DELTA STATE

LET'S GO!

Robert E. Smith School of Nursing

UNDERGRADUATE STUDENT HANDBOOK

2026 – 2027

Revised 5/2026

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STUDENT HANDBOOK POLICIES, PROCEDURES, & REQUIREMENTS

Students are responsible for reviewing, understanding, and complying with all policies, procedures, and requirements outlined in this handbook.

The provisions contained in this handbook are for informational purposes only and do not constitute a contractual agreement between the student and the institution. Course content, policies, and procedures are subject to ongoing review and evaluation.

The School of Nursing (SON) reserves the right to revise, amend, or modify policies, procedures, and program requirements as necessary. Any changes will be communicated to students through appropriate and timely channels.

This handbook supersedes all previous undergraduate School of Nursing handbooks.

HISTORY, VISION, MISSION, GUIDING PRINCIPLES, and GOALS

Delta State University

and

Robert E. Smith School of Nursing

The history, vision, mission, and philosophy of the Robert E. Smith School of Nursing are congruent with the University's history, vision, mission, and guiding principles.

DELTA STATE UNIVERSITY

History, Vision, Mission, and Guiding Principles

The history, vision, mission, and guiding principles for Delta State University are available at http://www.deltastate.edu/about-dsu/

ROBERT E. SMITH SCHOOL OF NURSING

The Delta State University Robert E. Smith School of Nursing Building is located on the east side of the campus at 802 Oak Street. There are multiple large classrooms, a computer laboratory, a learning resource simulation/skills laboratory to include debriefing rooms, an NP suite with examination rooms, and a student lounge in the Robert E. Smith School of Nursing. The address for the Delta State University Robert E. Smith School of Nursing is Delta State University Robert E. Smith School of Nursing, P.O. Box 3343, 1003 West Sunflower Road, Cleveland, MS 38733.

History

Established in 1977 as the fifth academic unit at Delta State University, the School of Nursing (SON) was approved to offer a curriculum leading to the Bachelor of Science in Nursing (BSN) degree. The program was created in response to the critical need for educationally prepared registered nurses in the underserved, rural areas of the northern Mississippi Delta.

In the early 1990s, the Mississippi Legislature allocated funding to support the development of graduate nursing education programs aimed at preparing nurse practitioners to serve the state's rural health clinics. Delta State University's SON was selected as one of the institutions to implement this initiative. In 1994, the Master of Science in Nursing (MSN) program received approval from the Mississippi Institutions of Higher Learning (IHL), with the first cohort of students enrolled in 1995. The program later expanded to include additional tracks for Nurse Educators and Nurse Administrators.

In 2008, the SON participated in a statewide educational consortium involving five universities to offer specialized advanced practice programs, including the Gerontological Nurse Practitioner (GNP) and Psychiatric Mental Health Nurse Practitioner (PMHNP) tracks. In April 2009, the academic unit was formally named the Robert E. Smith School of Nursing in recognition of the generous contributions of Mr. Robert E. Smith.

The Doctor of Nursing Practice (DNP) program was launched in Fall 2013 to provide registered nurses at the associate, baccalaureate, and master's levels an opportunity to advance their education and prepare for advanced practice roles, including eligibility for Family Nurse Practitioner certification when applicable.

Within the undergraduate program, the SON offers multiple pathways to the Bachelor of Science in Nursing degree, including the traditional BSN pathway and the RN-to-BSN completion option.

The traditional BSN program utilizes a blended format combining classroom and online instruction, while the RN-to-BSN program is delivered fully online.

In 2026, the SON expanded its undergraduate offerings to include an Accelerated LPN to BSN pathway. This hybrid program was developed to provide licensed practical nurses with a streamlined, efficient pathway to advance to the baccalaureate level and transition into the professional role of the registered nurse. This addition reflects Mississippi's first public institutional LPN to BSN program.

Since 1981, the undergraduate nursing program has graduated approximately 1010 baccalaureate-prepared nurses, significantly contributing to the healthcare workforce in the Mississippi Delta and surrounding regions.

The BSN program has maintained continuous approval from the Mississippi IHL and has been consistently accredited since its inception. Accreditation was held through the National League for Nursing (NLN/NLNAC) from 1978 to 2006 and transitioned to the Commission on Collegiate Nursing Education (CCNE) in 2000. The most recent CCNE accreditation was granted in 2020 for a ten-year term, extending through 2030.

