

UNION

COMMONWEALTH UNIVERSITY

**STUDENT HANDBOOK FOR NURSING MAJORS
(Pre-Licensure)**

EDNA JENKINS MANN SCHOOL OF NURSING

ACADEMIC YEAR: 2025-2026



All students in the nursing major are responsible for reading, understanding, and abiding by the information contained in this handbook.

This handbook augments the [Union Commonwealth University Student Handbook](#)

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-----WELCOME-----

Welcome to the Pre-Licensure Nursing Program of the Edna Jenkins Mann School of Nursing!

Congratulations on your acceptance into the Union Commonwealth University School of Nursing. Union Commonwealth University is a learning community that embraces professional education in a liberal arts and sciences environment. Liberal arts education is foundational to professional nursing studies, so this is an exciting setting to begin this journey in your future nursing career.

This handbook includes important information about the nursing program. You should familiarize yourself with the information contained in the handbook and the policies and procedures described within.

We welcome you into the Union Commonwealth University nursing program community. Our plans and hopes for you are that you will embrace studying, learning, and practicing in this journey towards your place in the nursing profession!

Best Wishes!

Dr. Lisa Abner, DNP, APRN, CNS, PMHNP-BC, Dean School of Nursing
Associate Provost | Union Commonwealth School of Nursing, Business, and Education

INTRODUCTION | PURPOSE OF THE HANDBOOK

The Department of Nursing Student Handbook is a supplement to the Union Commonwealth University Catalog and Student Handbook; it is not a replacement of University policies. However, many of the policies within the handbook are nursing specific. All policies are subject to change; nursing students will be notified of changes.

The nursing program began at Union Commonwealth University in the Fall Semester 2010 following community assessments that demonstrated the need for a baccalaureate program in southeast Kentucky. An RN to BSN program for those already licensed as nurses was a good beginning in 2010, but soon the administrators, faculty, and students saw the need for a pre-licensure program to serve the needs of those who want to pursue a baccalaureate degree in nursing as an initial degree.

The baccalaureate program at Union Commonwealth University is accredited by the Commission on Collegiate Nursing Education (CCNE). The baccalaureate degree program in nursing at Union Commonwealth University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791. The BSN program is currently accredited by CCNE through the year 2027.

The **Pre-licensure BSN** track will lead to a Bachelor of Science in Nursing (BSN) degree. Upon graduation, pre-licensure students will be eligible to sit for the National Council of State Boards of Nursing licensure examination for registered nurses (NCLEX-RN).

Key Features of the Union Commonwealth University Nursing Program

- Class size is small enough to be personal and to provide the 1:1 contact with faculty and others on campus who are invested in your success.
- Learning environments are diverse and emphasize developing the role of the professional nurse in a variety of settings.
- Faculty is committed to graduate success on the RN licensing exam (RN-NCLEX).
- Transfer students and credits from accredited community and Universities are welcome for transfer evaluation; only if passing standard is met from the transferring institution.
- Our setting in southeast Kentucky is beautiful.
- Our faculty and staff are supportive, caring, and competent.
- Contact with nursing faculty begins with freshman advisement.

UNION COMMONWEALTH UNIVERSITY MISSION STATEMENT AND CORE VALUES

The Union Commonwealth University Mission Statement

“Union serves the academic needs of a diverse student body in a dynamic, personal environment that promotes intellectual, spiritual, and physical enrichment of our campus community; the economic growth and health of our Appalachian region; and a just society”.

The Union Core Values

Celebration | We celebrate the unique gift each brings to our community and the successes of each person. We look for and recognize promise in others, in ourselves, in our region, and in the world.

Integrity | We strive to do what is right. We promote integrity and collaboration by actively listening, sharing information, and being honest.

Responsibility | We take responsibility for our own success and failure and for our role as global citizens.

Civility | We advocate civility in all our interactions. We show respect for each other and hold ourselves and others accountable.

Lifelong Learning | We embrace the love of discovery and foster collaborative, connected, and active lifelong learning.

Engagement | We promote leadership and service as a civic responsibility. We strive to become servant-leaders. We honor and are active participants in the life of our home region and beyond.

Spirituality | We encourage the spiritual quest. We challenge each other to discover, intellectually articulate, and embrace a life-affirming spiritual faith and/or philosophy of life.

**EDNA JENKINS-MANN SCHOOL OF NURSING | UNION COMMONWEALTH
UNIVERSITY
MISSION, PHILOSOPHY, GOALS AND STUDENT OUTCOMES**

Edna Jenkins Mann School of Nursing Mission Statement

The Edna Jenkins Mann School of Nursing is dedicated to providing an environment of scholarly questioning, inquiry, and service. The liberal studies, sciences, and nursing core prepares graduates to address the holistic health care needs of diverse populations in the region and beyond, and to pursue graduate education.

THE PHILOSOPHY OF THE DEPARTMENT OF NURSING

The faculty of the School of Nursing of Union Commonwealth University believes that nursing is both an art and a science, and is enhanced by the liberal arts and science education provided in a baccalaureate program situated in an institution of higher education. We believe that professional nursing practice involves using knowledge, theory, evidence, and clinical reasoning to care for individuals, families, groups, and populations. We further believe that personal responsibility, autonomy, professional responsibility, and lifelong learning are hallmarks of a professional nurse.

We believe in a holistic view of nursing care including the care of the body, mind, and spirit. For professional nurses, the patient is defined as an individual, family, group, or population with unique worth and dignity. The goal of professional nursing is to assist patients in attaining the highest level of health possible. Health is not the absence of disease or disability but involves the well-being of the body, mind and spirit, and is defined individually and culturally. We believe that health is influenced by the complex and dynamic interactions between, and within the internal and external environment.

We believe that nursing education is an interactive, developmental, and discovery process when students come as transfer students from previous nursing studies. Transfer students must have met the passing standard from the transferring institution. We believe in the development of highly prepared professional nurses through one-on-one interactions with faculty and experts in the field, questioning, scholarly literature research and writing, contextual learning, and the integration of a humanistic, caring philosophy. We believe that professional education for working adults should encourage the learners to integrate what they are learning into their real life work when possible. We believe in educational mobility and lifelong learning in nursing and encourage students to pursue graduate education in the area of their interest following graduation from Union Commonwealth University.

NURSING DEPARTMENT GOALS

The Edna Jenkins-Mann School of Nursing seeks to:

1. Attract, develop, and retain excellent students with a passion for the art and science of nursing and lifelong learning.
2. Create an educational environment that fosters the development of leaders through stimulating questioning, debate, and collaboration.
3. Graduate professionals who are caring and are prepared to use evidence, knowledge, and clinical reasoning in holistically addressing healthcare needs.
4. Prepare graduates for lifelong learning and leadership positions in nursing.

NURSING PROGRAM STUDENT OUTCOMES

The graduate of the Edna Jenkins-Mann School of Nursing of Union Commonwealth University will:

1. Use the knowledge, theory, evidence, and clinical reasoning to provide nursing care for patients across the lifespan.
2. Effectively express ideas in written and oral communication.
3. Participate in the coordination of care through an inter-professional teamwork approach to care for individuals and groups of patients.
4. Manage the provision of nursing care through effective leadership and organizational skills.
5. Practice within the context of professional, ethical, regulatory, and legal codes.
6. Participate in political and regulatory processes that affect the health and well-being of society.
7. Evaluate and use current and relevant technology and healthcare informatics.
8. Create and foster a culture of safety and quality.
9. Apply teaching/learning strategies and the nursing process to health care education.
10. Demonstrate behaviors that support, enhance, and promote patient health, comfort, and hope.
11. Articulate the value of lifelong learning within the nursing profession and develops a plan for continued education and educational mobility.

STUDENT RESPONSIBILITIES FOR POLICIES IN THE NURSING MAJOR

The Student Handbook for Nursing Majors (Pre-Licensure) is available on the School of Nursing (SON) Web page. Students are responsible for reading the handbook and checking the SON Web page frequently for updates. The student is responsible for following the SON policies as presented in the handbook.

The SON reserves the right to modify school policies and procedures. Students must periodically consult their nursing faculty advisor and check the Web page to obtain the most current information. The SON will make every effort to notify currently enrolled students in the nursing major of changes by Union Commonwealth University email. Changes and updates will also be posted on the SON Web page. The only authorized e-mail address for academic, administrative, and co-curricular communications between Union Commonwealth University and its students is through the <unionky.edu> e-mail system. Each student is responsible, for monitoring his/her Union Commonwealth University e-mail account frequently (preferably daily). Regardless of year of admission, each Union Commonwealth University Nursing Student must follow the latest version of the handbook.

Students are required to acknowledge reading the information in the Handbook and for adhering to all policies. Students are required to sign a document indicating that he/she has read and understand the policies in the handbook. A copy of this document is at the end of the Handbook (**Appendix A**). A copy of this form will be provided to students for signature prior to beginning the first course in the nursing major. The signed copy will be placed in the student's academic file. The student will sign Appendix A for the latest version of the handbook.

DOCUMENTATION REQUIRED BEFORE BEGINNING FIRST SEMESTER OF THE SCHOOL OF NURSING AND THEREAFTER AS SPECIFIED

How to Submit Documentation

- **All required documentation must be submitted by deadlines as specified in this section.** All materials must be submitted prior to starting the first nursing class. Submit completed documents in ONE large manila envelope. Mail to:
Mrs. Brisja Brewer, Administrative Assistant CPO Box 10
310 College – Union Commonwealth University Barbourville, KY, 40904
- You may hand deliver the documents to Mrs. Brewer (Nursing and Health Science Building, Office “113”). Documents must be placed in one large manila envelope, clearly marked with your name and date.
- A checklist summarizing required documentation can be found in **Appendix B**.

Materials due by July | Start of Program

- **Student Health Form:** A student health form (Appendix C) must be completed and signed by a licensed health care provider (MD, PA, or NP). Health forms remain current for the time the student is enrolled in the program. The student is responsible for informing the Dean of the SON of any changes in physical and emotional health, which would interfere with providing safe care during the time the student is in the program.
- **Documentation of Immunizations/Screening Requirements Specific to the School of Nursing (Appendix D).**
 - **Tuberculosis Screening Results:** All students must be screened for TB prior to beginning the nursing program and submit results (signed by healthcare provider) annually. Students should be screened via the Mantoux tuberculin skin test (TST) unless contraindicated (severe reaction to previous TST, i.e., necrosis, blistering, anaphylactic shock or ulcerations). Students who have not been previously tested for tuberculosis by TST must be tested using the two-step method.
 - In the event that the student has a positive TST, follow-up and treatment (as applicable per CDC guidelines) by the student’s healthcare provider must be initiated prior to beginning the nursing major.
 - **Varicella:** Provide proof of vaccination (series of 2 at least 28 days apart), or a serum titer indicative of immunity.
 - **Hepatitis B:** Provide proof of immunization of complete series (3)
 - **MMR:** Provide proof of vaccination
 - **Tdap:** Provide proof of vaccination
 - **Influenza vaccine:** Required annually. The deadline for the influenza vaccine is November 1 or otherwise directed each semester.
 - **COVID vaccine:** Although not currently required by the SON, all students must report vaccination status and any exemptions; must provide documentation. The SON will be following clinical agency policies regarding vaccination status needs. If you do not meet the clinical agency policy guidelines, your progression in the program may be delayed as you will be unable to meet the clinical objectives required to pass the clinical portion of the curriculum.

Students are responsible for obtaining vaccinations. Vaccinations can usually be obtained at a reduced cost through your local health department.

Proof of completion of Basic Life Support for Healthcare Providers (BLS) Training

- The American Heart Association Health Care Provider Life Support (BLS) is required.
- **Note** – BLS certification that is conducted fully online is NOT acceptable.
- Students are responsible for locating a program (check your regional newspaper, area hospitals, the YMCA, and your local health department) and for all costs of the program (usually between \$50-\$100).
- Students must submit a copy of the certification card (front and back) as proof of completion. NOTE- Some cards expire in one year, some in two years. Must upload to CastleBranch.
- Students are responsible for maintaining an unexpired BLS status for the duration of the program.
- Attending ANY clinical course with an expired CPR card will result in a grade of Unsatisfactory for the clinical course and dismissal from the nursing major.

Professional Liability (Student) Insurance

- Union Commonwealth University insurance covers nursing students and faculty during clinical rotations.

