

University of Kentucky College of Nursing



Undergraduate Student Handbook 2024-2025

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<https://www.uky.edu/nursing/>

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Introduction to the Undergraduate Handbook

We want to welcome you to the University of Kentucky, College of Nursing. You are about to embark on an exciting academic and professional journey.

The undergraduate handbook contains information about the College of Nursing, its mission, policies, and organization. It is your resource guide to information about standards, rights and responsibilities, financial aid, scholarships, as well as descriptions of offices you might need to use, and other resources available to you. Take the time to become familiar with this document. It will answer many questions you may have about the College of Nursing.

Information is current at the time of publication. You are required to know the policies and procedures set forth in this handbook. During the first semester in the BSN program, students are required to access the handbook through the BSN Handbook Canvas site, read the handbook, and pass a required quiz with a score of 100%. This requirement must be completed as a condition for subsequent semester enrollment in nursing courses.

The handbook is subject to changes, amendments, and modifications. Every effort will be made to inform you of such revisions. It is the responsibility of the students to check for updates.

This published handbook supersedes all previous published editions and is in effect until a subsequent handbook is published. You can find the current handbook online at the [College of Nursing Undergraduate Student Handbook](#) web page.

Students should consult the [Bulletin/College Catalog](#), their faculty advisors or Student Services if they have further questions about any of the topics addressed here.

Contact information is conss@uky.edu or (859) 323-5108.

Dean's Welcome

Welcome to the University of Kentucky College of Nursing! We are thrilled you are here and are now part of our Big Blue Nation community.

Your decision to complete your baccalaureate degree within an academic health center with Magnet designation affords you unique opportunities related to our research intensive and evidence-based practice mission.

The College has many nationally recognized faculty including those with UK HealthCare joint appointments making substantive contributions to the knowledge base of nursing through active programs of research, clinical practices and service.

We invite you to explore our academic enhancement programs to work with our faculty for internships in education, practice, health equity and research. Our faculty and staff are deeply committed to your academic success—both in the classroom as well as in the laboratory and clinical space. You made a commitment to study nursing, attend the University of Kentucky, and to be the best nurse you can be. You have got this, and we are here for you in so many ways.

Academic advising is an important part of a student's educational experience and academic success. The Advising Staff in the College of Nursing are committed to providing holistic student support and advising to enhance each student's educational plans in ways that are consistent with their future career aspirations, interests, and goals. Advisors pay close attention to matters relating to academic success and are watchful for non-academic issues which may impact a student's academic performance. It is our ultimate goal to equip students with the ability to make sound personal and academic choices. We also are committed to your success and have many resources at your disposal including reflective practice.

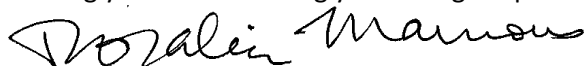
Student Wellness

- For preventative care and other primary health care needs, students can contact University Health Service, Student Health Services at 859-323-5823.
- For mental health care support and other on-campus health and well-being supports, students can contact the TRACS Hub (Triage, Referral, Assistance, and Crisis Support) at 859-218-7227. Staffed by licensed clinical social workers, the TRACS Hub is a one-stop location for accessing holistic well-being and mental health support that is either provided within the unit or through a referral to a best-fit campus partner.

Promotion of Student Self-Care

You have chosen to enter the healing profession of nursing. To take care of others, you must FIRST take care of yourself. Practice the daily habits of sleep, good nutrition, moderate activity, and social support to stay healthy so that you can perform academically. Reach out EARLY for support. Your faculty care about you and support your growth personally, professionally, and emotionally.

Wishing you success during your college experience,



Rosalie O. Mainous, PhD, APRN, FNAP, FAANP, FAAN
Dean and Warwick Professor of Nursing
Rosalie.mainous@uky.edu

About the College

[Values Statement for a Healthy Learning and Working Environment](#)

[Vision and Mission](#)

[Strategic Plan](#)

[Office of Inclusive Excellence](#)

Accreditation

The Baccalaureate Program at the University of Kentucky College of Nursing is accredited by the

Commission on Collegiate Nursing Education (CCNE):

CCNE

655 K Street, NW

Suite 750

Washington, DC 20001

Internet: <https://www.aacnursing.org/CCNE>

Kentucky Board of Nursing (KBN):

KBN

312 Whittington PKWY

Suite 300

Louisville, KY 40222

Internet: www.kbn.ky.gov

Standards of Clinical Nursing Practice

College of Nursing faculty and students in the baccalaureate-nursing program uphold the profession's standards of clinical practice. These are based on:

- *Code of Ethics for Nurses with Interpretation Statements*, (American Nurses' Association [ANA], 01/2015)
- *Nursing: Scope and Standards of Practice*, (2nd Edition, American Nurses' Association [ANA], 2010)
- *Nursing's Social Policy Statement: The Essence of the Profession*, (American Nurses' Association [ANA], 2010)
- *Quality and Safety Education for Nurses (QSEN)*, (American Association of Colleges of Nursing [AACN], 2011)
- *The Essentials: Core Competencies for Professional Nursing Education*, (American Association of Colleges of Nursing [AACN], 4/2021)
- *The Essentials of Baccalaureate Education for Professional Nursing Practice*, (American Association of Colleges of Nursing [AACN], 10/2008)

Student Rights and Responsibilities

As a student at the University of Kentucky College of Nursing, you are expected to become familiar with all of the rules and regulations of the university and college. You have the right to know what is expected of you as a student and a member of this community. We expect you to become familiar with the following policies as well as those throughout this handbook:

- › [The University of Kentucky Bulletin](#)
- › [University of Kentucky Student Rights and Responsibilities](#)
- › [University Policy on Discrimination and Harassment](#)
- › [University of Kentucky COVID-19 Guidance](#)

College of Nursing Undergraduate Faculty and Staff Directory

NAME	TITLE	ROOM	PHONE	E-MAIL
Kristin Ashford, PhD, APRN, WHNP-BC, FAAN	<i>Associate Dean of Undergraduate Faculty & Interprofessional Education Affairs</i>	447	(859) 257-9333	Kristin.Ashford@uky.edu
Jacob Higgins, PhD, RN, CCRN-K	<i>Acting Co-Director of BSN Track</i>	435B	(859) 323-5039	jake.higgins@uky.edu
Jessica Rice, PhD, RN, APRN	<i>Acting Co-Director of BSN Track and Director of Workforce Development</i>	525	859-619-2541	jessical.wilson@uky.edu
Angela Hensley, DNP, APRN	<i>RN-BSN Track Coordinator</i>	418	(859) 257-5258	angela.hensley@uky.edu
Tara Grana	<i>RN-BSN Compliance Coordinator</i>	450	(859) 323-6655	taragwoody@uky.edu
Jennifer Cowley, MSN, RN	<i>Accelerated BSN (ABSN) Track Coordinator</i>	429B	(859) 323-1302	jcow1@uky.edu
Lee Anne Walmsley, PhD, EdS, MSN, RN	<i>Assistant Dean of Wellness and Well-Being & Military and Veteran Liaison</i>	202e	(859) 323-8586	lawalm0@email.uky.edu
James Hayhurst	<i>Student Services Support Associate</i>	202k	(859) 323-5428	James.hayhurst@uky.edu
Natalie Thomson	<i>Administrative Services Assistant Senior, Undergraduate Program</i>	445	(859) 323-8071	natalie.thomson@uky.edu
Corey Moore	<i>Assistant Dean, Academic Advising & Student Success</i>	315C	(859) 323-6135	CoreyA.Moore@uky.edu
Hadley Sensing	<i>Compliance Coordinator</i>	315G	859-323-6174	hadley.sensing@uky.edu

Office of Student Services

The *College of Nursing Office of Student Services* provides services to all students enrolled in the College of Nursing to supplement and further enhance life at the University.

Location: UK Campus, 315 College of Nursing Bldg., 751 Rose St., Lexington, KY 40536-0232

Phone #: (859) 323-5108

Fax #: (859) 323-1057

E-Mail: conss@uky.edu

Website: <http://www.uky.edu/nursing/>

Map Location: <https://maps.uky.edu/campusmap/>

Registration

Each block at specified times, you will need to schedule an advising appointment and register for the next semester's work. Registration dates are posted in the Degree Planner and Registration tab. In addition, advisors are listed with email address so that you may contact her/him directly for questions regarding advance registration procedures.

Student Programs and Referral Services

The Office of Student Services acts as a central resource to assist you with questions regarding student life at the College of Nursing. This office is responsible for:

- ✓ offering guidance to the Undergraduate Nursing Activities and Advisory Council (UNAAC) and the UK chapter of the Kentucky Association of Nursing Students (UK SNA)
- ✓ supplying current literature and announcements that may be of interest within the College
- ✓ filing applications for degree completion
- ✓ planning the College of Nursing pinning ceremony and other special events

- ✓ assisting you with the transition of your role as a student to professional nurse
- ✓ providing CON scholarship information

Our staff also maintains active communication with other student personnel offices on campus to keep our students, faculty, and staff up to date on university activities and programs. Please contact 859-323-5108 if you need assistance.

Other University Resources

[Link Blue](#)

[Canvas](#)

[Undergraduate Education](#)

[Student Involvement](#)

[Student Life](#)

[Student Government](#)

[Writing Center](#)

[Student Media Depot](#)

[Student Activities Board](#)

[Housing](#)

[Housing waitlist/other options](#)

[Campus Recreation](#)

[Event Calendar](#)

[Academic Calendar](#)

[International Center](#)

[Counseling & Testing Center](#)

[Disability Resource Center](#)

[Distance Learning](#)

[Presentation U Online Tutoring](#)

[Career Center](#)

[Office of the Registrar](#)

[UK Jobs](#)

[UK Alert \(sign up\)](#)

[Scholarships](#)

[Financial Aid](#)

[Cats Cab](#)

[SAFECATS](#)

Financial & Emergency Aid, Scholarships & Financial Awards, Application Guidelines

Financial Aid

The *University of Kentucky Office of Student Financial Aid* administers financial aid to eligible students. As a College of Nursing student, you are eligible for assistance and encouraged to discuss your needs with a representative from that office. For more information, please go to the Office of [Student Financial Aid website](#) or phone (859) 257-3172. The office is Room 128 of the Funkhouser Building.

Financial Aid Literacy Resources for Students

The *University of Kentucky* is committed to financial literacy and the success of its students. We have dedicated staff to help answer questions related to student financial aid, billing, and academic scholarships. A new website will combine information for many of UK's financial resources, to help visitors easily locate the information needed to finance their education at UK. For more information, visit the [Financial Literacy Page](#).

Office of Academic Scholarships

The *University of Kentucky Academic Scholarship Program* offers funds to outstanding students who demonstrate the potential for superior academic performance. For more information, visit the [Academic Scholarships](#) page or [Scholarship Universe](#).

Academic Excellence Scholarship

Funds are received from the UK Office of Academic Scholarships for these scholarships. All students are automatically considered for an *Academic Excellence Scholarship* when they complete the UK College of Nursing Undergraduate Scholarship Application.

Scholarship Opportunities Outside the UK College of Nursing

The College of Nursing receives notification throughout the academic year of additional external scholarships. Watch for announcements about these in *The Dose* (the college's biweekly student e-newsletter), direct emails, on bulletin boards and on the wall monitors in the undergraduate student lounge.

Other Sources for Scholarships

Plan to spend time researching online by entering “nursing school scholarship.” Check with any branch of the armed forces (UK has Air Force ROTC and Army ROTC on campus), parents’ employers, hospitals (nurse recruitment or human resources), non-profit organizations, private lending institutions, state boards of nursing, local, state, or federal agencies and more.

Undergraduate Scholarships

March 1 each year is the deadline to apply for a UK College of Nursing Undergraduate Scholarship. The scholarship search tool can be found at the [College of Nursing Scholarship homepage](#). Awards are made for one academic year, for example, the 2022-20223 awards were for the Fall 2022 / Spring 2023 semesters. Applicants must meet the minimum requirements for admission to the College of Nursing and be in good academic standing. Priority in awarding scholarship funds is given to those students who have high financial need. Most scholarships are for upper-level nursing students and are disbursed in equal amounts in the fall and spring semesters. If the recipient will be graduating in December, the award will be for the fall semester only.

Scholarships are renewable, provided the recipient continues to meet the terms of the scholarship and makes reasonable academic progress. UK’s Reasonable Academic Progress Policy is here:

<http://www.uky.edu/financialaid/rap>. Even if the scholarship is renewable, students must apply annually by March 1 for continued support. Some scholarships have minimum GPA requirements. Any student who fails to maintain the minimum GPA will be ineligible to have the scholarship renewed.

The College of Nursing Scholarship Committee reviews all completed applications and attachments postmarked by the March 1, 5:00 pm EST deadline. Applicants are considered for all scholarships for which they are eligible. The average award is \$1,000-\$2,000 and both the scholarships and amounts available to award vary from year to year. The scholarship amount, when added to other sources of financial aid, may not exceed the total annual cost of attendance as determined by the UK Office of Student Financial Aid, <http://www.uky.edu/financialaid/overaward-policy>.

Award recipients and non-recipients will be notified in June or July before the new academic year begins via mail and/or email. All recipients must complete a Scholarship Acceptance Form by the deadline listed to confirm acceptance of the award or forfeit their scholarship. The College adheres to the [Family Educational Rights and Privacy Act \(FERPA\)](#).

Scholarship Brunch

Hosted annually by the College of Nursing, this event provides an opportunity for donors and their families to meet the recipients of the scholarships they have established. All scholarship award recipients are expected to attend.

Financial Emergencies

If you find yourself in a financial emergency that greatly affects your education, please do not hesitate to contact your advisor and/or UK’s Financial Aid Office for guidance.

Other Financial Resources

American Association of Colleges of Nursing	https://www.aacnnursing.org/Students/Financial-Aid
Kentucky Board of Nursing	https://kbn.ky.gov/Education/Pages/nursing-incentive-scholarship-fund.aspx
Kentucky Higher Education Assistance Authority	http://www.kheaa.com/website/kheaa/home
UK HealthCare	https://ukhealthcare.uky.edu/doctors-providers/nursing/nursing-education/scholarships

College of Nursing Committees and Organizations

College of Nursing Alumni Association

The College of Nursing Alumni Association (CONAA) promotes the College's best interests, updates membership with the progress and needs of the College and encourages loyalty and fellowship among its alumni. All College of Nursing graduates are automatically members.