Graduate nursing education at the SON has evolved to meet the needs of working professionals. In 1998, the Delta Health Education Project (DHEP) supported the development of an online format for the MSN program. By 2002, the MSN program transitioned to a fully online delivery model and has since produced approximately 357 graduates. The MSN program offers concentrations in Nurse Educator and Family Nurse Practitioner and has maintained continuous accreditation, with the most recent CCNE reaffirmation extending through 2030.

The School of Nursing also offers a Post-Graduate APRN Certificate program with a Family Nurse Practitioner focus. Initially accredited by CCNE in 2015, the program received continued accreditation in 2020 for a ten-year term, extending to 2030.

The DNP program offers multiple entry options, including BSN-to-DNP and post-master's pathways. Delivered in a flexible online format with both full-time and part-time options, the DNP program has maintained CCNE accreditation since its initial approval in 2015, with the most recent reaffirmation extending through 2030.

Through its continued growth and commitment to excellence, the Robert E. Smith School of Nursing remains dedicated to preparing highly qualified nursing professionals to meet the healthcare needs of the Mississippi Delta and beyond.

Vision

Robert E. Smith School of Nursing. . . Transforming healthcare in the Mississippi Delta and beyond. . . one exceptional nurse at a time!

Origination: 4/14

Revised 5/2026

Mission

The mission of Delta State University Robert E. Smith School of Nursing is to transform healthcare in the Mississippi Delta and beyond by preparing graduates to be nurse leaders at the baccalaureate, master, and doctoral levels through excellence in education, evidence-based research, interprofessional practice, and multidimensional partnerships in a diverse society.

Origination: 12/96

Revised 5/2026

BSN Program Goals

Traditional

1. Prepare graduates to obtain licensure as a Registered Nurse
2. Prepare graduates to competently and professionally deliver nursing care.
3. Prepare graduates to pursue education beyond the baccalaureate level

RN-BSN Completion

1. Prepare associate degree nurses by expanding knowledge and skills in nursing assessment, community health, and management, utilizing evidence-based practice, health policy, and informatics to deliver safe, competent care.
2. Prepare associate degree nurses to provide nursing care in collaboration with other health care providers, patients, families, and communities to promote health and disease prevention
3. Prepare graduates to pursue education beyond the baccalaureate level

Accelerated LPN to BSN

4. Prepare graduates to obtain licensure as a Registered Nurse
5. Prepare graduates to competently and professionally deliver nursing care.
6. Prepare graduates to pursue education beyond the baccalaureate level

ORGANIZATIONAL STRUCTURE

Dean

The Dean of the Delta State University Robert E. Smith School of Nursing is nominated by the President of the University upon recommendation of the Provost/Vice President of Academic Affairs and appointed by the Mississippi Board for Institutions of Higher Learning (IHL). The Dean communicates with the IHL through the President and the Provost/Vice President of Academic Affairs. The Dean is responsible to the Provost/Vice President of Academic Affairs for the academic and fiscal management of the Delta State University Robert E. Smith School of Nursing.

Chair of Nursing

The Dean delegates responsibility for the undergraduate and graduate programs to the Chair of Nursing (CON).

Undergraduate Program Coordinator

The Chair delegates responsibility in overseeing the teaching, advisement, clinical management, and student learning assessment of the baccalaureate-nursing program to the Undergraduate Program Coordinator.

Faculty

Faculty participates in the governance of the Delta State University Robert E. Smith School of Nursing (SON) through meetings of the Faculty Organization Committee (FacOrg). Additionally, faculty members serve on (SON) standing, task force, and ad hoc committees.

Staff

Additional employees in the Delta State University Robert E. Smith School of Nursing include an Administrative Secretary to the Dean, who serves as the dean's administrative assistant, and a Senior Secretary, who serves the Chair of Nursing and faculty members.

Students

Students participate in the governance of the Delta State University Robert E. Smith School of Nursing by serving as non-voting members of the Faculty Organization Committee and School of Nursing standing committees: Student Affairs/Faculty Development, Program Effectiveness, and Simulation/Curriculum.

CONCEPTUAL ORGANIZATION OF NURSING PROGRAM

Philosophy

The philosophy of the faculty of the Delta State University Robert E. Smith School of Nursing is consistent with the vision, mission, and guiding principles of the University.

