

University of Kentucky College of Nursing



Undergraduate Student Handbook 2025-2026

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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. An annual attestation to reflect receipt and recognition of the handbook will be requested of each undergraduate BSN student.

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

Dear Students,

Welcome to the University of Kentucky College of Nursing! We are thrilled you have chosen to pursue your baccalaureate degree with us and are now part of our vibrant Big Blue Nation Nursing community.

Your decision to study Nursing within an academic health center recognized for excellence in patient care places you in a uniquely enriching environment. Our college is deeply rooted in a mission of research-intensive and evidence-based practice, providing you with valuable opportunities to grow and thrive as a future nurse leader.

The College of Nursing is proud to have many nationally recognized faculty, including those with joint appointments at UK HealthCare. These educators and practitioners make significant contributions to nursing knowledge through research, clinical expertise, and community engagement. You will learn from and alongside professionals who are shaping the future of health care.

We invite you to explore our academic support and enrichment programs. Our curriculum is designed to facilitate a successful transition to the professional role as a nurse. There are innumerable resources to support your academic progression. Similarly, our faculty and staff are deeply committed to supporting your academic and professional journey, whether it be in the classroom, simulation lab, or clinical setting.

You've made a profound commitment—to study nursing, to attend the University of Kentucky, and to become the best nurse you can be. We are here to walk alongside you every step of the way.

Academic Advising and Student Support

Academic advising is a cornerstone of your success. Our dedicated Advising Staff provide holistic support to help you align your educational experiences with your personal and professional goals. Advisors work closely with you to navigate academic planning, identify resources, and address challenges—academic or otherwise—before they become obstacles. Our goal is to empower you to make informed decisions that support both your academic and personal well-being.

Student Wellness and Mental Health Resources

Your health matters—physically, mentally, and emotionally. For preventative and primary care, please contact University Health Service at 859-323-5823. For mental health care and holistic support, the TRACS Hub (Triage, Referral, Assistance, and Crisis Support) is available at 859-218-7227. Staffed by licensed clinical social workers, TRACS serves as a central resource to help you access the right support at the right time.

The Importance of Self-Care

Nursing is a healing profession—and it starts with caring for yourself. To be at your best for others, you must prioritize your own well-being. Practice daily self-care habits: get sufficient sleep, nourish your body with healthy food, stay active, and connect with your support network. Most importantly, don't wait—reach out early when you need help. Your faculty genuinely care about you and are here to support your growth not only academically, but also personally and emotionally.

On behalf of the entire College of Nursing community, I wish you a fulfilling and successful journey during your time here. We are honored to be a part of your path toward becoming a compassionate, skilled, and resilient nurse.

Warm regards,



Gwen Moreland
Acting Dean, UK College of Nursing
Chief Nurse Executive, UK HealthCare

About the College

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

[Vision and Mission](#)

[Strategic Plan](#)

Accreditation and Regulation

Accreditation:

The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program and post-graduate APRN certificate program at the University of Kentucky College of Nursing is accredited by the *Commission on Collegiate Nursing Education* (CCNE; <http://www.ccneaccreditation.org>).

Commission on Collegiate Nursing Education (CCNE):

CCNE

655 K Street, NW

Suite 750

Washington, DC 20001

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



Regulatory Body:

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*, (4th Edition, American Nurses' Association [ANA], 2021)
- *Nursing's Social Policy Statement: The Essence of the Profession*, (American Nurses' Association [ANA], 2010)
- *Quality and Safety Education for Nurses (QSEN)*, ([QSEN Competencies | QSEN](#), 2022)
- *The Essentials: Core Competencies for Professional Nursing Education*, (American Association of Colleges of Nursing [AACN], 2021)

Student Rights and Responsibilities

As a student at the University of Kentucky College of Nursing, you are expected to become familiar with 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:

- › [University of Kentucky Catalogs and Archives](#)
- › [University of Kentucky Student Rights and Responsibilities](#)
- › [University of Kentucky Policy on Discrimination and Harassment](#)

College of Nursing Undergraduate Faculty and Staff Directory

The directory of College of Nursing Faculty and Staff can be found [here](#).

Other University Resources

The [University of Kentucky Office for Student Success](#) offers a host of resources.