Criminal Background Checks:

- All nursing students must have an approved criminal background check completed prior to beginning the nursing program.
- Results of the criminal background check must be submitted to the Dean of the School of Nursing and Health Sciences by July 1 of the year applying.
- Criminal findings will be reviewed by the School of Nursing. When required by the clinical agency, background check results may also be submitted directly to that agency for review.
- Clinical agencies have the right to refuse acceptance of students with positive criminal background checks for clinical practicums. In the case of denial of admission to a clinical or practicum agency because of a positive criminal background check, the student will be unable to meet clinical and/or practicum requirements for the nursing program and this will result in dismissal from the nursing major.
- Any criminal conviction, including felony or misdemeanor or convictions of major traffic infractions that occur subsequent to completion of the criminal background check must be communicated in writing to the Dean of the School of Nursing within three (3) days after such a conviction has been entered by the court, notwithstanding the pendency of any appeal. A hold on clinical activity will be enforced until all infractions are corrected.
- The Dean of Nursing will report the conviction to clinical agencies in which the student has been assigned or will be assigned for clinical practicum. In the event that a clinical agency denies placement to a student based on the conviction, the student will not be eligible to complete the clinical course and will not progress in the program.
- At the end of the nursing program, when applying to the KBN, you must include all infractions of any type; your application may be delayed or denied.

Nursing Student Drug Screening Policy

- To provide a safe working environment, area hospitals and other institutions require individuals who provide care to patients to undergo drug testing. For this reason, students in the School of Nursing will undergo testing to meet the criteria of clinical agencies.
- The Edna Jenkins Mann School of Nursing enforces a **zero tolerance for impairment due to alcohol and/or drug use while on campus or in clinical affiliation experiences**. Infringement of this policy will cancel the offer of admission, and for those admitted to the nursing programs, be subject to disciplinary action up to and including academic dismissal. This policy supersedes the Union Commonwealth University Alcohol/Substance Use policy.
- Student admission to the nursing program is contingent upon a drug screening test (10 or greater panel urine screening) result indicating no evidence of drug use. A drug screening result indicating dilution of the sample will require a repeat drug screening. A positive drug screening result will be followed up with a confirmatory drug test.
- Students must submit an Acknowledgment and Consent for Drug Screening Form (Appendix E) prior to being tested, but no later than August of each year.
- The student is responsible for the cost of drug screenings and follow-up drug testing.
- In the event of a drug test result indicating use of an illegal drug or controlled substance without a legal prescription, student admission to the nursing program will be denied.
- Results will be submitted to the Dean of the School of Nursing.
- After admission to the nursing program, at any time faculty or the Dean of the School of Nursing suspect a student is impaired due to drug or alcohol use while in the clinical, classroom, or campus areas, the student will be removed from the area and required to undergo immediate testing for drug and alcohol use at the student's expense. Impaired students will not be permitted to drive and must bear the cost of transportation. The student will be suspended from all clinical and classroom activities until the investigation into the situation is complete.
- At the expense of the student, students will be required to participate in random drug screening during clinical, if the assigned institution requires said screening.
- Students will be permitted to take legally prescribed and/or over-the-counter medications consistent with appropriate medical treatment plans while on duty. However, when such prescribed or over-the-counter medications affect clinical judgment, the student's safety or the safety of others, the student will be removed from clinical. The Dean will be consulted to determine if the student is capable of continuing to participate in academic and clinical programs

CORE PERFORMANCE STANDARDS NECESSARY FOR STUDENTS TO ACHIEVE PROGRAM OUTCOMES

An applicant to the nursing major must be able to perform safely in the following areas: sensory, **observation, communication, motor, and intellectual-conceptual and quantitative skills**. An applicant must meet the competencies in spite of any disability, with or without reasonable accommodation. These core performance standards are the minimum competencies necessary to provide safe and effective nursing care to protect the public.

Nursing Student Essential Abilities

All students accepted into the nursing program must have essential abilities, which are physical, cognitive, and psycho/social/cultural in nature. These abilities are necessary to successfully complete the curriculum and function as a professional nurse. If a student has concerns about being able to perform one or more of the essential functions, he/she may make an appointment with the Disability Officer to discuss concerns and learn about reasonable accommodations. Progression in the program may be denied if a student is unable to demonstrate an essential ability.

Physiological Functions (with examples of skills)

- Fine Motor Skills
 - Fill a syringe with medication
 - Measure blood pressure
 - Maintain sterile field
- General Motor Skills
 - Stand and walk without assistance
 - Walk between patient rooms and/or respond to emergencies.
 - Maintain balance without assistance
- Physical Endurance
 - Provide active nursing care over an entire shift (up to 12 hours)
 - Stand for long periods of time
- Physical Strength
 - Have sufficient strength to push, pull, turn and position equipment and persons.
 - Lift 40 pounds or more
- Hearing Ability
 - Hear sounds within normal range
 - Effectively listen with a stethoscope
- Visual Ability
 - Clearly observe a person and objects at a near and far distance
 - Read fine print (e.g. nutrition label)
- Touch (tactile) Ability
 - Feel differences in temperature
 - Detect changes in surfaces (e.g. skin)
 - Feel pulses
- Sense of Smell
 - Detect odors

Cognitive Functions

- Perform math calculations (basic algebra). Dosage calculations.
- Speak, read, write and understand the English language at the 12th grade level.
- Professionally express and exchange ideas in verbal or written form using the English language.
- Use cognitive (think) abilities to measure, calculate, reason, and analyze information and data.
- Prioritize data to make decisions.
- Transfer knowledge to accomplish application of theory principles to the practice setting.
- Utilize computers to access and store information.

Psychological/Social/Cultural Functions

- Conduct self within the ethical and legal standards of practice in all practice settings.
- Effectively function in stressful situations.
- Maintain control of emotions.
- Respond professionally to angry or unpleasant persons.
- Interact therapeutically to angry or unpleasant persons.
- Work effectively in a group or as part of a team.
- Concentrate on a task without being distracted.
- Effectively manage time and respond to schedules/deadlines.
- Manage two or more actives or sources of information without becoming confused.
- Utilize problem-solving and decision-making skills.
- Adapt to change.
- Assume responsibility for own actions

The following core performance standards and capabilities for nursing students provide descriptions of the observational, communication, motor, intellectual-conceptual, and quantitative abilities necessary for success in nursing. Note that these descriptions are intended to be examples rather than all-inclusive. The Dean of Nursing has the authority to address student core performance standards and capability issues on an individual student basis.

- **Observation /Sensory Abilities:** Applicants must possess adequate sensory abilities or demonstrate appropriate compensation for sensory deficits.
Examples: The applicant must be able to observe a patient accurately at a distance and close at hand. Observation relies on the functional use of vision and touch, enhanced by the sense of smell.
- **Communication:** The applicant must be able to speak, hear, and to observe patients to obtain information, describe changes and perceive non-verbal communication. A candidate must be able to communicate effectively and sensitively with patients and peers in English.
Examples: Communication includes speech, writing, and reading. The applicant must be able to communicate effectively and efficiently in oral and written form with patients, families, peers, and other members of the health care team.

- **Motor:** An applicant must have sufficient motor function to obtain information from patients by palpation, auscultation, percussion, and other assessment techniques. The applicant should be able to execute motor movements reasonably required to perform general care and emergency treatment of patients such as (but not limited to) cardiopulmonary resuscitation, administration of intravenous medications, and manipulation of life support devices. These actions require coordination of both gross and fine motor muscular movements, equilibrium, functional use of the senses of touch and vision, and the ability to think critically.
- **Intellectual-Conceptual, Integrative and Quantitative Abilities:** The applicant must be able to demonstrate critical thinking and problem-solving skills required of nurses. Essential intellectual abilities include measurement, calculation, reasoning, analysis and synthesis.

Students who are accepted into the nursing major must sign a document (**Appendix F**) certifying that he/she is able to meet the core performance standards with or without accommodations.

Students who cannot meet the core performance standards, with or without accommodations, will be withdrawn from the nursing major.

Students must notify the Dean of the School of Nursing (SON) if changes in physical or mental health occur that may impair the ability to meet the core performance standards.

STUDENTS WITH DISABILITY ACCOMMODATIONS

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) should contact one of the following:

- The Associate Dean of Student Success, Sharp Academic Center, Room 3119, phone number (606) 546-1259. Office Hours 8:00 a.m. to 4:30 p.m. Monday- Friday
- The Education Retention Specialist, Sharp Academic Center, Room 3110, phone number (606) 546-1258. Office Hours 8:00 a.m. to 4:30 p.m. Monday- Friday 12:00 to 1:00 lunch time.
- Students with disabilities should request accommodations prior to or early in the semester. Each request for accommodations will be examined on a case-by-case basis to determine eligibility.
- DO NOT request accommodations directly from the professor or instructor. Professors and/or instructors are NOT authorized to make reasonable accommodations.
- **Students who require disability accommodations must be able to meet the core performance standards necessary to provide safe and effective nursing care while maintaining the safety of the public served by the profession of nursing.**

ADMISSION TO THE NURSING PROGRAM

All students must make a formal application to the nursing major according to the Union Commonwealth University declaration of primary major process. The Declaration of Major process is initiated by the Department of Academic Services.

Three criteria are used in calculating the admission score for the pre-licensure track for non-RNs. Admission to the upper-division nursing (junior and senior year) major is competitive for pre-licensure students. Priority is given to the best-qualified (as defined by the admission criteria only) students to fill the limited number of seats in each class. The following criteria are used to rank students for the competitive process:

1. Cumulative GPA | 25% or 25 Points

The entire post-secondary cumulative GPA (as reported to the Union Commonwealth University Registrar by the University's the applicant has attended). A cumulative GPA of 2.75 is required to submit an application to the major. **HOWEVER**, be advised that generally, a much higher GPA is required for acceptance into the program. The GPA is calculated on the basis of the entire undergraduate record.

GPA Points	Points
2.749 or less	= 0 Points (No Admittance)
2.750-2.999	= 5 Points
3.000-3.249	= 10 Points
3.250-3.499	= 15 points
3.500-3.749	= 20 points
3.750-4.000	= 25 points

2. ACT score | 25% or 25 Points

Only the ACT will be considered; SAT or GRE scores will NOT be substituted. A minimum of 18 is required to apply, but a higher score may be required to be competitive in the admission process. **Transfer students must have an official ACT score sent to the School of Nursing.**

ACT Score	Points
17 or less	= 0 Points (No Admittance)
18-20	= 5 Points
21-22	= 10 Points
23-24	= 15 points
25-26	= 20 points
27+	= 25 points

3. ATI TEAS Nursing School Admissions Test | 50% or 50 Points (MUST SCORE AT LEAST 58)

The Test of Essential Academic Skills, or TEAS, Nursing School Admissions Test is a required pre-admission standardized exam assessment tool that test an applicant's readiness for nursing school. The TEAS exam covers four main content areas: reading, math, science, and English and language usage. The test must be taken, and a score of at least 58 must be on file at the Union Commonwealth University School of Nursing. Scores must be reported directly from the TEAS Admissions Exam. If you previously took the Kaplan Admission Test (KAT) at Union and did not achieve the minimum required score, you will not be permitted to take the ATI TEAS.

It is strongly recommended that applicants prepare for the TEAS by purchasing the 2024/2025 Official ATI TEAS Study Guide 7. ISBN: 1565332725 ISBN13: 9781565332720

TEAS %/Points/Correct	Points
58 or less	= 0 Points (Must Retest)
58-64	= 10 Points
65-69	= 15 Points
70-74	= 20 Points
75-79	= 25 Points
80-84	= 40 Points
85-89	= 45 Points
90-100	= 50 Points

**Using these 3 criteria, an admission score of 0 to 100 points is derived and used to rank applicants.

Additional criteria required of accepted students include adult/infant CPR certification, criminal background check, drug testing, and evidence of physical and mental health that enables the student to participate in and complete the program.

Applicants are personally responsible for ascertaining that their academic records and application packet are complete and correct. Incomplete applications will not be considered.

Nursing Program Prerequisite Completion Checklist:

- Note - Students who are accepted to the Nursing Program and fail to complete the required prerequisites with a grade of C or better prior to the first day of class in the fall semester, will forfeit their seat in the class.

- If students complete any remaining prerequisites during the Spring and Summer semester, official transcripts reflecting completed coursework during these terms must be submitted to the Union Commonwealth University Office of the Registrar prior to the nursing program start date.
- Prerequisites include: BIO 101 or 109 – Elements of Biology (3 hours) or BIOL 111); BIO 330 – Vertebrate Anatomy and Histology with lab (4 Hours); BIO 331 – Human Physiology with lab (4 hours); BIO 235 – Microbiology (3 hours); CHEM 230 – Intro to General, Inorganic/Organic Chemistry; PSYH 200 – Introduction to Psychology; PSY 332- Lifespan Psychology; WELL 361 Principles of Nutrition or ATHT 310 Sports Nutrition; NURS 101- Introduction to Nursing; and NURS 301-Foundational Nursing.

*For transfer students, the nursing prerequisite cumulative GPA will be calculated based on students' grades earned in all previous courses taken as evidenced on their official transcripts from the grade-granting institution. Transfer-in hours must meet the passing standard from the transferring institution.

Note: Once admitted to the nursing program; no outside transfer work will be counted toward your GPA. Example: If you are unsuccessful in BIO 235; you may be able to repeat at an outside University with permission, however, the grade earned from the outside agency does not count toward your Union Commonwealth University earned GPA.

