

# Arkansas State University School of Nursing

## Undergraduate Student Handbook

2025-2026

School of Nursing  
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The student handbook for nursing majors was developed by a student-faculty committee from nursing, incorporating suggestions received from A-State students, faculty and administrators. It is designed to inform nursing majors regarding nursing policy, and to assist the students in their educational planning.

It is the student's responsibility to review this handbook annually.

Arkansas State University is an equal opportunity institution and will not discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or other unlawful factors in employment practices or admission and treatment of students.

The School of Nursing at Arkansas State University is approved by the Arkansas State Board of Nursing.

The Associate, Baccalaureate, Master's, master's/post-master's certificate, clinical doctorate programs at Arkansas State University located in State University, AR and West Memphis, AR are accredited by the: Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326  
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate, Baccalaureate, Master's, master's/post-master's certificate, clinical doctorate programs is continuing accreditation.

View the public information disclosed by the ACEN regarding this program on the ACEN website.

## Table of Contents

|   |    |
|---|----|
| Introduction.....   | 5  |
| Programs.....   | 5  |
| History.....  | 5  |
| Mission and Philosophy.....   | 7  |
| School of Nursing Mission Statement.....                                    | 7  |
| The Core Values.....  | 7  |
| School of Nursing Philosophy.....   | 8  |
| School of Nursing Organizing Framework Diagram.....                         | 11 |
| School of Nursing Organizing Framework.....                                 | 12 |
| General Policies and Regulations.....                                       | 15 |
| Advisors & Registration.....  | 15 |
| Major and Minor Fields of Study.....  | 15 |
| Attendance Policy.....  | 15 |
| Nursing Special Problems Courses.....                                       | 16 |
| Clinical Calculations—BSN Students.....                                     | 16 |
| Credit Hours.....   | 16 |
| Grading Scales.....   | 16 |
| Tobacco Policy.....   | 17 |
| Substance Abuse Screening.....  | 17 |
| Cell Phones and Electronic Devices.....                                     | 17 |
| Social Media.....   | 17 |
| Student Rights & Grievance.....   | 18 |
| CPR Certification.....  | 18 |
| Dress Code.....   | 18 |
| Clinical.....   | 19 |
| Student Employment.....   | 20 |
| Fees and Expenses.....  | 20 |
| Malpractice Insurance.....  | 22 |
| Criminal Background Check.....  | 22 |
| In-State Tuition .....  | 23 |
| Abilities and Skills for the Undergraduate Nursing Major.....               | 23 |
| Standards and Functional Abilities for the Undergraduate Nursing Major..... | 23 |
| ADA Statement.....  | 26 |
| Admission, Readmission, Probation, Retention Policies.....                  | 26 |
| A-State School of Nursing-Student Confidentiality Guidelines.....           | 27 |
| A-State School of Nursing Artificial Intelligence Policy.....               | 27 |
| Academic Misconduct.....  | 28 |
| Document of Concern/Professional Behaviors.....                             | 28 |
| Dismissal.....  | 28 |
| Transfer Credit Policy.....   | 29 |
| Health Regulations.....   | 29 |
| Standard Precautions.....   | 30 |
| Latex Allergy.....  | 30 |
| Insurance.....  | 31 |
| Bloodborne Pathogens.....   | 31 |
| Substance Abuse Policy.....   | 31 |
| Procedures.....   | 32 |

|   |    |
|---|----|
| Behavioral Changes Associated with Substance Abuse.....               | 32 |
| Behavioral Patterns Associated with Substance Abuse.....              | 33 |
| Criteria for Urine Drug Screens.....                                  | 34 |
| Northeast Arkansas Drug Screen Locations.....                         | 35 |
| Waiver of Release of Medical Information.....                         | 37 |
| Student Services.....   | 38 |
| Financial Aid.....  | 38 |
| Library Resources.....  | 38 |
| Audiovisual Lab and Clinical Learning Center.....                     | 38 |
| Simulated Equipment Waiver.....                                       | 38 |
| Computer Lab and Usage Policy.....                                    | 38 |
| Counseling Center.....  | 39 |
| Student Health Center.....  | 39 |
| Parking.....  | 39 |
| Student Organizations.....  | 40 |
| Student Nurses Association.....                                       | 40 |
| Minority Student Nurses' Association.....                             | 40 |
| Sigma.....  | 40 |
| Programs.....   | 42 |
| AASN.....   | 42 |
| AASN Student Learning Outcomes.....                                   | 42 |
| LPN-AASN Articulation Agreement.....                                  | 43 |
| BSN.....  | 44 |
| BSN Student Learning Outcomes.....                                    | 44 |
| LPN-BSN Articulation Agreement.....                                   | 45 |
| RN-BSN Articulation Agreement.....                                    | 46 |
| Graduation.....   | 47 |
| Intent to Graduate.....   | 47 |
| Licensure as a Registered Nurse.....                                  | 47 |
| Appendices.....   | 48 |
| Appendix A—A-State Governing Principles: Smoke Free Environment.....  | 49 |
| Appendix B—Arkansas State Board of Nursing Nurse Practice Acts.....   | 50 |
| §17-87-312 Criminal Background Check                                  |    |
| §17-3-102. Licensing restrictions based on criminal records           |    |
| Appendix C—Criminal Background Checks and Drug Screens: Students..... | 55 |
| Appendix D—AASN Document of Concern.....                              | 57 |
| Appendix E—BSN Professional Behavior Form.....                        | 60 |
| Appendix F—Student Record Procedure.....                              | 62 |
| Appendix G—Release and License to Use Image, Name and Voice.....      | 63 |
| Appendix H—Title IX Statement.....                                    | 64 |
| Appendix I—Physical Exam Form.....                                    | 65 |
| Appendix J—Required Signature Form.....                               | 66 |

## **INTRODUCTION**

### **Programs**

The nursing faculty is committed to the concept of educational mobility and provides a variety of options for nurses at the following levels: Licensed Practical Nurses (LPNs), and Registered Nurses (RNs) prepared at the associate degree, diploma, and baccalaureate degree levels.

Arkansas State University School of Nursing offers an associate degree (AASN) and a baccalaureate degree in nursing (BSN). Upon completion of the prescribed undergraduate curriculum the graduate is eligible to write the National Council Licensure Examination to become a registered nurse (NCLEX-RN). The school of nursing also offers a master's degree in nursing (MSN), doctor of nursing practice (DNP), and doctor of nursing practice in nurse anesthesia (DNP). Upon completion of the respective program of study, the graduate is eligible to take the appropriate certification examination.

The nursing courses for the Traditional AASN program and Paramedic to AASN program options are planned within the framework of four semesters, with general education and science courses as prerequisites. Courses for the LPN-AASN program option along with the LPN-AASN online option are planned within the framework of three traditional semesters, with general education and science courses as prerequisites.

Courses for the traditional BSN program are planned within the framework of eight semesters with the first year consisting of general education and science courses as prerequisites. Courses for the LPN-BSN option are planned within the framework of one semester of nursing prerequisite courses followed by four semesters of professional nursing courses. A second degree accelerated BSN is offered in 14 months for students holding a Bachelor's degree in another field. Courses for the online RN-BSN option are offered on part time and full-time tracks and can be completed in as few as twelve months.

The nursing programs at Arkansas State University are accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, (404)975-5000.

Revised 5/2019; 4/2023

### **History**

When St. Bernard's Hospital closed its diploma school of nursing in the early 1950's, northeastern Arkansas was left with no program preparing candidates for the Registered Nurse licensure examination. With the emergence of Jonesboro as a regional medical center, it was imperative that the community be assured that nurses necessary for this changing role be provided. Initially, hospitals provided scholarships at schools in other communities, but all too frequently the recipients of those scholarships remained in the area in which their education was received rather than coming to this area.

During the mid-sixties, a group of concerned citizens, including a number of nurses, approached the University regarding the establishment of a nursing program and after a great

deal of study, it was decided that the Associate Degree program in nursing would be initiated. In January 1969, the first class was admitted. The desirability of establishing a baccalaureate program in nursing was discussed, and these discussions resulted in the establishment of a generic baccalaureate nursing program in 1974. Both programs continued to expand, thus providing northeast Arkansas with a source of competent nursing graduates. In 1978, plans were formulated which would enable the graduates of both associate degree and diploma programs to move more readily into the baccalaureate program. Several options are now available to allow for educational mobility for licensed nurses and paramedics including the LPN-AASN, Paramedic to AASN, LPN-BSN, and RN-BSN options. As the need for nurses continued to rise after the year 2000, the Second Degree Accelerated BSN program was developed and admitted its first students in 2007.

Joint planning between A-STATE/AHEC-NE/UAMS in 1990 led to funding of the Master of Science in Nursing program. Courses were scheduled in a manner that allowed the currently employed nurse to attend classes without interrupting employment status. Now courses are offered online allowing even more flexibility for working nurses to advance their education and career as family nurse practitioner (FNP), Nurse Educator, Nurse Administrator, or Adult Gerontology Acute Care Nurse Practitioner (AGACNP).

In 2014 the School of Nursing added the Doctor of Nursing Practice (DNP) Program, a post-master's degree which is practice focused. Program graduates are prepared for roles in direct care or indirect, systems-focused care with emphasis in general DNP, education, or leadership.

In 2003 the School of Nursing began preparing BSN nurses with critical care experience for roles as Certified Registered Nurse Anesthetists (CRNA). Initially this program was offered as a master's degree (MSN) program. However, as requirements for licensure changed, the program transformed to the Nurse Anesthesia Doctor of Nursing Practice (DNP) in 2021.

The future focus of the nursing programs will be on continued improvement and the development of plans which will assist in meeting the health care needs of the citizens of Arkansas. The School of Nursing is committed to upgrading degrees of licensed nurses and increasing accessibility to current programs.

The School of Nursing provides nursing courses to two campuses via distance learning compressed video network (CVN) and on site at ASU-Mountain Home and ASU Mid-South (West Memphis). After conclusion of the Fall 2023 semester, the Mountain Home site will no longer be affiliated with A-State.

Revised 5/2015; 5/2023

## **Mission and Philosophy**

### **School of Nursing Mission Statement**

The mission of the School of Nursing is to educate nurse leaders for ever-evolving professional practice by enhancing intellectual development and enriching lives.

### **Core Values:**

The School of Nursing faculty adheres to the following core values in fulfilling its mission. These values are reflective of the values of Arkansas State University, the National Council of State Boards of Nursing (NCSBN), the American Association of Colleges of Nursing (AACN), and the National League for Nurses (NLN) and of Quality and Safety Education for Nurses (QSEN) Competencies and are reflected in the work of faculty, students, and graduates.

- **Integrity**

We hold high standards of character and integrity as the foundations upon which the school of nursing is built and define integrity as a purposeful decision to consistently demonstrate truth and honesty in all circumstances.

- **Excellence**

We pursue excellence within the campus community through opportunities for achievement in teaching, research, quality improvement, scholarship, creative activity, and service by providing the highest quality of nursing education through evidence-based, safety-focused, client-centered care opportunities.

- **Access and Engagement**

We prioritize access and engagement in all aspects, recognizing that mutual respect for individuality and the active participation of everyone are essential for both personal and institutional success.

- **Service**

We support and recognize service at all levels of the university and strive to contribute to the benefit of the university, the Delta, the state, the nation and the world through development of professional experiences in response to identified societal needs.

- **Learning-Centered Education**

We strive to nurture the development of knowledge, critical thinking, and clinical judgment through intellectual flexibility, teaching, research, assessment and learning. We promote continuous improvement of our scholarly community through innovation, collaboration, and informatics.

- **Student-Centered Education**

We are committed to education, inquiry and service in order to meet students' changing needs. We foster the development of skills essential for lifelong learning, civic and social responsibility, leadership, and individual and career growth.

## School of Nursing Philosophy for Nursing Education

Central to our philosophy for nursing education are four widely accepted metaparadigms of the nursing profession: person, environment, health, and nursing. Each may be defined in many ways. The works of Virginia Henderson (1972), Callista Roy (1991), Betty Neuman (1993), and Madeleine Leininger (1991) among others drive our understanding of these concepts.

A **person** may be defined as an individual, family, group, or community (Leininger, 1991) comprised of biological, psychological, sociological, cultural, and spiritual constituents (Henderson, 1972; Neuman, 1993). Each person has innate worth, and though each is unique, all possess characteristics of shared basic human needs. We believe that a person's individual experiences, genetics, culture and existence are dependent on perception of and reaction to change. Inherent in this process is the capacity to make decisions, consider alternatives, and predict and accept possible outcomes.

**Environment** may be defined as internal, external, and created (Henderson, 1972; Neuman, 1993) conditions, circumstances, influences, events, situations, or experiences (Leininger, 1991; Roy, 1991) that surround the person or are within the person and affect development, behavior, and resources. The environment affects the ability of the person to pursue and achieve a high quality of life. Society and culture drive the need for order, meaning, and affiliations with other humans. These, along with physical and biological forces stimulate a need for adaptation and, potentially, interactions with others in order to survive, develop, grow, and mature.

We understand **health** to be a continuum of wholeness and integrity defined by culture, values, and practices (Leininger, 1991; Neuman, 1993). Often expressed in terms of wellness and illness or absence of disease or injury, health is based largely upon the person's ability to function independently in their environment (Henderson, 1972; The Nurse of the Future: Nursing Core Competencies, 2016). The ability of a person to achieve an optimal level of wellness depends on motivation, knowledge, ability to cope, and developmental status. The primary responsibility for one's health rests on the individual and/or those upon whom the individual is dependent.

We believe each person has the right to receive quality healthcare with a goal of promotion, maintenance, or restoration of optimal health. Nurses are advocates, integral in assisting persons to gain access to and secure maximum benefit from use of the healthcare system. Complexity of healthcare systems and client needs require nurses to advocate for clients and collaborate with other healthcare professionals to provide optimal healthcare.

**Nursing** is both an art and science and can be defined as activities aimed to assist, support, and promote adaptation of individuals and groups (Leininger, 1991; Roy, 1991) in performance of activities (Henderson, 1972) by assessing behaviors and factors that alter the ability to adapt (Roy, 1991). Nursing is an altruistic discipline evolved from the study and application of its own interventions as well as application of knowledge from other disciplines. Nursing is focused on provision of care across the health continuum using systematic processes, and practice is refined based on societal needs. Thus, nursing enhances the environment and contributes to health, quality of life, and dying with dignity (Roy, 1991).



**Nursing education** must prepare professional nurses for traditional and evolving roles. The faculty recognizes the obligation of the nursing curriculum to include leadership, strategies that promote change, professionalism and service. A wide variety of types of nurses are needed to fulfill the needs of our communities. These types include, but are not limited to, registered nurses (RN), RNs certified in their specialty, Nurse Practitioners, Nurse Educators, Nurse Administrators, Nurse Leaders, and Nurse Anesthetists. Therefore, nursing education must be provided at various levels. To acquire the knowledge and judgement necessary for practice, nursing education focuses on critical thinking, decision-making, analysis, inquiry, and research. The faculty also believes that learning is a life-long process, often conducted independently of formal educational settings. Formal educational settings provide opportunities for teacher-student interaction in setting goals, selecting and evaluating learning experiences, and appraising learners' progress. All levels of nursing education share certain rights, duties, and characteristics, such as the scientific basis of nursing care. Accordingly, we actively support the endeavors of the profession to assist nurses in pursuing professional education from beginning to advanced levels.

The school of nursing provides education at four levels: the Associate of Applied Science in Nursing (AASN); the Bachelor of Science in Nursing (BSN); the Master of Science in Nursing (MSN); and the Doctor of Nursing Practice (DNP).