Student Guidance and Counseling Services

The University of Kentucky provides a host of guidance and counseling services. The [GET HELP](#) button at www.uky.edu will link you to available emergency services. The University also offers a [Counseling Center](#) and scheduling for mental health services through TRACS (Triage, Referral, Assistance and Crisis Support; (859) 257-8701). Advising services or guidance for programmatic or academic issues are available through the Office of Student Services. The full scope of university student support services are available on the [Student Success](#) webpage.

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

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.

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

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

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](#).

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.

Undergraduate Scholarships

The College of Nursing and University of Kentucky offers a host of scholarships. Application deadlines are posted in college newsletters (*The Dose*) and publications (ScholarshipUniverse). Application due dates are available in these locations.

The scholarship search tool can be found at the [College of Nursing Scholarship homepage](#). Most scholarships are for students admitted to or enrolled in one of the College of Nursing programs. These scholarships are generally disbursed in equal amounts in the fall and spring semesters unless the student is graduating in December.

In general, scholarships are renewable, provided the recipient completes a new scholarship application each year, continues to meet the terms of the scholarship and makes reasonable academic progress. There are a handful of scholarships which are awarded for one year only based on the specific gift agreement. However, if the recipient has completed a scholarship application for the new year and remains in their academic program within the College of Nursing in good standing, the scholarship committee will make every effort to find another scholarship of similar value.

The College of Nursing Scholarship Committee reviews all completed applications and attachments postmarked by the application deadline. Applicants are considered for all scholarships for which they are eligible. 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 Summer 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 \(FERPA\)](#).

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](#).

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 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](#).

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/Nursing-Student/Pages/Nursing--Scholarship.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

Student Safety Policy

Student safety is a top priority at the University of Kentucky. The university has taken a host of measures to ensure student safety. These policies are outlined on the [university webpage](#).

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)

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.
- 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](#), 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, the student 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](#) 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 and 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 President.

Nursing Student Association - UK Chapter (UK NSA)

The *National Association of Nursing Students (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. 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.

Functions, Membership and Current Roster are available on the UK College of Nursing webpage.

College/University Awards/Honors

The College of Nursing and University of Kentucky awards a number of scholarships and recognizes academic achievement. A not exhaustive list is provided below.

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. [Dean's List | Office of The Provost](#)

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 unfailing 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 in Nursing Program

The University of Kentucky College of Nursing has developed a curriculum that uses a competency-based education framework and aligns with the 2021 AACN: *The Essentials: Core Competencies for Professional Nursing Education*. The College of Nursing curriculum also aligns with a second set of professional guidelines- *Quality and Safety Education for Nursing (QSEN)* Competencies.

Program-level Student Learning Outcomes

Domain: BSN Program Student Learning Outcomes
Domain 1: Ability to integrate and apply knowledge from previous nursing courses, evolving nursing knowledge, and other disciplines (e.g., liberal arts, natural and social sciences), utilizing clinical reasoning and judgment to provide safe, patient-centered care.
Domain 2: Competency in delivering person-centered care, prioritizing the individual within complex contexts, including family and important others, while also building on the scientific body of knowledge that guides nursing practice.
Domain 3: Competency in providing population healthcare across the continuum, from public health prevention to disease management, while developing and participating in collaborative activities with traditional and non-traditional partnerships, to improve equitable population health outcomes. They will implement best evidence to support the health of populations, incorporating social determinants of health, respecting individuals, and emphasizing support strategies and policies to ensure equitable population health outcomes.
Domain 4: Competency in the generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform healthcare.
Domain 5: Proficiency in applying safety and improvement science principles to promote equitable, quality healthcare at individual and organizational levels, while considering cost-effectiveness. They will recognize quality and safety as core values in nursing practice, aiming to improve care, minimize harm, and utilize system-based and individual performance approaches.
Domain 6: Proficiency in collaborating across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes
Domain 7: Aptitude in responding to and leading within complex healthcare systems, effectively coordinating resources to provide safe, quality, and equitable care to all populations. .
Domain 8: Proficiency in using information and communication technologies and informatics processes to provide care, gather data, drive decision-making, and support professional growth. They will also manage and improve the delivery of safe, high-quality, and efficient healthcare services in line with best practices and regulatory standards.
Domain 9: Professionalism by forming and cultivating a sustainable nursing identity, with accountability, perspective, and a collaborative disposition, and growth mindset that reflects nursing's characteristics and values.
Domain 10: Competency in engaging in activities and self-reflection that fosters personal health, resilience, and well-being; while being lifelong learners, and supporting the acquisition of nursing expertise and assertion of leadership.