PROVISIONAL ADMISSION | PROGRESSION THROUGH THE NURSING MAJOR

Students apply to the nursing major in the fall of the year prior to beginning the program the following fall and are notified of acceptance, probationary provisional, denial of acceptance, or waitlist status prior to the upcoming spring semester.

Provisional Admission Status

All students are admitted on a provisional basis, once admitted to the Nursing major, all students must maintain the following standards to progress from one semester to the next:

- All pre-requisites are completed prior to the beginning of the first nursing class in the fall and a cumulative GPA of 2.00 or above is maintained following admission. Admission will be withdrawn for any student who fails to meet this requirement.
- Students are admitted pending a criminal background check, which will be conducted in the summer semester, prior to admission. Admission will be withdrawn for students who, in the judgment of the Dean of the School of Nursing and the Admissions Committee, have been convicted of or have pending a charge that would not be acceptable by the Kentucky Board of Nursing (KBN).
- Students are admitted pending a negative drug screen.
- All required documentation is completed and submitted by the July of the Fall admission date.
- The Test of Essential Academic Skills, or TEAS, Nursing School Admissions Test is a required pre-admission standardized exam assessment tool that test an applicant's readiness for nursing school. The TEAS exam covers four main content areas: reading, math, science, and English and language usage. The test must be taken, and a score of at

least 60 must be on file at the Union Commonwealth University School of Nursing. Scores must be reported directly from the TEAS Admissions Exam. It is strongly recommended that applicants prepare for the TEAS by purchasing the 2024/2025 Official ATI TEAS Study Guide 7. ISBN: 1565332725 ISBN13: 9781565332720

Probationary Provisional Status

Students who are admitted with probationary provisional status must meet the above provisions and in addition to the following:

- Complete the spring and summer (if applicable) semesters with a cumulative GPA of 2.75 or better.
- The student must maintain a minimum GPA of 2.00 following admission into the nursing program; if the student's GPA falls below a 2.00 following admission into the program; the student will be excluded from the program without the option for readmission.
- Follow all attendance policies as required for courses and clinical work.
- Participate in and document activities that will promote academic success in the nursing major.

Failure to meet these requirements will result in withdrawal of admission. If admission is withdrawn, students who wish to be considered for future admission to the nursing major must re-apply. Applications are not carried forward from one class to the next.

Transfer of Upper-Division Nursing Credits

Students accepted into the nursing major who have previously completed 300 or 400 level non-clinical nursing courses may request transfer credit for equivalent courses. To be considered for transfer credit, the courses must have been completed at a baccalaureate-granting institution that is accredited by a nationally recognized, regionally accrediting agency, as well as by a nursing program that is accredited by either ACEN or CCNE. Transfer credit may be requested only if the passing standard is met from the transferring institution.

To request consideration of transfer credit:

- The student must provide a letter from the Dean or Director of the school of nursing from which the credit was earned, stating that the student is in good standing with that program.
- Provide a copy of the University/university catalog, applicable course syllabi and course content materials that provide evidence of course equivalency.
- The student must submit evidence that a passing score, per the standard of the transferring institution, was obtained for transfer hours to be considered. Additionally, the student must have maintained at least a 2.75 from the transfer university.
- Provide evidence that no more than one year has elapsed since the course (didactic) was completed. The student may be required to successfully pass the NURS 301 final exam, another form of competency exam, and/or pass skills check off before being admitted.

Transfer of credit requests will be considered as follows:

- Nursing faculty who teach the comparable course at Union Commonwealth University will evaluate the material provided and submit a recommendation to the Dean.
- The Dean of the SON, in consultation with nursing faculty (nursing faculty committee), will determine course equivalency.
- Students will be notified by email of decision regarding transfer credit.

The maximum allowable transfer hours for courses in the nursing major is six hours total (didactic). NO clinical courses or their coinciding didactic courses will be considered.

PROGRESSION REQUIREMENTS

Students are admitted to the upper-division nursing major on a full-time basis. Policies for progression in the nursing major are:

Once admitted to the Nursing major, all students must maintain the following standards to progress from one semester to the next:

- Students are required to complete all liberal studies courses and nursing pre-requisites prior to beginning the first nursing class in the fall semester.
- Nursing courses are sequenced. All first semester courses must be successfully completed before enrolling in second semester courses. All junior level courses must be completed before enrolling in senior level courses.
- A grade of 77% or above is required to achieve a passing grade in nursing courses. In order to achieve a course grade of 77% in a didactic nursing course, both the exam averages; graded quizzes and the final course grade must be at least 77%.
- Students must achieve a grade of 77% (weighted average of exam, graded quiz scores, case studies, portfolios, etc.) on exams before additional graded items (such as papers, presentations, case studies, tickets to class, etc.) are included in the course grade.
- If the exam average grade is below 77%, the student will earn the score of the average for his/her grade and will not be able to progress.
- Students who achieve a final course grade of less than 77% in any nursing course are not eligible to enroll in subsequent nursing courses.

COURSE FAILURE

- **Failure in any two nursing courses (i.e., didactic and/or clinical) will result in dismissal from the nursing program, without the option for reapplication.**
- If a student fails one nursing course, the student may petition the School of Nursing Admissions committee to be accepted into the ONE failed course. The final decision is left to the Dean of Nursing.
- **Nursing students who are unsuccessful in passing any Nursing Course** are not eligible to progress and must reapply for admission to the nursing major during the next admission cycle based on a space-available basis. There are no guarantees the student will be accepted back into the program of nursing.
- **Nursing course failures are considered as follows:**
 - **Failure in any didactic course with related clinical.** If a student receives a failing (<77% weighted exam score average) grade in a didactic course, but

passes the related clinical course, the student must repeat the didactic course and the clinical course if readmitted to the program.

- If the student receives a Satisfactory 'S' in the clinical component; the failure will count as ONE FAILURE; the student will be allowed to reapply for readmission to the nursing major during the next admission cycle; this is based on a space-available basis. There are no guarantees the student will be accepted back into the program of nursing.
- **Failure in didactic course with coinciding clinical.** If the student receives an Unsatisfactory 'U' in the clinical component; the failure will count as TWO FAILURES.
- **Failure in two didactic courses. Failure in any two nursing courses will result in dismissal from the nursing program, without the option for reapplication.**
- A grade of 'S' - satisfactory is required for all clinical/practicum courses. Students who do not achieve a grade of 'S' in any clinical/practicum course cannot progress in the nursing major. Additionally, the student will receive a failing grade in the coinciding didactic course, constituting failure in two nursing courses, resulting in dismissal from the nursing program, without the option for reapplication.
- **A nursing course (didactic or clinical) may be repeated only once. Failure in any two nursing courses will result in dismissal from the nursing program, without the option for reapplication.**
- Do not discuss grades, lab check offs, simulations, or exam questions following exams in any nursing course. Discussion of grades to include lab check offs and/or exam questions may result in course failure.

GRADING SCALE

The grading scale adopted by the Nursing Department is as follows:

A = 93-100

B = 85-92

C = 77-84

D = 69-76

F = Below 69

A grade of "A", "B", and "C" is given for satisfactory work. The grade of "D" is unsatisfactory. The grade of "F" is given for work failed. For the purpose of converting letter grades to a numeric expression, the following scale is used for nursing courses: A: 100-93; B: 92-85; C: 84-77; D: 76-69; F: 69-0.

ROUNDING POLICY | Quizzes, Exams, Mid-term and Final Grades for NURS Courses

- Graded quizzes, exams, mid-term and final grades will **NOT** be "rounded-off", e.g., 84.9 will be recorded as a "C"; a grade of 76.5; 76.6; 76.7; 76.8; 76.9 will be recorded as a 'D'. As a confirmation any final grade that results in a "D" or "F" for any NURS course

will be reviewed by two faculty members with final confirmation by the Dean of Nursing. **Extra credit is not an option for exam scores (individual or weighted average).**

Dosage Calculation Progression Policy

The Edna Jenkins Mann Nursing program faculty have voted on and adopted a dosage calculation policy as a condition of progression in the program. The dosage calculation exam will be given each semester (junior semester – fall; junior semester – spring; senior semester – fall and senior semester spring. Students must achieve an 85% on the exam to progress in the program. The student will have 3 (three) attempts to score an 85% or higher on the exam. Once a student attempts the exam for the third time and does not achieve an 85% or higher, the student will be administratively withdrawn from the program.

The dosage calculation exam score DOES NOT count as an exam grade in any Nursing course in the program. This exam is a progression exam; the score is not calculated toward any other program course. The dates and times for the exams will be released at the beginning of each semester. Upon completion of the spring sophomore year, the admitted students will be sent a self-study dosage calculation packet to be completed prior to the start of the junior fall semester. Students are expected to complete the packet and be prepared for the dosage calculation exam on the first day of class.

INCLEMENT WEATHER POLICY

Union Commonwealth University cancels classes and closes offices when [inclement weather](#) is a threat to faculty, staff and student safety. For information about weather delays or closures, check the Union website, Union email, and text alert. Also, please sign up for Union Commonwealth University text weather alerts.

Since clinical assignments often begin before the University makes decisions about inclement weather, the clinical faculty will make the decision regarding cancelling clinical due to inclement weather. Students will be notified via EMAIL if clinical is canceled. Additionally, if the University cancels classes, clinical is also cancelled. When in doubt, EMAIL the clinical faculty prior to traveling to clinical.

Anticipated Costs of the Nursing Program
 (In Addition to Regular University Tuition & Fees)
 All costs are subject to change.

Item	Estimated Cost	Notes
CastleBranch Screening		Required for clinical participation
- Package: Criminal Background Check & Drug Screen	\$141.98 (Fall, Junior & Senior Year)	Required each year (Fall-Junior Year & Fall-Senior Year)
- Criminal Background Check (if repeated)	\$40	Estimated cost if needed
- Drug Screening (if repeated)	\$50	Estimated cost if needed
- Follow-up Drug Test (for positive result)	\$250	Estimated cost if needed
Required Immunizations	Varies	Costs depend on provider
Physical Examination (prior to entering program)	Varies	Costs depend on provider
Health Insurance / Proof of Coverage	Varies	Required for clinical participation
American Heart Association CPR Certification	\$70	Required before clinical
*Student Nursing Association Club Fee	\$50 (Fall, Junior/Senior Year)	Annual membership fee-See description below
Uniform, Shoes, etc.	\$250	Estimated cost; may vary
Textbooks/Electronic Media	Included in ATI Fees	Replaces traditional textbooks
Professional Liability Insurance	Provided by University	No additional cost to students
Nursing Drug Guide	Varies	Required for clinical
Transportation to Class/Clinical Sites	Varies	Students are responsible for transportation
Nursing Pin	Provided by Program	Given at pinning ceremony
Replacement Nursing ID Badge	\$25	If lost or damaged
Nursing Lab Kit & Supplies	\$400 (Fall, Junior & Senior Year)	Includes required equipment (see detailed list)
ATI Engage Interactive Learning (Replaces Textbooks)	\$575/Semester	Provides digital learning resources

Senior Year – Spring Semester NCLEX Prep

Item	Estimated Cost	Notes
Kaplan 3-Day Live Review	\$425	NCLEX preparation course
ATI 3-Day Live Review	Included in ATI Fees	Required for students

Post-Graduation Licensing Fees

Item	Estimated Cost	Notes
NCLEX-RN Exam	\$350	Required for RN licensure
Kentucky Board of Nursing Fees	\$125	Subject to change
Fingerprinting/Background Check/Processing Fees	\$70	Required for licensure
Jurisprudence Nursing Exam-KBN	\$15	Required for licensure

POLICIES RELATED TO INPROPER STUDENT BEHAVIOR AND HEALTH

Health and Behavioral Problems

The student who, has been evaluated and/or demonstrates, a physical, emotional, or behavioral health problem that interferes with safe practice, will be removed from learning experiences until the problem is resolved to the satisfaction of the School.

- A health problem includes behaviors that are injurious or potentially injurious to either the student, faculty, her/his patients, any individual, resulting in conduct detrimental to a classroom, seminar, clinical, practicum, or laboratory experience.
- Professional ethics and Kentucky law require a nurse to protect patients from unsafe practice. Thus, the nursing student is obligated to reveal to nursing faculty her/his own or others' questionable conduct that might interfere with safe practice.

Policy on Removal from a Learning Experience

If any health issue and/or problem behavior arises causing disruption to a classroom, practicum, seminar, clinical, or laboratory experience, the student will be removed from that learning experience.

- At such time, a conference will be scheduled between the faculty and student as soon as practical to discuss the behavior problem and/or health issue.
- A written record of this conference will be placed in the student's file, and the student will be given the opportunity to make written comments on her/his own behalf.
- The student may be required to obtain professional assistance for any health problem or issue that arises.
- The entire cost of such assistance will be the student's responsibility.
- The student must give the practitioner providing assistance (i.e., MD) permission to report to the School of Nursing (SON) that the student is receiving assistance and dependent on the severity and nature of the health/behavior issue is able to safely continue performance in the nursing program.

