Tuskegee University

School of Nursing and Allied Health

Department of Nursing

209 Basil O’Connor Hall
Tuskegee University
Tuskegee, AL 36088
(334) 727-8191

Student Handbook

Approved by:
Alabama Board of Nursing
RSA Plaza Suite 250
770 Washington Avenue
Montgomery, AL 36130
(334) 742-4060

Accredited by:
Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000

Tuskegee University is accredited by the Southern Association of Colleges and Schools (SACS) Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097
(404) 679-4500

Revised:
PREFACE

This document is the official Student Handbook of the Department of Nursing. The purpose of the handbook is to provide general information, policies, and procedures for students enrolled in the Department of Nursing, and to assist students to progress through the program. This handbook is to be used in conjunction with the Tuskegee University Academic Regulations and Procedures for undergraduates, and the Tuskegee University Undergraduate Bulletin/Catalog, and the Tuskegee University Student Handbook. The Department of Nursing reserved the right to change policies and procedures as approved by the faculty and upon written notice to the student.

It is essential that the student take full advantage of this document as a resource to validate and clarify information. Each student is responsible to read, be fully acquainted with, and to comply with policies and procedures outlined in this document. Failure to comply with policies may result in disciplinary action being taken.

Tuskegee University and the Department of Nursing reserves the right to change, without notice, any statement in this bulletin concerning, but not limited to, curricula, courses, faculty, fees, policies, and rules. If course or curriculum changes take place after you begin this program, we will make every effort to implement the changes in your best interest.

It is the responsibility of each student to familiarize themselves with the Department of Nursing policies and act in accordance with them.

Equal Opportunity/Affirmative Action

Tuskegee University seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment/misconduct/assault we encourage you to report this. If you report this to a faculty member, she or he must notify our university's Title IX coordinator (334-727-8026) about the basic facts of the incident (you may choose whether you or anyone involved is identified by name). For more information about your options at Tuskegee, please visit: http://www.tuskegee.edu/about_us/title_IX_compliance.aspx.

This handbook provides the latest regulations, procedures and policies as of the date of publication. All previous releases on the subject are hereby superseded.
Greetings and welcome to Tuskegee University. You have made an excellent career choice in nursing. You are preparing to enter nursing at an exciting time. We are excited about the many career opportunities that await you as you prepare to enter into the practice of professional nursing.

There are many trends that are transforming nursing and the educational preparation of students. These include the continuing turbulence in health care delivery, the shifting of clinical technology, and the globalization of health care. These trends mandate that your educational opportunities at Tuskegee University prepare you to function globally, in a variety of health care settings with very diverse populations. We can assure you that your educational opportunities are designed to prepare you to meet these and other challenges of the 21st Century. In order to meet the challenges ahead, you must be accountable, responsible and an active participant in the learning process. Ralph Waldo Emerson said, “This time, like all other times, is a very good one if we but know what to do with it.” Use your time effectively. Take advantage of all opportunities and you will enjoy success.

We are excited that you are here. We hope that you feel a sense of pride as you take your place in the making of history in the continuation of a legacy that was started in 1892.

Doris S. Holeman, PhD, RN
THE NIGHTINGALE PLEDGE

Florence Nightingale, the founder of modern nursing, was an advocate of high standards for nurses and nursing practice, and was the recipient of many honors and awards. The Nightingale Pledge, which was formulated in 1893, represents the Nurses’ professional oath. It was first administered to the 1893 graduating class of the McFarland Training School (now Harper Hospital) Detroit, Michigan.

I solemnly pledge myself before God and in the presence of this assembly.

To pass my life in purity and to practice my profession faithfully.

I will abstain from whatever is deleterious and mischievous, and will not take or knowingly administer any harmful drug.

I will do all in my power to maintain and elevate the standard of my profession, and will hold in confidence all personal matters committed to my knowledge in the practice of my profession. With loyalty will I endeavor to aid the physician in his work and devote myself to the welfare of those committed to my care.
TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preface</td>
<td>1</td>
</tr>
<tr>
<td>Welcome</td>
<td>2</td>
</tr>
<tr>
<td>Nightingale Pledge</td>
<td>3</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>4</td>
</tr>
<tr>
<td>Introduction</td>
<td>6</td>
</tr>
<tr>
<td>Notice</td>
<td>7</td>
</tr>
<tr>
<td>History</td>
<td>8</td>
</tr>
<tr>
<td>Organizational Structure</td>
<td>9</td>
</tr>
<tr>
<td>Department of Nursing Philosophy</td>
<td>10</td>
</tr>
<tr>
<td>Curriculum Objectives <em>(Student Learning Outcomes)</em></td>
<td>11</td>
</tr>
<tr>
<td>Curriculum Overview</td>
<td>12</td>
</tr>
<tr>
<td>Admission, Retention, &amp; Progression</td>
<td>12</td>
</tr>
<tr>
<td> Pre-Professional Phase <em>(Admission)</em></td>
<td>12</td>
</tr>
<tr>
<td> Professional Phase <em>(Admission)</em></td>
<td>12</td>
</tr>
<tr>
<td> Transfer Students <em>(Admission)</em></td>
<td>13</td>
</tr>
<tr>
<td> Transient Registration</td>
<td>14</td>
</tr>
<tr>
<td> Registered Nurse Students</td>
<td>14</td>
</tr>
<tr>
<td> Graduate of Nursing Programs outside the U.S.</td>
<td>14</td>
</tr>
<tr>
<td> Progression</td>
<td>15</td>
</tr>
<tr>
<td> Placement</td>
<td>15</td>
</tr>
<tr>
<td> Retention</td>
<td>16</td>
</tr>
<tr>
<td> Grading Scale</td>
<td>17</td>
</tr>
<tr>
<td>Graduation</td>
<td>17</td>
</tr>
<tr>
<td> Pinning Ceremony</td>
<td>17</td>
</tr>
<tr>
<td>Disclosure of Legal Convictions/Arrest</td>
<td>18</td>
</tr>
<tr>
<td>Licensure by Examination <em>(Qualifications)</em></td>
<td>19</td>
</tr>
<tr>
<td>Faculty Communication</td>
<td>20</td>
</tr>
<tr>
<td>Student Communication</td>
<td>20</td>
</tr>
<tr>
<td>Advisement</td>
<td>20</td>
</tr>
<tr>
<td>Academic/Clinical Honesty</td>
<td>21</td>
</tr>
<tr>
<td> Guidelines for Written Assignments</td>
<td>22</td>
</tr>
<tr>
<td> Examinations</td>
<td>22</td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Student Rights</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Participation in Governance</td>
<td>24</td>
</tr>
<tr>
<td>Student Judicial Rights</td>
<td>24</td>
</tr>
<tr>
<td>Grievance Procedure</td>
<td>24</td>
</tr>
<tr>
<td>Disclosure of Student Information (FERPA)</td>
<td>24</td>
</tr>
<tr>
<td>Students with Disabilities</td>
<td>25</td>
</tr>
<tr>
<td>Core Competencies</td>
<td>26</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>27</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Responsibilities</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal/Professional Conduct</td>
<td>28</td>
</tr>
<tr>
<td>Inappropriate Classroom Dress</td>
<td>28</td>
</tr>
<tr>
<td>Classroom Dress Code</td>
<td>28</td>
</tr>
<tr>
<td>American Nurses Association Code of Ethics</td>
<td>29</td>
</tr>
<tr>
<td>Conduct in Clinical/Laboratory Unit</td>
<td>29</td>
</tr>
<tr>
<td>Health Requirements</td>
<td>30</td>
</tr>
<tr>
<td>Blood-borne Pathogens/OSHA Guidelines</td>
<td>31</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>31</td>
</tr>
<tr>
<td>Student Employment</td>
<td>32</td>
</tr>
<tr>
<td>Scholarly Activities</td>
<td>32</td>
</tr>
<tr>
<td>Inclement Weather Guidelines</td>
<td>32</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Policies</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom/Clinical Attendance/Absenteeism</td>
<td>34</td>
</tr>
<tr>
<td>Official Department of Nursing Pin</td>
<td>36</td>
</tr>
<tr>
<td>Pinning &amp; Capping Ceremony</td>
<td>37</td>
</tr>
<tr>
<td>Grading System</td>
<td>38</td>
</tr>
<tr>
<td>Cardiopulmonary Resuscitation Certification</td>
<td>40</td>
</tr>
<tr>
<td>Student Uniforms, Equipment, &amp; Materials</td>
<td>41</td>
</tr>
<tr>
<td>Student Dress Code</td>
<td>43</td>
</tr>
<tr>
<td>Standardized Achievement Examinations</td>
<td>45</td>
</tr>
<tr>
<td>Drug and Alcohol Testing</td>
<td>47</td>
</tr>
<tr>
<td>Medication Dosage Calculation</td>
<td>50</td>
</tr>
<tr>
<td>Student Notification of Policy Changes</td>
<td>51</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appendices</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Acknowledgement of State Board Right to Refuse License</td>
<td>53</td>
</tr>
<tr>
<td>B. Curriculum Patterns (Summer/Fall Admission)</td>
<td>54</td>
</tr>
<tr>
<td>C. Student Health Record</td>
<td>55</td>
</tr>
<tr>
<td>D. Acknowledgement of Disclosure of Legal Convictions</td>
<td>57</td>
</tr>
<tr>
<td>E. Faculty &amp; Staff Roster</td>
<td>58</td>
</tr>
<tr>
<td>F. Release of Liability Form</td>
<td>59</td>
</tr>
<tr>
<td>G. Admission Requirements</td>
<td>60</td>
</tr>
<tr>
<td>H. Course Descriptions</td>
<td>61</td>
</tr>
<tr>
<td>I. Student Provisional Sheet</td>
<td>65</td>
</tr>
<tr>
<td>J. RN to BSN Curriculum</td>
<td>67</td>
</tr>
<tr>
<td>K. Acknowledgement of Handbook Receipt</td>
<td>69</td>
</tr>
<tr>
<td>L. Certified Profile Instructions</td>
<td>70</td>
</tr>
</tbody>
</table>
INTRODUCTION - NURSING EDUCATION AND CAREER

You have embarked upon the career of your choice - Nursing. Each of you had one or more reasons for choosing nursing as your life’s work. Perhaps among those reasons was your desire to have a professional career of service to people. Nursing is both, a profession and a career of service to people.

The purpose of nursing education is three-fold: developing the student as a person, as a citizen, and as a professional nurse. Primary emphasis is placed on the transformation into a professional nurse through the development of clinical reasoning. You will find that your learning experiences will provide you an opportunity to engage in an interprofessional approach to nursing practice. With an instructor as a facilitator, you will be given opportunities to develop analytical ways of thinking, to increase your judgment and to develop a greater sense of individual responsibility and satisfaction in all phases of nursing.

As a Professional Phase nursing student, you can expect your classes to be quite different than the prerequisite courses you completed in the Pre-Professional Phase. In the professional phase you apply all the information learned in the sciences and the humanities to the art and science of nursing. In the classroom you will find that faculty members use a variety of teaching strategies to guide your learning. Some of these include: lecture, group activities, learning modules, case studies, interactive video technology, on-line supplementary learning activities and others. Faculty members are responsible for structuring and evaluating learning situations. Faculty expects students to be independent, active and responsible learners who are able to work effectively with others.

No educational program can provide you with all the skills and techniques required to be successful in your chosen career. The goal of undergraduate nursing education is to prepare you to analyze general ideas, concepts, principles and procedures that can be applied to the resolution of healthcare issues and problems in a global society. Also, this program provides you with the basis for becoming a lifelong learner.

The Tuskegee University Department of Nursing offers the opportunity to obtain a Bachelor of Science degree in Nursing. After completion of degree requirements, graduates will be eligible to take the National Council Licensure Examination (NCLEX-RN) to practice. A registered nurse (RN) is personally and professionally responsible and accountable for the quality and quantity of nursing care given to clients as set forth by the American Nurses’ Association (ANA) and Nurse Practice Acts.

*Add references for ANA and NCLEX-RN.*

There are more opportunities for nurses today than ever before and new opportunities are being created every day. Nurses not only become a part of the caregiver role, but also play an intricate role in health promotion and disease prevention. Nursing care delivered in hospitals and community-based settings. As a member of an interprofessional team, today’s nurse has unlimited opportunities in a variety of settings which are suited to his/her interests and training. Areas in which nurses can use their educational preparation include:

- Community and Mental Health
- Government (Local, State, Federal, and Military)
- International Health Programs
- Research/Academia/Administration
- Home Health
- Acute Care and Long-Term Care
NOTICE TO ALL APPLICANTS

All applicants must be aware that a State Examining Board has the right to disallow anyone to sit for the licensing examination and/or to refuse to grant a registered nurse license to any individual regardless of educational credentials, under circumstances of: (1) falsification of application for licensure; (2) conviction of a felony or crime of moral turpitude; and, (3) other moral and legal violations specified in the state’s law. Stipulations may vary from state to state. (Appendix A and www.abn.alabama.gov)
HISTORY

Tuskegee Institute Training School of Nurses was registered with the State Board of Nursing in Alabama in September 1892 under the auspices of the John A. Andrew Memorial Hospital to give instruction to young men and women of color who desired to learn the art of caring for the sick. The increasing demand for trained nurses in the South required the establishment of a regular three-year diploma program for nurses at Tuskegee Institute in 1908, thereby enabling curricular courses offered to carry Institute course designations and credits.

The Alabama State Board of Examiners in its report dated May 19, 1947, included commendation on the progress of the School of Nursing. In 1948, the School began its baccalaureate program leading to the Bachelor of Science degree in Nursing. This program has the distinction of being the first Baccalaureate program in the State of Alabama. The nursing program also holds the distinction of being one of the oldest baccalaureate programs at a historically Black institution in continuous operation in the nation today. In 1949, based on a survey and written report submitted by the School, the Tuskegee Institute School of Nursing was classified in the upper twenty-five percent of all basic nursing programs in the United States. The three-year diploma program was subsequently phased out, and the last student graduated in 1953.

When the National Collegiate Board of Accreditors met in April of 1957, the nursing program was given full accreditation by the Collegiate Board of Nursing Review, National Nursing Accrediting Service. The nursing program holds accreditation from the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, and is approved by the Alabama State Board of Nursing, RSA Plaza Suite 250, 770 Washington Avenue, Montgomery, Alabama 36130.

The program of study includes general, liberal arts and professional courses. Student experiences are offered in selected hospitals, nursing homes, community health agencies, and a variety of other relevant health related agencies.

Since its inception 118 years ago, nursing alumni are practitioners contributing to the excellence of health care throughout the world. The contributions of the School’s alumni to the profession of nursing and health care are too numerous to cite. However, Tuskegee regards with considerable pride the five graduates of the Tuskegee Institute Nurses’ Training School who served with valor on the campus during the Spanish-American War. They were the only Black nurses employed by the United States Government during that time.

In 1965, the United States Bureau of Health Resources Development donated a grant of $427,000.00, which enabled the Institute to erect a modern building, by providing matching funds. With more than 27,000 square feet of space, the nursing program has occupied this building since June 1968. Basil O’Connor Hall is named after the philanthropic, former Tuskegee Institute Board of Trustee member and serves as a memorial to him. *Reference Tuskegee Beginnings*

In the fall of 1996, the School of Nursing and Allied Health and the School of Veterinary Medicine were joined to form the College of Veterinary Medicine, Nursing and Allied Health, one of five (5) Colleges within the University. The School of Nursing and Allied Health, Department of Nursing, continues to evoke its proud history through constantly seeking and implementing, those activities, which assure a nursing program of the highest quality.
The School of Nursing and Allied Health has two departments: Nursing and Allied Health. The Interim Dean of the School of Nursing and Allied Health is Dr. Doris Holeman. Dr. Holeman is the chief academic administrator for the School of Nursing and Allied Health. She is also the Director of the Nursing Program. The other administrative roles include the Department Head of the Nursing Program, Dr. Shawona Daniel who is responsible for a number of administrative aspects of the Department.

