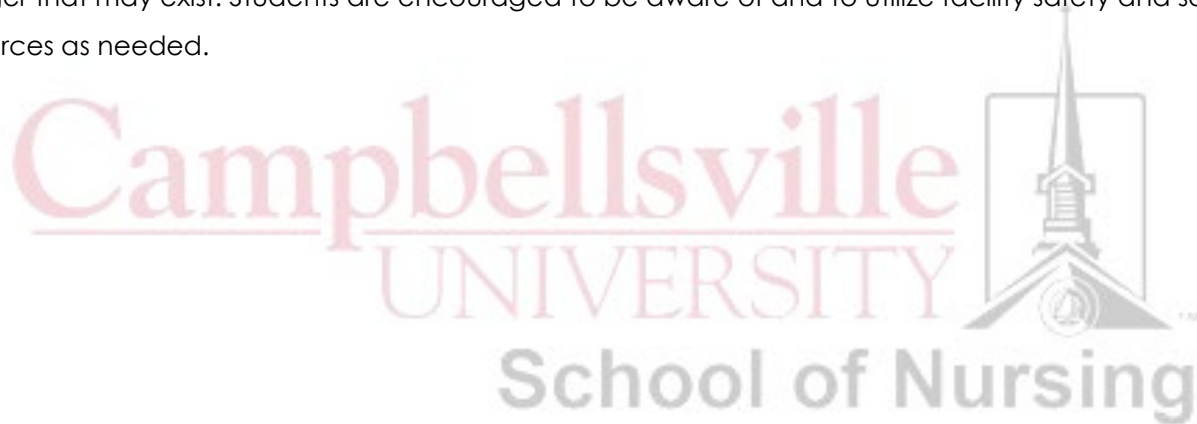


RN FACULTY POLICY NO.	100-72
RN STUDENT POLICY NO.	200-52

POLICY NAME:	Clinical Setting Student Personal Safety
SUBJECT:	Clinical Setting Student Personal Safety
EFFECTIVE DATE:	August 2014
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Jan '17, Aug '17, Jan '18, Aug '19, Jan '19, Aug '19, Dec '19, May '20, May '21, May '22, May '23, May '24, Mar '25
REVISED DATE	Aug '16
PURPOSE	
Guidelines for Student Safety in the Clinical Setting	

PROCEDURE:

Students should recognize that with any clinical setting potential hazards may exist. Students must be aware of the environment surrounding the clinical setting and take adequate precautions to ensure personal safety. Students are asked to observe safety regulations in transportation to and from the clinical site. Also, students must be observant when walking to and from the buildings and parking areas and be vigilant for signs of danger that may exist. Students are encouraged to be aware of and to utilize facility safety and security resources as needed.



POLICY NAME: Confidentiality

SUBJECT: Confidentiality

EFFECTIVE DATE: August 2014

POLICY HISTORY

REVIEWED DATE Aug '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '19, Jan '19, Aug '19, Dec '19, May '20, May '21, May '22

REVISED DATE May '23, May '24, Mar '25

PURPOSE

Students must maintain client confidentiality at all times. "Client confidentiality" means that students and faculty/staff are not permitted to discuss client information outside of the learning environment.

PROCEDURE:

Discussion in the learning setting should be limited to items pertaining to client care. No client-related documents are permitted outside the learning environment. Students must observe agency/facility policies regarding destruction of any forms used for educational purposes.

Hospital Client Confidentiality Reminders:

- Client information should only be discussed with other members of the health care team who have a "need-to-know." Do not discuss client information with anyone else, including fellow employees and your family members.
- Do not tell unauthorized people that you saw or have knowledge of a client being seen as an outpatient. Authorized persons are those members of the health care team who have a legitimate "need-to-know."
- Do not access any information (Example: looking in a neighbor's medical record) unless authorized in your job duties. Do not access more information than is necessary to perform your job.
- Speak quietly and discreetly so clients, visitors, and others will not overhear your telephone or other conversation with or about clients.
- If you have a question regarding which family members of a client you are authorized to speak with concerning a client's medical information, ask the client or your supervisor.
- Before answering questions concerning a client over the phone, verify with whom you are speaking, to determine whether they are authorized to receive the information.
- Do not leave papers containing client information (Example: O.R. schedules, test results, open charts) in open view of unauthorized persons. Likewise, turn your computer screen away from open view and/or use screen saver or fade to dim.
- Do not discard papers containing client information in the trashcan. Papers containing client information should be shredded using facility procedure.
- If a clinical instructor makes copies of client information at the clinical site, students are responsible for turning client information back to the clinical instructor, which will be destroyed before leaving for the day per facility procedure.
- Ask visitors to step out of a client's room when conversations take place regarding medical treatment, diagnosis, etc., unless the client authorizes the visitor to be present. Speak softly if there is a roommate, to protect the client's privacy as much as possible.
- Students must communicate with clinical instructors if they have conflict of interest with assigned client(s). When your duties require you to handle confidential information of your friends or acquaintances reassignment to protect that person's privacy will occur.
- In faxing client information to authorized facilities, verify that the recipient is attending the fax machine, especially if their machine is shared by other persons or departments. Use caution in dialing fax numbers. Always use a fax cover sheet with confidentiality statement when faxing documents.
- Any breach of confidentiality will be addressed as defined in the Clinical Evaluation Tool.
- Do not use the intercom system for confidential information regarding a client.
- Do not transfer calls from your area to the room of a secured client.
- Refer media inquiries regarding client information to the instructor or clinical preceptor.
- When making a phone call to relay client or other confidential information, if the party is not home, do not leave detailed information on answering machines or with another person answering the phone. Simply state your name, number, and ask that the intended person return your call.
- Consult with your nursing instructor/preceptor regarding any exceptions to these rules.

POLICY NAME:	Background Check and Other Applicable Screenings
SUBJECT:	Criminal Background Check and Other Applicable Screenings
EFFECTIVE DATE:	August 2014
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Dec '19, May '20, Aug '20, May '21, May '22, Feb '25
REVISED DATE	Jan '15, Aug '19, Aug '20, May '23, May '24
PURPOSE	
Incoming students must submit to a criminal background check and other applicable screenings prior to starting courses in the Nursing Program. A student's conditional acceptance into the Nursing Program may be revoked based upon the results of the criminal background check/applicable screenings where the results reveal information which indicates unfitness for the study and/or practice of nursing.	

PROCEDURE:

Current students in the Nursing Program are required to submit to criminal background checks and other applicable screenings by a vendor that is approved by the University prior to the beginning of each semester. A student may be dismissed from the Nursing Program where the background check/applicable screening reveals information which indicates unfitness for the study and /or practice of nursing.

Failure to provide truthful information as part of a criminal background check or other screening may result in dismissal from the Nursing Program or other appropriate sanction.

Students are required to immediately report (within 48 hours) any arrests and/or convictions which occur while the student is enrolled in the Nursing Program to the Dean of the School of Nursing. Failure to timely report this information can result in the student's dismissal from the Nursing Program or other appropriate sanction.

The University partners with various healthcare entities to provide clinical experiences for students as part of the educational requirements of the Nursing Program. Students must consent to the University sharing the results of any criminal background check or other related screening with healthcare entities where the student may be placed to complete a clinical experience. These healthcare entities may deny clinical access to students on the basis of the results of their criminal background checks or other screening. When a student is denied clinical access under these circumstances, the student will be unable to complete the required clinical component of the nursing course, which will result in a failing grade for the nursing course and may result in the student not being able to complete the Nursing Program. Students will not be entitled to any reimbursement of tuition, fees or other costs if they are unable to complete the Nursing Program as a consequence of their criminal background/applicable screening results.

Students (incoming and current) are responsible for paying the cost of any required criminal background checks or other applicable screenings.

