



KENNESAW STATE
UNIVERSITY

WELLSTAR COLLEGE OF HEALTH
AND HUMAN SERVICES

School of Nursing

WELLSTAR SCHOOL OF NURSING

STUDENT HANDBOOK

2025 – 2026



It is with pleasure that I welcome you and all students to the Wellstar School of Nursing at Kennesaw State University. It is an exciting time to be a professional nurse and a nursing student. The world recognizes our contribution to health and healing, and we are in need. In fact, nurses are often acknowledged as the most trusted profession. That trust bestowed on us collectively and individually arises from a rich history of caring science and collaboration with other healthcare professionals.

It is my daily privilege to lead the dedicated faculty and staff team who serve you. On behalf of that team, I applaud your dedication to your accomplished academic excellence that will serve as a foundation for your successful navigation of the student learning outcomes associated with a rigorous and evidence-based curriculum. We are here to support your success, help you reach your career goals, and look forward to you and your student colleagues leading healthcare and nursing.

Do not hesitate to take advantage of all resources and opportunities that will enhance your success.

Sincerely,

Rebecca Shabo PhD, RN
Interim Associate Dean and Director of the Wellstar School of Nursing

WELLSTAR COLLEGE OF HEALTH AND HUMAN SERVICES
Wellstar School of Nursing

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MISSION, VISION, VALUES, AND GOALS OF THE WELLSTAR SCHOOL OF NURSING



Adopted 10/4/2024.
Revised 2/2025.

American Nurses Association

Code of Ethics for Nurses

Provisions

1. The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.
2. A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.
3. The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.
4. Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.
5. The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.
6. Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.
7. Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.
8. Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.
9. Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.
10. Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

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American Nurses Association. (2025). *Code of ethics for nurses with interpretive statements*. Silver Spring, MD: Author. Retrieved from <https://codeofethics.ana.org/provisions>

GENERAL INFORMATION

Nursing students follow all rules and regulations as specified in the [Kennesaw State University Student Handbook](#) and their respective catalog (as listed below), with certain additions specific to nursing.

[KSU University Handbook](#) (different from above)

[KSU Undergraduate Catalog](#)

[KSU Graduate Catalog](#)

The demands of nursing include not only intellectual attainment, but also qualities such as reliability, integrity, and the ability to relate to patients and colleagues. The progress of nursing students will be reviewed periodically, and students evaluated by the nursing faculty and found not to possess these qualities will be counseled to consider appropriate action with the possibility of withdrawal or failure. *Prime consideration is given to the development of the student and the well-being of the patient. The rules and regulations described below apply to all nursing courses.*

I. Classroom Instruction

A. Class Attendance

Refer to the KSU Student Handbook and the appropriate catalog. To maximize their learning experiences, students are encouraged to attend all classes. See individual course syllabi for grading regarding attendance.

B. Learning Resources

The following resources are available to students, including but not limited to [KSU Library](#), [KSU Writing Center](#), computer programs, videos, interactive videos, simulators, and nursing skills laboratory. Students must provide their own headsets for computer, VCR, and/or DVD to use.

C. Course Assignments and Tests

Tests may be reviewed at designated times, and arrangements for further review may be made with the instructor. Course assignments such as papers and nursing care plans will be evaluated and returned to students at designated times. Students will receive feedback on all graded written work according to individual course syllabi.

D. Grades

a. Undergraduate

Official KSU policies regarding grades are found in the KSU Undergraduate Catalog. For clinical courses, students must receive a satisfactory grade in clinical as well as a passing grade in the theoretical

component to progress to the next sequential nursing course. Each course syllabus will indicate the course requirements.

All undergraduate nursing courses assign letter grades based on the following numerical grades:

A = 90-100
B = 80-89
C = 75-79
D = 70-74
F = 69 and below

Students must earn a final course grade of “C” (75-79) or better in every course to progress in the program. More detailed information can be found in the [Admissions, Progression and Retention Policies](#) in the Undergraduate section of this handbook. Information regarding grading in Clinical, Laboratory, and Simulation Experiences can be found [here](#).

b. Graduate

In the graduate program, most practicum courses are separate courses, except for NURS 7735 and NURS 6151. The final course grade is computed by assigned percentage weights of the course requirements. All graduate nursing courses assign letter grades based on the following numerical grades:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = < 60

All Graduate Students – Grades and Candidacy for Graduation

Students must earn a final course grade of “B” (80-89) or better in every course to progress in the program.

Grades & Course Repeat Policy for Graduate Curriculum

Any graduate nursing course grade less than a “B” is a failure, and the course must be repeated before progressing. Two graduate nursing course failures will result in dismissal from the graduate nursing program.

Last revised: 11/2024, 7/2025

II. Student Rights and Grievance/Complaint Procedure

Students at Kennesaw State University are guaranteed all the rights, privileges, and freedoms granted to a citizen of the United States. (Refer to the Rules and Regulations of Student Life in the KSU Undergraduate and Graduate catalogs linked at the beginning of this General Information section for policies regarding grievances or complaints.) In addition, nursing students not only have the right to open communications with nursing faculty but also have the responsibility to keep these communication lines open. Methods of facilitating communication between students and faculty include but are not limited to the following: student/faculty dialogues, student/advisor meetings, faculty evaluations, representation on committees, pre-professional and professional organizations, course evaluations, student evaluations, and electronic communications.

For the full Student Rights and Grievance/Complaint Procedure, please consult the Kennesaw State University Student Handbook and the relevant catalog, linked at the start of the “General Information” section.

III. Confidentiality of Patient Information – WSoN Policy on Compliance with Patient Privacy Rules

Compliance with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule is required by all healthcare facilities and programs including those with which KSU has contracts for student clinical experience.

Protected Health Information (PHI) is health information that identifies or can be used to identify an individual patient. PHI includes written, spoken, and electronic information and images.

For the purpose of compliance with these rules:

- In all clinical experiences nursing students are allowed to transcribe information from private health information documents but are not allowed to remove any patient documents or copies thereof from the clinical setting. If any student violates this policy, KSU Judiciary Charges may be brought against that student.
- All information about patients and their families must be treated as privileged communication. This means that the information is confidential and can only be released to authorized persons. Occasionally students with access to information about patients may be approached by others in the community for information. If this should occur, students cannot provide any information which is not available to everyone (e.g., diagnosis of patient, detailed account of profess, type of surgery, etc.). Therefore, students must not discuss patients in the presence of outsiders (e.g., in the coffee shop, elevator, hall of clinical agencies, or on campus). Unauthorized persons may make use of information, which could harm the patient or the family.

More detailed information about undergraduate and graduate clinical experiences is available in the undergraduate and graduate sections of this handbook.

IV. Position Statement on Nursing Student Employment

The nursing faculty recognizes the economic constraints that students face necessitating the need for employment. However, it is an educator's responsibility to encourage the student to view education as a priority. It is with this viewpoint then that students are encouraged to seek a balance between employment and attainment of educational goals.

The profession of nursing is often a critical and demanding one, and the education in preparation for entry-level and advanced practice nursing is likewise critical and demanding. The nursing faculty believes that we cannot lower our educational standards for the nursing program even though we empathize with the need of many students to work. The critical variable seems to be the ability of the student to strike a balance between employment and school.

Undergraduate

The Wellstar School of Nursing has conducted a small study of our own students, as well as a literature review on jobs and academic success. Based on this research, the faculty suggests that students who must work consider only part-time work (less than 20 hours per week) and, where possible, that employment be in a health-related field as these two variables correlated highest with academic success.

Additionally, you should be aware that the Georgia Board of Nursing states that unlicensed students shall be employed only as unlicensed nursing personnel. They shall not represent themselves or practice as nursing students except as part of a learning activity in a practice setting that is part of the nursing curriculum.

As for students enrolled in the accelerated nursing program, the educational program is quite demanding. Accelerated students are required to be full-time students taking 12-15 credit hours per semester. Hence, any employment, including part-time, is strongly discouraged for the student to be academically successful.

Last reviewed: 7/2024

Last revised: 7/2025

V. Guidelines for Appearance During Clinical-Related Experiences

Specific information on the uniform and dress code expectations, as well as information about Name Pins, are in the undergraduate and graduate sections of this handbook.

The expectations regarding appearance during all on-campus and off-campus clinical related experiences (including simulation and skills checkoffs) are based upon consultation with our clinical partners and adhere to the strictest rules of those institutions and organizations. The guidelines outlined below and in the undergraduate and graduate sections of this handbook must be adhered to in all clinical settings as specified, unless:

- Approval is granted by the clinical instructor and Course Coordinator or their designee; or
- The clinical rotation or practicum site enforces a stricter requirement than that of the WSoN.

Additionally, students are expected to comply with these guidelines even if nurses at the clinical or practicum site are not following them or suggest that adherence is unnecessary.

1. *Nails*

- a. *Length:* Nails must not extend more than one-quarter ($\frac{1}{4}$) inch beyond the fingertip. **Rationale:** To avoid safety hazards, such as scratching the patient).
- b. *Polish:* If nail polish is worn, it must meet all of the following criteria:
 - i. Be a solid color without any stickers or gems.
 - ii. Be free of cracks, flakes, or chips. **Rationale:** These can harbor bacteria or fungi.
 - iii. Be capable of being immediately removed with non-acetone remover. **Rationale:** Quick removal ensures compliance with hygiene standards if the polish becomes damaged or contaminated.
- c. *Artificial:* Artificial nails, including acrylics, overlays, extenders, or tips, are strictly prohibited.

2. *Hair*

- a. *Securement of Hair:* Hair must be pulled back off the neck and shoulders and properly secured. **Rationale:** To prevent interference with providing patient care; to avoid coming into contact with blood, bodily fluids, or chemicals; and to prevent getting caught in machinery/equipment.

- b. *Hair Adornments*: Any hair adornments or ornamentation (e.g., barrettes, clips, combs, etc.) must be safely secured. **Rationale**: To reduce risk of falling out and making contact with patients or contaminating the environment (e.g., sterile field).
- c. *Facial Hair*: Facial hair must be trimmed to ensure it does not interfere with the appropriate use or effectiveness of personal protective equipment. **Rationale**: To help ensure an adequate fit when wearing N95 respirators and other masks.

3. *Make-up*

- a. Make-up, if worn, must be professional in appearance.
- b. False eyelashes are not permitted. **Rationale**: They pose a potential safety hazard to patients (e.g., if they fall off onto the patient).

4. *Jewelry*

Some jewelry may pose an infection risk (e.g., collect microorganisms) or safety hazard (e.g., pulled out, injure patient) to patient or self. Therefore, students must adhere to the following guidelines if jewelry is to be worn:

- a. *Piercings*:
 - i. No more than two pairs of small stud earrings may be worn per ear *lobe*. Hoop earrings of any size are not permitted. **Rationale**: Potential safety hazard (e.g., risk for being pulled out).
 - ii. Jewelry is not permitted to be worn in other visible body piercings (e.g., other parts of the ear besides the lobe, tongue, chin, eyebrow, nose, lips, etc.). **Note**: Clear spacers/retainers may be used to maintain these piercings, as long as they do not pose an infection or safety hazard.
- b. *Ear gauges*: Visible ear gauges must be solid, skin-colored plugs. **Rationale**: To minimize the risk of infection and to maintain a professional appearance.
- c. *Rings*: No rings with stones are allowed to be worn. **Rationale**: Stones can harbor microorganisms and pose a potential infection or safety hazard.
- d. *Necklaces, Bracelets, and Wrist Watches*: These jewelry items may be worn as long as they are properly and safely secured. **Rationale**: To prevent interference with providing patient care; to avoid coming into contact with blood, bodily fluids, or chemicals; and to prevent getting caught in machinery/equipment. These items must also not pose a safety hazard if they make contact with patients.

5. *Visible Body Art*

As a general rule students must cover all visible body art (e.g., tattoos) so they are not visible at any time during clinical. The only allowable exceptions to this general rule are as follows:

- a. Body art is located in an area unable to be covered without posing a safety or infection hazard. For example, a tattoo on the hand or wrist should not be covered with bandages or gloves. **Rationale:** To avoid interference with hand hygiene and infection prevention requirements.
- b. Body art located in an area that is able to be covered most of the time but may become visible during clinical (e.g., a tattoo on the lower arm that is covered by a long sleeve most of the shift but is exposed if the sleeve is pushed up to provide patient care).

In either of the above instances (i.e., body art is unable to be covered or may become visible during clinical), it must not be offensive or controversial.

Students with visible body art should communicate with their Clinical Course Coordinator for guidance and advisement on questions about requirements.

6. *Scents*

Scents are highly subjective and may be offensive or allergenic to some individuals. Therefore, students are required to adhere to the following guidelines:

- a. *Avoidance:* Scents are to be avoided in any form (e.g., perfumes, scented deodorant, body lotion, cigarette smoke, etc.). **Rationale:** This helps promote a comfortable and safe environment for all individuals, particularly those with sensitivities or allergies.
- b. *Personal Hygiene:* Good personal hygiene is expected. **Rationale:** Maintaining cleanliness helps prevent strong odors and promotes a professional appearance.
- c. *Free of Strong Odors:* Students must be free of strong odors, scents, and fragrances (e.g., from perfume, cologne, scented body lotion or deodorant, smell of smoke or nicotine). **Rationale:** This helps prevent discomfort or allergic reactions among patients and colleagues.

7. *Head Coverings*

As a general rule, headwear should not be worn by students during clinical (e.g., hats, visors, baseball caps, headscarves, kerchiefs, bandanas, beanies) unless it is part of the required uniform of their assigned unit. **Rationale:** To minimize risk for an infection and/or safety hazard, and to maintain professional appearance.

8. ***Cell Phones***

All cell phones must be silent at clinical. Cell phones should not be visible in patient care areas.

9. ***Use of Tobacco Products, Aerosol Devices, and Nicotine Devices***

No smoking or use of any tobacco products, aerosol devices, or nicotine devices are allowed at clinical agencies.

Last revised: 11/2024, 7/2025

VI. **Modified Operations Policy**

For the official status of the University check the following KSU website: [Campus Security & Advisories](#). There are two types of adaptations the Office of the President may implement in the event of inclement weather or other emergencies:

1. ***Campus Closure:*** In this instance, all classes are canceled. Campus closure may occur as full days or partial days. In addition to cancelled classes, there are no labs or clinical experiences if the University is closed.
2. ***Modified Operations:*** In most instances, unless otherwise communicated, the campus will move to remote operations. All class syllabi are required to include an instructional continuity plan.

Content missed during University closure or modified operations must still be delivered to students to help ensure course objectives and student learning outcomes are met. Individual faculty members will decide how best to deliver the missed content on a case-by-base basis. Examples of possible delivery options include synchronous or asynchronous online activities, recorded presentations, and alternative clinical assignments (e.g., virtual simulation).

If the University is open during inclement weather, students should use their best judgment in deciding whether they can make it safely to class or clinical. Safety is the primary consideration, and there will be no penalty if students cannot safely attend.

VII. **Legal Limitations of Licensure**

A. ***Undergraduate***

After completion of the requirements for the Bachelor of Science in Nursing degree, graduates will be eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX®) to practice as a registered nurse (RN). All applicants must be aware that the state examining board has the right to refuse to grant a RN license to any individual regardless of educational credentials under circumstances of:

1. Falsification of application for licensure.
2. Conviction of a felony or crime of moral turpitude.
3. Other moral and legal violations specified in the Georgia law.

Applicants who think they might have an applicable situation should talk with the Associate Director of Undergraduate Nursing Programs early in their program of study.

B. Graduate

After completion of the requirements for the MSN – Family Nurse Practitioner or the Post-Graduate Psychiatric Mental Health Nurse Practitioner Certificate programs from the Wellstar School of Nursing and with the recommendation of the Associate Director of Graduate Nursing, graduates are eligible to take the American Nurses Credentialing Center's (ANCC) and/or the American Academy of Nurse Practitioners' (AANP) certification exam. Upon successful completion of one or both certification examinations, graduates may then apply for authorization from the Georgia Board of Nursing to practice as an advanced practice nurse (APRN).

VIII. Where to Find Information on Scholarships

The Kennesaw State University Undergraduate and Graduate catalogs include information on financial aid, a description of available nursing scholarships, a reference chart to determine eligibility, and the application process. This assistance is through the [Office of Scholarships and Financial Aid](#).

Graduate

The Health Resources & Services Administration (HRSA) provides funding to accredited nursing schools in order to increase the number of qualified nursing faculty. Known as the Nurse Faculty Loan Program (NFLP), this opportunity allows nursing education students to apply for designated loan funds. If students qualify, the program authorizes cancellation of up to 85% of any such loan (plus interest thereon) in exchange for full-time post-graduation employment as nurse faculty. The WSoN at Kennesaw State University has received these HRSA funds and is a NFLP participant. For more information about the loan program and how to apply, contact Dr. Anne White (awhite@kennesaw.edu).

NURSING ORGANIZATIONS

Sigma

Sigma Honor Society of Nursing is known worldwide for its prestige and excellence in the nursing profession. Kennesaw State University began a chapter of this organization, known as Mu Phi, on April 4, 1992. In 2019, Mu Phi added the Wellstar Health System as a practice partner, and the chapter charter is now known as [Mu Phi at-Large](#). The purpose of the organization is to recognize superior achievement in nursing, to encourage leadership development, to foster high nursing standards, and to strengthen the commitment to the ideals of the profession. Specific requirements are needed for membership.

Undergraduate students must:

- have completed $\frac{1}{2}$ of their nursing curriculum;
- have at least a GPA of 3.5 (based on a 4.0 grading scale);
- rank in the upper 35th percentile of the graduating class;
- and meet the expectation of academic integrity.

Graduate students must:

- have completed $\frac{1}{4}$ of their nursing curriculum;
- have at least a 3.5 GPA (based on a 4.0 grading scale);
- and meet the expectation of academic integrity.
- Students in graduate programs who are registered nurses, legally recognized to practice in their country, and have a minimum of a baccalaureate degree or the equivalent in any field, shall be eligible to be considered as a Nurse Leader at any point in the program.

KSU Student Nurses Association (Undergraduate)

The Student Nurses Association (SNA) is an organization comprised of all declared undergraduate nursing majors. Officers are elected annually from the Bachelor's degree program. Students work together on fundraisers, social events, pinning ceremonies, and education programs. The [KSU SNA](#) is the campus affiliate of the Georgia Association of Nursing Students (GANS) and the National Student Nurses Association (NSNA). All nursing students are welcome and encouraged to actively participate.

Graduate Nursing Student Association

The Graduate Nursing Student Association (GNSA) at KSU is part of the nationwide [Graduate Nursing Student Academy](#) hosted by the American Association of Colleges of Nursing. The GNSA exists to foster collaboration, innovation, and excellence in academic nursing and healthcare. We promote the educational and professional development of nurses enrolled in the graduate nursing program at Kennesaw State University.

Members must maintain a GPA of 3.0 or higher, and officers must maintain a GPA of 3.5 or higher. One monthly meeting will be held either on campus or virtually. Dues are \$30, paid once and due by September 30.

American Nurses Association and Georgia Nurses Association

The [American Nurses Association](#) (ANA) represents interests of over 5 million RNs in the U.S., throughout all specialties and practice settings. Together with ANA, nurses have the power to advance the nursing profession and create a healthcare environment in which they can thrive. Students are encouraged to become an [ANA Student Subscriber](#) to begin receiving benefits before they graduate. Each state also has its own nurses' association. The [Georgia Nurses Association](#) (GNA) is the largest professional organization for RNs in the state of Georgia. They seek to inspire and empower Georgia's nurses to lead innovative change and improve health.

Requirements for Clinical Participation

Health records are due annually. If any of your health credentials (e.g., TB testing, Tdap, CPR, etc.) are due to expire during a semester (regardless of whether they were done within the year), **you are required to update them by the listed deadlines for that semester unless you are specifically instructed otherwise.** It is the student's responsibility to find out what medical information is pending and all deadline dates.

Students are required to purchase a subscription to ACEMAPP and ACEMAPP Assure for tracking nursing program required health records. Students are responsible for uploading their records into ACEMAPP and keeping their records current. The expiration dates for approved health records are listed in ACEMAPP; if you are not sure about a particular requirement, contact a Credentialing Specialist via nu_medrecords@kennesaw.edu. Clinical agencies may also require other credentialing platforms. **You will NOT be allowed into a clinical agency without all required documentation being fully up to date.** WSoN staff will review all documents uploaded in ACEMAPP and other platforms to verify accuracy and completion.

Use the WSoN Physical Exam Requirements Form to record physical examination findings. You need to complete the form every 13 months (may not exceed 30 days past your previous physical exam expiration). Additional documentation is required for proof of immunization history and testing. Be aware that clinical agencies may request a copy of any or all student health records in certain situations. Students are required to keep copies of all their medical forms submitted to the WSoN.

I. Wellstar School of Nursing Physical Exam Requirements

- Physical Exam Requirements Form – Completed every 13 months (as described above) and signed by a physician or nurse practitioner.
- If during the program a student experiences a health condition, the student may be requested to provide a written note from a healthcare provider indicating the student is cleared to attend/return to clinical without limitations. This is for the safety of the student and the patients they care for.
- **The Physical Exam Requirements Form is available on the KSU WSoN website, or you can email nu_medrecords@kennesaw.edu and request the form from a Credentialing Specialist.**

II. Proof of Mandatory Health Insurance

- As a WSoN student, you must submit proof of current health insurance coverage that meets the standard requirements as outlined by the Board of Regents (see below for links to helpful websites). A copy of your insurance card (front and back) or e-card uploaded to ACEMAPP is acceptable.
- All nursing students will have a mandatory health insurance fee automatically applied to their account by KSU's Bursar's Office twice a year through the program, regardless of classes being taken: once for fall coverage (period from August 1 to December 31) and once for spring/summer coverage (period from January 1 to July 31). Each semester the fee is added to their account, students must take one of two actions: complete a waiver request or pay the fee and enroll in the designated healthcare program. *Students are responsible for paying these fees each semester by the designated deadline, unless they are approved for a waiver.*
- Students who withdraw from all classes or change to a non-nursing major after the mandatory fee is applied to their account will be responsible for this fee. In addition, students dismissed from the BSN program must change their major from nursing to another degree-seeking program to avoid financial responsibility for fees charged to their account that are associated with the BSN program. Students are encouraged to contact [KSU Bursar's Office](#) with questions.
- *All medical or other healthcare services a student receives at a facility (including illness or injury, emergency or otherwise) are the student's sole responsibility, including all related expenses.* Neither KSU nor the WSoN are responsible for these services or associated costs.
- For information on insurance plan(s) offered through the University, please refer to <http://uhcsr.com/kennesaw>
- For information on minimum coverage requirements as outlined by the Board of Regents, please refer to https://www.usg.edu/student_affairs/student_health_insurance_program_ship

III. American Heart Association BLS Certification

Every nursing student is required to have a current American Heart Association (AHA) Basic Life Support (BLS) Provider (CPR and AED) Certification. Renewal is due every 2 years. Your AHA Certification **must** state "BLS (Healthcare) Provider." **NO EXCEPTIONS ALLOWED.** [Check the clinical requirements on the WSoN website](#) for a list of suggested instructors. A copy of your card (front and back) or e-card uploaded to ACEMAPP is acceptable.