Faculty members are the primary resource for learning activities and should be the first point of contact. Their office hours are posted on their doors. Faculty members also serve as your Academic Advisors.
Department of Nursing’s Philosophy

Department of Nursing Mission and Purpose:
The philosophical tenets of the Department of Nursing have grown out of those that pervade the University and College. The philosophy of the nursing program delineates the faculty’s beliefs regarding the nature of the individual, health, environment, nursing, teaching-learning, and baccalaureate nursing education.

Person: The faculty believes that the person is a complex biopsychosocial, cultural, spiritual, being who responds holistically to diverse and changing needs. We believe that individuals use coping behaviors in response to changes in the internal and external environment. Each individual has inherent dignity, worth and unlimited potential for self-actualization. A person can be a part of a family, group, community, and population, and is viewed as the client. We view the client as a partner in the decision making process regarding healthcare.

Health: Culture influences the meaning of health and health care practices for each client. We believe that health is viewed along a continuum from wellness to illness and that a client has a right to access quality healthcare. The wellness-illness continuum ranges from high level wellness to extreme states of illness. Interventions to promote high level wellness are directed toward maximizing the health potential of clients. The attainment of optimal health for the client is promoted at the primary, secondary, and tertiary levels of prevention and impacted by the availability of physical, mental, spiritual, technological, economic, cultural, and sociopolitical resources.

Environment: The faculty comprehends the environment as the world within and around the individual, family, groups, and community. The faculty believes that we serve a global society as well as regional and campus community, and beyond. The faculty believes that there is ongoing, simultaneous interaction between the environment and health which determines where the client is on the wellness-illness continuum. The environment has varying aspects that impact the client and can have local and global implications for health and health care.

Nursing: Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations (ANA, 2004). Nursing is a science and an art based on principles from the biological, physical, behavioral, liberal arts, and nursing sciences. The goal of nursing is to assist the person, family, group, community, and populations to achieve and maintain optimal functioning throughout the lifespan. We believe that professional nurse provides safe and effective, quality patient care. We also believe that the professional nurse demonstrates the following role competencies: inter-professional collaborator, advocate, provider of evidence-based patient-centered care, nurse leader/manager, counselor, and teacher. We believe that nursing care is delivered using a community focused approach that includes practice settings not limited to acute care settings. We subscribe to the nursing process as a clinical decision-making tool which incorporates assessment, nursing diagnosis, planning, implementation, and evaluation to provide quality nursing care.

Teaching/Learning: Learning is the continuous acquisition of knowledge, skills and attributes that result in measurable changes in the behavior of the learner. We believe that learning occurs when the learner perceives educational experiences as meaningful and directed towards attainable goals. Learners are motivated to learn based on their understanding of the purpose for learning and their ability to visualize the practical application. We believe that teaching and learning should be evidence-
based, incorporating best practices, and values to determine the most effective teaching strategies for
the students. The teacher fosters learning by offering a variety of learning experiences which facilitates
the learner to think critically and evaluate his/her progress. The educational process is a joint effort of
faculty and students that fosters lifelong, self-directed learning, critical thinking abilities, and personal
and professional growth. The teacher functions as a facilitator in the classroom and clinical settings
and maintains expertise by engaging in professional growth activities.

Baccalaureate Nursing Education: Baccalaureate education incorporates knowledge in the liberal
arts, sciences, and humanities that provides the foundation for the nursing major. We believe that
baccalaureate education also encompasses a core body of knowledge, with emphasis on intellectual,
moral, and professional standards that prepares the graduate for entry into professional nursing
practice. They are prepared to respond to the changing complexities of the environment. The
baccalaureate degree nursing program prepares graduates as generalist clinicians, inclusive of
leadership roles, and provides the foundation for graduate study in nursing.

Curriculum Objectives

The purposes of the baccalaureate program in nursing are to provide: educational preparation for the
practice of professional nursing in a variety of settings; and a basis for graduate study and lifelong
learning.

To achieve program purposes, the graduate will meet the following terminal student learning
outcomes:

1. Synthesize facts, principles and concepts for the social sciences, natural sciences,
humanities, nursing, information and technology to make critical decisions in the practice
of professional nursing.
2. Apply leadership concepts skills, decision making in the provision of high quality nursing
care, healthcare team coordination, and the oversight and accountability for care delivery
in a variety of settings.
3. Integrate best evidence to inform practice and make clinical judgements.
4. Demonstrate skills in using patient care technologies, information systems, and
communication devices that support safe nursing practice.
5. Demonstrate basic knowledge of healthcare policy, finance, and regulatory
environments, including local, state, national, and global healthcare trends.
6. Use inter- and intraprofessional communication and collaborative skills to deliver
evidence-based, patient centered care.
7. Use evidence-based practices to guide health teaching, health counseling,
screening, outreach, disease and outbreak investigation, referral, and follow-up
throughout the lifespan.
8. Demonstrate accountability and the professional standards of moral, ethical, and
legal conduct.
9. Conduct comprehensive and focused physical, behavioral, psychological, spiritual,
socio-economic, and environmental assessments of health in illness
parameters in patients, using developmentally and culturally appropriate
approaches.
CURRICULUM OVERVIEW

The Department of Nursing at Tuskegee University offers a program of study leading to the Bachelor of Science degree in Nursing. The generic nursing curriculum is four (4) years, and includes two (2) summer semesters (See Appendix B). The program of study includes general, liberal arts, basic sciences and professional courses. Nursing experiences are offered in selected hospitals, community agencies, and in other relevant health related agencies.

Theory and practice are combined to emphasize areas, which include adult health, pediatric, maternal, psychiatric/mental health, and community health nursing. As the student advances, increasingly more difficult nursing problems are encountered. Comprehensive nursing experiences include leadership and management of client care. Research, current trends, and issues relative to health care delivery are also incorporated throughout the curriculum.

The Department of Nursing faculty is committed to the continued evaluation and upgrading of the nursing curriculum. Consequently, the curriculum will be revised as the need arises. The sequence of course offerings may change but the time required to complete the program will remain consistent with the program length, which existed at the time the student enrolled. Interruptions in progression, however, may result in lengthening the time in the program for individual students.

ADMISSION, RETENTION AND PROGRESSION

ADMISSION

Consistent with the mission and policies of the University, the Department of Nursing is committed to a program, which allows the admission, retention and progression of any student capable of achieving the required standards. Applications for admission are welcomed from men and women who have maturity, high and consistent motivation to learn, and the potential for success in the program of studies leading to the Bachelor of Science degree in nursing.

Pre-Professional Admission Requirements. Scholastic and other criteria for admission to the Department of Nursing are as follows:
1. Meet the general requirements for admission to the University
2. Graduate from high school with a cumulative grade point average (CGPA) of 3.00 or above on a 4.00 scale.
3. Score 1000 or above on the Scholastic Aptitude Test (SAT) or 21 or above on the American College Test (ACT).
4. Complete, in high school, one (1) unit of biology and one (1) unit of Chemistry. A grade of C or above must be earned in each of these courses.
5. Complete two (2) units of high school mathematics (one of the completed unit must include algebra). A grade of C or above must be earned in each course.

Admission Requirements for Professional Phase. Admission to the University and to the pre-professional phase of nursing does not guarantee admission to the professional phase of the nursing curriculum. Students must apply for admission to the professional phase during their sophomore year and meet all pre-nursing requirements to be eligible for admission. Students requiring admission to the professional phase of courses leading to the degree of Bachelor of Science in Nursing must:
1. Complete an application for the professional phase of nursing. The application form can be obtained from the records clerk, in Room 201, Basil O’Connor Hall, or downloaded from: www.tuskegee.edu/academics/colleges/cvnah/school_of_nursing_allied_health.aspx
2. Satisfactorily complete all pre-nursing prerequisite course requirements.
3. Have earned CGPA of 3.00 or better on a 4.00 scale.
4. Have earned a “C” grade or better in each pre-nursing course.

5. Achieve a score of 80% or above on the Test of Essential Academic Skills (TEAS).
   
   **Note:** Students are required to submit their TEAS scored to the Academic Affairs Committee within the year of anticipated admission. The Test of Essential Academic Skills is distributed by Assessment Technologies Institute, Inc. (ATI). A study guide and information about locations of examination sites may be obtained from www.atitesting.com.

6. Satisfactorily complete the Tuskegee University English Proficiency Examination requirement.
   
   **Note:** Students are to refer to the Tuskegee University Registrars office for scheduling information.

7. Satisfactorily complete the Tuskegee Orientation requirements.

The Academic Affairs Committee (AAC) reserves the right to admit students on a conditional, probationary status in the event certain requirements are not met (CGPA, TEAS). Students who do not meet the above admission requirements will be evaluated on an individual basis by the AAC.

Only students who have met all pre-requisite course requirements will be considered for admission into the professional phase.

**Transfer Student Admission Requirements.** Students who wish to enter the Department of Nursing from other colleges or universities must be eligible to re-enter the institution last attended and have a cumulative grade point average of 3.00 or above on a 4.00 scale, ACT- 21, and SAT- 1000. For consideration for professional phase admission students must first apply to and be accepted by the university. Students are required to take the TEAS exam per the admission requirements for the professional phase. Transfer students with a Bachelor’s degree or higher are exempt from the TEAS requirement. Credits for comparable courses successfully completed with a grade of "C" or above may be applied towards fulfilling Pre-Nursing Level general education requirements. Nursing courses are not transferable, except those approved by Articulation Agreements. Liberal arts credits may be earned by enrolling in courses at Tuskegee University. Courses may also be transferred from junior/senior colleges and universities or earned through CLEP examinations to meet liberal arts credit requirements. Major science courses must be retaken if they were taken more than 5 years prior to application to the professional phase of nursing (CHEM 221/222/223/224, MBIO 208, ANPH 201/202, BIOL 111 or 112).

**Transfer Credit:** Students may register and/or transfer course credits from another institution. Transfer credit is given only for courses approved by the Academic Affairs Committee and the Dean of the School of Nursing and Allied Health. Transfer credit will be awarded on a course-by-course basis. Courses in which students earned “D” grades will not be considered for transfer credit. Credit toward graduation is given only for courses that have been approved for transfer by the Dean/Dean of the College. The maximum transfer credit allowed to meet degree requirements will not exceed 80 hours. Courses taken on a pass/fail basis will not be considered for transfer.

All transfer students must meet University requirements for Orientation and the English Proficiency Examination, as outlined in the Tuskegee University Undergraduate Bulletin, and the Tuskegee University Academic Regulations and Policies for Undergraduates.
Registration at another Institution. A student may register as a transient student at another institution for course credit only with prior written approval of the Dean of the School of Nursing and Allied Health and Dean of the College. The student should complete a transient request form (located in Basil O'Connor Hall Room 201) and provide a written description of the course from the accredited institution in which he/she wishes to enroll. Transfer students with at least 18 semester hours of transfer credits will not be allowed to take additional hours at another institution. A student who earns a D or E grade in a required course at Tuskegee University MUST repeat it at Tuskegee University. Transfer credit will not be granted for repeated courses taken at another university if the student has earned a D or E grade in the course at Tuskegee University.

Registered Nurse Admission Requirements. Graduates of diploma and associate degree nursing programs who hold current licensure in the state of Alabama may complete requirements for the B.S.N. in the Department of Nursing. Tuskegee University Department of Nursing offers a flexible plan for registered nurses, which leads to the Bachelor of Science Degree in Nursing. The plan’s flexibility of course scheduling and individualized clinical arrangements reflect the faculty's philosophy about independent learning opportunities for all students enrolled in the Department of Nursing. Credits for Pre-Professional Phase courses may be earned by enrolling in courses at Tuskegee University, transferred from junior/senior colleges and universities, or earned through CLEP Examinations.

Program Requirements
1. Meet the general requirements for admission to the University
2. Current Alabama Registered Nurse Licensure
3. Receipt of official transcript(s) from previous college(s)/university attended
4. Successful completion of Pre-Professional Courses (transfer, CLEP, SAT/ACT)
5. Current CPR certificate (American Heart Association or Red Cross)
6. Evidence of a Physical Examination performed within the last one year.
7. Negative screen for Drug and Alcohol. Testing will be arranged by the Department of Nursing.
8. Evidence of current vaccinations. (See Appendix C)
9. Evidence of current liability insurance.
10. Evidence of a “clear” background check.

Graduates of nursing programs outside of the United States. Graduates of nursing programs outside the United States who hold current licensure in their respective countries should apply for and obtain licensure in the United States and the state of Alabama in order to be admitted as a Registered Nurse Student. Graduates of nursing programs outside of the United States who do not hold current licensure in the United States will be admitted on the same basis as regular freshmen and will follow the program as outlined until licensure in the United States is obtained.
PROGRESSION
Courses **essential to nursing** are in keeping with the philosophy and objectives of the Department of Nursing and are required for progression to succeeding nursing courses. Eligibility for progression into the nursing program depends on the following criteria:

Complete, with a minimum grade of "C", the following courses identified as **prerequisites to the professional phase of nursing**.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Anatomy/Physiology 201</td>
<td>*Nutrition 111</td>
</tr>
<tr>
<td>Art 101/Music 208</td>
<td>Philosophy 237/238</td>
</tr>
<tr>
<td>Biology 112</td>
<td>Physical Education (2 credits)</td>
</tr>
<tr>
<td>Chemistry 221 &amp; 223</td>
<td>*Anatomy/Physiology 202</td>
</tr>
<tr>
<td>Chemistry 222 &amp; 224</td>
<td>Psychology 270</td>
</tr>
<tr>
<td>English 101 &amp; 102</td>
<td>Psychology 306</td>
</tr>
<tr>
<td>History 103/104/210/211 (only 6 Cr. hrs. required)</td>
<td>Math 107</td>
</tr>
<tr>
<td>Psychology 377</td>
<td>English 200-300</td>
</tr>
<tr>
<td>*Microbiology 208</td>
<td>Sociology 240</td>
</tr>
<tr>
<td>Computer Science 100 or Business 351</td>
<td>Orientation 100/101</td>
</tr>
</tbody>
</table>

*Note: Major science courses must be retaken if they were taken more than 5 years prior to application to the professional phase of nursing.*

Academic performance will be evaluated by the Academic Affairs Committee. Students experiencing academic difficulties during, or at the end of any given semester, will be counseled by faculty advisors accordingly. The faculty reserves the right to make recommendations or stipulate conditions relative to remedial or other learning activities that must be adhered to by the student.

PLACEMENT
The Department of Nursing reserves the right to limit enrollment in designated nursing course offerings. Personal request for placement of courses are not permissible nor are requests for a given clinical rotation. When implementing the above, the Academic Affairs Committee will determine the number of students who are eligible and can be accommodated in any designated nursing course. **Students in irregular progression sequence due to illness, academic failure, repeating courses, etc. must have their eligibility and placement in the nursing curriculum determined by the Academic Affairs Committee (AAC). Students in irregular sequence are required to follow the curriculum in place at the time of their request for placement in the Nursing Program. Students not registered for a nursing course during any semester, and are eligible to continue, must notify the AAC in writing of their intentions to return at least one (1) semester before the semester of intended reenrollment.**
RETENTION
Students in the Department of Nursing are expected to follow the curriculum as outlined and maintain a satisfactory level of performance each semester. For professional nursing courses, the passing grade on the A, B, C, D, E system is "C". To be retained in the Department of Nursing the student is expected to follow the following University and Department guidelines.