The purpose of the AASN is to prepare graduates capable of applying the nursing process to provision of direct nursing care for clients with common, well-defined problems. Therefore, the associate curriculum is grounded in the liberal arts and includes professional values, core competencies, core knowledge, and role development. An associate degree graduate is prepared to function as a member of the profession and a manager of care in acute and community-based settings.

The nurse prepared with a BSN is a professional who has acquired a broad, yet well-delineated knowledge base for practice. We believe that the role of a baccalaureate graduate is multifaceted and developed through extensive study in the areas of liberal education, professional values, core competencies, core knowledge, and role development. These prepare the baccalaureate graduate to function as a provider of direct and indirect care to individuals, families, groups, communities and populations. A graduate of the baccalaureate program is a member of the profession and a designer, manager, and coordinator of care. Master's level (MSN) education prepares nurses who have already achieved their baccalaureate degree for advanced nursing practice. Preparation for advanced practice emphasizes strategies to intervene in multidimensional situations. The knowledge base is expanded in scope and depth through scientific, theoretical and research components of nursing. Various theories inherent in advanced practice roles and strategies are analyzed and explored to synthesize the interdependence of theory, practice, and scientific inquiry in nursing. This synthesis of knowledge and experience provides the basis for creating, testing, predicting, and utilizing varied and complex interventions for problems of healthcare and healthcare delivery. A graduate of the master's program is a leader in the profession and is prepared as an independent coordinator of care.

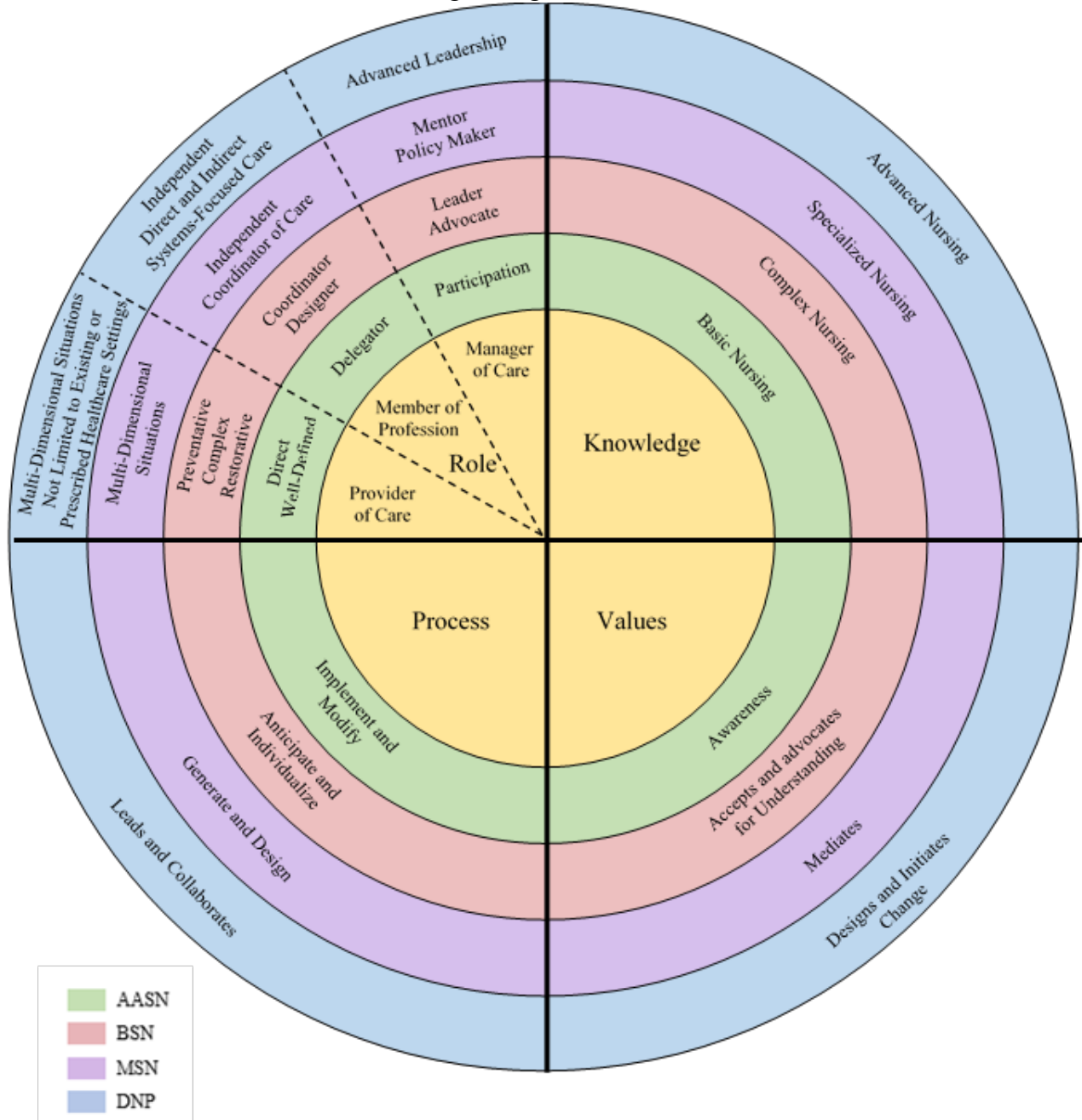
The DNP prepares master's level nurses with advanced leadership skills, increased knowledge of health policy, and increased clinical skills and expertise with which to provide care, especially in rural and underserved areas. They are prepared to initiate and to lead implementation of changes required by the evolving healthcare system. They are prepared to

analyze and expand boundaries in order to become transformational leaders driving innovation and excellence in healthcare for their communities, region, nation, and the world. The DNP in Nurse Anesthesia prepares baccalaureate nurses with critical care experience and a working knowledge of pathophysiology, pharmacology, and anatomy/physiology to become Certified Registered Nurse Anesthetists (CRNA). They are educated in the roles of advanced leadership, health policy, clinical skills, and expertise to provide care in the full scope of practice in anesthesia care throughout the lifespan. They are prepared to initiate and to lead implementation of changes required by the evolving healthcare system. They are prepared to analyze and expand boundaries in order to become transformational leaders driving innovation and excellence in healthcare for their communities, region, nation, and the world.

Revised 11/2024

Arkansas State University  
College of Nursing and Health Professions

School of Nursing  
Organizing Framework



## **School of Nursing Organizing Framework**

The organizing framework of the nursing department is derived from the philosophy and has four major components. The four components are role, process, values and knowledge. These components are taught at each level of education and provide a construct for the development of objectives and outcomes. The framework model shows how each of the components increases in complexity at the four levels of education.

### **Role**

The first major component is role. The faculty believe provider of care, manager of care and member of the profession are key elements of this component (National League for Nursing, 2012). To clearly explain how these roles develop, each will be examined at all four levels. At the AASN level, emphasis is placed on providing and managing direct care to individuals with common well-defined problems. Graduates function as a team member using nursing diagnoses and established protocols for individuals in acute care and community-based settings. Additionally, graduates participate as members of the profession in appropriate specialty and politically focused nursing organizations. The BSN prepared nurse provides direct and indirect nursing care to individuals, families, groups, and populations. Graduates individualize nursing diagnoses and protocols to enhance the design and coordination of preventative, complex and restorative care. As a member of professional organizations, the BSN graduates have the capacity to assume leadership and advocacy roles. The MSN graduate is able to function independently to provide direct and indirect care. Practice settings for MSN graduates are multi-dimensional. Inherent to the role is the ability to design, facilitate and coordinate care for individuals in a variety of healthcare settings. Graduates have the skills necessary to lead, affect policy, and mentor as members of specialty and politically focused nursing organizations. DNP graduates function independently in the provision of direct and indirect, systems-focused care. Additionally, they are active in evaluating existing healthcare systems and initiating change to meet the needs of individuals, families, groups and populations. Practice settings for DNP prepared graduates are multi-dimensional and are not limited to existing or prescribed healthcare settings. Graduates have the skills to initiate change as well as to lead and mentor other healthcare team members at the local, regional, state, national, and international levels. DNP in Nurse Anesthesia graduates function independently in the provision of direct patient-centered care with emphasis in providing anesthesia care to clients throughout the lifespan. Graduates of the Certified Registered Nurse Anesthetist (CRNA) program are skilled in evaluation of client safety, communication, and provision of culturally competent care in perioperative settings and seek to advance the profession through leadership, research, and evidence-based practice. Practice settings for CRNA graduates are multi-dimensional and are not limited to traditional healthcare settings. Graduates have the skills to initiate change as well as to lead and mentor other healthcare team members at the local, regional, state, national, and international levels.

### **Knowledge**

The second major component is knowledge. The general education curriculum provides a foundation of liberal arts and sciences for AASN and BSN students. These courses help provide basic psychosocial, spiritual, humanistic, and legal components which assist

students in developing an appreciation of each person's interaction with the environment. The knowledge gained enhances the graduates' ability to think critically, reason logically, and communicate effectively.

General education courses for AASN students focus on liberal arts and sciences, which include courses in English, college mathematics, basic biological science, history and psychology. Nursing core content for AASN students provides basic nursing knowledge that is applied to common well-defined problems. The BSN students' general education core is expanded to provide a more in-depth science base and global view of society and includes physical sciences, sociology, world civilization and humanities. Pathophysiology, pharmacology, and statistics are incorporated into the nursing curriculum as the student progresses into complex nursing theory and application. The MSN program builds on the baccalaureate curriculum. Core graduate courses include theory, research, role, and health policy. These courses prepare the master's graduate to integrate the other components of role, process and values. The key support courses for all options include advanced pathophysiology, advanced pharmacology, and advanced health assessment/physical diagnosis. Content in specialty courses reinforces concepts in the core courses and prepares the graduate for advanced nursing practice. The DNP curriculum builds on traditional master's programs with advanced education in evidenced based practice and advanced clinical, organizational, economic, and leadership skills to design and implement programs of care delivery. Translation of research into practice will significantly impact healthcare outcomes and have the potential to transform healthcare delivery. The DNP in Nurse Anesthesia curriculum is designed for BSN prepared registered nurses with critical care experience and a working knowledge of pathophysiology, pharmacology, and anatomy/physiology. The curriculum prepares these nurses for entry level practice as a Certified Registered Nurse Anesthetist (CRNA). The program is designed to cultivate advanced nursing knowledge, provide a scientific basis for management of complex client care situations, and develop skills to promote safety and quality of care in dynamic, rapidly changing healthcare systems.

### **Values**

The third component is values—the system of beliefs that guide behaviors, attitudes and moral judgment. Personal values reflect cultural and social influences, relationships and individual needs. Professional values guide nurses' behavior to act in a manner consistent with responsibility and standards of practice. We believe professional values can be formed through reasoning, observation and experience.

AASN graduates possess an awareness of personal values and how these values may influence care delivery. Additionally, graduates incorporate professional values in assisting individuals with the process of value clarification that may impact healthcare decisions. BSN graduates have a global perspective and are able to help individuals clarify or re-prioritize personal values, minimize conflict and achieve consistency between values and behaviors related to health. MSN graduates apply professional values when designing healthcare systems in response to societal need and engage in activities that influence policies and service delivery to diverse populations in a variety of settings. The DNP is the nursing terminal degree that encompasses all professional role expectations in nursing. DNP graduates (including CRNA graduates) apply personal values when evaluating and designing

healthcare systems and lead in implementation of change within the healthcare systems in response to research translation, population health, and policy development.

### **Process**

The profession of nursing utilizes a systematic process, “The Nursing Process”, that incorporates the other three components (role, knowledge, and values) to evaluate the needs of individuals, groups, and communities. The nursing process involves assessment, planning, implementation, and evaluation on a continual basis. All nurses are prepared to use this process but as one acquires additional knowledge, the individual components are used in unique and creative ways. As one advances their education, elements such as communication, education, provision of support, coaching and monitoring are incorporated. Additionally, problem solving, planning, inquiry, and appraisal are used to derive and evaluate the interventions developed.

In addition to the nursing process, graduates are prepared to apply concepts of the National Council of State Boards of Nursing (NCSBN) Clinical Judgment Model. The components of this model include “recognize cues, analyze cues, prioritize hypotheses, generate solutions, take actions, and evaluate outcomes” (NCSBN, 2024). These concepts closely align with the nursing process and assist graduates in derivation of inferences about clients and in decision-making (NCSBN, 2024).

AASN graduates use a systematic process in nursing care to implement and modify known nursing interventions. BSN prepared graduates have the capability of anticipating, individualizing, implementing and evaluating various interventions according to unique situations and cultural responses. MSN graduates generate and design nursing interventions and recognize the interdependence of theory, practice and scientific inquiry when creating, predicting, and evaluating complex, variable interventions. DNP graduates (including CRNA graduates) lead and collaborate in change for improved healthcare systems and design systems for improved population health based on research translation. At all levels, relevant, research-based literature is utilized in the application of the nursing process and the clinical judgment model.

Revised 11/2024

## GENERAL POLICIES AND REGULATIONS

### *Advisors & Registration*

Each student is assigned an advisor who will work with the student in planning for orderly transition through the program. **ADVISEES MUST MEET WITH THEIR ADVISORS PRIOR TO REGISTRATION FOR CLASSES.** Additional meetings may be held if deemed necessary by advisee, advisor or both.

Students are responsible for their own education. Each student is given a curriculum plan (located in the A-State Undergraduate Bulletin) which clearly outlines the requirements of the program, semester by semester. Additional pertinent information is provided in the University Student Handbook. It is the responsibility of the student to know and to follow the requirements, policies and procedures contained in this handbook. As policies and procedures are adopted by the faculty, students will be provided this information electronically and/or in writing.

Students should follow the University registration format as outlined in the academic calendar. Advisors will generally post hours when they will be available for student advisement.

Students should contact their advisor before making changes in their schedule. Changes will be needed when a student has earned a grade below “C” in any nursing course, earned a grade below “C” in any support course, or when the student’s cumulative grade-point-average has fallen below a 2.0 in the AASN program or below 3.0 in the BSN program. Please see readmission requirements for additional information about readmission to the nursing programs.

### *Major and Minor Fields of Study*

Students pursuing a baccalaureate degree in nursing shall be permitted to declare a minor outside of the nursing program. Any student who chooses to pursue a minor must have an academic advisor from nursing as their primary advisor.

Revised 5/2025

### *Attendance Policy*

Regular class and clinical attendance are expected of all students in accordance with the policy set forth in both the current academic year **Undergraduate Bulletin** and **University Student Handbook**. Additionally, nursing students are responsible for making arrangements that are satisfactory to the faculty member regarding all absences. Such arrangements should be made prior to the absence if possible. Make up policies are course specific. Normally the student who presents the faculty member with an adequate and documented reason for an absence will be given a chance to make up the work missed if make-up is feasible. Adequate reasons are circumstances beyond the student’s control, such as personal illness, critical illness or death in the immediate family, or participation in an approved University activity. Not every activity on campus is considered university sanctioned, and students should communicate with faculty in advance to determine if event attendance will be considered excused.

Students are expected to be present and on time for each clinical and classroom learning experience. If it is necessary to be absent for adequate reasons (see definition above) the student should follow the specific policies outlined in the course syllabus.

Absences and tardiness interfere with meeting course objectives and attaining classroom and clinical competence. Consequently, absences and tardiness will be reflected in the evaluation of the student's ability to meet course objectives and may be cause for the student's record to be reviewed by the Admissions, Progressions, and Credits Committee. In the event of the inability to complete required course work, the student may contract with the instructor to receive a grade of incomplete (refer to the [Arkansas State University Undergraduate Bulletin](#)).

Revised 4/2023; Reviewed 5/2025

### ***Nursing Special Problems Courses***

A student may not audit a nursing course. Alternatively, when necessary students will enroll in a Special Problems course as determined by the learning contract provided by faculty. Content will reflect previously learned material. The student must register for these courses when required.