IV. Tuberculosis Testing or Chest X-Ray

A blood test is required (a QuantiFERON Gold or T-Spot are accepted) and must be updated annually.

- *If there is a history of positive TB testing results*, you must have a negative chest X-ray. Additionally, documentation regarding INH treatment recommendations may be required.
- Students with recent positive results will be referred to the Health Department for follow-up.

V. Tetanus/Diphtheria/Pertussis (Tdap)

Proof of a Tetanus/Diphtheria/Pertussis booster immunization received within the last 10 years is required. Proof **must** include month, day, and year. **Please note: A two-year time period is recommended between tetanus/diphtheria and tetanus/diphtheria/pertussis.**

VI. Varicella (Chicken Pox)

Proof of 2 vaccinations **or** laboratory evidence of immunity (i.e., reactive/positive quantitative titer) is required. If you are in the process of getting the immunizations, please show documentation. Does not expire. *Note: Proof of illness does NOT meet standards; you must have a titer showing immunity levels or proof of vaccination.*

VII. Measles, Mumps, & Rubella (MMR)

Proof of 2 vaccinations **or** laboratory evidence of immunity (i.e., reactive/positive quantitative titer) for *each* measles, mumps, and rubella is required. If you are in the process of getting the series of immunizations, please show documentation. Does not expire.

VIII. Hepatitis B Series & Titers

Laboratory evidence of immunity (i.e., reactive/positive quantitative titer, Hep B surface antibody) **and** documentation of appropriate immunization (i.e., 3 vaccinations at prescribed intervals) is required. Documentation that the series is in progress will be accepted when you first enter the program. The series will need to be completed and a positive titer documented by the end of the second semester of enrollment. If you are not immune, a second series will be required. Does not expire.

Refusal forms are available upon request by emailing a Credentialing Specialist at nu_medrecords@kennesaw.edu; however, *clinical sites may refuse to allow students access if*

they have not shown documentation of immunity to or vaccination against the above mentioned diseases.

IX. Flu Vaccination

Proof of administered flu vaccine for the current flu season is due annually. The exact deadline is determined by our clinical affiliates and will be communicated to students once known (usually late September in the fall semester and the first day of class in the spring semester). Typically flu vaccines become available each year in late August or early September.

X. Other Vaccinations (e.g., COVID)

As guests at clinical agencies, you must adhere to clinical agency credentialing requirements to attend clinical. This includes all vaccination requirements of the agency. While Kennesaw State University does not require certain vaccinations, our clinical site partners do. *Please note: Students do not qualify for the same exemptions as site employees*, as students are guests of our partners, and we must follow each healthcare facility's requirements. Very few agencies allow student exemptions, and exemptions are not guaranteed. These decisions are made by the agency not the WSoN.

Undergraduate clinical placements are randomly assigned to maintain student fairness. The WSoN is unable to accommodate personal preferences in clinical placements and does not allow students to change their assignments once placed.

Graduate placements are specific assignments, and student participation in recruiting preceptors and sites is strongly encouraged. More information about graduate clinical placements is in the Graduate section of this handbook.

Successfully completing clinical placement and/or practicum expectations is a requirement for progression in the undergraduate and graduate nursing programs, respectively.

- **COVID vaccine:** The University System of Georgia and KSU do not require the COVID vaccine; however, it is a requirement of some of our clinical partners. Students assigned to a clinical site that requires the COVID vaccine must submit evidence of vaccination to be credentialed and able to attend clinical.

XI. PPE Agency Requirements

When caring for certain patients, the CDC recommends certain personal protective equipment (PPE) be worn for the safety of everyone. Students must appropriately wear all PPE as required by clinical agencies. For example, many facilities require wearing an N-95 mask for certain populations. Fit testing is recommended to ensure

a proper fit of respirators. Facial hair that lies along the sealing area of a respirator, such as beards, sideburns, or some mustaches, may interfere with respirators that rely on a tight facepiece seal to achieve maximum protection. Facial hair may need to be altered to achieve an appropriate fit and to meet clinical agency requirements.

XII. Proof of Bloodborne Pathogens & OSHA Modules & Assessments

Every nursing student is required to complete bloodborne pathogens and OSHA modules and assessments annually. These can be found in ACEMAPP.

XIII. Licensure by a Professional Board

Graduate nursing students must maintain an active and unencumbered nursing license valid in the state of Georgia throughout their enrollment.

XIV. Malpractice Insurance

Malpractice insurance is required but is carried by the institution and paid via student fees assessed at registration.

XV. Criminal Background Check and Drug Screen

A. Initial Background Checks and Drug Screens

All students beginning a nursing program will be required to complete a criminal background check and drug screen through a company designated by the WSoN by the designated deadline, which will be early in their first semester of the program. Students must share the results with the WSoN through ACEMAPP *and* with each clinical agency they are assigned to through the program (unless otherwise advised).

- *Criminal Background Checks*
 - If a student's report reveals a prior arrest, they must meet with the Associate Director over their program of study, Undergraduate or Graduate, respectively, or the Associate Director's designee to discuss.
- *Drug Screens*
 - An undiluted urine sample with a negative result is required for a student to proceed with their clinical placement.
 - Students are encouraged to be mindful of the amount of water they drink prior to performing the urine drug test as this can influence the results. Excessive fluids may dilute the urine sample and lead to a negative dilute result, which the WSoN will not accept. If a student's result is a negative dilute, they cannot proceed with clinical until resolved and must do the following:
 - (a) immediately purchase an additional drug test at their own expense,

- (b) provide a repeat urine sample, and
- (c) share the retake result with the WSoN.

If a student receives two or more negative dilute results, they must meet with the Associate Director of their program of study (or designee) to discuss next steps per WSoN policies.

- If a student's test is positive, they must immediately withdraw from clinical courses and meet with the Associate Director of their program of study (or designee) to discuss next steps per WSoN policies.

B. Other Background Checks and Drug Screens

Additional background checks and/or drug screens may be required periodically throughout the program for various reasons such as following a break in attendance (e.g., due to a leave of absence or progression delay) and as requested by assigned clinical agencies. Students must share all reports with the WSoN and with clinical agencies (as requested).

Students are also subject to random drug screens or on the spot drug screens, in accordance with WSoN Policies described in the WSoN Student Handbook. If selected, the student must complete the test by the deadline and share the report with the WSoN (but not a clinical agency, unless otherwise advised).

C. Important Considerations

A clinical agency has the right to refuse a student's clinical placement for any reason and for any length of time, including prior arrest, multiple negative dilute drug tests, or a positive drug test. If this circumstance arises, the student will be contacted by the Associate Director of their program of study (or designee) regarding the matter to discuss required actions and potential implications for progression in the program.

All students who are not in compliance with required documentation *may not continue with clinical courses* and **WILL BE ENCOURAGED TO WITHDRAW TO AVOID CLINICAL COURSE FAILURE.**

A student may be dismissed from the program if clinical placement continues to be denied or if their background history or drug test results prevent them from meeting the course clinical objectives.

Students must adhere to all WSoN policies and procedures related to criminal background checks and drug screens or risk being administratively dismissed from the nursing program. A student who is non-adherent with any of the requirements outlined above (including a positive drug test or multiple negative dilutes) may be

placed under a *Professional Behavior Contract*, per the WSoN policy described in this WSoN Student Handbook.

Last revised: 11/2024, 07/2025

Resources for Meeting Health Requirements

Kennesaw State University Student Health Services

3215 Campus Loop Road OR 1074 Canton Place, Suite 5000 (University Village)

Kennesaw, GA 30144-5591

Phone: 470-578-6644

<https://www.kennesaw.edu/student-health/index.php>

Services offered:

- Physical exam
- Adult immunizations
- Women's health
- Laboratory testing
- Health education

Public Health Department

Cobb-Douglas Public Health Department

1650 County Services Parkway

Marietta, GA 30060-4009

Phone: 404-514-2300

[Cobb & Douglas Public Health](#)

Directions: Powder Springs Road (behind the Marietta Square), take a left on County Services Parkway. The Health Department is the second building on the right.

Services offered:

- MMR
- Tetanus
- HIB
- Rabies
- TB skin test
- Polio vaccine
- Typhoid
- Hep B (need a series of 3)
- Anti HB

Last revised: 07/2024

Performance Standards

Core Performance Standards for Admissions and Progression

For successful completion of the WSoN nursing programs, the student must satisfy certain cognitive, sensory, affective, and psychomotor performance requirements. Students interested in applying to the WSoN nursing programs need to review the essential eligibility requirements and related core performance standards described below and should understand that students must be able to independently perform and meet these requirements and standards. The University and WSoN complies with the Americans with Disabilities Act and will endeavor to provide reasonable accommodations or modifications that have been approved and granted by KSU's [Student Disability Services](#) (SDS) for qualified individuals.

If a student believes that they cannot meet one or more of the requirements or standards described below without accommodations or modifications, the student must self-identify, notify the Associate Dean and WSoN Director (or designee) in writing at least 2 weeks prior to beginning the program and before the start of each semester, complete the registration process with SDS (to include provision of required documentation), and be granted approval for provision of requested accommodations. The student must provide a copy of all applicable SDS approval notification letters to the Associate Dean and WSoN Director (and/or designee) for review and consideration. The WSoN will follow KSU policies and collaborate with SDS to determine, on an individual case-by-case basis, whether the approved accommodations or modifications can be reasonably provided in the nursing program or if alternative options need to be explored.

The following Core Performance Standards were developed based on guidelines established by the Southern Regional Education Board's (SREB) Council on Collegiate Education for Nursing Education: <https://www.sreb.org/publication/americans-disabilities-act>

Requirements	Standard	Some Examples of Necessary Activities (not all inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical and academic judgment.	<ul style="list-style-type: none"> Identify cause-effect relationships in clinical situations. Use of the scientific method in the development of nursing care plans. Evaluation of the effectiveness of nursing interventions. Respond effectively to emergency situations. Identify and manage multiple priorities in caring for patients.

Professional Relationships	Interpersonal ability sufficient to interact professionally with individuals, families, and groups from a variety of social, cultural, emotional, and intellectual backgrounds.	<ul style="list-style-type: none"> • Establish rapport with patients and colleagues. • Capacity to engage in successful conflict resolution with patients, families, colleagues, and faculty members. • Demonstrate respect for the rights of others. • Ability to develop and maintain therapeutic relationships with patients and colleagues.
Communication	Communication abilities sufficient for professional interaction with others in verbal, written, and computer-assisted forms.	<ul style="list-style-type: none"> • Speak and write English sufficiently to be understood by patients and families. • Explain treatment procedures, health teaching, and plan of care. • Document and interpret patient data, nursing actions, and patient responses completely and accurately. • Proficient use of electronic medical charting. • Communicate therapeutically with patients, families, and colleagues in a variety of settings.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	<ul style="list-style-type: none"> • Move around patient's rooms, workspaces, and treatment areas. • Administer rescue procedures (e.g., cardio-pulmonary resuscitation).
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care and to maintain safety and security standards.	<ul style="list-style-type: none"> • Calibrate and use equipment, position patient therapeutically. • Provide and/or assist with patient activities of daily living, including bathing, toileting, and positioning patient. • Ability to administer oral, IM, IV, SC, and other parenteral medications correctly and safely.

Hearing	Auditory ability sufficient to monitor, assess, and respond to patient health needs.	<ul style="list-style-type: none"> • Ability to hear monitoring device alarm, emergency signals, auscultatory sounds, and cries for help.
Visual	Visual ability sufficient for observation, assessment, and responding to patient care needs.	<ul style="list-style-type: none"> • Observes patient condition and responses to treatment. • Ability to perform nursing interventions, such as insertion of IV, insertion of urinary catheter, and preparing and administering medications. • Ability to read small print on equipment and supplies (e.g., thermometers, measuring cups, syringes, gauges, etc.). • Ability to visualize written words and information on paper and/or computer screen correctly. • Ability to discern changes in skin/wound colors. • Ability to read drug labels and packages with accuracy.
Tactile Sense	Tactile ability sufficient for physical assessment.	<ul style="list-style-type: none"> • Perform palpation, functions of physical examination, and/or those in relation to therapeutic intervention, e.g., insertion of a catheter.

Last revised: 2/2025, 7/2025

Assessment Philosophy and Continuous Program Improvement Plan

For the purposes of higher education, assessment is the systematic collection, review, and reflection upon educational programs and is focused on improving student learning and development (Association of American Colleges and Universities and the Council for Higher Education Accreditation, 2008; Hernon, Dugan, & Schwartz, 2006; Palomba & Banta, 1999). The Kennesaw State University (KSU) Wellstar School of Nursing (WSoN) mission, vision, values, goals, and program and student learning outcomes are intimately linked to the WSoN's assessment plan. The primary purpose of the plan is to foster continuous program improvement. The plan directs faculty to ascertain program strengths and areas for improvement to enhance program effectiveness in meeting the needs of the student and the community. A secondary purpose of this plan is to continually evaluate and refine strategies to assure the most appropriate means of assessing the program and student learning outcomes.

Assessment of program and student learning outcomes is an expectation of programs of nursing education. Program outcomes are performance-based factors which include quality and productivity. Student learning outcomes assess the knowledge a student should possess upon completion of the learning process (Raup, King, Hughes, & Faidley, 2010). Instruments of student learning outcome assessment include the National Council Licensing Examination (NCLEX®) for Registered Nurses, which all undergraduates must pass to be employable in the field of nursing; and the nurse practitioner/advanced practice certification exams sponsored by the American Nurses Credentialing Center (ANCC) or the American Academy of Nurse Practitioners (AANP). All nurse practitioner graduates must pass the certification exam to be credentialed for advanced nursing practice within the state of Georgia.

Assessment Process

Assessment is a collaborative process that involves faculty, staff, students, and the professional community. The assessment process should be regularly examined for utility, feasibility, propriety, accuracy, continuity, and flexibility (Palomba & Banta, 1999). WSoN utilizes a continuous improvement framework to guide the assessment process. The Comprehensive Evaluation Plan (CEP) provides the overall evaluation criteria, phases for data collection, analysis, and synthesis of recommendations and decision-making for the WSoN. The Total Assessment Blueprint (TAB) provides the expected student learning outcomes for the graduates of each nursing program within the WSoN. The TAB articulates the means of assessment with statements of expectation, the time frame and party responsible for data collection, data analysis and reporting, as well as the use of results for continuous quality improvement.

The Undergraduate and Graduate Program Evaluation Committees are the oversight bodies that ensure the CEP is being followed. The Program Evaluation Committees receive information from various committees on surveys, BSN testing program, and other reports to summarize, evaluate, and present recommendations to the faculty for continuous quality improvement.

Specific responsibilities for the Program Evaluation Committees and various other committees are outlined in the WSoN Bylaws.

Comprehensive Evaluation Plan

The CEP is the WSoN's written document to guide faculty during the process of continuous program improvement. The CEP is divided into four sections (Mission & Governance; Institutional Commitment & Resources; Curriculum & Teaching Learning Practices; Assessment & Achievement of Program Outcomes), representing the four standards of program quality assessed by CCNE for program accreditation. Each program quality standard contains various elements that are assessed by WSoN faculty. For each element, the evaluation methodology required, sources of information/data needed, a time frame for data collection, oversight responsibility, and the procedure for documentation of outcomes and program changes/revisions are outlined in detail. The undergraduate and graduate nursing programs each have TAB documents that specifically outline the multiple assessment measures and sources needed for data collection. Assessment requirements mandated by KSU's Assessment of Learning Plan are also incorporated into the CEP.

Total Assessment Blueprint (TAB)

The faculty believe that program and student learning outcomes are best assessed by using multiple assessment measures. The TABs for the undergraduate and graduate programs document the multiple assessment measures used. The WSoN faculty has carefully selected a variety of methods and approaches to assess program and student learning outcomes. Annual review of the appropriateness of assessment methods with regard to validity and reliability is an essential part of the continuous quality improvement cycle of the WSoN. The Program Evaluation Committees and other associated committees review each of the assessment methods annually, or more frequently, if necessary, to determine program effectiveness and to foster continuous improvement.

Methods Used by the Undergraduate and Graduate Programs

The following assessment methods are used by both the undergraduate and graduate programs:

Exit Survey

Undergraduate nursing students are surveyed electronically via a department-created assessment instrument immediately upon graduation from the nursing program. Results are tabulated and analyzed by the Survey Committee and presented to the Undergraduate Program Evaluation Committee (UPEC) for further analysis, with an emphasis on evaluation of the nursing program's student learning outcomes. Results and findings are presented annually to the undergraduate nursing faculty regarding potential curricular implications.

Graduate students who are in their last semester of any of the graduate programs are assessed with a survey form. Students evaluate their current perceptions of the strengths and limitations of the program in preparing them for advanced practice nursing roles. This information will be

of value in continuous graduate program improvement. Results are tabulated and analyzed by the Graduate Curriculum and Program Evaluation committees (GCC and GPEC, respectively). Results and findings are presented annually to the graduate faculty regarding potential curricular implications.

Employer Survey

Employers of graduates from the undergraduate nursing program are surveyed electronically via a department-created assessment instrument 9-11 months after the students' graduation (dependent on the graduate providing employer contact information as part of the Alumni Survey). Results are tabulated and analyzed by the Survey Committee. In addition, designated persons of clinical agencies that employ KSU nursing graduates are periodically contacted and asked to complete a survey. All undergraduate employer survey results are analyzed by the Survey Committee and presented to the UPEC for further analysis, with an emphasis on evaluating the nursing program's student learning outcomes. Results and findings are presented annually to the undergraduate nursing faculty regarding potential curricular implications.

Actual and potential employers of graduates of the graduate nursing programs are randomly contacted (e.g., telephone calls) every three years to evaluate their current perceptions of KSU WSoN graduates regarding program strengths and areas where graduates could be better prepared for advanced practice nursing roles. Graduates are asked to provide employer contact information. Preceptors of graduate students are considered potential employers. The faculty believes that evaluation by current or potential employers provides data regarding overall satisfaction with the WSoN program and information about the students' or graduates' abilities. Results are tabulated and analyzed by the GPEC. Results and findings are presented when available to the graduate faculty regarding potential curricular implications.

Alumni Survey

Nursing students, both undergraduate and graduate, are surveyed electronically via a department-created assessment 9-11 months post-graduation of their program of study.

Undergraduate results are tabulated and analyzed by the Survey Committee and presented to the UPEC for further analysis, with an emphasis on evaluating the nursing program's student learning outcomes. Results and findings are presented annually to the undergraduate nursing faculty regarding potential curricular implications.

Graduate results are tabulated and analyzed by the Graduate Program Evaluation Committee (GPEC) with an emphasis on evaluating the nursing program's student learning outcomes. Results and findings are presented annually to the graduate nursing faculty regarding potential curricular implications.

Scholarly Papers/Projects/Course Assignments

To enhance the robustness of the assessment process, a variety of graded course activities, assignments, tests, and/or competencies have been identified as appropriate measures of

specified student learning outcomes. The courses are taken at or near the measures of specified student learning outcomes. These graded activities have been determined by the faculty of the courses involved to demonstrate the knowledge, skills, attitudes, and/or competencies involved and to align with the specified learning outcomes. Guidelines and/or rubrics specific to each assessment are outlined in the course syllabi. Faculty within the courses compile and report final data to the UPEC or GPEC for further analysis. Results and potential curricular implications are presented to the faculty annually.

Methods Used by the Undergraduate Program

The following assessment methods are used by the undergraduate program:

Current Comprehensive Testing Program

This is an assessment approach that is being used extensively by the Baccalaureate program and provided by Assessment Technologies Incorporated (ATI). Students are required to participate in this testing program. ATI testing begins in the first clinical nursing course (NURS 3209) and continues with testing throughout the program. At the end of the curriculum (NURS 4419), students take the RN Comprehensive Predictor Exam which provides a predictor of success on the NCLEX-RN® exam. The costs for these tests are covered by the student and are paid upon entrance to the BSN program.

The purpose of this testing program is to prepare the student for success in practice by providing exercises for applying nursing knowledge and identifying areas appropriate for remediation. The testing program is also intended to reduce student attrition and to increase student pass rates on the licensure exam.

Faculty select various standardized achievement tests to help students prepare for the NCLEX-RN® and guide students on how to interpret test scores and identify areas to review. ATI exams may be proctored and/or assigned as a practice test, depending on the course. Overall class results are reviewed and analyzed by the Undergraduate Program Testing Committee. These results, as well as observations and recommendations, are presented annually to the undergraduate faculty regarding potential curricular implications.

NCLEX® Pass Rates

All graduates must pass the registered nurse licensing examination, the NCLEX®, to be employable in the field of nursing. Data gathered about demonstrated program achievement include the percentage of graduates that successfully passed the NCLEX® examination on the first attempt. According to the Rules and Regulations of the State of Georgia (2001), an “acceptable performance on the licensing examination for each nursing education program shall be a passing rate of eighty (80) percent of its first time writers in any given calendar year” (Regulation 410-3-.08). Results are compiled and examined by the Undergraduate Program Evaluation Committee (UPEC) based on preset criteria listed in the TAB and presented to the undergraduate faculty annually regarding potential curricular implications. NCLEX® pass rate data are also presented to the full WSoN faculty quarterly (or as available).

Preceptor Survey

During the last semester of the undergraduate nursing program, students are enrolled in a clinical capstone preceptorship. Senior student preceptors are surveyed electronically via a department-created assessment instrument near the end of the semester. Results are tabulated and analyzed by the Survey Committee and presented to the UPEC for further analysis, with an emphasis on evaluating the nursing program's student learning outcomes. Results and findings are presented annually to the undergraduate nursing faculty regarding potential curricular implications.

Use of the CEP for Continuous Program Improvement

A key principle of the continuous improvement process is to use data to develop specific, effective strategies to enhance student learning (Association of American Colleges and Universities and the Council for Higher Education Accreditation, 2008). Program and student learning outcome data are collected and analyzed by the undergraduate and graduate programs, as outlined by the CEP, for the purpose of continuous program improvement. On an ongoing basis, the program evaluation committees report assessment data and recommendations to their respective faculties for discussion of changes and revisions to program curricula, policies, documents, etc. The discussion and recommendations for program changes are documented in the undergraduate and graduate faculty meeting minutes. A summary of undergraduate or graduate program-specific changes are reported to the full faculty on an annual or biannual basis. Changes to policies or documents that are WSoN-specific, rather than program-specific, are discussed and voted upon by the full faculty of the WSoN.

References

- Association of American Colleges and Universities and the Council for Higher Education Accreditation. (2008). *New leadership for student learning and accountability: A statement of principles, commitments to action*. Retrieved from: <https://www.chea.org/new-leadership-student-learning-and-accountability>
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- Palomba, C.A., & Banta, T.W. (1999). *Assessment essentials: Planning, implementing, and improving assessment in higher education*. San Francisco: Jossey-Bass.

Last revised: 7/2024, 7/2025

UNDERGRADUATE NURSING PROGRAM

BACHELOR OF SCIENCE IN NURSING

Bachelor of Science in Nursing Program Organizing Framework

The faculty of Kennesaw State University's Bachelor of Science in Nursing (BSN) program developed an organizational framework around the concepts of caring, professionalism/ethics, and holistic health. The curriculum of the BSN program operationalizes the concepts by addressing competence, respectful communication, moral agency, cultural/aesthetic sensitivity, and analytical thinking/decision making. All these abilities are directed toward the healing of persons, families, groups, and communities. Healing, described as promoting holistic health, involves caring nursing actions centered upon disease or injury prevention, health promotion, health restoration, and health maintenance throughout the lifespan.

