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

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

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

History

The College of Nursing programs were established in separate stages. Impetus to develop a baccalaureate degree program at Kent State University was first given by the Report to the Ohio Board of Regents on Projected Needs for Nursing Education in Ohio\(^1\), by the Ohio College Association, the Ohio Nurses' Association, and the Ohio League for nursing. The Ohio Board of Regents granted Kent State University approval to establish a baccalaureate degree program in nursing in November of 1966. At their meeting November 15, 1967, the Ohio State Board of Nursing Education and Nurse Registration gave the University approval to conduct this program. The National League for Nursing accredited the program in May of 1971, just prior to the June graduation of the first class. The most recent accreditation was in 2012 by the Commission on Collegiate Nursing Education (CCNE).

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

Mission

As a center for nursing research and education, the College of Nursing is committed to advancing and applying nursing knowledge through:

- Excellence in undergraduate, graduate and continuing education programs;
- Nursing education and research that address a changing society;
- Promotion of health; and
- Enhancement of the profession of nursing

Approved by CAC and faculty 11/17/08; approved by faculty 1/10

\(^{1}\) Report to the Ohio Board of Regents. Projected Needs for Nursing Education in Ohio. Columbus, Ohio: Ohio State Nurses Association, 1964, pp. 357-36.
Vision

Advancing nursing and changing lives through academic distinction, knowledge creation and application, and recognized leadership.

Admission and Transfer Policies

A. Admission to Traditional BSN Nursing Sequence

Minimum requirements for acceptance into the traditional Nursing Sequence:

(1.) A 2.75 GPA or greater in all KSU course work
(2.) Completion of 30 credit hours
(3.) A 2.75 GPA or greater in prerequisite science and math courses (BSCI 20020, 20021, and CHEM 10050) with a minimum grade of “C” (2.0) in each course. Science grades will be averaged for traditional students.
(4.) A minimum grade of “C” (2.0) in MATH 11009 or higher.
(5.) Two recommendations, either academic or professional.
(6.) Students are admitted to the nursing sequence based upon their combination of overall and science GPA.

NOTE:
- The admission process is competitive; acceptance is never guaranteed.
- Transfer students can apply if they meet the nursing sequence criteria.
- Transfer students who have successfully completed 12 or more hours at Kent State University will be evaluated on their cumulative Kent State GPA only, along with the previously described nursing sequence criteria.

B. Admission to the Accelerated BSN Nursing Sequence

Minimum requirements for acceptance into the accelerated BSN:

(1.) A 2.75 GPA or greater in all earned collegiate coursework.
(2.) A 2.75 GPA or greater in prerequisite science courses (BSCI 20020, 20021, and CHEM 10050) with a minimum grade of “C” (2.0) in all science prerequisite courses or comparable transfer courses. Science grades for accelerated students will only apply to the last attempt made in a specific course.
(4.) A minimum grade of “C” (2.0) in MATH 11009 or higher.
(3.) Two recommendations, either academic or professional.

2 Students must hold a minimum of a bachelor’s degree from an accredited, degree-granting institution are to be eligible.
NOTE:
Consideration for admission to the Accelerated Nursing Sequence is given to students who:
- Have work or volunteer experience in helping profession or healthcare/patient contact related experience.
- Have completed any or all of the following courses: BSCI 30030, BSCI 30050, NUTR 23511, NURS 20950 and a qualifying statistics course
- Complete an essay and interview.
- The admission process is competitive; acceptance is NEVER guaranteed.

C. Admission to the RN to BSN Nursing Sequence

Minimum requirements for acceptance into the RN-BSN program:

(1.) Evidence of graduation in good standing from a state-approved associate degree or diploma nursing program.
(2.) A minimum GPA of 2.0 (on a 4.0 scale) for all college coursework completed.
(3.) Completion of the prerequisite science courses (BSCI 20020, 20021, and CHEM 10050) a minimum grade of “C” (2.0) in all science prerequisite courses or comparable transfer courses.
(4.) A valid RN license

D. Transfer Policy

Minimum requirements for transfer to the accelerated or traditional program:

(1.) Students must have at least 15 credit hours of remaining nursing coursework prior to graduation.
(2.) Students must have a 3.5 GPA overall, and a 3.5 science GPA.
(3.) Students transferring from another nursing program must apply within two years of leaving that program.
(4.) Students cannot have been dismissed from another nursing program.
(5.) Students cannot have multiple W’s (or IN’s) in their nursing education.
(6.) Students cannot have failed a prior nursing course

NOTE:
Coursework will be evaluated for applicable equivalence once a student is accepted for transfer. Students failing to meet any of the above criteria will not be approved for transfer. Further, transfers will be approved on a space available basis.