### ***Clinical Calculations—BSN Students***

Students admitted to the traditional BSN program option are required to take NRS 2342 Nursing Calculations and Terminology. Policies regarding exam average apply to this course the same as other required nursing courses.

Revised 5/2025

### ***Credit Hours***

The ratio of clock hours to undergraduate credit hours is as follows:

Classroom: 1:1

Clinical: 2:1

### ***Grading Scales***

Each undergraduate program within the School of Nursing has a descriptive course syllabus with information concerning content and specific determination of course grade. It is the student's responsibility to be familiar with and meet the requirements of each course.

### ***AASN & BSN Grading Scale***

| <b><u>Grade</u></b> |                 |
|---------------------|-----------------|
| <b>A</b>            | <b>90-100</b>   |
| <b>B</b>            | <b>80-89.99</b> |
| <b>C</b>            | <b>78-79.99</b> |
| <b>D</b>            | <b>60-77.99</b> |
| <b>F</b>            | <b>≤ 59.99</b>  |



### ***Tobacco Policy***

See University Student Handbook and Appendix A

### ***Substance Abuse Screening***

In the event the School of Nursing or any affiliated institution requests drug testing prior to, during, and/or throughout clinical placement, students will be responsible for the cost. Specifics regarding this procedure may be found in specific course syllabi and/or the Substance Abuse Policy for the College of Nursing and Health Professions found in this document.

### ***Cell Phones and Electronic Devices***

Cell phones and other electronic devices may be used as a student resource at the discretion of the faculty member and/or clinical site. Taking unauthorized photographs in clinical settings is strictly prohibited, as use of any personal electronic device to store/enter any type of patient information is a violation of the Healthcare Information Portability Accessibility Act of 1996 (HIPAA).

Cell phones and other electronic devices may not be audible in the classroom. If your phone rings during class, you will be asked to leave and not return. Family emergency calls can be routed through the departmental office. Personal texting in class is prohibited. Using devices to screen capture or cheat on tests and papers is a violation of the Academic Misconduct Policy.

Violation of any of these policies may lead to a grade of F and/or dismissal from the program. Students violating the policy will be referred to the department chair. Students are expected to conduct themselves in a manner which promotes a collegiate learning environment. Behaviors and attitudes which disrupt the learning environment will not be tolerated.

Revised 8/2019

\*In addition to the guidelines for electronic devices set forth by the College of Nursing and Health Professions (above), students enrolled in programs within the School of Nursing may not wear smart watches during quizzes or exams or in the clinical setting.

### ***Social Media***

Social media can be a way to share life experiences and opinions with others. Use of social media presents risks and carries with it certain responsibilities.

Social media includes all means of communicating or posting information or content of any sort via the internet or other electronic communication method. Social media includes both your personal or someone else's personal web log/blog, journal, website, or chat room, and group interchanges such as Facebook, Twitter, Instagram, Snap Chat, or YouTube and social media anonymous sites. These applications are subject to having content transmitted to others, with or without consent from the original author. Additionally, per the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations, no information, pictures, videos or descriptions of clients/families can be posted on social media sites. You are solely responsible for what you post online. Inappropriate postings specific to patients, classmates, or faculty that include discriminatory remarks, harassment or threats, or violations of professional codes of conduct are subject to disciplinary action. Your actions

could adversely affect your standing in your health professions program which could include program dismissal.

You should be aware that future employers may view potential candidate's websites.

Students are advised to review their site(s) for any unprofessional images or language which could adversely affect successful employment upon graduation. Please make responsible decisions about your use of social media.

Revised 8/2019; Reviewed 5/2025

### ***Student Rights & Grievance (Grievance Procedure)***

Students should carefully read the Arkansas State University Student Handbook sections on "Student Rights" and "Grievance Procedure". These sections will assist you in being more informed regarding the student's role and options.

### ***CPR Certification***

Students entering the Nursing Programs are required to have completed BLS Cardiopulmonary Resuscitation course (i.e. adult, infant, and child with AED) that is authorized by the **American Heart Association**. A card or letter demonstrating completion of the course must be presented to the School of Nursing. This letter or card is required of all nursing students. Proof of continued certification as required by academic program is the responsibility of the student. If appropriate documentation is not provided, the student will not be allowed to attend clinical.

Revised 5/2019; Reviewed 4/2025

### ***Dress Code***

The School of Nursing expects students to reflect professionalism and maintain high standards of appearances and grooming, especially in the clinical setting.

1. The uniform will consist of a black scrub uniform top and black scrub uniform pants or skirt (hemline not above the knee). White or black socks may be worn with scrub pants. White or black hose or leggings must be worn with a skirt.
2. Uniforms must fit appropriately (e.g. no "baggy" or low riding pants, no low-cut tops; no tightly fitting uniforms). All uniform pants need to be hemmed so they are not touching the floor. Uniforms must be clean and wrinkle free. Appropriate undergarments are necessary.
3. Students are permitted to wear either a plain white or black t-shirt or sweater under the uniform.
4. If a student wishes to purchase a lab jacket to wear with their uniform, it must be all black or all white. If a student wishes to wear business casual attire to pick up patient information, a lab jacket is required.
5. The A-State Nursing Patch is to be worn on the left sleeve of the uniform and lab coat (if purchased) where the top of the patch is 1.5 inches from the shoulder seam. In the event the shirt/lab coat does not have an actual shoulder/sleeve seam, the patch should be placed 1.5 inches from the shoulder joint.
6. Regulation name pin, identification badge, and a watch with a second hand must be worn with the uniform.
7. Shoes must be closed-toed, leather or synthetic leather shoes (may be tennis shoes but CANNOT be canvas or cloth). Clog type shoes are permissible as long as they have a lip to cover the heel. Shoes should appear clean.

8. During specific rotations, there may be variations in the dress code policy. Students rotating through pediatrics and mental health clinical experiences, for instance, should consult the course instructor for appropriate uniform.
9. When obtaining assignments and viewing patient records, students should wear uniform scrubs OR business casual attire with lab coat (i.e. no capris, shorts, sweats, jeans, spaghetti straps, tank tops, flip-flops, or sandals). Regulation name pin, nursing patch and identification badge should also be worn.
10. Hair must be neat, clean, away from the face, and of a naturally occurring color. Long hair must be pulled back off of shoulders. Ponytails should not hang below shoulder length in the front. Beards should be clean shaven or closely trimmed. If headbands are worn, they must be solid black or solid white.
11. Fingernails must be clean and not extend beyond the fingertip. Clear nail polish is acceptable. No artificial nails permitted.
12. Any student with visible tattoos is required to follow the clinical facility's guidelines regarding coverage of tattoos. It is the student's responsibility to know the facility policy, and if policy is not known, the student is expected to cover the tattoo(s). Facility personnel reserve the right to ask a student to leave the clinical setting if policies are not followed.
13. Jewelry should be minimal and appropriate to the clinical setting. For safety reasons, no hoop or dangling earrings are allowed and ear gauges, facial piercings and tongue piercings must be replaced with flesh colored plugs that are flat to the surface of the body.
14. Good personal hygiene (including attention to body odor and mouth odor), must be maintained at all times. If a student's level of personal hygiene constitutes an unprofessional image or interferes with the ability to provide safe nursing care, the student may be requested, at the discretion of the clinical instructor, to leave the clinical area and correct the identified deficiency. The student will receive no credit for the time missed to correct such deficiencies. No scented personal hygiene products should be worn in the clinical setting.

Revised 5/2025

### ***Clinical***

The nursing student is required to spend a predetermined number of hours in the clinical setting. This may consist of rotations in various hospitals, laboratories, simulations, physician's offices, mental health agencies, nursing homes, community health settings, etc. As basic nursing skills and experiences are acquired, more time is spent in the clinical setting. In the clinical setting nursing principles and scientific rationale learned in class are applied to patient care. The student is responsible for all skills previously learned.

The student should maintain a professional attitude as well as a professional standard of patient care at all times during clinical hours. **While in the clinical setting, students are expected to seek the assistance of their instructors for any nursing procedure that they have not been authorized to perform or for any procedure that they feel insecure about performing. All medications are to be checked by an instructor or their designee prior to administration.**

The nursing student is required to dress according to the A-State School of Nursing Student Dress Code while in the clinical setting. Additionally, the nursing student is expected to have a watch, stethoscope, bandage scissors, penlight, and black ink pen for clinical experiences.

The AASN and BSN programs use clinical simulation to meet a portion of the clinical hours required for the programs. The use of simulation for the program will not exceed 50% of the total clinical rotation time for the program.

### ***Student Employment***

It is recommended that a student's combined employment **AND** classroom/clinical load not exceed 40 hours per week. Hours in excess of 40 hours per week are very likely to be detrimental to the performance of the individual, both as a student and as an employee. Professional behavior regarding patient safety is important.

**Students are not permitted to work or take call within the 8 hours preceding a clinical shift to ensure safety.**

Students employed as health care personnel must adhere to the following:

1. Students are not to wear any identifiable part of the school uniform while on the job. Students should wear the uniform and identification of the employing agency.
2. Students are never to use the AASNS or BSNS designation outside of their faculty-supervised clinical experiences.
3. Students may not assume any position that requires the skills, knowledge, and/or judgment of a licensed registered nurse or licensed practical nurse in any employment situation (unless the student is an RN or an LPN).
4. Students may function only within the written job description of the position for which they were hired. This means performing only skills within the job description.
5. Students are fully accountable and liable for their own actions while in an employment situation and the employing agency assumes the legal responsibility in that situation.

Revised 5/2023

### ***Fees & Expenses***

The anticipated costs of the nursing program include, but are not limited to the following:

1. Medical expenses required for clinical (These may be obtained through personal physician, student health center, or public health center): Cost may vary based on insurance and provider
  - a. Hepatitis B series (3) or titer
  - b. TB testing: PPD skin test or T-SPOT is required upon admission. A chest x-ray is required if PPD or T-SPOT is positive. Additional screening and/or testing may be required dependent upon clinical guidelines.
  - c. Proof of annual physical (see appendix I for required form)  
\*This is not required for RN-BSN online students
  - d. Annual drug screen (Verified Credentials)
  - e. Varicella series (2) or titer
  - f. MMR (2) or titer
  - g. Tetanus (within the last 10 years)
  - h. Annual influenza vaccine (due mid-fall)  
\*This is not required for RN-BSN online students
  - i. COVID-19 testing and or vaccination may be required
2. American Heart Association BLS CPR certification- \$30-\$50 biannually

3. Standardized achievement tests are required at intervals throughout the program. The cost is dependent on the program option.
4. Students are required to maintain electronic device accessibility sufficient to program and university standards (Chromebooks do not meet minimum requirements for nursing programs).
5. Graduation expenses during final semester:
  - a. Graduation fee—approximately \$45-\$125 (includes diploma fee, cap and gown)
  - b. Announcements (optional)
  - c. Arkansas State Board of Nursing application approximately \$100
  - d. Criminal background check (for nursing license) approximately \$90
  - e. NCLEX-RN exam approximately \$200
  - f. School pin approximately \$40 (optional)
  - g. Additional NCLEX-RN review course approximately \$425 (optional)
6. Student professional uniforms (**prices vary**):
  - a. Black scrub top; black scrub pants/skirt \$40-\$80
  - b. Shoes \$50-\$100
  - c. School name pin approximately \$10 (Ordered from the A-State Bookstore)
  - d. A-State School of Nursing patch for uniform and lab coat \$10 each (Ordered from the A-State Bookstore)
  - e. ID badge cover or badge clip \$5
  - f. White lab coat \$25-\$35
7. Additional costs for clinical experiences:
  - a. Clinical sites may request drug screening prior to rotation. Drug screening is required prior to rotation to Arkansas Children's Hospital and Le Bonheur Children's Hospital. Approximate cost is \$40.
  - b. Students will be expected to provide their own transportation.
  - c. Students are required obtain a criminal background check at a cost of approximately \$100
  - d. Students are required to purchase malpractice (professional liability) insurance from Nurses Service Organization or other insurance provider for approximately \$40 for all AASN and BSN program options; if the student is already a CNA, EMT-P, LPN, or RN the cost is higher at approximately \$55-\$100.
8. Course materials, including textbooks, should be kept throughout the program of study and are used in multiple courses. Costs will vary depending on semester and program option. Course materials in the AASN program options (Elsevier 360) area total cost of approximately \$3500 and are divided into equal payments over the total number of semesters the student is enrolled. Textbooks for BSN program options may represent a sizeable investment, often more than \$900 in the first semesters of the nursing programs. Book costs in subsequent semesters will generally be much less. Recommended textbooks listed on syllabi may cost up to an additional \$500.

9. Students are required to have access to the following equipment. **Costs are estimated** and prices may vary.

- a. \*Watch (with a second hand) ..... \$25-\$50
- b. \*Stethoscope (must have adult and pediatric bell and diaphragm)  
.....\$20-\$150
- c. \*Bandage Scissors.....\$3-\$10
- d. \*Pen light.....\$3-\$5
- e. \*Nurse Packs (BSN Sophomores and AASN during program)..\$100-\$110
- f. \*\*ECG caliper.....\$10
- g. \*\*\*Mask or facial covering.....\$5-\$10

**\*Required Early in the first semester for Traditional AASN and BSN students and early in the second semester for ALL AASN students**

**\*\*Optional equipment for new/incoming students, will be required later in the program**

**\*\*\*Mask and/or facial covering may be required by A-State and/or clinical facilities. A-State AND clinical facility requirements must be followed.**

Revised 5/2023

### ***Malpractice Insurance***

Both traditional students and those already holding a license are required to carry their own malpractice insurance and provide proof of insurance coverage each semester, prior to beginning clinical courses. Coverage must be for a minimum of \$1,000,000/\$6,000,000. A copy of the certificate of insurance containing the student's name, policy limits and effective dates should be filed with the School of Nursing Office.

AASN and BSN students may purchase insurance through Nurses Service Organization or another professional liability insurance provider. The cost is approximately \$40 per year. If a student is already a CNA, LPN or RN, the cost is higher at approximately \$55-\$100. If a student has a CNA, LPN, or RN license they must purchase the required minimum coverage for their certificate/license then contact the professional liability insurance provider to request coverage as an "RN student" so both roles appear on the insurance paperwork.

Revised 7/2022

### ***Criminal Background Check***

Based on recent legislation in Arkansas (§17-87-312 Criminal Background Check and ACA §17-3-102 Licensing Restrictions Based on Criminal Records), students admitted to professional programs that require licensure in the state upon graduation, are required to have a successful background check to complete formal admission to a program.

Students may be subject to additional criminal background checks if required by the clinical agency for placement. Costs are to be borne by the student. If a student is denied placement at a specific clinical facility, alternative placement will be sought by the clinical coordinator. If no appropriate placement is available, the student will not be able to meet course outcomes and will be withdrawn from the program.

All persons seeking initial licensure as a nurse in Arkansas are required to undergo a criminal background check. The approximate cost of these background checks is approximately \$50 and is the responsibility of the student.