A variety of nursing conceptual models/theories are used to assist students to organize their beginning practice. Nursing conceptual models offer a way to view the world and human beings in the context of their culture, and each model/theory provides a unique frame of reference for nursing practice. While several models are available to guide practice, one particular model or theory might be more applicable to some nurse-patient interactions than others. Therefore, the faculty assists BSN students to select the most suitable conceptual model for a given situation. This choice is based on each patient's contextual situation and guides successful implementation of the nursing process.

Caring

The entire curriculum revolves around the belief that nursing is the art and science of caring. Caring forms the foundational concept that supports attention to persons, families, groups, communities, and environments. Skill and competence, practical wisdom, caring attitude, and critical judgement are all examples of caring in practice. Caring supports the emphasis in the curriculum on holistic health and is the compelling force behind the development of professionalism and ethics. Acknowledging multiple ways of knowing, caring is also an important factor in faculty-student relationships and the use of creative learning strategies in classroom and clinical throughout the curriculum.

The American Nurses Association (2010a), with endorsement by a host of specialty organizations, developed *Nursing: Scope and Standards of Practice*, which describes the scope of nursing practice and standards of professional nursing practice. "Scope of practice" relates to the identification of roles and boundaries that govern professional practice. The "standards of professional nursing practice" depict the minimum level of competence expected of nurses while acknowledging that practice is context laden. The individual standards of professional practice coincide with elements of the matrix of the nursing process. The standards of professional performance reflect the competent level of behavior expected of a professional nurse which emphasizes ethics, ongoing education, quality, communication, collaboration, evaluation, resource utilization, and environmental health.

The “Standards” are utilized as a structure in each baccalaureate nursing course to teach the promotion of a caring and healing environment which facilitates the holistic health of patients as individuals, families, groups, or communities. Caring, as the essence and central focus of nursing, permeates all aspects of inquiry and education in nursing, fostering expectations for excellence and providing guidance for personal behavior and professional practice. Philosophical, interpersonal, and technical components of caring are learned and reaffirmed as the student attends to the processes of nursing. The concept of caring is taught in the first nursing course (NURS 3209) and is addressed throughout clinical and didactic courses within the curriculum.

Professionalism/Ethics

Professionalism is desired and expected of those who enter nursing. It is characterized by learning, knowledge, and competence gained through higher education, a commitment to the welfare of society, and orientation to serve and adherence to a professional ethic. Professionalism is demonstrated through expertise, analysis, responsibility, accountability, and autonomy. Knowledge is gained throughout the educational process that addresses current science, clinical evidence, information management, leadership, quality, and patient care technology. It includes being accountable for upholding the codes of nursing ethics (American Nurses Association, 2025; International Council of Nurses, 2021), standards of nursing practice, and legal parameters of the profession. It is also demonstrated in attitude, demeanor, and methods of respectful patient and inter- and intra-professional communication and collaboration.

Nursing ethics, the exercise of discernment and critical judgment using moral norms and theory to resolve practical moral issues, derives from the values inherent in the profession of nursing: respect for persons, compassion, altruism, autonomy, human dignity, justice, and caring. Striving for the dignity, privacy, safety, and autonomy of patients is paramount. Recognizing one’s own and others’ humanity with attention to the interrelatedness of persons and persons with their environment, culture, and spiritual background, the nurse demonstrates attention to relationships, care, and concern. The nurse works to exhibit caring by avoiding harm, doing good, and serving as advocate for the patient. (See ANA, 2010b).

The inculcation of professional identity is a developmental process; therefore, professionalism and ethics are in all courses in the curriculum. They are discussed in the first nursing course, Theoretical Basis for Holistic Nursing & Health (NURS 3209) and are the focus of Professionalism and Ethics in Nursing (NURS 3302), during the second semester. Using this foundation, students continue to discuss and deliberate issues of ethics and professionalism throughout the curriculum, for example, in Nursing Research for Evidence-based Practice (NURS 4402), Parent-Child Nursing (NURS 3318), Mental Health Nursing (NURS 3314), Community Health Nursing (NURS 4412), and Nursing Leadership Practicum: Transition to Practice (NURS 4419).

Holistic Health

Health is viewed from a holistic perspective that recognizes the influence of biological, psychological, sociological, and spiritual factors on the well-being of individuals, families, groups, communities, and populations. This perspective recognizes the unique thinking, feeling, and sensing capabilities of each person, the interconnectedness of body, mind, emotion, spirit, social/cultural, relationship, context, and environment. Nursing actions that enhance holistic health of patients involve those that are restorative, supportive, and promotive in nature. These constructs of holistic health are articulated in the curriculum as health promotion and disease and injury prevention, clinical prevention, and population-focused nursing (Stanhope & Lancaster, 2010).

Health promotion is comprised of those activities and behaviors that sustain or enhance well-being. Health promotion activities provide opportunities for individuals to adopt behaviors and lifestyles that obtain and maintain their optimal potential. Optimal potential is different and unique for each person and is influenced by the environment. Disease and injury prevention are activities designed to protect persons from actual or potential health threats be they environmental, situational, or personal. Disease and injury prevention encompass health seeking and health promoting behaviors in which each person can avoid illness or injury and to maximize health.

Population-focused nursing is designed to address the health promotion needs of groups, communities, and populations. It involves culturally sensitive monitoring, surveillance, and design of programs.

All levels of prevention serve as springboard for the role that prevention plays in health today as typified by *Healthy People 2010* (U.S. Department of Health and Human Services, 2000), *Healthy People 2020* (U.S. Department of Health and Human Services, 2010), and *Healthy People 2030* (U.S. Department of Health and Human Services, 2020). These documents have set the agenda for the way prevention is addressed from a national perspective. Nursing has reformulated the concepts of prevention to address nursing actions that promote holistic health. The faculty is committed to encouraging holistic health of patients as individuals, families, groups, and communities.

All levels of prevention are incorporated into holistic health. Prevention activities are utilized within each course in baccalaureate nursing. A variety of therapeutic nursing interventions are articulated within each to achieve knowledge, skill, and practice in health promotion and disease and injury prevention, clinical prevention, and population focused prevention.

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Program Outcomes

The Kennesaw State University Baccalaureate Degree Nursing program prepares graduates for generalist nursing practice. The BSN program will:

1. Demonstrate quality by maintaining both professional accreditation through the Commission on Collegiate Nursing Education (CCNE) and acceptable performance of graduates on the National Council State Boards of Nursing License Exam (NCLEX®).
2. Provide a learning environment that ensures meeting the program benchmark for graduation rates.
3. Prepare graduates for success in attaining employment in the nursing profession.

Reviewed 6/2025.

Student Learning Outcomes

The purpose of the Kennesaw State University Bachelor of Science in Nursing (BSN) program is to prepare graduates for generalist nursing practice. Graduates will be prepared to practice with patients including individuals, families, groups, and populations across the lifespan and across the continuum of healthcare environments. Upon completion of the BSN program, graduates will:

1. Synthesize knowledge from a liberal education including social science, natural science, nursing science, and the art and ethics of caring as a foundation for providing holistic nursing care.
2. Implement competent, patient-centered care of individuals, families, groups, communities, and populations along the health-illness continuum and throughout the lifespan within multicultural environments.
3. Utilize leadership skills to critically examine and continuously improve healthcare delivery systems, with emphasis on safety, quality, and fiscal responsibility.
4. Analyze current research and apply conceptual/theoretical models for translating evidence into clinical practice.
5. Apply knowledge and skills in information management and patient care technology in the delivery of quality patient care.
6. Identify the significance of local, state, national, and global healthcare policies including financial and regulatory environments.
7. Demonstrate effective communications skills with an interdisciplinary healthcare team including collaboration, negotiation, and conflict management.
8. Employ principles of health promotion and disease/injury prevention in providing care to individuals and populations.
9. Assume responsibility and accountability for professionalism, including lifelong learning, and the inherent values of altruism, autonomy, human dignity, integrity, and social justice in the practice of nursing.

Reviewed 6/2025.

General Cost of the Program

The cost will vary by semester and other factors, such as in-state and out-of-state tuition. Please refer to the [Office of Scholarships and Financial Aid's estimated cost of attendance](#). For examples of additional fees and expenses you may incur, including those specific to the nursing program, please refer to the [Tuition, Expenses, and Financial Aid section of the KSU Undergraduate Catalog](#).

Graduation and RN Licensure Expenses

Each year, students are surprised at the costs of graduating, applying for licensure as a registered nurse, and taking the NCLEX® exam. The following provides an *estimate* of those expenses.

	Cost**
Petition to Graduate Fee (includes one paper diploma)	\$50.00
Cap, Gown, Tassel, Medallion Package (available at the KSU Bookstore)	\$89.00
Nursing Pin (available at the KSU Bookstore; pricing varies)	Starts at \$54.95
NCLEX® Exam Fee	\$200.00
Board of Nursing License Application Fee	\$40.00
Background Check and Fingerprinting Fees	\$50.00

****Please note that the costs listed above are estimates and do not include tax (where applicable). Prices may vary and are subject to change.**

Clinical, Laboratory, and Simulation Experiences

Students are placed in various clinical agencies for specific learning experiences. In order to successfully meet student learning outcomes, students must care for all patients regardless of religious affiliation or cultural beliefs. Faculty are with each group of students and are responsible for the student's patient care. Should faculty not be on site, such as an observation experience or precepted experience, provisions will be made so students will have access to a faculty member. These experiences include but are not limited to health agencies, health fairs, field trips, and community groups.

A. *Clinical Sites General Information*

To provide quality clinical sites and faculty, the nursing program has clinical placements at multiple sites around metro Atlanta and the surrounding areas, 7 days a week, and at various hours, including evenings and nights. Students must be able to attend their assigned clinical days and provide their own transportation. In addition, students must adhere to clinical agency credentialing requirements to attend clinical, including all vaccination requirements. (Refer to the "Requirements for Clinical Participation" section in the earlier part of this handbook for details about specific vaccination requirements.) Successfully completing clinical is a requirement for progression in the nursing program.

Clinical placements are randomly assigned to maintain student fairness. The WSoN is unable to accommodate any personal preferences in clinical placements and does not allow students to change their assignments once placed. Students should **not** contact clinical affiliate sites directly to negotiate their own placements. Doing so can jeopardize the affiliation agreement between the WSoN and the clinical sites. Additionally, students should **not** contact clinical affiliates regarding credentialing issues. Please contact WSoN credentialing specialists via nu_medrecords@kennesaw.edu for assistance.

B. *Off-Campus Laboratory Experiences*

Attendance for off-campus laboratory experiences is required. The rationale for mandatory attendance is to provide sufficient opportunities for a student to meet the clinical objectives associated with each nursing course. The instructor uses the clinical objectives as the basis for the evaluation of a student's clinical performance.

C. *Clinical Absence or Unauthorized Departure from the Clinical Site*

Should a student have a clinical absence or need to depart from the clinical site during clinical, the procedure below shall be followed:

1. The student **must** notify the clinical instructor directly and receive approval **prior** to the beginning of the clinical experience. The clinical instructor must also be notified and approval received before the student may leave the clinical agency or assigned unit. Failure to do so may result in an automatic clinical failure.
2. If the clinical instructor is not notified prior to the beginning of clinical, this behavior may reflect on the student's clinical evaluation and may result in an automatic clinical failure.
3. Absences which interfere with a student's ability to meet the clinical objectives (usually more than one) will be reviewed by the teaching team.
4. If during the program a student experiences a health condition, the student may be requested to provide a written note from a healthcare provider indicating the student is cleared to attend/return to clinical without limitations. This is for the safety of the students and the patients they care for.

D. *Clinical Lateness*

Students are expected to be at the assigned clinical area at the designated time. Failure to be on time will be reflected in the student's clinical evaluation and may result in clinical failure.

E. *Preparation for Clinical and Nursing Skills/Simulation Laboratory*

All clinical and nursing skills/simulation laboratory experiences are planned as specific learning experiences. Students must study all assignments prior to scheduled clinical and nursing skills laboratory sessions to meet learning needs and to provide safe care. Students who demonstrate by their behavior and/or their planning work that they have not adequately prepared themselves for the clinical experience for that day will be sent home and considered absent. See individual course syllabi for more details about expectations in each course.

F. *Errors*

If a student makes an error of omission *or* commission of care, they must immediately report this to the team leader or coordinator on the unit *and* their clinical instructor. Students should also complete and submit the Clinical Error and Near Miss report form as described in a later part of this handbook.

G. Evaluation Conferences

Each clinical instructor will provide mid-term clinical evaluations (as applicable) and final clinical evaluations for each student enrolled in a clinical nursing course, as specified in the course syllabus. At those times, students will be given the clinical instructor's evaluation of their progress in the specific course (in collaboration with the preceptor and other faculty, as applicable). This is also an opportunity for self-assessment in relation to the students' goals and aspirations. If it is identified that a student is having difficulty meeting clinical objectives, an evaluation conference may be scheduled between the course faculty and the student. To assist the student in successfully completing the course, a prescription for remediation and/or a Clinical Success Agreement may be utilized (as described in this handbook). However, in cases of significant patient safety or professionalism deficiencies, a student may receive an immediate clinical failure. It is in the best interest of the student to fully cooperate with the faculty's recommendation.

H. Grades

Students are graded as satisfactory or unsatisfactory for a clinical experience. A final grade of unsatisfactory in a clinical component result is failure of the course, and a final course grade of "D" will be recorded. An overall clinical grade of satisfactory is required to progress to the next sequential nursing course. Any student has the right to appeal a final course grade per the policy described in this handbook.

I. Transportation

Students are responsible for their own transportation to class and off-campus clinical experiences (e.g., home visits in community health).

J. Uniforms/Dress Code

Uniforms/Dress Code: Students are to wear a clean, neat, and complete uniform during the clinical experience (unless otherwise specified). Students will wear a mask to clinical as mandated by the clinical agency. This could be a surgical or N95 mask. (See the clinical credentialing section of this handbook). The uniform consists of the following:

1. **Clinical agencies:** All students are required to purchase black uniforms (tops and pants) from the approved WSoN professional apparel vendor. (**Note:** Tops include embroidery and a patch). The official KSU patch is to be worn on the left side of the uniform. Students also have the option but are not required to purchase a black jacket (embroidery, no patch) from the same approved vendor. Students may wear a solid white or solid black shirt underneath the black uniform top. Black athletic shoes or black closed-toe, flat shoes with ankle socks or hose are to be worn. Shoes must be leather, synthetic leather, or other material impervious/impenetrable to sharps and fluids, with closed heel and toe and non-skid soles. **Clogs are not allowed.**

2. On-campus lab activities:
 - a. Simulation – Students will dress in the attire mandated by the course they are enrolled in to meet clinical guidelines.
 - b. Skills Labs class time and check offs – Students must wear the WSoN uniform required for clinical agencies, as per 1 above.
 - c. Health Assessment check-offs – Students must wear the WSoN uniform required for clinical agencies, as per 1 above.
3. Community Health Nursing clinical dress code: Students will wear either the WSoN uniform as described in 1 above or a white shirt/blouse and navy blue or black pants/skirt, black jacket from the approved vendor (optional), and the KSU name tag to the community clinical agency unless advised otherwise by the agency's personnel and approved by the student's clinical instructor *and* Course Coordinator (or designee). This dress code applies not only to the hours of the precepted clinical experience but to any time the student is in the community representing KSU (e.g., teaching project, alternative clinical experience, going to clinical site to complete paperwork/screening). Students are also expected to comply with other parts of the dress code (e.g., hair, nails, jewelry, visual body art) as outlined in earlier parts of this handbook.
4. Mental Health Nursing clinical dress code: Students will wear the WSoN uniform as per 1 above unless otherwise advised or requested by the clinical agency's personnel and approved by the Course Coordinator (or designee). If approved, the alternative uniform will consist of a white shirt/blouse and navy blue or black pants/skirt, black jacket from the approved vendor (optional), and the KSU name tag (unless deemed unsafe to student or patient).
5. Business casual: When a clinical agency requires business attire or "business casual," the WSoN guidelines supersede them as follows:
 - a. Men's shirts must have collars.
 - b. Low cut blouses or open shirts are always inappropriate; at no time should the area below the collar bone or abdomen be visible.
 - c. Sweatshirts, t-shirts, overalls, denim, and exercise clothing are not permitted at any time.
 - d. Shorts, short skirts (more than three inches above the knee), and Capri pants are not appropriate.

Students are held to this standard of dress regardless of what they observe in the agency. All students are to accept professional responsibility for appearance and dress per WSoN policy.

6. Name pin: A black and white name pin (white background with black lettering) must be purchased from the approved vendor that includes the following:
 - a. Name (First name and first initial of last name)
 - b. Kennesaw State University
 - c. BSN Student

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Dosage Calculations and Medication Administration Information

I. Abbreviations

Certain standard abbreviations are needed for dosage calculations. These are the abbreviations for medication administration that you will be expected to use throughout the curriculum.

Units of Measure*

kg = kilogram(s)	t or tsp = teaspoon(s)
g (gm) = gram(s)	T or Tbs = tablespoon(s)
mg = milligram(s)	gtt = drop(s)
mcg = microgram(s)	oz = ounce(s)
cm = centimeter(s)	mEq = milliequivalent(s)
mL = milliliter(s)	lb. = pound(s)

*Abbreviations for Units of Measure are understood to be singular or plural. Do not add an "s" to the end of abbreviations.

Routes of Administration

PO = by mouth	Sub-Q, subcut, SQ = subcutaneously
PR = by rectum	IM = intramuscularly
SL = sublingual	IV = intravenously

Times

q = every	pc = after meals
bid = twice a day	hs = bedtime
tid = three times a day	prn = when necessary, as needed
qid = four times a day	stat = immediately
ac = before meals	

Do Not Use

The following abbreviations should *never* be used according to the “Do Not Use” List by The Joint Commission.

Abbreviation

U (unit)

IU (international unit)

QD (daily)

QOD (every other day)

Use Instead

Write “unit”

Write “international unit”

Write “daily”

Write “every other day”

II. Conversions

Students should be able to convert within and between systems of measurement. If **conversions are necessary, make them first**. Convert to common, available units. KSU emphasis will be on the metric system as that is the primary system utilized. **Listed below are conversions that students will be expected to use throughout the curriculum.**

Volume or Liquid Conversions

1 ounce	=	30 mL
1 t	=	5 mL
1 T	=	15 mL
1 oz	=	30 mL
1 pint	=	500 mL
1 quart	=	1,000 mL

Mass or Weight Conversions

2.2 lb.	=	1 kg
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Length Conversions

1 inch	=	2.5 cm
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Conversions within metric

1 kilogram	=	1,000 grams
1 gram	=	1,000 milligrams
1 milligram	=	1,000 micrograms

III. Dosage Calculation Rules

The rationale for the rounding rules in dosage calculation comes from the desire to deliver the most accurate dosage of medication within the equipment available. Different healthcare settings may have different equipment, and therefore students should always clarify rounding rules for the setting in which they are working. **For the purposes of grading, the following rounding rules will be used at the Wellstar School of Nursing unless specifically amended by the instructor in a particular course.**

General Rules

To help prevent medication errors:

- Always use a leading zero (0.X) before the decimal point for doses less than one.
- Trailing zeroes after the last digit on the right should be omitted.

Unacceptable	Acceptable
1.60 (may be misread as 160)	1.6
2.0 (may be misread as 20)	2
.75 (may be misread as 75)	0.75

- Weight conversions from pounds to kilograms should be done as a separate calculation and should be expressed to the nearest 10th.
- Excluding weight conversions as listed above, **DO NOT** round any numbers until you have completed the final calculation.
- Regardless of the place being used for rounding (tenths, hundredths, or thousandths), round **UP** if 5 or greater, and round **DOWN** if less than 5.

Oral Medications

Capsules*

NEVER break capsules; express answers as whole numbers.

Tablets*

Only scored tablets are intended to be divided. It is safest and most accurate not to divide tablets. Every tablet does not lend itself to breaking (enteric coating, extended release); however, for purposes of grading, at KSU it should be assumed that all tablets in drug calculations are scored and breakable.

*When rounding up or down for administration of capsules or tablets, use the following rule:

- No more than 10% variation should exist between the dosage ordered and the dosage administered.

Injectable Medications and Liquid Oral Medications

Rounding rules often reflect method and instrument of administration. Calculate dosages and prepare injectable dosages using the following guidelines:

- For answers of **less** than one milliliter: Since the 1 mL syringe is calibrated in 100th mL increments, the answer should be expressed in 100ths. If the math calculation does not work out evenly to the 100th place, then the division is carried to the 1,000th place and rounded to the 100th place.
 - Example: 0.876 mL = 0.88 mL
- For answers of **greater** than one milliliter: Since 3-6 mL syringes are calibrated in 10th mL increments, answers should be expressed in 10ths. If the math calculation does not work out evenly to the 10th place, then carry division to the 100th place and round to the nearest 10th.
 - Example: 1.75 mL = 1.8 mL

IV. IV Flow Calculations

Rates for IV fluids are expressed in drops per minute (gtt/min) when an infusion device is not used or mL/hr when an infusion device is used. If the math calculation does not work out evenly to a whole number, then the division is carried to the 10th place and rounded to a whole number.

- **Drops per minute are always expressed in whole numbers. You cannot regulate something to a half of a drop.** Because drops are expressed in whole numbers, general principles of rounding off are applied. Carry division of the problem to the 10th place and round to a whole number of drops.
 - Example: 33.2 gtt/min = 33 gtt/min
64.5 gtt/min = 65 gtt/min
- Except in specialty care areas, most pumps deliver volumes in mL/hr. **For purposes of grading at KSU, IV rates must be expressed to the nearest whole number.** Because drops are expressed in whole numbers, general principles of rounding off are applied. Carry division of the problem to the 10th place and round to a whole number of drops.
 - Example: 166.6 mL/hr = 167 mL/hr

V. Pediatrics

Rounding also varies according to population:

- Always round pediatric dosages to the 100th place.
- Round weight in kilograms to the 100th place.
- Always refer to references for safe dose ranges and calculate safe dose range based on body weight in kilograms.

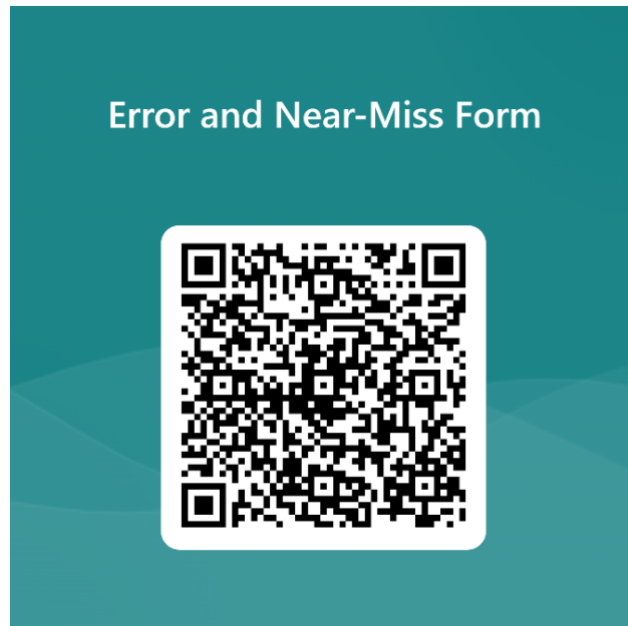
**REGARDLESS OF ROUTE OF ADMINISTRATION, ALWAYS ASK YOURSELF,
“IS THIS ANSWER REALISTIC?”**

Reviewed 6/2025.