Pre-Nursing Level
1. Students whose cumulative grade point average is less than 2.0 at the end of the first semester or any subsequent semester will incur academic probation, suspension and/or dismissal as governed by Tuskegee University. Students should refer to Tuskegee University’s Academic Rules and Regulations.
2. Students on probation will be restricted to 12 credit hours if full-time and 7 credit hours if part-time.
3. Probationary students are required to establish and maintain weekly contact with their advisor in the Department of Nursing for advisement.
4. Probationary status will be removed when the student has achieved a cumulative average of 2.0. Probationary status must be removed within one semester or the student will incur suspension from the University.

Professional Level
1. Maintain a cumulative grade point average (CGPA) of 2.00 or above at the end of each school year.
2. Complete all nursing courses with a "C" grade or better. Students who fail one (1) nursing course will be placed on PROBATION for the remainder of enrollment in the nursing program. Students who are conditionally admitted to the professional phase must earn a “C” or better in the enrichment courses (NURS 300/316). Any student, admitted with condition, receiving an Incomplete (I) in either enrichment course will not be allowed to enroll in any clinical course until the “I” is satisfied and will be placed on PROBATION for the remainder of enrollment in the nursing program. Students on probation may be required to matriculate the program at a reduced pace per recommendation from the AAC.
3. Failure of any nursing course while on Probation will result in DISMISSAL from the nursing program.
4. Failure of two (2) nursing courses in the same semester will result in DISMISSAL.
5. Failure of the same course twice will result in DISMISSAL from the nursing program.
6. A student who has been dismissed from the nursing program may apply for readmission; however, readmission is not guaranteed. Decision for readmission will be based on careful evaluation by the Academic Affairs Committee (AAC) of prior academic performance, activities during the time of dismissal, and on space availability. Any student who is readmitted must abide by recommendations dictated by the AAC (i.e. enrichment learning activities and/or required courses).
7. Any student readmitted must follow the curriculum in place at the time of re-admission.
8. Any student previously dismissed and readmitted to the program and receives a “D” or “F” grade in one nursing course will be dismissed without consideration for readmission.
GRADING SCALE: *(Effective August 1, 2016)*

The following is the grading scale for professional nursing courses:

- **A** = 92 – 100 .................................................................4 grade points per credit hour
- **B** = 83.00 – 91.99 ..........................................................3 grade points per credit hour
- **C** = 74 – 82.99 .............................................................2 grade points per credit hour
- **D** = 65 – 73.99 .............................................................1 grade point per credit hour
- **F** = 0- 64.99 ...............................................................0 grade point per credit hour
- **Y** = Unofficial drop/withdrawal ....................................0 grade point per credit hour
- **P** = Pass .................................................................Not included in GPA computations
- **F** = Fail ...................................................................Not included in GPA computations
- **I** = Incomplete ..........................................................Not included in GPA computations

All student grades (Clinical and Theory) are computed and recorded at the second decimal place (hundredth place). **Grades shall not be rounded.**

---

**GRADUATION**

The Department of Nursing adheres to all University requirements and procedures for graduation. In addition, the students are recommended to receive the Bachelor of Science degree in nursing when the following conditions are met:

1. Satisfactory completion of all required courses (credit hours) in the nursing curriculum.
2. A minimum cumulative grade point average of 2.0 on a 4.0 scale.
3. All other requirements as dictated by the University Academic Rules and Regulations.

---

**Pinning Ceremony**

In order to be eligible for participation in the Pinning Ceremony, students in the Department of Nursing must meet the following criteria:

1. The student must have completed the program of study as verified to the Dean of the School.
2. The official school pin must be purchased from the University bookstore.
3. The class selected white dress/uniform must be worn for the ceremony. The dress/uniform must be approved by the class advisor(s).
4. Students have the option to decline participation in the ceremony. While the student’s name will appear in the ceremony program, the student will not appear in the class picture, which becomes a part of the archives of the University.
5. Use of the School pin is limited to graduates of Tuskegee University Department of Nursing.
6. The official pin (design etc.) is the property of the University. No other organization, group, etc. may use the pin in any way without the written consent.
7. Any deviations from or changes in above criteria must be cleared, in advance, by written request through the Dean/Director of the School of Nursing and Allied Health.
DISCLOSURE OF LEGAL CONVICTIONS AND ARRESTS AND BACKGROUND CHECKS

Students who are admitted to the Department of Nursing must report any arrests or legal convictions including, but not limited to misdemeanors, felonies, sexual offender convictions or governmental sanctions. The Department of Nursing reserves the right to release relevant information regarding a student’s criminal history to appropriate clinical agency representatives. Failure to report arrest or legal convictions will result in dismissal from the Department of Nursing.

Students in the Department of Nursing must comply with the legal, moral and legislative standards in accordance with the Alabama Law Regulating Practice of Registered Nursing, Alabama Board of Nursing Administrative Code (www.abn.state.al.us). A student may be denied permission by the Alabama Board of Nursing to take the licensing examination to become a registered nurse (RN) if he/she has been convicted of a felony. Students are to complete, sign, and return the disclosure of felony conviction form to the Dean prior to admission to the professional phase of nursing. (See Appendix D)

Students enrolled in a clinical course are required to have background checks. Students must consent to background checks as required by contractual agreements with clinical agencies. These include a federal criminal background check, state criminal background check, sexual offender check, and Office Inspector General check.

Failure to comply with required background checks will result in ineligibility for clinical placement. The identification of certain arrest or convictions could jeopardize the health and safety of patients and may render students ineligible for placement in a clinical agency. Ineligibility for placement in a clinical agency will result in course failure and dismissal from the Nursing Department. (See Appendix H)

All background checks are to be obtained through Certified Profile. Students are to apply online at www.CertifiedBackground.com. (See Appendix L for detailed instructions).

The faculty reserves the right to recommend transfer or dismissal of any student whose background check does not comply with the legal, moral and legislative standards in accordance with the Alabama law regulating practices of registered nurses.

Students having difficulties in any of the above categories may be requested to arrange for a hearing before the Department of Nursing’s Academic Affairs Committee, either at the established Committee meeting time or in a special session. Faculty decisions in these matters are considered to be binding for the Department of Nursing. The process of appeal of academic decisions by petition is identified in the Tuskegee University Academic Regulations and Procedures for Undergraduate Handbook.
QUALIFICATION FOR LICENSURE BY EXAMINATION*:

The requirements for eligibility to apply to take the national licensure examination and obtain a license in the State of Alabama are listed below.**

(1) The applicant shall be a high school graduate or the equivalent, as determined by the Board.
(2) The applicant shall be of good moral character. A criminal background check may be conducted by the Board at its discretion.
(3) The applicant for registered nurse licensure shall have successfully completed all requirements for graduation from an approved registered nursing program in Alabama, or an approved registered nursing program located in another jurisdiction or territory which meets substantially the same educational criteria as Alabama programs.
(4) The applicant must have a valid social security number and be a citizen or legal resident of the United States prior to the Board issuing a license. Individuals who are not legally present in the United States are not eligible for licensure.

*Alabama Administrative Code 610-X-4-02. Effective December 24, 2010

(**See Appendix A)

Application Process for Licensure by Examination

(1) The applicant shall submit to the Board an application form for licensure and required fee. An examination fee shall also be submitted to the testing service administering the examination.
(2) To complete the application process and to establish eligibility for taking the examination, an official school transcript shall be submitted to the Board and shall indicate the date degree requirements were completed and/or date degree was conferred.
(3) Upon established eligibility from the Board, the applicant shall contact the testing service for examination scheduling.
(4) Each applicant must present identifying documents as requested by the Board-authorized testing service prior to entrance into the examination.
(5) Each applicant should visit the Board website in the state in which they intend to test for specific registration information.

Note: If you have reason to believe you may be ineligible for licensure, you should obtain information from the Board of Nursing in the state that you plan to become licensed and practice.
FACULTY COMMUNICATION

Communication with faculty members is facilitated by scheduling appointments to discuss concerns. The schedule for office hours is posted on the faculty’s office door each semester. Please make appointments during this time. Faculty may be contacted through their office phone, voice mail, e-mail, or messages placed in their office door boxes. Students should notify the faculty member, or secretary if unable to keep the appointment. Please refer to faculty roster (Appendix E) for office location, email and phone numbers.

STUDENT COMMUNICATION

At the time of registration, and throughout a student’s enrollment in the Tuskegee University Department of Nursing program, it is the student’s responsibility to keep the Department of Nursing informed of current contact information in addition to filing a change of address and/or name with the Office of the Registrar. The information that should be kept current includes, but is not limited to:

1. Local address and telephone number and/or cell phone number
2. Home address and telephone number and/or related cell phone number
3. E-mail address
4. Emergency contact information

Maintaining current contact information is essential in order that schedules, official correspondence, scholarship notification, and emergency messages will not be delayed or lost. Students are held responsible for all communication from the Department of Nursing sent to them at the address currently recorded and identified/reported by the student. Any and all changes in contact information should be reported to the Records Clerk in Basil O’Connor Hall, Room 201.

ONLY Tuskegee University e-mail address will be utilized for communications by electronic mail while the student is enrolled at Tuskegee University.

ADVISEMENT

Academic Advisement:
The faculty in the Department of Nursing is responsible for academic advisement of students in the nursing program. Each student is assigned an academic faculty advisor. Students should schedule periodic appointments with their faculty advisor to discuss their academic and professional progress. At least two appointments per semester (preferably once a month) should be scheduled to give the student and advisor a chance to evaluate general progress and performance in the various aspects of the program. Students are encouraged to meet with individual faculty teaching a specific course regarding course work and problems encountered in understanding course content.

A list of assigned academic advisors is posted on the bulletin board located on the wall between Rooms 201 and 202. When possible, students meet with the same advisor throughout the nursing curriculum.

1. All students must schedule an appointment with an academic advisor prior to registration or pre-registration. Faculty will post available time schedules on their office doors for advisement sign-up.
2. Students will come for advisement at the time they have scheduled. Faculty will advise students only after review of the student’s academic record. Faculty members will record the nature and content of each advising session on the appropriate advisement forms.

3. Students must schedule academic advisement with their advisor according to the faculty advisement schedule or as designated by the faculty member. If students cannot meet with the faculty advisor at the designated time, he/she should notify the advisor.

4. Students will receive a provisional sheet* at the initial advisement meeting. Students are responsible for maintaining a record of his/her current grades and requirements and bring this guide sheet with them to each advisement visit.

5. Classes are scheduled so that a full-time student can complete the program in the designated time frame (four (4) academic years and two (2) summer sessions). Part-time students and/or students taking courses out of sequence may experience a delay in obtaining necessary courses for timely progression in the program. The student is responsible for enrolling in courses in the sequence identified.

* See Appendix E

ACADEMIC/CLINICAL HONESTY

Honesty in academics as well as in other matters is expected of every student in the Tuskegee University Department of Nursing. It is the obligation of all to adhere to this standard. Individuals are expected not to cheat or be dishonest, not to create the appearance of being dishonest, and not to contribute to or condone the dishonesty of others. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to officials of the University will not be tolerated. The penalty could include failure in the course, dismissal from the program and possible dismissal or suspension from the University (Tuskegee University Bulletin). In addition to the University’s statements of academic honesty identified in the Tuskegee University Academic Regulations and Procedures for Undergraduates, Tuskegee University Student Handbook, and the Student Judicial Policies, the following specifically apply to students in the Department of Nursing:

1. Plagiarism: Submitting as one’s own work part or all of any assignment (oral or written) which is copied, paraphrased, or purchased from another source, including on-line sources without the proper acknowledgement of that source. Plagiarism will result in an automatic grade of "0" and the student will not be allowed to resubmit the assignment for grade evaluation.

2. Cheating: Attempting to use or using unauthorized material or study aids for personal assistance in examinations or other academic work.

3. Fabrication: Submitting altered or contrived information in any academic exercise.


5. Facilitating Academic Dishonesty: Helping another individual violate this policy.

6. Computer Offenses: Altering or damaging computer programs.

7. Unauthorized possession of materials: Unauthorized possession of examinations, examination questions, protected test banks, course, library or laboratory materials.

8. Copying another student’s work/paper or any portion of it.

Professional nursing behavior requires that unprofessional conduct should be reported. Reflecting this professional obligation, a student with knowledge of academic dishonesty is obliged not to participate in such an activity and to report the known incident(s). Any student engaging in any practices of dishonesty will be suspended from class and/or clinical, is subject to failure of in the course, and is subject to suspension or dismissal from the Department of Nursing.
Guidelines for Written Assignments

All papers, projects and assignments required in the Nursing Program become the property of the Department of Nursing. The original copy must be turned in to the instructor. Each student should retain a copy to protect against loss, inadvertent damage, etc.

1. All written assignments are to be turned in on regular 8½ x 11 inch unlined paper, unless indicated by the instructor.
2. Neatness, accurate spelling, proper grammar, complete sentence structure and proper punctuation are essential for scholarly growth and development. You will be graded for these points as well as for the content of the paper.
3. Papers are to be written in ink or typed unless otherwise indicated by the instructor. Use one color ink/type throughout the paper unless appropriate to do otherwise.
4. Instructors will assign dates for written course work. Late submission of written work will negatively affect the grade.
5. The American Psychological Association (APA) is the approved style to be used for written work by students. The Publication Manual of the American Psychological Association (latest edition) is to be used as a reference. The following items are to be written using APA format as needed in papers: face page, margins, spacing, alignment, title, headings, paragraph indentation, page numbering, abbreviations, numerals, text and computer citations, quotations and references. There are many available web sites that offer assistance. The following is a partial listing:
   http://www.apastyle.org/
   http://www.styleEase.com
   http://www.thewritedirection.net
   http://www.EazyPaper.com
6. Assignments may be elicited from faculty by e-mail, bulletin blackboard, text-sponsored web sites, and faculty designated internet assignments.

EXAMINATIONS

Preparation, Administration, and Attendance Procedure. The following guidelines have been developed to facilitate students' ability to demonstrate acquisition of knowledge and to enhance faculty's ability to assess students' achievement of course objectives, through objective examination.

1. Students are expected to take examinations as scheduled unless an excused absence is obtained from an appropriate person before the time of the examination. A grade of “0” will be given to a student with an unexcused absence from an examination.
2. Test items will be designed to measure specific objectives.
3. All examinations will have a time limit of one minute per item except where otherwise indicated (Math problems 1.5 minutes).
4. Time limits will be established for each individual exam by appropriate faculty.
5. All test materials will be collected at the end of the time limit.
6. All personal materials must be stored in a designated area away from the testing area during the test period.
7. A student may not leave the test area until his or her test materials have finally been collected by the instructor.
8. Eating, smoking, or drinking is not permitted in the classroom.
9. Any form of communication between students is prohibited during testing.
10. Visitors may not be admitted to the classroom during testing.
11. Students will not be permitted to enter an exam room after the distribution of test materials for the examination. The student will receive a grade of “0” for the missed examination.

Refer to the statement regarding academic honesty for a discussion of consequences for violation of the above procedure.

