Kent State University

College of Nursing

Undergraduate Student

Handbook

&

Orientation Manual

Reviewed 10/2018, 9/2019, 10/2020, 9/2021, 9/2022, 5/23,8/24, 8/25

Students are Subject to the Handbook in Effect at the time of their Admission to the College of Nursing

Students will sign to indicate that they have reviewed this Handbook via the Kent State College of Nursing Portal.

Undergraduate Student Handbook

This handbook is intended as a guide to the policies and procedures that pertain to undergraduate baccalaureate students enrolled in the College of Nursing at Kent State University. This handbook should act as a guide to success here at the College of Nursing along with the Undergraduate Catalog, American Nurses Association Code of Ethics, policies provided by the Ohio Board of Nursing, and *The Essentials of Baccalaureate Education for Professional Nursing Practice*.

History

The College of Nursing programs were established in separate stages. Impetus to develop a baccalaureate degree program at Kent State University was first given by the Report to the Ohio Board of Regents on Projected Needs for Nursing Education in Ohio[1], by the Ohio College Association, the Ohio Nurses' Association, and the Ohio League for nursing. The Ohio Board of Regents granted Kent State University approval to establish a baccalaureate degree program in nursing in November of 1966. At their meeting November 15, 1967, the Ohio State Board of Nursing Education and Nurse Registration gave the University approval to conduct this program. The National League for Nursing accredited the program in May of 1971, just prior to the June graduation of the first class. The most recent accreditation was in 2018 by the Commission on Collegiate Nursing Education (CCNE).

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[1] Report to the Ohio Board of Regents. Projected Needs for Nursing Education in Ohio. Columbus, Ohio: Ohio State Nurses Association, 1964, pp. 357-36.

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The College of Nursing initiated the RN-BSN Completion Program in the mid-1990s. Further expansion of the undergraduate program took place with the addition of the Second-Degree, Accelerated BSN Program in 2003.

Mission

Graduates will become competent, compassionate nurses who care for ALL patients, families and the community.

Values/Goals

1. Graduates will become competent, compassionate nurses who care for patients, families and the community.
2. Our graduates will exhibit behaviors of lifelong motivated learners to address the complexity of health care.
3. Graduates will become competent, compassionate nurses who care for all patients, families and the community.
4. We exhibit innovative nursing education models that build on integrity and critical thinking.
5. We cultivate inquisitive minds that innovate and develop new nursing science.

BSN LEARNING OUTCOMES

1. Meet educational eligibility requirements to take the registered nurse licensing examination (National Certification and Licensure Exam).
2. Acquire competencies based on professional standards to assume the role of professional nurse and for career advancement, including graduate studies.
3. Demonstrate evidence-based, culturally sensitive care to all populations.

Admission and Policies

A. Admission to Traditional BSN Nursing Sequence

Freshman Students: Admission to the Nursing major is selective; the process is competitive, and acceptance is never guaranteed. Prospective applicants must have completed:

- High school level biology and chemistry.

- In addition, students must have achieved one of the following:

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o Minimum 2.7 overall high school grade point average (on a 4.0 scale); and a minimum 22 ACT composite or a minimum 1100 SAT score.

o Minimum 3.0 overall high school grade point average (on a 4.0 scale)

- **Early Admission:** Early admission students are granted acceptance to the Professional Nursing Sequence provided they meet the admission criteria for the Traditional Professional Nursing Sequence and maintain the progression requirements. Students must signify they want to be considered for early admission and agree to declare Kent State as their college of choice. The early admission program has a limited number of seats, with an emphasis on students who can enhance the College of Nursing's mission to improve healthy living in a diverse, changing society.

Admission check list for the Traditional Professional Nursing Sequence:

- Students are eligible to make application during the semester in which they anticipate completing or have completed 30 credit hours.
- Students must have a 2.750 cumulative GPA, and a
- 2.750 GPA in the required sciences (BSCI 21010; and 21020; and 20021 or 30171; and CHEM 10050 or 10055 or 10060) to be eligible for admission.
- Students must earn a 2.000 (grade of C) in each of the prerequisite science courses (BSCI 21010; and 21020; and 20021 or 30171; and CHEM 10050 or 10055 or 10060) to be eligible for admission.
- Students must earn a 2.000 (grade of C) in MATH10041- Introduction to Statistics or MATH10041- Introduction to Statistics Plus.

NOTE: The admission process is competitive; acceptance is never guaranteed. The Dean may review the students' educational files to determine if adequate progression has been made.

B. **Admission to the LPN & Allied Health to BSN Sequence:** Licensed Practical Nurse (LPN), Physical Therapy Assistant (PTA), Occupational Therapy Assistant (OTA), Respiratory Therapist (RT), Paramedic, Field/Combat Medics, and Emergency Medical Technician (EMT) students who are pursuing the nursing major will need to complete all core and prerequisite coursework in order to prepare an eligible application for competitive admission to the Professional Nursing Sequence.

Admission checklist for the Professional Nursing Sequence for LPN & Allied Health to BSN students:

- Students must hold an unrestricted license/certification as a LPN, PTA, OTA, RT, Paramedic, Medic, or EMT.