Clinical Error and Near Miss Reporting

For the purpose of patient safety and curriculum improvement, the WSoN reviews clinical errors and near misses in student clinical and simulation experiences.

Faculty and students participate in this important process by completing the anonymous report using the QR code below. This form does not take the place of clinical agency error/incident reports.



Admission, Progression, and Retention Policies

I. Admission Requirements for the BSN Degree

Refer to the [Nursing, BSN, section in the KSU Undergraduate Catalog](#) and the [WSoN Website](#) for details on admission policies and requirements for the BSN program.

II. Progression and Readmissions Policies within the BSN Program

Criteria for progression once admitted into the BSN program are as follows:

- A. A student must receive at least a “C” in all nursing courses to progress.
 - 1. If less than a “C” is made in one course, the student will repeat that course, upon seat availability. In addition, if the student is in the Accelerated program, they will automatically be moved to the Traditional program.
 - 2. A student may repeat only one nursing course. A grade less than “C” in any two or more nursing courses will result in being dismissed from the program. Students who are dismissed are not eligible to continue in the program and must withdraw from any nursing courses they are enrolled in. They are also ineligible to reapply but may formally appeal as outlined below. Students dismissed from the program must change their major from BSN-Nursing to a non-nursing degree-seeking program as soon as possible to avoid financial responsibility for mandatory fees associated with the BSN program (e.g., health insurance) being charged to their account. (Contact [KSU Bursar’s Office](#) for more information).
- B. For required nursing courses that include designated proctored exams* with objective test items (e.g., true/false, multiple choice, matching, short answers), a student must achieve a combined average of 75% or higher on the designated proctored objective exams (or equivalent thereof in course points) to pass the course. Grades are not rounded for the purposes of determining if a student has achieved the 75% proctored objective test score benchmark.
 - 1. If a student achieves an average of 75% or higher on the designated proctored objective exams, then the other components of the grade (e.g., papers, projects) are calculated into the final grade.
 - 2. If a student achieves an average below 75% on the designated proctored objective exams, then the student’s average percentage score on the proctored objective exams is converted into the student’s final grade. The student will not receive a passing grade for the course.

*Definition of a designated proctored exam: An exam (designated by course faculty per the course syllabus) administered under the direct supervision of a faculty member or a faculty designated person. At a minimum, the faculty or appointed proctor should be able to guarantee the identity of students taking the exam and

provide sufficient supervision to ensure that students do not access outside resources to assist in answering questions.

- C. Students who fail the clinical/lab portion of the course will earn a “D” as their final course grade. At that point, students cannot take any exams or participate in clinical, simulation, or other lab checkoffs. Students may continue coming to lecture. No assignments completed after the failure will be accepted or graded.
- D. Leave of Absence – A student may submit a request to the Assistant Director of Nursing Student Success for a leave of absence from all nursing courses for one semester, due to extenuating circumstances only. Requests are reviewed on a case-by-case basis and must be approved and granted by the Associate Director of Undergraduate Nursing Programs (or designee).
- E. Course Withdrawal – Students may officially withdraw from a nursing course by the end of the last day to withdraw without academic penalty (date is designated by KSU each semester). Students who withdraw from a course must meet with the Assistant Director of Nursing Student Success to discuss their progression in the nursing program and how the course withdrawal may impact their eligibility to remain enrolled in other nursing courses. Refer to [Registration Policies in the KSU Undergraduate Catalog](#) for more details about course withdrawals.
- F. If a student’s progression in the BSN program is interrupted for any reason (e.g., leave of absence, course withdrawal) or due to a course failure, they must meet with the Assistant Director of Nursing Student Success (or designee) to discuss their progression. *If the student is eligible* and wishes to return to the program, readmission to the nursing sequence (per the Curriculum Plan) is not guaranteed.
 - 1. Eligible students who drop out of the nursing sequence for any reason will be readmitted to the sequence on a space-available basis. Students will be accommodated in rank order according to their GPA.
 - 2. Students in the Accelerated program whose progression is delayed related to academic performance (e.g., nursing course failure or withdrawal) will automatically be moved to the Traditional program; other instances will be determined on a case-by-case basis.
 - 3. Upon a student’s return to the BSN program after an interruption in progression, they must complete all applicable requirements (e.g., repeat background check and drug screen). In addition, a formal written agreement that outlines criteria the student must meet may be necessary to return to and progress in the program.
- G. If a student is on leave from the BSU program for an extended length of time without communication, they may be administratively withdrawn, and their eligibility to reapply will be determined on a case-by-case basis. If the student is allowed to

reapply and is accepted for admission (which is not guaranteed), they must repeat the entire sequence of required nursing courses.

- H. If a student has been on leave from the BSN program for more than 24 months and they wish to return to the program, they must reapply for admission to the program. If accepted (which is not guaranteed), the student must repeat the entire sequence of required nursing courses.
- I. Program Withdrawal – A student must notify the Assistant Director of Nursing Student Success if they plan to withdraw from the BSN program so they can receive instructions for important steps to take, including changing their major to a non-nursing degree seeking program to avoid financial responsibility for mandatory fees associated with the BSN program.

III. Final Course Grade Appeal Procedure

Students are encouraged to initially meet with their course faculty to discuss concerns and disputes over final course grades. If an informal resolution does not occur or is not successful, students may file a formal appeal to the Department Chair (i.e., WSoN Associate Dean and Director), which is completed within an automated, digital workflow. Refer to the [Grade Appeal Policy which is outlined in the KSU Undergraduate Catalog](#) for specific information on submission deadlines and detailed procedures that must be followed for grade appeals. The formal appeal must be submitted within twenty (20) business days after the first day of the next academic term (fall, spring, summer) after the academic term in which the final grade was posted in Banner/D2L. *Note: Interim grades or grades on specific assignments are not appealable.*

IV. Admission, Progression, and Retention Decision Appeals

Students may formally appeal a decision to deny them admission into the WSoN BSN program, to delay their progression in the program, or to dismiss them from the program within 30 days of the decision notification. Students are strongly encouraged to meet with the Assistant Director of Nursing Student Success (or designee) prior to submitting a formal appeal. If an informal resolution does not occur or is not successful, students may submit a formal appeal to the WSoN Undergraduate Admissions, Progression, and Retention (APR) Committee by emailing a written letter (with relevant supporting documentation, if any) to the Associate Director of Undergraduate Nursing Programs. The Undergraduate APR Committee will review all pertinent information, including the student's appeal letter with supporting documentation (if any), KSU and WSoN academic records, and any exceptional or extenuating circumstances. The Committee will notify the student of its decision in writing. If a student wishes to appeal the decision of the Undergraduate APR Committee, they must submit a formal written appeal via email to the Associate Dean

and WSoN Director within 30 days of the Committee's decision notification. The decision of the Associate Dean and Director is final.

V. Readmission to the Undergraduate Nursing Program

For students readmitted to the BSN program through the appeals process, they must follow specific conditions outlined in their readmittance letter. Should they fail one or more courses in the nursing curriculum after readmission, they will be dismissed from the program again but may make a formal appeal of the dismissal decision as previously described.

Last revised: 11/2024, 7/2025.

Basic Technology Skills Required for the Nursing Program

Upon admission to the nursing program, students should be competent in basic computer skills and word processing. If they do not possess these skills, it is the student's responsibility to seek training as a condition of admission to the program. A list of opportunities and resources will be provided.

Basic skills required for the program

- Creating, saving, and retrieving files
- Formatting a document (spacing, alignment, margins, tabs)
- Manipulating text (font, size, styles)

Printing

- Use of presentation technology (such as PowerPoint or Google Slides and poster presentations)

Electronic mail

- Receiving mail
- Sending mail
- Attaching files

Research

- Accessing the Internet and using search engines
- Searching databases related to nursing for documents on a specific topic

Wellstar School of Nursing BSN Program Curriculum Overview

The WSoN offers two full-time Bachelor of Science in Nursing (BSN) program - Traditional and Accelerated – for students who want to become a registered nurse (RN). Students can only apply to one program. If accepted, students are required to follow a specific curriculum plan and cannot choose to switch programs. The Traditional program is five semesters (with no required classes the first summer semester). The Accelerated program is four *consecutive* semesters for students who hold a baccalaureate degree in another discipline. Students in both the Traditional and Accelerated programs will take a series of the same 13 courses (57 credit hours) in sequential order on a full-time basis, as outlined in the specific plans included in this student handbook and on the [WSoN website](#). The exact schedule and sequence of courses varies depending on the semester in which students begin the program and whether they are Traditional or Accelerated. **The WSoN does not offer a part-time baccalaureate curriculum.**

Each of the 13 courses has designated prerequisites and/or concurrent prerequisites as listed in the [KSU Undergraduate Catalog for each course description](#) and as defined in the [Curriculum Guide on the KSU Curriculum, Instruction, and Assessment website](#).

- KSU defines a prerequisite course as a course and/or other requirement that must be completed before taking another course. The WSoN requires students to successfully complete a course's listed prerequisites, if any, to be eligible to take that course.
- KSU defines a concurrent prerequisite as a course and/or other requirement that must be completed either before or taken at the same time as another course. The WSoN further requires the following: if a student withdraws from a course that is listed as a concurrent prerequisite for another course, the student must withdraw from both courses. For example, NURS 3309 (Health Assessment) is a concurrent prerequisite for NURS 3209 (Theoretical Basis for Holistic Nursing & Health). If a student withdraws from NURS 3309 before KSU's designated without penalty date, the student must also withdraw from NURS 3209. Refer to the individual WSoN course syllabi for more details about each course's requirements.

Transfer credit for nursing courses is rarely awarded toward a BSN degree in the WSoN BSN program. For any course to be considered for transfer credit, the nursing course must be from an accredited nursing program and evaluated and approved by the Associate Dean and Director of Nursing (or designee). The course must also have been completed within the past two years and a grade of "B" or better received in the course.

The following curriculum plan is for students in the Traditional BSN program.

BSN CURRICULUM PLAN – TRADITIONAL PROGRAM Five Semesters, Fall start	
Fall Semester (1) NURS 3209 – Holistic Nursing 4-6-6 NURS 3309 – Health Assessment 2-3-3 NURS 3304 – Clinical Pathophysiology for Nurses 3-0-3	Spring Semester (2) NURS 3313 – Adult Health Nursing 3-9-6 NURS 3302 – Professionalism & Ethics in Nursing 3-0-3 NURS 3303 – Pharmacology 3-0-3
Fall Semester (3) NURS 3314 – Mental Health Nursing 3-3-4 NURS 3318 – Parent & Child Nursing 3-9-6 **NURS Elective 3-0-3	Spring Semester (4) NURS 4412 – Community Nursing 3-9-6 NURS 4414 – Complex Health Nursing 3-3-4 *NURS 4402 – Research 3-0-3
Summer Semester (5) NURS 4419 – Nursing Leadership Practicum: Transition to Practice 3-12-7	

BSN CURRICULUM PLAN – TRADITIONAL PROGRAM Five Semesters, Spring start	
Spring Semester (1) NURS 3209 – Holistic Nursing 4-6-6 NURS 3309 – Health Assessment 2-3-3 NURS 3304 – Clinical Pathophysiology for Nurses 3-0-3	Fall Semester (2) NURS 3313 – Adult Health Nursing 3-9-6 NURS 3302 – Professionalism & Ethics in Nursing 3-0-3 NURS 3303 – Pharmacology 3-0-3
Spring Semester (3) NURS 3314 – Mental Health Nursing 3-3-4 NURS 3318 – Parent & Child Nursing 3-9-6 **NURS Elective 3-0-3	Summer Semester (4) NURS 4412 – Community Nursing 3-9-6 NURS 4414 – Complex Health Nursing 3-3-4 *NURS 4402 – Research 3-0-3
Fall Semester (5) NURS 4419 – Nursing Leadership Practicum: Transition to Practice 3-12-7	

*NURS 4402: May be taken at other points in the curriculum, except 1st semester (based on availability).

**NURS Elective: The 3-credit hour nursing elective may be taken at other points in the curriculum (based on availability and completion of all required course prerequisites).

Note: NURS 3302, 3303, 3313, & 3318 are only offered in the Summer semester for *Accelerated students*. (*Traditional students are not eligible to take these courses in the Summer.*)

Free elective: 2 credit hours; any course in the university curriculum. There is also one carry-over hour from the Core IMPACTS Area Technology, Mathematics, and Science in DegreeWorks.

The following curriculum plan is for students entering the Accelerated nursing program.

BSN CURRICULUM PLAN – ACCELERATED PROGRAM Four Semesters, Fall start	
Fall Semester (1) NURS 3209 – Holistic Nursing 4-6-6 NURS 3309 – Health Assessment 2-3-3 NURS 3304 – Clinical Pathophysiology for Nurses 3-0-3 NURS 4402 – Research 3-0-3	Spring Semester (2) NURS 3313 – Adult Health Nursing 3-9-6 NURS 3302 – Professionalism & Ethics in Nursing 3-0-3 NURS 3303 – Pharmacology 3-0-3 NURS 3314 – Mental Health Nursing 3-3-4
Summer Semester (3) NURS 3318 – Parent & Child Nursing 3-9-6 NURS 4414 – Complex Health Nursing 3-3-4 **NURS Elective 3-0-3	Fall Semester (4) NURS 4412 – Community Nursing 3-9-6 NURS 4419 – Nursing Leadership Practicum: Transition to Practice 3-12-7

BSN CURRICULUM PLAN – ACCELERATED PROGRAM Four Semesters, Spring start	
Spring Semester (1) NURS 3209 – Holistic Nursing 4-6-6 NURS 3309 – Health Assessment 2-3-3 NURS 3304 – Clinical Pathophysiology for Nurses 3-0-3 NURS 4402 – Research 3-0-3	Summer Semester (2) NURS 3313 – Adult Health Nursing 3-9-6 NURS 3302 – Professionalism & Ethics in Nursing 3-0-3 NURS 3303 – Pharmacology 3-0-3 **NURS Elective 3-0-3
Fall Semester (3) NURS 3314 – Mental Health Nursing 3-3-4 NURS 3318 – Parent & Child Nursing 3-9-6 NURS 4414 – Complex Health Nursing 3-3-4	Spring Semester (4) NURS 4412 – Community Nursing 3-9-6 NURS 4419 – Nursing Leadership Practicum: Transition to Practice 3-12-7

****NURS Elective:** The 3-credit hour nursing elective may be taken at other points in the curriculum (based on availability and completion of all required course prerequisites).

Note: NURS 3302, 3303, 3313, & 3318 are only offered in the Summer semester for *Accelerated students*. (*Traditional students are not eligible to take these courses in the Summer.*)

Free elective: 2 credit hours; any course in the university curriculum. There is also one carry-over hour from the Core IMPACTS Area Technology, Mathematics, and Science in DegreeWorks.

Reviewed 6/2025.

Standardized Nation-Wide Nursing Exams

WSoN BSN students are required to participate in the Assessment Technologies Incorporated (ATI) Comprehensive Assessment administered throughout the curriculum. The purpose of this program is to reduce student attrition, increase student passing on the licensure exam, and ultimately prepare the student for success in practice. ATI Orientation is offered each semester to all new students and faculty. Getting started videos and other resources are available by logging into www.atitesting.com.

Assessment and Remediation

- Students will take a required ATI Proctored Assessment for most nursing courses.
- Students scoring below 70% correct on any item category of the ATI Assessment should:
 - Review specific content weaknesses as identified by the student's "My Results" Tab and complete the appropriate Focus Review.
 - Complete other required actions as directed by course faculty.
- Following the Proctored Assessment students are recommended to complete the following plan:
 - Remediate specific areas of content weakness as identified by the student's Focus Review Plan and as directed by course faculty.
 - Complete the appropriate remediation and forward the completed remediation report as directed by course faculty.

Schedule of Proctored Assessments

- For each applicable course, the Course Coordinator(s) will delineate the date/time for the ATI Proctored Assessment in the course syllabus.

Timeline for ATI Testing (Traditional Program)

Course placement of exams is subject to change. Each course syllabus includes the specific ATI Exam for that course and is the definitive source for Placement of ATI.

1ST SEMESTER	2ND SEMESTER
Fundamentals (Proctored)	Medical Surgical (Practice) Pharmacology (Proctored)
3RD SEMESTER	4TH SEMESTER
Nursing Care of Children (Proctored) Mental Health (Proctored) Maternal/Newborn (Proctored)	Community Health (Proctored) Medical Surgical (Proctored)
5TH SEMESTER	
Leadership (Proctored) Comprehensive (Proctored)	

Timeline for ATI Testing (Accelerated Program)

Course placement of exams is subject to change. Each course syllabus includes the specific ATI Exam for that course and is the definitive source for Placement of ATI.

1ST SEMESTER	2ND SEMESTER
Fundamentals (Proctored)	Medical Surgical (Practice) Pharmacology (Proctored) Mental Health (Proctored)*
3RD SEMESTER	4TH SEMESTER
Nursing Care of Children (Proctored) Maternal/Newborn (Proctored) Medical Surgical (Proctored) Mental Health (Proctored)**	Community Health (Proctored) Leadership (Proctored) Comprehensive (Proctored)

*Fall entry students only

**Spring entry students only

Reviewed 6/2025.

ATI RN Comprehensive Predictor Test Description

This test offers an assessment of the student's comprehension and mastery of basic principles, including fundamentals of nursing, pharmacology, adult medical-surgical nursing, maternal newborn care, mental health nursing, nursing care of children, nutrition, leadership, and community health nursing. The percentage of questions from all major NCLEX® client need categories (management of care, safety and infection control, health promotion and maintenance, psychosocial integrity, reduction of risk potential, and physiological adaptation) will be similar to the percentage of questions on the NCLEX-RN®. This test will generate the following data: Individual Score (% Correct), Predicted Probability to Pass NCLEX-RN®, National and Program Means, Individual Scores (% Correct) within Content Topic Categories, and Topics to Review and Individual Scores (% Correct) within an Outcome (Thinking Skills, Nursing Process, Priority Setting, NCLEX-RN® Client Need Categories, Clinical Areas, QSEN, NLN Competency, and BSN Essentials).

ATI RN Content Mastery Series Proficiency Level Definitions

Proficiency Level 1 – student meeting this criterion:

- is expected to just meet NCLEX-RN® standards in this content area.
- should demonstrate the minimum level of knowledge in this content area required to support academic readiness for subsequent curricular content.
- should meet the absolute minimum expectations for performance in this content area.
- demonstrates achievement of a minimal level of competence needed for professional nursing practice in this content area.

Proficiency Level 2 – student meeting this criterion:

- is expected to readily meet NCLEX-RN® standards in this content area.
- should demonstrate a level of knowledge in this content area that more than adequately supports academic readiness for subsequent curricular content.
- should exceed minimum expectations for performance in this content area.
- demonstrates achievement of a satisfactory level of competence needed for professional nursing practice in this content area.

Proficiency Level 3 – student meeting this criterion:

- is expected to exceed NCLEX-RN® standards in this content area.
- should demonstrate a higher-than-expected level of knowledge in this content area that confidently supports academic readiness for subsequent curricular content.
- should exceed most expectations for performance in this content area.
- demonstrates achievement of a level of competence needed for professional nursing practice in this content area that exceeds most expectations.

Reviewed 6/2025.

GRADUATE NURSING PROGRAM

Master of Science in Nursing – Family Nurse Practitioner

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**Master of Science in Nursing – Leadership in Nursing:
Nursing Administration and Transformational Leadership**

—

**Master of Science in Nursing – Leadership in Nursing:
Nursing Education Leadership in a Digital World**

—

Post-Graduate Nurse Educator Certificate

—

**Post-Graduate Psychiatric Mental Health Nurse Practitioner
Certificate**

Admission and Progression Policies

I. MSN – Family Nurse Practitioner

Admission decisions for acceptance into Kennesaw State University's Family Nurse Practitioner MSN track are based on the overall evaluation of the following components:

- Baccalaureate degree in nursing from a nationally accredited institution.
- Minimum of one year full-time professional experience as a Registered Nurse, documented in a professional resume. Experience must have occurred within the last five years and have involved direct patient care.
- Possession of a current, unencumbered RN license in the state of Georgia (submit copy).
- Written statement of personal program goals.
- Undergraduate research course.
- Two professional letters of reference.

Grades

Any graduate nursing course grade less than a "B" is a failure, and the course must be repeated before progressing. Two graduate nursing course failures will result in dismissal from the graduate nursing program. However, the Graduate College may put a student in a probation status if their GPA allows the student in question to maintain graduate student status.

Petition to Graduate

MSN candidates must petition to graduate at least one semester prior to completion of their degree requirements. The Petition to Graduate form is available online.

II. MSN – Leadership in Nursing: Nursing Administration and Transformational Leadership

Admission decisions for acceptance into Kennesaw State University's Leadership in Nursing MSN track are based on the overall evaluation of the following components:

- Baccalaureate degree in nursing from a nationally accredited institution.
- Possession of a current, unencumbered RN license in the state of Georgia (submit copy).
- Written statement of personal program goals.
- Undergraduate research course.
- Two professional letters of reference.

Grades

Any graduate nursing course grade less than a “B” is a failure, and the course must be repeated before progressing. Two graduate nursing course failures will result in dismissal from the graduate nursing program. However, the Graduate College may put a student in a probation status if their GPA allows the student in question to maintain graduate student status.

Petition to Graduate

MSN candidates must petition to graduate at least one semester prior to completion of their degree requirements. The Petition to Graduate form is available online.

III. MSN – Leadership in Nursing: Nursing Education Leadership in the Digital World

Admission decisions for acceptance into Kennesaw State University’s Family Nurse Practitioner MSN track are based on the overall evaluation of the following components:

- Baccalaureate degree in nursing from a nationally accredited institution.
- Possession of a current, unencumbered RN license in the state of Georgia (submit copy).
- Written statement of personal program goals.
- Undergraduate research course.
- Two professional letters of reference.

Grades

Any graduate nursing course grade less than a “B” is a failure, and the course must be repeated before progressing. Two graduate nursing course failures will result in dismissal from the graduate nursing program. However, the Graduate College may put a student in a probation status if their GPA allows the student in question to maintain graduate student status.

Petition to Graduate

MSN candidates must petition to graduate at least one semester prior to completion of their degree requirements. The Petition to Graduate form is available online.

IV. Post-Graduate Nurse Educator Certificate

Admission decisions for acceptance into Kennesaw State University’s Post-Graduate Nurse Educator Certificate are based on the overall evaluation of the following components:

- MSN, DNP, or PhD in nursing from a nationally accredited institution.
- Possession of a current, unencumbered RN license in the state of Georgia (submit copy).
- Written statement of personal program goals.