**Providing Exam Results, Feedback and Counseling.** Specific guidelines for providing exam results, feedback and counseling are as follows:

1. Faculty should provide individual and/or group feedback no later than one (1) week following the examination.
2. During the feedback session, students may not write, or copy any questions from the exam.
3. Grades will be posted on Blackboard. The student should maintain a record of all exam scores.
4. Students who score below passing on an examination should seek immediate counseling from the instructor. Students may be referred to their academic faculty advisor and/or Academic Support Services for further assistance.
5. No feedback will be provided on midterm and final examinations.
STUDENT RIGHTS

Student Participation in Governance:
Students participate in the governance in the Department of Nursing in several ways. Student opinions are solicited when significant student-related decisions are to be made. Standing and Ad Hoc Committees in the Department of Nursing have student representation. The Department of Nursing Faculty Council has one student for each class of the Pre-Professional and Professional Phases. Standing committees have one student representative, elected by the student body, on each committee. The student representative does not participate on the Academic Affairs Committee when it functions as a judicial body. Participation enables students to reflect their concerns in the formulation and recommendation of policies in the Department.

Student Judicial Rights:
For general information regarding judicial procedure and the appeal of academic decisions, refer to the Tuskegee University Student Handbook and the Tuskegee University Academic Regulations and Procedures for Undergraduates documents. The Academic Affairs Committee (AAC) of the Department of Nursing reviews and makes recommendations to the Department Head regarding: appeal of academic decisions, academic honesty, and violations of rules and regulations regarding admission, progression, and retention matters.

Grievance Procedure:
All problems/grievances should be reported as soon as possible. Student grievances should be submitted in writing and signed in ink. In order to expedite this process, it is important for the student to follow proper lines of communication. Problems related to the course should first be directed to the course (content) instructor, then if not resolved, to the course coordinator. If the situation still exists, then the student must follow the lines of authority for appeals of academic decisions, as follows:

1. Department Head - Department of Nursing
2. Dean/Director - School of Nursing and Allied Health
3. University Provost
4. President of the University

This procedure of student rights is also outlined in the Tuskegee University Student Handbook and Academic Rules and Regulations documents.

Disclosure of Student Information:
Information related to student performance will not be released over the telephone or through email to others within or outside of the University. It is not uncommon for students to come to a conference with faculty members or a Department of Nursing Administrator accompanied by a family member or a significant other. When this situation occurs, written permission from the student must be presented to allow anyone other than the student to sit in the conference. The Department of Nursing Faculty or Administration with whom the student has requested a conference, may request a faculty member or staff person to be present in the conference as a witness to the content and proceedings of the meeting.
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students:

1. Eligible students have the right to inspect and review the student’s education records maintained by the school.
2. The Department of Nursing will not provide copies of records unless for reasons such as great distance or it is impossible for parents or eligible students to review the records. Fees will be charged for copies.
3. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading.
4. The Department of Nursing must have written permission from the parent or eligible student in order to release any information from a student’s education record.
5. For additional information contact the Academic Affairs/Provost Office.

Students with Disabilities:
Students who request accommodations for a previously documented learning disability must submit a diagnostic report to a counselor in the Wellness Center within the first two weeks of the semester in which the accommodations are requested. The Wellness Center is dedicated to providing the highest quality of services for all students. Therefore, if a student is having academic difficulty and they have not been previously diagnosed with a learning disability, an alternative method of documentation should be implemented. A checklist of required documentation is available to each student during their meeting with a counselor. To maintain confidentiality, students are to make an appointment with Dr. June Samuel, Wellness Center Director by calling (334) 727-8244 or via email samuelj@mytu.tuskegee.edu. Students will be required to complete a Plan of Action for addressing their academic deficiencies as approved by the counselor, student, Office of the Dean and the Academic Advisory Committee. Students with other disabilities such as those associated with sight, hearing, etc., are to first discuss their concern with the course faculty who may contact the Counselor.
Nursing is a practice discipline with cognitive, sensory, affective and psychomotor requirements. The following core competencies are necessary to successfully complete the requirements of the nursing program. The following are competencies with examples of activities required to perform while enrolled in the nursing program. Specific competencies are identified in each course. Students should following the procedures identified in the “Students with Disabilities” section if he/she identifies difficulties with meeting the competencies. Determination of the student’s ability to meet these requirements is made on an individual basis as to whether or not the necessary accommodations or modifications can be reasonably made for the student to meet these requirements.

<table>
<thead>
<tr>
<th>Area</th>
<th>Competency</th>
<th>Some Examples (not all-inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment</td>
<td>Identify cause-effect relationships in clinical situations; develop nursing care plans</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families, groups from a variety of social, emotional, cultural, and intellectual backgrounds</td>
<td>Establish rapport with patients/clients, family members, and colleagues</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form</td>
<td>Explain treatment procedures; initiate health teaching; document and interpret nursing actions and patient responses</td>
</tr>
<tr>
<td>Ethics</td>
<td>Identify and analyze ethical dilemmas and the ways in which these dilemmas impact patient/client, family and community</td>
<td>Respect of persons individuality and providing culturally competent care</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room and maneuver in small spaces.</td>
<td>Move around in patient’s rooms, workspaces, and treatment areas; administer cardiopulmonary procedure</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care.</td>
<td>Calibrate and use equipment, position patients, administer medications</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health needs.</td>
<td>Hear monitor alarms, emergency signals, auscultatory sounds and calls for help</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient for observation and assessment necessary in nursing care.</td>
<td>Observe patient responses. Ability to detect subtle color changes in clients</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment.</td>
<td>Perform palpation function of physical examination and/or those functions related to therapeutic interventions</td>
</tr>
<tr>
<td>Behavioral</td>
<td>Adapt to every-changing environments, display flexibility and appropriate interaction with others</td>
<td>Maintain professionalism by demonstrating the ability to effectively collaborate with other healthcare professionals</td>
</tr>
</tbody>
</table>
STUDENT ORGANIZATIONS

Extra-curricular activities are recognized as an integral part of the educational program. Students are encouraged to develop self-governance and make decisions. It is expected that they operate within the limits of the University’s regulations and share with faculty and staff the responsibility for maintaining an academic climate conducive to learning.

Class Organizations: Under the guidance of the class advisor, students will formally organize their pre-nursing, junior and senior classes, and elect class officers. Faculty class advisors are assigned to each class organization. Class organizations, with guidance from their class advisor, will plan activities in accordance with regulations stipulated in the Tuskegee University Student Handbook.

Student Nurses Association: The Tuskegee University Student Nurses’ Association is comprised of students who are preparing to become professional nurses. The purpose of the association is to assist in preparing nursing students for the assumption of professional responsibilities. All students enrolled in the Professional Phase of the Department of Nursing are required to hold membership and participate in the Tuskegee University Chapter of the American Student Nurses’ Association. Students may obtain an application online from www.nsna.org and are responsible for submitting payment as indicated online. Proof of membership will be required prior to enrollment into the second semester professional phase courses. Effective Summer 2013.

Chi Eta Phi Sorority, Inc.: Chi Eta Phi Sorority, a national nursing sorority, installed the Epsilon Beta Chapter on the Tuskegee University campus in 1952, as part of the Council on Non-Greek Organization under the auspices of Students Affairs. The purposes of the sorority are:

1. To encourage the pursuit of continuing education among members of the nursing program.
2. To have a continuous recruitment program for nursing and the health profession.
3. To stimulate a close and friendly relationship among the members.
4. To develop working relationships with other professional groups for the improvement and delivery of health services.
5. To constantly identify corps nursing leaders within the membership who will function as agents of social change on the national, regional and local level.

Candidates for membership are selected by members of the Epsilon Beta Chapter on the basis of academic standing, evidence of professional leadership potential, and satisfactory academic performance.
STUDENT RESPONSIBILITIES
The Department of Nursing expects that students will conduct themselves according to principles of high morality and honor, and that they will in no way bring discredit upon the School. A student whose behavior is deemed contrary to the standards or regulations of the Department of Nursing may be required to withdraw from the nursing program either temporarily or permanently.

Personal and Professional Conduct:
Personal and professional conduct involves attitudes and behaviors, which reflect ethical and moral integrity. The concern and respect for others, along with the display of initiative and dependability represent behaviors, which are expected from students as they represent the University, the Department of Nursing, and the nursing profession.

Inappropriate Behavior in the Classroom:
Students are expected to conduct themselves in a manner that promotes comprehension of content from each teaching-learning encounter. The following behaviors are considered inappropriate in the teacher-learner environment (classroom/clinical skills lab):

- Using cellular phones/pagers during class (i.e. ringing, talking, text messaging)
- Bringing infants/children to class
- Sleeping in class
- Arriving to class late and/or leaving early
- Arriving unprepared for class
- Not taking notes in class
- Recording lectures without faculty permission
- Conducting side conversations during class
- Using a computer in class unrelated to course
- Using inappropriate or foul language
- Disrespecting faculty, staff or classmates

Classroom Dress Code:
Students are expected to dress in professional leisure attire during class unless otherwise specified by the course faculty. Appearance should be clean and neat. Inappropriately dressed students will be asked to leave the classroom and to return to class when he/she is appropriately dressed. Students will be responsible for any missed material. Examples of inappropriate and prohibited attire include, but are not limited to:

- Shirts of underwear persuasion
- See through clothing
- "T" strap tops
- Short pants or skirts/dresses more than 3 inches above the knee
- Oversized or sagging pants
- Any item that exposes a bare midriff, back, chest, or underwear
- Clinical Skills Lab: stilettos, heels or any shoes that pose a threat to safe mobility

The course instructor is the final arbiter of appropriate dress and grooming in the classroom/clinical setting and faculty reserves the right to dismiss students from the nursing program based on perceived unprofessional behavior.
The nurse practice with compassion and respect for the inherent dignity, worth, and personal attributes of every person, without prejudice.

The nurse’s primary commitment is to the patient, whether an individual, family, group, community or population.

The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

The nurse has authority, accountability, and responsibility for nursing practice, makes decisions and takes action consistent with the obligation to provide optimum care.

The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

The nurse, through individual and collective action, establishes, maintains, and improves the moral environment of the work setting and the conditions of employment, conducive to quality health care.

The nurse, whether in research, practice, education, or administration, contributes to the advancement of the professional standards development, and generation of nursing and health policies.

The nurse collaborates with other health professionals and the public in protect and promote human rights, health diplomacy, and health initiatives.

The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrity principles of social justice into nursing and health policy.

*American Nurses’ Association (Approved June 2014)*

**Conduct in the Clinical/Laboratory Unit:**
When working in the clinical setting, you must be responsible and accountable for your actions and realize that caring for others in a health care setting requires special cautions and concerns. Patient records and communications are private and you have the responsibility to keep information confidential and share it only with classmates and instructors in learning situations.

Students in the Department of Nursing are held to standards regarding drug and alcohol use as the University and the nursing profession. Clinical activities are considered the professional “workplace” and a University activity. As nursing students, you are expected to adhere to personal and academic standards of conduct and ethical principles necessary to guide and reflect professional behaviors.

While working in the clinical area under the supervision of a faculty member, or assigned preceptor, you are expected to provide care at the standard of a registered nurse. You are required to adhere to procedures of Universal Precautions and Privacy Rights in all clinical agencies.
Students who need to be absent from a clinical or practice lab must:

- Notify the clinical area and/or instructor prior to the scheduled lab or clinical time.
- Be responsible for making up any specific experience. Make-up labs or clinical are at the discretion of the individual instructor.
- Also see complete policy related to Classroom/Clinical Attendance and Absenteeism in this handbook.

Guidelines to facilitate the development of professionalism on the clinical unit are delineated below. It is required that these guidelines be followed during each clinical experience:

1. Introduce yourself (as appropriate) by name to the supervisor, nurse manager, the team leader and their staff members.
2. Make a concerted effort to know and address staff members by name. Your nametag will help them to know you and address you by name. Notice their nametags for names and titles.
3. Become familiar with the routines and milieu of the unit. The instructor will discuss specific routines during your orientation to the unit.
4. Upon completion of the clinical experience you should make an appropriate departure to include:
   a. Notifying the staff that it is your last assigned day.
   b. Thank the staff for the opportunity to work with them and for assistance, which has been given to help you learn as much as possible.
5. Maintain professional conduct at ALL times in the clinical setting (on and off the unit).

Failure to adhere to the above guidelines can result in dismissal from the clinical site. Any student who is dismissed from the clinical setting due to inappropriate or unprofessional behavior must meet with the Department Head or Dean before they will be allowed to resume clinical experiences.

The maintenance of property and the environment is expected. Students are to leave the classroom and laboratories in order and clean upon completion of tasks required for the area. **Eating, drinking and chewing gum are NOT permitted in the classroom, laboratory or clinical area.**

Health Requirements

Due to the nature of the educational experiences in the Department of Nursing, the policy concerning health varies from that of the University. The expectations regarding health are as follows:

1. Satisfactory physical health is a requirement for admission to the Department of Nursing. All applicants must submit a Tuskegee University Medical Record Form prior to initial registration at the University. A Health Record is required to be submitted to Certified prior to registering for Professional Phase clinical courses (see Appendix C for Student Nurse Health Record Form).
2. In addition to the immunization data required on the Health Record, updated immunizations, chest x-rays, tuberculin test, throat cultures and other health examinations and/or measures may be necessary for the student's well-being and for the safety of the clients. Such screening will be required each year while the student is enrolled in the Professional Phase. Before attending the first semester Professional Phase clinical nursing courses, students must have completed at least two (2) Hepatitis B immunizations; however, before enrolling in the second semester of the junior year, students are required to have completed the series of Hepatitis B Immunizations (3 injections). All other health requirements must be completed before attending the Professional Phase clinical courses.
3. The Department of Nursing recognizes pregnancy as a specific health need and requires that pregnant applicants as well as enrolled pregnant students notify appropriate clinical faculty as early as possible. It is the student's responsibility to consult with their healthcare provider validating eligibility to continue class/clinical participation and submit, in writing, at the onset of each semester or earlier if there is a health problem. Pregnant students are ineligible to and prohibited from participating in clinical activities without medical clearance.

4. Pregnant students are required to complete and submit a "Release of Liability" form (obtained from Room 201, Basil O'Connor Hall) to the Department of Nursing before entering the clinical setting. *(see Appendix F)*

5. Pregnant students are expected to follow the same guidelines and participate in the same activities as other students enrolled in the same clinical course. Some restrictions placed on the student's activities by the healthcare provider may dictate that the student cannot meet course objectives and successfully pass the course. These students should contact their faculty advisor for guidance related to enrollment (i.e. course drop, withdrawal, incompletion). Each student is evaluated on an individual basis.

6. Because of the rigor of your studies, and to display a role model of professionalism, you must maintain the highest personal health status. It is important for you to maintain:
   - Personal hygiene
   - A regular and balanced diet
   - Sufficient rest and sleep

The amount of sleep will vary with the individual. Inadequate amounts of rest and/or sleep can result in fatigue, irritability, lack of concentration and lessened resistance to disease.

**Blood-Borne Pathogen - Occupational Safety and Health Administration (OSHA) Guidelines:**
Students are responsible for following OSHA guidelines, which include reporting and follow-up procedures for blood-borne pathogen exposure. The occurrence of an exposure incident must first be established. An exposure has been defined by OSHA as specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood, or the inhalation or ingestion of potentially infectious materials that results from performance of clinical tasks. Students are responsible for promptly reporting possible exposure to their assigned clinical instructor, who will assist in the management of immediate follow-up and reporting procedures.

**Liability Insurance:**
Students enrolled in any clinical nursing course are required to purchase $1,000,000/$6,000,000 of liability insurance annually and submit proof of coverage to the course coordinator at the beginning of the course. Students can apply for Alabama Student Nurse-RN insurance online through Nursing Service Organization (NSO) @ [http://www.NSO.com](http://www.NSO.com). Students will not be admitted to clinical practice without the necessary liability insurance. Proof of insurance should be submitted to Certified Profile annually.