All profits from membership events hosted by the Alumni Association are used to support various programs and projects hosted throughout the year such as:

- Annual awards for outstanding alumni, graduating seniors, and graduate students. The Nightingale Award is given to an outstanding undergraduate, the Presidential Award goes to an outstanding MSN graduate, the Sebastian/Stanhope Award is presented to a DNP graduate, and the Carolyn Williams Award goes to a graduate of the PhD Program. Homecoming/reunion activities,
- Networking opportunities for alumni, and
- Mentoring programs to connect students with alumni to learn more about their nursing projects and careers.

For questions or additional information, please email [Brittany Fiero](mailto:Brittany.Fiero), Alumni Program Coordinator or call 859-323-6635.

Student Ambassador Program

College of Nursing Student Ambassadors are a select group of nursing students dedicated to enhancing the image of professional nursing in Kentucky. Ambassadors promote the College by assisting in information sessions, providing tours, and giving an idea of "what it's really like" to be a UK College of Nursing student. Ambassadors assist in UK recruiting events such as Preview Nights, Open Houses, and other events for the College. On average, Ambassadors participate in 1-2 events per month during the academic year.

Students are qualified to be an Ambassador if they:

- Have been admitted to the professional nursing program;
- Are a sophomore or Junior Undergraduate Nursing Student (Pre-Nursing Majors are not eligible); **AND**
- Maintain a minimum cumulative grade point average of 3.25.

Once the application has been released, qualified students must: 1.) Complete a College of Nursing Student Ambassador Program Application; 2.) Submit the Application with one faculty recommendation form by the stated deadline to the Brittany Fiero in CON 315M.

Eligible applicants will participate in an interview with the Dean of Students and Brittany Fiero, Student Affairs Coordinator. If chosen as an Ambassador must commit to at least one year of service. Students agree to keep the College's Office of Student Services apprised of their availability for events. Questions, please email [Shaun Ketterman](mailto:Shaun.Ketterman) or call (859) 323-6135.

Delta Psi Chapter - Sigma

From its beginnings in 1922, Sigma has served to advance knowledge, promote learning, and foster service through nursing scholarship and leadership. The society has furthered these goals through academic excellence, social and ethical commitment to addressing public, health care, and nursing issues influencing the health and health care of people in the United States and throughout the world. In addition, the society has provided a forum for nurses and others to share knowledge, discuss health care concerns, encourage world health initiatives across the globe as well as provide evidence through research and evaluate changes in health care and health policies.

UK's Delta Psi Chapter has maintained a proud tradition of advancing the goals of Sigma. Goals are to: 1.) increase communication with members, 2.) strengthen ties among the academic, clinical, and community sectors and their members and provide service to a variety of organizations needing help within our communities. Sigma has been a channel to network with other nurses and nursing student inductees at meeting, regional and international conferences, through means of "The Circle" – a site on the Sigma website, which allows you to contact other members within your chapter, job search, visit the Virginia Henderson online library to seek information and research articles. Check out the [Sigma](#) web site or the [Delta Psi Chapter](#) web site at for more information.

With Sigma, you have a means to stay connected. The board encourages your participation at scholarship meetings and serving on committees, at service events or helping other organizations. If you have questions, please contact any board member or or [Dr. Debra Moser](#), President.

Nursing Student Association - UK Chapter (UK NSA)

The College of Nursing is proud to have an association for nursing students, which is a constituent member of the *Kentucky Association of Nursing Students (KANS)* <http://kansnews.wordpress.com> and The *National Association of Nursing Students (NSNA)*. NSNA is the recognized pre-professional organization of nursing is affiliated with both *The American Nurses' Association* and *The National League for Nursing*. As a College of Nursing student (traditional, second career, or R.N.) you are eligible to join the organization. The local chapter is the University of Kentucky Student Nurses' Association (UK SNA). UK SNA affords students many opportunities with community engagement, networking, leadership, and career guidance. There is an annual fee for membership. We invite and encourage you to become an active member of this professional nursing organization. email [Dr. Jessica Rice](#) or [Dr. Jake Higgins](#). For more information, visit the following: on Facebook at UK Student Nurses Association, on Instagram @ukysna, via Gmail at ukysna@gmail.com, or the [NSNA](#) website.

Undergraduate Nursing Activities and Advisory Council (UNAAC)

[The Undergraduate Nursing Activities and Advisory Council](#) (UNAAC) serves as a liaison between the College's Dean, administration, faculty, staff and students. UNAAC provides undergraduate student input regarding College procedures, activities, and evaluation. If you have questions, please email UNAAC faculty advisor [Dr. Stephanie Kehler](#), or [Professor Jennifer Manley](#).

Functions

- To foster communication among administrators, faculty, staff, and students through such things as student publications
- To serve as a liaison among undergraduate students, faculty, staff, and the Student Government Association. For more information visit the [SGA](#) web site.
- To plan and implement undergraduate student activities
- To review and make recommendations regarding:
 - Evaluation procedures for undergraduate courses and teaching

- Proposed appointment and promotion of faculty members in accordance with University Administrative Regulations
- Programs of the College that relate to undergraduate students, with suggestions to the College of Nursing administration for involvement in national and international programs and opportunities to meet with visitors from other cultures and backgrounds
- Undergraduate student problems, concerns, and appropriate actions
- To identify and promote resources and support systems which will facilitate all undergraduate students' successful completion of the baccalaureate program
- To provide opportunities for involvement in community service
- To promote links among all College of Nursing organizations to foster better communication and cohesiveness
- To conduct and oversee all undergraduate student class officer election processes

Membership

- Five voluntary representatives from both the first- and second-semester sophomore classes, including one additional representative from ABSN track;
- Junior and senior class officers from each semester, having been elected in the semester preceding the year of service;
- One additional representative from each of the junior and senior classes elected in the semester preceding year of service, an ABSN student from each class and Med Vet student from each class;
- Other representatives include the UKSNA president or designee, the College of Nursing senator to SGA, the Associate Dean of Undergraduate Faculty & IPE Affairs, Assistant Dean of BSN Program Studies, advisor from the teaching staff chosen by the Executive Committee in the fall, and a liaison from the College of Nursing Alumni Association.

UNAAC offers the availability of gently used scrubs, assessment equipment, and textbooks donated by graduating senior nursing students. If you are interested in donating items or obtaining any items from the donated inventory, please contact [Dr. Stephanie Kehler](#) or [Professor Jennifer Manley](#) to schedule an appointment.

Undergraduate Student Nursing Enrichment Opportunities

The University of Kentucky College of Nursing offers four internship course for undergraduate students. They are:

1. [Health Equity Internship](#)
2. [Nursing Practice Internship](#)
3. [Nursing Research Internship](#)
4. [Nursing Education Internship](#)

I. Health Equity Internship (NUR 336)

In line with the AACN goals of advancing diversity, inclusion, and equity in academic nursing, this enrichment program would serve all three AACN objectives: The course aims to “(1) improve the quality of education by enhancing the capacity of academic nursing to maximize learning opportunities and experiences for students and faculty, alike, which depend in significant ways on learning from individuals with diverse life experiences, perspectives, and backgrounds. (2) Address pervasive inequities in health care by ensuring the preparation of nurses and other healthcare professionals able to meet the needs of all individuals in an increasingly diverse American society. (3) Enhance the civic readiness and engagement potential of nursing students who will be in positions of leadership in health care, as well as in society, more broadly.”

Key Course Details

- Internship Type: Service-Learning
 - Options for study/projects:
 - Racial and Ethnic Justice
 - LGBTQ+ Health
 - Other (pending approval of course Faculty)
 - Requires in-person attendance during the first block of the program
 - Required reading assignment during summer and/or winter breaks
 - Books or articles assigned are usually about intersectionality, health topics, healthcare justice, personal stories, etc.
 - This course satisfies 3 credits of the curriculum cognate requirement
 - To be recognized as a Health Equity Intern at Pinning (Nursing Graduation)
 - Successful completion of 3 blocks of course requirements
 - Successful completion of Service-Learning hours
 - Successful completion of a Community Engagement Project in the 2nd and 3rd blocks
- Application Process

- Faculty Contact: [Professor Megan Walden](#)

II. Nursing Practice Intern (NUR 391)

This Nursing Practice Seminar/Internship is designed to enhance a student's clinical experience and knowledge. Students will study major nursing concepts in-depth as well as the roles of the professional nurse, and then apply that knowledge to their clinical practice experiences.

Key Course Details:

- Internship Type: Experiential-Learning
- Students will study and complete practice-related projects of interest
- This course satisfies 3 credits of the curriculum cognate requirement
- To be recognized as a Practice Intern at Pinning (Nursing Graduation)
 - Successful completion of 3 semesters of course requirements
 - Successful completion of experiential learning hours
 - Successful completion of a Practice Project in your 3rd semester

Application Process

- Applications are selected through GPA, area of interest, supplemental questions and a written "Letter of Intent"
 - If needed, interviews may be requested
- Faculty contact: [Dr. Morgan Chojnacki](#).

III. Nursing Research Intern (NUR 393)

The Nursing Research Seminar/Internship offers a student hands-on participation in an active research study at the UK College of Nursing. With a study's Principal Investigator as their mentor, students will begin to understand what "evidence-based" practice means. The purpose of this elective course is to provide interested students an opportunity to expand their hands-on experience in their undergraduate nursing education and develop a deeper understanding and appreciation for how research impacts practice and patient outcomes.

Internship details and objectives:

The following are a sample of possible student learning outcomes that may be negotiated between the research intern and faculty mentor.

- [Complete human subject's protection training](#). All research interns are required to complete the online course on Protection of Human Subjects as part of the intern experience. The research faculty mentor

will guide the research intern through this process. Web-based human protection training instructions can be found at:

- Participate in and contribute to research team meetings
- Develop a literature review appropriate to the associated topic of study
- Assist with recruitment, screening, and tracking of participants in a study
- Assist with data management
- Assist in the development of a manuscript, research poster, or PowerPoint presentation
- Develop a scholarly presentation with an abstract for submission and present at a conference

Contact:

- For questions about the program, contact [Dr. Amanda Fallin-Bennett](#).

IV. Nursing Education Intern (NUR 397)

The Nursing Education Seminar/Internship is an independent study elective designed to provide undergraduate nursing students with experience in implementing the teaching-learning process. Students will work with nursing faculty as mentors as they assist new nursing students in learning clinical nursing and med math skills.

Internship details and objectives:

- **Students commit to four hours per week per block to be enrolled**
- **Completion of the program the program requires two short reflection essays and a teaching related project**
- Develop an understanding of teaching-learning principles
- Assess learning needs related to nursing and med math skills
- Work with undergraduate students in learning and practicing nursing skills and med-math skills
- Assist in setting up nursing skills laboratory experiences
- Assist in reviewing student competencies via video-validation
- Assist in the development and implementation of nursing laboratory simulation experiences
- Attend course and lab meetings as time permits
- Students will develop an increased proficiency with clinical nursing skills **because of** teaching others

Contact:

- Professor [Jennifer Manley](#) and/or [Dr. Suzanne Pilon](#).

College Awards/Honors

Dean's List

Undergraduate students who have a semester GPA of 3.5 or better with 12 or more graded hours (no "E", "I" or "F" grades) are named to the Dean's List

Faculty Award

This is an award presented to the graduating senior who has a minimum GPA of 3.5 in all nursing courses taken in our college and exemplifies the characteristics of graduates as stated in the UK Bulletin

Nightingale Award

This award is given to a graduating senior who has a minimum GPA of 3.0, evidence of scholarly activity and mentoring behavior while a student at the CON, an outstanding service to the CON (organizations and offices held) along with outstanding service to the community

Delta Psi Senior Nurse Award

The Board and Officers of the Delta Psi Chapter of Sigma will choose an outstanding University of Kentucky BSN graduating senior to acknowledge that student's excellence in leadership, service, or scholarship. This award is presented to a UK BSN student during the final semester of the program at the Pinning Ceremony in December and May.

The Delta Psi Senior Nurse Award will be presented by a representative of Delta Psi at the Pinning Ceremony at the end of each semester

- › Overall GPA of 3.5 or greater
- › Demonstrated abilities in scholarship, leadership, or service consistent with the Sigma Theta
- › Tau International Mission Statement
- › Participation in professional organization. Preference given to Delta Psi Chapter Sigma members
- › Demonstrated commitment to nursing

Omicron Delta Kappa Leadership Award

This award is given to the graduating senior who has a GPA of 3.0 or greater and an outstanding commitment to the college and the community and performs at a high level academically. There is no GPA requirement specified. *(This award is given only for students graduating in May)*

Taylor Ann Davis Award (Presented by SNA and UNAAC)

This is a student-driven award, meaning classmates will vote on the recipient. Students are encouraged to nominate a possible recipient of this award on the basis that he or she exhibits the behaviors that *Taylor* personified. *Taylor* led by example, influencing every classmate and patient with her infectious positivity in the face of adversities, limitless empathy, and unflinching passion for life and all the possibilities it contains. Eligibility is limited to a BSN senior who is in the final semester prior to graduation.

UK HealthCare Commitment to Nursing Excellence Award

- › A GPA of 3.0 or greater
- › Clinical inquisitiveness-questions practices, routines to understand why with consistent focus on patient centeredness
- › Utility of evidence-demonstrates application of evidence and best practices
- › Innovation-consistently tries to find a better way when faced with practice or care obstacles
- › Collaboration-understands the role of nursing within the team; seeks to incorporate all essential perspectives in planning and delivery of care. High likelihood of success in a complex, interdisciplinary driven practice environment

Baptist Health Nursing Leadership Award

This award was designed as part of our Partnership in Education and Nursing Program to recognize exemplary nursing graduates by highlighting students who displayed the characteristics that are identified at Baptist Health as being integral to professional nursing practice. Those characteristics are Clinical Excellence, Professional Development, Leadership, and Collaboration. The student must also have a GPA of 3.0 or greater.