Grades

Any graduate nursing course grade less than a “B” is a failure, and the course must be repeated before progressing. Two graduate nursing course failures will result in dismissal from the post-graduate certificate nursing program.

V. Post-Graduate Psychiatric Mental Health Nurse Practitioner (PMHNP) Certificate

Admission decisions for acceptance into Kennesaw State University’s Post-Graduate PMHNP Certificate are based on the overall evaluation of the following components:

- MSN, DNP, or PhD in nursing from a nationally accredited institution.
- Possession of a current, unencumbered RN license in the state of Georgia (submit copy).
- Written statement of personal program goals.

Grades

Any graduate nursing course grade less than a “B” is a failure, and the course must be repeated before progressing. Two graduate nursing course failures will result in dismissal from the post-graduate certificate nursing program.

Reviewed 6/2025.

Graduate Nursing Program Outcomes/ Student Learning Outcomes

1. Synthesize knowledge from nursing, related sciences, and humanities in the implementation of advanced nursing roles and specialties to improve healthcare outcomes in all healthcare settings or systems.
2. Integrate social, economic, organizational, ethical, legal, and cultural influences in planning, delivering, managing, and evaluating potential and actual healthcare problems of individuals, families, and diverse populations.
3. Employ strategies for evidence-based practice in the leadership, education, or administration of healthcare settings or systems.
4. Apply collaborative, interprofessional communication skills to improve care delivery systems, safety, quality outcomes, and patient self-care, and the expedite coordination of services across all healthcare settings or systems.
5. Employ informatics and healthcare technologies in the delivery, integration, and coordination of healthcare education, administration, or practice for individuals, for families, and diverse populations.
6. Employ leadership and advocacy skills in the implementation of ethical and collaborative policies to improve quality and safety outcomes for individuals, families, and diverse populations in a variety of healthcare settings and systems.
7. Participate in the creation and translation of research and evidence-based knowledge in all healthcare settings to improve care, quality, and safety for patients, families, and diverse populations, as well as for self and the healthcare team.

Approved by the WSoN Full Faculty 4/14/2023

Reviewed 6/2025.

Graduate Nursing Curricula Calendar of Course Offerings

The tables below offer information as to when courses are traditionally taught to help students plan.

If looking for a plan of study of information about course pre-requisites and co-requisites, please consult the [WSoN website](#) and the [KSU Graduate Catalog](#). In the event of course withdrawals, failures, leaves of absence, or other adjustments, students will need to make an individualized Plan of Study with their Program Coordinator.

Family Nurse Practitioner			
FALL SEMESTER			
NURS 7735 (3 cr)	NURS 7765 (3 cr)	NURS 7779 (1 cr)	NURS 7715 (2 cr)
NURS 7755 (3 cr)	NURS 7776 (2 cr)	NURS 7805 (3 cr)	NURS 7852 (4 cr)
SPRING SEMESTER		SUMMER SEMESTER	
NURS 7800 (3 cr)	NURS 7835 (2 cr)	NURS 7715 (2 cr)	NURS 7851 (4 cr)
NURS 7850 (5 cr)	NURS 7853 (4 cr)	NURS 7830 (2 cr)	NURS 7778 (1 cr)
NURS 7777 (2 cr)			

Nursing Administration & Transformational Leadership			
FALL SEMESTER			
NURS 7793 (4 cr)	NURS 7711 (3 cr)	NURS 7779 (1 cr)	NURS 7882 (2 cr)
NURS 7796 (4 cr)	NURS 7776 (2 cr)	NURS 7795 (3 cr)	NURS 7852 (4 cr)
SPRING SEMESTER		SUMMER SEMESTER	
NURS 7800 (3 cr)	NURS 7835 (2 cr)	NURS 7715 (2 cr)	NURS 7851 (4 cr)
NURS 7850 (5 cr)	NURS 7853 (4 cr)	NURS 7830 (2 cr)	NURS 7778 (1 cr)
NURS 7777 (2 cr)			

Nursing Education Leadership in a Digital World / Post-Graduate Nurse Educator Certificate			
FALL SEMESTER			
NURS 7736 (2 cr)	NURS 7754 (3 cr)	NURS 7779 (1 cr)	NURS 7875 (4 cr)
NURS 7765 (3 cr)	NURS 7776 (2 cr)	NURS 7797 (2 cr)	NURS 7712 (3 cr)
NURS 7724 (3 cr)			
SPRING SEMESTER		SUMMER SEMESTER	
NURS 7712 (3 cr)	NURS 7723 (3 cr)	NURS 7724 (3 cr)	NURS 7753 (3 cr)
NURS 7777 (5 cr)	NURS 7873 (4 cr)	NURS 7874 (3 cr)	NURS 7778 (1 cr)

Post-Graduate Psychiatric Mental Health Nurse Practitioner		
FALL SEMESTER		
NURS 7951 (2 cr)	NURS 7952 (5 cr)	NURS 7954 (6 cr)
NURS 7955 (5 cr)	NURS 7835 (2 cr)	NURS 7735 (3 cr)*
NURS 7755 (3 cr)*	NURS 7765 (3 cr)*	
SPRING SEMESTER	SUMMER SEMESTER	
NURS 7951 (2 cr)	NURS 7952 (5 cr)	
NURS 7955 (6 cr)	NURS 7835 (2 cr)	
NURS 7953 (6 cr)	NURS 7755 (3 cr)*	NURS 7953 (6 cr) NURS 7954 (6 cr)

*These courses are included should a PMHNP Certificate student need to take the “3 Ps” prior to beginning their formal PHMNP Certificate coursework.

Estimated Graduation Expenses

Each year graduating students are surprised at the cost of graduating! The following will give students an estimate of the expenses. See the requirements for graduation at <https://registrar.kennesaw.edu/graduation.php>

These are approximate costs and subject to change.

Item	Estimated Cost
Pictures	Varies each year.
Diploma	Mailed.
Graduate Regalia	\$168.00 (gown, hood, cap, and tassel)
Petition Fee	\$50.00
Certification Exam (if applicable)	\$240.00 – 500.00

Reviewed 6/2025

Policy Statement Regarding the Use of Information Technology Skills in the Graduate Nursing Program

Current education and clinical practice environments rely heavily on evolving information technologies. As never before, a variety of computer skills are essential for success. In the Graduate Nursing Program, we educate nontraditional students who may or may not have exposure to these new technologies. Below we outline competencies vital to success in the program. The incoming student should compare their existing competencies to the list. If the student identifies deficits, they have the option of learning how to use these tools prior to beginning the program. Alternatively, and less desirably, the student can become acquainted with these tools during the first semester of the program. Due to the fast pace of the program, it is highly recommended that the incoming student familiarize themselves with the skills listed below prior to the first day of classes. The Community and Professional Education Department of KSU offers beginning level, short courses in many of these areas. Some employers and most other colleges and universities offer similar courses.

Resource	Link
Program/Course Information	https://www.kennesaw.edu/wellstar/degrees-programs/graduate/master-nursing/index.php
Financial Aid	https://www.kennesaw.edu/financial-aid/index.php
Graduate Admissions	https://www.kennesaw.edu/admissions/graduate/index.php
Academic Calendar	https://www.kennesaw.edu/registrar/academic-calendars/
Graduate Catalog*	https://catalog.kennesaw.edu/index.php
Navigating D2L	https://kennesaw.softchalkcloud.com/lesson/serve/XlAYcUEWhTP1HI/html
Library Services	https://libguides.kennesaw.edu/leap
Graduate College Orientation	https://www.kennesaw.edu/graduate-orientation/
Graduate College Policies & Forms	https://www.kennesaw.edu/graduate/current-students/forms.php
Online Learning Support	https://www.kennesaw.edu/ksu-online/current-students.php

*After clicking on the link for the Graduate Catalog, use the drop-down menu in the upper right corner to select, “2025-26 Graduate Catalog.”

WSoN POLICIES

This section includes policies applicable to all WSoN students, followed by policies specific to the undergraduate programs and then policies specific to the graduate programs.

Bloodborne Pathogens Policy

This policy is necessary for the education and prevention of the spread of bloodborne pathogens to students. These recommendations are based on the most current information from the Centers for Disease Control & Prevention (CDC), the American Hospital Association (AHA), and the Occupational Safety and Health Administration (OSHA).

The *Code of Ethics for Nurses* (ANA, 2025) states, “The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.” In accordance with the *Code of Ethics*, the Kennesaw State University Wellstar School of Nursing believes nursing professionals, including faculty and students, have a fundamental responsibility to provide care to all patients assigned to them and that refusal to care for patients with infectious diseases is contrary to the *Code of Ethics* of the nursing profession especially in light that strict adherence to isolation of blood and body fluids is considered sufficient to substantially reduce patient/patient nurse and nurse patient/patient transmission.

Just as nursing professionals have a moral commitment to care for all patients, faculty members have a special responsibility to exemplify the standards of ethical behavior and compassion as role models for their students. In addition, faculty members have an obligation to stay informed about new developments in infectious diseases.

No prospective student, faculty member, or staff member will be refused admission or employment solely because of positive results on diagnostic tests for a bloodborne infectious disease. Further, no screening of potential candidates will be required for either admission or employment.

The primary goal of bloodborne pathogens education is prevention; therefore, it is expected that each faculty member and student will complete, upon entry into the Wellstar School of Nursing and annually thereafter, designated training on Bloodborne Pathogens, Safety, and OSHA.

In the event of exposure to a bloodborne pathogen by faculty or student, the Blood and Body Fluid Post-Exposure Plan will be stringently followed. Situations which arise will be handled individually in order to provide maximum support to the affected individual.

There are certain situations that may warrant the relief of student and/or faculty responsibility from working with a patient with an infectious disease; they are as follows:

1. A student/faculty with an infection that can be communicated to an immunosuppressed patient.
2. An immunosuppressed student.
3. Other unforeseen situations not covered by the above. In such a case, the faculty and student will determine the assignment.

The Blood and Body Fluid Post-Exposure Management guidelines included in this Bloodborne Pathogens Policy will be adhered to when working in a clinical facility and the University laboratory setting for students.

The above policy will be reviewed and/or revised annually.

Effective 3/1993
Revised 12/2024
Reviewed 6/2025

Guidelines for the Management of Exposures to HBV, HCV, and HIV and Recommendations for Post-Exposure Prophylaxis

The guidelines for this policy were developed using *Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Postexposure Prophylaxis*, published in the MMWR, June 29, 2001, and *Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HIV and Recommendations for Postexposure Prophylaxis* published in the MMWR, September 9, 2013.

Bloodborne pathogens are potentially life threatening. The primary way to prevent transmission of hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV) through occupational blood exposures in healthcare settings is prevention. Standard precautions should be employed when caring for all patients. Additionally, immunization for hepatitis B is an integral component of a complete program to prevent infection following bloodborne pathogen exposure and is required of all nursing students and clinical faculty.

“An exposure that might place healthcare providers (HCP) at risk for HBV, HCV, or HIV infection is defined as a percutaneous injury (e.g., a needlestick or cut with a sharp object) or contact of mucous membrane or non-intact skin (e.g., exposed skin that is chapped, abraded, or afflicted with dermatitis) with blood, tissue, or other body fluids that are potentially infectious” (MMWR, 2001, 2013). All body fluids except sweat are considered potentially infectious.

The CDC has documented low numbers of infections due to occupational exposures to potentially infectious body fluids that occur annually in the health care settings. “HCV is not transmitted efficiently through occupational exposures to blood. The average incidence of anti-HCV seroconversion after accidental percutaneous exposure from an HCV-positive source is 1.8%. The risk of HBV infection is a well-recognized occupational risk for healthcare personnel. The risk of HBV infection is primarily related to the degree of contact with blood in the workplace and also the hepatitis B e antigen (HBeAg) status of the source person. In studies of healthcare personnel who sustained injuries from needles contaminated with blood containing HBV, the risk of developing clinical hepatitis if the blood was both hepatitis B surface antigen (HBsAg)-a and HBeAg-positive was 22-31%; the risk of developing serologic evidence of HBV infection was 37-62%. By comparison, the risk of developing clinical hepatitis from a needle contaminated with HBsAg-positive, HBeAg-negative blood was 1-6%, and the risk of developing serologic evidence of HBV infection, 23-37%. The average risk of HIV transmission after a percutaneous exposure to HIV-infected blood has been estimated to be approximately 0.3%...and after a mucous membrane exposure, approximately 0.09%.” Exposure to a source patient who has an undetectable serum viral load does not preclude the possibility of HIV transmission (MMWR, 2013).

Prompt post-exposure prophylaxis intervention reduces the risk of infection following exposure and should be considered an urgent concern. Guidelines for immediate action are contained in the [WSoN Checklist for Blood & Body Fluids Post-Exposure Management](#) within this handbook's Appendices and Resources. Additional interventions for **post-exposure prophylaxis** for HBV, HCV, and HIV are at the Wellstar Kennesaw State University Health Clinic.

In the event of exposure, students should call the [National Clinician Consultation Center's Post-Exposure Prophylaxis](#) hotline at 1-888-448-4911. This hotline is available 7 days a week. (Refer to the website for hours of operation.)

Reviewed 6/2025

Blood and Body Fluid Post-Exposure Management

Blood or body fluid exposure is defined as any of the following:

- Percutaneous inoculation (needle stick or sharp injury).
- Non-needle percutaneous exposure (open cuts and/or abrasions).
- Direct mucous membrane contact (accidental splash).
- Direct contact with large amounts of blood and body fluids without glove protection. Hands frequently have small nicks or cuts, which act as a portal of entry for microorganisms.

In the event of an exposure to blood and/or body fluid, the **affected student** will:

Immediately follow the steps of the [WSoN Blood and Body Fluid Post-Exposure Management Checklist](#).

In the event of an exposure to blood and/or body fluid, the clinical **instructor/course faculty** will:

Immediately assist the student to follow the steps of the [WSoN Blood and Body Fluid Post-Exposure Management Checklist](#) and ensure that a copy of the completed checklist is submitted to the Associate Director of their respective program, Undergraduate or Graduate Nursing.

Reviewed 6/2025

Examination Policy

The following policies shall be followed when taking an examination (i.e., exam) unless otherwise instructed by the proctor, who may be WSoN faculty.

Checking In

1. Upon arrival, all personal items will be stored at the front of the exam room.
2. All bookbags, books, papers, etc., must be placed in the front of the room and secured prior to the start of the exam. All electronic devices and watches (cell phones, smart watches, MP3 players, cameras, fitness bands, etc.) must be removed and secured as advised by the proctor.
3. Students will need to present their KSU Student Identification (ID) Card before the exam begins to validate their identity.
4. Hats, scarves, and gloves are prohibited during exams unless provisions have been made in advance (e.g., for religious/cultural reasons).
5. Students are to be seated at least every other seat in the exam room when possible.
6. Students may be given assigned seating as designated by the exam proctor.

During Examination

1. Accessing personal items (cell phones, smart watches, MP3 players, cameras, fitness bands, etc.) is prohibited during the course of the exam.
2. Students cannot consume food or drink, gum or candy during the exam period, unless prior approval is obtained.
3. Students may only use resources provided by the exam proctor (e.g., calculators) during the exam or as otherwise designated by the proctor.
4. Students may not seek help from any other party in answering items (in person, by phone, text, or by email) during the exam.
5. Students may not copy or reconstruct exam items during or following the exam for any reason.
6. If a student witnesses a violation of the WSoN Examination Policy, the student is required to report it to the proctor immediately and comply with any follow up investigation.
7. Non-adherence to any component of the WSoN Examination Policy is cause for initiation of the misconduct policy and regulations as described on the [KSU Student Conduct and Academic Integrity website](#) and in the [KSU Catalog and Student Handbook](#).
8. Students will be expected to sign an honor code pledge before beginning an exam such as the following:
I have neither given nor received aid in the completion of this examination.
[Student initials next to the statement.]
9. Exam answer sheets or scratch paper issued during the exam (if applicable) must be covered/secured at all times to prevent others from viewing content.

10. For paper exams, students may not write along the margins of the exam, in between questions, or on the back of exam pages unless directed by the proctor.
11. Students must face forward during exams.
12. Students are to remain in their seat during an exam until excused by the proctor.
13. Students who have a question will raise their hand, and the proctor will assist.
14. Proctors will be in the exam room for all exams.
15. Proctors will walk around and observe students during the exam.

Examination Conclusion

1. Students may exit the exam area when dismissed by the proctor.
2. Students may be asked to sign out with the exam proctor at the end of the exam.
3. Students are to collect their personal belongings and exit the exam area immediately following the exam. Students may not congregate in the hallway outside of the exam room.
4. Students may not remove exam items and/or responses (in any format, including scratch paper) or notes about the exam from the exam room.
5. Students may not disclose or discuss exam information with anyone, other than the course faculty or persons designated by the course faculty (this includes posting or discussing questions on the Internet and social media websites).
6. Students may not reconstruct exam items at any time using memory of the exam or the memory of others.

Examination Review

1. Exam reviews help identify patterns of mistakes or subject deficiencies.
2. Dates and times of an exam review are at the discretion of the course faculty.
3. Students may be asked to present their KSU Student ID Card prior to the review.
4. Students are not permitted to take a break during the exam review, unless approved by the proctor.
5. All bookbags, books, paper, etc., must be placed in the front of the room and secured prior to the start of the exam review. All electronic devices and watches (e.g., cell phones, smart watches) must be secured as advised by the proctor.
6. Students may not remove exam items and/or responses (in any format, including scratch paper) or notes about the exam from the review room.

Approved Fall 2006
Last revised 7/2024
Reviewed 6/2025

Policy on Unsafe Practice

I. Definition of Unsafe Practice

Nursing students are legally responsible for their own acts, by commission or omission, in the clinical area. It is the responsibility of the nursing faculty to evaluate unsafe student behavior and initial dismissal from the clinical setting when appropriate. Unsafe clinical behavior is any act, practice, or mission that fails to conform to the accepted standards of nursing care which result from a disregard for the health and welfare of the public and of the patient under the student's care and includes, but is not limited to, the following offenses.

- A. Violation of safety in patient care, including the following:
 - 1. Falsification of patient records or any other documentation related to the course or nursing program.
 - 2. Commission or omission of patient care that endangers a patient's life or negatively impacts a patient's recovery and/or well-being.
- B. Violation of confidentiality
- C. Physical/Verbal abuse of patient, peer, faculty, or clinical staff
- D. Evidence of substance use/misuse (under the influence of alcohol or drugs, possession, use, sale, or delivery)
- E. Theft from patient, clinical sites, or school
- F. Any violation of the *ANA Code of Ethics* (2025) or related WSoN Graduate Program policies (e.g., [Professionalism and Ethics for Nursing Graduate Students](#)) or Undergraduate Program policies (e.g., [Professional Student Behavior and Conduct](#))

A student who is considered to be unsafe in nursing practice by a panel of nursing faculty and/or the designated WSoN Committee may be subject to, but is not limited to, the following outcome(s):

- Counseling
- Remediation
- Academic withdrawal
- Immediate removal from the clinical environment
- Dismissal from the clinical agency, course, nursing program, or Kennesaw State University

II. Procedure

When a student's behavior endangers the safety of a patient, peer, staff member, clinical agency, or clinical faculty, and/or demonstrates a serious breach of professional behavior, the instructor or clinical agency will immediately dismiss the student from the clinical setting. The student will not be allowed to continue in the clinical component of the program until a

decision is made by a panel of nursing faculty or designated WSoN committee within five (5) working days of dismissal from the clinical setting.

III. Appeals Process

The student has the right to appeal any ruling according to the procedure outlined in the [KSU Catalog](#) for their respective program, undergraduate or graduate.

Adapted from Rule 217.13 of the Board of Nurse Examiners Rules and Regulations when defining unprofessional nursing conduct, Grayson Community University, Sherman, Texas.

Revised 11/12/2007

Reviewed 6/2025

Learning Resource Center Policies

The Wellstar School of Nursing (WSoN) Learning Resource Center (LRC) is a state-of-the-art learning facility designed to provide graduate and undergraduate students an opportunity to learn in a simulated clinical setting and enhance their nursing skills. The LRC serves as a multifunctional center where students acquire critical nursing skills, take part in simulation experiences, and apply physical assessment competencies necessary in nursing practice. Our students benefit from an improved sense of confidence as they transition to the actual clinical setting.

The primary goal of the WSoN LRC is to promote patient safety through practice, critical thinking, and competency in a laboratory setting before going to surrounding clinical facilities.

It is the intent of the faculty and administration in the WSoN to provide a safe environment for all students, staff, and faculty. The following policies promote safety standards:

1. No food or open drinks are permitted in the lab areas, exam rooms, or simulation suites. Bottled liquids with a cap are permissible as long as it remains closed when not in use.
2. All manikins are to be treated with the same respect as live patients (e.g., log roll from side to side).
3. Ink pens, felt tipped markers, iodine and iodine-based products are strictly prohibited near the manikins. These items will permanently stain the manikins' skin.
4. All sharps used during the clinical experience will be disposed of in proper receptacles.
5. Students are not permitted to sit on beds, stretchers, or wheelchairs unless practicing a particular skill under supervision.
6. All beds are to be returned to the lowest position, side rails up, bed linen neat and tucked in on all sides. Bedside trashcans are to be emptied into large trash receptables after each lab experience.
7. Maintenance of equipment issues are to be immediately reported to the LRC Faculty and Staff or Student Assistants on duty.
8. Children and unauthorized personnel are not allowed in the lab areas.
9. All doorways in the lab areas must be free from obstruction at all times.
10. Manikins and equipment are not to be removed from the reserved space without coordination with the LRC Faculty and Staff. A Simulation Support Professional (or designee) is the person to remove or replace simulation manikins.
11. Students should sign up for Practice Lab time using the designated process.
12. Students should sign in and out of the Practice Lab using the designated process.
13. Individual nurse pack supplies/kits are to be utilized when working in the Practice Lab. The Practice Lab will not be stocked with supplies.

Last revised: 7/2024, 7/2025

Substance Misuse and Substance Use Disorders in Nursing Students Policy/Procedures

The Kennesaw State University Wellstar College of Health & Human Services Wellstar School of Nursing requires a drug screen and background check after admission and periodically throughout the program to comply with clinical facility requirements. In addition, the WSoN or agencies may require random drug screens, on the spot drug screens if there is suspicion of drug use, or routine drug screens if follow up is needed. Students enrolled in our programs must comply with agency requests in order to attend clinical and remain in the nursing program.

Policy Statement

The faculty of the Wellstar School of Nursing (WSoN) believes that they have an ethical and professional responsibility to provide a safe and effective educational environment to students and to patients who receive nursing care from students. Students are expected to participate in WSoN, Student Nurses Association (SNA), and/or Graduate Nursing Student Association (GNSA) learning activities and functions free of impairment. The WSoN faculty is committed to assisting students with recovery from substance use disorder. In developing the policy and procedures for intervening with a student who displays symptoms of substance use disorder, the faculty has adopted the following basic assumptions of the *American Association of Colleges of Nursing Policy and Guidelines for Prevention and Management of Substance Abuse in the Nursing Education Community* (1998):

Substance abuse compromises both the education process and patient safety and must be addressed by schools of nursing. Academic units in nursing have a commitment to and a unique role in the identification of abuse, intervention, referral for treatment, and monitoring of recovering individuals; addicted individuals need to recognize the consequences of their substance abuse. Addiction is a treatable illness, and rehabilitative and therapeutic approaches are effective in facilitating recovery; individuals with addictive illness should receive an opportunity for treatment in lieu of or before disciplinary action (p. 2).