*Note:* The Department of Nursing does not assume responsibility for documents faxed into its office.
Student Employment:
Students are encouraged not to work due to the requirements of the nursing curriculum. If employment is necessary to fulfill financial obligations to the University and Department the following guidelines must be adhered to:

1. Full time nursing students are encouraged to work no more than twenty (20) hours per week unless approved by the Dean.
2. A student may not represent him/herself as a Tuskegee University Nursing Student (TUSN) when employed in an agency not related to academic/clinical requirements of the Nursing Department and therefore should utilize other type of dress wear approved by the employing agency.
3. Students may not expect academic accommodations to be provided based on their work schedules. It is the student's responsibility to manage employment schedules as not to conflict with academic requirements.

Scholarly Activities:
Students enrolled in the Professional Phase of nursing are required to attend scholarly activities. Specific guidelines for scholarly activities are as follows:

1. Each student enrolled in nursing courses shall be responsible for attending scholarly activities, to include Lillian Holland Harvey Fall Symposium and the Mary Starke Harper/Scholarly Events Day and other designated activities.
2. Each student will sign the attendance roster at each session of designated scholarly activities.
3. Each student will be responsible for completing assignments as required for course work involving scholarly activities.
4. The Department of Nursing will select a student representative to serve on the Scholarly Events Day committee for planning and implementation.
5. Students’ attendance at designated activities will be verified by faculty.
6. Students must present a request for an excuse from scholarly activities or other designated activities to appropriate course faculty in the Department of Nursing.

Inclement Weather Procedures for Basil O'Connor Hall:
During severe thunderstorms, all individuals should remain indoors; stay off telephones and away from any electrical conducting objects. Upon notification of a Tornado Warning by siren or police/security notification, all faculty, staff, and students must move downstairs to Room 123 (Do Not Use Elevators), and remain there until an "all clear" is received. At no time should anyone remain outside or in other areas where there are windows and doors where glass breakage is possible and/or damage from other flying debris is a potential hazard.
POLICIES
Policy Related to Classroom/Clinical Attendance and Absenteeism

DATE: March 8, 1991
SUBJECT: Policy Related to Classroom/Clinical Attendance and Absenteeism

POLICY: To inform all students of the importance and their responsibilities in attending all classes and clinical sessions. Absenteeism without genuine proof of an “excused absence” will lead to failure of the course.

PURPOSE: To establish within the Department of Nursing a universal system for faculty to address absenteeism in nursing courses.

OBJECTIVE: To inform all students that it is mandatory to attend and participate in all classroom and clinical sessions while they are enrolled in nursing courses.

ATTENDANCE PROCEDURES:
1. Students are required to attend all regularly scheduled classes and clinical sessions for the entire class or clinical session, during each semester.
2. Fulfilling course and clinical objectives may require participation in and attendance at activities occurring at times other than scheduled clinical or classroom time.
3. Students are expected to exhibit punctuality and organizational skills.
4. Students are required to be prepared for class and clinical learning opportunities.

ABSENCE PROCEDURES
1. The student notifies the instructor in the event she/he will be late or absent from class or clinical via phone and/or email. This notice should be made prior to the scheduled experience. If the student cannot reach the instructor, she/he should call the clinical unit and leave a message for the instructor.
2. Absence from class or clinical area does not relieve the student of the responsibility for meeting the objectives for the area.
3. A student may acquire no more than two (2) excused absences in a didactic or clinical course. Any excused absence in excess of two (2) requires that the student meet with the Department Head before continuing in the course.
4. An excused absence is as follows: Personal illness, death or serious illness in the immediate family (spouse, parents, sibling, children, guardian).
5. If an excused absence occurs, the student is responsible for initiating communication with the instructor to determine what action for make-up will be required.
6. A request for approval of an excused absence must be made by the student to the Coordinator of the course in writing. Approval for an excused absence requires the following documentation: nurse practitioner or physician’s certification of illness, (certification of illness must document that absence...
from class or clinical experience was necessary) or an official announcement of death. This is due on the first day back to class.

7. Clinical make-up will be subject to:
   - The course objective being met in the remaining scheduled classroom or clinical time.
   - Clinical facility availability
   - Course faculty availability according to the area of clinical missed

Revised: January 2011
Reviewed: January 2016
TUSKEGEE UNIVERSITY
SCHOOL OF NURSING AND ALLIED HEALTH
DEPARTMENT OF NURSING

The Official Department of Nursing Pin

DATE: March 18, 1986

SUBJECT: Department Pin

POLICY: Purchase and use of school pin in the Department of Nursing must meet the standards and criteria of Tuskegee University and the department of nursing.

PURPOSE: To establish criteria and procedures for students to purchase the official department pin.

OBJECTIVES: To insure uniformity, standardization and proper usage of the department pin.

PROCEDURES:

1. Use of the school pin is limited to graduates of Tuskegee University Department of Nursing.
2. The official school pin (design etc.) is the property of the University. No other organization, group, etc. may use the pin in any way without the written consent of the school. The university (bookstore) designates the company that is officially approved to make and sell the pin to the programs graduates.
3. All arrangements for the purchase of the pin must be made through the campus bookstore.

Revised: January 2011
Reviewed: January 2016
TUSKEGEE UNIVERSITY
SCHOOL OF NURSING AND ALLIED HEALTH
DEPARTMENT OF NURSING

POLICY ON PINNING and CAPPING CEREMONY

DATE: March 18, 1986

SUBJECT: Student’s Eligibility for Participation in Pinning/Capping Ceremony

POLICY: In order to be eligible for and to participate in the Pinning and Capping Ceremony, students in the Department of Nursing must meet the appropriate standards and criteria for pinning.

PURPOSE: To establish criteria for student eligibility for and participation in the Pinning and Capping Ceremony.

OBJECTIVE: To ensure that all students participating in Pinning and Capping Ceremony have accurate information and must follow the appropriate standard before they are eligible to participate in the ceremony.

PROCEDURES:

1. The student must have completed the program of study as verified to the Dean by the faculty to be eligible to be pinned.

2. The official pin is pinned on the student by a selected family member(s) during the ceremony when possible.

3. The class to be pinned selects the style of the white uniform to be worn, but the style selected must conform to acceptable standards to present a professional appearance. The uniform selected by students must be approved by the Class Advisor(s).

4. Approved attire for the ceremony must be professional.

5. Official capping is done by the Department Head (Nursing) for students that have successfully completed the first year of the professional phase of nursing.

6. Attendance is expected and mandatory.

Revised January 2011
Reviewed: January 2016
DATE: April 13, 1984

SUBJECT: Grading System

POLICY: In the evaluation process, faculty will use an identical grading system.

OBJECTIVE: To establish a grading system for the Department of Nursing.

PURPOSE: To establish systematic guidelines for reporting and recording student grades earned in nursing courses.

To ensure that students enrolled in nursing courses are graded systematically and consistently.

The grading system for the Department of Nursing is as follows:

A = 92 – 100 .................................................................4 grade points per credit hour
B = 83.00 – 91.99 ...........................................................3 grade points per credit hour
C = 74 – 82.99 .................................................................2 grade points per credit hour
D = 65 – 73.99 .................................................................1 grade point per credit hour
F = 0–64.99 ........................................................................0 grade point per credit hour
Y = Unofficial drop/withdrawal ........................................0 grade point per credit hour
P = Pass ...........................................................................Not included in GPA computations
F = Fail ...........................................................................Not included in GPA computations
I = Incomplete .................................................................Not included in GPA computations

PROCEDURES:

1. Students are required to earn a grade of “C” in all nursing courses in order to pass the course.

2. Evaluation of student performance should be designated by an numerical grade. It is suggested that the grade for each unit of study be recorded in a nursing course.
   2.1 the student should be informed of the grade
   2.2 the instructor must maintain a record of the grade in accordance with student privacy rights

3. A cumulative evaluation of student’s performance must occur at mid-term and at the end of the semester. Grades below (C) must be reported
to the Office of the Registrar at mid-term. All students receiving mid-
semester grade reports should sign a mid-semester counseling form.

4. A final evaluation will be given for all nursing courses and a letter and numerical grade will be used to designate the quality of performance.
4.1 the student will be informed of the grade
4.2 the instructor will maintain a record of the grade in accordance with student privacy rights

5. A final course grade must be submitted to the Department of Nursing Dean’s Office and to the Office of the Registrar and maintained in the student’s record.

6. When faculty submits an incomplete grade "I" for a student an alternate grade is also submitted, such as "I"/"C" or "I"/"F", in the instance that the student does not complete the assigned course work. A student receiving an incomplete grade “I” in a course must complete course work during the next semester of enrollment or the alternate grade will become permanent on the transcript.

7. Grades will not be rounded.

Effective August 1, 2016
Revised: February 2016
TUSKEGEE UNIVERSITY
SCHOOL OF NURSING AND ALLIED HEALTH
DEPARTMENT OF NURSING

Cardiopulmonary Resuscitation (CPR) Certification

DATE: April 1987

SUBJECT: Cardiopulmonary Resuscitation (CPR) Certification.

POLICY: All students enrolled in clinical nursing courses will hold current certification in basic life support cardiopulmonary resuscitation techniques.

PURPOSE: To establish policy and procedure for acquiring and maintaining CPR certification.

OBJECTIVE: To establish and ascertain that students have gained necessary knowledge and information regarding the need and procedures for administering CPR in emergency cases/situations.

PROCEDURE:

1. Each student shall be responsible for acquiring the appropriate certification (CPR) for adult, child and infant prior to enrolling in each Fall semester.
2. Only two CPR certification courses are accepted:
   a. the Healthcare Provider Course (American Heart Association)
   b. the Professional Rescuer Course (American Red Cross)
3. Evidence of current CPR certification, which covers the entire academic year, shall be submitted Certified Profile (Appendix L) by annually.

Revised: January 2013
Reviewed: January 2016
Policy on Student Uniforms, Equipment and Materials

DATE: November 23, 1985

SUBJECT: Student Uniforms, Equipment and Materials

POLICY: Students enrolled in the Nursing Program shall have required uniforms, equipment and materials for personal use throughout the program.

PURPOSE: To ensure students have the required equipment and materials to accomplish clinical objectives.

OBJECTIVE: To ensure students have required materials necessary to achieve desired clinical outcomes.

PROCEDURES:
1. All students will possess throughout their clinical nursing course, the following items:
   • watch with second hand
   • black pens and pocket note pad
   • regulation uniform, name tag, shoes, stockings
   • bandage scissors, penlight, tape measure
   • lab coat
   • stethoscope – dystonic
   • sphygmomanometer
   • evidence of appropriate Liability Insurance
   • evidence of CPR certification
   • evidence of background check
   • required health documents

2. Regulation uniforms will be purchased through the vendor approved by the Department of Nursing. Uniforms are to be purchased through Meridy's Uniform Company. Orders can be placed online @ www.meridy’s.com.
   2.1 Select "Student Orders" and use pass code: TUSK523 or call 1-800-237-9164 for additional information.
   2.2 All orders will have an order/payment deadline designated by the Department of Nursing.
   2.3 Females must purchase at least one (1) dress with their uniform order.

3. Students enrolled in NURS 321: Mental Health Nursing must purchase at least one (1) alternate uniform/scrub from Serendipity Uniforms.

4. All background checks are to be obtained through Certified Profile (Appendix L).

5. A Student Nurse Health Record is required to be submitted to Certified Profile by annually, prior to registering for Professional Phase courses (see Appendix C for Student Nurse Health Record Form).
6. Students enrolled in any clinical nursing course are required to purchase $1,000,000/$6,000,000 of liability insurance annually and submit proof of coverage to Certified Profile at the beginning of the course as needed. Students can apply for Alabama Student Nurse-RN insurance online through Nursing Service Organization (NSO) @ http://www.NSO.com.

Students not in possession of the above requirements will not be allowed to continue in the course until requirements are obtained. Absence from any clinical lab or clinical practice is regulated by policies on classroom and clinical attendance and absenteeism.

Revised: Jan. 2013
Reviewed: January 2016
TUSKEGEE UNIVERSITY
SCHOOL OF NURSING AND ALLIED HEALTH
DEPARTMENT OF NURSING

Policy on Student Dress Code

DATE: January 7, 2011

SUBJECT: Student dress code

POLICY: Students enrolled in the Nursing Program shall adhere to professional dress code in the classroom and clinical settings.

PURPOSE: To ensure that students present themselves professionally.

OBJECTIVE: To establish a dress code that ensures professional self-presentation in the classroom and clinical setting.

PROCEDURES:
1. Students are expected to dress in professional leisure attire during class unless otherwise specified by the course faculty.
2. Appearance should be clean and neat. Inappropriately dressed students will be asked to leave the classroom and to return to class when he/she is appropriately dressed. (**See Student Responsibilities**)
3. The course instructor is the final arbiter of appropriate dress and grooming in the classroom/clinical setting.
4. General Rules
   4.1 Hair must be neat, of reasonable natural color, and kept off the collar at all times (male/female).
   4.2 No headdress allowed in the classroom or clinical setting including hats of any kind or scarves unless required in accordance with religious beliefs/practices. Must be officially documented and notarized.
   4.3 No visible body piercings or tattoos allowed during clinical. Piercings must be removed and tattoos covered. No artificial cosmetic devices (eyelashes, etc.) that may interfere with clinical performance or perceived as unprofessional attire.
   4.4 Uniform and lab coat must be clean and free of wrinkles at all times. Shoes and laces (if applicable) must be clean and free of excessive scuffs.
   4.5 The complete uniform (includes lab coat) must be worn in and out of the clinical setting. Donning partial uniform is prohibited.
5. Uniform for Women
   5.1 The size and length of the uniform should accommodate individual student (should be knee length or below for dress and pants should touch the top of shoes). Female students must purchase at least one (1) dress.
   5.2 White pantyhose (no runs) are to be worn with the uniform dress when working in the clinical setting. No footie/ankle socks allowed with pants
uniform. Socks must be white, without design, and cover any skin exposed under pants leg. No clogs, sandals, or sneakers allowed.

5.3 Undergarments should not be visible underneath uniform.
5.4 Only “stud” earrings may be worn. Only one earring must be worn per ear.
5.5 Fingernails must be cut short, with only clear nail polish. No artificial or acrylic type nails including gel polish.

6. Uniforms for Men
6.1 The size and length of the uniform should accommodate individual student (pants should fit snugly around the waist and touch the top of the shoes). Absolutely NO SAGGING.
6.2 No footie/ankle socks allowed. Socks must be white, without design, and cover any skin exposed under pants leg.
6.3 No earrings or any other piercings allowed during clinical.
6.4 Haircuts should be neat and without the addition of unnatural lines, colors, or designs.

7. Psychiatric and Alternate Uniform
7.1 The alternate uniform will be worn in psychiatric, pediatric, and community clinical settings and other designated experiences as determined by the faculty.
7.2 The alternate uniform shall not be worn as classroom or street attire.
7.3 Students are responsible for purchasing alternate uniform through Serendipity Uniforms at 5085 Virginia Loop Road, Montgomery, AL 36116.
7.4 All uniform regulations pertaining to the traditional uniform (noted above) will also apply for the alternate uniform.

Clinical dress should be the standard Tuskegee University Division of Nursing uniform. Lab coats in the clinical area should be the standard coat length. Students are required to purchase at least two (2) uniforms (one must be a dress for females).

Students deemed unprepared for clinical experience for the day, by the clinical instructor and/or preceptor, may be required to leave the clinical site. The student may be required to complete alternative activities; however, these activities will not replace the unexcused clinical experience.

Revised: January 2013
Reviewed: January 2016
TUSKEGEE UNIVERSITY
SCHOOL OF NURSING AND ALLIED HEALTH
DEPARTMENT OF NURSING

Policy on Standard Achievement Examinations

DATE: February 1, 1989

SUBJECT: Standardized Achievement Examinations {Health Education Systems, Inc (HESI)}

POLICY: Standardized Achievement Examinations are administered to all students at the discretion of faculty.