Faculty believe clinical and theoretical scholarly inquiry fosters the development of the nursing profession.

Society is the organizing framework composed of individuals, families, and communities that is governed by morals, ethics and laws. We believe that each individual is unique and possesses the right to informed choices in the attainment of health care services.

Health is a dynamic state of being influenced by the spiritual, cultural, psychological, physical and societal components, which interact with the environment. The state of health is influenced by the perception of the individual and society. Nursing facilitates the health status of the individual through interacting with systems, assisting in the movement toward an optimum level of well-being.

Nursing embodies the art and science of caring, which is the nurturing, skillful act of being with another to promote optimum health and derives its mission of service from societal needs.

Origination: 12/96

Baccalaureate Program Learning [Student] Outcomes

Traditional BSN, Accelerated LPN to BSN and RN-BSN Completion

1. Integrate knowledge from nursing, liberal arts, and natural and social sciences into professional nursing practice.
2. Utilize the nursing process and standards of care to deliver safe, comprehensive nursing care to diverse clients in a collaborative environment.
3. Practice as a self-directed nursing leader who is accountable to self, society, and the evolving nursing profession.
4. Integrate research and evidence-based practice in the delivery of comprehensive nursing care.
5. Utilize knowledge of professional and political processes to improve patient-care outcomes through leadership and advocacy.
6. Provide person-centered care that focuses on health promotion and disease and injury prevention.
7. Apply information and technology to improve healthcare delivery from an interdisciplinary approach.

Origination: 05/03/10

ADMISSION REQUIREMENTS

Documentation Requirements

It is the responsibility of the student to provide and maintain current documentation required by the Delta State University Robert E. Smith School of Nursing (SON) and other agencies. Examples of required documentation include certifications, licensures, insurance(s), vaccinations, criminal background checks, physical and health history, screening tests, and titers.

Students will not receive a course registration PIN # until all required documents are on file in the School of Nursing. A student who fails to submit current documents by the designated date will not be allowed to participate in any course (on-campus or online) or clinical activities. Absences will be recorded.

The Faculty Secretary in the School of Nursing documents student compliance in Typhon NSST. Faculty and students have access to the completion dates and expiration dates for all required documentation in Typhon NSST. Prior to granting approval for a student to begin a clinical rotation, faculty verify that all current required documentation is on file in the SON. The following documents are required:

I. Basic Life Support Certification

All students must show evidence of Basic Life Support (BLS) certification for Health Care Providers Course through American Heart Association (AHA) by the designated date of the semester enrolled. It is the responsibility of the student to ensure the certification remains current throughout the program of study.

II. Criminal Background Checks

Delta State University Robert E. Smith School of Nursing requires criminal background checks (CBCs) on **ALL** students accepted into any nursing program per section 43-11-13, Mississippi Code of 1972 as amended. The Mississippi Institutions of Higher Learning (IHL) requires that all students enrolled in a Mississippi School of Nursing must satisfy a criminal background check.

- Therefore, all students must have a current (within the last two years) criminal background check upon admission and enrollment in the program.
- Students who continue to progress without a break in enrollment will complete and sign a *Disclosure Statement* annually (per section 37-29-232 of Mississippi Code of 1972 annotated) until the current criminal background check expires or graduation from the program occurs (Appendix A).
- Students who continue to be enrolled in the program and the criminal background check expires will be required to complete a new criminal background check with fingerprinting.

Students who have a break in enrollment of at least two semesters in the degree or certificate program are required to complete a new criminal background check with fingerprinting.

If students do not have a current (within the last two years) criminal background check, students must obtain a criminal background check by either scheduling an appointment for digital fingerprinting or requesting a fingerprint card from the School of Nursing Secretary to be fingerprinted by a local police or sheriff's department.

Prior to fingerprinting, students will be required to sign a *Noncriminal Justice Applicant's Privacy Rights Form* (Appendix B) allowing the Delta State University Robert E. Smith School of Nursing to fingerprint and receive a copy of the CBC results.

Submission of the criminal history record for review by the Chair of Nursing and the criminal background check results to clinical agencies is obtained from students by signing the *Criminal History & Background Check Release Form* (Appendix C) prior to fingerprinting.

- Students who receive a letter with possible disqualifying events, will be notified to submit a criminal history record to the Chair of Nursing for review. Based on the findings from the criminal history record, a decision will be made by the Chair of Nursing for the student to either continue enrollment or be dismissed.