Curriculum Framework for the Baccalaureate Program

(Approved at the Undergraduate Faculty Meeting on 4/1/2011)

The curriculum framework is designed to produce an entry-level professional nurse for generalist nursing practice. The program's core concepts are consistent with the 2021 and 2008 American Association of Colleges of Nursing (AACN), *The Essentials: Core Competencies for Professional Nursing Education*, *The Essentials of*

Baccalaureate Education for Professional Nursing Practice, and the six core *Quality & Safety Education for Nurses (QSEN)* competencies. The curriculum provides a solid liberal education in the sciences, arts, and humanities to provide a broad knowledge base from which to draw and apply to nursing practice and as a responsible citizen.

The core concepts of the nursing program curriculum are:

- Patient-Centered Care
- Communication and Interprofessional Collaboration
- Clinical Reasoning
- Professionalism
- Culturally Competent Care
- Health Care Systems and Policy
- Evidence-Based Practice
- Quality Improvement and Patient Safety
- Information Management/Informatics
- Health Promotion and Disease and Injury Prevention

Clinical Reasoning

Clinical reasoning is “the ability to reason as a clinical situation changes, taking into account the context and concerns of the patient and family (Benner, et al., 2009, p.85).” Clinical reasoning may involve employment of a variety of advanced thinking skills, such as critical or creative thinking, critical reflection, or scientific reasoning. Through clinical reasoning, the nurse can adapt care appropriately based on the changing status and needs of the patient.

Communication and Interprofessional Collaboration

Professional nursing involves recognition of the unique attributes and contributions of individuals and groups to achieve health goals collectively. The nurse should be able to function effectively within nursing and interprofessional teams and foster open communication, mutual respect, and shared decision-making to achieve high quality and safe patient care. The patient and family are viewed as active partners.

Culturally Competent Care

Nurses, in all professional relationships, should “practice with compassion and respect for the inherent dignity, worth and uniqueness of every individual” (ANA, 2001). To be culturally competent, nurses must develop self-awareness and be able to demonstrate knowledge and understanding of the client’s culture while accepting and respecting differences. Nursing care is culturally competent when the care delivered is adapted to be congruent with the client’s culture. Nurses must develop the ability to deliver culturally competent care to be effective in establishing a therapeutic relationship with patients, and to accurately assess, develop, implement and evaluate nursing interventions designed to meet diverse patients’ needs.

Evidence-Based Practice

Professional nursing is grounded in the translation of evidence into nursing practice. Evidence-based practice integrates the best available current evidence with clinical expertise and client preferences and values for the delivery of optimal health care. The use of evidence-based practice in nursing promotes clinical effectiveness by enhancing the ability to 1) identify a clinical issue and form a question, 2) use effective search techniques to find and appraise evidence, 3) apply relevant and individualized approaches to care, and 4) evaluate the outcomes.

Healthcare Systems and Policy

Policies impact nursing practice and healthcare systems. Principles of advocacy, policy, finance, and regulatory process are included in the undergraduate curriculum to prepare the baccalaureate nurse for their application in a variety of healthcare environments.

Health Promotion and Disease and Injury Prevention

Health promotion and disease and injury prevention across the lifespan are essential elements of baccalaureate nursing practice at individual and population levels and are necessary to improve population health. At the individual level, this includes knowledge about growth and development as well as evidence-based clinical prevention practices. At the population level, this involves identifying determinants of health, prioritizing primary prevention, actively identifying and reaching out to those who might benefit from a service, and using available resources to assure best overall improvement in the health of the population.

Information Management

Professional nursing requires competence in navigating, documenting, and planning patient care using electronic health records to provide safe patient care. The professional nurse needs to access and “use information and technology to communicate, manage knowledge, mitigate error, and support decision making” (Johnson, 2010, p.1).

Patient-Centered Care

Patients and designees are empowered and recognized as full partners in the relationship with the caregivers. This care results in compassionate and coordinated care based on respect for the patient's preferences, values, and needs.

Professionalism

Professionalism is commitment to self-conduct and demeanor that demonstrate the values of nursing and supports autonomous practice. These values include continuing pursuit of knowledge, ethical conduct based on ANA Code of Ethics, accountability, respect for human dignity and social justice, and participation in development of new nursing knowledge and evidence.

Quality Improvement and Patient Safety

The baccalaureate nurse is prepared to understand quality improvement concepts, processes, and outcome measures. Graduates analyze the effectiveness and safety of nursing care delivery and apply knowledge of complex systems and change processes to achieve desired outcomes in the populations they serve.

Program-level Student Learning Outcomes

Outcome Number	Graduating BSN Student Learning Outcomes
Outcome 1:	Integrates knowledge, skills, and values from the arts and sciences to provide humanistic, safe, quality care (AACN Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice). Domain 1 – Knowledge of Nursing Practice, Domain 2 - Person-Centered Care and Domain 5 – Safety and Quality
Outcome 2:	Demonstrates clinical reasoning in making independent and collaborative decisions in a complex health care system (AACN Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety) Domain 7 – Systems-Based Practice
Outcome 3:	Applies a systematic process consistent with professional standards and evidence-based practice to prevent illness and injury; promote, maintain, and restore client

	health; or support clients toward a peaceful death (AACN Essential III: Scholarship for Evidence-Based Practice). Domain 4 – Scholarship for Nursing Practice
Outcome 4:	Demonstrates skills in using patient care technologies, information systems, and communication devices that support safe and effective care (AACN Essential IV: Information Management and Application of Patient Care Technology). Domain 8 – Information and Communication Technologies
Outcome 5:	Demonstrates leadership, responsibility and accountability in addressing health care issues (AACN Essential V: Healthcare Policy, Finance, and Regulatory Environments). Domain 10 – Personal, Professional, and Leadership Development
Outcome 6: *GCCCR*	Employs oral and written communication and inter-professional collaboration in providing safe, high-quality care to improve client health outcomes (AACN Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes). Domain 5 – Safety and Quality and Domain 6 – Interprofessional Partnerships
Outcome 7:	Demonstrates caring, professionalism, and respect in providing nursing care to diverse populations in a variety of settings (AACN Essential VII: Clinical Prevention and Population Health). Domain 3 – Population Health
Outcome 8:	Demonstrates the professional standards of moral, ethical, and legal conduct (Essential VIII: Professionalism and Professional Values). Domain 9 - Professionalism
Outcome 9:	Understands the scope of generalist nursing practice and applies its principles in clinical practice (Essential IX: Baccalaureate Generalist Nursing Practice). Domain 1 – Knowledge for Nursing Practice

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<https://www.aacnnursing.org/Portals/0/PDFs/Publications/Essentials-2021.pdf>

American Association of Colleges of Nursing (AACN), (2011), Available online at

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<https://www.aacnnursing.org/portals/42/publications/baccesentials08.pdf>

American Nurses Association (ANA), (Revision 1/6/15), *Code of Ethics for Nurses with Interpretive Statements*. Silver Spring, MD: Author.

Benner, P., Sutphen, M., Leonard, V., & Day, L. (2010). *Educating nurses: A call for radical transformation*. San Francisco, CA: Jossey-Bass.

Cronenwett, L., Sherwood, G., Barnsteiner, J., Disch, J., Johnson, J., Mitchell, P., Sullivan, D., & Warren, J. (2007). Quality and safety education for nurses. *Nursing Outlook*, 55(3). pp. 122-131.

Johnson, J.K. (2010). Health informatics competency resource paper. AACN QSEN Education Consortium.

Quality and Safety Education for Nurses (QSEN). (2011). Available online at <https://www.qsen.org/>.

University and College of Nursing Health Care Policies and Protocols

Behavioral Standards

You are expected to read and adhere to policies in these documents:

Read [the University of Kentucky Medical Center Behavioral Standards in Patient Care](#) and the [Health Care Colleges Code of Student Professional Conduct](#) and the [University Health Insurance Portability and Accountability Act \(HIPAA\)](#).

You are also responsible for following policies in other such documents for agencies where clinical and research experiences are obtained. Violations of the standards and behavioral code may affect your ability to progress through the program.

Undergraduate Student Behavioral Expectations

University of Kentucky College of Nursing students are expected to adhere to the highest standards of professional behaviors and ethics. Honesty, integrity, and ethical conduct are central to the practice of professional nursing. Students should conduct themselves according to the standards expected of members of the professional community to which they aspire. Codes of behavior apply to all students in clinical, classroom or campus and community settings. Refer to the Professional and Academic Standards document for consequences related to behavior.

As a University of Kentucky College of Nursing student, **I will:**

1. Attend classes, be on time, and stay for the full class time.
2. Use digital tablets, laptops, cell phones and other electronic for classroom purposes only.
3. Actively engage in classroom and group activities.
4. Engage in behaviors that meet University, Health Care Colleges, and College of Nursing standards and guidelines:

UK Code of Conduct links:

- [Code of Student Conduct](#)
- [HEALTH SCIENCES STUDENT PROFESSIONAL BEHAVIOR CODE \(uky.edu\)](#)
- [Professional and Academic Standards .pdf \(uky.edu\)](#)

As a University of Kentucky College of Nursing student, **I will not:**

5. Use offensive words (verbal, or written swearing, foul language, profanity, or obscenity).
6. Talk while an instructor, guest speaker, or classmate is talking.

Blood Borne Pathogen-Occupational Exposure Protocol

Effective management of educational exposure to blood borne pathogens requires coordination among multiple units of the University of Kentucky Medical Center. It requires training in prevention of injury and in the management of injuries when they occur. For more information read [Occupational Health and Safety Bloodborne Pathogens page](#).

Criminal Background Check and Drug Testing

A criminal background check and 12-panel drug screen are becoming standard requirements for employment, especially at health care facilities. Such requirements also apply to students who rotate through those health facilities as part of their educational experiences. Students can expect and should be prepared to complete them and assume the associated costs. (Instructions for completing this training will be provided in the admission packet.)

A criminal background check and 12-panel drug screen are required for enrollment and participation in all undergraduate nursing clinical courses. The student must cover the cost. The types of checks or tests required, as well as the associated costs, are subject to change and beyond the control of the University or the College of Nursing.

Students who fail to successfully pass a criminal background check or drug screen would be ineligible for enrollment in required clinical courses and, therefore, would not be able to complete the requirements for graduation. The College of Nursing does not accept responsibility for any student being ineligible for coursework, continued enrollment in the College, or subsequent licensure as a nurse for any reason, including failure to pass a drug test or criminal background check.

Students who provide any false information regarding drug use or criminal offenses in any documents relating to their attendance at the UK College of Nursing are subject to immediate dismissal from the College. Failure to disclose correct information at any time also may be the basis for professional discipline and/or denial of licensure.

Fayette County Public Schools Background Check and Fingerprinting

BSN students are expected to participate in clinicals in the Fayette County Public school system (FCPS). In preparation for this placement, you will need to complete the FCPS background check process. There are 3 parts to complete: the FCPS Contractor Application, Identogo Fingerprinting, and a Criminal Abuse & Neglect (CAN) Registry check. The student must cover the cost. Instructions for completing this training will be provided in the admission packet or for ABSN students before the semester they will attend FCPS clinicals.

Healthcare Insurance:

Healthcare Insurance: Students are required to have health insurance coverage during all semesters once admitted to the nursing program. Students may have to sign a form confirming health insurance coverage or provide proof of current health insurance as required by federal law and clinical agencies. Coverage purchased under the Student Health Insurance Plan (SHIP) is sufficient but please note this is an additional cost and different from the coverage under the Student Health Fee (see University Health Service Student Health page). Course/clinical instructors will give instructions for providing the appropriate evidence for clinical experiences in the course(s).

Student Dress Code:

- Student Dress Code: The purpose of this undergraduate program-wide dress code is to: 1) communicate professionalism and competence to patients, the institution, and the public, and 2) maintain a safe, hygienic environment for patients. This dress code is to be adhered to any time the student is in a clinical agency. In addition, students are to adhere to individual agency dress code standards. Infection control and client/student safety are of the utmost importance and are reflected throughout this dress code. Specific requirements protect both the client and the student from transmission of bacteria.
- Name badge: The official UK Chandler Medical Center ID badge must be worn in clinical settings at all times. This ID badge identifies students as UK College of Nursing students and is to be worn on the front upper torso; it is to be worn only in the student nurse role and not worn outside of college, clinical, or classroom settings. Badges may have one piece of tape placed over the student's last name but otherwise may not be defaced with stickers, tape or pins.
- Scrubs/Clothing: Only royal blue scrub top and pants or skirt may be worn. Royal blue scrub dresses that meet the criteria are acceptable. Scrub jackets must be royal blue. Any garment worn under the scrub top should be tucked into the pants or skirt and must be solid white, gray, black or UK blue in color. Scrubs should fully cover back and abdomen, even with full range of motion. Skirts and dresses must fall at or below the knee and be worn with hose or tights that are neutral or white in color. Pants

length should stop at top of shoe at instep. All clothes should be unwrinkled. Scrubs are not to be worn in any setting other than clinical agencies. Sweatshirts are not permitted in patient care areas. Sweatshirts may be worn in post conference and debriefing away from the patient care areas. All clothing must be in good taste, not promoting racism or racist ideology or depicting offensive logos, slogans, nudity, hate speech, violence, or profanity. Course coordinators reserve the ability to require a student to remove any clothing that does not meet these qualifications.

- Shoes and Socks: Closed toe, closed heel, nonslip shoes that are clean and in good repair are permitted in the clinical and laboratory setting. Coordinating socks or hosiery MUST be worn.
- Nails: Nails must be clean; nail polish and artificial nails are not permitted. Nails may not be longer than one quarter inch beyond tip of finger.
- Hair: Hair must be simply arranged, neat, clean, off the collar, away from the face and well-controlled. Plain barrettes, bobby pins or elastic bands may be used but no decorative hair ornaments, decorative caps or scarves are permitted. Headbands are permitted and must be in good taste. Head coverings worn for religious beliefs must allow the student to use a stethoscope and other medical instruments and must not interfere with asepsis, patient exams or therapeutic communication. Surgical scrub caps and hats that do not open in the back of the head are permitted and must meet the previously stated criteria as with religious head coverings. Any hair color that cannot be grown naturally is not permitted. Course coordinators reserve the ability to require a student to remove any hair attire that does not meet these qualifications.
- Facial hair: Students must have beard/mustache neat and trimmed to maintain adequate asepsis and professional appearance (no longer than ½" in length).
- Tattoos and Piercings: All visible body artwork and/or tattoos must be in good taste, not promoting racism or racist ideology or depicting offensive logos, slogans, nudity, hate speech, violence, or profanity. Course coordinators reserve the ability to require a student to cover a tattoo/body art that does not meet these qualifications.
- Jewelry/Piercings: Jewelry may include two pairs of post earrings anywhere on the ear. A plain wedding band and wristwatch are permitted. One post nose ring on the outside of the nose is permitted. No other jewelry is permitted.
- Make-up/Perfume: Must not be excessive, should conform to general body tones and avoid extreme colors. No perfume or cologne or smell of smoking is permitted during clinical time.
- Miscellaneous: No gum chewing permitted. No cell phones permitted. Students are to have a stethoscope, working pen light, and watch capable of tracking seconds whenever in lab or clinical setting.
- Note: Any exceptions to this Undergraduate Student Clinical Dress Code will be on a course-by-course basis. These exceptions will be noted in the course syllabus after first being approved by the Undergraduate Program Committee (UPC). Inevitably, students are required to follow the policy of the individual facility in which they are assigned.