Dismissal from the Nursing Major Due to a Health Issue

The faculty believes that some health problems may be responsive to treatment; a medical evaluation and treatment program must be completed.

Dismissal from the nursing major due to a health problem may occur in the following situations:

- If the conduct persists and the student does not get the required professional assistance required.
- Dependent on the date, the student may have an opportunity to withdraw from the course if the health issue lasts more than one week and the student fails to complete assignments and clinical/practicum experiences that cannot be made up before the end of the semester.
- If the health issue is not responsive to treatment, or the student continues to demonstrate insufficient improvement in safe practice, she/he will be dismissed from the program and remain ineligible for readmission.

- Before the student is dismissed, a conference will be scheduled between the faculty and student to discuss the health problem.
- A written record of this conference will be placed in the student's file, and the student will be given an opportunity to make written comments of her/his own.

Dismissal from the Nursing Major Due To Improper Conduct

The school of nursing has academic, legal, and ethical responsibility to protect members of the public, students, faculty, staff, and of the health care community from unsafe or unprofessional conduct. It is within this context that students can be academically sanctioned, disciplined, or dismissed from the nursing major.

Improper conduct is defined as:

- An act or behavior of the type that is prohibited by the Kentucky Nurse Practice Act or Administrative Code (Rules) (available online at <https://apps.legislature.ky.gov/law/statutes/chapter.aspx?id=38813>).
- An act or behavior that goes against a clinical agency to which the student is assigned.
- An act or behavior that violates the American Nurses Association statement of ethical standards, the [Code of Ethics for Nurses](#).
- An act or behavior that threatens, or has the potential to threaten, the physical, emotional, mental, or environmental safety of the patient, family member, another student, faculty member, other health care provider, or any member of the public.
- An act or behavior that constitutes a practice a student is not prepared, authorized, or permitted to perform.
- An act or behavior that is disruptive to the learning environment.
- Improper conduct also extends to social media and posting in any manner whether via pictures, words or other expressions regarding a clinical site, any virtual simulations or the school of nursing, in a negative manner. That includes any post that violates any Federal or State law including the Healthcare Information Privacy and Portability Act (HIPPA). EXAMPLE: Posting a selfie of yourself at a clinical site.

Social Media Improper Conduct Policy | Policy in Effect Upon Receiving & Signing for Handbook

In exchange for the educational opportunities provided to the student, the student must comply with all state, local and federal requirements governing the privacy of medical information. I agree to uphold all HIPPA (Healthcare Information Privacy and Portability Act) and other privacy requirements during my clinical rotations.

I understand that I am bound to comply with all privacy requirements when I am not in the classroom, lab, clinical or practicum, including in my conversations with family, friends, and peers. I will be held accountable for maintaining the privacy of any information I obtain, see, or am given during my clinical rotation. To uphold the privacy of such information, I agree to not post or discuss any clinical experience or information regarding my experience with the clinical agency, the clinical agency staff, or its clients/patients on any internet social media (Facebook, Twitter, email, Instagram, and others not mentioned) I will be prohibited from returning to the

clinical site if I violate any privacy requirement in any regards. Such violations will result in a delay in completing my degree requirements or in future disciplinary action against me by Union Commonwealth University. To alleviate the risk of photographs being taken at any clinical experience cell phones must be left in the student's personal vehicle or at home. **Cell phones and Apple watches or any other device not mentioned above that sends and receives calls, text, etc., ARE NOT PERMITTED AT THE CLINICAL SITE.** Students that violate this policy in any way will be reported to the Dean of Nursing and any infractions will result in disciplinary action by the School of Nursing and Union Commonwealth University.

Professional Boundaries: Faculty members are expected to maintain professional relationships with students, characterized by mutual respect, academic engagement, and appropriate boundaries. Social media friendships can blur boundaries and lead to potential conflicts. Faculty won't accept or initiate friend requests from current students.

Investigation and Evaluation of Improper Conduct

When an incident occurs that a faculty member judges to be improper conduct, he/she will notify the student and may instruct the student to immediately leave the setting. When an incident occurs, the SON handles the fact finding, the determination of the degree of seriousness of the student's conduct, and the referral to the next level of discipline, if any. If the student is dissatisfied with the outcome of the School's deliberation, he/she may appeal in accordance with the [Academic Appeals Procedures](#).

Any single safety or professionalism violation that will be disruptive to the learning environment and/or results in actual or potential harm will warrant an immediate Unsatisfactory in the course.

Academic Integrity

Honesty and integrity are fundamental values of the nursing profession and the University. Students will not lie, steal, or cheat in their academic endeavors, nor will the student tolerate the actions of those who do. It is the student's responsibility to be aware of the consequences of violating academic honesty policies and the impact such violations can have on their standing in the Nursing program, the University, and in their careers.

- Nursing students are held to the Union Commonwealth University Academic Honesty Policy, published in The Student Handbook.
- To maintain the public's trust in nurses, dishonesty will not be tolerated.
- Professors have the right to determine the appropriate sanction or sanctions for academic dishonesty.
- Acts of academic dishonesty may result in penalties ranging from a grade of zero on the paper/project/test, or a "U" in a clinical course, to failure of the entire course and immediate dismissal from the program.
- Circumstances of the act of academic dishonesty and consequent sanctions will be documented in the student's academic file and reported to the SON Dean in accordance with Union Commonwealth University policy.

Examples of Academic Dishonesty:

- Plagiarism: taking ideas/writings/intellectual properties from another and presenting as one's own.
- Writing papers for other students.
- Cheating: using illegal notes/copying on examination.
- Unauthorized collaboration: unauthorized assistance with oral and/or written material.
- Accessing or altering intellectual properties without proper consent of owner/author.
- Copying, pasting, or otherwise attempting to save a computerized exam.
- Attempting to use the internet for searching during a computerized exam.
- Sharing any information pertaining to lab check offs, virtual simulations or simulations on campus. Simulated patient information is to be kept confidential and the student follows all HIPPA guidelines.
- Taking photos of exam questions.
- Texting or emailing during a computerized exam.
- Distribution of any written lecture notes, PowerPoints or examples of test questions with other students in the nursing program will be considered an infraction of academic dishonesty and cheating. Students that attempt to make copies and sell to other students for financial gain will be subject to dismissal from the nursing program.

Confidentiality of Grades and Exam Content

Confidentiality of Grades: Student grades and assessment results are considered private and confidential information. Sharing one's own grades or discussing another student's grades without explicit permission is prohibited.

Sharing Exam Content: Sharing exam questions, answers, or any assessment-related material with peers, whether in person or online, is prohibited. This includes sharing content through any medium, such as in-person, online platforms, social media, or messaging apps.

ATTENDANCE POLICIES

Students are expected to arrive on time for all scheduled clinical, labs and classes. Punctuality is crucial to ensure the smooth flow of activities, maximize learning opportunities, and respect the time and efforts of instructors and fellow students. When a student consistently arrives late for one or more learning activities, it may indicate a pattern that disrupts the educational process and impacts the overall experience for everyone involved.

Notification of Lateness:

In the event that a student anticipates being late to a clinical lab or class, they should make every effort to notify the course faculty member in advance. This notification should be sent via official University communication channels (Union Commonwealth University email.).

Documentation and Monitoring:

Instances of lateness will be documented by the instructors or responsible faculty members. This documentation will be used to track patterns of lateness and to implement appropriate interventions if necessary.

CLASSROOM ATTENDANCE POLICY

Students must be committed to their learning by demonstrating attendance to all scheduled learning activities, such as orientation, lectures, seminars, labs, observations, ULearn activities, evaluation, conferences, etc. Refer to individual course syllabi for course specific attendance policies. Attendance means arriving on time and staying for the duration of all learning experiences, this includes all virtual learning activities.

- For an emergency or severe illness preventing a student from attending class, the student must contact the faculty member at least one hour prior to the required classroom time.
- If the emergency or severe illness occurs suddenly the student is responsible to have someone notify the instructor if they are unable to do so.
- **The only EXCUSED ABSENCE for illness is documentation from a licensed healthcare provider (MD, NP, or PA only).**
- **One Weekly Courses:** It is important to recognize that when a 3-hour class meets only once weekly, one absence is the equivalent of 2 absences in a traditionally scheduled class. Students who miss class typically do not do well in this course. You should make every effort to attend all classes.
- No other activities are to be planned that conflict with classroom learning activities. Students are responsible for resolving any conflicts that may arise.
- Students are responsible for their own transportation to and from class.
- Students are accountable for all course content and achievement of all learning objectives, thus ensuring that all students receive comparable levels of instruction.
- **Class Preparation:** Students are expected to come to each class **prepared** (having completed all reading and assignments), ready to actively engage in all learning activities, and work together as a learning group. Reading assignments are designed to prepare you to apply information – they must be completed prior to class. Detailed class preparation assignments may be posted weekly on uLearn. Check uLearn for page numbers and other assignments. The student is responsible for printing lecture notes prior to class. The reading assignments are testable material.

- **Cell Phones:** Cell phones are **not** allowed to be out during class, lab, or clinical.
- **Laptops:** Students may use personal laptops for notetaking. Students who disrupt the learning environment by using laptops for social media, email, or other non-class related materials will be asked to leave the class. Be courteous.
- **Etiquette:** Students are expected to be respectful of themselves, the instructor, and others in the classroom; refrain from extraneous conversations or other activities that disrupt the learning environment. Students must arrive on time and leave after class is dismissed. Students disruptive in the learning environment will be asked to leave the class.
- Inclement weather plans are left to the judgment of the University; be sure to check Union Commonwealth University weather updates.
- If attending class virtually (Zoom, Teams, etc.) the student must be present just as if sitting in a classroom, absolutely no distractions. No student will be allowed to be in a vehicle driving while in the Virtual course.

TARDINESS: Patterns of tardiness demonstrate a lack of commitment from the student and can jeopardize a student's success in the nursing program. Students are expected to attend all scheduled classroom learning activities (face-to-face & virtual) on time. A student is considered tardy any time after the designated start time and will result in an unexcused absence, unless the student produces an excused absence as identified from a licensed healthcare provider. Without an excused absence the following sequence will occur:

- 1st Tardiness: Student Success Learning contract; providing a written plan describing steps to overcome tardiness behaviors.
- 2nd Tardiness: The student must schedule a meeting with the Dean of Nursing to discuss tardiness behaviors and lack of ability to follow the Student Success Learning contract and written plan to overcome tardiness behaviors.
- 3rd Tardiness: Failure of the didactic course and the coinciding clinical course, or vice versa, thus, resulting in dismission from the nursing program.

ABSENCES: Classroom absences from any scheduled learning activity **will delay** the student's progress in the program. If any scheduled learning activities are missed, the student will need to make-up these learning activities or withdraw from the course. The student must produce **only excused absence for illness documented from a licensed healthcare provider (MD, NP, or PA only)**. *For students playing sports, an official email from the athletes coach indicating the reason for the absence will be required. Without an excused absence the following sequence will occur:

- 1st Unexcused Absence: Student placed on PROBATION. The STUDENT must meet with the faculty member and the Dean of Nursing.
- 2nd Unexcused Absence: Failure of the didactic course and the coinciding clinical course, or vice versa, thus, resulting in dismission from the nursing program.

The decision regarding making up of learning activities or consequent withdrawal from the course will reside with the Dean of Nursing and the faculty member.

SKILLS/ASSESSMENT LAB ATTENDANCE POLICY

Skill and assessment labs are essential; tardiness and absences are unacceptable. Attendance at all skill and assessment experiences is **mandatory**. Students must be present for the entire scheduled lab and must attend at the exact time designated for check offs.

- If there is an emergency or severe illness preventing a student from attending lab, the student must **contact the lab faculty member at least one hour prior to the required lab start time**. If the student notifies the lab faculty late, without a proper excuse and/or evidence of an emergency; the student will receive a WARNING/Unsatisfactory.
- If an emergency or severe illness occurs suddenly, the student is responsible to have someone notify the lab faculty member if they are unable to do so.
- The **only excused absence for illness is documentation from a licensed healthcare provider (MD, NP, or PA only)**.
- If you have an **excused** absence, you must make arrangements with your lab instructor to receive a demonstration of the lab prior to the next lab day and complete **1 hour** of remediation in the lab.
- If you have an **unexcused** absence, you must make arrangements with your lab instructor to receive a demonstration of the lab as well as complete **3 hours** of remediation in lab. Be on time and be prepared.
- No other activities are to be planned that conflict with lab activities. Students are responsible for resolving any conflicts that may arise.
- Students will not be excused for scheduled appointments including those with a health care provider. Childcare issues must be planned prior to classes and lab at the beginning of each semester.
- Students cannot switch skills/assessment lab times without prior approval from all lab instructors and the dean of nursing. You must keep your scheduled lab time.
- Students are responsible for their own transportation to and from lab.
- Students are accountable for all lab content and achievement of all learning objectives, thus ensuring that all students receive comparable levels of instruction.
- Failure to place sharps in a sharp container for disposal or failure of a student to keep their injection box secure at all times is a safety violation. Students will face disciplinary actions, up to dismissal from the program, for these types of safety violations.
- Inclement weather plans are left to the judgment of the University; be sure to check Union Commonwealth University weather updates.
- **Children are not permitted to be in the nursing lab nor are children to be waiting in the lounge area for the parent or guardian to finish a class or lab.