- Students must have a 2.750 minimum cumulative GPA.

- Students must have a 2.750 GPA in the required sciences (BSCI 21010; and 21020; and 20021 or 30171; and CHEM 10050 or 10055 or 10060) to be eligible for admission.

- Students must earn a 2.000 (grade of C) in each of the prerequisite science courses (BSCI 21010; and 21020; and 20021 or 30171; and CHEM 10050 or 10055 or 10060) to be eligible for admission.

- Students are eligible to make application during the semester in which they anticipate completing or have completed 57 credit hours including the following additional prerequisites: NURS 10060, BSCI 30050, NURS 20950, NUTR 23511, Approved Statistics Elective, PSYC 11762, SOC 12050, ENG 11011, ENG 21011, Kent Core Humanity (KHUM), Kent Core Fine Art (KFA), Additional KHUM/FFA, Global Diversity (DIVG) Elective, and UC 10097 (unless excused per respective university policy).

NOTE: The admission process is competitive; acceptance is never guaranteed. The Dean may review the students' educational files to determine if adequate progression has been made.

C**. Admission to the Accelerated Second-Degree Concentration:**

Post-Undergraduate Students*:* **Admission to the Accelerated Second Degree concentration requires a completed bachelor's degree with a minimum 2.750 overall GPA. Students who have failed out of a nursing program are not eligible to apply to the Accelerated Second Degree concentration.**
Admission checklist for the Accelerated BSN Concentration students:

- Students must hold a non-nursing baccalaureate degree.

- Students must have a 2.750 GPA in the required sciences (BSCI 21010; and 21020; and 20021 or 30171; and CHEM 10050 or 10055 or 10060) to be eligible for admission.

- Students must earn a 2.000 (grade of C) in each of the prerequisite science courses (BSCI 21010; and 21020; and 20021 or 30171; and CHEM 10050 or 10055 or 10060) to be eligible for admission.

- Students must have completed Human Growth and Development (NURS 20950) with a C or better.

- Preference given to applicants who have completed all prerequisites (prior degree, prerequisite science courses and math course, all meeting minimum grade and GPA minimums) upon the professional application deadline.

- Preference given to applicants who have completed or will have the following additional major requirements completed prior to the professional sequence: BSCI 30050, , NUTR 23511, and Approved Statistics Elective

NOTE: The admission process is competitive; acceptance is never guaranteed. The Dean may review the students' educational files to determine if adequate progression has been made.

D. Transfer Policy

All transfer applications to the College of Nursing must submit both college and high school transcripts to the admissions office. Professional Nursing sequence admission takes place in both fall and spring semesters. Students who have failed out of another nursing program are not eligible for admission to the Kent State University College of Nursing's 4-year, Accelerated Second Degree or LPN to BSN program. Transfer students can apply if they have completed 30 credit hours. In addition, students must have a 2.750 cumulative GPA in all coursework, and a 2.750 GPA in the required sciences (BSCI 21010; and 21020; and 20021 or 30171; and CHEM 10050 or 10055 or 10060,Math 10041 or Math 10040 with a grade of 2.000 or better in each course). Transfer students who have successfully completed 12 or more hours at Kent State University will be evaluated on their cumulative Kent State GPA only along with the previously described admission criteria.

- Transfer students who are requesting transfer from another accredited BSN nursing program and have completed at least one lab or clinical course must:
- Have an overall GPA of at least 3.200 on all college level coursework.
- Have at least a 2.75 GPA on the required or equivalent science courses for the College of Nursing BSN program.
- Have successfully passed all nursing courses with a "C" grade or better in the current nursing program on the first attempt.
- Students must be in good standing at their current institution.
- Students should contact the college of Nursing regarding the application process and deadlines.

The admission process is competitive; acceptance is never guaranteed.

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Progression Standards

A. Calculation of Averages for Progression

(1). All BSN students must have a minimum cumulative GPA of 2.0 each semester to continue in the Nursing program. Students who fail to achieve this GPA each semester will not be permitted to continue in the College.

(2). All BSN students must have a minimum grade of "C" (2.0) GPA in each science course required in the College of Nursing BSN curriculum. All required chemistry and biology courses must be successfully completed with a minimum grade of "C" (2.0) in order to graduate.

(3). All BSN students must have a minimum grade of "C" (2.0) in each of the Sophomore nursing courses (NURS 20020, NURS 20005, NURS 20015 or NURS 20035, NURS 20025, NURS 20030, NURS 20040 and NURS 20950) to progress to the Junior Nursing Sequence; a minimum grade of "C" (2.0) in each of the Junior nursing courses (NURS 30010, NURS 30020, NURS 30025, NURS 30035, NURS 30040, NURS 30050 and NURS 30070) to progress to the Senior Nursing Sequence. Seniors must have a minimum grade of "C" (2.0) in each of the Senior nursing courses (NURS 40005, NURS 40010, NURS 40035, NURS 40020, NURS 40030, NURS 40045, NURS 40872, and NURS 45060).