Anyone seeking licensure will need to contact the respective State Board of Nursing for specific information regarding application and background check completion. ***The Arkansas State Board of Nursing (ASBN) requires a criminal background check for all graduates applying for licensure. Graduating from a nursing program does not assure ASBN's approval to take the licensure examination. Eligibility to take the licensure examination is dependent on meeting standards in the ASBN Nurse Practice Act and Rules. You will be required to sign a statement, before beginning the nursing program that states you have read and understand ACA §17-87-312 and the specific offences which, if pleaded, no contest, or found guilty of will make an individual ineligible to receive or hold a license in Arkansas. You can access the information online and in the Appendix B below.***

***The Nurse Practice Act may be viewed at the Arkansas State Board of Nursing website in its entirety. For a complete list of criminal acts that prevent licensure as a registered nurse see the ASBN website. If students have any reason to believe that they may be ineligible to write the NCLEX-RN, they should discuss this matter with someone knowledgeable about nursing laws. Students who have ever been convicted of any crime (except speeding or parking tickets) should contact the Arkansas State Board of Nursing and a copy of the conviction order must accompany the application.***

Reviewed 4/2020; 5/2023

#### ***In-State Tuition (check with financial aid/admissions for most recent information)***

Students should check with financial aid and admissions for the most recent information regarding in-state tuition

#### ***Abilities and Skills for the Undergraduate Nursing Major***

The professional nurse must possess the knowledge and ability to effectively assess clients' biophysical, psychological, social, cultural, and intellectual domains. Further, the professional nurse must competently analyze the assessment data through intellectual processing to arrive at a definition of the client's status or problem, plan independently or collaboratively for full range of therapeutic interventions, execute all or part of the plans through nursing acts, and evaluate the care delivered and the client's responses to it. A candidate for professional nursing must have the abilities and skills necessary for use of the nursing process. These skills and abilities include observations; communication, motor ability, conceptualization, integration and quantification, and behavioral/social acceptability.

#### ***Standards and Functional Abilities for the Undergraduate Nursing Major***

The School of Nursing affirms that all students enrolled in a nursing program must possess those intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required by the faculty for safe professional practice.

Technological compensation can be made for some handicaps in certain areas, but a candidate should be able to perform in a reasonably independent manner. The use of a

trained intermediary is not acceptable, in that a candidate's judgment must be mediated by someone else's power of observation and selection.

| Standards  | Functional Abilities  |
|--|---|
| <b>Critical Thinking:</b> ability sufficient for clinical judgment   | Identify cause-effect relationship; problem-solve; predict/evaluate outcomes; sequence information.   |
| <b>Reading:</b> ability sufficient to comprehend the written word.   | Read written documents, graphs, policies, protocols, etc.   |
| <b>Mathematics:</b> ability sufficient to perform computations at least at the tenth-grade level.  | Measure time; compute medication dosage; count rates; use measuring tools; add, subtract, multiply, divide whole numbers; compute fractions.  |
| <b>Hearing:</b> ability sufficient for physical and environmental monitoring   | Auscultate faint body sounds, voices; hear monitor alarms, emergency signals.   |
| <b>Visual:</b> ability sufficient for accurate observation and assessment  | Observe patient response/condition: distinguish color and color intensity; prepare medication; see graphs, and computer screens.  |
| <b>Smell:</b> ability sufficient to detect environmental and client odors.   | Detect foul-smelling odors; detect smoke/gases.   |
| <b>Physical strength/endurance:</b> ability sufficient to perform full range of patient care activities.   | Stand for long periods of time at bedside; perform nursing care duties for entire shift; push/pull/support light and heavy objects; carry equipment; support patients in ambulation, turning, standing. |
| <b>Motor Skills:</b> ability sufficient to provide safe and effective nursing care.  | Position patients; obtain specimens; calibrate instruments/ equipment; prepare and administer medication; reach and bend with ease; grasp small objects, write, fine motor skills.                      |
| <b>Mobility:</b> ability sufficient to move from room to room and within confined space.   | Move about in populated areas; twist, stoop, squat; move quickly, administer repetitive movements (CPR).  |
| <b>Tactile:</b> ability sufficient for physical monitoring and assessment.   | Perform palpation; detect hot/cold; detect differences in skin surface; shapes and sizes.   |
| <b>Communication:</b> ability sufficient for interaction with others, in both the verbal and written English language.                                   | Teach; explain procedures; give oral report; speak on the telephone; document and interpret nursing actions and patient responses and convey information through writing.                               |
| <b>Interpersonal skills:</b> ability sufficient to interact with others.   | Establish rapport with patient, family and coworkers; respect differences, negotiate interpersonal conflict, remain calm in crisis situations.  |
| <b>Behavioral and Social Attributes:</b> ability sufficient to possess emotional health required for full utilization of his/her intellectual abilities. | Compassion, integrity, concern for others, interpersonal skills, interests, and motivations are all personal qualities necessary for professional nursing.  |



**The following abilities and skills are necessary to meet the requirements of the curriculum:**

Observations: The candidate must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision and tactile sensation. It is enhanced by the functional sense of smell.

Communication: The candidate must be able to speak, hear, and to observe patients in order to elicit information; describe changes in mood, activity, and posture; and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech but reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.

Motor: Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other assessment maneuvers. A candidate must have sufficient motor skills to gain access to clients in a variety of care settings and to manipulate the equipment central to the treatment of patients receiving professional nursing care. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Examples of required fine motor skills would include, but are not limited to, preparation and administration of oral and injectable medications, assessment of vital signs, application of dressings, and insertion of drainage catheters. Examples of required gross motor skills would include, but are not limited to, positioning clients in bed, assisting with ambulation, transferring clients and maneuvering in confined spaces. In addition, the candidate should be able to lift and carry a minimum of 35% of his or her own body weight. Also, the candidate should be able to sit, bend, reach and/or walk and stand for most of the day.

Intellectual-Conceptual, Integrative, and Quantitative Abilities: These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of nurses, requires all of these intellectual abilities. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

Behavioral and Social Attributes: A candidate must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and function effectively under stress for extended periods of time during a clinical day. The candidate must be able to adapt to noisy, stressful situations and rapidly changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients.

The citations for these guidelines are as follows:

Section 504 of the 1973 Vocational Rehabilitation Act and 42 U.S.C. 12101 et seq., the

American with Disabilities Act (ADA)

Bower, D., Line, L., & Denega, D. (1988). Evaluation instruments in nursing (pp. 71). New York: National League for Nursing

Revised 5/2023

### ***ADA Statement***

Please see the university handbook for policy and procedure regarding Access and Accommodations.

### ***Admission, Readmission, Probation, Retention Policies***

For University admission, readmission, probation, and retention policies see current Arkansas State University Undergraduate Bulletin.

All programs in the College of Nursing and Health Professions have policies governing admissions, readmission, probation, and retention which are found in the online Arkansas State University Undergraduate Bulletin. All committee decisions regarding admission and readmission are non-grievable instances.

Students who earn below “C” in any nursing course, fail to achieve a “C” or better in a support course in the prescribed time period, or who interrupt their program for any reason must apply for readmission to the nursing program and may be required to pass required readmission test(s). \*\*The required score on the readmission test is a minimum of 78%. All students are given a total of two attempts to test for readmission into the respective program. If the student does not achieve 78% on the first attempt, a second opportunity to test will be made available within 30 days of the first attempt.

Traditional BSN students who wish to be readmitted to the program may return the following semester if failure of a nursing course did not result in a drop in overall GPA to below 3.0. In the event that the minimum GPA requirement is not met, students may take the semester following failure of a nursing course to take courses to raise their GPA to a minimum of 3.0. In the event that a student meets the minimum GPA requirement after no more than one additional semester, they may apply for readmission to the program.

Students are NOT eligible for readmission if:

- the student has received a final grade lower than “C” twice in the same course
- the student has received a grade lower than “C” in professional courses in two separate semesters in the same program

\*In Nursing, withdrawal from a nursing course to avoid a failing grade is considered the same as receiving a grade lower than “C.” This policy applies to all undergraduate nursing programs including RN-BSN.

RN-BSN students who receive a “D” or “F” in a nursing course may repeat that course one time only. Students who receive a grade of “D” or “F” in the same nursing course twice will be dismissed from the program.

Once an interruption occurs in the program of study, there is no guarantee that a student will be readmitted to the major. \*\*If an interruption of more than two years occurs in a program of study, the student must repeat all professional nursing program courses.

\*\*\*Due to clinical site requirements, all BSN students must be 18 years of age by the first day of class of the second semester in the BSN program.

\*\*\*Due to clinical site requirements, all AASN students must be 18 years of age by the first day of the first semester of enrollment in the program.

Revised 5/2025

### ***A-State School of Nursing-Student Confidentiality Guidelines***

The confidentiality of patients admitted to contracted clinical agencies of the School of Nursing at Arkansas State University is protected by state and federal laws as well as treatment center policy and ethical consideration. Any student who breeches this confidentiality will be subject to immediate termination from the clinical rotation. Such disclosure is also subject to applicable laws and regulations. All information in regard to patients is considered confidential. This includes the following:

- a. The fact that the individual is a patient at a contracted clinical agency.
- b. The patient's name, address, employer, etc.
- c. The nature of the patient's illness or reason for admission to the treatment center.

Students are not allowed to discuss patients with individuals in the community and are not allowed to discuss patients in patient/public areas, including online/electronic settings. Prior to the start of the clinical rotation, each student will receive a briefing regarding confidentiality from the clinical instructor.

By signing the Required Signature Form (Appendix J), the student agrees to abide by these guidelines.

### ***A-State School of Nursing Artificial Intelligence Policy***

The College of Nursing and Health Professions values academic integrity. An Honor Code is utilized within the college and all students are bound by this code. Information regarding the consequences of cheating is listed in the University Student Handbook, School of Nursing Undergraduate Handbook, and the Graduate Information Guide (GIG). Should an individual choose to participate in academic dishonesty, plagiarism, or cheating, that individual will be held accountable.

As faculty, we acknowledge the permanence of Artificial Intelligence (AI). AI serves various purposes, but it is the student's duty to use it judiciously. AI can provide data, but it may not always be accurate. It is the student's responsibility to cross-check all information for its factual and clinical correctness. Students should view AI as a tool, not a substitute for their own knowledge.

Faculty will actively employ AI checkers, ensuring assignments are closely monitored. The faculty of each course will decide on the permissibility of AI use for that course. If AI use is approved and a student chooses to utilize it, they must adhere to APA standards for citation.

However, if a student's use of AI is not approved and the checker detects a significant reliance on AI, the student will be reported via an Academic Misconduct Report, ensuring the integrity of our educational process.

### ***Academic Misconduct***

Each student admitted to a professional nursing program is charged with the responsibility of honorable academic conduct. A student is assumed honorable until his/her actions prove otherwise. An academic honor offense is defined as an act of lying/willful misrepresentation, cheating/unauthorized collaboration, plagiarism or facilitating academic dishonesty of others. The University Student Handbook outlines the procedure for violations.

As a student in a nursing program, it is fundamental that you act in an honorable and virtuous way so that a community of trust is established among members of the college and your clients. Honor is a practiced ideal that will positively impact your relationship with fellow students, faculty, administrators, patients and other members of the community.

All students are bound by this policy, and all are needed to make it work. The atmosphere of trust and integrity that is created by an honor system enables the student to know his/her word will be taken as true, to compete fairly in the classroom and to keep what is rightfully his/hers. The system functions best when all not only take responsibility for their own actions but hold their peers to the same standards.

As a student admitted to a nursing program, you must agree to live by and support the basic principles of honesty – no lying, cheating or stealing; be accountable for your actions; and share information about honor offenses. If you are not prepared to accept these responsibilities, you should select a program outside of the School of Nursing. Procedures and additional information related to academic misconduct can be found in the University Student Handbook.

Revised 5/12/25

### ***Document of Concern/Professional Behaviors***

The Document of Concern form (Appendix D) for AASN students and the Professional Behavior Form (Appendix E) for BSN students will be completed and filed in the student's record for a student failing to uphold academic integrity or engaging in activities deemed unsafe or unprofessional.

### ***Dismissal***

A student may be asked to leave the nursing program regardless of academic grade if any of the following conditions exist:

1. Demonstrated lack of aptitude for nursing
2. Failure to exhibit behavior of:
  - a. Integrity
  - b. Dependability and accountability
  - c. Concern for human and societal needs

3. Clinical nursing performance that jeopardizes safety of patient(s)
4. Physical or emotional condition of a nature that affects, or is affected by, one's performance in nursing
5. Failure to conform to the legal and ethical standards of the nursing profession
6. Excessive absences (see attendance policy)

### ***Transfer Credit Policy***

Students who present transcripts of college level credit from other accredited institutions may receive credit toward a degree in accordance with the policy as set forth in the current academic year Undergraduate Bulletin. Students must submit their transcripts to the A-State-Jonesboro Registrar's office for evaluation of all General Education. Transferring international students must submit an official copy of all university transcripts in native language with translation in English. Minimum required grade point average (GPA) is 2.00/4.0 on total transferrable hours to Arkansas State University.

A transfer student must apply to the School of Nursing, submit the documents requested on the application and meet the entry criteria. Acceptance of transfer courses in nursing is the responsibility of the School of Nursing and such transfer courses are approved by the faculty of the appropriate program.

Students applying to the online RN-BSN option must submit official transcripts from all schools attended to [astateonline@astate.edu](mailto:astateonline@astate.edu) or A-State Online Services at P.O. Box 2520, State University, Arkansas 72467.

### ***Health Regulations***

**Students are required to provide documentation of malpractice insurance; a negative PPD skin test, negative T-SPOT or negative chest x-ray; CPR certification; required vaccines; proof of annual physical (not applicable to RN-BSN online students); proof of annual drug test; and, dependent on program, a TB mask fitting may be required.**

Students are required to submit documentation of health records as described in the table below. Traditional and Second Degree Accelerated BSN students will submit this documentation via Verified Credentials. More information will be provided during general orientation regarding Verified Credentials.

|  |   |
|--|---|
| CPR Certification                                  | <ul style="list-style-type: none"> <li>• Continuous American Heart Association BLS CPR Certification</li> </ul>   |
| Admission and Annual TB Mask Fitting               | <ul style="list-style-type: none"> <li>• In accordance with OSHA recommendations, students may be required to be fitted for a TB mask annually</li> </ul>   |
| TB testing   | <ul style="list-style-type: none"> <li>• Every student must present evidence of negative PPD Skin Test or TSPOT upon admission and as required throughout the program.</li> <li>• Chest X-ray is required with positive PPD Skin test or TSPOT</li> </ul> |
| Admission and Annual Proof of Physical Examination | <ul style="list-style-type: none"> <li>• Must provide form attached in Appendix I</li> <li>• <b><i>RN-BSN online students are NOT required to submit proof of physical exam</i></b></li> </ul>  |
| Admission and Annual Proof of Urine Drug Screen    | <ul style="list-style-type: none"> <li>• Must provide proof that a drug screen was performed through Verified Credentials</li> </ul>  |
| Flu Vaccine  | <ul style="list-style-type: none"> <li>• Clinical sites may require a Flu vaccine prior to rotation. Announcements will be made in the fall semester by local Health</li> </ul>   |

|                                     |   |
|-------------------------------------|---|
|                                     | Departments on the availability of the vaccine. Written verification of the administration of the vaccine is required. Annual proof of vaccinations may be required by clinical sites. If the student has not received the vaccine the hospital has the right to 1) Prohibit the student from facility access for clinical practice, 2) require student to wear a mask at all times or 3) other modification according to their policy. If you chose not to be vaccinated for Influenza at this time you must provide documentation from your care provider and/or sign and submit an Influenza Vaccine Declaration form provided by the clinical facility. |
| Hepatitis B                         | <ul style="list-style-type: none"> <li>• Prior to entry into any clinical course students must present a Hepatitis B virus (HBV) immunization record to include either a documented history of HBV infection, antibody status positive titer showing previous antigen response to HBV or documentation of the first (in a series of three) HBV immunization. The series must be completed within seven months (second immunization one month after first, followed by third immunization six months after second)</li> </ul>  |
| MMR Immunization                    | <ul style="list-style-type: none"> <li>• Need documentation of 2 MMR Vaccinations in lifetime OR a titer</li> </ul>   |
| Varicella Immunization              | <ul style="list-style-type: none"> <li>• Need documentation of 2 Varicella vaccinations OR a titer</li> </ul>   |
| Tetanus Immunization                | <ul style="list-style-type: none"> <li>• Verification of a Tetanus Booster within the last ten years</li> </ul>   |
| COVID-19 Testing and/or Vaccination | <ul style="list-style-type: none"> <li>• COVID-19 testing and/or vaccination may be required by our clinical facilities. If a student does not comply with the requirements of the facility, clinical placement may not be possible.</li> </ul>   |

\*\*\*Due dates of documentation may vary by program and program option.