For this document, the terms “substance abuse” and “addiction” have been updated to the currently accepted terms “substance misuse” and “substance use disorder,” respectively.

Definitions

- The WSoN faculty define the impaired student as a person who, while in the academic or clinical setting, is under the influence of, or has misused, either separately or in combination, mind-altering substances including alcohol, over-the-counter

medications, prescribed medications, illegal drugs, inhalants or synthetic designer drugs.

- A student known to be impaired from substance misuse places a legal and ethical burden on WSoN faculty and administration. Legal ramifications of an impaired nursing student are injury to patients and potential malpractice, implicating the student, faculty, clinical agency, and educational institution.
- WSoN faculty have a responsibility to intervene when patient safety and clinical performance are compromised by a student who is misusing substances. When substance misuse is suspected, the *WSoN Substance Misuse and Substance Use Disorders in Nursing Students Policy/Procedures* will be implemented.

Prevention and Education

Education is a crucial component in the prevention of substance use disorders and substance misuse. WSoN students, faculty, and staff are provided information about substance misuse, along with the consequences of impairment due to substance use disorder. During the WSoN orientation process, *WSoN Substance Misuse and Substance Use Disorders in Nursing Students Policy/Procedures* is disseminated, reviewed and signed, along with information on services and programming offered by Kennesaw State University (KSU), including the Center for Young Adult Addiction and Recovery (CYAAR) and Kennesaw State University Student Health Services.

Procedure for Drug Testing

All WSoN students are required to complete a drug test in the first semester of their program to comply with clinical agency credentialing. Students are also subject to random drug testing during the program and are required to comply with a drug test if suspicion of impairment exists. Drug testing is conducted by the WSoN identified laboratory. Cost associated with testing is the responsibility of the student. Students grant access to drug testing results to the WSoN and the clinical agencies requiring the testing. The Associate Director of Undergraduate or Graduate Nursing Programs of concern will review any positive drug screening results. The WSoN ensures confidentiality of results by making the information available only to the student and appropriate WSoN administrators, staff, and faculty. If a student has a positive drug test, they will be required to withdraw from clinical courses immediately (see [Appendix I](#)), and the intervention phases of this policy will be implemented.

Procedures for Faculty Intervention with a Student Suspected of Substance Misuse or Substance Use Disorder

The WSoN faculty follows the university's policy prohibiting illegal possession, use, or distribution of drugs and/or alcohol by students on university property or as part of any university affiliated academic activity, including off-campus learning activities, such as clinical. Violators will be prosecuted in accordance with applicable laws and ordinances and will be subject to disciplinary action by the university in conformance with university policy. (See KSU

Student Handbook regarding Student Code of Conduct—Use and Possession of Drugs, Including Alcohol.)

1. Indicators suggesting impairment of a student's ability to meet standards of performance, competency, and safety are observed and documented by faculty.
2. Identification should be based on patterns of observable objective and quantifiable behaviors or indicators. (See Appendix E, e.g., slurred or rapid speech, odor of alcohol, unsteady/staggering gait, mood swings, forgetfulness, sleeping). If suspected, the student must submit to immediate drug testing. Refusal of a student to submit to testing may result in disciplinary action, including dismissal from the nursing program in accordance with the WSoN policy.
3. Faculty who suspects student impairment are to notify the WSoN Associate Director of Undergraduate or Graduate Nursing Programs of their concern.
4. If the student demonstrates impaired behaviors that compromise patient safety and/or academic performance, remove the student to a private area. With a neutral party present, discuss observed behaviors with the student and allow the student to provide a verbal explanation.

If faculty observe symptoms or other indicators of impairment in a student, the student is informed of the faculty's responsibility to dismiss the student from the immediate area who is physically or mentally unable to meet the standards of performance, competency, and safety. The student is to be relieved of further clinical/laboratory/classroom responsibilities for the day. Inform the student that a violation of the *KSU WSoN Substance Misuse and Substance Use Disorders in Nursing Students Policy/Procedures* is suspected. With the assistance of faculty or staff, the student will arrange safe transportation home or to the nearest approved drug testing facility for immediate testing. Faculty will document how the student left. The student will have eight hours to complete a drug test (unless otherwise instructed). Failure to do so can result in immediate dismissal from the nursing program.

Intervention

Phase I

- Faculty completes a reporting form of the alleged impaired student nurse with observed behaviors indicative of substance misuse or substance use disorder (see Appendix F).
- Faculty informs students of observations indicative of impairment. Students must submit to drug testing within eight hours of the reported behaviors (unless otherwise instructed). The test is conducted by a WSoN approved laboratory using established methods and procedures.
- The student is to be relieved of further clinical/laboratory/classroom responsibilities until a comprehensive professional evaluation can be completed.

- The student and the Associate Dean and WSoN Director are provided with a copy of this reporting form. The student is informed that a copy of this report will be placed into the student's file.
- The Associate Dean and WSoN Director informs all other appropriate faculty members involved with the student during the semester on a “need to know” basis.
- The Associate Dean and WSoN Director reviews the procedural requirements of the *KSU WSoN Substance Misuse and Substance Use Disorders in Nursing Students Policy/Procedures*. Refusal of a student to submit to immediate testing or to any other requirement of this *Substance Misuse and Substance Use Disorders in Nursing Students Policy/Procedures* may result in disciplinary action, including dismissal from the nursing program in accordance with the WSoN policy.

Phase II

Within five working days of the filing of a report of alleged substance misuse or substance use disorder, a conference is scheduled with the student, involved faculty member, member of the Undergraduate Committee on Student Behavior and Conduct or relevant Graduate committee, and Associate Dean and WSoN Director (and/or their designees). In addition, a Counselor from the Center for Young Adult Addiction and Recovery at KSU will be consulted and invited to attend the conference meeting (if indicated) to act as a neutral party but not to enforce nursing policies. The Associate Dean and WSoN Director will take the lead in conducting the conference.

- Purposes of conference are to:
 - Convey concern for the student as caregiver as well as concern for the patients.
 - Explain how the behavior interferes with the student's performance in the course.
 - Explain academic consequences resulting from identification of the student's impairment.
 - Secure student agreement to a comprehensive evaluation for the purpose of professional assessment of substance use disorder status and the determination of a treatment plan.
- A written contract for the impaired nursing student (see [Appendix G](#)) is reviewed and the student is requested to agree to the terms set forth. The Associate Dean and WSoN Director asks the student to sign the contract and the *Agreement for Monitoring the Impaired Student* form (if applicable; see [Appendix H](#)) confirming that the student understands the terms of the contract and academic consequences. If the student refuses to sign the contract, the student may be administratively dismissed from the nursing program in accordance with the WSoN policy. (See [Policy on Unsafe Practice](#) in this student handbook.)
- The Associate Dean and WSoN Director provides the student with a list of state licensed agencies that provide evaluation services provided on campus by the Center for Young Adult Addiction and Recovery (see [Appendix B](#)). The Associate

Dean and WSoN Director also reviews with the student that they are responsible for the cost of the evaluation and any prescribed treatment.

Other Issues to Consider When Obtaining Treatment

- Realize the potential of suicidal risk upon intervention/confrontation of an issue of concern and the time lapse to have an evaluation.
- There are options on campus at KSU for the student to obtain evaluation, counseling, and treatment services, such as the Center for Young Adult Addiction and Recovery, the KSU Health Clinic, and Counseling and Psychological Services.
- Have students check insurance plans to see what providers are in network.
- Utilize county mental health facilities if the student does not want to use free services on campus or if insurance or finances are an issue.
- Many treatment centers will do a free initial triage to evaluate for any risk of self-harm and will provide resources for students.

Evaluation

Upon completion of a comprehensive professional evaluation of substance use disorder status, one of four courses of action may be taken by the WSoN with the student:

- **Non-validation of the Violation of the *KSU WSoN Substance Misuse and Substance Use Disorders in Nursing Students Policy/Procedures*** (i.e., the comprehensive evaluation does not support/substantiate the alleged report of student behaviors indicative of substance misuse or substance use disorder). In the event of a non-validation of violation, all documentation is removed from the student's file. Upon receipt of a negative drug test and written recommendations from the evaluator that there is no evidence of substance misuse, the student may return to all courses in progress with no academic penalty related to impairment.
- **Validation of the Violation Without Implementation of the *KSU WSoN Substance Misuse and Substance Use Disorders in Nursing Students Policy/Procedures*** (i.e., the comprehensive evaluation supports/substantiates the alleged report of student behaviors indicative of substance misuse or substance use disorder and the student refuses to follow the policy regarding treatment and monitoring). If the student refuses to sign the contracts for monitoring and return to the nursing program (see Appendices [H](#) & [I](#)), then the student may be administratively dismissed from the nursing program by the Associate Dean and WSON Director. The Associate Dean and WSoN Director will point out that it is in the student's best interest to accept the outlined treatment and monitoring for substance use disorder.
- **Validation of the Violation with Implementation of the *KSU WSoN Substance Misuse and Substance Use Disorders in Nursing Students Policy/Procedures*** (i.e., the comprehensive evaluation supports/substantiates the alleged report of student behaviors indicative of substance misuse or substance use disorder, and the student agrees to follow the policy

regarding treatment and monitoring). Student signs the contracts for monitoring, returns to the nursing program (see Appendices [H](#) & [I](#)) and is allowed to continue in the nursing program if the student is in compliance with their substance use disorder treatment program and remains free of substance misuse behaviors and substances for the duration of their participation in the nursing program.

- **Mixed or Inconclusive Results of the Substance Misuse Evaluation.** The student is given the option to seek another mental health assessment. The monitoring and treatment agreement will then depend on the outcome of the second evaluation. If the student requires professional treatment, the student will sign a written plan of action for correcting the behavior with a realistic time frame for meeting the recommendations of the action plan. The student is allowed to continue in the nursing program if the student remains in compliance with the negotiated action plan.

Academic Outcome

The academic consequences required with the implementation of the *KSU WSoN Misuse and Substance Use Disorders in the Nursing Students Policy/Procedures* is contingent upon the completion of the substance evaluation or follow up mental health assessment and agreement of the treatment plan, if indicated. A semester grade of “W” (Withdrawal), “I” (Incomplete), or “F” (Failure) is assigned to courses dependent upon factors related to grade determination as outlined in the KSU Undergraduate and Graduate catalogs. If no treatment for substance use disorder or mental illness is required, the student may return to all courses in progress upon receipt of the written recommendation from the professional evaluator. If appropriate, the identified student nurse may seek a medical withdrawal (per KSU policy) while seeking treatment and care of a substance use disorder.

Other

All students must be aware that the state examining board has the right to refuse to grant a registered nurse license or advanced practice certification to any individual, regardless of educational credentials, under circumstances of (1) falsification of application for licensure; and/or (2) conviction of a felony crime of moral turpitude; and/or (3) other moral and legal violations specified in the Georgia law.

Re-entry to WSoN

Upon successful completion of a treatment program as outlined according to the written plan by the evaluator or mental health counselor, the student can apply for re-entry to the nursing program for the semester the student desires to return or if there is an opening on a space available basis. However, re-entry to the program is not guaranteed and is determined on a case-by-case basis.

If allowed to re-enter the nursing program, the student will be expected to provide written documentation to the Associate Dean and WSoN Director (and/or their designee) regarding the

course of specialized treatment and the treatment or mental health counselor's written assessment of the student's ability to perform the academic/clinical requirements of the nursing program following treatment. The counselor's assessment should include any restrictions on the student's activities (e.g., limited access to narcotics, schedule for counseling and mutual aid group meetings).

Participation in support programs for recovery from substance misuse or substance use disorder is a lifelong process. The cornerstone to this process is ongoing participation in mutual aid and other support program meetings. Students will be encouraged to attend such meetings and be given the necessary time to do so when possible.

Noncompliance/Relapse

If for any reason, the student does not comply with the policies, procedures, or protocols, related to substance use or misuse, the student may be administratively dismissed from the nursing program.

If additional or continuing substance impairment occurs after the implementation of these procedures, the WSoN faculty and the relevant committee(s) monitoring the student in question will recommend that the student be administratively dismissed from the nursing program by the Associate Dean and WSoN Director. The student has the right to grieve and appeal the dismissal according to KSU policy and guidelines and WSoN policies described in this student handbook.

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Policy revised 2/27/2019 by Ad Hoc Committee to Review and Revise "Chemically Impaired Student Nurse Policy (Cheryl Yarde, Leslie Holmes, Alex Files, and Nancy Ballard) with the assistance of Lindsey Montgomery, AOD Prevention Coordinator, and Teresa Johnston, Executive Director of KSU Center for Young Adult Addiction and Recovery.

Policy revised 7/24/2024 only to make editorial corrections and update terminology, as applicable.

Policy revised 7/2025

Appendices

[Appendix A](#): Substance Use Disorder Policy Quick Reference Sheet for Faculty

[Appendix B](#): List of Treatment Centers Providing Substance Use Disorder Evaluation Services in Metropolitan Atlanta

[Appendix C](#): List of Drugs Included in Drug Screening Test

[Appendix D](#): Consent for Drug Testing Upon Admission to WSoN

[Appendix E](#): Symptoms and Other Indicators of Substance Misuse or Substance Use Disorder

[Appendix F](#): Reporting Form for Alleged Impaired Student and Checklist of Observations

[Appendix G](#): Contract for the Impaired Nursing Student

[Appendix H](#): Agreement for Monitoring the Impaired Student

[Appendix I](#): Contract for Return to Nursing Program

[Appendix J](#): Impaired Student Withdrawal Letter

[Appendix K](#): Impaired Nursing Student Letter for Returning to the Nursing Program

[Appendix L](#): Impaired Student Dismissal Letter

POLICIES – UNDERGRADUATE

Policy for Incidents Other Than Bloodborne Pathogen Exposure

In certain situations, WSoN students may experience an incident in the classroom, skills lab/simulation, or clinical agency setting that is not related to a bloodborne pathogen exposure (e.g., fall, injury, fainting). When these incidents happen, the clinical instructor or faculty member who is notified of or observes the incident will:

- Provide assistance and support to the student, as indicated.
- Notify the Associate Director of Undergraduate Nursing Programs (or designee).
- Complete a WSoN Incident Report*.
- Submit the completed WSoN Incident Report to the Associate Director of Undergraduate Nursing Programs (or designee) to be placed in the student's file.

*Note: A copy of the WSoN Incident Report can be obtained from the WSoN Faculty Handbook or by emailing the Associate Director of Undergraduate Nursing Programs.

Process for Clinical Remediation

- I. Remediation is a process of tutorial assistance for students who exhibit clinical deficiencies. It is a time for students to practice skills and to help them to refine those skills. The process is initiated by faculty and may involve learning activities in a variety of settings, such as the WSoN Learning Resource Center (LRC), classroom, or clinical agency.
- II. Remediation may be utilized when a student demonstrates a deficiency in a clinical course objective related to skill(s), such as in the following examples:
 - A. Deficiency in psychomotor skills may be remediated in the WSoN LRC. (See the list of [clinical lab skills](#) in this student handbook.)
 - B. Deficiencies in skills and any other clinical related areas should be outlined by the faculty member in a [Clinical Success Agreement](#) (as applicable), as described in this student handbook (e.g., inability to prioritize nursing tasks, drug calculations, and inadequate nursing documentation).

When a student is given a Clinical Success Agreement, refusal of the student to sign acknowledging receipt of the agreement will result in the student being unable to proceed with the clinical component of the course until such time that the form is signed. Exclusion from the clinical component for a period of time *may result in the student being unable to meet the clinical objectives of the course and constitute a clinical failure. In this case, a grade of “D” will be awarded.*

If after signing, the student does not satisfactorily demonstrate and complete all actions and expected student behaviors as specified in the Clinical Success Agreement will receive a “satisfactory” rating on the final clinical evaluation, the student will be considered to have failed the course clinically and will be awarded a grade of “D.”

- III. Process for Remediation in the WSoN LRC
 - A. The course faculty member completes a [Prescription Remediation of Clinical LRC Skills](#) (if applicable, as described in this BSN Student Handbook), as part of the Clinical Success Agreement.
 - B. The student signs the document for remediation to acknowledge their understanding of the process of mediation.
 - C. A copy of the document is given to the student and all applicable course faculty, clinical instructors, and LRC faculty. A copy will also be placed in the student's file.
 - D. The student will review resource materials as outlined in the document for remediation, such as textbooks, laboratory manuals, and specific audiovisual materials.

- E. If the remediation is for a psychomotor clinical skill, the student will make an appointment with a Skills Lab Coordinator (or designee). This must be done by the identified remediation completion date.
- F. The student will sign the document for remediation following completion of specified behaviors.
- G. The Skills Lab Coordinator (or designee) will forward the completed document for remediation to the referring faculty immediately upon completion. A copy will be given to the student, a copy retained by the Skills Lab Coordinator, and a copy will be placed in the student's file.

IV. Process for Evaluation of Clinical LRC Skills Post Remediation

- A. The evaluation component does not need to be done for every outlined remediation.
- B. If an evaluation of the deemed deficiency(ies) of skill(s) is required, the clinical faculty member (or designee) will be responsible for the evaluation process, whether in the LRC lab or clinical area.
- C. The [Prescription for Evaluation of Clinical LRC Skills Post Remediation](#) form will be completed when evaluation of a psychomotor skill(s) is deemed necessary (as described in this student handbook).

Approved 9/1997; Last revised 7/2024, 7/2025

Policy: Professional Student Behavior and Conduct

Students in the Wellstar School of Nursing are expected to abide by the following principles and precepts for all school related activities on and off campus. Students are expected to conduct themselves in ways consistent with the American Nurses Association *Code of Ethics* (included in this student handbook) and for upholding the provisions of the [KSU Student Code of Conduct and Academic Integrity](#) as published in the [KSU Undergraduate Catalog](#). The following principles of ethics are core values held by persons in the nursing profession (Taylor, Lynn, & Bartlett, 2023*):

- Beneficence – the doing of good
- Justice – fair, equitable, and appropriate care
- Autonomy – freedom to make choices
- Veracity – telling the truth
- Fidelity – keeping one's promises
- Respect – for self and others
- Non-maleficence – duty to “do no harm”

*Taylor, C.R.; Lynn, P.; & Bartlett, J. (2023). *Fundamentals of nursing: The art and science of person-centered care*. (10th ed.). Wolters Kluwer.

A. Professional Behavior

The KSU faculty expect students to always conduct themselves in a professional and respectful manner for all school related activities on and off campus. Students are expected to:

1. Abide by the classroom rules regarding testing and test review.
2. Be considerate of others.
3. Be respectful of other ideas and opinions.
4. Receive constructive feedback and utilize the feedback for enhanced learning.
5. Be punctual for appointments, meetings, class, and clinical. Notify appropriate faculty in a timely fashion if late or unable to attend.
6. Refrain from using slander (malicious, false, or defamatory statements), libel (defamation by written word), and profanity.
7. Treat others with civility, kindness, and intellectual engagement.
8. Promote the highest level of moral and ethical standing, accepting responsibility for all actions.
9. Be ready and prepared for class/clinical. Arriving unprepared can cause potential harm to patients and liability to the health care facility and university. Being unprepared is grounds for immediate dismissal from the clinical site for that clinical day, which will be counted as an unexcused clinical absence.

10. Dress professionally during clinical-related experiences and in all professional encounters, in adherence with the Wellstar School of Nursing policies on appearance and uniform/dress code (as described in this student handbook).
11. Adhere to the WSoN *Substance Misuse and Substance Use Disorders in Nursing Students Policy/Procedures*, included in this student handbook.
12. No smoking or use of any tobacco products is allowed at clinical agencies. KSU prohibits the use of tobacco products on any University property; therefore, this policy extends to all clinical agencies (as described in this student handbook).
13. Contribute to upholding the reputation and community values of Kennesaw State University and nursing educational program in all areas, locally and abroad.
14. Personal use of technology (such as social media) during class and clinical activities is prohibited. Do not take pictures at clinical activities without permission of instructor and clinical agency.
15. WSoN student uniform or lab coat should only be worn for clinical and school related activities.

B. Non-adherence to Expected Professional Behavior and Conduct

A student who displays non-professional behaviors or actions which violate the ANA *Code of Ethics* and/or the WSoN Policy “*Professional Student Behavior and Conduct*” will be brought to the attention of the Undergraduate Committee on Student Behavior and Conduct.

1. The faculty member identifying the behavior should meet with the student to discuss and document observed behavioral concerns as soon as any unprofessional behavior is identified.
2. When there is an alleged violation of professional behavior as specified in the ANA *Code of Ethics* and/or the WSoN Policy “*Professional Student Behavior and Conduct*” and if identified behavior(s) also constitutes a potential violation of the [KSU Student Codes of Conduct and Academic Integrity](#), the student may be referred to the [KSU Department of Student Conduct and Academic Integrity](#) (SCAI) for appropriate investigation and possible university sanctions.

A faculty member who believes that a student has engaged in non-professional behavior may discuss that behavior with the Wellstar School of Nursing Undergraduate Committee on Student Behavior and Conduct. If the committee, in conjunction with the faculty and the Associate Director of Undergraduate Nursing Programs (or designee), concludes that the student's behavior violates the ANA *Code of Ethics* and/or the WSoN Policy “*Professional Student Behavior and Conduct*,” as alleged, the student will be given the opportunity to meet with the accusing faculty member and a member of the committee and/or the Associate Director of Undergraduate Nursing

Programs (or designee). At that time, the student will have the chance to hear and respond to the specific allegation(s). A student's decision not to attend such a meeting will not be construed as an admission of responsibility. However, if the student receives notification of the meeting and fails to attend, the committee will make a decision based on the available preponderance of evidence regardless of whether the student chooses to attend. If the committee finds that the student did breach professional standards, the student will be placed under a [*Professional Behavior Contract*](#) developed jointly by the reporting faculty member and the committee. The faculty will then meet with the student to review the contract and its implications. Signatures on the contract will include the student, reporting faculty member, chair of the committee, and Associate Director of Undergraduate Nursing Programs (or designee).

3. The Undergraduate Committee on Student Behavior and Conduct may recommend that the student's *Professional Behavior Contract* include:
 - evaluation by KSU Student Health Services and/or KSU Counseling and Psychological Services,
 - completion of an assigned project,
 - suspension from the undergraduate nursing program, or
 - dismissal from the undergraduate nursing program.

If a student is suspended or dismissed, the student has the right to appeal against the suspension or dismissal to the Undergraduate Admissions, Progression, and Retention (APR) Committee within 30 days (as described in this student handbook). If the student does not agree with the Undergraduate APR Committee, the decision can be appealed to the Associate Dean and WSoN Director within 30 days.

4. Undergraduate faculty may be informed of all *Professional Behavior Contracts*, without the use of student identifiers, through the Undergraduate Committee on Student Behavior and Conduct's monthly report at the WSoN undergraduate faculty meeting.
5. A copy of the *Professional Behavior Contract* will be included in the student's WSoN academic file. The student will be required to adhere to the terms outlined in the contract during the remainder of their time in the program of study.
6. If a faculty member determines that a student has violated the *Professional Behavior Contract*, the student's behavior will be reported to the Undergraduate Committee on Student Behavior and Conduct and the Associate Director of Undergraduate Nursing Programs (or designee) for further action.