Students are also advised that the Kentucky Board of Nursing requires applicants for licensure to report criminal convictions and to submit to a criminal background check. Further, persons licensed or credentialed through the Kentucky Board of Nursing must report criminal convictions to the Board. Students are provided with a brochure from the Board of Nursing entitled "Mandatory Reporting of Criminal Convictions" and should consult the Board of Nursing for additional information.

Deniker, S. (November 2019). Personal & Email Communications with Steptoe & Johnson

RN FACULTY POLICY NO.	100-76
RN STUDENT POLICY NO.	200-55

POLICY NAME:	Drug and Alcohol Screening
SUBJECT:	Drug and Alcohol Screening
EFFECTIVE DATE:	August 2006
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, May '20, May '22, May '23, May '24, Feb '25
REVISED DATE	Aug '16, Dec '19, May '21
PURPOSE	
Guidelines for Drug and Alcohol Screening at the School of Nursing	

PROCEDURE:

Drug and Alcohol Testing/Drug –Free Environment

Because students in the Nursing Program will be working in health care settings, it is imperative for the safety and well-being of clients, other students, health care workers, faculty members and others that students are not acting in an impaired state as a result of the use of drugs or alcohol. Therefore, as a condition of admission and continuance in the Nursing Program, students are required to submit to drug and alcohol testing prior to the beginning of each semester and any other time as required for a clinical placement. Further, students may also be tested where there is a reasonable suspicion that they may be impaired or otherwise under the influence of drugs or alcohol. Finally, students are subject to random drug and alcohol testing to be conducted at the discretion of the University.

Refusal to submit to a required drug and alcohol test is grounds for non-admittance or dismissal from the Nursing Program. Further, providing false information as part of a drug and alcohol test or attempting to manipulate the testing results through sample adulteration or other means is grounds for non-admittance or dismissal from the Nursing Program.

The drug and alcohol testing of applicants and students in the Nursing Program will be conducted by an independent agency which is contracted by the University. Specific questions related to testing procedures and challenges to testing results should be directed to the agency conducting the testing. The cost of testing is determined by the independent agency which conducts the testing and payment of that cost will be the sole responsibility of the applicant or student, except that the University will pay for random testing.

A positive drug or alcohol test may result in an applicant being denied admission into the Nursing Program; a student being denied placement at a clinical site; a student being required to successfully complete a drug or alcohol rehabilitation program (which is approved by the Dean of the School of Nursing) and meet other required conditions to be eligible to continue in the program or be considered for re-enrollment; and enrollment; and/or expulsion from the Nursing Program. The Dean of the School of Nursing shall make the final decision regarding appropriate action to be taken against an applicant or student as a result of a positive drug and alcohol test.

The University partners with various health care entities to provide clinical experiences for students as part of the educational requirements of the Nursing Program. Students must consent to the University sharing the results of any drug and alcohol testing with health care entities where the student may be placed to complete a clinical experience. These health care entities may deny clinical access to students on the basis of the results of their drug and alcohol tests. When a student is denied clinical access under these circumstances, the student will be unable to complete the required clinical component of the nursing course, which will result in a failing grade for the nursing course and may result in the student not being able to complete the Nursing Program. Students will not be entitled to any reimbursement of tuition, fees or other costs if they are unable to complete the Nursing Program as a consequence of their drug and alcohol test results.

Students are required to notify their nursing/clinical faculty member advisor of the use of any prescribed medication which may interfere with their ability to care for clients or otherwise participate in a clinical placement.

The following conduct is also prohibited by students in the Nursing Program and will result in any of the disciplinary actions described above related to positive drug and alcohol tests:

- Use, possession or distribution of illegal substances or substances not used in accordance with the applicable prescription.
- Reporting to class, clinical placement or other student activity while in an impaired state due to drug or alcohol use.

Applicants and students must immediately notify the Dean of the School of Nursing if they are the subject of any campus, criminal or other investigation related to the use, possession or distribution of alcohol or drugs or if they are charged with or convicted of a drug or alcohol-related offense. The Dean will determine what action, if any, should be taken with regard to the student based upon these issues.

Students are subject to the other policies of the University related to discipline for the use, possession and/or distribution of drugs or alcohol.

POLICY NAME: Clinical Expectations**SUBJECT:** Clinical Expectations**EFFECTIVE DATE:** August 11, 2018**POLICY HISTORY****REVIEWED DATE** May '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '21, May '22, May '23, Mar '25**REVISED DATE** N/A**PURPOSE**

In order to clarify expectations and increase consistency among clinical groups the following guidelines will be followed.

PROCEDURE:

In order to clarify expectations and increase consistency among clinical groups the following guidelines must be met:

- Student must attend any/all mandatory facility orientations.
- Student must complete all clinical onboarding and orientation paperwork on-time as instructed.
- Student must retain copies of all clinical requirement paperwork (facility guidelines, acknowledgements, etc.).
- It is the responsibility of the student to ask questions about any clinical or orientation requirement as needed.
- All documentation must be written in permanent black ink. Erasable pens are prohibited. Any errors made while recording should have a single line drawn through the error with the student's initials, date, and time.
- Student signatures should include first name initial, last name, followed by N.S.
 - Example: J. Doe, N.S.
- Student must be present for, and receive, report from the primary nurse at the beginning of each clinical day/shift as relates to course expectations.
- Student must not leave the facility for lunch, and the time allowed for lunch should be mindful of overall mission.
- Student cannot order meal delivery while at clinical. Ex: DoorDash, UberEATS, Pizza Delivery, etc.
- Student must adhere to all deadlines regarding clinical paperwork.
- Student must follow all SON and facility policies and procedures.
- All documentation must be turned in at the end of each clinical day (or as stated in course syllabus, or as agreed upon by lead Instructor.).

The students are given clinical credit for every hour that they are in clinical. In order for our students to achieve the maximum benefit of each clinical experience, Clinical Instructors must make every effort to plan activities in order that students get the most exposure to direct client care situations. Any special gatherings (not included in the syllabus criteria, directly pertaining to course objectives) must be arranged on time other than clinical instructional timeframe.

RN FACULTY POLICY NO.	100-79
RN STUDENT POLICY NO.	200-56

POLICY NAME:	Immunization/Certification/Applicable Screenings Requirements
SUBJECT:	Immunization/Certification/Applicable Screenings requirements
EFFECTIVE DATE:	August 2006
POLICY HISTORY	
REVIEWED DATE	Jan '15, Aug '15, Jan '16, Jan '17, Jan '18, Aug '18, Jan '19, Aug '19, Apr '20, May '21, May '22
REVISED DATE	Aug '17, Dec '17, Aug '19, Dec '19, Jun '20, Dec '20, May '21, May '23
PURPOSE	
Guidelines for Immunization/Certification/ Applicable Screenings requirements	

PROCEDURE:

Campbellsville University School of Nursing uses an online clinical database repository to maintain all required student immunization, certification, and applicable screening requirements. All students are required to upload all specified requirements to the repository upon admission into the program. After admission, students are responsible for continuously monitoring their requirements to ensure they remain in compliance with no lapses while enrolled in the nursing program. By uploading the required documents into the repository, students grant the School of Nursing permission to share these documents with interested parties as requested for clinical placements. Students are required to pay for the usage of the online clinical database repository throughout the entirety of their nursing program.

IMMUNIZATION/CERTIFICATION/APPLICABLE SCREENING REQUIREMENTS

The following immunizations, certifications, and applicable screening requirements have been established to help protect students, faculty, healthcare providers, and clients during encounters with one another. These requirements may change based on Center for Disease Control (CDC) recommendations and/or changes to clinical facility requirements. Students will be informed as soon as possible of any changes to any compliance-related requirements due to CDC recommendations or facility requirements, as well as any deadlines for these changes that must be met. Medical exemption may be awarded on a case-by-case basis provided that the student submits the required documentation completely and in a timely manner.