\*\*\*Clinical facilities may require additional vaccinations. For the vaccinations listed and any additional vaccinations required by the facility, students must provide appropriate documentation. If a student fails to comply with facility requirements, clinical placement may not be possible.

Reviewed 4/2025

### ***Standard Precautions***

All college of Nursing and Health Professions students and faculty will employ Standard Precautions while in the clinical setting. Protocols for Standard Precautions (previously referred to as Universal Precautions) can be found in [OSHA Standard 1910.1030 Bloodborne Pathogens](#). This document is updated by OSHA. It is your responsibility to review this information as part of your review of the handbook.

### ***Latex Allergy***

The student must notify the faculty member supervising the learning experience immediately upon awareness of a known or suspected latex allergy. Latex allergy exposure, treatment, and medical prophylaxis is the student's responsibility and must be provided at the student's expense.

## ***Insurance***

Health Insurance: The College of Nursing and Health Professions strongly recommends that students obtain their own health insurance. Injuries that occur in a clinical setting are not covered and/or paid by the agency or the university.

## ***Bloodborne Pathogens***

Any potential or actual exposure to a bloodborne pathogen will be handled on a case-by-case basis in conjunction with the facility at which the exposure or potential exposure occurred, the faculty or supervisor present, and the program administrator.

## ***Arkansas State University***

### ***College of Nursing and Health Professions***

#### ***Substance Abuse Policy***

The College of Nursing and Health Professions recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of a health occupation. Within each profession there are codes and standards for conduct by which all members of the profession are expected to function. Thus, when engaged in educational activities whether on campus or in the clinical setting health professionals are expected to be free from the abusive influence of chemical substances/drugs<sup>1</sup>. When students are under the influence of drugs and alcohol, they present a threat to patients, other students and the employees and visitors of clinical facilities. **It is the responsibility of the student to report any medication/s taken which would adversely affect her/his ability to perform safely in class or clinic. Written documentation will be required for verification of medications taken and will be placed in the student's file.** As a condition of admittance and retention in any professional program in the Arkansas State University College of Nursing and Health Professions all students must sign a SUBSTANCE ABUSE COMPLIANCE CONTRACT agreeing to adhere to the *Substance Abuse Policy & Procedures* when conducting any activity associated with their educational program. As the contract notes, it is inclusive of testing for substances and appropriate release of that information.

<sup>1</sup> The generic meaning of the term “drug” is broadly defined as any chemical substance which affects living systems. For the purposes of this policy, substance and/or drug abuse are used interchangeably and defined as socially unacceptable use of drugs or other chemical substances for non-therapeutic purposes. The substance alcohol (ethanol), by its properties and actions, is a drug and is used as such in this policy. Drugs prescribed by a physician licensed to practice medicine and surgery, as long as the drug is taken in accordance with the provider's instructions and does not impair the student's ability to perform his/her duties, are exempt from this policy.

#### Reference:

Reiss, B. & Melick M. (1987) Pharmacological Aspects of Nursing Care (2<sup>nd</sup> Ed.). Albany, NY: Delmar Publishers, pp. 2, 627, 631-633.

## **Procedures**

1. *If a faculty member or supervisor observes a student demonstrating behavioral changes giving probable cause to believe the student is under the influence of drugs or alcohol while performing course activities* the student will immediately be asked to submit to a body fluid testing for substances at a lab designated by the College of Nursing and Health Professions who have identified procedures for collection (see attached). **The cost of the test will be borne by the student.** Refusal to submit for testing warrants immediate program dismissal.

At the time the specimen is released to the testing lab, the student will sign a release statement requesting that the test results be sent to the Dean's Office, College of Nursing and Health Professions, and to the student. If the results are negative, no further action will be taken and the student will only be allowed to make up work missed. If the results are positive (and substantiated by a second or confirmation test), the student will be dismissed from the professional program. Laboratory results will be disclosed to individuals whose duties necessitate review of the test results and confidentiality will be adhered to as stringently as possible.

2. *This policy applies only to a student exhibiting behavior creating probable cause to believe drug or alcohol abuse is present. A student may be removed from the clinical environment or educational program for any prohibited behaviors as set out in the university or program handbooks, rules and regulations, whether or not related to substance abuse.*
3. Readmission of the student to the program is contingent upon the following conditions:
  - a. Formal application for readmission to the program
  - b. Meeting specific program admission criteria as noted in the Undergraduate/Graduate Bulletin
  - c. Clinical space availability
  - d. Documentation that a prescribed treatment program has been completed by the student related to the drug/alcohol condition. The documentation is to be submitted to the Dean's Office, College of Nursing and Health Professions by the designated treatment facility.
  - e. Follow-up program as suggested by the treatment facility which may include, but is not limited to, one or more relapse prevention procedures. The follow-up program will be individual, specific, and written as part of a contractual agreement with the student.
4. Arkansas State University may be required by state or national regulatory boards to submit information regarding a student's substance abuse history when he/she applies to take the examination for licensure. There is no guarantee that these boards will allow individuals with a substance abuse history to take the examination. Each case is judged individually by each board.
5. Students will be required to abide by individual institutional policies relating to substance abuse in clinical agencies to which they are assigned.

## ***Behavioral Changes Associated with Substance Abuse***

The college of Nursing and Health Professions has developed the following list of behaviors that are not all inclusive but, when observed, can be used as indices to identify an individual



who at the moment of observation could be under the influence of a “drug” (see the *Substance Abuse Policy* for definition of the term “drug” and for the mechanisms to operationalize the policy). The College of Nursing and Health Professions is guided by behavioral descriptors that are stated in the latest edition of Diagnostic & Statistical Manual of Mental Disorders.

\*Observation of any of these behaviors will result in dismissal from the learning environment (clinical or classroom).

#### Attention Deficit/Cognitive Impairment

- \* Ataxia
- \* Tremors, especially of the hands
- \* Slowed response time in a familiar skill
- \* Diminished from the usual in coordination/dexterity

#### Social Impairment

- \* Inappropriate verbal remarks (subjects/words/expletives)
- \* Inappropriate behaviors or those beyond the societal norm such as:
  - Angry outbursts/unrestrained agitation
  - Crying that cannot be explained
  - Euphoria
  - Paranoia
  - Hallucinations
- \* Behaviors that are markedly changed from that individual such as:
  - Introversion
  - Extroversion
  - Sullen/irritable
  - Giddy
  - Defensiveness

#### Somatic Manifestations/Discomforts

- \* Odor of alcohol on breath
- \* Nausea/vomiting/thirst
- \* Frequent trips to the bathroom/complaints of urinary frequency or diarrhea
- \* Hiccoughs
- \* Reddened sclera (bloodshot eyes)
- \* Pupil changes/drooping eyelids
- \* Complaints of blurred vision or inability to focus

#### Speech/Communication Impairment

- \* Slurred (thick tongue)
- \* Rapid/choppy communication pattern
- \* Incoherent speech

### ***Behavioral Patterns Associated with Substance Abuse***

The following is a list of behavioral patterns that may surface when drugs have been abused. While these patterns have many causes, thorough assessment and detailed documentation is needed over a period of time to determine if there is any relationship to drug abuse. Patterns of behavior to observe and validate are:

- \* Repeated tardiness
- \* Frequent absenteeism
- \* Numerous and chronic somatic complaints (colds/GI problems/lack of sleep/weight loss/sluggishness/low energy)
- \* Untidy personal appearance or deterioration in quality of grooming
- \* Lack of attention to hygiene (hair, nails, skin, oral)
- \* Multiple crises in personal life
- \* Avoidance/lack of eye contact
- \* Isolation/lack of peer support
- \* Repeated excuses for below standard performance
- \* Forgetfulness with appointments/assignments
- \* Slowed response time in familiar activities
- \* Behavior shifts/mood swings
- \* Lack of trust and suspicious of the motives of others
- \* Needle tracks on body surface
- \* Behaviors surrounding the administration of narcotics:
  - Frequent need to waste “unused” medications
  - Recording the administration of larger doses than ordered
  - Unauthorized possession of the narcotic key
  - Unsupervised entry into narcotic cabinet
  - Volunteering to be in situations to gain greater access to narcotics
  - Taking frequent breaks/numerous occasions when whereabouts unknown

## **CRITERIA FOR URINE DRUG SCREENS**

### **NOTICE: PROVIDE LAB WITH THIS CRITERIA**

**ANY DRUG SCREENS SUBMITTED TO ARKANSAS STATE UNIVERSITY, COLLEGE OF NURSING AND HEALTH PROFESSIONS SHALL HAVE MET THE FOLLOWING CRITERIA:**

1. Specimen collection is witnessed
2. BASIC 10-PANEL\* DRUG SCREEN INCLUDING ALCOHOL, MEPEERIDINE AND DRUG OF CHOICE (SEE #7).
3. Laboratory must be CLIA<sup>1</sup> approved.
4. Confirmation of positive results is done by GCMS<sup>2</sup>. If specimen must be sent to another laboratory for confirmation, the chain of custody is maintained.
5. Report, in addition to results, will include:
  - a. Chain of custody
  - b. Drug history
  - c. List of drugs screened
  - d. Confirmation of method used
  - e. Specific gravity
6. The laboratory will retain negative specimens for a minimum of two (2) weeks and positive specimens for a minimum of one (1) year.
  - \* 10-Panel Includes:
 

|              |                 |
|--------------|-----------------|
| Amphetamines | Benzodiazepines |
|--------------|-----------------|

Cannabinoids

Opiates

Barbiturates

Methaqualone

Cocaine

PCP

Methadone

Propoxyphene

7. THE DRUG SCREEN SHALL TEST FOR THE FOLLOWING:

Amphetamines

Barbiturates

Benzodiazepines

Cannabinoids

Cocaine

Opiates

Methadone

Methaqualone

Phencyclidine

Propoxyphene

Alcohol

Meperidine

Drug of Choice

**DRUG SCREENS WHICH DO NOT TEST FOR THE ABOVE WILL BE CONSIDERED NON-COMPLIANT WITH THE ORDER.**

<sup>1</sup>Clinical Laboratory Improvement Act: Set of Federal Regulations which clinical labs must meet for certification.

<sup>2</sup>Gas Chromatography Mass Spectrometry

Adopted from Arkansas State Board of Nursing, January 1997

**Northeast Arkansas Drug Screen Locations**

**Jonesboro**

National Medtest Inc.

601 Southwest Dr.

Jonesboro, AR 72401

Tel: (870)931-1993

NEA Baptist—Hilltop Clinic

4901 E Johnson

Jonesboro, AR

Tel: (870)932-8222

Occupational Health Partners

4334 East Highland Dr. Suite A

Jonesboro, AR 72401

Tel: (870)802-0012

On Site Drug Screening LLC

717 County Rd 407

Jonesboro, AR 72401

Tel: (870)933-8797

Quest Diagnostics

901 Osler Drive, Suite D

Jonesboro, AR 72401

Tel: (870)932-7430

**Trumann****Justice Network**

106 East Main St.  
Trumann, AR 72472  
Tel: (870)418-0080

**Paragould****Mid-South Drug Testing**

1906 Mockingbird Lane, Suite C  
Paragould, AR 72450  
Tel: (870)215-0025  
Fax: (870)215-0026

**Justice Network**

1207 W. Court St  
Paragould, AR 72450  
Tel: (870)240-8090

Reviewed 4/2025 (CNHP policy)

**ARKANSAS STATE UNIVERSITY  
COLLEGE OF NURSING AND HEALTH PROFESSIONS**

**WAIVER OF RELEASE OF MEDICAL INFORMATION  
SUBSTANCE ABUSE POLICY AND PROCEDURES**

I, \_\_\_\_\_, am a professional health student at Arkansas State University and have previously received, read and understand the College of Nursing and Health Professions' *Substance Abuse Policy & Procedures*.

I hereby consent to having a sample of my body fluid collected on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, according to the terms set forth in the policy for the purpose of testing for identified substances at my own expense.

I understand that a positive test result will require a subsequent confirmation test. If that remains positive, it will affect my status in the professional program. I understand that if I am taking any medications which would adversely affect the results of the test, that I should disclose those immediately. Written medical documentation from my physician will be required by me for verification of those medication(s) taken.

I authorize the release of test results related to the screening or testing of my blood/urine specimen to the Dean of the College of Nursing and Health Professions at Arkansas State University and to myself. I understand that my body fluid specimen will be sent to \_\_\_\_\_ for actual testing.

I hereby release Arkansas State University, its Board of Trustees, officers, employees, and agents from legal responsibility or liability arising from such a test, including but not limited to, the testing procedure, analysis, the accuracy of the analysis, or the disclosure of the results.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

**For Student File**

## **STUDENT SERVICES**

### ***Financial Aid***

The Financial Aid Office coordinates all financial assistance available to students at Arkansas State University, with the exception of Veteran and Social Security benefits. For distant sites financial aid is coordinated with the local Financial Aid Office and the A-State Financial Aid Office.

The federal government is the primary source for student aid funds. Other sources include the state, the institution, and private donors.

Eligibility for most of the financial aid programs is based on financial need. However, there are several scholarships and grants in aid that are based on academic ability and/or special skills in certain areas. In addition, there are scholarships for nursing and health professions students which have been made possible by private organizations. Each student should check with the Chairperson of the Scholarship Committee (CNHP) for availability of these scholarships.

### ***Library Resources***

Nursing books and journals are available at A-State's Dean B. Ellis Library. At ASU Mid-South, nursing books and journals are available in the campus libraries. Additionally, the Dean B. Ellis Library can be accessed online. Many professional journals have full-text articles available online through the library.

### ***Audiovisual Lab and Clinical Learning Center (CLC)***

Audiovisual materials and equipment are available on all campuses in the School of Nursing. Available for student use are: slides, audiotapes and players, videotapes and viewers, computers for computer-assisted instruction, as well as other self-instructional materials. The audiovisual equipment is for lab use only; however, with faculty's permission, students may, at times, check out equipment for class assignments or special projects. The AV lab is open Monday through Friday with hours posted at the beginning of each semester. The Clinical Learning Center (CLC) labs are equipped with mannequins, equipment and supplies that may be used to practice procedures and skills. Practice times for the CLC will be at the discretion of the CLC coordinator and clinical faculty. As appropriate, AV, CLC and computer labs are available at all sites. Contact site faculty for rules and regulations.

Revised 5/2019; Reviewed 4/2023

### ***Simulated Equipment Waiver***

Simulated equipment is not intended for human or animal use, injection, application, and/or ingestion. To use them otherwise is outside the scope and intended purpose for which they are designed. Products/equipment obtained for a laboratory course are to be used for educational/instructional use only and are not for patient, personal, family, medical, and/or household use. Signature is required on Handbook Signature Form in Appendix J.

Established 6/19/20; Reviewed 5/2023

### ***Computer Lab and Usage Policy***

All Arkansas State University computing facilities, equipment, software, and reference manuals are for class use only. No use of a commercial nature or use for personal gain or profit will be allowed. Copying computer software or related reference manuals for commercial or personal use is a violation of federal copyright laws and will not be allowed.

Playing games on the computers will not be allowed.

Using computers and printers will not be allowed unless it is for an A-State class assignment.