Bibliography

American Association of Colleges of Nursing (AACN), (2021), *The Essentials: Core Competencies for Professional Nursing Education*.

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

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

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

Undergraduate Student Nursing Enrichment Opportunities

The University of Kentucky College of Nursing offers internship opportunities for undergraduate students. UK College of Nursing undergraduate advisors have additional information.

Instructor to Student Ratios

The instructor to student ratios for the University of Kentucky College of Nursing are 1:6-10. These ratios are based on the course (clinical site/patient population acuity). The instructor to student ratio for didactic courses differs by track and course 145-50:1. Additional instructional support is offered in courses with an increased number of students.

Current Academic Calendar

College of Nursing Publications

College of Nursing student communication is relayed in *The Dose* which is an emailed newsletter to students. This information is often displayed in corridor teleprompters as well.

University and College of Nursing Health Care Policies and Protocols

Student Conduct and Behavioral Standards

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

Read 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. These policies are outlined in the UK Healthcare (or clinical partner) Student Handbook and described at the UK Healthcare Orientation.

Undergraduate Student Behavioral Expectations or Expectations of Student Conduct

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. Students are to adhere to the nursing student behavioral policies outlined in the respective handbooks and provided during orientation.

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 electronics 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 | Student Success](#)
- [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.

*(subject to change)

Blood Borne Pathogen-Occupational Exposure Protocol

The University of Kentucky has an enterprise bloodborne pathogen policy.

Effective management of educational exposure to blood borne pathogens requires coordination among multiple units including the clinical practice site and University Health Services. It involves training in prevention of injury and in the management of injuries when they occur. For more information read [Bloodborne Pathogen and Occupational Exposures | UK Healthcare](#). 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, Identigo 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:

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]

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. Clinical partner HIPAA compliance is outlined in clinical partner student handbooks. Information on HIPAA compliance is also addressed during UK Healthcare Orientation with a Student Acknowledgement of Orientation completed.

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 Badge replacements are as follows, New Wildcard ID \$35.00, Vanity Card \$5.00, Black & Gold "Student" Badge \$3, Replacement ID: \$43.00 (*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. 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:
 - *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)*
 - *Background check*
 - 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 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 (2024) has also developed [A Nurse’s Guide to the Use of Social Media](#).

The American Nurses Association (ANA) has developed tips for nurses using social media and published them on the [ANA](#) website (2024).

[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.

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

The student alert process is in place to enable faculty and instructors to communicate with students about requirements, expectations, and grading throughout the semester. This alert goes to the student and academic advisor.

An instructor is required to submit an alert when:

- Persistent 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 student alerts:

- 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. 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.

4. Be responsible for the completion of health forms and other administrative requirements of the facility.
5. Be responsible for all personal transportation and housing during the clinical/observation.
6. Be subject to the health care policies and code of conduct of the facility.
7. Provide appropriate uniforms which may be required and dress appropriately, according to facility and clinical/observation dress codes at all times.
8. Be permitted time off for facility holidays.
9. Be responsible for notifying facility of the intended time of arrival and reporting to the designated individual in the facility.
10. Daily schedule will be at the discretion of the preceptor and/or facility.
11. Facility drug/alcohol policies which may include urine/blood screening to assess for the presence of drugs/alcohol.
12. 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 attracting and educating students who will make the population of health care professionals representative of the national population. 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](#).
- University iPads should be retained and maintained for courses activities including computerized exams.

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 Exemplify (Instructions for access will be provided by instructors)
- 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
- Canvas

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 ukhcit.service@uky.edu

ALL STUDENTS MUST HAVE ACCESS TO HIGH-SPEED INTERNET!

Other Resources

Calculators

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

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.

PLEASE NOTE: 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 [2025-2026 Mandatory Fee Assessment Policy page](#). Additional expenses include textbooks, course packets and equipment packs. The price ranges from \$600-\$1,500 per semester.

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 \$3,240, including five semester payments of \$540 for Traditional Students, and four semester payments of \$810 for ABSN students.

- **Semester Fees:** \$632.00 (\$1,264 per academic year)

- Clinicals
- Computer Based Exam Software
- Disposables

- HESI Standardized Exams
- Nurse Pak
- Simulation
- For RN to BSN only
 - RN to BSN Shadow Health cost: \$119.99
 - RN to BSN ELNEC: \$29
- **Nurse Aid (SNRA) Training:**
 - Effective 7/1/2025: \$800
 - Clinical reschedule fee: \$156
 - Includes course fee, book rental, and background check.
 - State testing and CPR training is not included.