TARDINESS: Tardiness in lab activities is unacceptable. A student who exhibits a pattern of tardiness is exhibiting unacceptable lab practice that can jeopardize patient safety. A student who is tardy will receive an unsatisfactory for lab.

- 1st Tardiness: The student must meet with the faculty member and sign a Student Success Learning contract; providing a written plan describing steps to overcome tardiness behaviors.
- 2nd Tardiness: The student must schedule a meeting with the Dean of Nursing to discuss tardiness behaviors and lack of ability to follow the Student Success Learning contract and written plan to overcome tardiness behaviors.

- 3rd Tardiness: Failure of the didactic course and the coinciding clinical course, or vice versa, thus, resulting in dismission from the nursing program.

ABSENCES: Absences from any scheduled lab day **will delay** the student's progress in the program. If any scheduled lab experience is missed, the student will need to make-up the lab day or withdraw from the course. The student must produce **only excused absence for illness documented from a licensed healthcare provider (MD, NP, or PA only)**. Without an excused absence the following sequence will occur:

- *1st Unexcused Absence:* Student placed on PROBATION. The STUDENT must meet with the faculty member and the Dean of Nursing.
- *2nd Unexcused Absence:* Failure of the lab course and the coinciding didactic course, or vice versa, thus, resulting in dismission from the nursing program without the option for READMISSION.

Failure to meet the lab objectives due to any absenteeism and/or tardiness will result in an unsatisfactory evaluation "U" in the lab course. Receiving an Unsatisfactory in the lab course means you will receive a failure in the coinciding didactic course. thus, resulting in dismission from the nursing program without the option for READMISSION.

- Students who do not complete assigned preparation for lab may have **committed a safety violation**; the student may be removed from lab for the day; this is at the discretion of the faculty member. If the faculty removes the student for safety reasons; the student will receive a WARNING/Unsatisfactory and/or be placed on probation. A **second safety violation removal from lab** will result in failure of the course.
- Without a documented emergency, the student will receive an unsatisfactory for the lab day and receive a warning as described above.
- All circumstances will be evaluated by the faculty/clinical member and the Dean of Nursing.
- Every effort must be made to notify the appropriate faculty member when unavoidable circumstances will cause tardiness.
- If a student is unable to attend a lab day or is going to be late, the instructor must be notified before the scheduled lab start time.
- The student is not permitted to change lab meeting date/times without prior approval of instructor.

In the event of an Unexcused or Excused Absence, arrangements to make up the lab experience must be initiated by the student prior to the next scheduled experience. All lab time missed must be made up as arranged with the faculty member.

Lab Check Offs: Throughout the semester students will be required to check off on lab skills with nursing department faculty. Lab Checkoffs are to be completed outside of regular lab time. Students are given three chances to pass the check off. If a student fails the first time, he/she will be assigned remediation with the instructor as well as 2 hours of practice in lab and will be given another chance to pass. Remediation is done outside of regular class/lab time with Karen Wynn MSN, RN (Nursing Lab/Sim Director) and should be scheduled directly with her. Arrangements for remediation can be scheduled via e-mail to kwynn@unionky.edu. If failure of checkoffs

occurs three times, this is considered unsatisfactory, and will affect student progression in nursing program.

CLINICAL ATTENDANCE POLICY (INCLUDES: SIMULATIONS, VSIMS (VIRTUAL), CLINICAL, PRACTICUM)

Clinical is essential; tardiness and absences are unacceptable. Attendance at all clinical experiences is **mandatory**. Students must be present for the entire time.

- If there is an emergency or severe illness preventing a student from clinical, the student must **contact the clinical faculty member at least one hour prior to the required clinical start time**. If the student notifies the clinical faculty late, without a proper excuse and/or evidence of an emergency; the student will receive a WARNING/Unsatisfactory for the clinical day.
- If an emergency or severe illness occurs suddenly, the student is responsible to have someone notify the clinical faculty member if they are unable to do so.
- The **only excused absence for illness is documentation from a licensed healthcare provider (MD, NP, or PA only)**. If a student misses clinical for illness, the student cannot return to class without a healthcare provider excuse stating they may return.
- No other activities are to be planned that conflict with clinical activities. Students are responsible for resolving any conflicts that may arise.
- Students will not be excused for scheduled appointments including those with a health care provider. Childcare issues must be planned prior to classes and clinical at the beginning of each semester.
- Students are responsible for their own transportation to and from clinical.
- Students are accountable for all clinical content and achievement of all learning objectives, thus ensuring that all students receive comparable levels of instruction.
- Inclement weather plans are left to the judgment of the University; be sure to check Union Commonwealth University weather updates.

TARDINESS: Tardiness in clinical is unacceptable. A student who exhibits a pattern of tardiness is exhibiting unacceptable clinical practice that can jeopardize patient safety. A student who is tardy will receive an unsatisfactory for clinical and or practicum. Students are expected to attend all scheduled learning activities on time. A student is tardy any time after the designated start time and will result in an **unexcused absence**. Without an excused clinical absence, the following sequence will occur:

- 1st Tardiness: Student will receive a WARNING. The STUDENT must formulate a written plan to describing steps to overcome tardiness behaviors; the plan must be presented to the faculty member.
- 2nd Tardiness: Student will be asked to leave the clinical site. The STUDENT must schedule a meeting with the Dean of Nursing to discuss tardiness behaviors and lack of ability to follow the written plan to overcome tardiness behaviors.
- 3rd Tardiness: Failure of the clinical course and the coinciding didactic course. thus, resulting in dismissal from the nursing program without the option for READMISSION.

ABSENCES: Absences from any scheduled clinical day **will delay** the student's progress in the program. If any scheduled clinical experience is missed, the student must make-up the clinical day or withdraw from the course. The student must produce **only excused absence**

for illness documented from a licensed healthcare provider (MD, NP, or PA only).

Without an excused absence the following sequence will occur:

- 1st Unexcused Absence: Student placed on PROBATION. The STUDENT must meet with the faculty member and the Dean of Nursing.
- 2nd Unexcused Absence: Failure of the clinical course and the coinciding didactic course, or vice versa, thus, resulting in dismissal from the nursing program without the option for READMISSION.
- Failure to meet the clinical objectives due to any absenteeism and/or tardiness will result in an unsatisfactory evaluation “U” in the clinical course. Receiving an Unsatisfactory in the clinical course means you will receive a failure in the coinciding didactic course. thus, resulting in dismissal from the nursing program without the option for READMISSION.
- Students who do not complete assigned preparation for clinical have **committed a safety violation**; they will also be removed from the clinical site for the day, at the discretion of the faculty member. If the faculty removes the student for safety reasons; the student will receive an Unsatisfactory and/or be placed on clinical probation. A **second safety violation; removal from clinical** will result in failure of the course.
- Without a documented emergency, the student will receive an unsatisfactory for the clinical day and receive a warning as described above.
- All circumstances will be evaluated by the faculty and the Dean of Nursing.
- Every effort must be made to notify the appropriate clinical faculty member when unavoidable circumstances will cause tardiness.
- If a student is unable to attend a clinical day or is going to be late, the instructor and clinical site must be notified before the scheduled clinical start time.
- In the event of an Unexcused or Excused Absence, arrangements to make up the experience must be initiated by the student prior to the next scheduled experience. All clinical time missed must be made up as arranged with the clinical instructor.

POLICIES ON EXAMINATIONS

Computerized Testing

- Exams may be conducted online through ULearn or ATI; exams are given at the discretion of the instructor.
- Students will take exams via departmental laptops; paper copies of exams may be given.
- Students must arrive early to check out a laptop, sign the log with computer number, and be ready to begin the exam promptly at the beginning of class.
- Students are not to use departmental laptops for any other functions prior to, during, or after exams. This means-open your browser to ULearn only. Attempting to google and/or search for questions/answers while in class will result in a grade of F for the course.
- Attempting to copy, paste or save exams will result in a grade of F for the course.
- Opening another browser or computer program (i.e., Microsoft Word) during the exam period will be considered an act of academic dishonesty and will result in a grade of F for the course.
- Students should be aware that computer activity will be monitored by faculty and individual student activity on computers during the exam and computer activity may be reviewed by faculty after the exam is complete. Following the exam, the instructor may send any student computer to the IT department to check for any outside web activity (including searches).
- Students are not allowed to access ULearn for exams outside of the classroom (virtually or face to face), thus, resulting in course failure.

Technical Issues Regarding ULearn and/or Laptop:

- Students that experience any technical difficulties during an examination are to remain seated and raise their hand to alert the faculty who will respond to investigate issue.

During the Exam (Paper Exams/Computerized)

- NO questions regarding test content; test construction or “wording”; defining terms or phrases by the faculty concerning the test question will be permitted. The testing environment must remain quiet at all times throughout the exam period. The student will not receive any prompting from faculty to assist student in selecting their answer.

Absence from Examinations

- Students will take examinations on the scheduled dates and timeframes allocated.
- If a student is unable to take a scheduled exam, she/he must notify the professor of the anticipated absence prior to the start of the exam.
- Failure to notify the professor will result in a grade of zero for the scheduled exam.
- Student athletes are to notify the faculty member if an exam will be missed due to a scheduled and approved University game. The student must arrange, according to the designated faculty members schedule, the make-up exam at the time the faculty member is notified. **The majority of make-up exams will be taken prior to the exam date. Classroom time will not be used for make-up exams.
- Make-up exams will only be given with an excused absence verified by a medical professional NP, MD, PA or DO. Absences related to personal issues such as “I overslept” are not excused; a grade of zero will be entered for the exam.

Nursing is a profession of high personal accountability; our students are held responsible for their actions.

- All medical documentation for absences will be verified by the school of nursing.
- MD excuses must be submitted within 24hrs of being seen by a medical professional.
- All excused missed exams will be evaluated individually by the designated faculty in consultation with the Dean of the School of Nursing.
- At the discretion of the designated faculty member, and with an Excused Absence, the exam must be made up within one week of the original scheduled exam time prior to the next class period.
- Failure to make up the exam at the rescheduled time will result in a grade of zero for the exam.
- The format of the make-up exam is at the discretion of the faculty. The allocated time period for an exam will not be extended for a student who arrives late.
- Make-up exams may be pencil and paper, computerized or any format designated by the instructor.

APPEAL POLICIES FOR THE SCHOOL OF NURSING

Academic Action Appeal Policy

A student has the right to appeal a final assigned grade or dismissal decision from the nursing major. A student may only appeal a final grade or program dismissal if he/she can show the grade or program dismissal was assigned arbitrarily or impermissibly.

A final grade or program dismissal is deemed to have been assigned arbitrarily or impermissibly if, by a preponderance of the evidence, a student establishes that:

1. The final grade or dismissal was impermissible based in whole or in part upon the student's race, color, religion, national origin, age, sex, disability, sexual orientation, or for some other arbitrary or personal reason unrelated to the instructor's reasonable exercise of his or her professional academic judgment in the evaluation of the academic performance of the student; or
2. The final grade or program dismissal was assigned in a manner not consistent with the standards and procedures for evaluation established by the instructor, the program, or the University in the course syllabus, or during the class/program in written or oral communications directed to the class/program as a whole; or
3. The final grade or program dismissal was the result of a clear and material mistake in calculating or recording grades or other evaluation.
4. Individual elements (e.g., assignments, tests, activities, projects) which contribute to a final grade are **NOT** subject to appeal or subsequent review during a final grade appeals procedure. However, individual elements may be appealed under these procedures providing all of the following conditions are met:
 - The student presents compelling evidence that one or more individual elements were graded on arbitrary or impermissible grounds.
 - Grounds can be established for determining a professionally sound grade for the appealed element(s); and
 - The ensuing grade for each appealed element would have resulted in a different course grade than that assigned by the faculty member.

If dismissal is a result of grades, the student may appeal the grade causing the dismissal. If the appeal is unsuccessful, the dismissal stands; the student cannot appeal the dismissal as well as the grade because dismissal is based upon the grades. If the appeal is successful, the dismissal will be rescinded.

Dismissal from Program Appeal Policy

If a student is appealing dismissal from a program, or a final assigned grade that results in dismissal, the student shall be allowed to continue taking courses until the appeal is resolved, with the exception of clinical, or when the students' continued participation is deemed by the Dean of the School of Nursing to be harmful or disruptive to other students and/or the program.

If the appeal is unsuccessful and the dismissal stands, the student will be removed from any classes in which he or she is registered and will be responsible for any tuition and fees accrued as a result of registration during the appeals process. Instructions for filing an appeal may be found in the Union Commonwealth University Student Handbook.