Approved - UPC March 31, 2023, UGF April 10, 2023 [Approved UPC/UGF April 2009; Revised & Approved UPC/UGF April 2019; Revised & Approved UPC/UGF April 2020; Revised & Approved UPC/UGF August 2020; Revised and Approved UPC on March 31, 2023; and UGF on April 3, 2023; Revised & approved UPC/UGF March 2024]

The HealthCare Colleges Code of Student Professional Conduct

Can be found on the [Faculty Advancement](#) website and outlines the standards of professional and academic practice expected of students enrolled in any of the health care colleges at the University of Kentucky.

Health Fee and Activity Fees

ALL students at the University of Kentucky are eligible to use the Health Service for their health care. All University of Kentucky full-time students pay a mandatory fee as part of tuition, which entitles them to most services at University Health Service at minimal cost.

Note: Appointments are required for treatment at UHS.

- General Information – 859-323-5823
- Appointment Line – 859-323-2778
- Phone Information Nurse – 859-323-4636
- Behavioral Health – 859-323-5511
- For more information visit the [Student Health web page](#).

Health Insurance Portability and Accountability Act (HIPAA)

HIPAA, a federal law, has many purposes and provisions. Those that affect all health care providers most directly relate to ensuring the privacy and security of protected health information. Federal law requires that all health care employees and health professions students receive training about HIPAA. Training is mandatory and must be completed before you will be allowed to participate in clinical practice or data collection. Instructions for completing this training will be provided in the admission packet.

Identification Badges

All students using Medical Center facilities for any purpose MUST wear a University of Kentucky Medical Center, College of Nursing (CON) identification badge. This will be your required badge to wear at all times at CON and the Medical Center. If you lose your badge, you will be required to pay for a replacement. You will be unable to use Medical Center facilities without it. Forms and directions will be distributed at orientation, or you may contact the College of Nursing Office of Student Services, 315 CON Bldg., (859) 323-5108. **Please Note:** Fees for ID Badges are as follows, New Wildcard ID \$17.00, Vanity Card \$5.00, Black & Gold “Student” Badge \$3, Replacement ID: \$37.00 (*all costs are subject to change*).

Immunization Requirements-New Admits

The College of Nursing uses the *Medical Document Manager of CastleBranch* to process and track immunization records. You will be able to upload your records to a secure site where you will have access to the documents for life. You will be able to print the documents as needed for future clinical sites. You will receive information on how to purchase the *CastleBranch* package upon admission to the professional program.

- You are required to have the following immunizations as an incoming nursing student:
 - COVID (*complete series is required*),
 - Hepatitis B (*a 3-dose HepB series [Engerix-B, Recombivax HB, Twinrix] 2-dos HeplisavB series or a positive titer*),
 - MMR (*2 vaccine doses or 3 positive titers is acceptable*),
 - Tdap (*must be renewed every 10 years*),
 - Varicella (*2 vaccine doses or a positive titer is acceptable*)
 - Additionally, you must be tested for TB (either an IGRA blood test or a 2-step skin test).
-
- If your healthcare provider has determined you should not receive an influenza, MMR, Tdap, or Varicella vaccine, you must submit a vaccine declination request to UKHC through MyChart.
- If your healthcare provider has determined you should not receive a COVID or Hepatitis B vaccine, you must submit a vaccine declination request to the College of Nursing.
- Contact Hadley Sensing at (859) 323-6174 or email [Hadley Sensing](#) if you have any questions.

Undergraduate Student TB and BLS/CPR Policy

*(Approved by Undergraduate Program Committee and Undergraduate Faculty 12/2/11)
(Beginning with Registration in Spring Semester 2012)*

- Basic Life Support (includes Cardiopulmonary Resuscitation [CPR]): Students in clinical courses must demonstrate competence in CPR. Students must provide proof of current certification for the entire

academic year from an American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers program. AHA BLS for Healthcare Providers is the ONLY CPR course the College of Nursing will accept. ***NO OTHER CPR CERTIFICATION WILL BE ACCEPTED.***

- For returning nursing students: TB and BLS must be current for the entire academic year for continued admission in the College of Nursing and before students can begin NUR courses. A 1-step TB skin test is acceptable ONLY for returning/continuing nursing students.

Undergraduate Student Flu Vaccine Policy

(Beginning Fall 2014)

Documentation of having received a current flu vaccine is required for all UK nursing students. Students will be required to upload documentation of current seasonal influenza vaccine to CastleBranch to track their compliance. As this vaccine is not available until early fall, students who did not receive a flu shot in the year prior to their admissions can submit an exception form to CastleBranch. *(Link to form provided in the BSN Compliance Canvas.)* Students who are unable to take a flu vaccine for documented reasons will be required to submit a Vaccination Declination request to UKHC, always wear a mask while participating in clinical experiences, sign a Declination Form, and meet any other requirements specified by clinical agency.

Nurse Aide Training

You must complete nurse aide training – also known as Certified Nursing Assistant (–) - before you enroll in NUR courses. This training must include blood pressure skill training and meet federal Nurse Aide Training (NAT) guidelines (75 clock hours of which 16 are clinical). You must provide proof of successful completion of this course. Instructions sent in the admissions packet.

NOTE: A STATE EXAM FOR NURSE AIDE LICENSING IS NOT REQUIRED BY THE COLLEGE OF NURSING FOR ADMISSION *(but would be required if you want to work as a nurse aide before the 2nd semester of your nursing education).*

Information for students who may want to work as a nurse aide while attending College of Nursing.

- **Kentucky Residents:** After successfully completing the Nurse Aide training course, students must then pass the Kentucky state competency exam for Nurse Aide training.
- **Out-of-State Residents:** After successfully completing the Nurse Aide training course in their home state, the student must then pass the state competency exam in their home state. When the student moves to Kentucky, the student applies to Kentucky Board of Nursing (KBN) for “RECIPROCITY.” KBN grants reciprocity if a student has passed a state exam for nurse aide training, is in good standing and has an active certificate.

UK offers the Nurse Aide Training course. For more information, visit [the State Registered Nurse Aide webpage](#).

Social Media Guidelines

(Approved: Undergraduate Faculty April 10, 2015)

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. Because the use of social media may blur the lines between personal voice and institutional voice, the University of Kentucky has established policies to clarify how best to enhance and protect the University, as well as personal and professional reputations, when participating in social media.

Both in professional and institutional roles, students are expected to follow the same behavioral standards online as they would in the real world. The same laws, professional expectations, and guidelines for interacting

with faculty, students, parents, patients, alumni, donors, media, and other University constituents apply. Students are accountable for any institutionally related content they post to social media sites.

The National Council of State Boards of Nursing gives scenarios in the White Paper: A Nurses' Guide to the Use of Social Media. For more information, visit the [NCSBN Social Media webpage](#).

The American Nurses Association (ANA) has developed tips for nurses using social media and published them on the [ANA](#) website.

ANA's Principles for Social Networking

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient — nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

6-Tips to Avoid Problems

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers, or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

References:

- American Nurses Association, (2011, September), Principles for social networking and the nurse, Silver Spring, MD: Author.
- National Council of State Boards of Nursing, (2011, August), White Paper: A nurses' guide to the use of social media, Chicago, IL: Author, www.NursingWorld.org

Student Health Emergencies (approved by UG Faculty 11/2015)

Faculty will follow these procedures for treating student medical emergencies that occur during classroom and clinical activities. Implement basic life saving measures guided by principles of BCLS and or call 911 as appropriate to the situation. If transportation is required for treatment, faculty shall not transport but will wait arrival of paramedics or in the case of students in hospital clinical setting, await arrival of appropriate hospital personnel to transport.

Student Alert Process

Faculty and instructors are expected to communicate with the student about requirements, expectations, and grading throughout the semester. This alert goes to the student and academic advisor who, in addition to faculty and instructor efforts, will follow up with the student.

When to submit:

- Missed class
- Habitually late
- Homework not submitted
- Homework is poor quality
- Poor performance on test and quizzes
- At risk of failing course
- Planning to leave UK or potential for failing out
- Other times deemed appropriate by faculty/instructors/advisors

Other important triggers for submissions:

- Failing midterm grade or first exam score of <60
- Failing Graduate Composition and Communication Requirement (GCCR – UK CORE) assignment
- Two or more classroom, laboratory, or clinical “unsatisfactory” ratings
- At midterm, post a Canvas announcement regarding midterm grades and refer student to Canvas student success module
- Faculty invite student(s) to schedule individual/group tutoring session
- Refers student to First Aid Fridays or a course peer tutor

Reminder: If a student is on academic probation or has been recently reinstated, please check in to provide encouragement, resource reminders, and connect them with an [Integrated Success Coach](#).

Student Rider

As a University of Kentucky College of Nursing student participating in off-site clinical or observational education experiences, you may be subject to the following:

1. Be responsible for providing medical insurance or other financial means to pay expenses which may arise as the result of injury or illness occasioned during the period of clinical/observation.
2. Acknowledge that neither the facility nor the University of Kentucky assumes any liability for injuries or illness, which may arise during the period of clinical/observation at the facility, in the absence of a showing of actual negligence on the part of the entities or any of their agents, officers, or employees.
3. Have the following inoculations which are required of University of Kentucky students and show proof of inoculations: MMR and Hepatitis B. Proof of a current negative TB skin test is also required.
4. Understand that students are not employees of the University of Kentucky or the facility and are not covered by Workman’s Compensation and/or Unemployment Compensation.
5. Be responsible for the completion of health forms and other administrative requirements of the facility.
6. Be responsible for all personal transportation and housing during the clinical/observation.
7. Be subject to the health care policies and code of conduct of the facility.
8. Provide appropriate uniforms which may be required and dress appropriately, according to facility and clinical/observation dress codes at all times.
9. Be permitted time off for facility holidays.
10. Be responsible for notifying facility of the intended time of arrival and reporting to the designated individual in the facility.
11. Daily schedule will be at the discretion of the preceptor and/or facility.
12. Facility drug/alcohol policies which may include urine/blood screening to assess for the presence of drugs/alcohol.

13. The community-based faculty member/institution may be provided with relevant information concerning your academic and professional development in conjunction with your assignment.

Technical Standards

The University of Kentucky is committed to diversity and inclusion and to attracting and educating students who will make the population of health care professionals representative of the national population. Our core values — UKCON — Unique and innovative contributions to healthcare, Knowledge and evidence-based practice, Collaborative and diverse learning environments, Open and respectful relationships and Nursing leadership and recognition translate into our work with all students, including those with disabilities. The College of Nursing actively collaborates with students to develop innovative ways to ensure accessibility and creates a respectful, accountable culture through our confidential and specialized [Disability Resource Center](#). The College of Nursing is committed to excellence in accessibility; we encourage students with disabilities to disclose and seek accommodations.

The College Nursing provides the following sample description/examples of technical standards to inform incoming and enrolled students of the performance abilities and characteristics that are necessary to successfully complete the requirements of the nursing curriculum and provide effective and safe health care. To matriculate (enroll) the student must meet technical standards with or without reasonable accommodations and maintain related satisfactory demonstration of these standards for progression through the program.

If you had sufficient education, would you be able to perform the following technical standards:

Acquire information

- Acquire information from demonstrations and experiences in nursing courses such as lecture, group, and physical demonstrations.
- Acquire information from written documents and computer systems (e.g., literature searches & data retrieval).
- Identify information presented in images from paper, slides, videos, and transparencies.
- Recognize and assess patient changes in mood, activity, cognition, verbal, and non-verbal communication.

Use and Interpret

- Use and interpret information from assessment techniques/maneuvers such as those involved in assessing respiratory and cardiac function, blood pressure, blood sugar, neurological status, etc.
- Use and interpret information related to physiologic phenomena generated from diagnostic tools (i.e., sphygmomanometer, otoscope, ophthalmoscope) during a comprehensive examination of a client or patient.

Motor

- Possess psychomotor skills necessary to provide holistic nursing care and perform or assist with procedures, treatments, and medication administration.
- Practice in a safe manner and appropriately provide care in emergencies and life support procedures and perform universal precautions against contamination.

Communication

- Communicate effectively and sensitively with patients and families.
- Communicate effectively with faculty, preceptors, and all members of the healthcare team during practicum and other learning experiences.
- Accurately elicit information including medical history and other information to adequately and effectively evaluate a client or patient's condition.

Intellectual ability

- Measure, calculate, reason, analyze, and synthesize data related to patient diagnosis and treatment of patients.
- Exercise proper judgment and complete responsibilities in a timely and accurate manner according to the advanced generalist nursing role.
- Synthesize information, problem solve, and think critically to judge the most appropriate theory or assessment strategy.
- Ask for help when needed and make proper judgments of when a nursing task can or cannot be carried out alone.

Behavioral

- Maintain mature, sensitive, effective relationships with clients/patients, families, students, faculty, staff, preceptors and other professionals under all circumstances.
- Exercise skills of diplomacy to advocate for patients in need.
- Possess the ability to function under stress and adapt to changing environments inherent to the classroom and practice settings with or without accommodations.

Character/Professionalism

- Concern for others, integrity, accountability, interest, and motivation are necessary personal qualities.
- Demonstrate intent and desire to follow the ANA Standards of Care and Nursing Code of Ethics

The College of Nursing wishes to ensure that access to its facilities, programs, and services are available to students with disabilities. The University provides reasonable accommodations to students on a nondiscriminatory basis consistent with legal requirements as outlined in the Americans with Disabilities Act (ADA) of 1990, the Americans with Disabilities Act Amendments ACT (ADAAA) of 2008, and the Rehabilitation Act of 1973.