Revised 5/2023; Reviewed 5/2025

### ***Counseling Center***

The Wilson Counseling Center is committed to helping you benefit as much as possible from your experience at A-State. This support may include helping you to perform better academically, to cope with your emotions, or to be more effective in your relationships with others.

The University environment can be exciting and challenging. It also can be highly stressful since you may face academic pressures as well as demands from family, friends, and loved ones at the same time. While we work with students who may be experiencing a crisis, our goal is to help you deal with your concerns before they develop into more serious problems. To enroll in counseling, please contact our office at 870-972-2318, drop by the office, or email us at [counseling@astate.edu](mailto:counseling@astate.edu) to schedule an initial intake. During the intake, you will consult with a counselor who will help determine the best way to meet your goals. Wilson Counseling Center provides multiple options for care including group counseling, online self-help through TAO, workshops, and short-term individual counseling.

The Wilson Counseling Center is fully accredited by the International Accreditation of Counseling Services (IACS). The counseling center was evaluated by IACS against high standards of counseling practice and was found to offer competent and reliable professional services to its clientele. Approval by IACS is also dependent upon evidence of continued professional development as well as demonstration of excellence of counseling performance. The Counseling Center is located in Suite 2203 in the Reng Student Service Center. Call 870-972-2318 or see the website.

ASU Mid-South campus policies outline utilization of local off-campus services at local health care agencies and/or contact campus security and 911 services.

Revised 5/2025

### ***Student Health Center***

The A-State Student Health Center (SHC) is now operated by NYIT College of Osteopathic Medicine at A-State and is known as the “The NYITCOM at Arkansas State Medical Clinic”. It continues to offer provides an array of medical services to A-State students including: treatment of minor illness and injury, physical exams, immunizations, female and male exams, PAP smears, STI testing, pregnancy testing, pregnancy prevention (birth control, condoms, etc.)

Students may be referred to other facilities for additional laboratory tests, x-rays, diagnostic imaging, counseling, or specialized services as deemed necessary by the staff.

Call for an appointment, (870)972-2054 and/or see the website for more information.

Clinic Hours are Monday-Friday 8:00am-5:00pm

\*Contact distant site faculty for additional resources in your immediate area.

Revised 5/2025

### ***Parking***

All students who park a vehicle on the A-State campus are required to register the vehicle and display a sticker. Students can order their parking permit online through my.AState using the Parking eBiz icon. The fee for students is \$70 and is charged to your account at the

Finance Office. For additional information call Parking Services at (870)972-2945 or visit the Parking Services Website.

All distant sites should adhere to the parking policies for their campuses.

Revised 5/2025

## **STUDENT ORGANIZATIONS**

### ***Student Nurses Association***

The National Student Nurses Association (NSNA) is the largest independent professional student organization in the country, and it is run by nursing students, for nursing students. Being a member of the NSNA makes you eligible for a host of benefits, including career planning assistance, financial assistance, low-cost malpractice insurance, and much more. You are eligible to become a member of NSNA if you are a nursing student or pre-nursing student in any state-approved program preparing for registered nurse licensure (including direct entry masters). In addition, registered nurses in a program leading to a baccalaureate in nursing are eligible for membership. For more information, please visit the NSNA website or contact any A-State Student Nurses Association member.

Your participation and support are encouraged and welcomed.

### ***Minority Student Nurses' Association***

The Minority Student Nurses' Association was established in 2023 to aid in the development of minority nursing students including his/her professional role, and his/her responsibility for healthcare of people in all walks of life, to address minority representatives' common fundamental interests and concerns to nursing, and to assume responsibility in providing aid to minority nursing students in nursing education to better the quality of healthcare. The organization's function is to recruit, counsel, and assist minority students interested in nursing to ensure a constant progression of minorities into the field.

Membership is limited to students who identify as a member of a minority population and are enrolled in an undergraduate nursing program at Arkansas State University. Please reach out to a member of the MSNA or a faculty advisor if you have questions or would like to join.

### ***Sigma***

Sigma is the international honor society of nursing. The A-State chapter is the Eta Theta Chapter. The purposes of this society are as follows:

- 1) to recognize superior achievement and scholarship
- 2) to recognize the development of leadership qualities
- 3) to foster high professional standards
- 4) to encourage creative work
- 5) to strengthen commitment to the ideals and purposes of the profession

#### **Membership Criteria:**

Candidates for membership include BSN students, MSN students, and community members. Each undergraduate candidate for membership is required to meet the following criteria for the category of membership:

- 1) must have completed at least 12 credit hours in their current program
- 2) must have completed ½ of their nursing curriculum
- 3) have at least a 3.0 on a four-point scale



- 4) rank in the upper 35% of the graduating class
- 5) meet the expectation of academic integrity

Each graduate candidate for membership (master's and doctorate) is required to meet the following criteria:

- 1) must have completed at least  $\frac{1}{4}$  of the nursing curriculum
- 2) have a least a 3.5 on a four-point scale
- 3) meet the expectation of academic integrity

For more information visit Sigma's Website.

Revised 5/2023

## **PROGRAMS**

### **Arkansas State University School of Nursing Associate of Applied Science in Nursing (AASN) Student Learning Outcomes Effective August 2019**

- I. Employ vigilance and standards of practice to promote a culture of safety while providing patient-centered care.
- II. Prioritize nursing clinical judgment while providing patient-centered care based on current evidence and professional healthcare information.
- III. Select therapeutic communication techniques and/or technology to promote knowledge while enhancing relationship centered care across practice environments.
- IV. Support the interprofessional team through effective collaboration and shared decision-making to achieve safe quality patient care.
- V. Demonstrate professional responsibility and accountability while implementing the role of the Registered Nurse.

Revised 5/2019

Plans of study are located on the website.

**\*\*Students MUST repeat all nursing courses (NRS, NRSP prefixes) if it has been greater than two (2) calendar years since completion.**

# VALIDATION OF CREDIT BY ARTICULATION FOR THE LPN – AASN DEGREE

I hereby certify that \_\_\_\_\_  
(Student Name) (Student ID)

has met the following requirements to receive credit by articulation, and therefore the indicated credit hours should be listed on the student's ASU transcript.

1. Completion of PN certificate and holds an unencumbered license.
2. Satisfied all requirements as documented through the Arkansas State Board of Nursing Articulation model.

Having met these requirements credit should be recorded on the student's transcript as shown below:

|           |                                   |
|-----------|-----------------------------------|
| NRS 1214  | Introduction to Nursing           |
| NRSP 1222 | Fundamentals of Nursing Practicum |

**ARTICULATION TOTAL: 6**

Approved by:

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Associate Program

\_\_\_\_\_  
Date

**Arkansas State University School of Nursing**  
**Bachelor of Science in Nursing (BSN)**  
**Student Learning Outcomes**

- I. Create a culture of safety in all aspects of professional practice.
- II. Integrate the nursing process and concepts from sciences, liberal arts, research, and evidence-based practice into patient centered care.
- III. Formulate verbal, nonverbal, and written communication with emerging technologies while teaching and collaborating with the patient, their support system, and the health care team.
- IV. Integrate principles of leadership and management into professional nursing practice to deliver patient-centered healthcare.
- V. Exemplify professional standards and ethics at all times.

Revised 1/2019; Reviewed 5/2025

See the Arkansas State University Undergraduate Bulletin for prerequisites, course descriptions, course sequencing and graduation requirements.

Plans of study are located on the website.

**Validation of Credit by Articulation  
LPN-BSN**

I hereby certify that \_\_\_\_\_ has met  
(Student Name) Student ID  
the following requirements to receive credit by articulation, and therefore the indicated credit hours  
should be listed on the student's Arkansas State University transcript.

**Requirement A.** Graduation from a state board approved nursing program

*Validation:* **Received LPN Certificate from** \_\_\_\_\_ **in**  
\_\_\_\_\_ **on** \_\_\_\_\_ **(date).**

**Requirement B.** Passing the NCLEX-PN licensure examination

*Validation:* **Copy of current, unencumbered Arkansas LPN license attached.**

**Requirement C.** Successful academic performance in the first semester of the junior level of BSN  
program.

*Validation:* **Date first semester of BSN courses completed:** \_\_\_\_\_.

**Requirement D.** One hour of independent study under direction of BSN faculty.

*Validation:* **Recorded on Arkansas State University transcript: Date:** \_\_\_\_\_.

Having met these requirements of the Arkansas Nursing Education Progression Model, credit  
should be recorded on the student's transcript as shown below:

**Credit applied to Arkansas Nursing Articulation Model**

| Course                                     | Semester Hours |
|--|----------------|
| NRS 2313 Concepts of Nursing Practice      | 3              |
| NRS 2322 Foundations of Nursing            | 2              |
| NRSP 2321 Foundations of Nursing Practicum | 1              |
| NRS 2002 Medical Surgical Nursing I        | 2              |
| NRSP 2003 Nursing Practicum I              | 3              |
| <b>Articulation Credit Total</b>           | <b>11</b>      |

Approved by:

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
BSN Program Chair

\_\_\_\_\_  
Date

## Validation of Credit by Articulation RN to BSN

I hereby certify that \_\_\_\_\_

*Student Name*

*Student ID*

has met the following requirements to receive credit by articulation, and therefore the indicated credit hours should be listed on the student's ASU transcript.

**REQUIREMENT A.** Graduation from a state board approved nursing program

*Validation:* Received degree from \_\_\_\_\_ in \_\_\_\_\_ on \_\_\_\_\_.

**REQUIREMENT B.** Passing the NCLEX-RN licensure examination

*Validation:* RN license \_\_\_\_\_ State \_\_\_\_\_

(Electronic validation that license is current and unencumbered attached).

**REQUIREMENT C.** Successful academic performance in the first semester of the senior level of BSN program

*Validation:* First semester of senior courses successfully completed: \_\_\_\_.

First semester of RN to BSN courses completed at ASU: \_\_\_\_.

Having met these requirements of the Arkansas Nursing Education Progression Model, credit should be recorded on the student's transcript as shown below:

**Please Note, Articulated credit will NOT be awarded if the student has already received a grade in the course**

### ARTICULATION CREDIT

| Hours by Articulation  | Sem. Hrs. |
|--|-----------|
| Credit for courses <u>up to 42 hours</u> from the list below, will be held in escrow. Students will receive credit for escrowed courses upon successful completion of the program. |           |
| NRS 2002, Medical Surgical Nursing I   | 2         |
| NRS 2313, Concepts of Nursing Practice   | 3         |
| NRS 2322, Foundations of Nursing   | 2         |
| NRS 2392, Health Assessment  | 2         |
| NRS 3103, Medical Surgical Nursing II  | 3         |
| NRS 3205, Medical Surgical Nursing   | 5         |
| NRS 3422, Essentials of Mental Health Nursing  | 2         |
| NRS 3463, Pathophysiology Based Pharmacology I   | 3         |
| NRS 3473, Pathophysiology Based Pharmacology II  | 3         |
| NRS 4005, Medical Surgical Nursing IV  | 5         |
| NRS 4012, Essentials of Obstetric Nursing  | 2         |
| NRS 4022, Essentials of Pediatric Nursing  | 2         |
| NRSP 2003, Nursing Practicum I   | 3         |
| NRSP 2321, Foundations of Nursing Practicum  | 1         |
| NRSP 2391, Health Assessment Practicum   | 1         |
| NRSP 4003, Nursing Practicum IV  | 6         |
| <b>Total</b>   | <b>45</b> |

\*\*\*\*\*

\_\_\_\_\_  
ADVISOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT SIGNATURE

\_\_\_\_\_  
DATE

**\*Revised 3/2025**

## **GRADUATION**

It is the student's responsibility to be certain that all graduation requirements are met. Graduation requirements should be checked prior to the last day to add a class in the semester before the semester of graduation. Students are to meet with their advisor for this purpose.

### ***Intent to Graduate***

The Undergraduate online intent to graduate form can be submitted through Self Service Banner. Instructions for the process can be found on the Registrar's Website.

Please visit my.AState to access the graduation tracker. The graduation tracker provides personal data on **your** graduation status. Students will have access to the tracker **after** their intent form is coded in the system. Once the intent form is coded, students will receive an automated email acknowledging receipt.

Revised 4/2020; Reviewed 4/2025

### ***Licensure as a Registered Nurse***

The Arkansas State Board of Nursing (ASBN) grants licensure to practice nursing in the state of Arkansas. Application for licensure is made upon graduation from the AASN or BSN program. The ASBN authorizes the applicant to take the National Council Licensure Examination (NCLEX-RN). For those who plan on obtaining licensure in a state other than Arkansas, you are encouraged to write early during your last semester to the Board of Nursing in the state in which you desire to be licensed, requesting the necessary forms. The addresses of the Boards may be found on the NCSBN website. For those who wish to be licensed in Arkansas, applications will be provided with instructions, such as eligibility, requirements, cost, transcripts, etc.

The NCLEX-RN is given to graduates of state-approved nursing programs. The NCLEX-RN is designed to test knowledge, skills, and abilities essential to the safe and effective practice of nursing at the entry level. One must pass the NCLEX-RN in order to obtain a license to practice as a registered nurse. Only boards of nursing can release NCLEX-RN examination results to candidates. The student may take the test in any state, providing that test stations are open to out-of-state students.

# APPENDICES



## Appendix A

### A-State Governing Principles: Smoke Free Environment

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**PURPOSE** The purpose of this principle is to provide guidelines for the implementation of the prohibition of smoking on the Arkansas State University campus. This principle supersedes existing policy number 03-05 dated 07/01/94.

#### **II. BACKGROUND**

**The Arkansas Clean Air on Campus Act of 2009 prohibits smoking on each campus of state-supported institutions of higher education beginning August 1, 2010.**

#### **III. PROCEDURES**

- A. Smoking on all Arkansas State University properties is prohibited.
- B. Effective August 1, 2010, smoking (including cigarettes, cigars and pipes) is prohibited at all times:
  - 1. In all interior space on the Arkansas State University campus; on all outside property or grounds of the University campus, including partially enclosed areas such as walkways, breezeways and bus shelters;
  - 2. In Arkansas State University vehicles, including buses, vans and all other university vehicles;
  - 3. In all indoor and outdoor athletic facilities, as well as the grandstands of outdoor facilities.
- C. The university prohibits the campus-controlled sale or free sampling of smoking materials on campus.
- D. Littering the campus with the remains of smoking materials is prohibited.
- E. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events and sporting events using Arkansas State University facilities will be required to abide by A-State Governing Principles. Organizers of such events are responsible for communicating these procedures to the attendees.

#### **IV. COMMUNICATION**

Signs bearing the message “Smoke-Free Campus” will be posted at each vehicular and pedestrian entrance to Arkansas State University (as applicable), and each building will display a decal that states “Smoke-Free Campus.” However, smoke-free zones apply on the grounds around all Arkansas State University facilities, whether or not signs are posted. No ashtrays or smoking shelters will be provided on smoke-free campus grounds

#### **V. SMOKING CESSATION PROGRAMS**

Arkansas State University is committed to support A-State students and employees who wish to stop smoking. Assistance to students, faculty and staff to stop smoking is available through the Department of Wellness and Health Promotion, Employee Assistance Program and the A-State Counseling Center. Referrals to cessation services are encouraged.

#### **VI. COMPLIANCE**

It is expected that all students, faculty, staff and visitors to campus comply with these procedures. Members of our campus community are empowered to respectfully inform others about these procedures in an ongoing effort to enhance awareness and encourage compliance.

#### **VII. ENFORCEMENT**

Any person who violates any provision of this prohibition is guilty of a violation and upon conviction shall be punished by a fine of not less than one hundred dollars (\$100) **nor** more than five hundred dollars (\$500). This principle shall be enforced by the University Police Department.