PURPOSE: To evaluate the general educational and specific knowledge development of the student, and to assist in the ongoing curriculum evaluation.

OBJECTIVES:
1. To identify students’ strengths and weakness for counseling purposes.
2. To compare Tuskegee University’s Department of Nursing program of instruction with other Baccalaureate Schools of Nursing.
3. To determine the student’s level of accomplishment in a common body of knowledge as it relates to specific courses and overall achievement necessary to graduate safe and effective practitioners of nursing.

PROCEDURES:
1. All students will take the specified standardized achievement examinations upon completing of the designated courses.
   a. Specific standardized achievement examinations are utilized for evaluating strengths and weaknesses of previous pre-nursing/cognate knowledge and are given during enrollment in the summer enrichment. HESI exams given during this course include: Anatomy and Physiology, Growth and Development, Normal Nutrition, Critical Thinking.
   b. Specific standardized achievement examinations are utilized as a means of evaluating the overall competencies for specific courses. The national average identified by Health Education Systems, Inc, will be utilized to establish the passing score. Each course requiring the standardized examination will designate the final grade percentage. The following examinations will be given at the completion of identified courses:
      “Pathophysiology” – NURS 311
      “Pharmacology” – NURS 314
      “Fundamentals” – NURS 309
      “Fundamentals II”- NURS 320
      “Mental Health Nursing”, “” –NURS 321
      “Medical-Surgical Nursing” & “Critical Care Nursing” – NURS 405
      “Gerontology” – NURS 315
c. The Department of Nursing utilizes HESI RN EXIT exam as a final program assessment of student learning outcomes. This assessment is administered as the evaluation component for the successful completion of nursing 411 and must be successfully completed (>= 900). Students are given three (3) opportunities to successfully complete this evaluation. Students who are not successful with at least 900 by the final attempt will receive an Incomplete (I) failing grade for NURS 411.

2. Examination results can be accessed through www.hesiinet.com. Students should review these results and revisit materials identified as weaknesses.
DATE: September 10, 2001
SUBJECT: Drug and Alcohol Testing *

POLICY: Students are to be tested for drug and alcohol as a precondition to beginning a clinical rotation each semester while enrolled at Tuskegee University. Students are to adhere to policies and procedures on the drug and alcohol testing as stipulated by the Clinical Agencies used by the Department of Nursing.

PURPOSE: The purpose of this policy is to protect the health, safety and welfare of every student, faculty, staff, clients, and visitors.

OBJECTIVES: To assure that students, faculty and patients, within clinical facilities are protected to the extent reasonably possible from possible harm due to students who are completing clinical rotations in clinical facilities and using illegal drugs or alcohol while in clinical facilities.

PROCEDURES:
1. All students are required to take a drug and alcohol screening test at the announced date and time, or randomly when requested by the clinical agency.
2. Costs of testing will be incurred by students.
3. Students testing positive will be referred to the Tuskegee University Counseling Center (no cost to student) for counseling and for further referral as needed.
4. If referred to an agency in the community, student will incur expenses.
5. Students who tested positive will forfeit participation in clinical during that semester.
6. A drug screen may be requested at random by the Department of Nursing at an additional cost to the student, if there is a reasonable suspicion/cause that a student exhibits signs of drug and/or alcohol use.
7. A refusal to be tested or to sign a consent form will prohibit students from progressing in the nursing program until a drug and alcohol screen has been conducted.
8. All drug testing will be performed by the Agency designated by the Tuskegee University Department of Nursing (TUDON).
GUIDELINES FOR DRUG AND ALCOHOL TESTING

Testing Procedures

A. Urine Collection Procedures:

- The student will present herself/himself to the designated collection agency.
- Upon presentation, the student will be required to sign a consent form and complete the designated section on the chain of custody forms provided by the testing laboratory.
- Students must disclose all drugs, whether prescribed or not, which they have taken within the past three months on the chain of custody form provided by the designated agency.
- The student will be instructed on how to complete the specimen collection.
- If any student is suspected of altering or adulterating a sample, she/he may be required to submit specimens in the presence of a witness or follow other such security measures to ensure the integrity of the sample.
- The Department of Nursing will disqualify any reported altered or adulterated specimen, which will result in the forfeiture of clinical participation.

Results Reporting Procedure

1. The testing laboratory will report all test results, whether positive or negative to the Dean/Director or her/his designee.
DEFINITIONS

*Controlled Substance:

Any drug currently listed in Title 2 of the Federal Comprehensive Drug Abuse Prevention and Control Act of 1970. Such drugs include, but are not limited to: heroin, marijuana, morphine, demerol, mepergan, cocaine including crack, methamphetamine, PCP, LSD, and other hallucinogenic drugs.

Reasonable Suspicion:

Suspicion based on specific signs and symptoms exhibited by the student. Report of an eyewitness that a student has consumed or is abusing alcohol and/or drug, as defined herein.

Drug Abuse:

Includes the use of illegal drug(s), abuse of prescription drug(s) and the use of non-medicinal drug(s) for example, glue.

Revised: January, 2011
Reviewed: January, 2016
DATE: April 23, 2008

SUBJECT: Math/Calculation Policy

PURPOSE: To assure student competency in medication calculation as an essential requirement for medication administration in all clinical courses.

PROCEDURE:

1. Students entering the professional phase in the Department of Nursing are required to pass a math/calculation examination.
2. Students must show competency at the 85% level prior to clinical each semester for courses requiring the administration of medication. (Dosage calculation exams will be constructed by course faculty teaching clinical courses in that semester.)
3. Students will be given three (3) opportunities to take and pass the math/calculation examination.
4. Students will be required to participate in math enrichment as designated by course Faculty following each failed attempt.
5. Math enrichment will include metric and apothecary conversion, calculation of oral, intramuscular, subcutaneous, intradermal, pediatric computations, intravenous drug/solution and medical symbols and abbreviations.
6. The use of calculators will be determined by the course faculty and will not include the use of cell phones, i-pads, etc.
7. Students are prohibited from using formula and/or conversion table assistance during calculation exams without prior course faculty approval.
8. Students not passing the examination will not be permitted to attend clinical and therefore will be unable to meet the clinical objective related to medication administration and must withdraw from the course.
9. Competency in math/calculations will be monitored in each clinical course.
DATE: April 15, 2016

SUBJECT: Student Notification of Policy Changes

PURPOSE: To establish a procedure for the notification of students when there is a policy change in the Department of Nursing.

PROCEDURE:

1. Students will be notified of the policy change within 30 days after approval, and at least 30 days prior to implementation.

2. Students will receive an email of the policy change via their TU email account within 30 days after approval and at least 30 days prior to implementation.

3. Students will receive a hard copy of the policy change via the US mail sent to the address that is available in Datatel.

4. If the student is enrolled in the professional phase nursing classes at the time of notification, they will receive a hard copy of the updated policy in their nursing class and sign for receipt.

5. The policy update will be posted on the nursing webpage for at least 12 months following the policy adoption.
APPENDICES
APPENDIX A

TUSKEGEE UNIVERSITY
SCHOOL OF NURSING AND ALLIED HEALTH
Department of Nursing

I, _______________________________________, acknowledge that I have been informed that a state board of examiners has a right to refuse to grant me a registered nurse license regardless of my educational credentials under circumstances of 1) falsification of application for licensure; 2) conviction of a felony or crime of moral turpitude; and 3) other moral and legal violations specified in the state’s law. I have also been informed that a state may elect to complete a background check before issuing an authorization to test for the licensure examination.

________________________________________________________________________
Student Signature/Date

________________________________________________________________________
Faculty Signature/Date
APPENDIX B.1

TUSKEGEE UNIVERSITY
Department of Nursing
Nursing Curriculum

SUMMER ADMISSION

Curriculum Pattern (132 total hours)

<table>
<thead>
<tr>
<th></th>
<th>FALL CREDITS</th>
<th>SPRING CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRESHMAN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 101 English</td>
<td>3</td>
<td>ENGL 102 English</td>
</tr>
<tr>
<td>CHEM 221/223 Chemistry</td>
<td>4</td>
<td>CHEM 222/224 Chemistry</td>
</tr>
<tr>
<td>PHED Physical Education</td>
<td>1</td>
<td>PSYC 270 Introduction to Psychology</td>
</tr>
<tr>
<td>OREN 100 Orientation</td>
<td>1</td>
<td>OREN 101 Orientation</td>
</tr>
<tr>
<td>MATH 107 College Algebra</td>
<td>4</td>
<td>BIOL 111/112 Biology</td>
</tr>
<tr>
<td>HIST (103/21O) History</td>
<td>3</td>
<td>HIST (104/211) History</td>
</tr>
<tr>
<td>NURS 214 Introduction to Nursing</td>
<td>0</td>
<td>NURS 214 Introduction to Nursing</td>
</tr>
<tr>
<td>TOTAL</td>
<td>16</td>
<td>TOTAL 17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOPHOMORE</th>
<th>FALL CREDITS</th>
<th>SPRING CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANPH 201 Anatomy &amp; Physiology</td>
<td>4</td>
<td>ANPH 202 Anatomy &amp; Physiology</td>
</tr>
<tr>
<td>SOCI 240 Sociology</td>
<td>3</td>
<td>MBIO 208 Microbiology</td>
</tr>
<tr>
<td>PSYC 377 Human Growth &amp; Development</td>
<td>3</td>
<td>NUSC 111 Nutrition</td>
</tr>
<tr>
<td>PHIL 237/238 Philosophy</td>
<td>3</td>
<td>ENGL (200-300 Level) English</td>
</tr>
<tr>
<td>PSYC 306 Statistics</td>
<td>3</td>
<td>MUSC 208/FPAR 101 Music/Art</td>
</tr>
<tr>
<td>PHED Physical Education</td>
<td>1</td>
<td>CSCI 100 Computer Science</td>
</tr>
<tr>
<td>NURS 214 Introduction to Nursing</td>
<td>0</td>
<td>NURS 214 Introduction to Nursing</td>
</tr>
<tr>
<td>TOTAL</td>
<td>17</td>
<td>TOTAL 18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JUNIOR</th>
<th>SUMMER CREDITS</th>
<th>SPRING CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 300 Medical Mathematics and Terminology</td>
<td>3</td>
<td>NURS 316 Cognitive/Clinical Skills Enrichment</td>
</tr>
<tr>
<td>TOTAL</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SENIOR</th>
<th>FALL CREDITS</th>
<th>SPRING CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 309 Foundations of Nursing</td>
<td>6</td>
<td>NURS 320 Adult Health Nursing I</td>
</tr>
<tr>
<td>NURS 311 Pathophysiology</td>
<td>3</td>
<td>NURS 321 Psychiatric/Mental Health Nursing</td>
</tr>
<tr>
<td>NURS 314 Nursing Process r/t Pharmacology</td>
<td>3</td>
<td>NURS 414 Issues in Contemporary Nursing</td>
</tr>
<tr>
<td>NURS 406 Nursing Research</td>
<td>3</td>
<td>NURS 420 Leadership/Mgmt. &amp; Professional Practice</td>
</tr>
<tr>
<td>TOTAL</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>

NURS 214 (0 Credits): To be registered for every semester during the Freshman and Sophomore years.

*Note: The total degree requirement hours equals 132 semester hours and does not include the 1st summer's enrichment. However, the total curriculum requirement is 139 semester hours.
## TUSKEGEE UNIVERSITY
Department of Nursing
Nursing Curriculum

### FALL ADMISSION

#### Curriculum Pattern (132 total hours)

**FRESHMAN**

<table>
<thead>
<tr>
<th>FALL</th>
<th>CREDITS</th>
<th>SPRING</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 English</td>
<td>3</td>
<td>ENGL 102 English</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 221/223 Chemistry</td>
<td>4</td>
<td>CHEM 222/224 Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>PHED Physical Education</td>
<td>1</td>
<td>PSYC 270 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>OREN 100 Orientation</td>
<td>1</td>
<td>OREN 101 Orientation</td>
<td>1</td>
</tr>
<tr>
<td>MATH 107 College Algebra</td>
<td>4</td>
<td>BIOL 111/112 Biology</td>
<td>3</td>
</tr>
<tr>
<td>HIST (103/210) History</td>
<td>3</td>
<td>HIST (104/211) History</td>
<td>3</td>
</tr>
<tr>
<td>NURS 214 Introduction to Nursing</td>
<td>0</td>
<td>NURS 214 Introduction to Nursing</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>16</td>
<td><strong>TOTAL</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

**SOPHOMORE**

<table>
<thead>
<tr>
<th>FALL</th>
<th>CREDITS</th>
<th>SPRING</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANPH 201 Anatomy &amp; Physiology</td>
<td>4</td>
<td>ANPH 202 Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>SOCI 240 Sociology</td>
<td>3</td>
<td>MBIO 208 Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 377 Human Growth &amp; Development</td>
<td>3</td>
<td>NUSC 111 Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 237/238 Philosophy</td>
<td>3</td>
<td>ENGL (200-300 Level) English</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 306 Statistics</td>
<td>3</td>
<td>MUSC 208/FPAR 101 Music/Art</td>
<td>2</td>
</tr>
<tr>
<td>PHED Physical Education</td>
<td>1</td>
<td>CSCI 100 Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>NURS 214 Introduction to Nursing</td>
<td>0</td>
<td>NURS 214 Introduction to Nursing</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>17</td>
<td><strong>TOTAL</strong></td>
<td>18</td>
</tr>
</tbody>
</table>

**JUNIOR**

<table>
<thead>
<tr>
<th>FALL</th>
<th>CREDITS</th>
<th>SPRING</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 300 Medical Mathematics and Terminology</td>
<td>3</td>
<td>NURS 309 Foundations of Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NURS 316 Cognitive/Clinical Skills Enrichment</td>
<td>4</td>
<td>NURS 414 Issues in Contemporary Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 311 Pathophysiology</td>
<td>3</td>
<td>NURS 406 Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NURS 314 Nursing Process r/t Pharmacology</td>
<td>3</td>
<td>NURS 419 Community Health Nursing</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>13</td>
<td><strong>TOTAL</strong></td>
<td>12</td>
</tr>
</tbody>
</table>

**SUMMER**

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>SPRING</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 315 Gerontology Nursing</td>
<td>2</td>
<td>NURS 321 Psychiatric/Mental Health Nursing</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>

**SENIOR**

<table>
<thead>
<tr>
<th>FALL</th>
<th>CREDITS</th>
<th>SPRING</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 320 Adult Health Nursing I</td>
<td>6</td>
<td>NURS 405 Adult Health II</td>
<td>6</td>
</tr>
<tr>
<td>NURS 418 Nursing of Children</td>
<td>5</td>
<td>NURS 412 Nursing of Childbearing Families</td>
<td>5</td>
</tr>
<tr>
<td>NURS 403 Independent Study</td>
<td>3</td>
<td>NURS 419 Community Health Nursing</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>14</td>
<td><strong>TOTAL</strong></td>
<td>16</td>
</tr>
</tbody>
</table>

**SUMMER**

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>SPRING</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 411 Nursing Seminar</td>
<td>2</td>
<td>NURS 420 Leadership/Mgmt. &amp; Professional Practice</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

**NURS 214 (0 Credits): To be registered for every semester during the Freshman and Sophomore years.**

*Note: The total degree requirement hours equals 132 semester hours and does not include the 1st summer's enrichment. However, the total curriculum requirement is 139 semester hours.*
# TUSKEGEE UNIVERSITY: DEPARTMENT OF NURSING
## STUDENT HEALTH RECORD

**STUDENT NAME:** ____________________________________  **D.O.B.:** ___________________  **DATE OF EXAM:** ___________________

**Home Address:** ____________________________________  **Home Telephone #:** ___________________

**Emergency Contact:** ______________________  **Relationship:** ______________________  **Telephone #:** ___________________

<table>
<thead>
<tr>
<th>HISTORY OF PREVIOUS ILLNESS</th>
<th>PHYSICAL EXAMINATION</th>
<th>IMMUNIZATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Circle</strong></td>
<td><strong>Date (s)</strong></td>
<td><strong>SEX: M F</strong></td>
</tr>
<tr>
<td>Scarlet Fever</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Measles</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Mumps</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Rheumatic Fever</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Mental Disorder</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Dysmenorrhea</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Other Illnesses : Y N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations: Y N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>List:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allergies: Y N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>List:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Laboratory Examination</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Attach a copy of CBC & Urinalysis.**

**Physician/Provider:** ____________________________________  **Signature:** __________________________________

**Address:** ____________________________________  **Telephone #:** ___________________

**APPENDIX C**
I, _____________________________, acknowledge that I have read the requirements for the Department of Nursing regarding disclosure of legal convictions and arrest statement for nursing students. My initials confirm my agreement with each statement. (Place initials in the space as indicated)

_____ I understand that clinical agencies may require background checks as a requirement for eligible for clinical experiences. I also understand that I may not be able to participate in clinical activities due to my background check for arrest or convictions which could jeopardize the health and safety of patients, and results in dismissal from the Department of Nursing.