Tuberculosis Screening:

- **Initial Admission:** Applicants must upload proof of negative blood assay testing results within the last year, with the school TB screening form.
- **After Admission:** Students will be required to upload proof of negative repeat annual blood assay testing along with the annual school TB screening form. The online clinical database repository will schedule the renewal date for annual blood assay testing to one year from the administered date on the last blood assay testing results uploaded. Annual blood assay testing must be completed and uploaded prior to the renewal date assigned to avoid a lapse. A lapse will occur for any portion of the required documentation not uploaded prior to the required renewal date.
- **Positive Reactors:** Positive reactors will be directed to consult with a Healthcare provider until the appropriate documentation can be provided indicating the student "can be considered free of tuberculosis in a communicable form." Students may be required to upload chest X-rays, screenings, questionnaires, or other required documents with the school tb screening form provided.

MMR's:

- **Initial Admission:** Proof of two vaccinations (documented after 12 months of age and separated by at least 28 days) is required. If vaccination records are unavailable, laboratory evidence of immunization will be acceptable.

Diphtheria, Tetanus, and Pertussis (TDaP):

- **Initial Admission:** Proof of TDaP vaccination received within the last 10 years.
- **After Admission:** Renewal date will be set to 10 years from the last documented TDaP administered date uploaded. A lapse will occur for any TDaP vaccine renewal not uploaded by the scheduled renewal date.

Varicella (Chicken Pox):

- **Initial Admission:** Proof of two vaccinations is required. If vaccination records are unavailable laboratory evidence of immunization will be acceptable.

Polio:

- **Initial Admission:** Proof of initial series (3 if IPV or 4 if OPV). If vaccination records are unavailable laboratory evidence of immunization will be acceptable (you must submit the titer type I and type III).

Hepatitis B:

- **Initial Admission:** Proof of initial series (3) and Hepatitis B Surface Antibody Titer (HBsAB) results. If vaccination records are unavailable, laboratory evidence of immunization will be acceptable (HBsAB titer results only).
- **After Admission:** If Hepatitis B Surface Antibody titer results required for admissions indicate non-immunity, students are required to consult with a healthcare provider to receive a repeat Hepatitis B adult series in an effort to reach immunity. The online clinical database depository will assign additional Hepatitis B requirements for any negative titers, assigning due dates for each repeat vaccine required based on CDC guidelines, and a repeat Hepatitis B Surface Antibody titer 6-8 weeks after receiving the last repeat dose. If repeat Hepatitis B Surface Antibody titer indicates non-immunity, the student will be considered a "non-responder", and no further action is required. A lapse will occur for any documentation of a repeat Hepatitis B adult vaccine not uploaded by the assigned due date.

Influenza:

- **Initial Admission:** For students admitted for fall semester, proof of immunization must be obtained no earlier than September 1st and no later than October 1st of their first semester. For students admitted for spring semester, proof of current immunization obtained no earlier than September 1st and no later than October 1st preceding the start of the semester.
- **After Admission:** Proof of Influenza vaccine obtained annually between Sept. 1st and Oct. 1st. A lapse will occur for any documentation of annual vaccination not uploaded by the scheduled renewal date.

COVID- 19:

- **Initial Admission:** Proof of complete COVID-19 vaccination card or CU School of Nursing Religious Exemption Request (please review the additional information/guidelines regarding exemptions on page)
- **After Admission:** Although CU School of Nursing does not mandate COVID-19 vaccination or any additional boosters, some clinical facilities may require the COVID-19 vaccine and/or additional COVID-19 boosters which may be a requirement for student clinical placement within those facilities.

CPR Certification:

- **Initial Admission:** Proof of current BLS Healthcare CPR Certification from the American Heart Association. RQI independently is not an acceptable form of CPR certification. A two-year AHA certification must accompany the RQI designation.
- **After Admission:** Renewals for CPR certification will be set by the online clinical database repository based on the existing expiration date documented on the current CPR certification uploaded. A lapse will occur for any CPR certification renewal not uploaded by the assigned renewal date.

SRNA (State Registered Nurse Aid) or PCT (Patient Care Technician):

- **Initial Admission:** Proof of current SRNA or PCT license, with no restrictions or disciplinary actions.
- **After Admission:** Renewals for SRNA or PCT certification will be set by the online clinical database repository based on the existing expiration date documented on the current license uploaded. A lapse will occur for any SRNA/PCT renewal not uploaded by the assigned renewal date.

OSHA & HIPPA Training:

- **Initial Admission:** Completion of the OSHA and HIPPA training modules provided by the online clinical database repository and uploaded completion certificates upon admission.
- **After Admission:** Renewals will be set annually for students in the nursing program. A lapse will occur for OSHA or HIPPA training renewals not completed by the assigned due date.

Physical Examination:

- **Initial Admission:** Proof of a physical examination, no older than one-year preceding application to the program, on the CU School of Nursing Physical Examination form.
- **After Admission:** Although CU School of Nursing does not require any physical exam renewals, some clinical facilities may require an updated physical exam which may be a requirement for student clinical placement within those facilities.

Health Care Coverage:

- **Initial Admission:** Current Certificate of Coverage letter indicating active coverage from the health insurance company. Must include a date to show current coverage.
- **After Admission:** Renewals will be set to any expiration date documented on the current uploaded Certificate of Coverage letter, or 1 year from the date the letter was uploaded into the online clinical database repository. A lapse will occur for any proof of coverage not uploaded by the assigned due date.

Drug Testing:

- **Initial Admission:** Drug screening results will be uploaded after initial admission, and after the beginning of each semester throughout the entirety of the nursing program.

STUDENT NON-COMPLIANCE PROCESS & PROCEDURES

Students are responsible for monitoring and maintaining all immunization, certification, and applicable screening requirements in the online clinical database repository throughout the entirety of their enrollment in the School of Nursing. Students are responsible for uploading the required documentation by any established deadlines to prevent lapses and avoid non-compliance.

If a student fails to maintain compliance with any immunization, certification, or applicable screening they will be ineligible to attend all lectures, clinicals, or scheduled course activities until the requirement is met. The Clinical Regulatory & Compliance Administrative Coordinator will notify the student, lead course faculty, and/or clinical instructor of the lapse and the student's ineligibility to participate in course activities until the requirement is met. The CRCAC will send notification of non-compliance one (1) day prior to the expiration of a requirement. If the lapse occurs on a weekend, break, or holiday, the CRCAC may choose to send notification earlier to accommodate University office closings. If school is closed due to weather or other unforeseen circumstances, students are still expected to remain compliant, and notification will be sent immediately upon reopening.

Syllabus attendance policies will apply for students who allow a lapse to occur resulting in non-compliance and ineligibility to attend any course activities.

Students are required to attend in person or "face to face" clinical rotations. Virtual clinical experiences cannot substitute in person or "face to face" experiences to accommodate a student's non-eligibility status due to lapse in a requirement.

MEDICAL & RELIGIOUS EXEMPTIONS FOR IMMUNIZATION REQUIREMENTS:**Medical Exemptions:**

- Students can request medical exemptions for immunization requirements based on a medical condition that is a contraindication to any required vaccination. A list of established medical contraindications to vaccinations can be found on the Centers for Disease Control and Prevention website for Guide to Contraindications at the below website or on the package insert of each vaccine:
https://www.cdc.gov/vaccines/hcp/imz-best-practices/contraindications-precautions.html?CDC_AAref_Val=https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html
- All medical exemptions must be completed and signed by a licensed, treating medical provider on the CU School of Nursing Medical Exemptions form.

Religious Exemptions:

- Students can request religious exemptions only for COVID-19 vaccinations due to sincerely held religious beliefs. Students who are requesting a religious exemption must submit a completed CU School of Nursing Religious COVID-19 Exemption form.