American Heart Association

- CPR/BLS: \$80
**fees subject to change*
- **CastleBranch Package** (background check, drug screen, Medical Document Manager): **\$173.04**
- **Bridges package (used for clinical assignments): \$11.99**
- **UKHC ID Badge: \$5.00**
- **Wildcat ID Card: \$20.00**
- **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 <https://studentsuccess.uky.edu/student-conduct/ferpa> 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. For more information contact view the [Office of Equal Opportunity](#) page or call 859-257-8927.

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: 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](#).

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 avoid working full time while carrying six or more hours, or three different courses. Working greater than 15 hours/week could negatively impact your success in the program.

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. This resource includes:

- Peer tutors for patho-pharmacology and nursing content review (***They have been through it!***)
- Peer tutors 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

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 communities on campus and endeavor embrace the ways others live, learn and work. This involves respecting, among all else, the religious beliefs on campus. Throughout the academic year, members of our community observe various official high holy days of their respective religions. University policies about religious policies are available [here](#).

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 and/or assignments 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 or organizational information disclosed by your peers. Personal or organizational 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://community.canvaslms.com/t5/Student-Guide/How-do-I-submit-a-media-file-as-an-assignment-submission/ta-p/279>

Admission/Readmission/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. 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.

The admission criteria of the traditional track of the BSN program are outlined [HERE](#).

The progression requirements to the traditional track of the BSN program are outlined [HERE](#).

Admission/Readmission/Progression: RN - BSN Student

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

Completed applications are reviewed on a rolling basis, and decision letters will be mailed to all applicants. To be considered for admission, applicants must:

- Have graduated from an accredited nursing program at a regionally accredited institution.
- Hold a minimum cumulative GPA of 2.0 on a 4.0 scale for all college coursework.
- Submit a statement of academic and professional goals, completed as part of the UK application.
- Possess a verified, clear, and unencumbered RN license at the time of application.

Admissions send completed applications to the College of Nursing for review. A completed application includes an official transcript from all schools attended (even for one course) and the UK application fee paid.

The RN to BSN program accepts applications for fall, spring, and summer semesters year-round. Application deadlines are as follows:

- **Fall Semester:** July 15
- **Spring Semester:** November 1
- **Summer Semester:** March 15

Prospective students are encouraged to apply at any time. For questions, please contact Tara Grana at Tara.Grana@uky.edu or 502-517-9252.

Admission/Progression: Accelerated BSN (ABSN) Student

- ◆ Admission ABSN - Deadline for application can be found [HERE](#).
- ◆ ABSN Track admission requirements are on the College of Nursing [ABSN webpage](#).
- ◆ The ABSN degree progression requirement are outlined [HERE](#).

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.

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. [Severe Weather Procedures | University of Kentucky](#)

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](#).

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 cite 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.

Course Grade Appeal Policy

Students may appeal a final course grade if they believe it was assigned in error, if institutional policies were violated, or if extenuating circumstances were not previously considered. The process begins with an informal resolution, where students are encouraged to discuss concerns directly with the instructor. If unresolved, a formal written appeal must be submitted to the appropriate coordinator within three business days of the grade being posted. The appeal should include a detailed explanation, relevant documentation, and contact information.

Appeals are reviewed by an academic committee, which may request additional materials or invite the student to present their case. A written decision will be issued, and students may submit a final appeal to the university's Academic Ombud if necessary.

Key responsibilities include:

- Students must meet deadlines and provide complete documentation.
- Faculty and staff must maintain confidentiality and impartiality.
- Committees must ensure fair and policy-compliant review.

This policy does not apply to non-academic complaints or appeals based solely on disagreement with grading judgment without supporting evidence.

Full policy and procedures can be found at the end of this handbook or with the student's advisor or track coordinator.

This policy is subject to change pending University of Kentucky policy updates 08/2025

Academic Warnings and Dismissal Policy

This policy outlines the procedures and expectations when a student fails a nursing (NUR) course. Each stage of academic warning or dismissal includes specific actions and support mechanisms to promote student success and uphold academic standards.