A reasonable accommodation is an adjustment to an instructional activity, facility, program or service that enables a qualified student with a disability to have an equal opportunity to participate in all student activities. To be eligible for accommodations, a student must have a documented disability as defined by the ADA and Section 504 of the Rehabilitation Act of 1973. The ADA, the ADAAA and Section 504 all define disability as (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such impairment; or (c) being regarded as having such a condition.

Decisions regarding reasonable accommodation are determined on a case-by-case basis taking into consideration each student's disability-related needs, disability documentation and program requirements. While the College of Nursing will make every effort to work with students with disabilities to accommodate their disability-related needs, The College of Nursing is not required to provide accommodations that fundamentally alter or waive essential program requirements.

Students who, after review of the technical standards determine that they require accommodation to fully engage in the program, should contact the [Disability Resource Center](#) to confidentially discuss their accommodations needs. For more information, please watch the introductory video on the [DRC website](#). Given the clinical nature of our programs additional time may be needed to implement accommodations. Accommodations are never retroactive; therefore, timely requests are essential and encouraged.

Computer and E-mail Resources

The University of Kentucky strongly recommends that each student purchase a personal laptop computer. Please note that Chromebooks or Android Tablets are not compatible with College of Nursing software.

Minimum Suggested Computer Hardware:

Laptops/Desktops/All-in-Ones

Requirements Can be Found the [Technology Help Center page](#).

For all other general Information Technology questions regarding Campus-Wide computer systems and many other Campus-Wide programs please visit the UK Information Technology Services website.

- Computing account access
- For LinkBlue information visit the main [ITS webpage](#).
- For technology-related issues visit [ITS Customer Service](#).
- Nursing Lab located on the 6th floor of CON: visit the [Computer Labs page](#) and scroll down to see the 6th Floor computer lab.
- Nursing Libraries: visit the main [UK Libraries page](#).
- Student Computing Services: for advanced software needs to visit [The Hub@WT's](#)
- Software Download: To download software visit the [Software Downloads webpage](#).

Adapters/Other Hardware for Tablets

Because tablets have less storage than laptops, tablet users with high-speed Internet connectivity can use UK's virtual desktop and application solution ([Virtual Den](#)) to expand the number of applications available to them. See further below in this document about the software this service provides. Also, many tablets have HDMI or USB ports for connecting external monitors, keyboards, mice, headsets, and other devices.

Other Considerations

Other considerations when purchasing include a warranty, accidental damage plans, display size and resolution, the weight of the hardware, battery life, and charging capabilities. A warranty may help if the laptop/tablet experiences problems in the first years of ownership. The student should consider the most appropriate warranty for his or her needs and whether an accidental damage plan would be beneficial. Each student should also consider where and how he or she will carry and use the laptop/tablet and how to keep it charged.

E-mail Access

E-mail is the primary mode of communication between you and the faculty/staff. All students in the College of Nursing must use UK exchange or Office 365 email. All Faculty, Staff, and Students automatically receive an Office 365 account to use Office Online or to install the Microsoft Office suite on your device. You may also use Office 365 for your University Email Account. College of Nursing uses the UK e-mail address that is provided to you at the beginning of your program. Please, DO NOT forward your UK email accounts to your personal Email account, such as Yahoo, Gmail, etc. If your UK E-Mail is forwarded to your personal account, there is a chance an important email may be bounced. You must check your email at least once a day for important announcements, class changes, scholarship notices, and special events. UK Information Technology Services (UKITS) uses Microsoft Exchange 365 for email for all students. For tips and FAQs, visit the [UKITS University Email and Cloud Apps page](#).

Software

Students are required to install the latest version of Microsoft Office 365 which is freely available to download via [UK Software Downloads](#). In addition to downloadable software, students with high-speed Internet connections can access [Virtual Den](#), which provides access to general student lab software on any UK student's personal device (desktop, laptop, tablet). This allows anywhere, anytime access to several Windows applications, including SAS, SPSS, and Adobe products. Mac users can access Virtual Den software just as easily as PC users. Google Chrome or Mozilla Firefox are the recommended browsers.

College of Nursing Specific Software

The College of Nursing requires students to use one or more software programs listed below. Instructions will

be provided to students by student support staff or instructors.

- Respondus LockDown Browser (Available via [UK Software Downloads](#))
- ExamSoft Examplify (Instructions for access will be provided by instructors)
- Flipgrid (Instructions for access will be provided by the instructor)
- Echo360 (Instructions for access will be provided by the instructor)
- Elsevier HESI and Sherpath (Instructions for access will be provided by the instructor)
- Digication (DNP students only—Instructions for access will be provided by the instructor)
- Portfolium

Digital Literacy Requirements

All College of Nursing courses requires the following digital information and computer literacy skills:

- Using the Learning Management System (Canvas)
- Using Email Applications and Attaching Files to Email Messages
- Creating and Submitting files in Commonly Used Word Processing Formats (e.g., pdf and Microsoft Word)
- Downloading and Installing Software
- Updating and Performing Regular System Maintenance
- Ability to Adapt to Multiple Program Environments

Ability to Troubleshoot Common Computer Errors

Campus IT Support: 859-218-HELP (4357) or 218help@uky.edu

UK HealthCare IT Support: 859-323-8586 or ukhcrit.service@uky.edu

ALL STUDENTS MUST HAVE ACCESS TO HIGH-SPEED INTERNET!

Other Resources

Bulletin Boards/Monitors

Bulletin Boards are located on every floor of the College of Nursing. Monitors are in the Student Lounge. These provide valuable information for undergraduate students such as:

- Employment opportunities
- Financial aid and scholarship notices
- Faculty communications
- Current events
- Training notices

Remember: It is your responsibility to read and note posted information!

Calculators

Only non-programmable calculators are permitted for use in nursing classes.

Campus Safety

To ensure your safety and the safety of others at the University of Kentucky, you are encouraged to familiarize yourself with the crime prevention information on the [UK Police Department's Web site](#).

University of Kentucky Police Department

Emergencies: 911

Free call from your cell phone - #UKPD (#8573)

Health and Well-Being Supports for Student/Health Emergencies

Students should access their usual health care providers for health problems that occur while they are enrolled in the College of Nursing. Additionally, the University of Kentucky provides the following resources and services to meet student health needs:

- For preventative care and other primary health care needs, students can contact University Health Service, Student Health Services at 859-323-5823.
- For mental health care support and other on-campus health and well-being supports, students can contact the TRACS Hub (Triage, Referral, Assistance, and Crisis Support) at 859-218-7227. Staffed by licensed clinical social workers, the TRACS Hub is a one-stop location for accessing holistic well-being and mental health supports that are either provided within the unit or through a referral to a best-fit campus partner.

Emergency Services are available by calling 911, using a cell phone to call the UK Police Department at #8573, or accessing the Crisis Text Line by texting 741-741. Local emergency departments are available 24/7 for emergency treatment of illness.

When students report serious medical or mental health issues to faculty outside of usual business hours, the faculty member will call 911 for assistance. The potential or real medical or mental health problem will be reported along with the student's name and contact information including current address to 911 emergency services. Students must update their contact information in [MyUK](#) each semester as part of the registration process for use in emergent situations.

Students who are unable to meet the technical standards of the program due to medical or mental health illnesses or symptoms during their clinical work will be asked to leave the clinical area. Written confirmation from a professional health care provider that indicates that the student's health has improved to the level that clinical work can continue must be presented to the coordinator of the course before clinical work resumes. The confirmation should include any restrictions that are necessary to promote or support the student's health and ensure safe patient care. Some restrictions may prohibit an immediate return to the clinical setting, and these will be evaluated by course faculty on a case-by-case basis.

Change of Address/Name

It is your responsibility to keep the College and the University Registrar informed of any address or name changes. You will need to contact the University Registrar's Office, 10 Funkhouser Bldg., or make this change online at the [MyUK Portal](#). We frequently mail important information to you, so it is to your advantage to keep name and address information current. Your current address should also be on file in the College of Nursing, Office of Student Services and with the Registrar always.

Discrimination and Harassment

University Administrative Regulations - <https://www.uky.edu/regs/administrative-regulations-ar>, prohibits all discrimination based on sex, race, ethnic origin, sexual orientation, color, creed, religion, age, or political belief. Sexual harassment is an explicit violation of Administrative Regulations and should be reported. Students, faculty members, staff members, or house officers at the University of Kentucky who believe they have been sexually harassed may consult staff in the Office of Institutional Equity and Equal Opportunity Office (859) 257-8927 to resolve a complaint of sexual harassment. Additional information about "Preventing Sexual Harassment" training will be communicated to you through the college dean and associate deans.

Expenses

You will find the tuition and mandatory fees listed on the [2024-2025 Mandatory Fee Assessment Policy page](#). Additional expenses include textbooks, course packets and equipment packs. The price ranges from \$600-

\$1,500 per semester. Some textbooks are purchased early in the program and are used in more than one course. Students are encouraged to keep their nursing textbooks and the syllabi and course packs for future use in the program, and when reviewing for NCLEX.

Room and Board: For more information, visit the [UK Campus Housing Homepage](#).

- **Books**

Students in the Traditional and ABSN tracks will purchase the Elsevier 360 package; the full cost of the package is \$3,750, including five semester payments of \$750 for Traditional Students, and four semester payments of \$937.50 for ABSN students.
- **Semester Fees:** \$632.00 (\$1,264 per academic year)
 - Clinicals
 - Computer Based Exam Software
 - Disposables
 - HESI Standardized Exams
 - Nurse Pak
 - Simulation
- **PointSolutions polling license**—Total cost of polling license is: 2-year license for \$23.99; 3-year license for \$25.99.
- **Nurse Aid (SNRA) Training:**
- Effective 7/1/2024: \$800
 - Includes course fee, book rental, and background check.
 - State testing and CPR training is not included.
- American Heart Association BLS: \$65
**fees subject to change*
- **CastleBranch Package** (background check, drug screen, Medical Document Manager): **\$169.04**
- **UKHC ID Badge:** \$5.00
- **Wildcat ID Card:** \$17.00
- **Black & Gold Badge:** **\$3.00**
- **Scrubs:** Varies; *see CON Dress Code section.*

You are required to adhere to the dress codes of the agencies to which you are assigned for clinical work.
- **Watch:** Cost varies
A watch with a second hand is necessary before starting your clinical experience.
- **Stethoscope:** Cost varies
- Double head with replacement or interchangeable parts
- "Littmann-like" double-head with interchangeable parts
- MDF Instruments stethoscopes from \$54.99 – \$79.99 (additional discount for CON students)
- **Penlight**
 - reusable-\$5.50-\$7.90
- **Blood Pressure Cuff**
 - Regular adult BP cuff with matching bag-\$34.00
 - MDF Instruments aneroid sphygmomanometer \$29.99 (additional discount for CON students)
 - ADC BP cuff-\$47.00
 - MDF Instruments Assessment Kit including stethoscope, BP cuff, and LED penlight: Cost varies, but UK Nursing Students receive a 15% discount for creating their own kit
(Note: Cost of listed items is approximate and subject to change.)

Family Educational Rights and Privacy Act (FERPA)

At the University of Kentucky, one of our most important priorities is the safety and security of everyone on our campus — our students, faculty and staff. The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law that protects the privacy and confidentiality of personally identifiable information contained within student education records. Key elements of this law include:

- Education records are any record maintained by the institution, which include student information, regardless of the medium (paper, electronic, et al).
- FERPA rights transfer to the student upon enrollment in a higher education institution regardless of age. Parents have no inherent rights to student education records.
- Institutions may only release directory information to third parties and then only if the student does not have a privacy flag and/or has not provided explicit signed consent to the release of non-directory information.
- Students have the right to prevent institutional disclosure of any student record information, including directory information (i.e., a FERPA/privacy flag – displayed in [MyUK](#) and SAP).
- Students' have the right to review their own education records.

FERPA website links for more information

- Students – For information visit the [Student section of the FERPA page](#).
- Faculty/Staff – For information visit the [Faculty/Staff page](#).

Guidelines for Lactation Support

(Adapted from the University of Kentucky Lactation Guidelines)

Recognizing the importance of breastfeeding for both mother and infant, the College of Nursing will make students who choose to breastfeed aware of available appropriate environments to pump their breast milk or breastfeed. The CON goal is to support Undergraduate and Graduate students in their breastfeeding endeavors.

Policy

The College of Nursing recognizes the many benefits of breastfeeding and is committed to supporting this effort. Breastfeeding accommodations are guided by [Kentucky Revised Statute 211.755](#) that acknowledges that a woman may breastfeed her child or express milk in any location, public or private, where the mother is otherwise authorized to be.

Process

Upon returning as a student after the birth of a child, the Undergraduate or Graduate Nursing student may request break time to express her milk on a reasonable schedule. Students are responsible for requesting lactation support prior to the first day of class. They should provide adequate written notice to the course coordinator about the need for break time and an appropriate location to pump.

1. The course coordinator will advise the student to inform all faculty members about specific needs for support.
2. Students are encouraged to use the break time between classes to pump milk.
3. Alternatively, flexible scheduling time for lactation purposes will be negotiated with their professors. Professors are not required to excuse tardiness or absences due to lactation needs.
4. In the case of clinical experiences, students shall obtain permission and make plans with the course coordinator, the clinical instructor and, in some instances, the nurse preceptor for breast pumping during the clinical rotation. Specific times and locations for breast pumping will be outlined in writing.
5. Currently, there are designated lactation spaces across campus that are offered to accommodate employee and student needs (see below for more details).
6. The frequency of milk expression as well as the duration will likely vary. Typically, new mothers need to express milk every two to four hours (e.g., a student who attends classes for 8 hours will need to express milk two to three times). The duration will likely extend to 25-35 minutes.

7. The CON will abide by the ACA revised section 7 of FLSA and will provide reasonable break time for a student to express breast milk for 1 year after the child's birth.
8. This policy does not extend to permitting infants in the classrooms.

Lactation Station

The nearest Lactation Station room is in CON 604. Take the elevator to the sixth floor, take a right from the elevators and turn left when you reach the hallway. CON 604 will be located on your left. Please indicate on the sign to the right of the door that the room is occupied. The room has two chairs, a small table with a lamp, hand sanitizer, and several AC outlets. A pump is not provided in the room. To use the room, you need to get the passcode to open the door. Email any of the following people to get the code: Dr. Ana Linares at am.linares@uky.edu, or James Hayhurst at james.hayhurst@uky.edu.