Medical/Religious Exemption Request for COVID-19 Vaccination:

- Campbellsville University School of Nursing will make efforts to place non-COVID-19 vaccinated students in clinical facilities that do accept Medical and Religious Exemptions if a placement is available.
- Students are aware that reporting a Medical or Religious Exemption for the COVID-19 vaccination, could result in non-clinical placement if a facility requires COVID-19 vaccination, or a Medical or Religious Exemption is not accepted. Therefore, this does not guarantee clinical facility placement for non-COVID-19 vaccinated students will be made.
- Students who are unable to be placed in a clinical facility due to non-vaccination status and facility non-availability could result in not meeting the course clinical outcomes, therefore advancement in the course might not be possible.
- Students who are able to be placed in an available clinical facility with an approved Medical or Religious Exemption from the facility, are aware they are responsible for any additional expense that may occur for weekly required PCR testing, appropriate mask, or any additional COVID-19 requirements requested by the facility.

RN FACULTY POLICY NO.	100-81
RN STUDENT POLICY NO.	200-62

POLICY NAME:	Latex Sensitivity
SUBJECT:	Latex Sensitivity
EFFECTIVE DATE:	August 2008
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Aug '16 Jan '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, May '21, May '22, May '24
REVISED DATE	Aug '17, Dec '17, May '23, Mar '25
PURPOSE	
Students will be responsible for notifying the Simulation Coordinator of any sensitivity to medical supplies or equipment.	

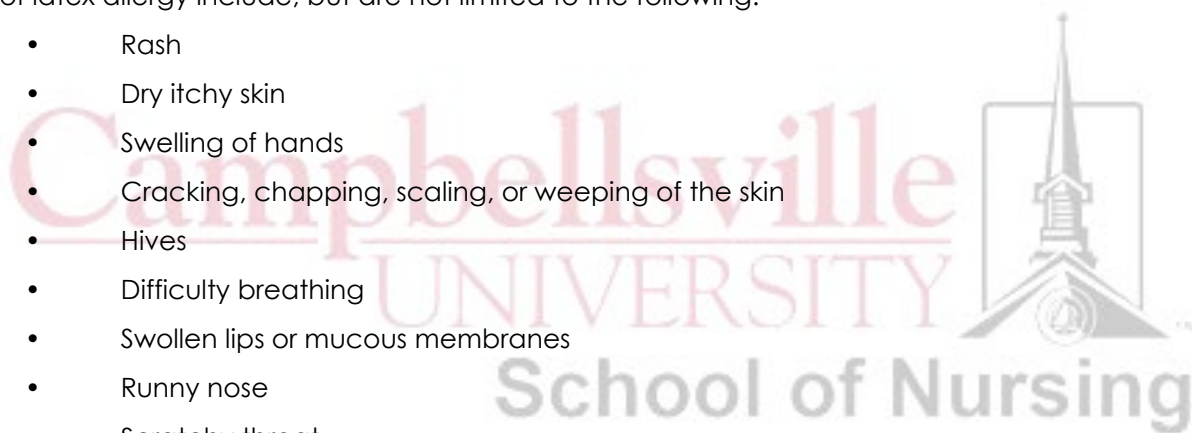
PROCEDURE:

Students need to be aware that the nursing lab and all clinical facilities contain supplies/equipment made of latex that may pose a hazard to individuals with latex allergies. If the student has a documented latex allergy or if signs and symptoms of latex allergy develop, the student must notify the Simulation Coordinator immediately.

Signs of latex allergy include, but are not limited to the following:

- Rash
- Dry itchy skin
- Swelling of hands
- Cracking, chapping, scaling, or weeping of the skin
- Hives
- Difficulty breathing
- Swollen lips or mucous membranes
- Runny nose
- Scratchy throat
- Coughing or wheezing
- Shock

If a latex allergy is identified, the student is to work with the Simulation Coordinator to determine if the student needs to purchase additional supplies or equipment.



RN FACULTY POLICY NO.	100-82
RN STUDENT POLICY NO.	200-57

POLICY NAME:	Mandatory Student Personal Health Insurance
SUBJECT:	Mandatory Student Personal Health Insurance
EFFECTIVE DATE:	August 2014
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Aug '17, Jan '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, May '21, May '22, May '23
REVISED DATE	Aug '19, May '24, Mar '25
PURPOSE	
Guidelines for Mandatory Student Personal Health Insurance	

PROCEDURE:

Campbellsville University is concerned about the health and well-being of all students. Personal Health Insurance is required prior to entering the program and throughout the nursing program. This insurance is required by clinical agencies, and is needed to defray the cost of hospital and medical care for any illness or injury that might be sustained while in this program and the substantial monetary liability that you, as a student, might incur as a result of failure to have such insurance. This mandatory health insurance policy requires students to maintain insurance coverage as a condition of their enrollment. Each student must be enrolled in and maintain a Health Insurance policy throughout the nursing program.

Prior to admission to the program and annually thereafter, each student must provide CastleBranch with a Certificate of Coverage from their Insurance Company. In the event that such coverage lapses, is terminated, or changes the student will notify the Clinical Regulatory and Compliance Administrative Coordinator immediately. If found that the student is not covered, the student may be terminated from the program.

		RN FACULTY POLICY NO.	100-83
		RN STUDENT POLICY NO.	200-58
POLICY NAME:	Medical Releases and Accommodations Due to Illness, Injury, Exposure and/or Disability		
SUBJECT:	Medical Releases and Accommodations Due to Illness, Injury, Exposure and/or Disability		
EFFECTIVE DATE:	August 2008		
POLICY HISTORY			
REVIEWED DATE	Aug '15, Jan '16, Aug '16, Jan '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, Aug '20, May '21, May '22, May '23, May '24		
REVISED DATE	Jun '20, Aug '20, Mar '25		
PURPOSE			
The University is committed to providing a safe learning and working environment for its students, employees and partners. In light of the requirements of the University's nursing programs, students enrolled in the Campbellsville University School of Nursing must be able to meet the physical and emotional demands of course and clinical experiences, including safely interacting with and providing care to others, with or without a reasonable accommodation.			

PROCEDURE:

Any student who (1) has or is recovering from an illness or injury that may impact the student's ability to safely attend class or clinical experience or would put the student or others at risk; or (2) has recently been exposed to a communicable disease that would put the student or others at risk must inform the Lead Faculty for each course as soon as reasonably possible. Further, the student may be required to provide documentation from a health care provider which releases the student to return to class and/or clinical setting; sets forth any restrictions the student may have; and provides any other information requested by the University and/or the clinical provider at any clinical setting at which the student is placed.

Students who may need reasonable accommodations to participate in the Nursing Program due to a disability or other health issues should contact the Office of Disability Services at 270-789-5450.

RN FACULTY POLICY NO.	100-84
RN STUDENT POLICY NO.	200-63

POLICY NAME:	Nursing Lab Equipment Orientation
SUBJECT:	Nursing Lab Equipment Orientation
EFFECTIVE DATE:	July 2015
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Aug '16, Jan '17 Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, May '21, May '22, May '24
REVISED DATE	Jul '15, May '23, Mar '25
PURPOSE	
Guidelines for Nursing Lab Equipment Orientation	

PROCEDURE:

Nursing Lab Equipment Orientation

I, _____ have been advised of the risk of injury with improper use of the following items in the nursing lab.

Initial each box below	Equipment including but not limited to:
	Beds
	IV Pumps
	Defibrillator(s)
	Assorted Venipuncture Devices (angiocaths, butterfly needles, etc.)
	Sharps (lancets, needles, ampules, etc.)

I understand that I will be oriented to each piece of equipment by my faculty throughout the program as it relates to the skill being taught. I also understand that using equipment I have not been oriented to may pose a risk of injury to myself or damage to the equipment, and I will be responsible for any damages or injuries that occur.