3 Students must hold a RN license to be eligible for this program.
Progression Standards

A. Calculation of Averages for Progression

1. Traditional, Accelerated and RN-BSN students must have a minimum cumulative GPA of 2.0 each semester to continue in the Nursing program, failure to achieve this GPA each semester will result in dismissal from the College.

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

3. Traditional and Accelerated BSN students must have a minimum grade of “C” (2.0) in each of the sophomore nursing courses (NURS 20010, NURS 20020, NURS 20030 and NURS 20950) to progress to the Junior Nursing Sequence; a minimum grade of “C” (2.0) in each of the Junior nursing courses (NURS 30010, NURS 30020, NURS 30030, NURS 30040, NURS 30050 and NURS 30060) to progress to the Senior Nursing Sequence. Seniors must have a minimum grade of “C” (2.0) in each of the Senior nursing courses (NURS 40005, NURS 40010, NURS 40020, NURS 40030, NURS 40045 and NURS 40872).

4. Accelerated BSN students may take Junior and Senior level courses concurrently as specified by the Accelerated BSN curriculum. Additionally, accelerated students are permitted to take three clinical courses in a given term, traditional students are limited to two.

B. Repeat of Clinical Nursing Courses

1. A student who does not achieve a grade of “C” (2.0) in a nursing clinical course cannot proceed to the next academic level. A student who does not attain a minimum grade of “C” (2.0) in a nursing course must repeat this course based on seat availability. A student can repeat a single course only one time. A student who earns below a 2.0 (grade of “C”) in a second (or is repeating a failure) nursing course will be dismissed from the College of Nursing.

2. Accelerated BSN students who fail a course will no longer continue in the Accelerated program, but can continue in the Traditional BSN program as space allows.

C. Procedure for Assigning Out of Sequence Seats

1. Students are responsible for contacting Student Services, Room 216, Henderson Hall to make arrangements for repeating a nursing course.
(2.) Readmission to the BSN sequence for any reason is on a “space-available” basis. Students already progressing in sequence have priority in placement over those requesting re-enrollment. Accelerated BSN and 3 year BSN option students have priority in summer scheduling.
(3.) Students are enrolled in courses using the following guidelines, in order:
   a. Are in good standing but lost a semester for verified illness or military service.
   b. Are off sequence because of a course withdrawal
   c. Are off sequence because of course failure

D. Changing Campuses

Traditional and Accelerated BSN students are admitted by campus and are required to complete the BSN program at the campus to which they were admitted. Students wishing to change campuses during their program must submit a written letter of request to the Student Services Office, 216 Henderson Hall.

(1.) The Baccalaureate Regional Campus Committee (BRCC) will review all requests monthly during the academic term. Students will be contacted as to the outcome of the request.
(2.) Once campus rosters have been established, students who are in-sequence and approved to switch campuses by BRCC may be placed, at the requested campus.
(3.) Students who are out of sequence may switch campuses in order to repeat courses based on the order established. Students will be directed to return to their campus of origin, once they have successfully repeated their course at another campus.

E. Dismissal Policy

(1.) Students who fail any two nursing courses or any single course twice will be dismissed from the College of Nursing. NURS 10050, NURS 20950, or approved NURS special topics courses (NURS 31095, NURS 41095) are exempt from this rule. Students will have their major switched to Pre-Nursing in this situation.
(2.) Students must have a minimum cumulative GPA of 2.0 each semester to continue in the nursing program. Failure to do so will result in dismissal from the College. Students will have their major switched to Pre-Nursing in this situation.
(3.) The College of Nursing retains the right to dismiss from the program any student who is deemed to violate:
   a. The policies and procedures of the College of Nursing;
   b. The conduct standards put forth by the Ohio Board of Nursing
c. The policies of affiliating facilities; or
   d. Professional behavior and role development standards as outlined in
      College of Nursing, University, or affiliating agency policies.

F. Reinstatement in the College of Nursing Following Dismissal

Appropriate forms to apply for reinstatement are available in the Office of
Student Services on the Kent campus.

Honors Program

(1) Completion of Honors Work
To be a member in good standing, Honors students are required to complete
Honors work each semester. Students are also expected to attend Honors
College activities and events. Students who have completed their Honors
requirements and maintained an active role in the Honors College are eligible to
receive recognition at graduation. Students should refer to the requirements for
graduation from Honors for more detailed information.

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

(3.) Advising
Students are required to meet with their assigned Honors advisor each semester.

(4.) Freshman Honors Colloquium
All first-year Honors students are required to enroll in Freshman Honors
Colloquium (FHC). The only exception to this requirement is for the student who
has already completed a college-level freshman English sequence for credit at an
institution of higher education. Note: Advanced Placement Credit for ENG 11011
does not exempt a student from taking FHC.

Effective Fall 2013, students who have completed the college-level English
sequence are required to successfully complete the 3-credit-hour Honors course,
HONR 13597: The Western Identity.