(4). Accelerated and LPN and Allied Health BSN students may take Junior and Senior level courses concurrently as specified by the Accelerated BSN curriculum. Additionally, accelerated students are permitted to take three clinical courses in a given term as long as the student has passed all courses on the first attempt. Traditional students are limited to two.

B. Repeat Nursing Courses

1. A student who does not attain a GPA of 2.000 (grade of C) in a nursing clinical course cannot proceed to the next academic level. A student who does not earn a 2.000 (grade of C) in a nursing course must repeat this course based on seat availability.

2. A student can repeat a single nursing course only one time. A student who earns below a 2.000 (grade of C) in a second (or is repeating a failure) nursing course not meet progression standards and will be unable to register for any other Nursing couses. (This policy excludes NURS 10060, 20950, 31010 and 45060 and/or 45075.).

3. Accelerated B.S.N. students who fail a course will no longer continue in the Accelerated concentration, but can continue in the Traditional B.S.N. program

4. Students are only permitted to attempt a course three times.

C. Procedure for Assigning Out of Sequence Seats

(1.) Students are responsible for contacting Student Services, Room109, Henderson Hall to arrange for repeating a nursing course.

(2.) Readmission to the BSN sequence for any reason is on a "space-available" basis. Students already progressing in sequence have priority in placement over those requesting re-enrollment. Accelerated BSN have priority in summer scheduling.

D. Changing Campuses

- Traditional and Accelerated BSN students are admitted by campus and are required to complete the BSN program at the campus to which they were admitted. Students wishing to change campuses during their program must complete the on-line application. Students must complete at least 2 consecutive semesters in the Professional Nursing Sequence, have a cumulative GPA of at least 3.200 and no NURS course failures to be eligible for transferring campuses.

(1.) Once campus rosters are established, students who are in-sequence and approved to switch campuses may be placed, at the requested campus.

(2.) Students who are out of sequence may switch campuses to repeat courses based on the order established. Students will be directed to return to their campus of origin, once they have successfully repeated their course at another campus.

E. Not Meeting Progression Standards

(1.) Students who fail any two nursing courses or any single nursing course twice will not be meeting progression standards within the College of Nursing. NURS 10060, NURS 20950, NURS 31010, NURS 45060/NURS 45075 or approved NURS special topics courses (NURS 31095, NURS 41095) are exempt from this rule.

(2.) Students must have a minimum cumulative GPA of 2.0 each semester to continue in the nursing program. Failure to do so will result in not meeting progression standards.

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(3.) The College of Nursing retains the right to designate a "not permit to continue" status from the program any student who is deemed to violate:
a. The policies and procedures of the College of Nursing.
b. The conduct standards put forth by the Ohio Board of Nursing
c. The policies of affiliating facilities; or
d. Professional behavior and role development and technical standards as outlined in College of Nursing, University, or affiliating agency policies.
(4.) Students who are not meet progression requirements from the traditional BSN program are ineligible to be considered for admission into the Accelerated BSN program at KSU.

F. Reinstatement in the College of Nursing Following not meeting progression standards

Appropriate forms to apply for reinstatement are available online.

TECHNICAL STANDARDS FOR NURSING STUDENTS

The Kent State University College of Nursing (KSU CON) is committed to providing equal access for all qualified students while upholding the standards necessary to deliver safe and effective nursing care. These technical standards outline the essential abilities and characteristics required for participation in both didactic and clinical components of the nursing curriculum. Students must meet these standards consistently throughout their academic journey once they are admitted to the professional nursing sequence. Inability to meet these standards may result in dismissal from clinical courses.

General Abilities:
Students must be able to gather and integrate information through visual, auditory, and tactile means to provide safe, effective care.

Examples include:

- Recognizing verbal and non-verbal cues of patient distress or discomfort

- Detecting changes in temperature, vibration, color, and movement

- Interpreting heart, lung, abdominal sounds and vital signs

- Responding to equipment alarms and electronic documentation systems

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Communication:

Students must be proficient in spoken and written English and capable of real-time communication with patients, families, and the healthcare team.

Examples include:

- Performing patient education and therapeutic communication

- Documenting assessments and care accurately

- Reporting patient status changes promptly and effectively

Patient Care:

Students must demonstrate the physical ability to provide nursing care independently and within a reasonable time frame, including during extended clinical hours (6–12 hours).

Examples include:

- Assisting with patient mobility and transfers

- Performing CPR and other physically demanding tasks

- Preparing and administering medications safely

- Using both gross and fine motor skills to operate medical equipment

Professional Behavior and Conduct:

Students are expected to act in accordance with the ANA's Scope and Standards of Practice and Code of Ethics and maintaining professional behavior.

Examples include:

- Engaging respectfully with patients, peers, and faculty

- Demonstrating accountability, integrity, and confidentiality

- Managing stress calmly and constructively in the lab, clinical and practicum experiences

- Maintaining appropriate dress and demeanor in lab, clinical and at practicum experiences.