First Academic Warning – First NUR Course Failure

- The student is required to meet with their assigned academic advisor to discuss the impact of the failure and next steps.
- A meeting is scheduled with the Student Success Team to begin developing a support strategy.
- The student must also meet with the course coordinator of the failed course to review performance and expectations.
- An Academic Success Plan is created and signed by the student and relevant faculty/staff. This plan outlines goals, strategies, and resources to support academic improvement.

Second Academic Warning – Second NUR Course Failure

- All steps from the first warning are repeated, with additional interventions added to the Academic Success Plan.
- The student must meet with the appropriate track coordinator, who also signs the updated success plan.
- If two courses are failed in the same semester or block, the student must complete the full process for each failed course, including separate meetings and documentation.
- Important Note: If a student fails the same NUR course twice, they are immediately dismissed from the program. For example, failing NUR 325 twice results in dismissal, in accordance with University policy AR 4.3.3.

Academic Dismissal – Third NUR Course Failure

If a student fails a third NUR course (regardless of whether the courses are the same or different):

- The student is dismissed from the College of Nursing.
- They are not eligible for readmission to any undergraduate program within the College.

Responsibilities

- Students must attend all required meetings and actively participate in the creation and implementation of their Academic Success Plan.
- Academic Advisors coordinate meetings, guide students through progression options, and assist with alternative pathways.
- Faculty and Course Coordinators provide feedback, meet with students' post-failure, and contribute to success planning.
- Track Coordinators meet with students after second failures and help identify additional resources.

Exceptions

If a student believes a course failure was posted in error (e.g., the transcript does not reflect actual performance), they must:

- Submit a written explanation to their academic advisor within five business days of the grade posting.
- The advising office will respond within three business days.

This process is not a substitute for a formal grade appeal. If the issue concerns the accuracy or fairness of the grade itself, students must follow the Course Grade Appeal Policy.

Full policy and procedures can be found at the end of this handbook or with the student's advisor or track coordinator.

This policy is subject to change pending University of Kentucky policy updates 08/2025

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.

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; This policy is subject to change pending university or college policy change.)*

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)
No tardiness "&" come prepared - synchronous meetings & to exams No missing mandatory activities (excused or unexcused with no	No tardiness "&" come prepared - clinical & to simulations Meet college & agency dress code Follow the code of conduct as outlined in the Student Handbook, any clinical-	Respect for faculty/staff/ patients/clients; respect for fellow students Appropriate use of chain of command regarding academic concerns in CON

communication to faculty/ staff/ person in charge)	related contracts, & safe practices of basic med administration	Appropriate use of technology & social media
No disruptive &/or disrespectful behavior pertaining to assignments or classroom/online activities	Follow legal & ethical guidelines (confidentiality, safety, etc.)	No breach of zoom/class etiquette
	No leaving the floor or clinical site during clinical time without permission of the clinical instructor	No vulgar & profane language
	(A break in HIPAA or patient/client safety could be an automatic infraction #4)	Maintain cultural sensitivity in all interactions
		Timely acknowledgement of any infraction submitted to Canvas (<48 hours after entry)
Note: The above behaviors are not an exhaustive list; rather are examples of the level of expectation with professional and academic standards.		

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 unsatisfactories 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. For more information, call (859) 257-8701 or go to their site at [Counseling and Testing Center 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 [Office of the University Registrar](#). 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 of Nursing Student Complaint policy aligns with that of the University of Kentucky. The University of Kentucky maintains a centralized compliant policy. In addition to this record, the college maintains records of student complaints.

The College considers a formal complaint as one that cannot be resolved within at the level of the program . 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, it 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 Undergraduate Programs. If the issue remains unresolved, the student has the option of meeting with the Associate Dean of Undergraduate Programs, 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.

The University of Kentucky Institution Neutrality Policy

The University of Kentucky has an Institution Neutrality Policy. This policy addresses areas including: 1) external issues and events, 2) administrative and academic units, 3) faculty and academic freedom, 4) advisory bodies, 5) statements made in private capacity, 6) public statements on UK issues, 7) supporting our community and 8) additional resources. The full policy is available below.

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 and 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.

University of Kentucky College of Nursing Course Grade Appeal Policy

Purpose

This policy provides students with a structured process to appeal course grades, ensuring fairness and consistency while upholding the integrity of the institution and the nursing profession's standards.