Clinical Policies

Guidelines for College of Nursing Clinical Experience

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

A. Uniform

(1.) The uniform consists of a white tunic top and pants embroidered with the Kent State University College of Nursing (KSUCON) logo. There is no head covering considered as part of the uniform. Any student expecting a modification of the uniform should speak first with KSUCON Undergraduate Program Director or the campus coordinator. Appeals of the instructor's decision can be brought to the administration of the College of Nursing.

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

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

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

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

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

(7.) While at the clinical agency, tattoos must be covered with a long sleeve top, white or neutral undershirt, socks, or dressing/band aid.
(8.) If nail polish is worn, only a clear or light, neutral shade is permitted. Nails should be trimmed to avoid extending beyond the end of the fingers. Per OSHA rules, artificial nails may not be worn in any clinical facility.

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

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

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

(12.) At all times during clinical experiences, students must adhere to the uniform code of Kent State University College of Nursing. Clinical agency policies may be more restrictive and require further or additional accommodations by students.

B. Clinical Compliance

The College of Nursing partners with third party vendors to track completed immunizations; all student information must be sent to the vendor (not to the College of Nursing) prior to the start of the nursing sequence.

C. Background Checks

All students enrolled in the nursing program are required to complete both a civilian and a federal background check through the Bureau of Criminal Identification & Investigation (BCI&I). Depending on the clinical agency requirements, students may be asked to obtain annual background checks. Students will also need to complete both the civilian and federal background check for the Ohio Board of Nursing upon graduation. All students will provide their background records to Certified Background. Certified Background will maintain background checks for students throughout the duration of their education with Kent State. Students with felony charges should contact the Ohio Board of Nursing regarding their eligibility to sit for licensure, by Ohio law.

D. Personal and Professional Liability Insurance
Kent State University provides liability insurance for students while they are at a clinical site at no cost to the student. This policy provides coverage while on site at the clinical setting only. This coverage does not extend beyond the active clinical experience under the auspice of this nursing program. Students must provide their own personal health insurance while a student at Kent State University College of Nursing. The university and/or clinical agencies do not cover student health related incidents.

**Student Conduct and Professionalism Policies**

**A. Confidentiality and Privacy**

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

**B. University Student Conduct Policies**

Student conduct policies pertaining to students can be found at: [http://www.kent.edu/policyreg/index.cfm](http://www.kent.edu/policyreg/index.cfm)

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

**C. Weapons**

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

**D. Social Media**

Students who use social networking websites and applications should be aware of their roles as professionals. The posting of certain material/information may violate laws and result in various sanctions.

**E. OBN Student Conduct Standards**

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4 Per Ohio Board of Nursing, effective 2/1/14

Reviewed 3/7/12; 4/17/12; 7/18/14
(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.

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

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

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

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

(6) At all times when a student is providing direct nursing care to a patient the student shall:
   (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
   (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

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

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

(9) A student shall not:
   (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
   (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:
(a) Engage in behavior to seek or obtain personal gain at the patient's expense;
(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
(c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships. For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:
   (a) Engage in sexual conduct with a patient;
   (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
   (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
   (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

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

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
   (a) Sexual contact, as defined in section 2907.01 of the Revised Code;
   (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

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

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

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

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

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

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

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

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

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

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

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

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

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

F. Clinical or Classroom Illness

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

G. Student Notification of Curricular Change

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

H. College of Nursing Portal

The College of Nursing Portal is a record keeping website that includes important documents for your student file. The Portal includes your academic plans, as well as important acknowledgements and other information required for accreditation and for completing student licensure applications. Students must upload a passport-type photo to the portal for record keeping purposes.

Academic Policies of the University

Reviewed 3/7/12; 4/17/12; 7/18/14
Policies for the University can be found in the Policy Register, located at [http://www.kent.edu/policyreg/index.cfm](http://www.kent.edu/policyreg/index.cfm). The University Policy Register is a compilation of the official university, administrative and operational policies of Kent State University. The purpose of this online register is to serve the university community as a source of reliable information and as a foundation on which decisions can be made.

**Student Organizations**

**A. Student Nurse Association (SNA)**

Students for Professional Nursing (SPN) is a University Organization whose focus is the promotion of professional nursing goals. Membership is open to all students interested in nursing. The organization's focus is the promotion of professional nursing goals.

**B. Sigma Theta Tau**

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

[http://www.kent.edu/nursing/associations/sigmathetatau.cfm](http://www.kent.edu/nursing/associations/sigmathetatau.cfm)

or

[http://www.nursingsociety.org](http://www.nursingsociety.org)

**Graduation**

Nursing students must apply via Flashline for graduation by the university published deadlines. For specific concerns regarding commencement, please visit the website at: [www.kent.edu/academics/commencement](http://www.kent.edu/academics/commencement).

**NCLEX Examinations and Licensure**

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