Clinical Judgment:

Students must be capable of critical thinking and clinical decision-making in a fast-paced and complex healthcare environment.

Examples include:

- Measuring, calculating, and analyzing data

- Prioritizing patient needs and recognizing urgent situations

- Responding appropriately using sound judgment

- Applying short- and long-term memory to care planning

Accommodations:

KSU CON is committed to providing reasonable accommodations for students with disabilities in accordance with the Americans with Disabilities Act (ADA). Accommodations will be made provided they do not alter the essential requirements of the program, pose a direct threat to health or safety, or place undue burden on the College.

Questions regarding accommodations may be directed to the Students Accessibility Services (SAS) at https://www.kent.edu/sas or 330-672-3391. For religious accommodations, go to https://www.kent.edu/policyreg/administrative-policy-regarding-accommodations-student-religious-and-spiritual-beliefs

Honors Program

(1) Completion of Honors Work
> To be a member in good standing, Honors students are required to complete Honors work each semester. Senior honor students may skip Honors work in their last two semesters if they finish their 24 credit hours of honors work at the end of their junior year. Students are also expected to attend Honors College activities and events. Students who have completed their Honors requirements and maintained an active role in the Honors College are eligible to receive recognition at graduation. Students should refer to the requirements for graduation from Honors for information that is more detailed**.** Note: Students are permitted to elect to forgo honors work for only one semester. More than one consecutive semester will preclude the student from graduating with honors.

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(2.) Grade Point Average

    Students must maintain a minimum 3.25 cumulative GPA to retain Honors College membership and scholarships. Students who lose their Honors membership forfeit enrollment in Honors classes in the semester immediately following dismissal.

(3.) Advising

    Students are required to meet with their assigned Honors advisor each semester.

(4.) Freshman Honors Colloquium

    All Honors College students are required to successfully complete HONR 10197/10297 **Freshman Honors Colloquium** I & II in the first year.

Undergraduate Student Research, Innovation, and Scholarship

The College of Nursing encourages and supports undergraduate student engagement in research, innovation, and scholarship activities throughout their academic studies. Both the College and University provide support for students. If you are interested in working with faculty on a research or innovation project, please contact the Center for Nursing Research.

A. College of Nursing Resources

The Center for Nursing Research (CNR) provides assistance to students pursuing nursing research, innovation and scholarly endeavors. In coordination with the student faculty advisor, the CNR can provide students with relevant consultation and assistance with all aspects of the research, innovation or scholarly project. We can help with grant development, proposal review, project budgets, and potential funding opportunities. We can also help with providing contacts to pursue an innovative idea.

Center for Nursing Research staff are available to work with students on manuscripts and publications (outside of class assignments). CNR staff provide editorial review and assistance with manuscripts by ensuring that manuscripts follow each journal's author guidelines, adhere to the required style guide, contain well-developed and organized ideas, and are as error-free as possible.

Other services offered include assistance with conference-related abstract submissions, presentations, and statistical support for projects, help accessing PIVOT to search for funding opportunities as well as connecting you with resources to pursue an innovative idea.

The College of Nursing hosts monthly Brown Bag Engagement Series lectures/presentations with 1.0 continuing education unit (CEU) awarded for attendance

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per session. These presentations may be attended remotely and are video recorded for later viewing.

For more information about Research in the College of Nursing, please check our website: https://www.kent.edu/nursing/research

Complete the Nursing Proposal Intent Form if interested in applying for internal funds from the CON (located on the CNR website).

https://forms.office.com/Pages/ResponsePage.aspx?id=Sm-g5cQeAU2Pc-fdFfJhNAxV5vwRz7tMvSQX9pI_GexUOEQ2TUlMRFUyMzcyVDVHSkQxTlZMMVE5Vi4u

B. University Resources

Kent State University is committed to engaging undergraduate students in research. There are a number of opportunities for students to participate in research and other scholarly activities. Some of these resources include:

- The Summer Undergraduate Research Experience (SURE) funds undergraduate researchers for eight weeks over the summer to engage in faculty-supervised research. Information may be found at https://www.kent.edu/research/student-research/summer-undergraduate-research-experience
- The Office of Student Research supports Kent State undergraduate students presenting results of their research at regional, national, or international conferences or who wish to attend a conference due to interest in conducting research. Students must complete the Undergraduate Research Travel Request Form and submit a faculty letter of support. For more information, go to https://www.kent.edu/research/university-research-council
- Honors College students may apply for Senior Honors Thesis Fellowships (PDF) which provide $1,000 tuition scholarships for students' thesis year.
- For undergraduates, the University Research Council accepts applications for two types of awards:
  - The Undergraduate Research Scholars Program awards students up to $500 to fund research, creative, or scholarly activities.
  - Faculty advisors may receive awards of up to $3,500 for projects that include undergraduates.
- The Office of Undergraduate Research hosts a symposium each spring featuring undergraduate research, scholarship, and creative activity. Information about the

next symposium in April, 2019 is available at
https://www.kent.edu/student_research/undergraduate-research-symposium.