Printed _____ Signature _____ Date _____

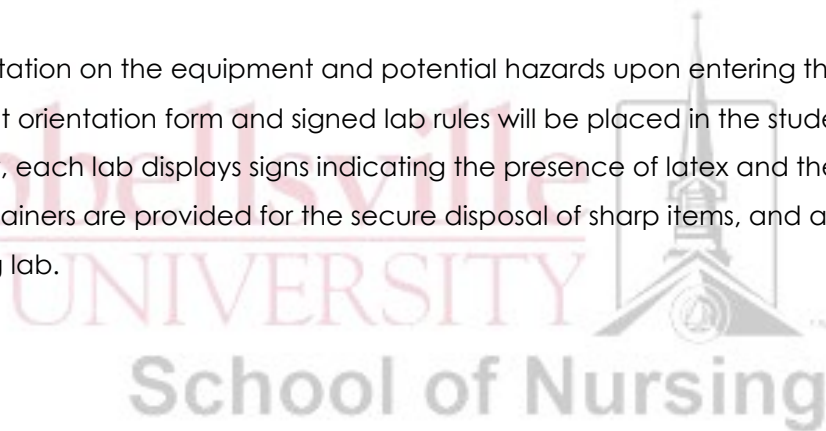
RN FACULTY POLICY NO.	100-85
RN STUDENT POLICY NO.	200-64

POLICY NAME:	Nursing Lab Safety
SUBJECT:	Nursing Lab Safety
EFFECTIVE DATE:	July 11, 2008
POLICY HISTORY	
REVIEWED DATE	Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, May '21, Nov '21, May '22, May '23, May '24
REVISED DATE	Jul '15, Nov '21, Nov '24
PURPOSE	
Guidelines for Nursing Lab Safety	

PROCEDURE:

Campbellsville University's School of Nursing is committed to maintaining a safe environment for student practice. A strong emphasis is placed upon prevention and students are informed about the risks of injury in the lab upon entering the program. Those who utilize the nursing labs may encounter latex-containing items, sharp instruments, common household chemicals, and various equipment typically found in client care settings.

Each student will receive an orientation on the equipment and potential hazards upon entering the program. A copy of the nursing lab equipment orientation form and signed lab rules will be placed in the student's permanent file. To promote safety, each lab displays signs indicating the presence of latex and the established lab rules. Additionally, sharps containers are provided for the secure disposal of sharp items, and an eye wash station is available in each nursing lab.



RN FACULTY POLICY NO.	100-86
RN STUDENT POLICY NO.	200-59

POLICY NAME:	Personal Digital Devices in the Clinical Setting
SUBJECT:	Personal Digital Devices in the Clinical Setting
EFFECTIVE DATE:	December 2012
POLICY HISTORY	
REVIEWED DATE	Jan '16, Aug '16, Jan '17 Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, May '21, May '22, May '23, May '24, Nov '24
REVISED DATE	N/A
PURPOSE	
Guidelines for Personal Digital Devices in the Clinical Setting	

PROCEDURE:

Upon entrance into the Campbellsville University Associate Degree Nursing Program, Personal Digital Devices (PDDs) are required as of 1-8-13 for all undergraduate clinical experiences. The device will be loaded with required reference-based software. All students entering clinical areas have been advised of and are expected to comply with Health Insurance Portability and Accountability Act (HIPAA) regulations.

All client related information is confidential. Client related information is defined as all information related to the health, business, or personal matters of the client or client's family. This includes but is not limited to Protected Health Information (PHI) that is based on a client's diagnosis, examination, treatment, observation, or conversation, and information maintained in data bases that contain diagnostic or treatment related information. In order to comply with current regulations, the following protocol has been established for PDDs use in the undergraduate nursing programs.

Personal Digital Devices include but are not limited to PDAs, smart phones, laptops, tablets (iPad, Kindle, etc.), and cell phones.

- Protected Health Information (PHI) cannot be entered into the PDD.
- Pictures cannot be taken in the clinical setting.
- The usage of personal functions on the device which include but are not limited to personal text messaging, phone calls or gaming is prohibited during clinical hours.
- The PDD cannot be taken into the client's room. It will only be utilized in designated areas.
- The device is intended for Campbellsville University Nursing Program use only, and the students may be required to turn over the device to an instructor at any time for visual examination to ensure confidentiality has been preserved.
- If any of these guidelines are not followed it can lead to a clinical warning or dismissal from the nursing program.

RN FACULTY POLICY NO.	100-87
RN STUDENT POLICY NO.	200-60

POLICY NAME:	Professional Appearance
SUBJECT:	Professional Appearance
EFFECTIVE DATE:	August 2006
POLICY HISTORY	
REVIEWED DATE	Jan '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, Nov '21, May '22
REVISED DATE	May '15, Aug '16, Apr '19, May '20, May '21, November '21, May '23, May '24, Nov '24
PURPOSE	
Guidelines for Professional Appearance on campus and the clinical area	

PROCEDURE:

Students are expected to display a professional appearance on campus, in the clinical area and while representing CUSON. This includes the time the student is obtaining assignments as well as providing client care. As determined by faculty, any language, behaviors, or pictures deemed obscene, objectionable, or unprofessional will not be acceptable. This includes but is not limited to clothing and/or tattoos. Instructors reserve the right to determine if the student's appearance meets the professional dress code standards established by Campbellsville University School of Nursing A.D.N. Program.

Complete uniform is mandatory while at clinicals, for return demonstrations, simulations, and the blood drive community service project. Other events may require complete uniform as instructed by lead course faculty.

By definition, complete uniform is as follows:

Medical Uniform (reference "Whites")

- Uniforms must be clean and pressed
- White uniform as approved by administration. Students must obtain and wear both approved armbands while in uniform.
- Approved, white lab coat is permissible.
- Shoes must be white, rubber soled, and have minimal to no logos or accents. NO cloth, canvas, opened toed or heeled shoes permitted.
- Socks or hosiery are required. Socks must be white and cover the ankle. Hosiery (if worn) must be white or flesh tone.
- Name Tags-the CUSON nametag worn on the right side of embroidered lab coats, uniform jackets or uniform tops. If there is no embroidery, wear the nametag on the left side.

Psychiatric Uniform (reference "Greys")

- Uniforms must be clean and pressed
- Grey scrub jacket as approved by administration.
- White shirt with collar. Polo-style shirt with collar, button down collar, blouse collar, turtleneck or mock turtleneck are acceptable options.
- Black slacks or pants. Skirts are permissible related to religious values (although not recommended). Skirts must be below knee in length.
- Shoes must be black, rubber soled, and have minimal to no logos or accents. NO cloth, canvas, opened toed or heeled shoes permitted.
- Socks or hosiery are required and must be black. Socks must cover the ankle.
- No lanyards are permissible.
- During Psychiatric rotations student badges will be determined per facility protocol.

***NOTE: Equipment is outlined in course syllabi (defer to lead faculty and/or course syllabus for detailed information.).**

Under Clothing

- Underclothing is a requirement of the uniform. Underclothing will be white or flesh tone. Socks (or hosiery) are required. Socks and hosiery must conform to the specified uniform and cover the ankle.

Grooming

- Hair must be off the collar, pulled back, a naturally appearing color. If necessary, hair restraints shall be of a solid (no pattern), unadorned (no glitter, no attachments, etc.), neutral color that matches hair tone/color as least visible as possible.
- Nails: short, clean, and polish free. No artificial nails, gel polish, acrylic overlays, or white tips.
- Make-up: if worn, must be minimal in nature color for daywear. (neutral/skin tone only)

Personal Hygiene

- At all times student must be clean, neat, and groomed with no evidence of body odor, perfumes, colognes or fragrances. Beards and mustaches must be short and neatly trimmed. Gum chewing is prohibited.