C. Academic Integrity

All WSoN students are subject to the same academic honesty policy as all students at KSU. (See the [KSU Undergraduate Catalog](#).) The KSU faculty seeks to encourage

students' intellectual and moral development in the nursing program. The [KSU Student Codes of Conduct and Academic Integrity](#) address the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, and misrepresentation/falsification of University records or academic work. Incidents of alleged academic misconduct will proceed through established procedures of the University Judiciary Program including informal resolutions, formal hearing procedures, and suspension as indicated. Academic misconduct is viewed as a serious matter and is in violation of the National Student Nurses Association and American Nurses Association *Code of Ethics*. Examples include but are not limited to:

1. Engaging in plagiarism.
2. Not recording/reporting honestly. Falsifying information on patient records or any student documents is unacceptable.
3. Buying, selling, soliciting, possessing, transmitting or using any quiz, test, or exam material that has not been approved by faculty.
4. Collecting and/or transmitting information without faculty consent via phones, cameras, computers, recorders, or other electronic devices in the classroom or clinical setting.
5. Not maintaining patient confidentiality or abiding by the Wellstar School of Nursing and clinical agency regulations, as well as HIPAA laws. Using social networking sites to post any information or pictures concerning clinical experiences is prohibited and is a HIPAA violation.
6. Submitting any work/assignment completed by another student.
7. Cheating on exams or any course assignment.

If a student has a question as to whether certain material, activity or behavior is a violation of this code, the student has a responsibility to seek guidance from a faculty member before proceeding to act or use the material. Students are encouraged to report infractions of this standard to a faculty member or the Associate Director of Undergraduate Nursing Programs. Not abiding by the above principles, or any other unethical or unprofessional behavior on the part of the student, may be grounds for course failure or immediate dismissal from the classroom, clinical site, and/or nursing program.

Last revised: 7/2024, 7/2025

POLICIES – GRADUATE

Graduate Program Late Assignment Policy

All assignment due dates are established at the start of the semester and can be located in the syllabus and the course calendar. Assignments turned in after the due date will incur a penalty. Course faculty recognize that unanticipated events may interfere with submitting an assignment on time. Therefore, students may request an extension prior to the assignment due date. Students are responsible for notifying the course coordinator prior to an assignment due date for the following acceptable reasons: medical reason, death of a loved one, jury duty, or military call up unless the circumstances make advance notice impossible. Unexcused late assignment submissions may incur a penalty equivalent to 10% of the assignment's total points for each day the assignment is late. Assignments more than three days late will receive a zero. All students are responsible for requesting an assignment extension in a professional manner.

Acceptable reasons include:

- Sick child: The student must provide a healthcare clinician's (MD, DO, NP, or PA) note stating that the student is unable to attend class due to the illness of their child and the expected date that the student can resume school activities.
- Medical reason: The student must provide a healthcare clinician's (MD, DO, NP, or PA) note stating the student is unable to attend class as well as the expected date that the student can resume school activities.
- Death of a loved one: The student must provide evidence of attendance at or travel to/from a funeral on the day of the assignment.
- Jury duty: The student must provide evidence (e.g., letter from the court) detailing involvement in jury duty.
- Military call up: The student must provide a copy of the official military order that includes the dates that the student must report to duty.

Approved by the WSoN Graduate Faculty, 3/28/2024.

Policy: Professionalism and Ethics for Nursing Graduate Students

Students in the Wellstar School of Nursing are expected to abide by the following principles and precepts for all school related activities on and off campus. Students are expected to conduct themselves in ways consistent with the American Nurses Association *Code of Ethics for Nurses* (included in this Student Handbook) and for upholding the provisions of the [KSU Student Codes of Conduct and Academic Integrity](#) as published in the [KSU Graduate Catalog](#). The following principles of ethics are core values held by persons in the nursing profession (Taylor, Lynn, & Bartlett, 2023*):

- Beneficence – the doing of good
- Justice – fair, equitable, and appropriate care
- Autonomy – freedom to make choices
- Veracity – telling the truth
- Fidelity – keeping one’s promises
- Respect – for self and others
- Non-maleficence – duty to “do no harm”

*Taylor, C.R.; Lynn, P.; & Barlett, J. (2023). *Fundamentals of nursing: The art and science of person-centered care*. (10th ed.). Wolters Kluwer.

Section I: Professional Behavior

A. Expectations

The KSU faculty expect students to always conduct themselves in a professional and respectful manner for all school related activities on and off campus. Students are expected to:

1. Abide by the classroom rules regarding testing and test review.
2. Be considerate of others.
3. Be respectful of diverse ideas and opinions.
4. Receive constructive feedback and utilize the feedback for enhanced learning.
5. Be punctual for appointments, meetings, classes, and clinical. Notify appropriate faculty in a timely fashion if late or unable to attend.
6. Refrain from using slander (malicious, false, or defamatory statements), libel (defamation by written word), and profanity.
7. Treat others with civility, kindness, and intellectual engagement.
8. Promote the highest level of moral and ethical standing, accepting responsibility for all actions.

9. Be ready and prepared for class/clinical. Arriving unprepared can cause potential harm to patients and liability to the health care facility and university. Being unprepared is grounds for immediate dismissal from the clinical site for that clinical day, which will be counted as a clinical absence.
10. Adhere to the Wellstar School of Nursing Dress Code. Dress professionally in clinical and all professional encounters, as described in this student handbook.
11. Adhere to the *WSoN Substance Misuse and Substance Use Disorders in Nursing Students Policy/Procedures*, included in this student handbook.
12. No smoking or use of any tobacco products is allowed at clinical agencies. KSU prohibits the use of tobacco products on any University property: therefore, this policy extends to all clinical agencies (as described in this student handbook).
13. Contribute to the upholding of the reputation and community values of Kennesaw State University and nursing educational program in all areas, locally and abroad.
14. Personal use of technology (such as social media) during class and clinical activities is prohibited. Do not take pictures at clinical activities without permission of instructor and clinical agency.
15. WSoN student lab coat should only be worn for clinical and school related activities.

B. Non-adherence to Expected Professional Behaviors

A student who displays non-professional behaviors or actions which violate the ANA *Code of Ethics* and/or the WSON Policy “*Professionalism and Ethics for Nursing Graduate Students*” will be brought to the attention of the Graduate Admissions, Progression, and Retention (APR) Committee.

1. The faculty member identifying the behavior should meet with the student to discuss and document observed behavioral concerns as soon as any unprofessional behavior is identified.
2. When there is an alleged violation of professional behavior as specified in the ANA *Code of Ethics* and/or the WSON Policy “*Professionalism and Ethics for Nursing Graduate Students*,” and, if identified behavior(s) also constitutes a potential violation of the [KSU Student Codes of Conduct and Academic Integrity](#), the student may be referred to the [KSU Department of Student Conduct and Academic Integrity](#) (SCAI) for appropriate investigation and possible university sanctions.

A faculty member who believes that a student has engaged in non-professional behavior may discuss that behavior with the Graduate APR Committee. If the committee, in conjunction with the faculty and the Associate Director of Graduate Nursing, concludes that the student’s behavior violates the ANA *Code of Ethics* and/or the WSON Policy

“Professionalism and Ethics Nursing Graduate Students,” as alleged, the student will be given an opportunity to meet with the accusing faculty member, a member of the Graduate APR Committee, and/or the Associate Director for Graduate Nursing. At that time, the student will have the chance to hear and respond to the specific allegation(s). A student’s decision not to attend such a meeting will not be construed as an admission of responsibility. However, if the student receives notification of the meeting and fails to attend, the committee will decide based on the available preponderance of evidence regardless of whether the student chooses to attend. If the committee finds that the student did breach professional standards, the student will be placed under a *Professional Behavior Contract* developed jointly by the reporting faculty member and the committee. The faculty will then meet with the student to review the contract and its implications. Signatures on the contract will include the student, reporting faculty member, chair of the committee, and Associate Director for Graduate Nursing.

3. The Graduate APR Committee may recommend that the student’s *Professional Behavior Contract* include:
 - evaluation by KSU Student Health Services and/or KSU Counseling and Psychological Services,
 - completion of an assigned project,
 - suspension from the graduate nursing program, or
 - dismissal from the graduate nursing program.

If a student is suspended or dismissed, the student has the right to appeal the suspension or dismissal to the Graduate APR Committee within 30 days. If the student does not agree with the Graduate APR Committee, the decision can be appealed to the WSoN Director within 30 days.

4. Graduate faculty may be informed of all Professional Behavior Contracts, without the use of student identifiers, through the Graduate APR Committee’s monthly report at the WSoN graduate faculty meeting.
5. A copy of the contract will be included in the student’s WSoN academic file. The student will be required to adhere to the terms outlined in the contract during the remainder of their time in the program of study.
6. If a faculty member determines that a student has violated the Professional Behavior Contract, the student’s behavior will be reported to the Graduate APR Committee and the Associate Director for Graduate Nursing for further action.

C. Academic Integrity

All WSoN graduate students are subject to the same academic honesty policy as all students at KSU. (See the [KSU Graduate Catalog](#).) The KSU faculty seeks to encourage student intellectual and moral development in the nursing program. The [KSU Student](#)

[Codes of Conduct and Academic Integrity](#) address the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, and misrepresentation/falsification of University records or academic work. Incidents of alleged academic misconduct will proceed through established procedures of the University Judiciary Program including informal resolutions, formal hearing procedures, and suspension as indicated. Academic misconduct is viewed as a serious matter and is in violation of the National Student Nurses Association and American Nurses Association *Code of Ethics*. Examples include but are not limited to:

1. Engaging in plagiarism.
2. Not recording/reporting honestly. Falsifying information on patient records or any student document is unacceptable.
3. Buying, selling, soliciting, possessing, transmitting, or using any quiz, test, or exam material that has not been approved by faculty.
4. Collecting and/or transmitting information without faculty consent via phones, cameras, computers, recorders, or other electronic devices in the classroom or clinical setting.
5. Not maintaining patient confidentiality or abiding by the Wellstar School of Nursing and clinical agency regulations, as well as HIPAA laws. Using social networking sites to post any information or pictures concerning clinical experiences is prohibited and is a HIPAA violation.
6. Submitting any work/assignment completed by another student.
7. Cheating on exams or any course assignment.

If a student has a question as to whether certain material, activity, or behavior is a violation of this code, the student has a responsibility to seek guidance from a faculty member before proceeding to act or use the material. Students are encouraged to report infractions of this standard to a faculty member or the Associate Director for Graduate Nursing. Not abiding by the above principles, or any other unethical or unprofessional behavior on the part of the student, may be grounds for course failure or immediate dismissal from the classroom, clinical site, and/or the nursing program.

Section II: Unsatisfactory Clinical Performance/Evaluation

- A. If the student's performance is unsatisfactory on any given clinical day, the clinical preceptor/clinical faculty will initiate an informal conference with the student. This informal conference will provide the student with constructive feedback to assist them in on-going improvement in clinical practice.
- B. Should the student's performance continue to be unsatisfactory, the clinical preceptor/clinical faculty will notify the Associate Director for Graduate Nursing who will assist the clinical preceptor/clinical faculty in formulating a written plan explaining

areas of concern and behaviors necessary to correct these deficiencies. This process will be completed by mid-semester, if possible, so the student has time to improve. The course coordinator/Associate Director for Graduate Nursing will issue an Academic Warning “Clinical Evaluation Contract” after communicating with the clinical preceptor/clinical faculty to acknowledge the concerns and develop the written plan. A copy of the written plan and any follow-up will be placed in the student’s record.

- C. If the conditions of the Academic Warning are not met by the student by the last clinical day, the student’s clinical performance will be unsatisfactory on the final evaluation and the student will receive a failing grade (“C”). At any time if a student’s clinical performance in a clinical course indicates an inability to perform at a safe and/or professional level of practice, the clinical faculty and clinical preceptor, in consultation with the faculty course coordinator, will assign a failing grade regardless of the point in time such a decision is made. In such a case, the student will be ineligible to continue in the course.
- D. If mid-term and final evaluations indicate course competencies are not being met, students may be required to obtain additional clinical hours as determined by clinical faculty.

Section III: Contracts

Should a contract for professional behavior and/or clinical performance prove necessary, the faculty member will use the form(s) “Graduate Nursing Program Professional Behavior Contract” and/or “Graduate Nursing Program Academic Warning Clinical Evaluation Contract.” Completed forms will be sent to the necessary parties via DocuSign for their signatures, and signed contracts will be filed in the student’s academic file. Blank samples of each contract are available in the Appendix of this handbook.

Approved by the WSoN Graduate Faculty 10/21/2022.
Approved by the WSoN Faculty of the Whole 4/14/2023.
Reviewed 6/2025

APPENDIX OF FORMS AND RESOURCES

CHECKLIST: Blood and Body Fluid Post-Exposure Management

Name: _____ Date of Exposure: _____

Student ID Number: _____ Telephone #: _____

Date Completed

1. Wash exposed area with soap and water. If mucous membranes or eyes exposed, flush with water for 15 minutes with contact lenses removed.
2. Immediately report exposure to the Employee Health Department of the Clinical Site. If Employee Health is closed, then report to the Emergency Department of the site. *Note:* All healthcare services a student receives are the student's sole responsibility. Neither KSU nor the WSoN are responsible for these services or associated costs.

If the site does not have Employee Health or an Emergency Department, then call the CDC National Clinicians' Post-Exposure Prophylaxis Hotline at 1-888-448-4911 and report to the Wellstar Kennesaw State University Health Clinic, an Emergency Department, or an Urgent Care for evaluation of Blood or Body Fluid Post-Exposure Management.

3. Report incident to Faculty Member and Charge Nurse or Nurse Manager of assigned clinical area.

Name of Faculty Member: _____

Name of Unit Contact: _____

Title: _____

Institution: _____

Location in Institution: _____

Phone Number: _____

4. Complete necessary clinical agency documentation as required (e.g., hospital incident report).

5. Faculty member reports incident to course coordinator.

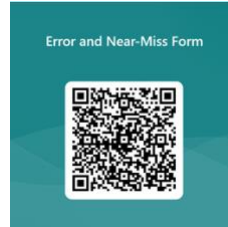
6. Complete the following information:

Explanation of exposure. Please be as specific as possible.

Name of Agency providing evaluation and follow-up care:

Plan for student testing and prophylaxis (if needed):

-
7. Receive counseling regarding the need for ongoing evaluation, treatment, and counseling if applicable.
 8. Complete anonymous Error and Near Miss Form using the QR code below:



9. Submit a copy of completed KSU WSoN Blood and Body Fluid Post-Exposure Management Checklist with signatures of faculty and student to the Associate Director of Undergraduate Nursing Programs for filing.

Faculty Signature and Date

Student Signature and Date

Approved 10/19/2020
Reviewed 6/2025

Appendix A

Substance Use Disorder Policy Quick Reference Sheet for Faculty

For guidance in crisis situations or for information in obtaining services contact the Georgia Mental Health Crisis Line: 1-800-715-4225.

If the incident occurs on campus and immediate assistance is needed, call the KSU Behavioral Response Crisis Team at 770-423-6600, the KSU Police at 770-423-6666, or 911.

Faculty members are responsible for reading the entire Substance Use Disorder Policy, located in the Faculty Handbook, but this quick list details the immediate actions required by the faculty member who observes the behaviors:

1. Faculty observes student behaviors that may be indicative of substance misuse or substance use disorder (see [Appendix E](#)).
2. Faculty completes [Appendix F](#), reporting form, and documents observed behaviors.
 - a. Faculty informs student of need for immediate drug testing at an approved facility (any Advantage Testing facility) and that they have 8 hours maximum to complete the drug testing (unless otherwise instructed) or will face disciplinary action that may include dismissal from the program.
 - b. Faculty informs student that they cannot return to class/clinical/lab until a comprehensive evaluation is completed. They will be given further information regarding this at a conference to be held within 5 business days.
 - c. Assist student in arranging transportation to the testing center and/or home. Do not let them drive impaired, but student is responsible for calling a family member and paying for transportation if a taxi, etc., is called. Include a note on Appendix F stating how student left the scene.
 - d. Notify the Course Coordinator and the Associate Director of the Program of the above.

****Convey concern for the student's welfare and be sure to watch for suicidal ideation (see crisis numbers above); remind student there are resources on campus that can help them throughout this process (e.g., the Center for Young Adult Addiction and Recovery, the KSU Student Health Clinic, and the KSU Counseling and Psychological Services).**

3. A conference with faculty, student, Associate Director of program, and a member of the designated WSoN Committee will be scheduled within 5 business days. During the conference:
 - a. Express concern for the student, describe how behaviors affect clinical/lab/classroom performance.
 - b. Student must agree to have a comprehensive evaluation for substance use disorder or will be dismissed from the program.
 - c. Student must sign [Appendix G](#) and [H](#).
 - d. Student given [Appendix B](#) which includes facilities that can complete the evaluation, including several sites on campus (Center for Young Adult

Addiction and Recovery, KSU Student Health Clinic, or Counseling and Psychological Services).

4. Possible outcomes:

- a. Non-Validation of a Violation—information removed from student's file and student can return to clinical/lab/class; **however, a formal contract or agreement (e.g., Clinical Success Agreement in the BSN program) may still be necessary if the observed behaviors interfered with clinical performance.**
- b. Validation of a Violation, but student refuses to comply with recommendations—student will be dismissed from program.
- c. Validation of a Violation and student agrees to comply with all recommendations— student signs contracts (Appendices H & I) and can return to class/clinical/lab as long as they remain in compliance and substance free.
- d. Mixed/Inconclusive Results—Student needs second comprehensive evaluation and can return to program as long as they remain compliant with recommendations.

If you have questions about the Substance Use Disorder Policy or any of the above information, please contact the Associate Director of the program or any member of the designated WSoN Committee.

Appendix B

List of Treatment Centers Providing Substance Use Disorder Evaluation Services in Metropolitan Atlanta

There are many options and small residential facilities, as well as out-of-area treatment, some with a sliding scale. Most local treatment facilities can provide resources to patients that may fit their financial needs, geographies, and insurance situation. Evaluations may also be done by mental health professionals in their private practices.

Evaluation and Treatment Centers

- KSU Center for Young Adult Addiction and Recovery
- Counseling and Psychological Services at KSU
- Talbott Recovery Campus Impaired Professionals Program & Aftercare, Atlanta
- Ridgeview Institute, Smyrna – Impaired Professional's Program and Aftercare Program
- Metro Atlanta Recovery Residence (M.A.R.R.), Atlanta – Impaired Professional's Program and Aftercare Program
- Blue Ridge Mountain Recovery Center, Ball Ground, Addiction Treatment
- Peachford Hospital, Dunwoody – General Treatment
- Anchor Hospital, College Park – General Treatment
- SummitRidge Hospital, Lawrenceville – General Treatment
- Windwood Hospital, Rome – General Treatment
- Laurelwood Hospital, Gainesville – General Treatment
- Rivermend, Marietta – Outpatient Intensive Programs
- Wellstar Cobb Inpatient Behavioral Health

Low-Cost Outpatient Treatment

- Ascensa Health (formerly known as St. Jude's Recovery Center), Atlanta
- Georgia Recovery Center, Marietta
- County Facilities (i.e., Fulton County Department of Behavioral Health and Developmental Disabilities, Douglas County Community Service Board, etc.)

Low-Cost Counseling Resources

- The Link
- Phoenix Program, Clayton Center Community Service Board

Residential Programs

- Ascensa Health (formerly known as St. Jude's Recovery Center), Atlanta
- Atlanta Mission: My Sister's House, Atlanta
- Breakthru House, Inc., Decatur
- Turnaround Recovery Residencies, Doraville
- Salvation Army

Appendix C

List of Drugs Included in Drug Screening Test

The Medical Professional Panel Drug Screens includes common street drugs and those drugs that health care workers have access to and misuse. Drugs monitored may include:

- Alfentanil
- Butorphanol (Stadol)
- Fentanyl
- Ketamine
- MDMA (ecstasy)
- Nalbuphine (Nubain)
- Sufentanil
- Tramadol
- Alcohol
- Amphetamines
- Barbiturates
- Benzodiazepines
- Cannabinoids
- Cocaine
- Methadone
- Opiates
- Phencyclidine
- Propoxyphene
- Other drugs may also be detected.

Appendix D
Consent for Drug Testing Upon Admission and for the Duration of Enrollment
in the Wellstar School of Nursing

I understand that as a requirement for admission to the Wellstar School of Nursing (WSoN), I must submit to a drug test at a designated laboratory, which will provide the result of the test to the Director of the WSoN and to clinical agencies when requested. The course coordinator and other faculty supervising the student may also be notified as needed. I understand that if the test result is positive, *I may be denied the opportunity to complete the required clinical rotations for graduation or required to comply with the recommendations made by a professional substance use disorder evaluator.*

I further understand that I will be subject to random drug tests while enrolled in the WSoN. I will be asked to submit a drug test if there is suspicion of substance misuse. A positive drug test or refusal to submit to testing may result in dismissal from the WSoN.

BY SIGNING THIS DOCUMENT, I INDICATE THAT I HAVE READ, I UNDERSTAND, AND I AGREE TO THE WSON DRUG TESTING POLICY. I UNDERSTAND THAT A NEGATIVE DRUG TEST IS REQUIRED FOR PROGRESSION IN THE SCHOOL OF NURSING.

THIS NOTORIZED DOCUMENT CONSTITUTES MY CONSENT FOR DRUG TESITNG BY A WSON DESIGNATED LABORATORY. IT ALSO CONSTITUTES CONSENT FOR THE LABORATORY TO RELEASE THE RESULT OF MY DRUG TESTS TO THE WSON.

In Witness Whereof, this statement is executed this the _____ day of _____, in the year 20____.

Student's Signature

Student's Printed Name

Student's Address (Street, City, State, Zip Code)

Student's Phone Number

Form of government-issued ID presented:

☐ Driver's License _____ ☐ State ID (non-driver's license) _____ ☐ Passport
State/Number State/Number

State of Georgia **County of** _____

Signed or attested to me on _____ day of _____, 20____, by _____ who
Student's Printed Name

is ☐ personally known or ☐ produced identification who appeared before me.

Given under my hand and seal on the day and year above written.