- More external funding opportunities for undergraduate students are available through the Council for Undergraduate Research (CUR) at https://www.cur.org/.
- The Design and Innovation Hub also provides resources for innovation, resources and collaboration (https://www.kent.edu/designinnovation).

Classroom Polices

Laptop Requirement

Students admitted to the Professional Nursing sequence are required to have a laptop computer for course testing and the completion of assignments for the program. The specific requirements necessary for students are below. Please know that not all programs work on Chrom books. For additional information, see the BSN canvas course.

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College of Nursing freshman are required to have access to a laptop computer in order to take online exams, complete assignments, participate in online class components, and utilize in class as needed. The laptop you have access to should be either an Apple or Windows computer that meets or exceeds the minimum standards outlined in this document. If you have a computer that does not meet these minimum requirements you may not be able to complete the needs of your program.

Component Type	Minimum for Currently Owned Computers	Minimum Recommendation for New Computer Purchases
Operating System	Apple - macOS 13 or newer Windows - Windows 10 or newer	Apple - macOS 15 or newer Windows - Windows 11 or newer
Processor	Intel core i3 (10th gen or newer)	Intel core i5 or better (13th gen or newer)
Memory	8 GB RAM	8 GB RAM or more (16 GB recommended)
Hard Drive	• 120 GB storage with at least 30 GB free; 250 GB storage or more with at least 30 GB free is recommended • Mechanical hard drives at speeds of 5,400 or 7,200 RPM are acceptable though Solid State Drives (SSD's) are highly recommended	
Web Cam	Built-In or USB - Capable of a resolution of at least 1280x720 (720p)	HD Built-In - Capable of a resolution of at least 1920x1080 (1080p)
Audio Output	Built-In Speakers	
Microphone	Built-In (preferred) or USB	
Laptop Screen	Capable of a resolution of at least 1366x768	Capable of a resolution of 1920x1080; 13" or larger is recommended
Wireless	Wireless 802.11g	Wireless 802.11n (backward compatible)
Miscellaneous	Have at least one functional USB port available	

Please note that a Windows tablet running the full version of Windows 10 or higher (not Windows 8 RT or 8.1 RT) that otherwise meets the specifications outlined above is sufficient to meet the requirement. It is highly recommended that you have a keyboard and mouse to use with the Windows tablet. A Chromebook, Windows RT-based device, Android-based device, Linux-based device, and similar non-OS X or Windows-based devices do not meet the requirement. iPads must be approved by your professor for exam purposes.

Performance Improvement Plan: The Performance Improvement Plan (PIP) is a reflective practice intended to assist students in successfully meeting course objectives/clinical competencies to pass the course. The PIP is to be initiated by the student who is not meeting course objectives/clinical competencies or has an exam score average of less than 75%. The student reflects on their performance

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then complete their section of the form and submits the PIP to course faculty within 72 hours of the occurrences. The Performance Improvement Plan includes remediation needed, student plan for improvement, then the faculty and student meet to discuss faculty recommendations for improvement. A copy of the PIP will be given to student and a copy will also be placed in the student file. Students who do not complete at PIP when requested to do so by faculty will be noted in the student's record.

University Policies and Resources: Kent State University encourages an atmosphere in which the diversity of its members is understood and appreciated, free of unlawful discrimination and harassment based on the protected categories of race, color, religion, gender (including pregnancy and gender identity), sexual orientation, national origin, ancestry, disability, genetic information, age, military status, or protected veteran status. This also includes gender discrimination in the form of sexual assault, relationship violence, and stalking. If you have experienced discrimination or harassment based on a protected category and would like information about resources or to file a complaint, please see Policy 5-16 and contact the Office of Compliance, Equal Opportunity and Affirmative Action at 330.672.2038 or aa_eeo@kent.edu

The University welcomes individuals from all different faiths, philosophies, religious traditions, and other systems of belief, and supports their respective practices. In compliance with university policy and the Ohio Revised Code, the University permits students to request class absences for up to three (3) days, per semester, to participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Students will not be penalized because of any of these excused absences.

The request for excusal must be made, in writing, during the first fourteen (14) days of the semester and include the date(s) of each proposed absence or request for alternative religious accommodation. The request must clearly state that the proposed absence is to participate in religious activities. The request must also provide the accommodation(s) you desire.

You will be notified by me if your request is approved, or, if it is approved with modification. I will work with you to arrange a mutually agreeable alternative arrangement. For more information regarding this policy, you may contact the Student Ombuds (ombuds@kent.edu).

Academic Integrity and Plagiarism: Students are required to review the Kent State University Policy on Cheating and Plagiarism #3342-3-01.8 at http://www.kent.edu/policyreg/administrative-policy-

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[regarding-student-cheating-and-plagiarism](). Incidents of academic dishonesty or cheating will be reported to the Office of Student Conduct. Students will receive a zero on exams, quizzes, or assignments if cheating occurs. The Kent State University Libraries' resource, "Academic Honesty & Plagiarism," offers further resources at http://libguides.library.kent.edu/plagiarism

Students, please note: All narrative/written assignments will be uploaded to the current university-approved plagiarism software and any necessary revisions completed prior to the assignment due date. Faculty will be using the same software to verify that all submissions have been screened for plagiarism.