**Appendix B**  
**Arkansas State Board of Nursing Nurse Practice Act**  
**§17-87-312 Criminal Background Check**  
**ACA §17-3-102 Licensing Restrictions Based on Criminal Records**

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**17-87-312. Criminal background checks.**

- (a)
- (1) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Division of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.
- (2) At the time a person applies to an Arkansas nursing educational program, the program shall notify the applicant in writing of the provisions and requirements of this section.
- (b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.
- (c) The applicant shall sign a release of information to the board and shall be responsible to the Division of Arkansas State Police for the payment of any fee associated with the criminal background check.
- (d) Upon completion of the criminal background check, the Identification Bureau of the Division of Arkansas State Police shall forward to the board all releasable information obtained concerning the applicant.
- (e) For purposes of this section, the board shall follow the licensing restrictions based on criminal records under § 17-3-102.
- (f)
- (1) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.
- (2) The permit shall be valid for no more than six (6) months.
- (g)
- (1) Any information received by the board from the Identification Bureau of the Division of Arkansas State Police under this section shall not be available for examination except by:
- (A) The affected applicant for licensure or his or her authorized representative; or
- (B) The person whose license is subject to revocation or his or her authorized representative.
- (2) No record, file, or document shall be removed from the custody of the Division of Arkansas State Police.
- (h) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.
- (i) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.
- (j) The board shall adopt the necessary rules to fully implement the provisions of this section.
- (k)
- (1) The board may participate at the state and federal level in programs that provide notification of an arrest subsequent to an initial background check that is conducted through available governmental systems.
- (2) The board may submit an applicant's fingerprints to the federal Next Generation Identification system.
- (3) The fingerprints may be searched by future submissions to the Next Generation Identification system, including latent fingerprint searches.
- (4) An applicant enrolled in the Next Generation Identification system is not required to re-fingerprint when a subsequent request for a state or federal criminal history background check is required if:
- (A) A legible set of the applicant's fingerprints is obtained when the applicant enrolls in the Next Generation Identification system; and
- (B) The applicant is subject to the Rap Back service of the Next Generation Identification system.
- (l) The Identification Bureau of the Division of Arkansas State Police and the Federal Bureau of Investigation may maintain fingerprints in the Integrated Automated Fingerprint Identification System.

*History*

*Acts 1999, No. 1208, § 4; 2001, No. 303, §§ 2-4; 2003, No. 103, §§ 1, 2; 2003, No. 1087, § 15; 2003, No. 1386, § 1; 2003, No. 1449, § 1; 2005, No. 1923, § 2; 2011, No. 570, § 121; 2013, No. 302, § 1; 2015, No. 1047, § 1; 2017, No. 367, §§ 17, 18; 2017, No. 492, § 1; 2017, No. 664, §§ 11, 12; 2019, No. 315, § 1542; 2019, No. 626, § 1; 2019, Act 315, No. 990, § 76.*

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**17-3-102. Licensing restrictions based on criminal records.**

(a) An individual is not eligible to receive or hold a license issued by a licensing entity if that individual has pleaded guilty or nolo contendere to or been found guilty of any of the following offenses by any court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court, unless the conviction was lawfully sealed under the Comprehensive Criminal Record Sealing Act of 2013, § 16-90-1401 et seq., or otherwise previously sealed, pardoned or expunged under prior law:

- (1) Capital murder as prohibited in § 5-10-101;
- (2) Murder in the first degree and second degree as prohibited in §§ 5-10-102 and 5-10-103;
- (3) Manslaughter as prohibited in § 5-10-104;
- (4) Negligent homicide as prohibited in § 5-10-105;
- (5) Kidnapping as prohibited in § 5-11-102;
- (6) False imprisonment in the first degree as prohibited in § 5-11-103;
- (7) Permanent detention or restraint as prohibited in § 5-11-106;
- (8) Robbery as prohibited in § 5-12-102;
- (9) Aggravated robbery as prohibited in § 5-12-103;
- (10) Battery in the first degree as prohibited in § 5-13-201;
- (11) Aggravated assault as prohibited in § 5-13-204;
- (12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;
- (13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
- (14) Terroristic threatening in the first degree as prohibited in § 5-13-301;
- (15) Rape as prohibited in § 5-14-103;
- (16) Sexual indecency with a child as prohibited in § 5-14-110;
- (17) Sexual extortion as prohibited in § 5-14-113;
- (18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 - 5-14-127;
- (19) Incest as prohibited in § 5-26-202;
- (20) Offenses against the family as prohibited in §§ 5-26-303 - 5-26-306;
- (21) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
- (22) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
- (23) Permitting the abuse of a minor as prohibited in § 5-27-221;
- (24) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print media depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 - 5-27-305, 5-27-402, and 5-27-403;
- (25) Computer child pornography as prohibited in § 5-27-603;
- (26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;
- (27) Felony adult abuse as prohibited in § 5-28-103;
- (28) Theft of property as prohibited in § 5-36-103;

- (29) Theft by receiving as prohibited in § 5-36-106;
  - (30) Arson as prohibited in § 5-38-301;
  - (31) Burglary as prohibited in § 5-39-201;
  - (32) Felony violation of the Uniform Controlled Substances Act, § 5-64-101 et seq., as prohibited in the former § 5-64-401, and §§ 5-64-419 - 5-64-442;
  - (33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
  - (34) Stalking as prohibited in § 5-71-229;
  - (35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection; and
  - (36) All other crimes referenced in this title.
- (b)
- (1) If an individual has been convicted of a crime listed in subsection (a) or subsection (e) of this section, a licensing entity may waive disqualification or revocation of a license based on the conviction if a request for a waiver is made by:
    - (A) An affected applicant for a license; or
    - (B) The individual holding a license subject to revocation.
  - (2) A basis upon which a waiver may be granted includes without limitation:
    - (A) The age at which the offense was committed;
    - (B) The circumstances surrounding the offense;
    - (C) The length of time since the offense was committed;
    - (D) Subsequent work history since the offense was committed;
    - (E) Employment references since the offense was committed;
    - (F) Character references since the offense was committed;
    - (G) Relevance of the offense to the occupational license; and
    - (H) Other evidence demonstrating that licensure of the applicant does not pose a threat to the health or safety of the public.
  - (3) The waiver requirements of this section are not required for a renewal of a license if an individual has been convicted of a crime listed in subsection (a) of this section and has either:
    - (A) Completed the waiver requirements of this section at his or her initial licensure;
    - (B) Been licensed in this state before the enactment of subsection (a) of this section; or
    - (C) Attended a professional or occupational school, program, or training in pursuit of an occupational license before the enactment of subsection
- (a) of this section and would have been qualified to hold an occupational license on or before July 24, 2019.
- (c) If an individual has a valid criminal conviction for an offense that could disqualify the individual from receiving a license, the disqualification shall not be considered for more than five (5) years from the date of conviction or incarceration or on which probation ends, whichever date is the latest, if the individual:
- (A) Was not convicted for committing a violent or sexual offense; and
  - (B) Has not been convicted of any other offense during the five-year disqualification period.
- (d) A licensing entity shall not, as a basis upon which a license may be granted or denied:

- ( 1) Use vague or generic terms, including without limitation the phrases "moral turpitude" and "good character"; or
  - (2) Consider arrests without a subsequent conviction.
  - (e) Due to the serious nature of the offenses, the following shall result in disqualification for licensure, regardless of the date of conviction or the date on which probation or incarceration ends unless a waiver is granted under subsection (b) of this section:
    - (1) Capital murder as prohibited in§ 5-10-101;
    - (2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in§ 5-10-103;
    - (3) Kidnapping as prohibited in§ 5-11-102;
    - (4) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in§ 5-13-211, if a Class Y felony;
    - (5) Rape as prohibited in§ 5-14-103;
    - (6) Sexual extortion as prohibited in§ 5-14-113;
    - (7) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;
    - (8) Incest as prohibited in § 5-26-202;
    - (9) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
    - (10) Endangering the welfare of a minor in the first degree as prohibited in§ 5-27-205;
    - (11) Adult abuse that constitutes a felony as prohibited in§ 5-28-103;
    - (12) Arson as prohibited in§ 5-38-301; and
  - ( 13) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print media depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 - 5-27-305, 5-27- 402, and 5-27-403.
  - (f) This chapter does not preclude a licensing entity from taking emergency action against a licensee as authorized under § 25-15-211 for the sake of public health, safety, or welfare.
  - (g) The disqualification for an offense listed in subsection (a) of this section and the disqualification for an offense listed in subsection (e) of this section do not apply to:
    - (1) An individual who holds a valid license on July 24, 2019;
    - (2) An individual who holds a valid license on or before July 24, 2019, but failed to renew his or her license for any reason; or
    - (3) An individual who was a student on or before July 24, 2019, in a professional or occupational school, program, or training in pursuit of an occupational license and would have been qualified to hold an occupational license on or before July 24, 2019.
  - (h) This section does not apply to licensure or certification:
    - ( 1) Of professions not governed by this title;
    - (2) Of polygraph examiners and voice stress analysis examiners under§ 17-39-101 et seq.;
    - (3) Of private investigators and private security agencies under the Private Security Agency, Private Investigator, and School Security Licensing and Credentialing Act,§ 17-40-101 et seq.;
- or

(4) Of body artists under§ 17-26-601 et seq.

History

Acts 2019, No. 990, § 2; 2021, No. 748, §§ 1-3; 2021, No. 762, §§ 1, 2; 2021, No. 826, § 1; 2021, No. 900, § 1.

Arkansas Code of 1987 Annotated Official Edition

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## **Appendix C**

### **Criminal Background Checks and Drug Screens: Students**

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The state of Arkansas now requires all students admitted into college programs that have state licensure requirements upon graduation, to have a successful background check before entering school.

#### **Arkansas State University**

**Searches and Verifications approximately \$92.80**

##### ***ID Trace***

ID Trace Search, also called an address trace, reveals current/former residences and aliases. Unlimited matches can be returned from a vast database government and private sources. Reported addresses and aliases are often used to perform other background searches, such as county and statewide criminal history checks.

##### ***County Criminal Record Search***

Includes all names and addresses outside Arkansas. This search provides the most current, complete criminal information directly from county courthouses. Results include number of years searched, case number, charges, disposition, dates, sentencing details and more. ID Trace, National Criminal Database and other searches can provide additional jurisdictions for county criminal history searches. The standard scope for the county criminal search is seven years, with extended searches available in some jurisdictions.

##### ***Arkansas Statewide Search***

Includes all names. The Arkansas Statewide criminal search provides an overview of criminal history.

##### ***Federal District Court Search***

Includes all names. Searches are District by District and are based on a candidate's residential history. This is not a nationwide search or multiple jurisdictions and sources. Federal crimes include cases involved with capital punishments, fraud, high-level drug offenses, healthcare fraud, embezzlement and white-collar crimes.

##### ***National Sex Offender Public Registry Search***

Includes all names. This registry includes sex offender information from the federal government and agencies from all 50 individual states. Maintained by the U.S. Department of Justice, the public registry search returns sex offender profiles, including up to level 3 offenders. Results and details available vary by state.

##### ***National Criminal Database***

Includes all names. The nationwide scope of this search provides a broad view of your student's criminal history. A National Criminal Database search draws from over 505 million records from thousands of jurisdictions, including databases with terrorist and sex offender information. Some results from the National Criminal Database search must be verified with primary sources (e.g. county criminal history, statewide criminal history, etc.) and could result in additional searches.

##### ***FACIS Level 1***

Includes all names. A FACIS search identifies any wrong actions of individuals and entities in the health care field. This includes information on disciplinary actions ranging from exclusions and debarments to letters of reprimand and probation. We search the Office of the Inspector General (OIG) and General Services Administration (GSA) and other federal sources. This search meets the government's minimum requirements as outlined in the OIG's Compliance Program Guidance.

New students should use the link and code found on the letter provided. If after reviewing these instructions you continue to have questions or experience difficulty, please contact the Verified Credentials Client Services team at [clientservices@verifiedcredentials.com](mailto:clientservices@verifiedcredentials.com) or 1.800.938.6090.

\*\*If you already have a QualifiedFirst (QF) account and need to use an additional code, log into your QF account and enter the code where it says "have a code" and click Go. If you forgot your password, click Forgot Password? at the login page and follow the instructions. Contact Client Services if you need further assistance.



## **Appendix D**

### **AASN Document of Concern**

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Nursing students are expected to retain behaviors, knowledge and skills learned in the current and previous semesters. Behaviors identified as being unsafe or unprofessional require a plan for remediation or disciplinary action. These plans are identified in the Document of Concern. Concerning behaviors to be addressed in this document are “Red Rules.” “Red Rules” are student behaviors that require adherence and are categorized as safety, asepsis, medication administration and professionalism. If a “Red Rule” breach occurs in the classroom or clinical setting, the Document of Concern form is used to outline steps to be completed by the student. In the event of a subsequent violation, faculty will review prior Document of Concern forms to determine if a pattern of “at risk” or “reckless” behavior exists. If the violation is identified as “at risk behavior” or “reckless behavior” this may constitute grounds for dismissal from the course and/or program.

#### **Red Rules**

- Rules that must be followed to the letter
  - “stop the line”
- Relate to important and risky behavior
  - At-risk behavior > reckless behavior
- Simple, easy to remember
- Red rules are supported by all faculty

#### **Behaviors**

- Human error - inadvertent action; inadvertently doing other than what should have been done; slip, lapse, mistake
- At-risk behavior - increased where risk is not recognized, or is mistakenly believed to be justified
- Reckless behavior - behavioral choice to consciously disregard a substantial and unjustifiable risk

#### **Managing At-Risk/Reckless Behavior**

- Document of Concern
  - Remediation Plan
  - Disciplinary Action

#### **AASN Program Document of Concern: Remediation Plan/Disciplinary Action**

- “At Risk” behavior
  - This is an error made that requires additional education. The student requires guidance toward available resources and possibly will need to complete a return demonstration of the skill.
  - If unprofessional behavior is identified the student may be directed toward available resources and possibly assigned a written paper. The process is initiated with faculty informing student of behavior breach.
  - The remediation needed will be identified, the student will be notified, and a remediation plan will be completed by the student.
- “Reckless” behavior
  - This is a behavior that jeopardizes safety or reflects continued unprofessionalism.
  - This is deemed to be present if prior remediation has occurred and the behavior

continues. The student has failed to apply the correct knowledge/behavior and is now performing recklessly.