Grievance Resolution Procedure

Faculty, recognizing that nursing students, in the pursuit of patient advocacy and related professional issues, must develop skill in conflict resolution and consensus building techniques, encourage students to attempt to resolve conflicts with faculty or student colleagues through open and honest communication. When informal conflict resolution/grievance resolutions cannot be achieved, the student may initiate a formal grievance resolution procedure.

Students who believe they have been treated unfairly, discriminated against, or have had their rights abridged in areas of the University may initiate a grievance following The University Conflict Resolution Procedure.

SKILLS AND SIMULATION LAB POLICIES

The purpose of clinical skills labs and integrating simulation is to provide standardized experiential learning opportunities designed to advance student development, enhance critical thinking, and prepare students for entry into professional practice. Selected simulation scenarios will be determined based on a need's assessment by designated faculty.

Clinical Skills/Simulation Lab Code of Conduct | RULES

- The Clinical Skills/Simulation Labs are to be treated like a REAL clinical environment.
- Products in the lab may contain LATEX. Please notify the lab/simulation staff if you have any known allergy upon entering the lab.
- All labs are for learning purposes only. Student performance during a simulation is NOT to be discussed outside of the course.
- By participating in a lab/simulation, you are acknowledging and agreeing to be recorded. The recorded video will be used for debriefing and educational purposes only.
- You may be required to complete an evaluation following the lab/simulation debriefing session.
- Food and drinks are prohibited in the lab/simulation rooms.
- No cell phones are to be used in the skills and simulation labs.
- Students must always sign in and out of the skills and simulation labs.
- Students must come to the skills and simulation labs prepared with all assignments and tools needed. Students must engage in active learning while in the skills and simulation labs.
- You are required to wear your Union Commonwealth University nursing student uniform, shoes, and name tag while participating in a simulation and lab.
- You must wash your hands or use hand sanitizer prior to entering the simulation and skills lab rooms.
- When performing procedures, you are to perform using correct technique.
- NO PRODUCTS are to be used on any simulators unless instructed by the lab staff and/or faculty.
- Students must respect the rules, property, and all others involved within the skills and simulation lab experiences.
- All students must come with excitement for learning; be positive.

Faculty reserves the right to assign the student a lab prescription if the student performs a skill poorly, lacks knowledge on how to perform a skill, or needs extra time studying a key topic. The lab prescription must be completed prior to the next clinical day or as directed by the instructor.

CLINICAL REQUIREMENTS (INCLUDES PRACTICUM)

Clinical performance is an integral part of the educational process in nursing. Satisfactory clinical performance is an overriding concern in professional practice. Clinical objectives and student behaviors for evaluating performance are defined in each clinical nursing course and are located in the course syllabus. A student's clinical performance is evaluated by the clinical faculty in each course. No cell phones at clinical facilities. Cell phones must be left in personal vehicle or at home. Cellular devices and Apple Watches or any other device that sends and receives calls, texts or photographs are not permitted inside any clinical agency.

Clinical performance is evaluated using the "Clinical Performance Evaluation Tool" (located in each clinical course syllabus). The tool is designed to measure student performance in relation to clinical objectives as well as end of program goals each semester. Before beginning clinical in the final semester of the nursing program, the student must successfully complete the comprehensive skills check off. Failure to successfully perform the comprehensive skills check off will result in dismissal from the program. The student has three opportunities for the comprehensive check off and must remediate each unsuccessful skill for a minimum of two hours before each attempt. Three failed attempts at checkoff are considered unsatisfactory and will affect student progression in the nursing program resulting in dismissal.

Clinical Attire

Students are responsible for maintain a professional appearance and adhering to the clinical dress code of the School of Nursing and the agency to which they are assigned.

- White, laboratory coats over professional business attire will be worn during orientation, tours, observational experiences or clinical preparation time as directed by the course faculty. Business attire is to be professional in appearance—no cleavage should be visible. Skirts/dresses, if worn, must be below the knee. If in doubt, ask the advice of the faculty.
- **The Edna Jenkins Mann School of Nursing Uniform will be worn during regular clinical experiences.** The uniform top is white and all undergarments; including long sleeve under-tops must be white; the uniform bottom is Cherokee pewter pants.
- Uniforms and white lab coats must be clean and free of wrinkles.
- Shoes must be clean.
- When wearing business attire, close-toed, flat or very low-heeled shoes must be worn. No clogs or sandals are permitted.
- Hair is to be clean, appropriately arranged, away from the face so as not to interfere with safe delivery of patient care. Hair longer than the collar must be contained in a bun, twist, short ponytail or short braid. Natural looking hair color is required, no exotic hair color is permitted. Examples: purple, burgundy, pink, blue, or bright neon colors. Beards and / or mustaches, if worn must be neatly trimmed and clean. Facial hair is not to interfere with proper fit of protective masks and respirators. Agency policies are to be followed concerning hair. Low neat bun, hair pulled back, no cloth or elastic wide head bands.
- No rings other than a plain wedding band will be worn in the clinical setting.
- Cosmetics must be worn in moderation, do not wear perfume and/or cologne.

- Fingernails must be short, smooth and rounded: no nail polish is to be worn. False fingernails are strictly prohibited in the clinical area. No shellac, no SNS, no gel; only natural nails.
- Body piercing jewelry is not to be worn during clinical, with the exception of post-earrings (1 pair of earrings post type – no hoops or earrings that dangle from the ear).
- No ear gauges or other unapproved earrings may be worn.
- Tattoos MUST be covered. This is required by clinical agencies.
- Appropriate undergarments are required and should not be visible through the uniform.
- Union Commonwealth University nametags (provided by Union Commonwealth University) must be worn at ALL clinical experiences. Nametags will be worn at or above eye level. NO lanyards. Failure to wear the nametag will prevent the student from attending the clinical experience and will be counted as an unexcused absence.
- Required items for clinical: watch with a second hand (plain, easy to keep clean), stethoscope with diaphragm and bell, a pocket pen light, pen and paper. NO smart watches, rings, etc.

SAFETY IN THE CLINICAL AREA

Procedure following Accidental Exposure to Blood or Body Fluids

If an exposure incident occurs, students are required to adhere to the following guidelines:

- Wash the exposed area with soap and water immediately following the exposure. If the eye is affected, flush the eye with normal saline or at an eye-wash station (if available).
- Notify clinical instructor immediately. If in a preceptor experience, notify preceptor immediately. Preceptor will notify supervising faculty immediately.
- Timely (immediate) reporting of exposure is essential for safe post-exposure treatment and follow-up.
- Agency policies related to reporting, testing, treatment and counseling must be followed.
- A Union Commonwealth University Incident Report is completed by student and clinical instructor and placed in student file.
- Students are responsible for any costs incurred related to the incident.

Procedure for Reporting a Clinical Incident

- An Incident Report is to be completed by the student with the assistance of the clinical instructor if any untoward event should occur in the clinical area. This incident report is in addition to the report required by the clinical agency. Examples of incidents that require reporting include patient falls, medication errors, errors of omission, accidental exposure to blood or body fluids.
- This report will be brought to the School of Nursing by the clinical faculty as soon after the event as possible, making the Dean aware of the situation.

Guidelines for Behavior in Clinical Settings (INCLUDES PRACTICUM)

Union Commonwealth University nursing students will demonstrate professional behavior during all clinical placements in all settings, following the legal and ethical codes of nursing and Commonwealth of Kentucky Nurse Practice Act. Professional behaviors include respect for self and others and accountability for one's actions and decisions.

The student will receive a CLINICAL WARNING or be PLACED ON PROBATION when a behavior is inconsistent with the behaviors of a professional nurse. Behaviors constituting a clinical warning will include:

- Late, missing or incomplete clinical paperwork or assignments.
- Failure to follow dress code.
- Incivility toward faculty, clinical site staff, another student, or within the School of Nursing and Union Commonwealth University. ALL CASES will be evaluated on an individual basis, which may entail immediate dismissal from the program.

CLINICAL WARNINGS | COURSE FAILURE

Contractual

- Students must practice within the contractual agreements between Union Commonwealth University and the affiliating agency and the objectives of the specific course. Students must adhere to the uniform requirements outlined in this handbook and must conduct themselves in a professional manner at all times within the affiliating agency.
- Examples of unsafe and unsatisfactory performance include but are not limited to the following:
 - Failure to notify the agency and clinical instructor of clinical absence.
 - Failure to complete standards of performance as required.
 - Lack of transportation appropriate for clinical rotation.
 - Unprofessional behavior or those actions deemed unfit by faculty or clinical agency result in dismissal of the student by agency.

TARDINESS: Tardiness in clinical is unacceptable. A student who exhibits a pattern of tardiness is exhibiting unacceptable clinical practice that can jeopardize patient safety. A student who is tardy will receive an unsatisfactory for clinical and or practicum. Students are expected to attend all scheduled learning activities on time. A student is tardy any time after the designated start time and will result in an **unexcused absence**. Without an excused clinical absence, the following sequence will occur:

- 1st Tardiness: Student will receive a WARNING. The STUDENT must formulate a written plan to describing steps to overcome tardiness behaviors; the plan must be presented to the faculty member.
- 2nd Tardiness: Student will be asked to leave the clinical site. The STUDENT must schedule a meeting with the Dean of Nursing to discuss tardiness behaviors and lack of ability to follow the written plan to overcome tardiness behaviors.
- 3rd Tardiness: Failure of the clinical course and the coinciding didactic course, thus, resulting in dismission from the nursing program without the option for READMISSION.

ABSENCES: Absences from any scheduled clinical day **will delay** the student's progress in the program. If any scheduled clinical experience is missed, the student must make-up the clinical day or withdraw from the course. This is dependent upon documentation from a licensed healthcare provider. Without an excused absence the following sequence will occur:

- *1st Unexcused Absence:* Student placed on PROBATION. The STUDENT must meet with the faculty member and the Dean of Nursing.

- *2nd Unexcused Absence:* Failure of the clinical course and the coinciding didactic course, or vice versa, thus, resulting in dismissal from the nursing program without the option for READMISSION.

Accountability

- Students must demonstrate responsibility in all aspects of comprehensive client care.
- Examples of unsafe and unsatisfactory performance include but are not limited to the following:
 - Inadequate preparation for laboratory.
 - Inadequate written and/or verbal communication.
 - Errors in performance of nursing therapeutics, including, but not limited to, medications.
 - Failure to report to the instructor questionable nursing practice affecting client welfare.
 - Attempting activities without adequate preparation or appropriate assistance or supervision; and dishonesty.

Ethical Standards & Behaviors

Appropriate Classroom Behavior

Avoid sleeping, lateness, excessive talking, and inappropriate student interactions. Disregard of these policies may lead to warnings or dismissal from class. Be prepared to participate actively in discussions and activities. Students must come to class prepared to engage in the topics which includes answer questions asked by faculty during lecture and participating in any review games.

Disrespectful Behavior

All students, faculty/staff members must maintain a respectful and inclusive learning atmosphere within Union Commonwealth University's educational settings. All students are expected to exhibit courtesy and professionalism when interacting with faculty members, peers, and others on campus during lab, class, or clinical sessions. Student are prohibited from demonstrating disrespectful behavior, including talking back, incivility, disrespectful gestures-eye-rolling, or making derogatory remarks about other faculty members, students, or anyone on campus during lab, class, or clinical settings. Students are expected to extend the same level of courtesy and professionalism displayed during in-person interactions to their behavior on social media platforms.

Union Commonwealth University Student Handbook: Communication Harassment a. Any willful, intentional, and/or persistent act that annoys, degrades, or embarrasses another individual may be considered harassment and is prohibited. Any intentional and/or persistent telephone calls or computer communications (i.e., email, chat programs, text messaging, social media, etc.) designed to or having the effect of annoying another member of the University community will result in disciplinary action and may result in criminal and/or civil action.

The student practices according to the American Nurses Association Code of Ethics, Standards of practice, and the Nurse Practice Act governing the Commonwealth of Kentucky.

Examples of unsafe and unsatisfactory performance include but are not limited to the following:

- Refuses assignment based on client's race, culture, diagnoses, gender, disability, or sexual or religious preference.
- Inappropriate behavior in any assigned activity related to clinical practice such as:
 - Falsifying any documentation (this includes actual patient care AND written assignments such as clinical reasoning forms or medical excuses).
 - Violating client confidentiality; Failure to report errors.
 - Ignoring unethical behavior(s) of other health care personnel and other nursing students which affects client's welfare.

Promotion of Health and Environment

- The student's practice utilizes the nursing process to manage the health care needs of individuals, families, groups and communities in a confidential, safe, therapeutic environment.
- Examples of unsafe and unsatisfactory performance include, but are not limited to, the following:
 - Failure to recognize and seek treatment for a physical, mental, or emotional condition which may affect the safety or well-being of self or others.
 - Failure to follow through on suggested referrals or interventions to correct deficient areas.
 - Failure to provide appropriate client care.
 - Physical, mental, or emotional abuse of clients.
 - Inappropriate interpersonal relationships with agency staff, co-workers, peers, and/or faculty.
 - Reporting for clinical under the influence of drugs and/or alcohol.