_____ I understand that it is a requirement for students enrolled in the Department of Nursing to provide a true and accurate, signed statement indicating any legal convictions including but not limited to legal misdemeanor convictions, felony convictions, sexual offender convictions or governmental sanctions.

_____ I understand that I have 24 hours to report any arrest to the Office of the Dean and that I will be unable to participate in clinical activities until such arrest have been resolved and sanctioned by the clinical agency.

_____ I understand that by signing this statement I declare that I have not been convicted of a misdemeanor crime within the last 7 years, convicted of a felony, convicted of a sexual offender crime, or sanctioned by the Office of the Inspector General.

_____ I have been convicted of a misdemeanor crime, felony, sexual offender crime, or sanctioned by the Office of the Inspector General within the last 7 years as listed below.

Student Printed Name

________________
Student Signature

__________
Date
<table>
<thead>
<tr>
<th>BOCH ROOM #</th>
<th>FACULTY</th>
<th>CREDENTIALS</th>
<th>TELEPHONE NUMBERS</th>
<th>E-MAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>211</td>
<td>Ashley, Kristin</td>
<td>MSN, CNE</td>
<td>334-727-8491</td>
<td><a href="mailto:kashley@mytu.tuskegee.edu">kashley@mytu.tuskegee.edu</a></td>
</tr>
<tr>
<td>214</td>
<td>Bishop, Shanda</td>
<td>PhD, RNC-OB</td>
<td>334-727-8190</td>
<td><a href="mailto:sbishop@mytu.tuskegee.edu">sbishop@mytu.tuskegee.edu</a></td>
</tr>
<tr>
<td>118</td>
<td>Blair, Tonya</td>
<td>MSNEd</td>
<td>334-727-8491</td>
<td><a href="mailto:tblair@mytu.tuskegee.edu">tblair@mytu.tuskegee.edu</a></td>
</tr>
<tr>
<td>120</td>
<td>Caro, Nydia</td>
<td>MD</td>
<td>334-727-4697</td>
<td><a href="mailto:ncaro@mytu.tuskegee.edu">ncaro@mytu.tuskegee.edu</a></td>
</tr>
<tr>
<td>209</td>
<td>Daniel, Shawona</td>
<td>PhD, CRNP</td>
<td>334-727-8406</td>
<td><a href="mailto:sdaniel@mytu.tuskegee.edu">sdaniel@mytu.tuskegee.edu</a></td>
</tr>
<tr>
<td>209</td>
<td>Holeman, Doris S.</td>
<td>PhD</td>
<td>334-727-8382</td>
<td><a href="mailto:dholeman@mytu.tuskegee.edu">dholeman@mytu.tuskegee.edu</a></td>
</tr>
<tr>
<td>209</td>
<td>Hooten, Cicely (PT)</td>
<td>MSN</td>
<td>334-727-8191</td>
<td></td>
</tr>
<tr>
<td>215</td>
<td>Macklin, Melliny</td>
<td>MSN, WHNP,</td>
<td>334-727-8785</td>
<td><a href="mailto:mmacklin@mytu.tuskegee.edu">mmacklin@mytu.tuskegee.edu</a></td>
</tr>
<tr>
<td>112</td>
<td>Nnedu, Cordelia</td>
<td>PhD, CRNP, CNM, CNE</td>
<td>334-727-8185</td>
<td><a href="mailto:ccnnedu@mytu.tuskegee.edu">ccnnedu@mytu.tuskegee.edu</a></td>
</tr>
<tr>
<td>213</td>
<td>Reese, Alveta</td>
<td>MSN, OCN</td>
<td>334-727-8928</td>
<td><a href="mailto:areese@mytu.tuskegee.edu">areese@mytu.tuskegee.edu</a></td>
</tr>
<tr>
<td>209</td>
<td>Stanford-Davis, Marilyn</td>
<td>MSN, CRNP</td>
<td>334-727-8194</td>
<td><a href="mailto:mstanford@mytu.tuskegee.edu">mstanford@mytu.tuskegee.edu</a></td>
</tr>
<tr>
<td>209</td>
<td>Steele, Franshun (PT)</td>
<td>DNP, CRNP</td>
<td>334-727-8191</td>
<td><a href="mailto:fsteele@mytu.tuskegee.edu">fsteele@mytu.tuskegee.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BOCH ROOM #</th>
<th>STAFF</th>
<th>TELEPHONE NUMBERS</th>
<th>E-MAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>209</td>
<td>Brown, Gwendolyn</td>
<td>334-727-8382</td>
<td><a href="mailto:browng@mytu.tuskegee.edu">browng@mytu.tuskegee.edu</a></td>
</tr>
<tr>
<td>201</td>
<td>Tarver, Victoria</td>
<td>334-727-8191</td>
<td><a href="mailto:vtarver@mytu.tuskegee.edu">vtarver@mytu.tuskegee.edu</a></td>
</tr>
</tbody>
</table>
Nursing Student Release of Liability Form

I, ____________________________, have received printed information in the Student Handbook on Health Policies and Standard Precautions. I understand that I cannot hold Tuskegee University, its employees, any contracted clinical site, or persons providing learning experiences outside the classroom responsible for consequences I may suffer as a result of _____________________________.

(Reason or Condition)

Further, I recognize that the nursing profession inherently carries with it risks of being injured or exposed to pathogens even when all policies and procedures are adhered to. In the event I am injured or exposed under these conditions, I release Tuskegee University and its employees from all responsibility, liability, and costs incurred during my diagnosis, treatment, and the period of recovery. I understand that the School of Nursing strongly recommends that all students carry private health insurance to cover any health or injury needs that may occur.

And further, I am aware that Tuskegee University, contracted clinical sites, and persons/agencies providing learning experiences outside the classroom do not provide any Workman's Compensation coverage to students and that I do not qualify for Workman's Compensation insurance coverage should I be injured.

Further, I agree to abide by all current OSHA safety regulations, clinical agency infection control measures, and School of Nursing Health and Safety Policies to the best of my abilities.

I acknowledge the existence of and state I have reviewed and understand the above. This acknowledgment and waiver is effective upon my signing and remains in effect during my status as a student.

Student Signature

______________________________________

Date

Faculty Signature (Witness)

______________________________________

Date

Dean Signature

______________________________________

Date
ADMISSION REQUIREMENTS:

Pre-Nursing Admission Requirements:
- Meets the general requirements for admission to the University
- Graduate from high school with a cumulative grade point average (CGPA) or 3.00 or above on a 4.00 scale.
- Score 1000 or above on the Scholastic Aptitude Test (SAT) or its equivalent on the American College Test (ACT) 21
- Completion of one (1) unit of biology, one (1) unit of Chemistry or courses with other titles that are comparable, two (2) units of high school mathematics (one must include algebra). \textit{A grade of “C” or above must be earned in these courses.}
- Meet the general requirements for admission to the University

For an application contact:
The Office of Admission
Tuskegee University
Tuskegee, AL 36088
(334) 727-8500 or 1(800) 622-6531
E-mail: admissions@tuskegee.edu

Upper Division (Professional Phase) Admission Requirements:
1. Have an earned CGPA of 3.00 on a 4.00 scale.
2. Earn a “C” grade or better in the pre-professional phase courses.
3. Satisfactorily complete the English Proficiency Examination (EPE) as required by the University.
4. Achieve a score of 80% or above on the Test of Essential Academic Skills (TEAS).
   \textbf{Note: Students are required to submit their TEAS scored to the Academic Affairs Committee by April 1, within the year of anticipated summer admission. The Test of Essential Academic Skills is distributed by Assessment Technologies Institute, Inc. (ATI). A study guide and information about locations of examination sites may be obtained from www.atitesting.com.}
5. Successfully complete the Tuskegee Orientation requirements.
6. Submit an application to the Department of Nursing, Room 201, Basil O’Connor Hall.

Students are admitted to the Professional Phase in the Summer and Fall Sessions. Applications must be submitted by November 30th and June 1st, respectively.

Transfer students:
Students who wish to enter Tuskegee University Department of Nursing from other colleges or universities must be eligible to re-enter the institution last attended, and have a cumulative grade point average of 3.0 or above on a 4.00 scale, ACT- 21, and SAT- 1000. Credit for courses successfully completed with a grade of “C” or better may be applied toward fulfilling general educational requirements. Nursing courses are not transferable, except those approved by Articulation Agreements.

For more information about the nursing program contact:
Tuskegee University
Department of Nursing
209 Basil O’Connor Hall
Tuskegee, AL 36088
(334) 727-8382

Visit our Web site: \url{www.tuskegee.edu/nursing}

Tuskegee University’s Department of Nursing is approved by the Alabama State Board of Nursing, 770 Washington Ave., Montgomery, AL 36130, and fully accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite, Atlanta, GA 30326.
APPENDIX H

COURSE DESCRIPTIONS

NURS 0214. INTRODUCTION TO PROFESSIONAL NURSING. (Lecture 1) 0 credit
This course is designed for freshman and sophomores with a declared interest in nursing. The activities are designed to facilitate retention and progression of pre-nursing students through interventions to enhance academic and professional development. The course will emphasize advisement, mentoring, increased faculty/student interaction and support, development of academic success skills, engaging and mastering the academic environment of higher education, and engagement in service learning activities related to healthcare and wellness. The expected outcome is a seamless transition from the pre-professional to the professional phase of nursing. Prerequisites: Declared nursing major.

NURS 0300. MEDICAL MATHEMATICS AND TERMINOLOGY. (Lecture 2; Lab 3) 3 credits
This course emphasizes the basic knowledge and concepts of mathematics and medical terminology to generate a foundational level of competency essential to dosage calculations and safe medication administration. Learning activities include a comprehensive review of mathematical principles key to medication dosage calculations and administration by a variety of routes. Prerequisites: Admission to the Professional Phase of Nursing.

NURS 0316. COGNITIVE AND CLINICAL SKILLS ENRICHMENT. (Lecture 2; Lab 6) 4 credits
An enrichment course designed to facilitate knowledge comprehension and development of cognitive and clinical reasoning skills. Teaching-learning strategies to promote self-regulated learning will be utilized. Prerequisites: Admission to the Professional Phase of Nursing.

NURS 0309. FOUNDATIONS OF NURSING. (Lecture 3; Lab 9) 6 credits
This course introduces the student to the concepts of communication, the nurse’s role and responsibilities, information technology, clinical reasoning, safety, evidence based practice, professionalism and cultural diversity in the provision of care for individuals to meet basic human needs. Prerequisites: Admission to the Professional Phase of Nursing.

NURS 0311. PATHOPHYSIOLOGY. (Lecture 3) 3 credits
This course focuses on biological processes which disrupt the normal physiological adaptive process. These altered physiological concepts form a basis for the utilization of scientific principles in the application of the nursing process. This course reviews the effects of altered physiology on component body systems, the ineffective responses and the ultimate effect on the total organism. The student is assisted in identifying the nurse’s role in prevention and treatment of these alterations through the manipulation of the environment as part of the concept of cause and effect. Prerequisites: ANPH 201 & ANPH 202; Admission to the Professional Phase of Nursing.

NURS 0314. NURSING PROCESS RELATED TO PHARMACOLOGY. (Lecture 3) 3 credits
This course introduces the student to drug therapy in professional nursing practice. Emphasis is on the use of the nursing process and the nurse’s role while functioning as a self-directed caregiver. Drug therapy, research, and adaptive responses to therapy are addressed as the nurse works collaboratively in the clinical setting. Prerequisites: Admission to the Professional Phase of Nursing.

NURS 0315. GERONTOLOGY NURSING. (Lecture 2) 2 credits
This course focuses on communication, the nurse’s role and responsibilities, information technology, clinical reasoning, safety, evidence based practice, professionalism and cultural diversity in the promotion of health and caring for older adult clients. Prerequisites: NURS 0309, NURS 0311, NURS 314. (NURS 400 & 401 for RN-BSN only)
NURS 0320. ADULT HEALTH NURSING I. (Lecture 3; Lab 9) 6 credits
This course focuses on communication, the nurse’s role and responsibilities, information technology, clinical reasoning, safety, evidence based practice, professionalism and cultural diversity in the promotion of health and caring for adult clients with actual or potential health alterations. Prerequisite: NURS 0309, NURS 0311, NURS 314.

NURS 0321. PSYCHIATRIC/MENTAL HEALTH NURSING. (Lecture 3; Lab 8) 5 credits
This course focuses on communication, the nurse’s role and responsibilities, information technology, clinical reasoning, safety, evidence based practice, professionalism and cultural diversity in the promotion of mental health and caring for clients with mental health alterations. Prerequisite: NURS 0309, NURS 311, NURS 314.

NURS 0400. THEORETICAL BASIS OF PROFESSIONAL NURSING PRACTICE. (Lecture 3) 3 credits
This course focuses on concepts, processes, roles, and skills necessary to facilitate the transition to baccalaureate nursing practice. The course explores the roles of the BSN nurse in the health care environment that includes: nurse educator, nurse leader, researcher, case manager, and community health nursing. Prerequisite: Admission to RN-BSN Program. Co requisite: NURS 0401.

NURS 0401. CLINICAL APPLICATION OF PROFESSIONAL NURSING PRACTICE. (Lab 16) 4 credits
A clinical course designed to synthesize previous knowledge and experience in the acquisition of the role of the professional nurse. Emphasis will be on theory based nursing practice and clinical decision-making. Prerequisite: Admission to RN-BSN Program. Co requisite: NURS 0400.

NURS 403A. GUIDED ELECTIVE IN ADULT HEALTH NURSING. (Lecture 3; and/or Lab 3-9) 3 credits
A didactic and/or clinical course that will allow students to pursue a topic more intensely that focuses on care of the adult client. Enables students to contract with a faculty member whose background, interests, and time allow direction of in-depth study. The student and faculty will jointly develop the learning contract. Study contract must be signed by the Associate Dean. Prerequisite: NURS 309; Faculty Approval.