Tattoos

- Visible tattoos in the clinical setting are discouraged.
- Tattoos that are not permitted visible in the clinical setting, and must be covered at all times include, but are not limited to, the following:
 - Tattoos on the face or front and sides of the neck
 - Sexual or indecent in nature
 - Weaponry
 - Nudity
 - Contain vulgar, profane, or inappropriate language
 - Showcase extremist symbols associated with politics, warfare, slavery, or gangs
 - Racist
 - Sexist
 - Any image/wording that goes against the Mission and Core Values of the University and the School of Nursing
- Tattoos that are less than 4 weeks old, must also be covered, regardless of location.

Accessories

- A watch with a second hand is expected. No smart watches, bracelets or anklets are permissible.
- Necklaces are prohibited.
- Earrings and facial piercings are prohibited.
- Rings are prohibited.

When the Nursing Uniform is Not Required:

Campbellsville University Students will maintain a professional appearance and demeanor when representing the School of Nursing or Campbellsville University. In order to ensure a highest level of professionalism, the Lead Course Faculty will determine appropriate attire for a given circumstance or event. This may include the "grays" uniform as described above or business casual with a clean lab coat with CU School of Nursing name tag.

As Defined, Business Casual is as follows:

- Dress, khaki, or corduroy slacks in a solid color are permissible. Skirts will be below the knee, slacks or pants will be ankle length (no shorts, Capri or calf length bottoms are acceptable unless approved for outdoor event).
- Dress shirts, blouses, button-down, or solid colored polo shirt are permissible.
- Dress shoes with socks or hosiery expected; no exceptions.

Examples of inappropriate attire include

- Sweat shirts or jogging suits
- T-shirts or any clothing with advertisements
- Jeans or denim attire (unless approved for outdoor event)
- Any clothing through which underwear is visible
- Low-cut tops, or clothing that exposes the midriff
- Shorts, capris, or hats
- Open-toed shoes, sandals, or high heels
- Students are encouraged to leave purses and bags in their car trunks, carrying only the money needed for lunch in their pocket.

Faculty has the right to determine that a student's dress is inappropriate and can dismiss the student for the day (resulting in a Clinical Absence). If a student has questions about whether a particular item of clothing is appropriate, they should ask the instructor prior to the clinical session. Campbellsville University Clinical Instructors are expected to present themselves professionally and with consideration to the clinical area in which they are assigned. See lead course faculty for each specific course requirements.

RN FACULTY POLICY NO.	100-88
RN STUDENT POLICY NO.	200-61

POLICY NAME:	Return Demonstration
SUBJECT:	Return Demonstration
EFFECTIVE DATE:	August 2009
POLICY HISTORY	
REVIEWED DATE	Jan '16, Aug '16, Jan '17 Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, May '21, May '22, May '23
REVISED DATE	May '24, Mar '25
PURPOSE	
Guidelines for Return Demonstration	

PROCEDURE:

When performing return demonstrations in the clinical laboratory, the student is expected to be prepared to perform satisfactorily on the first attempt. The student may repeat two different skills, one time each, in the first semester. The student may repeat one skill, one time, in second and fourth semesters. No cancellations/rescheduling of appointments for return demonstration are allowed on the return demonstration days. Failure to appear for a scheduled time will count as an unsuccessful attempt. Students are expected to follow dress code when completing a return demonstration. Students presenting to return demonstration session tardy, or without their skills manual, equipment, or nursing uniforms, will be viewed as unprepared, resulting in an unsuccessful attempt.



RN FACULTY POLICY NO.	100-89
RN STUDENT POLICY NO.	200-65

POLICY NAME:	Sharps Injury Policy
SUBJECT:	Sharps Injury Policy
EFFECTIVE DATE:	April 2010
POLICY HISTORY	
REVIEWED DATE	Jan '16, Aug '16, Jan '17 Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, May '21, May '22, May '23
REVISED DATE	Jul '15, May '24, Nov '24
PURPOSE	
Guidelines for Sharps Injury	

PROCEDURE:

The School of Nursing strives to maintain a skills lab in which safety is the number one priority for our students. The lab provides students with a simulated clinical environment where it is possible to practice and perfect skills. The lab exposes students to medical equipment that requires instruction for use. While in the lab, students are to follow all posted rules.

Students shall, upon orientation, be made aware of the potential for sharps related injury to occur. We do not anticipate that sharps injuries in the controlled setting of the clinical lab(s) will pose a significant threat to students or faculty. Equipment will only be used in simulation exercise and not on humans. However, to prevent potential infection, first aid will be rendered at the time of injury. The student will be instructed regarding signs and symptoms of infection, and the need to follow-up with health care provider for abnormal responses at the student's expense.

Faculty member will review the Blood Borne Pathogens Policy with the student as a teaching mechanism. A sharps injury log will be maintained. If a sharps injury occurs during a practice session, the faculty/staff member present will be responsible for documenting on the sharp's injury log the following information:

- Date/time
- Type/brand of device
- Lab/area involved
- Brief explanation of the event with name and title of faculty present
- Bloodborne Pathogens Policy Reviewed
- Instructions given
- Written initials by student confirming instructions provided

The faculty/staff member present at the time of injury will advise the student to clean and cover the area as appropriate, notifying the student to seek medical advice as necessary. In the event that a sharps injury occurs outside of a supervised practice setting, the School of Nursing shall not be held responsible.

RN FACULTY POLICY NO.	100-90
RN STUDENT POLICY NO.	200-66

POLICY NAME:	Simulation for Enhanced Clinical Learning
SUBJECT:	Simulation for Enhanced Clinical Learning
EFFECTIVE DATE:	August 2017
POLICY HISTORY	
REVIEWED DATE	Aug '17, Jan '18, Aug '18, Jan '19, Dec '19, Mar '20, May '20, May '21, May '23
REVISED DATE	May '18, Aug '19, Mar '20, May '22, May '24, Mar '25, May '25
PURPOSE	
To provide clinical experiences for students that they may not experience at a clinical site. To provide situated learning opportunities. To promote guided reflection on practice through debriefing activities.	

PROCEDURE:

Faculty within the School of Nursing will incorporate simulation or active learning strategies to promote simulated learning experiences. These activities will reflect the course objectives and the overall program outcomes. Faculty will record these activities and link them to learning objectives in the curriculum map for each course. The CU SON shall not use more than 50% of the total clinical hours required for graduation in simulation.

Simulation Activities Defined:

The CU SON may utilize simulation in various forms such as in-person practice labs using task trainers, case studies, role play, in-person simulations, virtual clinical excursion, and virtual simulations (online and faculty developed).

Simulated activities will follow the guidelines established by the International Nursing Association for Clinical Simulation and Learning (INACSL). INACSL guidelines include the following design standards as outlined in this policy for effective learning through simulation.

Consents:

Students will be asked to sign the Simulation and Learning Confidentiality Agreement and Consent to Videography/Photography form before the first simulated experience of the semester to establish guidelines that promote an environment of integrity, trust, and respect in the simulated setting. The agreement also outlines the importance of confidentiality concerning to elements of the scenario. Students must also approve the use of any recordings of scenarios for educational and training purposes.

Video Recording and Photo Release: Video recordings of simulations are considered confidential. Whether participating or observing, all students must agree to maintain the confidentiality of the scenario. This includes participating in real-time or viewing of video footage. Videos of simulation are saved on a password-protected system that the CU SON faculty and staff can access. Video recordings are deleted post-debriefing. Signs are posted on the doors of all rooms where videoing will occur.

Role of the Clinical Simulation Instructor:

In accordance with the Board of Nursing regulations, simulation activities will be managed by a nurse who is academically and experientially qualified in the use of simulation, both in its pedagogical and technical aspects. The Clinical Simulation Instructor will demonstrate their qualifications related to simulation by attending simulation conferences, completing educational activities, or holding a credential issued by the Society for Simulation in Healthcare.