Students are responsible for the processing fee of the CBC. The fee is included in the Robert E. Smith School of Nursing lab fees for the Traditional BSN students ONLY. The processing fee for fingerprinting RN_BSN students is $50.00. Students must ensure a copy of the CBC results or *Disclosure Statement* is on file in the School of Nursing by the specified date.

III. Health Insurance

Health insurance is the responsibility of the student, including any health care expenses incurred while a student. A student enrolled in at least six (6) semester hours is eligible for low-cost health/accident insurance protection through the University. Proof of health/accident insurance is required upon admission and annually.

IV. Licensure

All Accelerated LPN to BSN program students must provide proof of current LPN license upon application. Individuals who hold a restricted license may or may not be eligible for admission or to continue in the program.

All RN students must provide proof of a current registered nurse license to practice in the state in which the student will perform clinical. Individuals who hold a restricted license may or may not be eligible for admission or to continue in the program.

V. Physical Exam and Health Requirements

Student Health Record

All students must have a history and physical examination completed with required immunizations and screenings as stated on the School of Nursing Student Health Record form (Appendix D) prior to beginning the program. Part I of the Student Health Record is completed by the student. Part II of the Student Health Record is completed by a healthcare provider. The expense of the physical examination and immunizations/screenings are the responsibility of the student.

Immunizations

Students are required to provide documentation of immunization completion or progression (Immunization Certification 121 Form) upon admission to the nursing program unless shown to be immune or medically at risk.

Those students who decline or who are unable to receive any immunization/vaccine due to medical risk must complete and sign the Vaccination Declination Form (Appendix E).

1. **MMR** – Two (2) doses OR
    a. Titer

2. **Tdap** – One (1) dose
    a. Then one (1) booster every 10 years

3. **HepB** – 2 or 3 dose series depending on vaccine OR
    a. 2-dose series Heplisav-B at least 4 weeks apart
        i. 2-dose series HepB only applies when 2 doses of Heplisav-B are used at least 4 weeks apart
    b. 3-dose series Engerix-B or Recombivax HB at 0, 1, 6 months
        i. minimum intervals:
            1. 4 weeks between doses 1 and 2,
            2. 8 weeks between doses 2 and 3,
            3. 16 weeks between doses 1 and 3 OR
    c. 3-dose series HepA-HepB (Twinrix at 0, 1, 6 months
        i. minimum intervals:
            1. 4 weeks between doses 1 and 2,
            2. 5 months between doses 2 and 3 OR
    d. Titer after 2nd injection

4. **Varicella** – Two (2) doses OR
    a. Titer after 1st injection OR
    b. Documentation of chickenpox from a healthcare provider

5. **Influenza** – Annual – Expiration Date
    a. Undergraduate nursing students must provide documentation of an influenza vaccination by October 1st.
    b. Students who decline the influenza vaccination must sign the Vaccination Declination Form by October 1st and follow any other requirements of the current clinical agency.
        i. A clinical facility has the right to require that a mask be worn the entire flu season if the influenza vaccine is declined.
    c. Students will not be allowed to attend clinical until the requirements are met.

Tuberculosis Test (TBT)

All students admitted to the SON should follow one of the numbered options and have on file by the first day of starting the program and beginning of any semester of renewal. It is the responsibility of the student to always keep this documentation current while a student.

1. **Students without documentation of TBT in past 12 months and no previous positive TBT (Option a or b)**
    a. Two Step Tuberculosis (TB) Screening
        i. 1st test administered and read within 48 to 72 hours
        ii. 2nd test administered 1-3 weeks after 1st test and read within 48 to 72 hours
    b. QuantiFERON-TB test (QFT) or QuantiFERON-TB Gold test (QFT-G)

2. **Students with documentation of TBT in past 12 months**
    a. Current (within past 12 months) TBT on file in School of Nursing

3. **Students with documentation of previous positive TBT (Option a or b)**
    a. Chest x-ray
    b. QuantiFERON-TB test (QFT) or QuantiFERON-TB Gold test (QFT-G)

VI. Professional Liability Insurance

Students participating in clinical experiences are required to obtain and maintain professional liability (malpractice) insurance coverage at their own expense throughout the duration of their clinical placements. The required minimum coverage limits are $1,000,000 per claim and $5,000,000 aggregate; however, individual clinical sites or hospitals may require higher coverage limits or additional requirements. This coverage is not provided by Delta State University or the clinical site and must be independently purchased by the student. Proof of coverage must be submitted prior to the start of clinical activities and maintained in active status throughout all clinical placements.