Human Rights

- The student's conduct reflects respect for the individual client, health team members, faculty, and self.
- Examples of unsafe and unsatisfactory performance include, but are not limited to, the following:
 - Failure to maintain client confidentiality based on standards set forth by HIPAA guidelines;
 - Inappropriate use of social media
 - Dishonesty;
 - Utilization of stereotypical judgments which are detrimental to client care; and
 - Failure to recognize and promote every client's rights.

Clinical/Practicum Progression: Unsafe or Unprofessional Behavior

Professional behaviors expected of the student are confidentiality, respect, accountability, valuing of people's differences, preparation to ensure safe clinical practice, and adherence to University and agency policies and procedures. All nursing students are accountable and responsible to report unsafe and/or unprofessional behavior of other students to their clinical faculty member.

Unsatisfactory or unprofessional behaviors will result in removal of the student from the clinical setting, clinical warning, probation, and/or failure based upon the professional judgment of the clinical faculty member and the Dean of Nursing.

Clinical/Practicum Failure

Clinical/practicum failure will occur if the student demonstrates unsafe, unprofessional, negligent or incompetent clinical performance. Students unable to perform at the minimally acceptable level of critical behaviors, those unable to correct deficiencies by the end of the subsequent semester, and students unable to be meet clinical objectives by the end of the current semester will result in clinical/practicum failure.

When a student's clinical performance endangers patients or is deemed unsafe, the student will be removed without prior warning or notice from the clinical area for the remainder of the semester, resulting in failure of the course. A meeting will be arranged with the student, the clinical faculty member, and the Dean of Nursing to discuss the situation and to determine the progression of the student in the program.

Clinical/Practicum Travel

Faculty make every effort to schedule clinical experiences within reasonable distances, but because of the remote location of the University, there will be times students will have to travel out of town to clinical sites.

Students are responsible for their transportation to and from clinical sites. Efforts should be made to carpool with other students or otherwise find transportation. The Clinical Attendance Policy will be enforced for all clinical experiences.

Clinical Preparation (INCLUDES PRACTICUM)

Being unprepared for a clinical includes inadequate preparation to discuss and deliver patient care, incomplete pre-clinical paperwork, inadequate materials to discuss and deliver care (stethoscope, watch, drug guide, etc.), failure to show up for clinical, failure to contact the clinical faculty member, and inappropriate dress. Being unprepared for clinical will result in a student being sent home and the day counted as an unexcused clinical absence. Additionally, all practicum hours will have to be fully completed and made up.

PROGRAM COMPLETION, GRADUATION AND PREPARATION TO TAKE NCLEX

Union Commonwealth University Graduation Application

Students must apply for graduation the semester before they plan to complete graduation requirements.

- Students should meet with their nursing faculty advisor early in the fall of the Senior year to review progress and ascertain that all School of Nursing and Union Commonwealth University graduation requirements will be met by the end of the Spring semester.
- Union Commonwealth University graduation requirements can be found in The Undergraduate Catalog.

School of Nursing Pinning Ceremony

The School of Nursing Pinning is planned around the festivities of Union Commonwealth University Graduation, to celebrate students who will complete the Bachelor of Science in Nursing (BSN) degree. This ceremony is planned by School of Nursing faculty, with input from Student Representatives.

The pinning ceremony is a traditional and professional ceremony that provides an opportunity for students to reflect upon their educational experience, celebrate their graduation, and recognize the contribution of others in helping them achieve their educational goals.

Responsibilities of all students include participating in decision making as requested by faculty, getting a picture taken for the class photograph, ordering class pins and announcements, and attending the Pinning Ceremony.

NCLEX-RN

Upon successful completion of all requirements for graduation from Union Commonwealth University with the BSN degree, approval to graduate from the University registrar, and certification of the dean that all requirements have been met, graduates are eligible to take the NCLEX-RN exam.

The Dean of the School of Nursing will meet with students early in the Spring semester of the Senior year to provide the detailed process of applying to take the NCLEX-RN.

STUDENT SERVICES/CAMPUS LIFE

Financial Aid

The Financial Aid Office at Union Commonwealth University can provide assistance to students in planning for financial assistance.

- The [Financial Aid](#) office provides counseling and personal service to students.
- The comprehensive financial aid program offers traditional sources of financial aid for University, as well as Union Commonwealth University's scholarships and grants.
- You will need to complete the FAFSA each year for financial aid consideration. File by the priority deadline.
- The Financial Aid office phone number is: (606) 546-1224.

Academic Support

[The Office of Student Support Services](#) provides many options academic assistance.

- The Academic Resource Center (ARC) offers personal, career, and academic counseling in addition to tutoring and Supplemental Instruction.
- The [Writing Center](#) partners with Student Support Services to provide English and writing help.
- Brainfuse student support is available 24 hours a day/7 days a week from any internet location. This resource provides synchronous or asynchronous tutoring, writing assistance, and assistance with developing resumes and cover letters.

Library and Information Resources

[The Weeks-Townsend Memorial Library](#) provides a variety of resources to support and enrich the University's academic programs.

- Books, periodicals, documents and media materials
- uSearch (library catalog)
- Wireless access
- 20 seat computer labs
- Individual and group bibliographic instruction
- Instruction in the use of equipment, computer resources and special collections

Counseling Services

[Counseling services](#) are available to any Union Commonwealth University Student at no cost.

- The Counseling Center is located on in Ramsey psychology department room 150J.
- Counselors at Union Commonwealth University have extensive training in psychology and human behavior and are available to help students with emotional, behavioral, and psychological issues.
- Counseling Services are confidential and only the staff of the Union Commonwealth University Counseling Center will know that you are receiving counseling services.
- The phone number for the counseling center is (606) 261-4700 you can text or call email kwalczak@unionky.edu

Advising

Students are assigned a nursing faculty advisor at the time they declare pre-nursing as a major. The academic advisor will guide the student through the academic program, assist the student in finding appropriate resources for academic support, and advise the student regarding career planning and options in nursing.

Student and Faculty Advising Responsibilities

- Upon declaration of pre-nursing as a major, students are assigned to a nursing faculty member for academic advising.
- Students should meet with the academic advisor at least once per semester to plan and evaluate the course of study.
- The faculty advisor guides the student through the designed program curriculum and monitors academic progress.
- The student is responsible for keeping all advising appointments and apprising the academic advisor of any changes in the course schedule.
- The student is also responsible for contacting the advisor for an advising appointment prior to registration each semester (you will receive an email reminder prompting you to schedule an advising appointment 3 weeks prior to the beginning of registration).
- The ultimate responsibility for scheduling classes and completing program requirements is that of the student.

Career Planning and Placement

[The Office of Career Planning and Placement](#) supports efforts of career planning and placement.

- Job searches
- Graduate School preparation
- Resumes
- Cover letters
- Etiquette

Student Nurses' Association

The Student Nurses Association was established at Union Commonwealth University in 2012. The purpose of this association is to provide a forum for discussion of fundamental interests and concerns to nursing students and to aid the nursing student in personal development, professional role socialization, responsibility for health care, and continual dedication to the community.

Fundraising is also a large part of this organization to support student trips to state and/or national conventions each year.

- All pre-nursing and nursing students, pre-licensure and RN to BSN are eligible for membership.
- Officers are elected each year in the **Fall term to serve a one-year term**. Officer positions include: President, Vice president, Treasurer, Secretary, and Committee Coordinator.
- Club dues are \$50.00 per year (pre-nursing students fee is \$25.00) Only junior and senior nursing students are permitted to attend state and national conventions pending a 77% or higher in all nursing courses by date of booking and active participation within the club. See the club constitution for further details. The fees are due by Week 6 of classes.

Student Representatives for School of Nursing

Students can provide constructive feedback and input to the School of Nursing (SON) regarding the curriculum, clinical location effectiveness, and other matters related to the School of Nursing. Student Representatives (1) will be elected by each class level (junior and senior) at the beginning of each academic year (starting in the fall of the first semester in the Nursing major).

Student Representative Responsibilities:

- Attend at least one Nursing Faculty meetings per semester
- Provide input regarding program issues and concerns from student body
- Contribute to curriculum assessment/evaluation
- Provide feedback about clinical experiences of the student body

Student Evaluation of Faculty/Courses

Students are encouraged to provide constructive feedback to faculty and the School of Nursing. End of course evaluations are made available online toward the end of each course. Students are encouraged to provide feedback and evaluation for every nursing course.

APPENDIX A

Acknowledgment of Student Handbook

This is to acknowledge that I have reviewed the [Edna Jenkins Mann School of Nursing Pre-Licensure Handbook for Nursing Majors](#) located on the Union Commonwealth University Edna Jenkins Mann School of Nursing webpage [Edna Jenkins Mann School of Nursing](#).

I understand that nursing policies and procedures may be updated periodically to meet the needs of the program.

As a student in the nursing major, I agree to abide by the policies and procedures contained within the Student Handbook.

Name (print): _____

Signature: _____

Date: _____

A copy of this acknowledgment will be placed in your student file.

APPENDIX B

How to Submit Documentation | Checklist

All required documentation must be submitted by deadlines as specified in this section. All materials must be submitted prior to starting the first nursing class. Submit completed documents in ONE large manila envelope (please do not ask faculty or Ms. Brewer for envelopes). Mail to:

Ms. Brisja Brewer, Administrative Assistant CPO Box 10
310 College Street – Union Commonwealth University Barbourville, KY, 40904

You may hand deliver the documents to Ms. Brewer (Nursing and Health Science Building, Office 113. Documents should be in one large manila envelope, clearly marked with your name and date.

- Materials due by July 1; prior to the start of the Fall Semester.

CHECKLIST FOR DOCUMENTATION SUBMISSION

Acknowledgment of Pre-licensure Handbook for Nursing Majors | Signed/Dated

Appendix A | Due 1st Week of Class

Physical Exam Form | Appendix C

Student Health Form | Appendix D

Immunization Record (with copies of proof of vaccinations) *

Copy (front and back) of Basic Life Support for Health Care Providers**

Proof of Professional Liability Insurance Coverage

Consent for Drug Screening (Signed/Dated) | Appendix E

Acknowledgment and Certification of Core Performance Standards (Signed/Dated)
Appendix F

***Submit proof of influenza vaccination in the early fall, as directed by faculty.**

**** Note BLS expiration date |** If your card expires before completing the Nursing Major, you are responsible for renewing your BLS before it expires.

APPENDIX C

Submit to School of Nursing by July 1, prior to the start of the Fall Semester.

Physical Exam:

_____ was examined on the below date and I found her/him to be in satisfactory health and able to participate fully in the Union Commonwealth University Edna Jenkins Mann School of Nursing academic program.

Signature of Clinician: _____

Printed Name (Clear): _____

Telephone #: _____

Provider Address: _____

Date: _____

Color Deficiency Evaluation Performed: Yes No

*This health examination is to be done by a physician, nurse practitioner, or physician's assistant.

MD/DO: _____ NP: _____ PA: _____

Agency: _____

Clinician Comments:

APPENDIX D
Edna Jenkins Mann School of Nursing
Student Health Form

Submit to School of Nursing by July 1; prior to start of Fall Semester

REQUIRED HEALTH SCREENING (Immunizations): Copies of all required results must include values with immunity status)		Frequency:
MMR or Positive Titters <input type="checkbox"/> Measles (Rubeola) <input type="checkbox"/> Mumps <input type="checkbox"/> Rubella	Date: #1 _____ Date: #2 _____ Date: #3 _____	Once <input type="checkbox"/>
Varicella (Chicken Pox) or Positive Titer (_____)	Date: #1 _____ Date: #2 _____	Once <input type="checkbox"/>
<input type="checkbox"/> Hep B Series or <input type="checkbox"/> Positive Titer	Date: #1 _____ Date: #2 _____ Date: #3 _____	Once <input type="checkbox"/>
Tdap	Date: _____	Once <input type="checkbox"/>
<input type="checkbox"/> Influenza (Flu) Vaccination	Date: _____	Annually <input type="checkbox"/>
Physical Exam (see next page)	Date: _____	Once <input type="checkbox"/>
<p><i>Please submit documentation of a past 2 step TB skin test. The renewal date will be set for 1 year.</i></p> <p><i>Upon renewal, one of the following is required: 1 step TB Skin test OR Chest X-Ray (if positive TB).</i></p> <p><i>If you do not have documentation of the 2 steps, you will be asked to repeat it.</i></p>		
TB 2-step (once to be followed by yearly negatives) Date: _____ Result: _____	Date: #1 _____ Date: #2 _____ <small>(one to three weeks apart)</small>	Once <input type="checkbox"/>
TB test date: _____ Last 12 months: _____ Result: _____	Annually <input type="checkbox"/>	
*Positive TB provide a negative Chest X-Ray Report: Chest X-Ray Date: _____ Result: _____	Annually <input type="checkbox"/>	

APPENDIX E
Edna Jenkins-Mann School of Nursing Acknowledgment of Drug Screening Consent Form

I have read and understand the Nursing Student Drug Screening Policy. I also have had an opportunity to ask questions about the Policy.