Faculty will work closely with the Clinical Simulation Instructor to develop simulated learning activities with measurable learning objectives to achieve expected outcomes and ensure effective performance measures. The Clinical Simulation Instructor will create scenarios that provide the context for the simulation-based experience to meet student knowledge level and expected outcomes within each course. The Clinical Simulation Instructor will facilitate the learning experience, assigning roles to faculty and clinical instructors as appropriate for the given scenario. The Clinical Simulation Instructor will also facilitate the pre-briefing process and distribute any handouts or resources to promote the students' ability to meet identified objectives and to achieve expected outcomes.

The clinical simulation instructor or simulation operator will utilize human, mechanical, or virtual resources to enact a realistic simulation experience. This role will be assigned to either a faculty member or clinical instructor who has experience and understanding of the equipment and the objectives related to the scenario. Other roles within the scenario will be assigned to additional faculty as needed to promote interprofessional and intraprofessional interactions within the scenario.

Fidelity Defined:

INACSL defines fidelity as "The ability to view or represent things as they are to enhance believability. The degree to which a simulated experience approaches reality; as fidelity increases, realism increases. The level of fidelity is determined by the environment, the tools and resources used, and many factors associated with the participants, and can involve a variety of dimensions" (INACSL Standards Committee, 2016).

Fidelity is categorized as low, medium, or high. Examples of low-fidelity are practicing with task trainers in the practice lab setting, use of case studies for comprehension, and/or role-playing. Medium-fidelity involves more realism and may utilize a manikin that simulates heart or breath sounds but lack a realistic environment. Medium-fidelity may focus on a specific task or situation, such as a return demonstration on a full manikin or an actual human (checking apical pulse for return demonstration). The most realistic experience is considered high-fidelity and involves the utilization of computer-based manikins. (What is simulation learning, 2014). The realism in the simulation is an actual situation involving multiple dimensions such as environment, psychological and physical. Utilization of virtual simulation would be considered a high-fidelity simulated activity due to the high level of realism and level of critical thinking and reasoning.

Pre-briefing:

The lead course faculty member will determine pre-briefing activities. Pre-briefing is an informational/orientation session just before the simulation activity. In pre-briefing, the students are given information about the simulation and expectations. It may also include student orientation to the equipment, environment, manikin, roles, and time allotted for the scenario (INACSL Standards Committee, 2016).

Simulation-Based Experience:

Faculty and clinical instructors will assume a facilitative approach without direct commentary to students in the simulated experience. When assigned a role within the scenario, faculty will promote realism in that role without contributing to or prompting the students' actions. When given the role of debriefer, faculty will follow the guidelines of the selected method for debriefing to ensure optimal student participation and reflection.

Virtual Clinical Experience:

Students may be enrolled in courses that include virtual clinical learning components as part of their clinical education requirements. The virtual clinical experience is a structured learning environment designed to simulate or complement in-person clinical training. Students are expected to engage in these experiences with the same level of professionalism, accountability, and participation as in traditional clinical settings.

Completion of all scheduled virtual clinical sessions is mandatory. Failure to complete assigned sessions may result in a clinical absence and an incomplete clinical grade until the work is completed. Inability to meet technology requirements as set forth in RN Student policy 200-40 is not considered an acceptable excuse, and students must plan accordingly. Student performance will be assessed using the course Clinical Evaluation Tool (CET). All patient-related scenarios, documentation, or discussions conducted during virtual clinical sessions are subject to the same confidentiality and HIPAA standards as in-person clinicals. No screenshots, recordings, or sharing of any virtual content is permitted unless otherwise communicated by lead course faculty.

De-briefing:

Faculty will be oriented to the Promoting Excellence and Reflective Learning in Simulation" (PEARLS) method as the basis for debriefing across the curriculum. This method will be used in simulated experiences and in post conference sessions with students as a means to promote higher clinical reasoning. This method was chosen based on its ability to be implemented in a variety of settings and for its ease of use with new and experienced students and faculty (Eppich & Cheung, 2015).

Evaluations:

Following each simulation activity, students and faculty will complete an evaluation of the activity. Results of these evaluations will be tallied by the Simulation Clinical Instructor and used to improve the process of future simulations. Students will complete the Simulation Effectiveness Tool-Modified (SET-M), a standardized evaluation tool adopted from Leighton, Ravert & Macintosh (2015). Faculty will complete a facility-specific tool designed to capture information related to simulation effectiveness from their perspective. (See copies of both instruments attached to this document.) Simulation evaluation data can be viewed on the nursing server, or requested from Clinical Simulation Instructor.

The Clinical Simulation Instructor will complete student performance evaluations using the Creighton Competency Evaluation Instrument. Only students who actively participate in the simulation will be evaluated. After the group debriefing, these evaluations will be reviewed with the student individually and placed in their file. The data will be combined, and an overall student performance report will be generated after each simulation. This report will be shared with appropriate faculty members to determine if any curricular changes are needed.

Faculty may refer to the INACSL guidelines for additional information related to simulation standards which can be found on the INACSL website.

Annually, at retreat, the simulation coordinator will provide an educational presentation on new and innovative ideas to be utilized in the curriculum.

Annually at the Fall Clinical Workshop, clinical faculty and adjuncts will receive an educational presentation on simulation. Faculty, both didactic and clinical, that utilize simulation will engage in one educational activity related to simulation per semester. The Clinical Simulation Coordinator, in collaboration with the Clinical Simulation Instructor, will assign this activity.

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RN FACULTY POLICY NO.	100-91
RN STUDENT POLICY NO.	200-67

POLICY NAME:	Skills Packs
SUBJECT:	Skills Packs
EFFECTIVE DATE:	July 2015
POLICY HISTORY	
REVIEWED DATE	Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, May '21, May '24
REVISED DATE	May '21, May '22, May '23, Mar '25
PURPOSE	
Upon admission to the Nursing Program each student is issued a skills pack and fitted for appropriate glove size	

PROCEDURE:

The skills pack consists of the supplies that each student will need to learn the required nursing skills. Each student is provided orientation to the contents within each bag prior to beginning their first semester nursing course.

Students will inventory the packs content and sign a verification of contents present. Students will also sign the "Skills Pack and Equipment Use Agreement." This form outlines the user's responsibilities to ensure the safe use of contents. These documents will be placed in students' files.

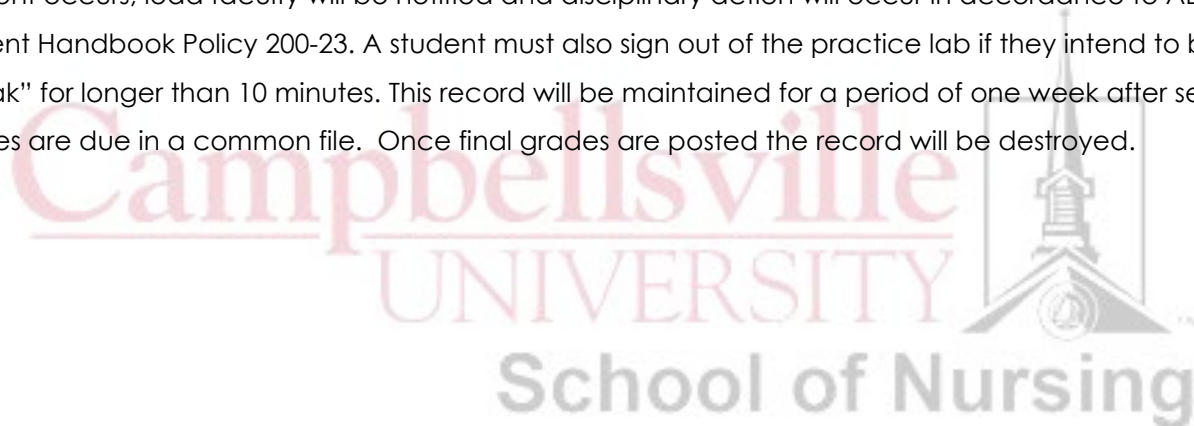


RN FACULTY POLICY NO.	100-92
RN STUDENT POLICY NO.	200-68

POLICY NAME:	Student Practice Lab Log
SUBJECT:	Student Practice Lab Log
EFFECTIVE DATE:	August 2008
POLICY HISTORY	
REVIEWED DATE	Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, May '21, May '22, May '23, Mar '25
REVISED DATE	Jul '15, May '24
PURPOSE	
In order to help ensure that the students within our program have had adequate time to practice for proficiency with regard to the clinical skills they are taught, a practice lab will be maintained.	