Questions

For more information about UK Lactation Guidelines visit the Human Resources [Lactation Guidelines page](#). To find other lactation space available at UK visit HR's [Lactation in the Workplace page](#). Additional questions, please email [Ana Maria Linares](#), DNS, RN, IBCLC or call 859-323-4726.

Prepared by: Ana Maria Linares, Darlene Welsh, and Sherry Holmes, College of Nursing
Approved by Undergraduate Program Committee (UPC): Dec 05, 2014
Updated by: Paula Kral and Ana Maria Linares August 8, 2016
Updated by Ana Maria Linares, June 2019

University of Kentucky Policy on Deadly Weapons

Students who possess deadly weapons in violation of this prohibition are guilty of violations of the *Code of Student Conduct* and are subject to disciplinary action under that Code, including expulsion from the University, and all other appropriate legal actions. Please view the complete policy at the [UK Regulations page](#).

Request to Borrow Equipment

Occasionally, you may find that it is necessary to borrow equipment from the nursing skills laboratory for use in off-site laboratory experiences. Such requests should be made in writing **at least one week in advance** to the instructional specialist in charge of maintaining the laboratory.

Student Employment

If you choose to work, you must do so under the regulations of the University (*see University of Kentucky Bulletin*). A student employed in a health care facility (*versus supervised clinical experience as part of a course requirement*) is in no way related to the College of Nursing during such work periods. Uniforms bearing the College of Nursing insignia (name pin and student patch) ***must not be worn***. You may not perform any skills that you have not been approved to perform by personnel in the agency of employment, nor may you call yourself a nursing student. We strongly advise you not to attempt to work full time while carrying six or more hours, or three different courses. Working greater than 15 hours/week is NOT recommended for full time students.

Study Sessions

First-Aid Fridays (FAF) is a free, weekly study hall for professional nursing students. **ALL** sophomore, junior and senior nursing majors are encouraged to take advantage of this opportunity to study with peers and tutors. *First-Aid Fridays* take place each Friday that the university is open for business from 10 am - 3 pm in the CON Clinical Simulation and Learning Center. Students must make an appointment via the FAF Canvas site. This resource includes:

- Peer tutors for patho-pharmacology and nursing content review (***They have been through it!***)
- Teaching assistants to lead hands-on practice of clinical nursing and med-math skills, and,
- Academic support for individual students and study groups.

Recording Lectures

Students may record lectures for personal use with the consent of the instructor.

The Dose E-Newsletter

This is an e-newsletter specifically for CON Undergraduate Nursing Students. There will be reminders about deadlines, information from advisors, UNAAC, special events, scholarships and more. **Your newsletter will come to you through your UKY E-Mail address.** Please check CON E-Mail often as this is the main way of communication between students and the College of Nursing. We welcome any comments or suggestions about information you would like to see in *The Dose*. **The deadline for submission of information will be the Wednesday before publication at noon.** You can email [James Hayhurst](#) with news related information. *The College of Nursing reserves the right to edit any submitted material.*

Tobacco Free Initiative

The University of Kentucky as well as the College of Nursing is committed to creating and maintaining a culture of compliance with the *Tobacco Free Initiative*. For information regarding the *Tobacco Policy*, please go to [UK's Regulations page](#).

Transportation to Clinical Facilities for Student Experiences

To meet the changing emphasis in health education, some courses will require clinical experiences off campus in community facilities located within the city, as well as outside the Lexington area. Our faculty negotiates clinical facilities for student experiences. You will encounter travel for placements outside Fayette County for distances of not more than 70 miles weekly. We will expect you to be responsible for transportation and travel expenses. Please be prompt. If for any reason you cannot be prompt or present for laboratory activities, you must notify your instructor and/or clinical faculty as far in advance as possible. Students are expected to provide their own transportation.

Academics

College of Nursing Academic Advising Policy (*Approved: Nov. 21, 2008*)

Under normal circumstances, advisors will acknowledge receipt of an advisee inquiry within two business days. Important aspects of the faculty/staff advising role include:

1. Guiding the student through the nursing program of study and completion of graduation requirements.
2. Referring the student to resources as needed and/or requested.
3. Supporting the student through mentorship, including healthy self-direction in all aspects of the academic environment.
4. Promoting personal, professional, and intellectual development and academic excellence, including encouraging self-directed learning.
5. Evaluating student progress in meeting requirements of the program.
6. In collaboration with course faculty, fostering professional and academic accountability.

Important aspects of the advisee role include:

1. Abiding by the University of Kentucky Health Care Colleges Code of Student Professional Conduct.
2. Actively engaging in the advising and learning process.
3. Keeping the advisor apprised of personal challenges that may impact his/her academic performance.
4. Seeking support when needed.
5. Reading and responding, as appropriate, to all programmatic communication in a timely manner.
6. Utilizing the student handbook.
7. Scheduling and keeping appointments with advisor throughout semester.
Evaluating the advisor as requested.

Accommodation of Religious Holidays

We know from self-study that the climate for learning on campus is critically important to student success and to the viability of our community. As we strive to ensure that our students, faculty and staff experience UK as a welcoming environment, we embrace the many aspects of diversity represented on campus and endeavor to be inclusive in the ways we live, learn and work here. This involves respecting, among all else, the religious diversity on campus. Throughout the academic year, members of our community observe various official high holy days of their respective religions. Urging sensitivity to the importance of these days to the observers among us, the campus should be reminded of the Senate vote that established the following rule:

"Faculty shall give students the opportunity to make up work (typically, exams or assignments) when students notify them, in advance, that religious observances prevent the students from doing their work at its scheduled time. Faculty shall indicate in their syllabus how much advance notice they require from a student requesting an accommodation. Faculty may use their judgment as to whether the observance in question is important enough to warrant an accommodation, although the presumption should be in favor of a student's request. The Offices of Institutional Diversity, the Dean of Students, and the Ombud are available for consultation."

Use of External Exams and Remediation

Students are required to complete standardized achievement examinations (e.g., HESI) throughout the program to facilitate the evaluation of program effectiveness and to help them determine their level of preparation for National Council Licensure Examination for Registered Nurses (NCLEX-RN). These examinations are used to guide student learning by identifying areas in need of remediation and by providing a mechanism for the remediation process. Student scores on these examinations do not directly impact progression or graduation. In such courses where external exams are used, the exam:

- Will be scheduled and administered electronically, and follow the course-specific policy as outlined in the course syllabi;
- Will constitute no more than 10% of the total course grade;
- Grade will be derived from the true student conversion score percentage rounded to the nearest hundredth multiplied by the weight of activity designated by course faculty in the syllabi;
- Will not be incorporated into the minimum 73% exam average necessary to pass the course;
- Remediation will be at the discretion of the course faculty
- Remediation may be considered a separate graded course activity;
- Remediation must be completed within the same timeframe that the course content was delivered.

Failure to complete examination or remediation activities as described in the course syllabi may result in course-specific penalty (e.g., unsatisfactory, grade deduction, etc.).

(Updated March 2022)

Video Assignment Confidentiality Guidelines and Acknowledgement

This course requires student participation in, and video recording of, simulated clinical experiences involving the sharing of personal information (including health information) among classmates. By participating in this course, you agree to maintain the confidentiality of any personal information disclosed by your peers. Personal information shared by classmates must not be disclosed, discussed, referenced, or reproduced outside of the course environment, including on social media platforms, public forums, or other communication channels without express written consent. Please report any confidentiality concerns to the course instructor promptly. Prior to recording and storing video assignments involving the disclosure of personal information, students should check their privacy settings to ensure the videos are not accessible to any third parties. Please see the following instructions for uploading video assignments to Canvas: <https://www.youtube.com/watch?v=FB-ibMSAGh0> (Links to an external site).

Admission/Progression: Traditional BSN Student

Admission to the Traditional Nursing Curriculum in the College of Nursing will occur in the fall and the spring. Deadline for application is March 1 of each year. Only qualified students will be admitted. See the College of Nursing web site for application deadlines at the College of Nursing [How to Apply to the BSN in Nursing Program page](#).

Pre-nursing students

A student is admitted as a pre-nursing major. This is a general admission to the University and to the College of Nursing. Admission to pre-nursing does not guarantee admission to the Professional Nursing Curriculum. Application to the University of Kentucky can be made at [the UK Undergraduate Admissions page](#). Students are eligible to apply for admission to the Professional Nursing Curriculum if they meet the following criteria:

- A minimum cumulative grade point average of 3.0 or greater
- A minimum GPA of 3.0 in the pre-requisite science courses
- A minimum of a "C" in all required pre-nursing courses
 - NOTE: All grades are considered in the GPA calculations for the application process, regardless of where the course was taken.
- Completion of the following pre-requisite courses (or their equivalent)
 - **BIO 103**, Basic Ideas of Biology
 - **CHE 103**, Chemistry for Health Professionals
 - **ANA 109**, Anatomy and Physiology for Nursing I
 - **ANA 110**, Anatomy and Physiology for Nursing II
 - **PSY 100**, Intro to Psychology *or* **PSY 323**, Developmental Psychology*
 - **CIS/WRD 110**, Comm & Comp I
 - **CIS/WRD 111**, Comm & Comp II (or CIS/WRD 112, Accelerated Comm & Comp II)
 - **The Internet-based TOEFL** is required of all applicants whose *first or primary language* is other than English. Minimum cumulative score of 90; *and at least* minimum individual scores of 26 in speaking, 22 in listening, 20 in writing and 22 in reading

**The following courses have been approved as alternatives for psych/social science: SOC 101, FAM 254, CPH 201*

The University of Kentucky complies with federal and state constitutions, and all applicable federal and state laws, regarding nondiscrimination. The University provides equal opportunities for qualified students in all aspects of University operations, and does not discriminate on the basis of race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or whether the person is a smoker or nonsmoker, as long as the person complies with University policy concerning smoking. Compliance with the Title IX of the Educational Amendments of 1972, which prohibits sex discrimination, and with Title VI of the Civil Rights Act of 1964 is coordinated by the Equal Opportunity Office, Main Bldg., University of Kentucky, Lexington, KY 40506-0032, 859-257-8927.

Prior to beginning the Professional Nursing Curriculum, students must complete the following:

- A UK College of Nursing approved Medicaid Nurse Aide training program
- An American Heart Association CPR/BLS course
- BIO 208, Principles of Microbiology
- DHN 212, Introductory Nutrition

Admission/Progression: RN - BSN Student

See [RN-BSN program admission requirements](#) on the College of Nursing website.

Applications will be reviewed, and decision letters will be mailed to all applicants. Students may register for NUR courses after a verified, clear and unencumbered license has been confirmed and admission requirements have been met. These requirements include: 1. Graduation from an accredited nursing program from a regionally accredited institution with a minimum cumulative 2.5 GPA on a 4.0 scale for all college work. 2. Students with a GPA of 2.0 to 2.49 may be provisionally admitted to the RN to BSN track with admission committee approval. Contact [Tara Grana](#) for more information. 3. Student statement of academic and professional goals provided on Essay Questionnaire (sent by the College of Nursing after initial application with Undergraduate Admissions is processed). The RN-BSN program accepts applications for the fall, spring, and summer semesters year-round. The application deadlines are March 15, July 15, and November 1. Prospective students are encouraged to apply at any time. If you have any questions, please email Tara Grana or call (859) 323-6655.

Admission/Progression: Accelerated BSN (ABSN) Student

- ◆ Admission ABSN - Deadline for application, fall semester is March 1 and spring semester is August 15.
- ◆ ABSN Track admission requirements are on the College of Nursing [ABSN webpage](#).

Attendance

Nursing students are expected to attend all scheduled classes, labs, and clinical experiences. We know your regular class attendance will most effectively maximize learning and use of your time and effort. Because some instructors limit the number of absences allowed (*see course syllabus*), the faculty will determine the effect of excessive or unexcused absence or lateness on your course grade and/or continuation in the program. Our college will request a medical report from you for excessive absence or illness.

If the university closes to on campus instruction due to unsafe weather conditions or another cause, nursing faculty may plan online classroom or clinical instruction to take place during the usual scheduled time for course activities. Students should be aware of this practice and look for announcements about virtual learning plans from course faculty. If power or Internet interruptions occur, faculty will provide course specific instructions on how to manage online learning which may include an asynchronous remote assignment.

Zoom Engagement Expectations

We will be using Zoom to engage with each other throughout the course. Please follow the following zoom etiquette guidelines to ensure everyone's success in the course.

- To assist in zoom security, please sign into zoom with your UK single sign on (SSO). When setting up your zoom account through zoom client, the company domain will be uky.
 - Instructors reserve the right to ask for verification of identity of participants not signed into the UK Zoom before admitting them to the class session.
- Instructors reserve the right to lockdown or enable the waiting room after the class start time. You may leave the meeting at-will, but you may be unable to rejoin or need to be manually readmitted. Consider it promptness to class. If this were a face-to-face class, you would not be late. If you have questions and cannot stay for the entire meeting, make sure you are signed in on time.
- Keep background noise to a minimum. Mute your microphone when you are not speaking.
- Wear appropriate clothing. Dress as you would normally when attending an in-person class session.
- When your microphone is unmuted, please do not speak over other participants. Be courteous to your classmates as you would in a classroom. Use the hand raised emoticon if you are having trouble being

heard. When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers, pencil tapping, and dogs barking.

- Please use your web camera. Instructors reserve the right to ask students to turn on their webcams during class sessions. Make sure it is in a stable position and focused on eye level, if possible. Doing so helps create a more direct sense of engagement with other participants as if in the classroom.
 - *Note:* you may be asked to turn your webcam off to preserve bandwidth and ensure better quality meetings.
- You can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and muting your smartphone. Explain to family and friends that this is your class time, and you should not be bothered unless it is an emergency.
- Chat discussions should be relevant to the course content and not cause a distraction for other students or the instructor(s). Instructors reserve the right to ban private chats or disable the chat feature.

University Closure

If the university closes to on campus instruction due to unsafe weather conditions or another cause, nursing faculty may plan online classroom or clinical instruction to take place during the usual scheduled time for course activities. Students should be aware of this practice and look for announcements about virtual learning plans from course faculty. If power or Internet interruptions occur, faculty will provide course specific instructions on how to manage online learning which may include an asynchronous remote assignment.