SEAL

Notary Public

My Commission Expires

Appendix E

Symptoms and Other Indicators of Substance Misuse or Substance Use Disorder

Physiologic

- Slurred or rapid speech
- Blackouts
- Trembling hands
- Agitation or restlessness
- Persistent rhinorrhea
- Sweating
- Altered pupil dilation or constriction
- Flushed complexion
- Swollen face
- Bloodshot or glassy eyes
- Odor of alcohol
- Unsteady/staggering gait
- Declining health
- Dramatic changes in weight
- Changes in mental status or cognition
- Palpitations or tachycardia
- Withdrawal symptoms or hangover

Behavioral

- Deterioration in personal appearance
- Rapid mood swings
- Increased irritability
- Paranoia
- Rage or anger
- Frequent tardiness
- Increased absenteeism
- Difficulty in meeting deadlines
- Frequently leaves clinical unit or makes self sparse
- Frequent trips to the restroom
- Eats alone, long coffee breaks, long lunch breaks
- Isolation/withdrawal from the group
- Decreased classroom and clinical productivity
- Fluctuating clinical and academic performance
- Making poor clinical decisions
- Errors in judgment
- Forgetfulness, confusion, decreased alertness
- Sleeping in class or clinical
- Inappropriate responses
- Elaborate excuses for behavior
- Blaming others for problems
- Patients complain of ineffective pain relief
- Excessive use of PRN medications or frequent medication errors
- Frequent unwitnessed medication wasting or loss
- Complaints from fellow students, nursing staff, patients, family members
- Self-disclosure of drug or alcohol misuse
- Other behaviors or symptoms of impairment not listed above

Appendix F
Reporting Form for Alleged Impaired Student and Checklist of Specific
Observations to Support Reporting Form for Alleged Impaired Student

Date _____

Faculty _____

Student _____

Observed Behaviors: (see attached checklist)

Faculty Comments:

Student Comments:

Faculty Recommendations:

Conference with student, faculty member filing report, Associate Dean and WSoN Director, and a representative of the KSU Center for Young Adult Addiction and Recovery (as applicable) set for _____ (date) _____ (time).

Faculty Signature _____

Student Signature _____

(Adapted from Clark, C., Boise State University, Boise, ID, College of Health Sciences, Department of Nursing, Policy Statement Regarding the Chemically Impaired Nursing Student)

Checklist of Specific Observations to Support Reporting Form for Alleged Impaired Student

Review the following list of overall behaviors of the alleged impaired nursing student. Make a check mark next to each situation that applies to the student about whom you are concerned.

Appearance

- _____ Decreasing attention to personal appearance and hygiene
- _____ Odor of alcohol on breath
- _____ Glassy, red eyes
- _____ Altered pupil dilation or constriction
- _____ Tremors
- _____ Flushed complexion
- _____ Slurred or rapid speech
- _____ Diaphoresis
- _____ Unsteady/staggering gait
- _____ Persistent rhinorrhea
- _____ Altered mental status
- _____ Other (please describe):
- _____

Absenteeism

- _____ Instances of leaving without permission
- _____ Excessive sick days
- _____ Frequent Monday and/or Friday absences
- _____ Repeated absences, particularly if they follow a pattern
- _____ Lateness to clinical/class, especially on Monday morning; and/or returning from lunch/break
- _____ Leaving clinical/class early
- _____ Peculiar and increasingly unbelievable excuses for absences or lateness
- _____ Absent more often than other students for colds, flu, gastritis, etc.
- _____ Frequent unscheduled short-term absences (with or without medical explanation)

Clinical Absenteeism

- _____ Continued absences from the clinical area more than job requires
- _____ Long coffee breaks, lunch breaks
- _____ Repeated physical illness while in the clinical area
- _____ Frequent trips to the restroom
- _____ Unexplained absences during clinical shift

High Accident Rate

- _____ Accidents while on the clinical unit
- _____ Accidents off the clinical unit (but affecting job performance)
- _____ Horseplay which causes unsafe conditions

Difficulty in Concentration

- _____ Work requires greater effort
- _____ Jobs take more time
- _____ Repeated mistakes due to inattention

- _____ Making bad decisions or poor judgment
- _____ Errors in charting
- _____ Forgetfulness
- _____ Blackouts
- _____ Inappropriate responses

Confusion

- _____ Difficulty following instructions
- _____ Increasing difficulty handling complex assignments
- _____ Altered mental status or cognition

Problems with Memory

- _____ Difficulty in recalling instructions, details, conversations, etc.
- _____ Difficulty recalling one's own mistakes

Poor Relationships in the Clinical/Class Area

- _____ Failure to keep promises and unreasonable excuses for failing to keep promises
- _____ Over-reaction to real or imagined criticism
- _____ Borrowing money from fellow students/staff/faculty
- _____ Unreasonable resentments
- _____ Avoidance of associates
- _____ Lying and exaggerating
- _____ Complaints from students, staff, patients, and/or others
- _____ Blames others for problems
- _____ Isolation/withdrawal from the group

Reporting to Clinical/Class

- _____ Coming to/returning to the clinical area/class in an obviously altered condition

General Lowered Job Efficiency

- ☐ Missed deadlines, unreliable
- ☐ Complaints from patients, family members, other students, and/or faculty
- ☐ Improbable excuses for poor job performance
- ☐ Cannot be depended on to be where they said or to do what they said they would do
- ☐ Shuns job assignments, incomplete assignments
- ☐ Is found on units where they do not belong
- ☐ Frequent medication errors or errors in documentation
- ☐ Excessive use of PRN medications
- ☐ Frequent unwitnessed medication wasting or loss
- ☐ Frequent complaints from patients of inadequate pain relief

Uneven Work Pattern

- ☐ Alternate periods of high and low productivity

Other Behaviors

- ☐ Sleeping in the clinical area or in class
- ☐ Withdraws from others, isolates self
- ☐ Mood swings
- ☐ Increasing irritability
- ☐ Relates problems at home, with relationships, with finances, etc.

The Student Who May Be Diverting Drugs

- ☐ Always volunteers to give medications
- ☐ Patient complains of no relief, discrepancies on records
- ☐ Always give IM (PRN) and maximum dose when other nurses do not
- ☐ Has frequent wastage, such as spilling drugs or breaking vials, etc.
- ☐ Unobserved wastage or no co-signature
- ☐ Is working on a unit where drugs are missing or have been tampered with
- ☐ Frequently volunteers for additional shifts and on unit where not assigned

Other

Review the items checked. The student's work performance and behaviors may be affected by the use of alcohol, other drugs, or a personal/emotional problem. Document each occurrence in an anecdotal note and, when appropriate, conduct a conference. When the performance deficit or adverse situation cannot be attributed to a management problem, follow the WSoN Substance Misuse and Substance Use Disorders in Nursing Students Policy/Procedures. Interventions need to include discussion and referral to an experienced professional who can assist the nurse to obtain the appropriate help.

Adapted from Catanzarite, A. (1989) and Dunn, D. (2005)

Appendix G

Contract for the Impaired Nursing Student

I, _____, consent to obtain a comprehensive evaluation for the purpose of professional evaluation of substance use disorder status and determination of a treatment plan.

I understand and acknowledge that the admission of misuse at this point may have academic consequences that include:

I am responsible for the cost of the evaluation and any prescribed treatment. Participation in clinical course work will not be permitted until the terms of the treatment plan and Return to Clinical Contract stipulations are fulfilled. A semester grade, as appropriate, of “I” (Incomplete), “W” (Withdrawal), or “MW” (Medical Withdrawal, obtained by applying for an [Administrative Emergency Withdrawal](#)) will be assigned for current nursing courses dependent upon factors related to grade determination as stated in the Kennesaw State University Student Handbook and the Guidelines for Faculty Intervention with the Impaired Student.

I consent to have the results of the evaluation released to the Associate Dean and WSoN Director.

I understand that failure to abide by the stipulations of my recommended treatment plan and monitoring of my progress will result in my dismissal from the program.

Signature of Student _____
Date _____

Signature of Witness _____
Date _____

(Adapted from Clark, C., Boise State University, Boise, ID, College of Health Sciences, Department of Nursing, Policy Statement Regarding the Chemically Impaired Nursing Student)

Appendix H

Agreement for Monitoring the Impaired Student

I, _____, agree to abide by the following terms for monitoring as determined by the Kennesaw State University Wellstar School of Nursing (WSoN):

1. Abstain from the use of all mind-altering and potentially addicting drugs, to include but not be limited to alcohol, marijuana, cocaine, stimulants, narcotics, sedatives, hallucinogenics, tranquilizers, GHB, designer drugs, etc. In the event that such medications are legitimately required for medical care, I will notify the Associate Dean and WSoN Director (or designee) immediately and request the care provider to submit a letter of explanation. If necessary, I will investigate options other than the use of medications to establish abstinence from all mind-altering chemicals.
2. Provide proof of compliance with an approved, prescribed treatment plan by allowing my health and treatment records to be released to the Associate Dean and WSoN Director (or designee).
3. Continue in outpatient treatment/aftercare and ensure that my counselor/therapist submit written reports of progress at the Associate Dean and WSoN Director's (or designee's) request.

I understand the terms of monitoring may be revised if necessary and that I must be in compliance and show progress in recovery.

Signature of Student _____
Date _____

Signature of Witness _____
Date _____

I have read the Monitoring Agreement and am participating in the student's recovery program.

Signature of Counselor/Therapist _____
Date _____

Signed agreement reviewed: _____
Signature of Associate Dean and WSoN Director Date

(Adapted from Clark, C., Boise State University, Boise, ID, College of Health Sciences, Department of Nursing, Policy Statement Regarding the Chemically Impaired Nursing Student)

Appendix I

Contract for Return to Nursing Program

Date _____

I, _____(student), enter into this agreement on the above date with the Kennesaw State University Wellstar School of Nursing (WSon) and the _____Treatment Program.

In consideration of my being permitted to continue in or return to the program through Kennesaw State University WSoN, I agree to the terms and conditions set out in this agreement. I understand I will be allowed to continue in the program only on these terms and conditions and that failure to comply with the terms of this agreement shall be grounds for either additional disciplinary action or dismissal from the program.

I understand that my failure to meet the terms and conditions set out in this agreement violates the terms of my participation in the Program for Impaired Nursing Students.

The terms and conditions of this agreement shall remain in force for the entire period that I am a student in this program.

This agreement consists of this page, plus the Monitoring Agreement (Appendix H) attached. Additional forms/pages included in this agreement are:

This contract is executed on the date shown above.

Signature of Student _____

Signature of Associate Dean and WSoN Director _____

(Adapted from Clark, C., Boise State University, Boise, ID, College of Health Sciences, Department of Nursing, Policy Statement Regarding the Chemically Impaired Nursing Student)

Appendix J

Impaired Student Withdrawal Letter

Dear [name],

As was discussed with you by _____, Associate Dean and Wellstar School of Nursing (WSoN) Director, we are concerned about your problems and the effect they have upon your performance as a student in the WSoN at Kennesaw State University. Therefore, we believe it would be in your best interest to agree to the following conditions.

1. You take a leave of absence that will extend until the end of the [semester, year].
2. Your grade for the following clinical course will be a Withdrawal (W): [name of course]
3. You complete the following didactic courses [number(s) and name(s)] by successfully completing the course requirements by [date]. If you do not successfully complete these courses, you will be given a failing grade.
4. You seek professional assistance for your problems that have interfered with your ability to adequately perform as a student and seek a medical withdrawal.
5. If you desire to return to your program of study, you notify the Associate Dean and WSoN Director in writing by [date] of your intent to return for the [semester, year].
6. Upon receipt of your letter of intent to return to your program of study, you must undergo a health assessment by a health care provider designated by the Associate Dean and WSoN Director. You must bear the cost of this evaluation. Your health assessment must indicate that you are well enough to re-enter the program. If the assessment does not indicate that you are well enough to re-enter the program, you subsequently will be administratively dismissed from the program. Additionally, you must provide access to your health records upon the Associate Dean and WSoN Director's request.
7. If a grade of Withdrawal (W) or Failing (F) is received for [courses that are to be repeated], you repeat the course upon your return to the program, pending seat availability.
8. If you are given a grade of Incomplete (I), you must complete the necessary requirements to complete the course.
9. If, after re-entry to your program of study, there is again evidence of problems interfering with your performance as a student, you will be administratively dismissed from the program according to the applicable policies of Kennesaw State University.

We believe that these conditions are in your best interest and in the best interest of the School of Nursing. If you agree to these conditions, please sign the original copy of this letter. Retain a copy of the letter for your files.

Student _____ Dean _____

Date _____ Associate Dean and WSoN Director _____

(Adapted from Clark, C., Boise State University, Boise, ID, College of Health Sciences, Department of Nursing, Policy Statement Regarding the Chemically Impaired Nursing Student)

Appendix K

Impaired Nursing Student Letter for Returning to the Nursing Program

Dear [student name],

This letter is to inform you that I have received the report of your health assessment conducted by [healthcare provider]. After careful review of the report, I wish to inform you that you are permitted to re-enter the Kennesaw State University Wellstar School of Nursing (WSoN) starting [date], provided you meet the following contingencies.

1. You abstain from chemical substances.
2. You continue to see your therapist, [name], at least monthly and more often if needed by your clinical situation.
3. You adhere to the therapies prescribed by your therapist.
4. You become actively involved in a twelve-step program or any other treatment program recommended by your physician.
5. You provide evidence of your compliance with the above-described contingencies, if requested by the Associate Dean and WSoN Director.
6. You will adhere to the terms of this letter.

Also, please keep in mind that:

1. You must comply with the necessary academic requirements for returning to the nursing program.
2. If, after returning to your program of study, you experience further academic, disciplinary, or health problems that interfere with your performance as a student, you may be subject to disciplinary action according to applicable policies of Kennesaw State University.

Please contact [name], Associate Dean and WSoN Director, no later than [date] to make the necessary arrangements for your re-entry.

Associate Dean and WSoN Director

Date

Adapted from Lambert, V.A. & Nugent, K.E. (1994). Addressing the academic progression of students encountering mental health problems. *Nurse Educator*, 19(5), 33-39.

Appendix L

Impaired Student Dismissal Letter

Dear [name],

This letter is to inform you that you have violated the contingencies of your re-entry to the Kennesaw State University Wellstar School of Nursing (WSoN), which began [date]. As stated to you in the letter dated [date]:

If, after returning to your program of study, you experience further academic, disciplinary, or health problems that interfere with your performance as a student, you may be subject to disciplinary action according to applicable policies of Kennesaw State University.

On [date], as reported to me by faculty of Kennesaw State University WSoN, you appeared impaired (under the influence) and were having difficulty mentally processing information while carrying out your clinical responsibilities with patients. When confronted several times about the [presence of alcohol on your breath], you did not deny the fact. The behavior you demonstrated is unprofessional and a serious threat to the safety of patients and other healthcare providers.

If addition, you are not successfully meeting the objectives of [number and name of course]. Attempts have been made to assist you in correcting your academic weaknesses. However, you continue to be unable to successfully achieve the course objectives.

Therefore, effective immediately, you are administratively dismissed from the Kennesaw State University WSoN. In accordance with University and college policies as described in the Student Handbook page [number], you have the right to appeal the dismissal action in writing to the President of the University within five days of receiving this letter.

Associate Dean and Director, WSoN

Dean, Wellstar College of Health and Human Services

Date

Date

Adapted from Lambert, V.A. & Nugent, K.E. (1994). Addressing the academic progression of students encountering mental health problems. *Nurse Educator*, 19(5), 33-39.

Nursing Clinical Lab Skills for BSN Students

1. Vital signs (oral temperature, radial & apical pulse, respiratory rate)
2. Manual Blood Pressure
3. Focused Physical Assessment
4. Bed Bath/Oral Hygiene
5. Occupied/Unoccupied Bed Making
6. Range of Motion Exercise
7. Basic wound care and device management
8. Sterile Gloving
9. Sterile Dressing Change
10. Standard Precautions and Isolation Procedures
11. Medication administration – PO
12. Medication administration – IM
13. Medication administration – SQ
14. Medication administration – IV Piggy Back
15. Medication administration – IV Push
16. Maintaining IV line
17. Maintaining a Central Line
18. Nasogastric Tube Insertion
19. Nasogastric Tube Irrigation & Suction
20. Nasogastric Tube Assessment & Feeding
21. Urinary Catheterization
22. Tracheostomy Care
23. Tracheostomy Suctioning

Reviewed 6/2025

Undergraduate Clinical Success Agreement

Date: _____ Student: _____

Course Coordinator: _____

Clinical Faculty (if needed): _____

Section 1: Description of the Observed Student Behavior in the Clinical Setting

[Describe the observed behavior, including dates.]

Section 2: Expected Student Behavior in the Clinical Setting

[Identify the expected clinical behavior or competency from the BSN Clinical Evaluation Tool, including supporting excerpts from the WSoN Student Handbook, course objectives, syllabus, etc.]

Section 3: Actions for Students to Reach a Satisfactory Clinical Evaluation

[Specify every action the student needs to complete or demonstrate by the conclusion of the clinical period. Specify the deadline(s) by which each action must be completed.]

Section 4: Consequences for Deviating from the Expected Student Behavior

- The student will receive an unsatisfactory clinical evaluation if any actions outlined in Section 3 are unmet.
- The final clinical evaluation of the semester only allows for scores of “satisfactory,” “N/A,” or “not observed.” If a student receives an unsatisfactory evaluation, they will fail the course.

I, _____, a student enrolled in the nursing program at Kennesaw State University, acknowledge that successful completion of the actions identified in Section 3 is required for me to receive a satisfactory clinical evaluation on the identified clinical behavior and/or competencies to pass this course.

The student will initial by each statement below:

_____ I acknowledge that I have reviewed and understand the terms of this Clinical Success Agreement.

_____ I am aware that failure to sign this document will result in my inability to proceed with the clinical component of this course.

_____ My required signature does not indicate agreement or disagreement with the clinical faculty's assessment of my performance.

Student: _____

Date: _____

Course Coordinator: _____

Date: _____

Clinical Faculty: _____

Date: _____

Original: 2/2024, Reviewed 6/2025

Prescription for Remediation of Clinical LRC Skills, Undergraduate

- I. _____ requires remediation in _____.
Student Name _____ Course _____
- II. Student is responsible for removing deficiency(ies) by _____.
Date _____
- III. Description of deficiency(ies) in the clinical area (attach notes from faculty-student conference if necessary):
- IV. Specific steps for removing the deficiency: (Consultation with a Skills Lab Coordinator or designee may be necessary.)
- V. Is an evaluation necessary? ☐ Yes ☐ No
If "Yes," then obtain "Evaluation of Clinical LRC Skills Post Remediation Form" to complete.)
- Student _____ Date _____
Faculty _____ Date _____
-
- VI. Remediation completed in the lab on _____.
Date _____
_____ (Attach dates of specific outcomes.)
Skills Lab Coordinator/Designee
- VII. I have completed the steps outlined in Section IV to remove the deficiency(ies).
- My signature signifies that I have read and comprehend the contents of this remediation plan. My signature does not indicate that I am in agreement with the faculty member's evaluation of me. I further understand that if I do not sign this form, I will not be permitted to continue in the clinical setting.*
- Student _____ Date _____

Copy and return the original to referring faculty upon completion.

Reviewed 6/2025

Prescription for Evaluation of Clinical LRC Skills Post Remediation, Undergraduate

I. _____ requires evaluation in _____.
Student Name Course

II. Student will be evaluated on _____.
Date

III. Description of area(s) to be evaluated:

Student _____ Date _____

Faculty _____ Date _____

IV. Evaluation Outcome

The student has ☐ Satisfactorily ☐ Unsatisfactorily met the area(s) outlined in Section III.

V. Comments:

My signature signifies that I have read and comprehend the contents of this remediation plan. My signature does not indicate that I agree with the faculty member's evaluation of me. I further understand that if I do not sign this form, I will not be permitted to continue in the clinical setting.

Student _____ Date _____
Printed Name

Student _____ Date _____
Signature

Faculty _____ Date _____
Printed Name

Faculty _____ Date _____
Signature

Reviewed 6/2025

Undergraduate Professional Behavior Contract

Students are expected to conduct themselves in ways consistent with the American Nurses Association *Code of Ethics for Nurses* (see WSoN Student Handbook) and for upholding the provisions of the Student Codes of Conduct, as published in the Undergraduate Catalog. This contract is being generated because the student has engaged in non-professional behavior(s).

Student:

Date:

Section 1: Description of Non-professional Behavior

Section 2: Expected Behaviors

Section 3: Consequences Associated with Non-professional Behavior

Section 4: Consequences for Not Adhering the Professional Behavior Contract

I, _____, a nursing student at Kennesaw State University, understand that I must satisfactorily meet the requirements in Section 2 to progress in the nursing program.

My signature signifies that I have read and comprehend the contents of this contract. My signature does not indicate that I agree with the faculty member's evaluation of me. I further understand that if I do not sign this form, it will not negate the terms of the contract.

_____ Student	_____ Date
_____ Faculty	_____ Date
_____ Chair, Committee on Student Behavior and Conduct	_____ Date
_____ Associate Director, Undergraduate Nursing Programs	_____ Date

Cc: Associate Dean and Director of Nursing
Associate Director of Undergraduate Nursing Programs
Chair, WSoN Undergraduate Committee on Student Behavior and Conduct
Assistant Director of Nursing Student Success
Student's WSoN File

Reviewed 6/2025

Graduate Nursing Program Professional Behavior Contract

Students are expected to conduct themselves in ways consistent with the American Nurses Association *Code of Ethics for Nurses* (see WSoN Student Handbook) and for upholding the provisions of the Student Codes of Conduct, as published in the Graduate Catalog. This contract is being generated because the student has engaged in non-professional behavior(s).

Student:

Date:

Section 1: Description of Non-professional Behavior

Section 2: Expected Behaviors

Section 3: Consequences Associated with Non-professional Behavior

Section 4: Consequences for Not Adhering the Professional Behavior Contract

I, _____, a graduate nursing student at Kennesaw State University, understand that I must satisfactorily meet the requirements in Section 2 to progress in the nursing program.

My signature signifies that I have read and comprehend the contents of this contract. My signature does not indicate that I agree with the faculty member's evaluation of me. I further understand that if I do not sign this form, it will not negate the terms of the contract.

Student

Date

Faculty

Date

Associate Director, Graduate Nursing

Date

Cc: Associate Dean and Director of Nursing
Associate Director of Graduate Nursing
Student's WSoN File

Approved by WSoN Graduate Faculty 10/21/2022
Approved by WSoN Faculty of the Whole 4/14/2023
Reviewed 6/2025

**Graduate Nursing Program
Academic Warning
CLINICAL EVALUATION CONTRACT**

By the final clinical evaluation in nursing, the following student behaviors will be performed satisfactorily in order for the student to pass this course. Faculty will specify the deficiencies as they relate to specific clinical objectives on the evaluation tool and outline the requirements to remove the deficiencies.

Student:

Date:

- () Section 1: Professional Accountability (failure to complete clinical onboarding requirements prior to a clinical rotation; repeated patterns of lateness for clinical rotation; turning in written assignments late without permission from clinical instructor; dress code issues; etc.). Faculty may include notes about their meeting with the student and/or the reasoning for this contract in a Word document to be included in the student's file.
- () Section 2: HIPAA and confidentiality violations in the classroom or clinical agencies.
- () Section 3: Disrespectful and/or uncivil behavior at clinical agencies or sites, simulation labs, or classroom learning environment.
- () Section 4: Fraudulent documentation/submission of clinical hours.
- () Section 5: Other behavior or egregious offenses identified by faculty that are unbecoming of a graduate nursing student.

I, _____, a graduate nursing student at Kennesaw State University, understand that I must satisfactorily meet the requirements in Section 2 to progress in the nursing program.

My signature signifies that I have read and comprehend the contents of this contract. My signature does not indicate that I agree with the faculty member's evaluation of me. I further understand that if I do not sign this form, it will not negate the terms of the contract.

Student

Date

Faculty

Date

Approved by WSoN Graduate Faculty 10/21/2022
Approved by WSoN Faculty of the Whole 4/14/2023
Reviewed 6/2025