AI Use: Students must consult with the course faculty before using any AI tools for permissible uses and ensure the technology aligns with ethical principles. Generative AI can be useful; however, you should be aware of its limitations:

1. Errors: AI generators make mistakes. Assume the output is incorrect unless you check the claims with reliable sources.
2. Bias: Their output may reflect bias because the data they are trained on may reflect bias or may not include sufficient data from certain groups.
3. Citation: These tools use existing sources without citation. Therefore, using their outputs puts you at risk of plagiarism. Students must disclose and cite the use of generative AI tools when used for assignments as directed by faculty.

Electronic Communications: Students are reminded that e-mail is an official University means of communication with Kent State University students. Students should check their email at least daily during weekdays and within 48 hours over the weekend. Students are responsible for all information sent to them via their university assigned e-mail account. If students choose to forward their university email account, they are responsible for all information, including attachments, sent to any other email account(s). Students are expected to check their official University email account and other electronic communications on a frequent and consistent basis. The University recommends that electronic communications be checked minimally twice a week, if not daily. Each faculty will inform his/her group about the use of electronic communications/email. The University Policy on Electronic Communication for Students http://www.kent.edu/policyreg/administrative-policy-regarding-electronic-communications-students recommends that email be checked minimally twice a week.

Accessibility Services: University policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented

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disability and require accommodations, please contact the instructor at the beginning of the semester to plan for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Accessibility Services [SAS] (contact 330-672-3391 or visit www.kent.edu/sas for more information on registration procedures). (Revised 6/01/07)

Regional Campus students should contact the Dean's Office to acquire the name of the campus SAS representative to whom documentation should be submitted.

Learning accommodations are unique for each learner. There may be some accommodations that do not align with course requirements or course objectives and cannot be met. In those cases, the changes will be communicated to the student for that course.

The process for use of approved accommodations is as follows:

1. A course accessibility letter is sent to the instructors for the course, verifying accommodations for a student.
2. The student will communicate with instructors to discuss when or how they will use their accommodations for each course.
3. For computer-based exams in the College of Nursing, students with testing accommodations must schedule to take their exams in SAS to ensure that their accommodations can be met. Students need to follow directions provided by the SAS office regarding exam scheduling procedures and deadlines.
4. The SAS office will send the instructor a notice when the student has scheduled an exam.
5. After receiving notice from the SAS office that an exam has been scheduled, the instructor will update the test for that student with the appropriate

Registration Statement: Students who are not officially registered for a course by published University deadlines are not eligible to attend class sessions or to receive credit or a grade for the course. Students who do not have a status of ENROLLED are not eligible to attend, receive credit, or a grade for the course.

Course Withdrawals: www.kent.edu/registrar/how-withdraw
Website Disclaimer: The websites included in this syllabus are provided only as a reference and/or resource and do not imply, directly or indirectly, Kent State University's endorsement, sponsorship, or approval of these websites. Kent State University does not assume responsibility and/or liability for the accuracy or reliability of the information contained in the websites. (This statement has been approved by Sue Averill, Associate Provost.)

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Clinical Policies

Guidelines for College of Nursing Clinical Experience

Students are required to adhere to the uniform guidelines-approved student uniform, head covering, and all other requirements as outlined in this section. Non-compliance with any of the following guidelines will result in an unsatisfactory clinical grade. The student may be required to leave the site and plan for alternative clinical experience.

A. Uniform

(1.) The uniform consists of a white tunic top and navy pants embroidered with the

Kent State University College of Nursing (KSUCON) logo. There is no head covering considered as part of the uniform. Any student expecting a modification of the uniform should speak first with KSU CON Associate Dean of Academics or the campus coordinator. Appeals of the instructor's decision can be brought to the administration of the College of Nursing.

(2.) Students are required to purchase two sets of official embroidered uniform and an embroidered white scrub jacket. Uniforms may only be purchased from the uniform company authorized to sell the official KSUCON uniforms. Students must also purchase a College of Nursing nametag, which must be visibly displayed at all clinical sites.

(3.) Uniforms and nametags must be worn at all times during each clinical experience (per Ohio Board of Nursing rules) except in selected areas such as obstetrics, community health, and psychiatric/mental health, where scrubs or street clothes are worn. Specific apparel requirements for these areas are provided by the affiliating clinical agencies, the course syllabus, and/or the faculty.

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(4.) Female students who need maternity uniforms should contact the official KSUCON uniform company to purchase a maternity uniform embroidered with the College of Nursing (KSUCON) logo, similar to the typical tunic and pants.

(5.) Students requiring a uniform/dress to meet religious guidelines should contact the official KSU CON uniform company to purchase a uniform embroidered with the College of Nursing (KSU CON) logo dress similar in style to the tunic top.