Attendance Verification and Title IV

Title IV of the Higher Education Act of 1965 governs the administration of federal financial aid funds. Federal regulation mandates that these funds may only be disbursed to students who are actively attending classes. The University of Kentucky is responsible for documenting each students' attendance to ensure compliance and failure to do so may result in sizeable fines. All instructors of undergraduate, graduate and professional courses (including lab courses, independent studies, online courses, and research credit) are required to verify attendance. For more information visit the Office of the Registrar Title IV Compliance page.

Audit and Special Examination

Students who register for an audit do so for reasons other than fulfilling explicit requirements. They must come to individual agreements with the instructor as to what responsibilities they will be expected to perform. Normally, students who audit would be expected to do the readings and attend class; they may be required to enter more fully into the class work. In any case, they will receive no credit hours or grades. Any change from audit to credit or credit to audit by a student regularly enrolled in a college must be accomplished within three (3) weeks from the beginning of classes in the fall or spring semester (or a proportionate amount of time in the summer term/session or other courses of less than a full semester's duration). No credit can be conferred for a class audited nor is a student permitted to take an examination for credit except for the special examinations **described in the [Academic Requirements section of the UK Bulletin](#).**

Characteristics of a Successful Nursing Student

1. Works not at all or less than 15 hours per week during the academic year. Views nursing program as a "40-hour work week."
2. Actively participates in academic activities (e.g., coming to class and advising sessions prepared with expected documents and with assignments completed). Reads nursing journals.
3. Attends all classes and exam reviews and sets a daily schedule that includes study time.
4. Finishes homework and assignments before deadlines rather than procrastinates.
5. Takes class notes using Cornell Method (or comparable style) and reviews notes within 24 hours of a class. (Does not rely solely on PowerPoint slides, reviews textbook information related to notes).
6. Participates in study groups or group discussions (e.g., attends First-Aid-Fridays each week).

7. Studies during daylight hours rather than late at night.
8. Prepares in advance to study for all exams, including mid-terms and finals.
9. Makes an appointment early in the block to meet with course faculty during office hours, as needed, and consistently communicates with faculty throughout the block when he/she does not understand content.
10. Is willing to make mistakes and learn from those mistakes.
11. Comes to each class with 5 questions having already read the material of the day's subject matter.
12. Asks for assistance from tutors, advisors, and instructors and utilizes UK resources such as *The Study or First-Aid Friday's study hall*.
13. Reviews questions in NCLEX practice resources such as the UK Library's [NCLEX-RN Bank from BoardVitals](#).
14. Consistently does more than is required (e.g., reads the textbook even when tests are based on notes or reads professional nursing journals).
15. Knows dominant learning style and how to creatively engage with a teacher who instructs in a different style.
16. Makes appropriate personal choices (e.g., not using drugs, drinking alcohol underage or on the weekend before an exam).
17. Is self-aware of personal issues, prejudices, and biases that interfere with connections with others.
18. Has financially prepared for the costs of an education.
19. Schedules time each day for personal renewal and fulfillment.
20. Practices self-care (e.g., daily: exercises, eats a healthy diet, and sleeps at least 7-8 hours/night).

Cheating and Plagiarism

Students shall not plagiarize, cheat, or falsify or misuse academic records. [US: 3/7/88; 3/20/89] Plagiarism includes the submission of student's own work from a previous course in a repeated course which may be known as self-plagiarism.

- See Restorative Actions (Section VII) in the [Code of Student Conduct](#).
- For information about Plagiarism and Cheating, visit University of Kentucky, the [Office of Academic Ombud Services webpage](#).

Copyright Compliance

Course syllabi, written or electronic lab, clinical, or course assignments, and other materials created by the course faculty for student completion are protected by university and faculty copyright statutes. Students may not copy faculty generated materials to distribute to others for profit or gain monetarily or academically. Completed assignments may not be shared with other students during or after the course is completed through electronic or other means. Students should not use others work. All course assignments that require documentation of sources should site published works. Work from another student which has not been published does not meet this standard. Violating copyright compliance could be construed as cheating. See Standards of Conduct (Section VI) in the [Code of Student Conduct](#). Violating copyright compliance could be construed as violations of legal and civil law. Individuals who violate copyright compliance may also be subject to legal action.

Link to University of Kentucky Ombud Services: [Academic Ombud Overview](#).

Link to University of Kentucky Ombud Services: [What is Plagiarism?](#)

Students are expected to adhere to the university policy on cheating and plagiarism in all courses. If students violate University policy or Copyright Compliance, a penalty as listed in the syllabus will be incurred.

College of Nursing Probation and Academic Suspension Standards

Undergraduate students in the professional nursing program are subject to the University's general regulations for undergraduate students pertaining to scholastic probation, academic suspension, and reinstatement (SR: 5.3.0). These University regulations can be found at on the [Code of Student Conduct](#). In addition, the following standards apply.

NOTE: In the statements below, the phrase "in the College of Nursing [CON]" refers to courses with an NUR prefix that are specific requirements for the degree of Bachelor of Science in Nursing. The phrase "by the CON" refers to other courses (required by the College of Nursing, which does not have the NUR prefix).

These standards apply to all undergraduate nursing students unless alternative action is recommended by the Undergraduate Student Admission and Progression Committee and approved by the dean of the College of Nursing.

Undergraduate Program Probation

Regardless of academic standing in the University, a student shall be placed on probation when the student:

1. earns a semester grade point average (GPA) less than 2.0 in courses required by the College of Nursing, or
2. earns a grade less than a "C" (2.0) for any required courses with a NUR prefix.

Removal from Undergraduate Program Probation

A student shall be removed from probation when the student:

1. in the semester following probation earns a semester GPA of at least 2.0 in courses required by the College of Nursing, AND
2. earns at least a grade of "C" (2.0) in each course required in the CON with a NUR prefix for which the student previously earned a grade below "C" (2.0)

Undergraduate Program Dismissal from College of Nursing

A student shall be dismissed (subject to appeal) from the undergraduate nursing program when the student:

1. earns less than a semester GPA of 2.0 in courses required by the CON either at the end of the first probationary period or in any subsequent semester; or
2. for a second time fails to earn a grade of C (2.0) or higher in a completed attempt of a course required in the CON (NUR prefix); or
3. fails to earn a grade of C (2.0) or higher on the first completed attempt of any two courses required in the CON (NUR Prefix); or
4. earns less than a GPA of 1.5 in the courses required by the CON at the end of any semester, except for the first semester at the University, with a preliminary probationary period.

University of Kentucky College of Nursing Statement on Artificial Intelligence

The UK College of Nursing prioritizes critical thinking, independent decision-making, and skill development in order to prepare our graduates to meet the ever-changing challenges of today's health care needs as nurse leaders. Therefore, unless you are directed by course faculty to work in a group or use AI, you must complete assignments entirely on your own. You may not copy from any online sites (e.g. Course Hero or Chegg) or utilize composition technologies (e.g. ChatGPT or other GenAI software). Work submitted by students—all process work, drafts, final versions, and all other submissions—must be generated by the students themselves. Any use of these sites or tools will be considered academic misconduct and consequences will follow University policies. If you have any questions or concerns about this policy, contact your course faculty before submitting any assignments. *(Approved by Dean's Council 10/25/23)*

Dismissal Decisions

Repeat options are not recognized by the College of Nursing for dismissal decisions based on failure to earn a C (2.0) or higher on the first completed attempt of any two NUR courses. The original grade received in each NUR course will be considered for the dismissal decision regardless of any grades earned in repeated courses.

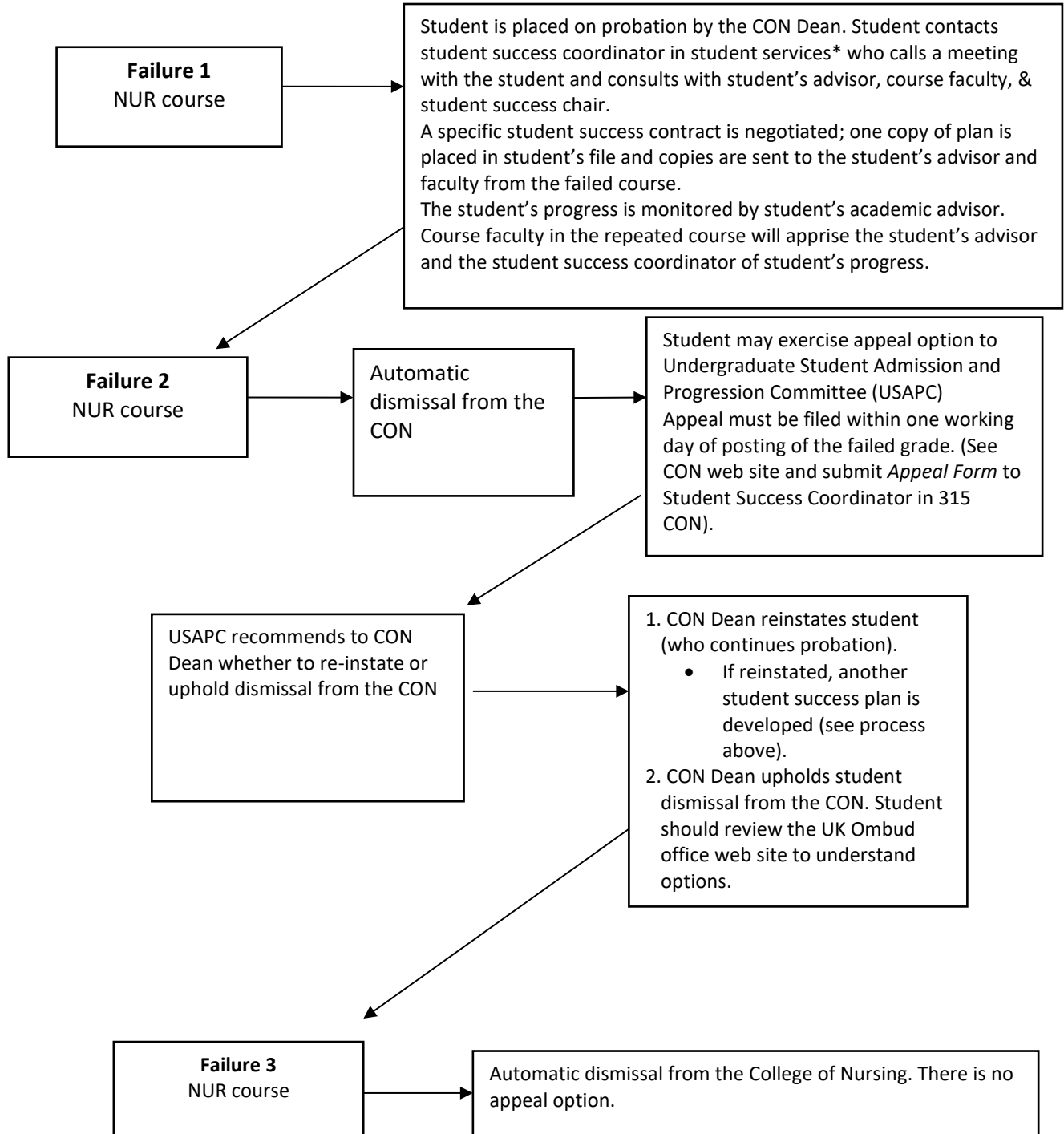
Probation and Progression

A nursing student must repeat any Nursing (NUR) *clinical* course in which they do not earn a "C" or better before progressing to the next *clinical* course. Students who earn less than a "C" in *any* NUR course must successfully pass the course the next time the course is taken. The student is not allowed to withdraw "failing" from the course the second time it is taken.

Appeals of Academic Actions

If you wish to appeal one of the above academic actions, address your concern in writing to the Undergraduate Student Admission and Progression Committee (USAPC). The appeal then proceeds through established academic channels.

COLLEGE OF NURSING (CON) PROBATION AND DISMISSAL DECISION TREE



Computerized Nursing Exams

As resources permit, undergraduate nursing courses give nursing course exams on the computer. This will prepare the nursing student for the NCLEX-RN licensing exam that is computerized. Students may be assessed a computer exam fee that will cover all semester computerized exams.

Examinations and Electronic Devices/Watches Statement

The use of any electronic devices during examinations other than an electronic device specifically sanctioned by the instructor in charge of the testing is strictly prohibited. No wrist or handheld watch or any electronic device, (cell phones, wearable devices, etc.) may be on or near a student's personal body or testing space during an examination.

Faculty and Course Evaluations

The College of Nursing uses a web-based site for evaluation of teaching. Student feedback regarding courses and faculty instruction is very important to the College. Student comments make a difference in the planning and presentation of our curriculum. The composite results are shared with individual faculty members and administrators only after final grades are submitted. All evaluations are anonymous and cannot be linked to any individual student. The evaluation forms are online on a [confidential evaluation site](#). Announcements about evaluations will be sent to students at appropriate times during the semester. To receive announcements about the evaluations, students must activate and use their UK e-mail addresses. The announcements will contain the information students need to log on to the site and to access the evaluations.

Formatting and Style Guidelines-American Psychological Association (APA)

Please see the website of the [American Psychological Services Association](#).

Grading Policy

The grading policy for the College of Nursing is as follows:

A= 90 – 100

B= 80 - <90

C= 73 - <80

D= 68 - <73

E= <68

The College of Nursing grading scale is higher than in most non-nursing classes. Students must earn a minimum 73% weighted exam average to pass a course regardless of other grades earned in the course. Grades are not rounded. Graduates of the College of Nursing sit for the National Council Licensing Exam (NCLEX) to practice as a Registered Nurse.

Clinical/Simulation Laboratory

Your laboratory experience essentially affects fulfillment of your course and program objectives. Client welfare and/or College/agency relationships will be affected by your approach to laboratory activities and by how well you perform. We require you to fulfill your laboratory responsibilities, including field trips to health agencies other than those usually used for laboratory experience.

Medication Math Mastery Policy Statement

The purpose of the med math policy is to ensure safe medication administration following current recommended guidelines to avoid medication errors.