By my signature below, I agree to comply with the requirements of Union Commonwealth University, the School of Nursing, this Policy, and all applicable policies and regulations of the University and affiliated clinical agencies. Further, as a condition of participation in the Nursing Major, I knowingly and voluntarily consent to submit to any requisite pre- placement drug testing, reasonable suspicion drug testing required by the University or SON, or any random drug testing required by an affiliated clinical agency.

I hereby authorize the disclosure of any and all drug testing results to the Dean of the School of Nursing.

I hereby agree, for myself and on behalf of my successors, heirs, and assigns, to hold harmless and waive any and all claims and release, satisfy, and forever discharge Union Commonwealth University and its trustees, officers, and employees from any and all actions, claims, damages, judgments, demands, rights, and causes of action of whatever kind or nature, arising out of or in connection with the University's and School of Nursing administration of the Policy.

Student Signature: _____ Date: _____

Printed Name: _____

APPENDIX F
Core Performance Standards Edna Jenkins-Mann School of Nursing

I hereby acknowledge that I have received the Edna Jenkins-Mann School of Nursing policy on Core Performance Standards. I have had the opportunity to ask questions about the Standards.

By signing this document, I hereby certify that I have the minimal and essential competencies of observation, motor, intellectual-conceptual and quantitative skills necessary to provide safe and effective nursing care and to protect the public. I certify that I can meet these competencies in spite of any disability I possess, with or without reasonable accommodations.

I further certify that I will notify the Dean of the School of Nursing of any changes in my physical or mental health that may impair my abilities to meet the core performance standards.

Name (print): _____

Signature: _____

Date: _____

APPENDIX G

ATI Standardized Testing and Remediation Policy

The Edna Jenkins Mann School of Nursing Pre-Licensure BSN Program integrates the Assessment Technologies Institute (ATI) standardized exam testing and remediation program to assess student competency and preparedness for the NCLEX-RN® exam. Remediation is required for all students, regardless of their scores on practice exams, to reinforce content mastery and improve test performance.

Purpose of ATI Integration

Achieving competency at each level of nursing education is essential for student progression and curriculum evaluation. ATI assessments measure competency using proficiency levels and guide students with targeted remediation strategies to improve their knowledge base. The program also includes ATI's NCLEX-RN® Licensure Prep Course for graduating senior students to enhance their exam readiness.

ATI Testing Guidelines

Students must complete ATI Practice Exams A and B by the dates specified in their course syllabus. Remediation activities must be completed as assigned.

- ATI proctored predictor testing and remediation account for up to 10% of the total course grade, with the majority of points assigned for remediation activities.
- It is recommended, on the Proctored Predictor Exam, that students achieve a minimum of Level 2, which equates to a 90% likelihood of passing the NCLEX-RN.
- Students who do not achieve Level 2 on their first attempt must complete and submit remediation before retaking the exam.

ATI Proficiency Benchmark Levels

Level	Description	Recommendations
Level 1	Meets the minimum expectations for performance in the content area. A student at this level is likely to just meet NCLEX-RN standards.	Complete a rigorous plan of focused review to strengthen content mastery.
Level 2	Exceeds minimum expectations and indicates a fairly certain likelihood of passing NCLEX-RN.	Engage in continuous focused review to reinforce knowledge.
Level 3	Exceeds most expectations and indicates a high likelihood of exceeding NCLEX-RN standards.	Maintain and enhance knowledge through continuous review.

ATI Recommended Cut Scores (2023 RN CMS Proctored Assessments)

Assessment	Level 1 Cut Score	Level 2 Cut Score	Level 3 Cut Score
Adult Medical-Surgical (90 items)	56.7% – 68.8%	68.9% – 82.1%	82.2% – 100.0%
Community Health (50 items)	58.0% – 73.9%	74.0% – 83.9%	84.0% – 100.0%
Fundamentals (60 items)	50.0% – 64.9%	65.0% – 81.6%	81.7% – 100.0%
Leadership (60 items)	60.0% – 76.6%	76.7% – 89.9%	90.0% – 100.0%
Maternal Newborn (60 items)	55.0% – 66.6%	66.7% – 81.6%	81.7% – 100.0%
Mental Health (60 items)	56.7% – 66.6%	66.7% – 84.9%	85.0% – 100.0%
Pediatric Nursing (60 items)	51.7% – 64.9%	65.0% – 78.2%	78.3% – 100.0%
Nutrition (60 items)	48.3% – 66.6%	66.7% – 83.2%	83.3% – 100.0%
Pharmacology (60 items)	53.3% – 71.6%	71.7% – 86.6%	86.7% – 100.0%

Remediation Process

1. ATI-Generated Remediation Packet: Each student receives a customized remediation packet based on missed content in practice or proctored exams.
2. Students Scoring Below Level 1: Must schedule an appointment with faculty to discuss additional review strategies.
3. Proctored Exams: Students are given two attempts at the proctored exam.
4. Students Scoring Below Level 2 on the First Proctored Exam: Must complete remediation before attempting the second exam.
5. Practice Exams A & B: Regardless of score, all students must complete a 1-hour Focused Review for both A & B exams.
 - o After completing Practice Exams, A & B, students must click ‘Review’ to go over missed content and complete remediation.
 - o Upon completing remediation, students must take the Post-Study Quiz.
6. **Additional Remediation Tools:** Students are encouraged to utilize:
 - o ATI E-books
 - o Learning System Quizzes
 - o Active Learning Templates
 - o Nurse Logic Modules

Remediation Requirements, Scoring, and Class Grade by Assessment Type

Assessment Type	Score Criteria	Class Grade	Remediation Requirements
Practice Exam A	75% or above	Required	1-hour Focused Review
	Below 75%	Required	1-hour Focused Review
Practice Exam B	75% or above	Required	1-hour Focused Review
	Below 75%	Required	1-hour Focused Review

Assessment Type	Score Criteria	Class Grade	Remediation Requirements
Proctored Exam	Level 3 (95%+ NCLEX predictability)	100%	1-hour Focused Review or as recommended via ATI.
	Level 2 (90%+ NCLEX predictability)	95%	1-hour Focused Review or as recommended via ATI.
	Level 1 (85%+ NCLEX predictability)	90%	3-hour Focused Review or as recommended via ATI.
	Below Level 1 (Below NCLEX predictability threshold)	80%	5-hour Focused Review or as recommended via ATI.

Note: Students must achieve a minimum course exam average of 77% (weighted from exams and graded quizzes) before their ATI Proctored Exam score is factored into their final course grade.

Conclusion

The Edna Jenkins Mann School of Nursing Pre-Licensure BSN Program utilizes ATI standardized testing and remediation to assess competency, guide student learning, and enhance NCLEX-RN® readiness. Through structured practice exams, proctored assessments, and targeted remediation, students receive the necessary tools to master nursing content, improve test-taking skills, **and** increase their likelihood of passing the NCLEX-RN®

APPENDIX H
Tobacco Use/Smoking/Paraphernalia Policies | Union Commonwealth University Student Handbook

Tobacco Use/ Paraphernalia

1. Effective January 15, 2021: Kentucky Legislation approved amendments to KRS 438.310 & KRS 438.311, which prohibits sale and possession/receipt of tobacco & related products to individuals under the age of 21 years.
2. The University's tobacco free policy applies to all Union Commonwealth University campus locations including buildings, grounds, athletic venues, parking areas, sidewalks, and University owned/leased vehicles. This policy extends to any other properties owned, leased, or operated by Union Commonwealth University.
3. Restricted tobacco use and paraphernalia includes all smoking and oral forms of tobacco. This is prohibited for students, staff, faculty, and visitors, and includes but is not limited to: cigarettes, electronic cigarette, vapor (vape) devices, cigar, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco, or snuff.
4. Repeated or multiple tobacco offenses may result in a separation sanction.
5. Effective January 15, 2021: Students under the age of 21 years caught in violation of these policies will have their parents/legal guardians contacted immediately.

Tobacco/Smoking Policy

1. Effective January 15, 2021: Kentucky Legislation approved amendments to KRS 438.310 & KRS 438.311, which prohibits sale and possession/receipt of tobacco & related products to individuals under the age of 21 years.
2. Union Commonwealth University is a tobacco free environment. Smoking and/or use of tobacco is strictly prohibited on campus property, including grounds, inside campus facilities, inside classrooms, inside residence locations, and on/near athletic fields.
3. Vapor devices, electronic cigarettes, smokeless tobacco devices, pipes, and other related tobacco devices and/or paraphernalia are prohibited from use, possession, and trafficking/distribution on campus.
4. Students must leave campus property to smoke and/or use tobacco products.

APPENDIX I **Student Success Learning Contract Attendance**

Attendance Obligation: Students who have been identified as needing additional support, guidance, or progress monitoring through the Student Success Learning Contract (i.e., any student not demonstrating a progression in any didactic class-late for class, missed assignments, any exam below 80%), in lab and/or clinical-student who achieves an Unsatisfactory “U” performance at any time) must attend all scheduled meetings as outlined in the contract.

Scheduling and Notification: Meetings will be scheduled in advance and communicated to students through official Union Commonwealth University email.

Timeliness: Students are expected to arrive on time for their scheduled meetings. If a student anticipates being late or unable to attend a meeting, they should notify the appropriate faculty member via official email as soon as possible.

Active Participation: During the meetings, students must actively engage in discussions, share relevant information, and collaborate on developing strategies to achieve their academic goals.

Rescheduling and Missed Meetings: In case of unavoidable conflicts or emergencies that prevent a student from attending a scheduled meeting, the student should promptly contact their course faculty member to reschedule the meeting.

Consequences of Non-Compliance: Failure to attend scheduled Student Success Learning Contract meetings without prior notification or valid reasons may result in a review of the student's eligibility for continued academic support. Students who consistently miss meetings may have their contract reviewed, and appropriate actions, such as adjustments to additional campus support services, may be taken.

Communication: Students are encouraged to communicate openly with their course faculty member about any academic challenges/concerns impacting their ability to attend scheduled meetings. Any personal information will be referred to Union Commonwealth University counseling services.

APPENDIX J **ADDITIONAL STUDENT EXPECTATIONS**

Active Participation and Engagement in Union Commonwealth University Courses

In every Union Commonwealth University course, we anticipate active participation and engagement from all students. Lack of participation not only hinders your own learning but also affects the collaborative and dynamic nature of the learning environment for your peers.

Consequences for inadequate participation may include Limited Understanding, Missed Learning Opportunities, Reduced Engagement, & Potential Grade Implications.

Focused Communication with Faculty Members:

In order to maintain a professional and effective channel of communication, students are to limit their discussions with faculty members to topics directly related to the course content. Students must refrain from sharing personal information that is not pertinent to the course content. Should you require support or guidance on personal matters, we encourage you to seek assistance from the appropriate counseling services available within the institution. Faculty may refer you to counseling if necessary.

Classroom Mobile Phone Use Restriction

Silencing and Storing Devices: All electronic devices must be silenced and stored in the receptacle provided for each class session, unless expressly permitted by the instructor for educational purposes.

Confidentiality of Grades and Exam Content

Confidentiality of Grades: Student grades and assessment results are considered private and confidential information. Sharing one's own grades or discussing another student's grades without explicit permission is prohibited.

Sharing Exam Content: Sharing exam questions, answers, or any assessment-related material with peers, whether in person or online, is prohibited. This includes sharing content through any medium, such as in-person, online platforms, social media, or messaging apps.

Social Media Interaction with Faculty

Professional Boundaries: Faculty members are expected to maintain professional relationships with students, characterized by mutual respect, academic engagement, and appropriate boundaries. Social media friendships can blur boundaries and lead to potential conflicts. Faculty won't accept or initiate friend requests from current students.

Course-Related Inquiries

To ensure clear communication and support, direct all course-related inquiries to the faculty member responsible for your course. Students will refrain from seeking clarification or discussing course matters with faculty or staff members who are not directly involved in your course. This approach ensures accurate information dissemination and maintains the integrity of the learning experience.

Guidelines for Student Interaction with Faculty and Staff Offices

To maintain a fair and respectful environment, students must refrain from using faculty or staff offices as casual gathering spaces. Faculty/staff offices must serve official appointment meetings and academic purposes. Please make an appointment as needed.

Faculty/Student Official Communication Channels

Official communication should occur through Union Commonwealth University email, the University's formal means of electronic communication. Non- Union email accounts must not be used for University-related communications (*See your Union Commonwealth University Student Handbook*).

counsel

Gifts to Faculty/Staff Prohibition

Students must not offer gifts, monetary contributions, or any form of material benefit to faculty and staff members.