(6.) It is required that baccalaureate nursing students dress in a professional manner at all times in the clinical area. In order to maintain a professional appearance, a limited number of accessories may be worn with the uniform. A watch with a second hand, a single pair of plain gold or silver posts worn in the lower ear lobe of pierced ears, and a wedding band are acceptable in most settings. A chain that does not show when worn may also be acceptable, depending on the clinical agency. Visible piercings with jewelry in places other than the lower ear lobes (e.g. upper ear, nose, tongue, eyebrows, etc.) are not permitted in the clinical area. All open piercings must remain empty. Spacers are not permitted while attending clinical experiences.

(7.) While at the clinical agency, tattoos must be covered with a long sleeve top, white or neutral undershirt, socks, or dressing/band aid.

(8.) If nail polish is worn, only a clear or light, neutral shade is permitted. Nails should be trimmed to avoid extending beyond the end of the fingers. Per OSHA rules, artificial nails may not be worn in any clinical facility.

(9.) Hair should be neat, professional in appearance, and worn above the collar. If hair is longer than collar length, it must be pulled back to avoid contact with patients while performing procedures. Hair of unnatural color is unacceptable. Established beards are to be neatly trimmed. Males without beards are to be clean-shaven.

(10.) Students are required to provide documentation to the Associate Dean of Academics if they must adhere to specific religious dress and head covering restrictions.

(11.) Shoes should be clean and in good repair. With the official KSUCON uniform, students may wear white nursing shoes; white, closed front clogs with backs; or white, leather athletic shoes, without large or colorful logos.

(12.) At all times during clinical experiences, students must adhere to the

uniform code of Kent State University College of Nursing. Clinical agency policies may be more restrictive and require further or additional accommodations by students.

(13.) Any time you are in a KSU nursing uniform, you are expected to follow the Professionalism policy. It is highly recommended that you change out of your nursing uniform if you are going out after clinical.

(14.) False eyelashes or extensions are not permitted in the clinical site.

B. Clinical Compliance

The College of Nursing partners with third party vendors to track completed immunizations, physicals, CPR, and health insurance; all student information must be sent to the vendor (not to the College of Nursing) prior to the start of the nursing sequence and must be updated per requirements. Clinical compliance records may be shared with clinical partners per site requests. A pre-requisite for attending clinical is compliance with the third-party vendor, Castlebranch. At any time during the semester, if you are not up to date with your clinical compliance (vaccine, TB test, CPR etc.), you will not be permitted to attend clinical. Absences for non-compliance are unexcused.

C. Background Checks

All students enrolled in the nursing program are required to complete both a civilian and a federal background check through the Bureau of Criminal Identification & Investigation (BCI&I) and Federal Bureau of Investigation (FBI). Depending on the clinical agency requirements, students may be asked to obtain annual background checks. Students will also need to complete both the civilian and federal background check for the Ohio Board of Nursing upon graduation. All students are required to obtain fingerprints at a Fast Fingerprint location. Castlebranch will maintain background checks for students throughout the duration of their education with Kent State. Students with felony charges may be required to obtain a Record of Arrests and Prosecutions (RAP) sheet for Castlebranch. They should contact the Ohio Board of Nursing regarding their eligibility to sit for licensure, by Ohio law.

D. Medical Marijuana is not recognized as a legitimate treatment by the federal government. All Marijuana use is prohibited by our healthcare agency partners.

E. Personal and Professional Liability Insurance

Kent State University provides liability insurance for students while they are at a clinical site at no cost to the student. This policy provides coverage while on site at the clinical setting only. This coverage does not extend beyond the active clinical experience under the auspice of this nursing program.

Students also must provide their own personal health insurance while a student at Kent State University College of Nursing. The university and/or clinical agencies do not cover student health related incidents.

Student Conduct and Professionalism Policies

A. Professionalism

Professionalism in nursing education is defined as recognizing the dignity of, and demonstrating respect for, all human beings. Professionalism incorporates effective communication, nursing skills and knowledge, care of self and the values of the profession with accountability and self-awareness to contribute to a positive and supportive learning environment.

A positive and supportive learning environment is achieved by:

- Demonstrating respect, kindness, compassion, understanding, and empathy for patients, peers, faculty, staff, families, and interdisciplinary care teams
- Adhering to the Dress Code,
- Attendance and Punctuality,
- Teamwork,
- Civility

All students have the right to be heard and should be able to ask questions or express their ideas or thoughts without ridicule.

Disruptive behavior is behavior that consists of practices and interactions that interfere with a positive and supportive learning environment. Disruptive behaviors include, but are not limited to, lack of respect for other students, faculty, or staff as demonstrated by comments, tone of voice, non-verbal actions and written communication.

Anyone who does not adhere to this policy will be asked to leave the classroom or clinical area and may fail the course or not be allowed to continue in the nursing program.

B. Confidentiality and Privacy

Every patient, client, family and/or resident encounter is to remain private and confidential. Following HIPAA policies for clinical facilities, and in conjunction with expectations of affiliating facilities, every student is expected to maintain patient confidentiality and privacy in all respects. There is to be no dissemination of information in any format whatsoever beyond the limits imposed by relevant policy or law. Similar consideration will be afforded peers and faculty.