Each semester a clinical course will give a med math exam. Faculty will use two proctored exams for mastery, each with 10 distinct open-ended test questions, except for obstetric, pediatric, and public health courses that will give 5 distinct open-ended questions. Mastery passing grade is 100%. Students who do not achieve mastery

within two attempts, will be required to perform remediation. Each course will define a course specific med math policy included in the course syllabus. The course specific med math policy will include the maximum number of attempts, specific deadline date for mastery and remediation guidelines. For sophomore level students, each attempt will contain 10 distinct questions. For junior and senior level students, faculty may have the discretion to retest students only on the specific type and number of question(s) missed. Questions for all med math exams are always open ended. Failure of the course results if mastery is not achieved by course specified deadline.

Professional and Academic Standards & Expectations		
Standards & Expectations (Lecture/Lab Time)	Standards & Expectations (Clinical/Simulation Time)	Standards & Expectations (All behavior during any college activity; including verbal, written, electronic, non-verbal communication)
<p>No tardiness "&" come prepared - synchronous meetings & to exams</p> <p>No missing mandatory activities (excused or unexcused with no communication to faculty/ staff/ person in charge)</p> <p>No disruptive &/or disrespectful behavior pertaining to assignments or classroom/online activities</p>	<p>No tardiness "&" come prepared - clinical & to simulations</p> <p>Meet college & agency dress code</p> <p>Follow the code of conduct as outlined in the Student Handbook, any clinical-related contracts, & safe practices of basic med administration</p> <p>Follow legal & ethical guidelines (confidentiality, safety, etc.)</p> <p>No leaving the floor or clinical site during clinical time without permission of the clinical instructor</p> <p>(A break in HIPAA or patient/client safety could be an automatic infraction #4)</p>	<p>Respect for faculty/staff/ patients/clients; respect for fellow students</p> <p>Appropriate use of chain of command regarding academic concerns in CON</p> <p>Appropriate use of technology & social media</p> <p>No breach of zoom/class etiquette</p> <p>No vulgar & profane language</p> <p>Maintain cultural sensitivity in all interactions</p> <p>Timely acknowledgement of any infraction submitted to Canvas (<48 hours after entry)</p>
<p>Note: The above behaviors are not an exhaustive list; rather are examples of the level of expectation with professional and academic standards.</p>		

Criteria for Receiving an Unsatisfactory Rating and Grade Deduction

Faculty have the flexibility to level up a consequence, depending on the severity of the situation. Course faculty will collaborate to articulate the level of the infraction.

Level #1	Unsatisfactory Penalty #1: No grade consequence with penalty #1.	An unsatisfactory penalty will result in a meeting with the clinical/ course coordinator and the student. It will be documented in Canvas with a brief description of the incidence & student acknowledgement of receipt.
Level #2	Unsatisfactory Penalty #2: A 1% of overall course grade reduction will occur with any second infraction. **An unsatisfactory penalty may result in failure of the course.	An unsatisfactory penalty will result in a meeting with the clinical/ course coordinator and the student. It will be documented in Canvas with a brief description of the incidence & student acknowledgement of receipt.
Level #3	Unsatisfactory Penalty #3: An additional 2% of overall course grade reduction will occur with any third infraction. **An unsatisfactory penalty may result in failure of the course.	An unsatisfactory penalty will result in a meeting with the clinical/ course coordinator and/or Assistant Dean for BSN Program Studies the student. It will be documented in Canvas with a brief description of the incidence & student acknowledgement of receipt.
Level #4	Unsatisfactory Penalty #4: Warrants immediate removal from the course.	

Persistent patterns of receiving unsatisfactoriness in multiple courses may result in dismissal from the program.

Military Members and Veterans

The University of Kentucky recognizes the complexities of being a member of the military community as well as a student. Drill schedules, calls to active duty, mandatory training exercises, issues with GI Bill disbursement, and other unforeseen military and veteran related developments can complicate your academic life. If you are a member of the military or a military veteran or dependent, and in need of special accommodations, please see your instructor immediately. Resources at UK are available at the [Veterans Resource Center page](#).

Part-Time Study

As a degree candidate, if you do not complete all requirements within a seven-year period (five years for R.N.s) after admission to the College, your records will be re-evaluated and you may be required to repeat or take selected courses (see *UK Bulletin*). The traditional and second-degree nursing curricula were designed with co-requisite courses and courses taken in sequence. Students will be admitted with expectation that they will follow the prescribed nursing curriculum plan.

Reading and Study Skills

University Counseling and Testing Center

This office offers several programs designed to help learners develop and/or improve reading and study skills, such as *Study Skills for Women in Continuing Education*; *Critical Reading and Thinking*; and the *Study Skills Derby*. For more information, call (859) 257-8701 or go to their site at [Counseling and Testing Center page](#).

Center for Academic Resources and Enrichment Services (CARES)

This office is a part of the *Office of Institutional Diversity*. For information, call (859) 323-6347 or go to their site at the [OID page](#).

University Writing Center

The writing center is in the W.T. Young Library. Appointments may be required at certain times during the semester. For information, call (859) 257-1368 or go to the [University Writing Center page for assistance](#).

Repeat Option

Students may use repeat options to replace grades - up to three different courses repeated one time. The Repeat Option form can be found on the [College of Nursing website](#). Please complete form and return to the College of Nursing, Office of Student Services by the beginning of the last week of classes any semester to apply the repeat option to that semester.

Schedule of Classes

The *Schedule of Classes* can be found at [MyUK](#). For questions, please contact the Registrar at (859) 257-7163 or visit room 12 of the Funkhouser Bldg.

Process for Undergraduate Nursing Student Complaints

The College considers a formal complaint as one that cannot be resolved within the academic unit. Within the College, student issues are directed to the involved party. For example, if a student has a concern about a grade in a course or on an assignment, s/he is directed to the course instructor and then the course coordinator, if applicable. If the issue is not resolved, the student can appeal to the Assistant Dean of BSN Program Studies. If the issue remains unresolved, the student has the option of meeting with the Associate Dean of Undergraduate Faculty, and if unresolved, the Dean of the College of Nursing. In addition, all Undergraduate Clinical Courses have course representatives that can speak about issues on behalf of students in the course.

Formal complaints are to be directed to the [University of Kentucky Office of the Academic Ombud Services](#).

“This office is designated within the University to investigate individual complaints, problems, and conflicts. The Ombudsperson is responsible for assisting students and instructors to work through and resolve academic related problems and conflicts. The primary focus of academic Ombudsperson services is the process by which decisions are made, and the primary task of the Ombudsperson is to assure fair policies, processes, and procedures that are equitably implemented.” Non-academic issues are handled according to the appropriate UK policy (e.g., sexual harassment, discrimination).

Graduation Eligibility

Students are responsible for being familiar with requirements for the Bachelor of Science in Nursing degree and for conferring with advisors when selecting your courses. The University will award your degree upon your successful completion of the College and University requirements. You will find curriculum requirements for traditional, second-degree, Med Vet, and RN students, as well as descriptions of nursing courses, in the *University of Kentucky Bulletin*.

To be eligible for graduation, you must meet University and College requirements for graduation. You must achieve a grade point average of 2.0 in nursing and a 2.0 overall grade point average.

To be eligible for an undergraduate degree, a student must file an application with the dean of the college from which the undergraduate degree is to be awarded: by November 30 for degrees to be awarded the following May, by February 28 for degrees to be awarded the following August, and by June 30 for degrees to be awarded the following December.

Interruption of Nursing Program

Withdrawal

While enrolled in the College of Nursing, you may need to interrupt your program for various reasons.

- **Withdrawal during term**
 - ✓ meet with advisor
 - ✓ contact Registrar's office to drop all classes
 - ✓ notify housing
 - ✓ contact Scholarships/Financial Aid at (859) 257-4198

To withdraw from all classes, you must formally withdraw by contacting the Registrar's Office. Tuition refunds are based solely on the date of withdrawal. Please go to the "[Student Records: Withdrawal](#)" page for dates.

Temporary Leave

Students should submit requests for leave of absence in writing to the Office of Student Services the semester before they occur. A voluntary leave of absence request is required when students do not follow the prescribed progression plan for their track. The Undergraduate Student Admission and Progression Committee will review and decide. Leave of absence requests will be reviewed on an individual basis and will require that you:

- ✓ meet the current minimum grade point average admission criteria, (2.75 on all college work attempted),
- ✓ be considered in good standing with the University, (minimum of 2.0 UK grade point average)
- ✓ be considered in good standing with the College of Nursing after admission, (minimum of 2.0 nursing grade point average).

Not returning for fall or spring semester

- ✓ meet with advisor
- ✓ drop all classes
- ✓ cancel housing
- ✓ contact Financial Aid
- ✓ submit a temporary leave request

If you leave the University during any term, you must withdraw officially; otherwise, all grades for the semester will be recorded as "E."

NOTE: *The UK Bulletin also covers withdrawal procedures.*

Readmission Policy Following Withdrawal

University of Kentucky

As a former University of Kentucky student in good standing, you are eligible for readmission.

Readmission requests to the University and the College of Nursing must meet College application deadlines.

College of Nursing

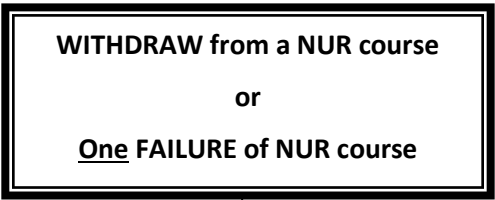
Readmission to the College of Nursing following an interruption of your program is not automatic. At the time you request readmission to the University of Kentucky, you should also address a request to the dean of the College of Nursing. College policy affecting readmission is as follows:

- If you remain withdrawn from the nursing program for more than two semesters you will be expected to meet any new admission and graduation requirements of the College occurring since your withdrawal date, as well as supply up-to-date CPR, TB, drug screen, background check and verification of medical insurance.

- If you withdraw but plan to return before this two-semester time lapse you may be readmitted provided:
 - ✓ you are in good standing.
 - ✓ you have reapplied prior to appropriate application deadline dates.
 - ✓ you have requested readmission, by letter, to the dean and provided the dean has approved the readmission.
 - ✓ the College can accommodate your current class needs.

Re-enrollment After Nursing Course Withdrawal or Failure

Students who withdraw from or fail one nursing course and want to re-enroll the following semester must follow this process for tracking purposes. (If a student has failed two nursing courses, please refer to the probation and suspension decision tree). See page 36.



Within one working day of posted failed grade or withdrawal:

1. The student must write a letter to the chair of the undergraduate student admission and progression committee (USAPC) that: (1) *explains the reasons for the withdrawal or failure and (2) describes the student’s plan for returning to the course.*
2. The letter should be addressed to the USAPC chair and sent electronically to the student success coordinator in the student services office of the College of Nursing.
3. Students who withdraw from or fail one nursing course may enroll in the course a second time the following semester (*no special permission is needed to enroll*).
4. Students who withdraw from the same course two times are subject to Senate Rule 4.3.3 which states: “The chair of a department may refuse to allow a student to register in a course a third time. A withdrawal from the course shall not be counted as registration for these purposes if the student can demonstrate that their withdrawal was for urgent nonacademic reasons.”

Kentucky Board of Nursing Licensure, Registration Policies and Continuing Education

The Kentucky Board of Nursing (KBN) Credentials Branch is responsible for licensing practical nurses and registered nurses. Applicants for nursing licensure are required by the KBN to report all misdemeanors and felony convictions, and to undergo a criminal background check, which is part of the licensure process. Questions about this policy and the process involved must be directed to the [KBN](#). Please visit the KBN web page to access the most current information on Applications for Licensure and Registration.

- **Continuing Education Credit RN Students**

Regulations of the Kentucky Board of Nursing (KBN) require mandatory continuing education for all nurses licensed in Kentucky. For information regarding the requirement.

**Kentucky Board of Nursing
312 Whittington Pkwy
Suite 300
Louisville, KY 40222**

**Phone: (502) 429-3300
or (1-800) 305-2042**

Career Center

In seeking employment opportunities now and after you graduate from UK, the College strongly urges you to contact the UK, [James W. Stuckert Career Center](#) at, 408 Rose Street, Lexington, KY 40506, telephone: (859) 257-2746.

PLEASE NOTE: *The College of Nursing, Office of Student Services does not serve as a repository for resumes and recommendations for student placement and is not equipped to provide employers with the necessary credentials that are generally requested when seeking qualified candidates for positions. Registering with the Career Center ensures that your completed placement credentials are readily available to employers. We do not require completion of placement credentials, but we encourage graduates to keep up to date credentials that will facilitate future employment opportunities.*

Bachelor of Science in Nursing Curriculum

- [Traditional BSN Program of Study](#)
- [Accelerated BSN Program Plan of Study](#)
- [RN-BSN Part-time Plan of Study](#)
- [RN-BSN Full-time Plan of Study](#)



The University of Kentucky College of Nursing Pin

Nursing pins originated in the late 1800's and are worn by nurses to identify the school from which they graduated. Traditionally, they are presented by faculty to new graduates at a pinning ceremony to welcome them to the nursing profession. With nurses no longer wearing starched white uniforms, caps or navy capes, the nursing pin remains a time-honored tradition.

Most pins are designed around an emblem or other symbol significant to the school. UK's nursing pin was designed by the first dean of the College of Nursing, Dr. Marcia Dake, two faculty members, Louise Jim and Muriel Poulin, and three members of the first graduating class of 1964. Searching for a way to represent the uniqueness of UK, they focused on the sculpture that originally stood in front of the UK Medical Center. That sculpture, formally called the Sculpture of Duality, is more commonly known as "the boomerangs."

According to its creator, Amarigo J. Brioschi, the rising form symbolizes "the epitome or heights man has reached" while the downward form represents "man's mediocrity, his failures, and disappointments." The original group believed this was a fitting and unique symbol of the struggles faced by nurses, as patients and health professionals fight against injury and illness, working to restore health. Therefore, the pin was designed with an image of the sculpture.

To accept the nursing pin symbolizes the graduate has earned the privilege to practice nursing and also accepts many responsibilities. The main responsibility, however, is the promise to the public to offer safe, quality care. To do this, the professional nurse must not only have adequate knowledge at this moment but must continue to learn. The nursing pin communicates to consumers of nursing services that the wearer is competent, educated, knowledgeable, and possesses professional attributes.

At the culmination of the BSN program, students participate in the UK College of Nursing Pinning Ceremony. Graduates are recognized with the UK College of Nursing pin to proudly announce their completion of the nursing program and entrance into the profession. We look forward to celebrating your accomplishments.