Core Technical Standards for Admission, Progression, and Graduation

Selection of qualified students for admission to the Delta State University Robert E. Smith School of Nursing is the responsibility of the faculty acting through the undergraduate program. Responsibility for advisement towards progression and certification of students for BSN, MSN, or DNP degrees also lies with the faculty.

Admission, progression, and graduation in a program offered by Delta State University Robert E. Smith School of Nursing uses the core performance standards of 1) critical thinking, 2) professional relationships, 3) communication, 4) mobility, 5) motor skills, 6) hearing, 7) visual, and 8) tactile sense to facilitate a determination in whether accommodations are appropriate or

necessary for qualified applicants and students. A qualified individual is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the nursing program (*Southern Regional Education Board, (n.d.). The Americans with Disabilities Act: Implications for nursing education. Sreb.org/publication/american-disabilities-act*). Delta State University provides a Coordinator for Accessibility Services in the Office of Health and Counseling Services who is available to provide assistance and assessment of students with identified disabilities.

If they are to function in this manner, nursing students must have somatic sensation and the functional use of the senses of vision and hearing, and equilibrium. They must have sufficient communication and motor skills to perform the activities described in the sections that follow.

Students also must be able to consistently, quickly, and accurately integrate all information received by the sense(s) and have the intellectual and critical thinking ability to learn, integrate, analyze and synthesize data, and the appropriate behavioral and social skills for client and health team interaction.

The Robert E. Smith School of Nursing, in accordance with Section 504 of the 1973 Vocational Rehabilitation Act and the American Disabilities Act (PL101-336), the American with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008 provides reasonable accommodations to all students on a nondiscriminatory basis consistent with legal requirements. Contact the Dean's office if you believe this may apply to you. For additional information regarding Accessibility Services visit the website of the Delta State University Office of Health and Counseling Services - https://www.deltastate.edu/students/health-counseling-services/.

The essential functions in this document can be accomplished through direct student response, the use of prosthetic or orthotic devices, or through personal assistance, i.e., readers, signers, note-takers. The responsibility for the purchase of prosthetic or orthotic devices serving a student in meeting the abilities noted remains with the student. The Robert E. Smith School of Nursing will assist with this accomplishment, as required by law and institutional policy.

Upon admission, a student who discloses a properly certified disability will receive reasonable accommodation but must be able to perform the essential functions of the educational curriculum and meet the standards described herein for the educational program. Possible accommodations include opportunities for individual and group counseling, peer counseling, linkages with community services, faculty advisory committees whose members are aware of disabled students and their needs, career counseling, assistance with job searches and interview skills, and extended test taking time, if and when appropriate.

Students seeking accommodations must initiate their request with the DSU Office of Health and Counseling Services, *Accessibility Services*, https://www.deltastate.edu/students/health-counseling-services/. Students must request accommodations for classroom and assigned clinical activities.

1. **Observation** - The nursing student must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the senses of vision, hearing,

and somatic sensation. It is enhanced by the functional use of the sense of smell.

2. **Communication: Auditory and Visual Senses** - A nursing student should be able to effectively use verbal and written forms of communication to speak, to converse with clients and health team members. Students must be able to hear and to have adequate visual skills to observe patients in a sensitive manner. A nursing student should be able to elicit information, describe changes in the client's mood, activity and posture, to perceive nonverbal communications, and to assess client, family and health team member needs. The student also must be able to communicate effectively in oral and written form with all members of the health care team.

3. **Motor Skills and Tactile Sense** - Students should have sufficient motor and tactile function effectively assess clients by palpation, auscultation, percussion and other diagnostic means. A student should be able to execute the motor movements reasonably required to provide general and emergency care to patients, including, for example, resuscitation, the administration of intravenous medication, and the application of pressure to control bleeding. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

4. **Intellectual: Conceptual, Integrative, Quantitative, and Critical Thinking Abilities** - These abilities include measurement, calculation, reasoning, analysis, and synthesis. Critical thinking and problem solving are essential skills.