PROCEDURE:

Instructors within the program may require students to report to the nursing lab for a predetermined number of practice hours prior to progression to the clinical site. A "Practice Lab Log" will be maintained in the lab in order to document the student's presence in the practice lab. Each student must sign in to the practice lab upon entry and must sign out as they leave for the day. Students may NOT sign in or out on behalf of classmates. If incident occurs, lead faculty will be notified and disciplinary action will occur in accordance to ADN/AASN Student Handbook Policy 200-23. A student must also sign out of the practice lab if they intend to be on a "break" for longer than 10 minutes. This record will be maintained for a period of one week after semester grades are due in a common file. Once final grades are posted the record will be destroyed.



RN FACULTY POLICY NO.	100-94
RN STUDENT POLICY NO.	200-69

POLICY NAME:	Transportation
SUBJECT:	Transportation
EFFECTIVE DATE:	August 2006
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, May '21, May '22, May '23
REVISED DATE	Aug '16, May '24, Mar '25
PURPOSE	
Guidelines for responsibility of transportation to and from assigned Clinical Areas.	

PROCEDURE:

Students must assume responsibility for transportation to and from assigned clinical areas. Frequently, nursing students choose to carpool due to the limited parking space available at some agencies and the expense of gasoline. Clinical agencies have designated areas in which students are allowed to park. These will be outlined for students prior to their clinical assignment. Failure to follow facility parking guidelines may result in not only towing, fines, and/or fees, but also in the student receiving unsatisfactory on the clinical evaluation tool for that clinical day.



RN FACULTY POLICY NO.	100-95
RN STUDENT POLICY NO.	200-70

POLICY NAME:	Guidelines for Practice of Invasive Procedures
SUBJECT:	Guidelines for Practice of Invasive Procedures
EFFECTIVE DATE:	April 2010
POLICY HISTORY	
REVIEWED DATE	Aug '15, Jan '16, Aug '16, Jan '17, Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, May '21, May '22
REVISED DATE	May '23, May '24, Mar '25
PURPOSE	
Guidelines for practice of any invasive procedures.	

PROCEDURE:

Nursing students at Campbellsville University shall not engage in the practice of venipuncture, or any other invasive procedures, except under the supervision of their instructor or preceptor on a client of an agency who is contracted with the school. Permissible procedures include those approved through return demonstration or on the Program Skills Checklist.



RN FACULTY POLICY NO.	100-96
RN STUDENT POLICY NO.	200-72

POLICY NAME:	Understanding and Acceptance of Risk
SUBJECT:	Understanding and Acceptance of Risk
EFFECTIVE DATE:	August 2020
POLICY HISTORY	
REVIEWED DATE	Jun '20, May '21, May '22, May '23, May '24
REVISED DATE	Mar '25
PURPOSE	
This policy confirms that nursing students understand and accept the potential risks of clinical training.	

PROCEDURE:

Understanding and Acceptance of Risk

Working and learning in the healthcare field involves exposure to blood, bodily fluids, and tissues. It may also expose students to communicable and infectious diseases, including, but not limited to, hepatitis, HIV/AIDS, tuberculosis, herpes, COVID-19, strains of the flu, and pathogens and diseases which are currently unknown. While the university will take reasonable precautions to protect the health and safety of its students, there are risks of exposure to viruses, infectious diseases, or other pathogens and conditions that could impact a student's health and safety. By enrolling in the nursing program as a student, you acknowledge, and agree to, each of the following:

- I understand that I will be exposed to blood, bodily fluids, tissues, viruses, infectious diseases, and/or other pathogens and conditions;
- I understand and accept the risk of harm that could be caused to me because of such exposure, including illness, transmission, and/or contraction of infectious disease, and even death;
- I agree to comply with all rules and regulations of the University, the School of Nursing, and any clinical site to which I am assigned, including all health and safety requirements; and
- I acknowledge that through my application, choice of enrollment, and continued participation in the nursing program, serve as my agreement to (a) accept and assume these risks, (b) hold the University and its employees, Board members and agents harmless for any such exposure, transmission, and/or contraction and (c) release the University and its employees, Board members and agents from any claim for damages caused by such exposure, to the extent permitted by law.

Agreed to:

Student Printed Name _____

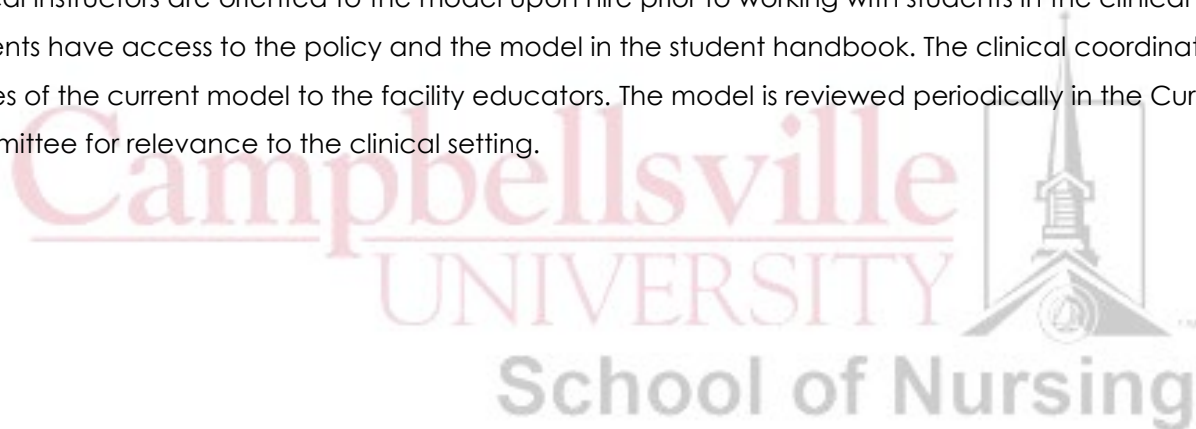
Student Signature: _____ Date: _____

RN FACULTY POLICY NO.	100-98
RN STUDENT POLICY NO.	200-74

POLICY NAME:	Clinical Model Policy
SUBJECT:	Clinical Model Policy
EFFECTIVE DATE:	August 2015
POLICY HISTORY	
REVIEWED DATE	Jan '16, Aug '16, Jan '17 Aug '17, Jan '18, Aug '18, Jan '19, Aug '19, Dec '19, May '20, May '21, May '22, May '23, May '24, Mar '25
REVISED DATE	Aug '19
PURPOSE	
The Clinical Model was developed to clearly define the roles of the nursing student, the nursing faculty, and the nursing staff during a traditional clinical rotation.	

PROCEDURE:

The Collaborative Agreement Regarding Education (CARE) for Clinical Excellence Model® serves as a resource for facility educators as well as for nursing faculty and students within the program. The CARE for Clinical Excellence Model® further serves as a basis for criterion developed for student evaluations of clinical instructors. Clinical instructors are oriented to the model upon hire prior to working with students in the clinical setting. Students have access to the policy and the model in the student handbook. The clinical coordinator distributes copies of the current model to the facility educators. The model is reviewed periodically in the Curriculum Committee for relevance to the clinical setting.



Clinical Model

*CARE for Clinical Excellence