NURS 403B. GUIDED ELECTIVE IN PSYCHIATRIC/MENTAL HEALTH NURSING. (Lecture 3; and/or Lab 3-9) 3 credits A didactic and/or clinical course that will allow students to pursue a topic more intensely that focuses on care of the mental health client. Enables students to contract with a faculty member whose background, interests, and time allow direction of in-depth study. The student and faculty will jointly develop the learning contract. Study contract must be signed by the Associate Dean. Prerequisite: NURS 309; Faculty Approval.

NURS 403C. GUIDED ELECTIVE IN MATERNAL-NEWBORN NURSING. (Lecture 3; and/or Lab 3-9) A didactic and/or clinical course that will allow students to pursue a topic more intensely that focuses on care of the childbearing families. Enables students to contract with a faculty member whose background, interests, and time allow direction of in-depth study. The student and faculty will jointly develop the learning contract. Study contract must be signed by the Associate Dean. Prerequisite: NURS 309; Faculty Approval.

NURS 403D. GUIDED ELECTIVE IN PEDIATRIC NURSING. (Lecture 3; and/or Lab 3-9) A didactic and/or clinical course that will allow students to pursue a topic more intensely that focuses on care of the pediatric client and families. Enables students to contract with a faculty member whose background, interests, and time allow direction of in-depth study. The student and faculty will jointly develop the learning contract. Study contract must be signed by the Associate Dean. Prerequisite: NURS 309; Faculty Approval.
NURS 403E. GUIDED ELECTIVE IN COMMUNITY HEALTH NURSING. (Lecture 3; and/or Lab 3-9) A didactic and/or clinical course that will allow students to pursue a topic more intensely that focuses on care of the community. Enables students to contract with a faculty member whose background, interests, and time allow direction of in-depth study. The student and faculty will jointly develop the learning contract. Study contract must be signed by the Associate Dean. Prerequisite: NURS 309; Faculty Approval.

NURS 403H. HONORS INDEPENDENT STUDY. Research/Clinical (Lecture 3; and/or Lab 3-9) A didactic and/or clinical course that will allow students to pursue a topic more intensely that focuses on the development of a clinical problem and methodology to enhance the practice of professional nursing or an exploration of political factors impacting change and policy making in health care. Enables students to contract with a faculty member whose background, interests, and time allow direction of in-depth study. The student and faculty will jointly develop the learning contract. Study contract must be signed by the Associate Dean. Prerequisite: GPA of ≥ 3.0 in Nursing Courses; NURS 406; Faculty Approval.

NURS 0405. ADULT HEALTH II (Lecture 3; Lab 9) 6 credits This course focuses on communication, the nurse’s role and responsibilities, information technology, clinical reasoning, safety, evidence based practice, professionalism and cultural diversity in the promotion of health and caring for adult clients with acute and complex health alterations. Prerequisite: NURS 320

NURS 0406. NURSING RESEARCH. (Lecture 3) 3 credits This course introduces students to quantitative and qualitative research concepts, methodology, and techniques. Emphasis is placed on scientific approach, preliminary steps in research design, measurement and data collection, analysis of data, and critiquing. Students are required to write a proposal. Relationship between research and the practice of professional nursing is emphasized. Prerequisites: NURS 311. (NURS 400 & 401 for RN-BSN only)

NURS 0411. NURSING SEMINAR. (Lecture 2) 2 credits This course focuses on synthesis of theories, concepts, and practices taught throughout the curriculum. The primary goals of this course are to prepare the student for the successful completion of the designated exit exam given at the end of N-411, and to prepare the student for the successful completion of the National Council Licensure Examination (NCLEX) to be taken upon graduation. Emphasis is placed on assessment of the student’s ability to solve problems through critical analysis. Prerequisites: NURS 321; NURS 405; NURS 412; NURS 414; NURS 418.

NURS 0412. NURSING OF THE CHILDBEARING FAMILY. (Lecture 3; Lab 8) 5 credits This course focuses on communication, the nurse’s role and responsibilities, information technology, clinical reasoning, safety, evidence based practice, professionalism and cultural diversity in the promotion of women’s health and caring for childbearing families. Prerequisite: NURS 309; NURS 314; NURS 320.

NURS 0414. ISSUES IN PROFESSIONAL NURSING. (Lecture 3) 3 credits This course provides an opportunity for the student to investigate in depth the issues and trends affecting the practice of professional nursing. Prerequisites: NURS 311. (NURS 400 & 401 for RN-BSN only)
NURS 0418. Pediatric Nursing. (Lecture 3; Lab 8) 5 credits
This course focuses on communication, the nurse’s role and responsibilities, information technology, clinical reasoning, safety, evidence based practice, professionalism and cultural diversity in the promotion of health and caring for families and children with actual or potential health alterations. Prerequisite: NURS 309; NURS 314; NURS 311.

NURS 0419. Community Health Nursing. (Lecture 3; Lab 8) 5 credits
This course focuses on communication, the nurse’s role and responsibilities, information technology, clinical reasoning, safety, evidence based practice, professionalism and cultural diversity in the promotion of health and caring for families, groups, aggregates, and populations in community settings. Prerequisites: NURS 321; NURS 418. (NURS 400 & 401 for RN-BSN only)

NURS 0420. Leadership, Management & Professional Practice. (Lecture 3; Lab 8) 7 credits
This course focuses on communication, the nurse’s role and responsibilities, information technology, clinical reasoning, safety, evidence based practice, professionalism and cultural diversity in the promotion of health and the management of care for multiple clients in the acute care setting. This course will also provide students with the opportunity to maximize leadership skills in collaboration with a registered nurse preceptor. Prerequisites: NURS 321; NURS 405; NURS 412; NURS 418. (NURS 400 & 401 for RN-BSN only)
STUDENT NAME: ___________________________  ID# ______________________

**PRE-PROFESSIONAL PHASE**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>Summer</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OREN 100</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>OREN 101</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>ENGL 101</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ENGL (200-300) Level</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PHED</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>MATH 107</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>CHEM 221</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CHEM 223L</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>CHEM 222</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CHEM 224L</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>ANPH 201</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>ANPH 202</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>PSYC 270</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PSYC 377</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MUSC 208/FPAR 101</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>SOCI 240</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BIOL 111/112</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PHIL 237/238</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>NUSC 111</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MBIO 208</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HIST 103/210</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HIST 104/211</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PSYC 306</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CSCI 100</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>NURS 214</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>TEAS EXAM (Score)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EPE (Date Satisfied)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS:**

Advisor: ___________________________  Date: ________________

Dean/Director: ___________________________  Date: ________________

- 65 -
TUSKEGEE UNIVERSITY  
SCHOOL OF NURSING AND ALLIED HEALTH  
DEPARTMENT OF NURSING  
STUDENT PROVISIONAL SHEET

STUDENT NAME: ___________________________  ID# __________________________

ENRICHMENT COURSES  
(Does not count towards total program of study hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>Summer</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 300</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>NURS 316</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

PROFESSIONAL PHASE

<table>
<thead>
<tr>
<th>Course Name</th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>Summer</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 309</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>NURS 311</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>NURS 314</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>NURS 315</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>NURS 320</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>NURS 321</td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>NURS 405</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>NURS 406</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>NURS 411</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>NURS 412</td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>NURS 414</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>NURS 418</td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>NURS 419</td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>NURS 420</td>
<td></td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>NURS 403</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

NURS 403 Elective *(Choose one)*

- ADULT
- MENTAL HEALTH
- MATERNAL/INFANT
- PEDIATRIC
- COMMUNITY
- HONORS

COMMENTS:

Advisor: ___________________________  Date: ___________________________

Dean/Director: ___________________________  Date: ___________________________
APPENDIX J

Tuskegee University
Department of Nursing

RN to BSN Curriculum

Admission of Registered Nurse Students
Tuskegee University Department of Nursing offers a flexible plan for registered nurses, which leads to the Bachelor of Science Degree in Nursing. The plan's flexibility of course scheduling and individualized clinical arrangements reflect the faculty's philosophy about independent learning opportunities for all students enrolled in the Department of Nursing.

Credits for Pre-Professional Phase courses may be earned by enrolling in courses at Tuskegee University, transferred from junior/senior colleges and universities, or earned through CLEP Examinations.

Registered nurses desiring additional information or wishing to enroll for a degree may address their initial inquiries to Tuskegee University, Department of Nursing, Admission, Retention and Progression Committee, Tuskegee, Alabama 36088.

Program Requirements
Current Registered Nurse Licensure in Alabama
Receipt of official transcript(s) from previous college(s)/university attended
Successful completion of Pre-Nursing Courses (transfer, CLEP, SAT/ACT)
Current CPR certificate (Adult & Child)
Evidence of a Physical Examination performed within the last 12 months.
Negative screen for drugs and alcohol (*Testing will be arranged by the Department of Nursing.*)
Evidence of Hepatitis B Vaccine (3 series)
Evidence of current liability insurance

**SEMESTER CREDITS**

<table>
<thead>
<tr>
<th>PREREQUISITE TO NURSING</th>
<th>SEMESTER CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer Orientation</td>
<td>1</td>
</tr>
<tr>
<td>Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Introduction Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra &amp; Trigonometry</td>
<td>4</td>
</tr>
<tr>
<td>General Biology 111/112</td>
<td>3</td>
</tr>
<tr>
<td>English 101, 102 &amp; 200/300 level</td>
<td>9</td>
</tr>
<tr>
<td>Chemistry I &amp; II (both lecture &amp; Lab)</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science 100/BUSN 351</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>6</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology</td>
<td>8</td>
</tr>
<tr>
<td>Logic</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education I &amp; II</td>
<td>2</td>
</tr>
<tr>
<td>Music/Art Appreciation</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td><strong>67</strong></td>
</tr>
</tbody>
</table>
Upon successful completion of **NURS 400** {Theoretical Basis of Professional Nursing Practice} and **NURS 401** {Clinical Application of Professional Nursing Knowledge}, students are awarded 39 semester hours of validated nursing credits for the following courses.

NURS 309 (Foundations of Nursing, 6 hrs)  
NURS 314 (Pharmacology, 3 hrs)  
NURS 311 (Pathophysiology, 3 hrs)  
NURS 320 (Adult Health I, 6 hrs)  
NURS 418 (Pediatric Nursing, 5 hrs)  
NURS 321 (Psychiatry-Mental Health Nursing, 5 hrs)  
NURS 405 (Adult Health II, 6 hrs)  
NURS 412 (Nursing of the Childbearing Families, 5 hrs)

Also, students are required to complete 30 semester hours to include:

NURS 315 (Gerontology, 2 hrs)  
NURS 403 (elective) Clinical Inquiry/Independent Study 3 hrs)  
NURS 406 (Research, 3 hrs)  
NURS 414 (Issues & Ethics in Nursing, 3 hrs)  
NURS 419 (Community Health Nursing, 5 hrs)  
NURS 420 (Leadership, Management and Professional Practice, 7 hrs)

### OPTION I (3 Semesters)  30 hours

<table>
<thead>
<tr>
<th>SUMMER</th>
<th>FALL</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NURS 400</strong> Theoretical Basis of Prof. Nursing Practice {3}</td>
<td><strong>NURS 406</strong> Nursing Research {3}</td>
<td><strong>NURS 414</strong> Issues &amp; Ethics {3}</td>
</tr>
<tr>
<td><strong>NURS 401</strong> Clinical Application of Prof. Nursing Practice {4}</td>
<td><strong>NURS 419</strong> Community Health {5}</td>
<td><strong>NURS 403</strong> Elective {3}</td>
</tr>
<tr>
<td><strong>NURS 315</strong> Gerontology {2}</td>
<td><strong>NURS 415</strong> Gerontology {2}</td>
<td><strong>NURS 418</strong> Leadership, Mgt &amp; Professional Practice {7}</td>
</tr>
</tbody>
</table>

**Total Semester Hours:** 7 hours

### OPTION II (4 Semesters) 30 hours

<table>
<thead>
<tr>
<th>SUMMER</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NURS 400</strong> {3}</td>
<td><strong>NURS 401</strong> {4}</td>
<td><strong>NURS 419</strong> {5}</td>
<td><strong>NURS 420</strong> {7}</td>
</tr>
<tr>
<td><strong>NURS 406</strong> {3}</td>
<td><strong>NURS 415</strong> {2}</td>
<td><strong>NURS 403</strong> {3}</td>
<td></td>
</tr>
<tr>
<td><strong>NURS 315</strong> {2}</td>
<td><strong>NURS 419</strong> {5}</td>
<td><strong>NURS 403</strong> {3}</td>
<td></td>
</tr>
<tr>
<td><strong>NURS 414</strong> {3}</td>
<td><strong>NURS 418</strong> Leadership, Mgt &amp; Professional Practice {7}</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TUSKEGEE UNIVERSITY
College of Veterinary Medicine, Nursing And Allied Health
Department of Nursing

I, ______________________________________________________ have received the Department of Nursing Handbook. I understand that I am responsible for abiding by the policies and procedures as outlined in the handbook.

_________________________________________  ______________
Student Signature                       Date
CertifiedProfile is a secure platform that allows you to order your background check online. Once you have placed your order, you may use your login to access additional features of CertifiedProfile, including document storage, portfolio builders and reference tools. CertifiedProfile also allows you to upload any additional documents required by your school.

- Required Personal Information
In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.

- Drug Test (LabCorp)
Within 24-48 hours after you place your order, the electronic chain of custody form (echain) will be placed directly into your CertifiedProfile account. This echain will explain where you need to go to complete your drug test.

- Immunizations
Document trackers provide secure online storage for all of your important documents. At the end of the online order process you will be prompted to upload specific documents required by your school for immunization, medical or certification records.

- Payment Information
At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a $10 fee and an additional turn-around-time.

Go to: www.CertifiedBackground.com and click on “Students” then enter package code:

TU20 – Background Check and Document Tracker
TU20dt – Drug Test Only
You will then be directed to set up your CertifiedProfile account.

View Your Results
Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as “In Process” until it has been completed in its entirety. Your school’s administrator can also securely view your results online with their unique username and password.
APPENDIX L

**TB Skin Test**
- There must be documentation of one of the following:
  - 1 Step TB Skin Test
  - If the results are positive a clear Chest X-Ray is required.

**Tetanus, Diphtheria & Pertussis (Tdap)/ Td**
- There must be documentation of a Tdap or Td booster within the past 10 years.

**Completed Primary DPT Series**
- Evidence of DPT should be submitted, but is not mandatory. If submitting, you must show documentation of at least 4 DPT vaccines.

**Varicella (Chicken Pox)**
- There must be documentation of one of the following:
  - 2 vaccinations
  - Positive antibody titer (lab report required)

**Measles, Mumps & Rubella (MMR)**
- There must be documentation of one of the following:
  - 2 vaccinations
  - Positive antibody titers for all 3 components (lab reports required)

**Hepatitis B**
- There must be documentation of one of the following:
  - 3 vaccinations
  - Positive antibody titer (lab report required)

**Physical Examination**
- You must download, print, and complete the 1 page Physical Examination Form and re-upload.

**CPR Certification**
- Course must be either the American Heart Association Healthcare Provider Course OR the American Red Cross Healthcare Provider Course. Copy must be front and back of the card and the card MUST be signed.

**Professional Liability**
- Must submit a copy of your current liability insurance coverage. Coverage limits must be $1,000,000/$6,000,000.

**Complete Blood Count (CBC)**
- Must submit a copy of your CBC (complete blood count) with the lab report.

**Urinalysis (UA)**
- Must submit a copy of your lab report with Urinalysis (UA) results.

If you need assistance please contact CertifiedProfile.com at 888-666-7788 or studentservices@certifiedprofile.com and a Student Support Representative will be available Monday-Thursday 8am-8pm, Friday 8am-6pm & Sunday 12pm-8pm EST.