Scope

This policy applies to:

1. **Undergraduate nursing students** enrolled in University of Kentucky College of Nursing academic courses.
 2. Appeals regarding University of Kentucky College of Nursing course grades.
-

Grounds for Appeal

Students may appeal University of Kentucky College of Nursing course decisions if they believe there has been:

1. **Error in grading** (miscalculation, application of incorrect criteria, etc.).
 2. **Violation of institutional policies** (e.g., procedural error, stipulations described in students right or the course syllabus).
 3. **Extenuating circumstances** (e.g., medical issues) that were not previously considered or addressed.
-

Appeal Process

1. **Informal Resolution**
 - Students are encouraged to discuss concerns with the instructor or course coordinator before filing a formal appeal.
 - This step may resolve misunderstandings or errors without the need for escalation.
2. **Formal Appeal**
 - Submit a written appeal to the relevant track coordinator within **3 business days** of receiving the grade formally submitted to the registrar.
 - The appeal must include:
 - Student's name, ID, and contact information.
 - Course title, syllabus and instructor's name.
 - Detailed explanation of the issue and grounds for appeal

- Relevant documentation (e.g., medical records, email correspondence, graded assignments).
 - 3. **Review by Academic Committee**
 - The appeal is reviewed by the Student Readiness and Progression Committee
 - The committee may request additional documentation or invite the student to present their case.
 - 4. **Decision**
 - A decision is issued in writing, detailing the outcome and rationale provided from the Associate Dean of the Undergraduate Program in conjunction with support from the Dean of the College
 - 5. **Final Appeal**
 - The student may submit a final appeal to the institution's **Academic Ombud as outlined in the university administrative regulations**
 - <https://ombud.uky.edu/students/students-academic-rights-appeals>
-

Responsibilities

- **Students** must adhere to deadlines and provide accurate, comprehensive documentation.
 - **Faculty/Staff** must handle appeals impartially and maintain confidentiality.
 - **Appeal Committees** must ensure adherence to institutional policies and consider appeals objectively.
-

Exclusions

The following issues are not covered under this policy:

- Complaints unrelated to academic performance (e.g., financial aid, housing).
 - Appeals based solely on disagreement with an instructor's judgment without evidence of error or bias.
-

Conclusion

This policy upholds academic fairness while maintaining the rigorous standards required in higher education and nursing disciplines. All parties involved are expected to act in good faith to resolve issues promptly and equitably.

University of Kentucky College of Nursing Academic Warnings and Dismissal Policy

Purpose

The following policy reflects the processes in place when a nursing student fails an NUR course. The phrase 'NUR course failure' refers to any course with a prefix of NUR prior to the course number. These are courses housed and required by the College of Nursing for progression through the program. Cognates with an NUR prefix or courses in place of a nursing cognate are considered as part of this policy.

Scope

This policy applies to:

1. **Undergraduate nursing students** enrolled in University of Kentucky College of Nursing academic courses.
-

Academic Warnings and Dismissal Processes

1. First Academic Warning: First NUR course failure
 - a. Student required to meet with assigned academic advisor
 - b. Meet with student success team
 - c. Meet with the course coordinator of the course that was failed
 - d. Create and sign academic success plan (see academic success plan policy).
2. Second Academic Warning: Second NUR course failure
 - a. Follows all above procedures adding additional mechanisms to the academic success plan along with a reverification via signature from student, advisor, and course coordinators.
 - b. Student must meet with the appropriate track coordinator which is verified via signature on the academic success plan.
 - c. If a student fails two courses in the same block or semester, the student must follow the procedure regarding meeting with advisors, track coordinator, course coordinators, and completing a success plan for BOTH failed courses.
 - d. ****If student is unsuccessful in the same NUR course in the second attempt the student is dismissed from program.**** (ie. student fails NUR 325 twice, immediately dismissed from program)
 - i. In accordance with the University of Kentucky AR 4.3.3
3. Academic Dismissal: Third NUR course failure
 - a. Student is dismissed from the College of Nursing and cannot be readmitted to any program within the College of Nursing

Responsibilities

- **Students** are responsible for attending and creation of academic success plans with the appropriate faculty and staff.
- **Advisors** are responsible for helping coordinate academic success planning, communicating with students about progression after failed courses, and assisting with alternative options for progression through the program after failures.
- **Student Success Team** are responsible for creating the academic success plan with the student and meeting with them post-course failures.
- **Faculty** are responsible for assisting with creation and execution of academic success plans (within reason), and for meeting with students post-failure.
- **Track coordinators and Directors** are responsible for meeting with student after second NUR course failures, discussing success plans with the students and assisting within reason with any resources the student may need.