- The student will be notified. The student will be dismissed or sent home immediately from the classroom or clinical area at the discretion of the faculty. Review of all prior remediation/disciplinary action(s) will be completed by faculty.
- The student's case will be evaluated within three school days by a minimum of three (3) faculty with the student present. In the event of a subsequent violation, the student will meet with faculty from all AASN campuses via the compressed video network (CVN).
- Disposition will either be retention with stipulations for additional remediation or dismissal from the course and/or program and assignment of a grade of "F"

|  |   |         |
|--|---|---------|
| Violation Date:  | Student:                                  | Faculty |
| <input type="checkbox"/> First Violation   | <input type="checkbox"/> Second Violation |         |
| Brief Description of the problem(s):   | Attachments _____yes _____no              |         |
|  |   |         |
|  |   |         |
|  |   |         |
|  |   |         |
| <b>Nature of the Problem</b>   |   |         |
| <input type="checkbox"/> Absenteeism<br><input type="checkbox"/> Tardiness   |   |         |
| <input type="checkbox"/> Unprepared for Clinical: <ul style="list-style-type: none"> <li><input type="checkbox"/> Unsatisfactory Plan of Client Care</li> <li><input type="checkbox"/> Did not research client problems/diagnoses, lab values, medications, potential complications, etc.</li> </ul>   |   |         |
| <input type="checkbox"/> Unsafe Clinical Practice: <ul style="list-style-type: none"> <li><input type="checkbox"/> Did not demonstrate mastery of basic skills</li> <li><input type="checkbox"/> Unable to calculate medication dosages, IV rates, heparin drips, etc.</li> <li><input type="checkbox"/> Unable to communicate clearly or comprehend the English language</li> <li><input type="checkbox"/> Other:</li> </ul>  |   |         |
| <input type="checkbox"/> Noncompliance with dress code   |   |         |
| <input type="checkbox"/> Did not follow through on faculty recommendations for remediation   |   |         |
| <input type="checkbox"/> Lacking in professional demeanor: <ul style="list-style-type: none"> <li><input type="checkbox"/> Does not relate effectively with faculty, staff, clients, and peers</li> <li><input type="checkbox"/> Violated client confidentiality</li> <li><input type="checkbox"/> Does not communicate truthfully/honestly with faculty and staff</li> <li><input type="checkbox"/> Demonstrates irresponsible behavior by: _____</li> <li><input type="checkbox"/> Does not follow faculty directions/instructions</li> <li><input type="checkbox"/> Breach of A-State School of Nursing/University Policy _____</li> <li><input type="checkbox"/> Other:</li> </ul> |   |         |

|  |      |
|--|------|
| <input type="checkbox"/> Written Work Deficit  |      |
| <input type="checkbox"/> Did not follow through on faculty recommendations AND/OR remediation                                |      |
| <input type="checkbox"/> Other:  |      |
|  |      |
| <b>Recommendations:</b><br>(check all that apply)  |      |
| <input type="checkbox"/> Improve academic/clinical preparation   |      |
| <input type="checkbox"/> Seek counseling for personal and/or academic concerns   |      |
| <input type="checkbox"/> Reduce outside work hours if possible   |      |
| <input type="checkbox"/> Improve written communication skills  |      |
| <input type="checkbox"/> Improve verbal communication skills   |      |
| <input type="checkbox"/> Improve psychomotor skills  |      |
| <input type="checkbox"/> Must practice in nursing skills lab with faculty/lab staff (specific arrangements documented below) |      |
| <input type="checkbox"/> Other:  |      |
|  |      |
| <b>Remediation</b><br>(check all that apply)   |      |
| <input type="checkbox"/> May not be late for or absent from clinical   |      |
| <input type="checkbox"/> Must complete a satisfactory return demonstration of: _____ by (date)                               |      |
| <input type="checkbox"/> Must review assigned content of: _____ by (date)  |      |
| <input type="checkbox"/> Must meet with faculty on a _____ (frequency) basis   |      |
| <input type="checkbox"/> Must be present in proper attire with appropriate equipment   |      |
| <input type="checkbox"/> Must produce a satisfactory written assignment _____ by (date)                                      |      |
| <input type="checkbox"/> Other:  |      |
|  |      |
|  |      |
|  |      |
|  |      |
| <b>Signatures:</b><br>After the Remediation Plan/Disciplinary Action meeting, the Faculty and student will sign below:       |      |
| Signed (Student)   | Date |
| Signed (Faculty)   | Date |
| Signed (Faculty)   | Date |

Copy to: student and student file  
Approved June 2019

## Appendix E

### BSN Professional Behavior Form

Professionalism is expected to be displayed at all times in the classroom and clinical. The Student Handbooks, National Student Nursing Association Code of Ethics and Handbook, and the ANA Code of Ethics are examples of documents that outline expected behaviors and can be accessed online. Behavior that jeopardizes safety is a failure to adhere to standards of professionalism. These behaviors, whether intentional or not, may require intervention. If faculty determine that a violation has occurred, a written report and corrective plan of action will be completed according to the following steps:

1. The occurrence will be documented, and the student will be notified.
2. Student may be dismissed from the classroom or clinical area until notified of the final disposition at faculty discretion.
3. Corrective action will be taken with approval of the BSN Program Chair, Director of the School of Nursing, and/or CNHP Dean. Please note that students may be subject to dismissal from the program for significant infractions regardless of their grade in the course.
4. Copies of this form are to be sent to the student, instructor and BSN Chair and retained in the student file.

|  |                       |
|--|-----------------------|
| <b>Student:</b>  | <b>Course:</b>        |
| <b>Instructor:</b>   | <b>Semester/Year:</b> |
| <b>Indicate the nature of the occurrence(s):</b>   |                       |
| <b>Unsafe clinical practice:</b><br><input type="checkbox"/> Did not demonstrate mastery of basic skills<br><input type="checkbox"/> Unable to perform necessary calculations<br><input type="checkbox"/> Unable to communicate clearly or comprehend the English language<br><input type="checkbox"/> Failure to comply with clinical facility policies and procedures<br><input type="checkbox"/> Medication Error (commission or omission)<br><input type="checkbox"/> Failure to report errors<br><input type="checkbox"/> Falsification of clinical documentation<br><input type="checkbox"/> Violation of client privacy (HIPAA) |                       |
| <b><u>Lack of preparation for clinical:</u></b><br><input type="checkbox"/> Inadequate knowledge of treatment, medications, or plan of care in clinical setting<br><input type="checkbox"/> Did not complete client research activities<br><input type="checkbox"/> Did not provide necessary clinical documents in allotted time frame  |                       |
| <b>Tardiness/absenteeism:</b><br><input type="checkbox"/> Tardiness to clinical or lab without proper notification as outlined in the syllabus<br><input type="checkbox"/> Absent from clinical or lab without proper notification as outlined in the syllabus<br><input type="checkbox"/> Excessive absence from clinical or repeated tardiness to clinical   |                       |
| <b>Lack of Professionalism:</b><br><input type="checkbox"/> Unprofessional or untruthful communication with peers, faculty, clients, and/or staff<br><input type="checkbox"/> Participates in harassment/bullying of peers, faculty, staff or others (this includes written, verbal, and electronic)<br><input type="checkbox"/> Does not follow faculty directions/instructions<br><input type="checkbox"/> Does not adhere to policies and standards as stated by School of Nursing/University policy  |                       |
| <input type="checkbox"/> <b>Noncompliance with dress code in clinical or lab</b>   |                       |
| <b>Written work deficit:</b>   |                       |

|  |  |
|--|--|
| <input type="checkbox"/> Did not provide pre-class assignments as designated by the instructor<br><input type="checkbox"/> Did not complete assignments within allotted time without prior authorization from instructor |  |
| <b>Lack of adherence to remediation plan:</b><br><input type="checkbox"/> Failure to follow recommendations and adjust actions as described on a professional occurrence form  |  |
| <input type="checkbox"/> <b>Other (please describe):</b><br><br>   |  |
| <b>Description of the Occurrence(s):</b><br><br>   |  |
| <b>Related Course/Program Objectives and/or Handbook/Course Policies:</b><br><br>  |  |
| <b><i>Performance Improvement Plan</i></b>   |  |
| <b>Recommendations/ Plan for Improvement (include date for achievement):</b><br><br>   |  |

|                        |       |                    |       |
|------------------------|-------|--------------------|-------|
| _____                  | _____ | _____              | _____ |
| Student Signature      | Date  | Faculty Signature  | Date  |
| _____                  | _____ | _____              | _____ |
| Witness Signature      | Date  | Course Coordinator | Date  |
| _____                  | _____ | _____              | _____ |
| Program Director/Chair |       | Date               |       |

**Revised 12/2024**

**Appendix F**  
**Student Record Procedure**

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Arkansas State University will comply with the Family Educational Rights and Privacy Act (FERPA). Student Record Procedures can be located in the Arkansas State University Handbook.

**Appendix G**  
**Release and License to Use Image, Name and Voice**

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I, the undersigned student, hereby grant to Arkansas State University permission to use my image, name, and voice contained or displayed in any educational session which is recorded by sound, video, or other media. I understand that by participating in educational sessions which are recorded, my image, name, or voice may be captured and reproduced when the recording of the educational session is rebroadcast.

By signing this Release and License to use Image, Name, and Voice, I hereby assign, transfer, and convey all my rights, titles, and interests, including all copyrights and other intellectual property rights, contained in the recording of the educational sessions in which I participate to Arkansas State University. I further consent to the editing and reproduction of the educational session or sessions by Arkansas State University without any additional consent and without any payment for the use of my image, name, or voice.

I understand that the use of my image, name and voice will be primarily for the purposes of education or promotion of Arkansas State University. I hereby waive any right that I may have to inspect or approve the final audio, video, or media product that may contain my image, name, or voice.

I understand and agree that Arkansas State University is and shall be the exclusive owner of all rights, titles, and interests, including copyrights, in any recorded educational session containing my image, name, or voice.

I certify that I am of legal age and have full authority to execute this Release and License to use Image, Name, and Voice. If I am not of age, my parent or legal guardian hereby consents on my behalf.

\*Signature mandatory on Required Signature Form (Appendix J)

**Appendix H**  
**Title IX Statement**

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Please refer to Arkansas State University's Student Handbook to review the university's Title IX policy. It is the responsibility of the student to review this information annually.



**Appendix I**  
**Physical Exam Form**

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**Arkansas State University**  
**School of Nursing**  
**Physical Exam Form**

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|      |                                     |             |     |
|------|-------------------------------------|-------------|-----|
| Date | Student First and Last Name (Print) | Student ID# | DOB |
|------|-------------------------------------|-------------|-----|

Documentation confirming that you have had a physical examination by a licensed medical provider within the last 12 months indicating that you are medically cleared to participate in clinical practicum courses must be submitted by the Friday of the first week of class each fall semester. Please take this form with you when you have your physical and have a primary healthcare provider confirm that you are medically cleared to participate in clinical practicum courses by completing the section below and submit to the specific Program Portfolio.

**Healthcare Provider Instructions:**

Healthcare provider must complete the below physical examination clearance for students who will be participating in Arkansas State University clinical practicum courses. Please place a checkmark on the line beside the appropriate statement, and on the date line please indicate the day the physical was performed. The healthcare provider's signature, date, facility name/location, and phone number are required for authentication of the performed physical exam.

\_\_\_\_\_ I performed a physical exam on this student on \_\_\_\_\_ and he/she is medically cleared to participate in clinical practicum courses. (Date)

\_\_\_\_\_ I performed a physical exam on this student on \_\_\_\_\_ and he/she is NOT medically cleared to participate in clinical practicum courses. (Date)

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Healthcare Provider Signature

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Date

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Facility Name/Location

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Phone Number

**Arkansas State University**  
**College of Nursing and Health Professions**  
**School of Nursing**  
**Required Signature Form**

| Document                                       | Statement (Student is responsible for reading each document in its entirety.)   | Initial | Date |
|--|---|---------|------|
| <b>Nursing Student Handbook</b>                | I understand that I am responsible for the information contained in the Nursing Student Handbook and agree to abide by the policies contained therein. It is my responsibility to review the handbook for updates annually.   |         |      |
| <b>Disabilities Statement</b>                  | In accordance with the Americans with Disabilities Act, I (check one item below)<br>_____ Require no special accommodations to complete the program in which I am enrolled,<br>or<br>_____ Require the following special accommodations to complete the program in which I am enrolled.<br>You must register with Disability Services annually and ensure faculty are notified each semester of your disability needs for class/clinical. |         |      |
| <b>Cell Phone and Electronic Device Policy</b> | I have read and understand the CNHP Cell Phone and Electronic Device Policy.  |         |      |
| <b>Social Media Guidelines</b>                 | I have read and understand the CNHP Social Media Guidelines.  |         |      |
| <b>Student Confidentiality Contract</b>        | I understand the information presented to me regarding patient confidentiality and acknowledge that I will assume legal responsibility for any breach I may make. I also understand that if I breach confidentiality in any way I will be immediately terminated from my clinical course at Arkansas State University.  |         |      |
| <b>Artificial Intelligence Policy</b>          | I have read and understand the School of Nursing Artificial Intelligence Policy. I understand that as a student admitted to a program in School of Nursing I am responsible for knowing and following the policy.   |         |      |
| <b>Academic Misconduct</b>                     | I have read the explanation of the Academic Misconduct Policy. I understand that as a student admitted to a nursing   |         |      |

|  |  |  |  |
|--|--|--|--|
|  | program, I have accepted a pledge of honesty and will be expected to meet the standards as set forward.  |  |  |
| <b>Simulated Equipment Waiver</b>        | I have read the Simulated Equipment Waiver. I agree to abide by the standard set forth in the waiver.  |  |  |
| <b>Substance Abuse Compliance Policy</b> | I have read the Board of Trustee approved <i>Substance Abuse Policy and Procedures</i> of Arkansas State University College of Nursing and Health Professions and agree, as a student in the professional health program, to comply with all aspects of the policy as written, including testing for substance abuse and appropriate release of that information. <b>I understand that it is my responsibility to report any medication taken which would adversely affect my ability to perform safely in class or clinic. I also understand that any cost involved in drug testing will be my responsibility.</b> Furthermore, I agree to abide by the provisions for determining dismissal and to follow the conditions of readmission as outlined.                                   |  |  |
| <b>Technical Skills and Abilities</b>    | <p>The essential requirements identify the minimum technical abilities and skills required for admission, retention, and graduation of students. Graduates are expected to be qualified to enter the profession of nursing. It is, therefore, the responsibility of the student with disabilities to request those accommodations that he/she feels are reasonable and are needed to execute the essential requirements. Requirements for accommodations must be fully documented.</p> <p>I certify that I have read and understand the Arkansas State University School of Nursing's Technical Abilities and Skills requirements for admission, retention, and graduation.</p>  |  |  |
| <b>Student Criminal Background Check</b> | I have been provided copies of ACA § 17-3-102 and ACA § 17-87-312. I understand criminal background checks will occur as part of my professional education at A-State. Evidence of a previous charge or conviction of a felony/misdemeanor on my record may affect my progress in this program. Upon completion of a nursing program, the student is eligible to apply for licensure. I also understand a first-time applicant for any license by the Arkansas State Board of Nursing will have a state and national criminal background check. Any offenses identified in ACA § 17-3-102 and/or ACA § 17-87-312 of the Nurse Practice Act may prohibit a graduate from obtaining a license to practice as a Licensed Practical Nurse, Registered Nurse or Advance Practice Nurse in the |  |  |

|   |  |  |  |
|---|--|--|--|
|   | state of Arkansas. Furthermore, although an appeal may be possible there are offenses that permanently disqualify an applicant from a license issued by the Arkansas State Board of Nursing.   |  |  |
| <b>Information to Students via email</b>                | I give permission for faculty of the School of Nursing to use A-State student email to provide or exchange non-directory information such as grades, assignments, and other course related information with me during my enrollment in the nursing program. I understand that there is no guarantee of confidentiality on the internet and it is possible for a third party to gain access to this information.  |  |  |
| <b>Release and License to use Image, Name and Voice</b> | I have read, understood, and agree to the terms outline in the <b>RELEASE AND LICENSE TO USE IMAGE, NAME AND VOICE</b> document. I, the undersigned student, hereby grant to Arkansas State University permission to use my image, name, and voice contained or displayed in an educational session which is recorded by sound, video, or other media. I certify that I am of legal age and have full authority to execute this Release and License to use Image, Name, and Voice. If I am not of age, my parent or legal guardian hereby consents on my behalf. |  |  |
| <b>Clinical Site Requirements</b>                       | <i>As part of the professional degree program, I will be required to enroll in clinical/field courses at various sites and locations prior to my graduation. My signature on this form acknowledges that I understand I will not be financially compensated for these field or clinical courses by either Arkansas State University or the entity who operates the site and location where these field or clinical courses will take place.</i>  |  |  |

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Student Signature

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Date

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Student Printed Name  
Revised 5/2025

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A-State Student ID Number