5. **Behavioral and Social Attributes -** A student must possess the emotional health required to fully use their intellectual abilities, to exercise good judgment, to promptly complete the responsibilities of client management and participation in leadership with the health care team, and to develop mature, sensitive, and appropriate relationships with clients. Students must be able to tolerate physically taxing workloads and to function effectively under stress. They must be flexible and able to adapt to changing environments and capable of functioning in the face of uncertainties inherent in the clinical problems of clients. Students must have interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds. The student's compassion, honesty, integrity, interpersonal skills, interest, and motivation are also important personal qualities.

Transfer of Non-Delta State University Nursing Courses

Transfer credit is limited to courses without a clinical co-requisite. Students may transfer no more than 6 (six) credit hours from another institution. An exception may be granted by the Delta State University Robert E. Smith School of Nursing Dean to these requirements.

A nursing student intending to enroll at Delta State University, Robert E. Smith School of Nursing, who wishes to earn credit for a course taken at another educational institution, must:

1. Request permission in writing to the Chair of Nursing prior to enrolling in a course
2. Provide a course syllabus that includes the course content and topics to the Chair of Nursing
3. Course must be completed from an educational institution that is a CCNE and/or ACEN accredited program.

Failure to comply with the procedures will result in the denial of course credit.

Enrollment in Graduate Coursework

Undergraduate students may enroll in up to 9 (nine) graduate hours if they are within 6 (six) hours of graduation or are eligible for graduation, have a 2.75 graduate GPA and approved by the graduate advisor, Chair of Nursing, and School Dean. Undergraduate students enrolled in graduate coursework do not complete an application for admission to graduate school until after they have completed the baccalaureate degree.

ACADEMIC REGULATIONS AND POLICIES

All students in the Delta State University Robert E. Smith School of Nursing should be aware and knowledgeable of the provisions in the Delta State University Undergraduate Catalog https://www.deltastate.edu/students/handbook/

Policies and regulations, established by the university and/or department, are subject to change as circumstances and revisions are warranted. Policies and regulations should not be considered final or irrevocable. The Dean of Nursing maintains a current statement of approved policies and regulations.

Academic Status

Any student who is concerned about any aspect of their academic standing, including course grade, should discuss the concern with the following individuals in an attempt to resolve the concern:

1. Course/Clinical Faculty Member
2. Course Instructor of Record
3. Accelerated LPN to BSN Coordinator (if applicable)
4. Undergraduate Program Coordinator
5. Chair of Nursing
6. Dean of the Robert E. Smith School of Nursing

All students should have an opportunity to discuss the concern with each level prior to the student proceeding to the next level. The student's Academic Advisor may be consulted at any time regarding academic concerns. If the academic advisor is also the course faculty, the student may request that the Dean appoint a temporary advisor to assist the student in resolving the course related concern.

Academic Honesty

Students enrolled in a Robert E. Smith School of Nursing course is expected to abide by the DSU Academic Honesty Policy. The policy is available in the link below, included in course syllabi, and in the SON Code of Ethical and Professional Conduct. Viewing Academic Honesty

Student Honor Pledge

The Student Honor Pledge (Appendix F) will be signed by each student in all programs initially upon entering the specific degree program. It is at the discretion of each faculty to have the Student Honor Pledge signed in each individual course.

Artificial Intelligence (AI) Policy

Artificial Intelligence (AI) assistance can be a helpful tool in some situations, but not always in an academic setting. The Robert E. Smith School of Nursing has established a policy regarding the use of AI in completing course assignments, tests, activities, and during clinical rotations. This policy will help guide students in making responsible AI decisions to avoid policy violations and sanctions. Course instructors may require you to sign an AI policy acknowledgement. The complete policy is located in **Appendix N**

Advisement/Course Registration

Assigned Faculty Advisor

Each student is assigned a faculty advisor to assist them with academic concerns, planning the program of study, and assisting with graduation requirements. The student and advisor can meet as frequently as necessary but must meet once each semester to review progress**s**. Appointments may be requested by either faculty or student; however, it is the responsibility of the student to schedule the regular semester appointment. These scheduled meetings may occur face-to-face, by phone, email, or virtual conferencing to accommodate distance education students.

Course Registration

The time schedule of registration events is published in the University Academic Calendar available on the DSU Academics home page and in the DSU Undergraduate Catalog. In planning his/her program of study, each student has an assigned faculty advisor. Detailed instructions regarding the distribution of PIN numbers and online registration procedures will be provided when students present for advisement each semester.