Exceptions

If the student believes an error was made related to a final grade being posted as a failure (when the student believes it was not a failure), the student must send a letter/e-mail to the academic advisor within 5 business days. The student will describe why they feel the academic warning or dismissal was inappropriate (eg. the transcript was not accurate). The advising office will respond within 3 business days.

This exception is different and distinct from a course grade appeal, if this is the scenario, students need to follow the course appeal policy. This is not a substitute for appealing a grade.

Conclusion

This policy upholds academic fairness while maintaining the rigorous standards required in higher education and nursing disciplines. All parties involved are expected to act in good faith to resolve issues promptly and equitably.

Institutional Neutrality Policy

The mission of the University of Kentucky is to improve people's lives and advance Kentucky through excellence in education, research and creative work, service and health care. As a learning institution, the dissemination of ideas, debate and open inquiry are essential to this mission.

For these reasons, and as a public institution of higher education and state agency, the university applies a policy of viewpoint neutrality to all practices and procedures. This policy prohibits discrimination on the basis of an individual's political or social viewpoint and promotes intellectual diversity within the institution. As such, the university does not take official positions on or issue public statements about societal issues and events that do not directly impact the mission or function of the university. The university may issue public statements about internal issues or events at the institution as well external issues and events that directly impact the university's operations or ability to pursue its mission.

Additionally, the university does not require any individual to endorse or condemn a specific ideology, political viewpoint or social viewpoint to be eligible for hiring, contract renewal, tenure, promotion, admission or graduation.

This policy seeks to create space for the many voices on our campus and ensure that we are fostering conversations between varied perspectives, rather than issuing

statements of a particular view on matters external to UK. With or without a public statement regarding a specific event, the university is always committed to bringing together many people in one community, putting students first and taking care of our students, faculty and staff.

For the purposes of this policy, public statements include:

- Campus-, unit-, college- or department-wide emails
- Messages published on websites
- Messages published on printed materials
- Social media posts on UK accounts
- Statements made to news media

This policy in no way impacts an individual's First Amendment rights to voice their views, on behalf of themselves and not the institution, nor does it impact a faculty member's academic freedom or ability to speak as a subject matter expert within their domain of expertise.

I. External Issues and Events

Tragedies, newsworthy events and political issues affect our nation and world every day. UK recognizes the impact these events can have on our community and provides support to constituencies through a variety of ways.

At the same time, the university does not take official positions on or make public statements about societal issues and events external to the university unless the external issue or event impacts the university's operations or ability to fulfill/pursue

its mission. Some examples of external issues and events include acts of violence, political issues, international affairs, natural disasters or public policy.

The university may, however — through its Office for Student Success, Human Resources and other units — provide more personalized outreach to students, faculty or staff impacted by a particular distressing event by offering resources, gatherings and other forms of support.

The dissemination of ideas, free debate and open inquiry are essential to the university's mission of education, research and creative work, service and health care. When it comes to societal issues or external events, rather than issue a blanket statement, our institutional priorities are to create space for the nearly 60,000 diverse voices on our campus, foster conversations and offer support to community members.

Furthermore, broad institutional statements — communicated via emails, social media posts and news media — are often inadequate for processing traumatic societal events that impact people in different ways.

II. Administrative and Academic Units

- I. The university's policy on viewpoint neutrality applies to administrative and academic units across the institution. Additionally, the president and the president's designated spokesperson are the only people who speak on behalf of the institution.

- II. Therefore, university leaders, colleges, departments and units should not issue any institutional statements. This includes statements about external

issues/events and campus issues/events and applies to messages communicated via:

- Campus-, unit-, college- or department-wide emails
- UK websites
- Printed materials
- UK-affiliated social media
- Media statements

- III. For issues or events specific to the college, department or unit, academic and administrative units must work with UKPR&SC prior to issuing public statements.

III. Faculty and Academic Freedom

This policy respects and upholds principles of academic freedom. A faculty member has the right to make statements as an individual, scholar or subject matter expert, provide perspective and speak to the media, but they should always take care to reinforce that they are speaking as an individual or in their capacity as a subject matter expert, not as a representative of the institution unless so designated by the president.