C. University Student Conduct Policies

Student conduct policies pertaining to students can be found at:
http://www.kent.edu/studentconduct/code-student-conduct

College of Nursing Students are, in addition to Collegiate and OBN policies, held to these standards.

D. Weapons

No student may carry a weapon of any type into University buildings, the College of Nursing, or into a clinical agency at which they are affiliating for course credit from the Kent State University College of Nursing. Students are subject to the policies of affiliating agencies.

E. Social Media

Students who use social networking websites and applications should be aware of their roles as professionals. The posting of certain material/information may violate laws and result in various sanctions including but not limited to failure of a course or clinical and a not meet progression requirements in the BSN program.

A. Student Accessibility

Kent State University encourages an atmosphere in which the diversity of its members is understood and appreciated, free of unlawful discrimination and harassment based on the protected categories of race, color, religion, gender

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(including pregnancy and gender identity), sexual orientation, national origin, ancestry, disability, genetic information, age, military status, or protected veteran status. This also includes gender discrimination in the form of sexual assault, relationship violence, and stalking. If you have experienced discrimination or harassment based on a protected category, and would like information about resources or to file a complaint, please see Policy 5-16 and contact the Office of Compliance, Equal Opportunity and Affirmative Action at 330.672.2038 or aa_eeo@kent.edu.

F. OBN Student Conduct Standards[2]

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.

(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any patient record, or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each patient.

(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

(6) At all times when a student is providing direct nursing care to a patient the student shall:

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[2] Per Ohio Board of Nursing, 9/2018

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(a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and

(b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;

(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:

(a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

(b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:

(a) Engage in behavior to seek or obtain personal gain at the patient's expense;

(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

(c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or

(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

(a) Engage in sexual conduct with a patient;

(b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;

(c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;

(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

(a) Sexual contact, as defined in section 2907.01 of the Revised Code;

(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient

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information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

F. Clinical or Classroom Illness

A nursing student who becomes ill or is injured during the clinical experience will report immediately to the faculty member and/or the charge nurse on the assigned unit. Students are required to go to the clinical agency's Employee Health or the Emergency Department depending on the severity of the injury and the policies of the agency. A College of Nursing incident report must be completed and submitted to the Dean's office by the student's faculty member. For classroom illness, contact the instructor of record.

G. Student Notification of Changes
Students will be notified of planned curricular changes in the semester prior to the change by email, through the student listserv, and via the BSN Canvas site. If students would benefit from a change of catalog year based off these changes, instructions for how to change their catalog year will also be included with the email.

Students will be notified of planned policy changes through the student listserv and via the BSN Canvas site.

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University Policy Register

Policies for the University can be found in the Policy Register, located at http://www.kent.edu/policyreg. The University Policy Register is a compilation of the official university, administrative and operational policies of Kent State University. The purpose of this online register is to serve the university community as a source of reliable information and as a foundation on which decisions can be made.

Student Organizations

A. Student Nurse Association (SNA)

Kent State University Student Nurses' Association (KSU-SNA) is a local chapter of the National Student Nurses' Association (NSNA) and Ohio Student Nurses' Association (OhSNA). KSU-SNA is a leadership-based organization that empowers and motivates students with career and leadership opportunities. The organization strives to build the student nurse's character and professionalism. In doing so, KSU-SNA helps student nurses, the community, and other organizations within the community. KSU-SNA members volunteer and dedicate their time, knowledge, and skills to better the nursing program and the community.

B. Students for Professional Nursing (SPN)

SPN is a University organization within the College of Nursing whose focus is student and community outreach. SPN focuses on supporting nursing students through collegial activities combined with service to the community at large. Membership is open to all nursing students.

C. Sigma Theta Tau

The mission of the Honor Society of Nursing, Sigma Theta Tau International is to support the learning, knowledge, and professional development of nurses committed to making a difference in health worldwide. The vision of the Honor Society of Nursing, Sigma Theta Tau International is to create a global community of nurses who lead in using knowledge, scholarship, service and learning to improve the health of the world's people. Membership is by invitation to baccalaureate and graduate nursing students who demonstrate

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excellence in scholarship, and to nurse leaders exhibiting exceptional achievements in nursing. For more information, see

deltaxi@kent.edu. (Kent State University Chapter)
https://www.sigmanursing.org (International Organization)

Graduation

Nursing students must apply via Flashline for graduation by the University published deadlines. For specific concerns regarding commencement, please visit the website at: www.kent.edu/commencement.

NCLEX Examinations and Licensure

Licensure is mandatory to practice as a professional registered nurse in any state in the United States. First time licensure is obtained by successfully completing a program of study in a recognized college of nursing and passing the national licensing examination (NCLEX). The NCLEX-RN examination may be taken either in the state where you attended college or in the state in which you wish to practice. Applicants to sit for the licensing examination in Ohio may be obtained directly from the Ohio Board of Nursing via their website: http://www.nursing.ohio.gov/. Students who wish to test in another state must apply through the board of nursing for the state in which they intend to practice.