Attendance

Regular and punctual attendance at all scheduled classes (on-campus or online), clinical, and Delta State University Robert E. Smith School of Nursing activities is expected of all students and is regarded as integral to course credit.

Excused Absences Definition

The following absences may be considered excused if appropriate documentation and course instructor notification is followed:

1. Personal illness
2. Death of immediate family member
3. Absences authorized by the Provost/Vice-President for Academic Affairs for official purposes (i.e. athletes, performing groups)
4. Absences by commuting students who are subjected to hazardous driving conditions as issued by weather advisories

Class Attendance

Class attendance in the undergraduate nursing program is recorded according to Delta State University's Class Attendance Policy: https://deltastate.policystat.com/policy/14770268/latest . If the student must be absent from any class due to an emergency, medical illness, or death of immediate family, the appropriate faculty member for the course must be notified prior to the

beginning of the class. If unable to reach the appropriate faculty member, the student must then notify the Delta State University Robert E. Smith School of Nursing. (An answering machine will pick up when staff is not available). Failure to notify faculty within 24 hours will result in an unsatisfactory grade. Each student is directly responsible to their individual class faculty for absences and tardiness.

Clinical Attendance

Clinical attendance is defined as face-to-face clinical experiences with faculty or preceptors, observations, other required meetings, online attendance requirements, or any other requirement as set forth for clinical learning experiences in the course calendar or syllabus.

Clinical attendance is a requirement for progression in the nursing program. Clinical is not optional and will not be rescheduled for convenience. Clinical absences are only allowed for deaths in the immediate family, illness, and other emergencies that are deemed appropriate by all faculty. If you miss a clinical experience, you will be required to make up the hours missed. For all clinical courses that meet multiple times weekly, missing one or more experiences in one week may require that both days be rescheduled or additional course work may be assigned to obtain the hours missed. Failure to notify your instructor of any reason for missing clinical before the start of the clinical day will result in an unsatisfactory for the day. If a student receives two unsatisfactory grades for the day from their clinical instructor, either for absence or clinical performance, the student will receive an "F" in the course. If there is a need for a student to miss more than two clinical days, part-time status and/or repeating the course will be discussed.

If a student arrives more than 15 minutes late for clinical, they will receive an unsatisfactory for the day if their tardiness isn't excused by the faculty. If the tardiness is excused, the student will still be allowed to attend clinical. Being more than an hour late will require rescheduling and will result in an unsatisfactory for the day. Faculty reserve the right to assign additional classwork for students who are late for clinical.

Tardiness

Students are to be on time for all theory and clinical experiences [on-campus or off-campus]. (Tardiness is defined as less than 15 minutes late). One absence will be recorded for each three times a student is tardy. Students not present when attendance is taken [classroom, online meeting, on-campus skills/simulation lab, healthcare facility, community event, etc] will be recorded as absent. It is the student's responsibility to notify the faculty member of his/her presence.

Dismissal

A student who earns a "D" or "F" in an undergraduate course will be notified in writing by the Chair of Nursing (CON) of his/her course failure and dismissal from the Program. A student who fails one course is eligible to apply for reinstatement to the Program. If only one course component (theory or clinical) was lower than a "C", it is considered as one failure. If both theory and clinical components are failed concurrently it is also considered as one failure. A student who has one failure is eligible to apply for reinstatement to the program. A student who has two or more failures is not eligible to apply for reinstatement to the program.

If a student has been unsuccessful ("D" or "F") in a nursing course at another institution, such course will constitute as the one allowed unsuccessful course in our program. Therefore, in the event that such student is unsuccessful in one or more additional nursing course(s) at Delta State University Robert E. Smith School of Nursing that student will not be eligible to apply for reinstatement to our program.

A student deemed to be unsafe, unprofessional, dishonest, fraudulent, or unethical will be notified in writing by the Chair of Nursing (CON) of his/her dismissal from the program.

Evaluation of Courses, Faculty, Clinical Agencies, Programs

The Traditional BSN, Accelerated LPN to BSN, and RN to BSN student is expected to objectively and constructively evaluate each nursing course, faculty member, clinical agency, and program.