IV. Advisory Bodies

- I. The university's official advisory bodies – part of the institution's shared governance structure – include the Staff Senate, Student Government Association and Faculty Senate. These bodies represent their respective constituencies in working on issues at the university, including advising the president and executive leadership. As such, these bodies may issue public

statements or pass resolutions on university issues impacting their respective constituencies without institutional coordination or approval. These bodies should communicate that they are speaking for the advisory body, not the institution.

Additionally, these public statements about UK issues or events should still adhere to Section VI.III of this policy.

- II. The university's official advisory bodies should not issue public statements about external issues and events, which may include acts of violence, political issues,

international affairs, natural disasters or public policy. Read Section I for more information.

V. Statements Made in Private Capacity

- I. All community members have free speech rights as enumerated in the U.S. Constitution. Those rights are sacred to who we are as an institution of learning and inquiry. At the same time, though, there is a difference between individual speech rights and perspectives and offering statements on behalf of the

institution through a person's administrative role, including the use of institutional platforms such as websites or social media accounts.

- II. To be sure, any community member may express their views as a private individual. Those statements must not include any content that suggests the message or communication represents any academic or administrative unit, activity or initiative of the university.
 - a. University email, social accounts or web addresses should not be used when issuing statements in a private capacity.
 - b. Elements of the University of Kentucky Visual Identity should not accompany such messages, including the university name, logo or associated images, unless used as part of a position title by a faculty member to demonstrate a field of study or subject matter expertise.
 - c. University stationery, backdrops or signature lines, either in print or electronically, should not be used for statements made in private capacity.
 - d. When speaking at professional or academic conferences or engaging in activities related to professional associations, community members should make it clear that they are speaking for themselves and not for the institution.

VI. Public Statements on UK Issues

- I. If a decision is made to issue an institutional statement or message about an internal issue or event at the institution, or an external issue or event directly impacting the university's mission or operations, UKPR&SC will coordinate.
- II. Only the president or his designee speaks on behalf of the university. As previously stated, administrative and academic units do not issue their own institutional statements and must work with UKPR&SC to issue unit-specific public statements.

- III. In accordance with university Administrative Regulations and other policies, including [HR Policy and Procedure #76 Political Activities and Public Office](#), [Administrative Regulation — Ethical Principles and Employee Code of Conduct](#), [Administrative Regulation 10:4 — Social Media Policies and Guidelines](#), [The Family Educational Rights and Privacy Act \(FERPA\)](#) and [Health Insurance](#)

[Portability and Accountability Act \(HIPAA\)](#), among other policies, public statements must not do any of the following:

- a. Include any messages that promote, endorse or oppose political campaigns or candidates for elected or appointed government office, or comment in support or opposition to specific legislation in ways that would be subject to lobbying rules or IRS restrictions for non-profit organizations.
- b. Threaten, harass or discriminate.
- c. Release private or confidential information, including, but not limited to, information related to the academic records, health status or personnel records of individuals at the institution.
- d. Violate the rights of an individual or an organization to its intellectual property.
- e. Violate the Employee Code of Conduct.

VII. Supporting Our Community

- I. University leaders and all members of the campus community can help address concerns and pain following issues, tragedies and unsettling events in more personal and productive ways. This support should be coordinated with UKPR&SC and appropriate university departments such as the Office for Student Success and Office of the Executive Vice President for Finance and

Administration.

- II. Support could include:

- a. Sharing well-being resources with [students](#) and [employees](#) in need of support.
- b. Hosting or attending listening sessions with appropriate support for those struggling with grief or stress.
- c. Joining or supporting panel discussions, information sessions or other opportunities that share perspectives and historical context.
- d. Coordinating events or projects that offer support to those directly impacted, such as a supply donation drive.

- e. Supporting vigils or events that allow individuals and groups to grieve and share resources.
- f. Participating in UK information sessions or trainings that prepare for crisis situations, such as an [active aggressor training](#).
- g. Sharing ways to [report](#) incidents of discrimination, harassment or sexual misconduct, or violations of our values, codes of conduct or the law.
- h. Reaching out personally to those affected by a tragedy or event to check on their well-being. If you are concerned about a student's well-being, submit the [Get Help Form](#).

VIII. **Additional Resources**

- [HR Policy and Procedure #76 Political Activities and Public Office](#)
- [Administrative Regulation — Ethical Principles and Employee Code of Conduct](#)
- [Health Insurance Portability and Accountability Act \(HIPAA\)](#)
- [The Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Administrative Regulation 10:4: Social Media Policies and Guidelines](#)
- [Brand Guidelines](#)