1. During the last few weeks of each semester the students will complete evaluations for each course (didactic and clinical), faculty members assisting with each course, and clinical agencies used for learning experiences. During the final semester, the students will evaluate the entire program of study. During the spring semester, library services will also be evaluated.
2. After all grades have been submitted to the Registrar's Office, the completed evaluation data will be provided to appropriate faculty for review.
3. Data from student responses will be considered in revising course content, instructional methods, and each program curriculum.

Forms and Policies

DSU Forms and Policies that students may need to complete during a semester may be accessed by clicking this link: http://www.deltastate.edu/academic-affairs/registrars-office/forms-and-policies/

Grading System

The grading system for academic courses at Delta State University is a five-letter format as follows: A-excellent; B-good; C-satisfactory; D-poor; F-failure. To these marks, the following quality point values are assigned: A-4; B-3; C-2; D-1; F-0. These values are termed quality points per semester hour of credit. A grade of "C or better" is required for successful completion of a course at the Traditional BSN, Accelerated LPN to BSN, or RN-BSN level.

The letter "I" indicates that work is incomplete due to providential causes that kept the student from completing the final exam. A grade of "I" must be removed within (6) months or the "I" will automatically become an "F". This 6-month requirement does not apply to research or practicum courses, which can award the grade of "IP" (in progress). A grade of "NS" will be assigned to courses for which a student registers but fails to attend any class meetings. Check on this.

The grading scale for students in the Delta State University Robert E. Smith School of Nursing undergraduate program: A = 92-100; B = 83-91; C = 76-82; D = 65-75; F = below 65. Grades will not be rounded. The recommended grading technique is number correct over number possible.

An undergraduate student must pass the theory portion and earn a satisfactory grade in clinical portion of each course to progress in the program. When an undergraduate nursing course must be repeated due to a "D" or "F" grade, the grade earned in the repeated course is calculated along with other course grades for GPA calculation. A course may be repeated only once.

Graduation

In order to graduate from Delta State University with a bachelor of science in nursing, the student must:

- Meet all the criteria for graduation, as set by the University,
- Successfully complete the course of study as outlined in the Delta State University Undergraduate Catalog,
- Make a 900 or higher on an exit HESI exam (for Traditional BSN and Accelerated LPN to BSN students ONLY), and
- Complete an online application for a degree two semesters prior to graduation.

It is the responsibility of the student to ensure that official transcripts containing credit for required courses completed at other colleges/universities be submitted to the University Registrar's Office prior to graduation.

Delta State University has both Fall (December) and Spring (May) commencement ceremonies.

Grievance

Academic - Undergraduate

Formal student grievances regarding the actions of an instructor shall proceed according to the University policy as follows: https://deltastate.policystat.com/policy/14770321/latest

Non-Academic

The right to each student to resolve grievances with the University is affirmed and specific appeal procedures are herewith established to assure timely and appropriate consideration of each grievance. Student grievances generally originate at the department level and the resolution of the grievance is sought at the department level. The link to the Non-Academic Grievance Policy is: https://deltastate.policystat.com/policy/16387463/latest

Progression

Upon admission into the Baccalaureate of Science in Nursing (Traditional BSN, Accelerated LPN to BSN, or RN-BSN) Program:

1. A Grade Point Average (GPA) of 2.0 must be maintained each semester.
2. A grade of "C" or better is required in each prerequisite course before admission.
3. A grade of "C" or better is required in each nursing course:
    a. The student who earns a grade of "D" or "F" during the program is dismissed from the program and is eligible for readmission only once.
    b. The student may repeat a nursing course only once.
    c. The student who fails to earn a "C" or better on a second attempt of a failed nursing course or on a subsequent nursing course is permanently dismissed and

not eligible for readmission.

4. For each nursing course with an accompanying clinical course, a grade of "C" or better is required in both the theory and clinical course. If this does not occur, both the theory and the clinical course must be retaken together. If only one course component (theory or clinical) was lower than a "C", it is considered as one failure. If both theory and clinical components are failed concurrently it is also considered as one failure.
5. Students who withdraw from a nursing course with an accompanying clinical course during the designated deadline will withdraw from both the theory and clinical courses. Students who want to withdraw from a nursing course after the designated deadline will have to petition to the Dean of Nursing. The petition request must include a formal letter indicating the withdrawals request and the extenuating circumstances or personal hardship that either prevented the student from withdrawing from the course by the designated deadline or prevented the student from completing the course. Supporting documentation of the extenuating circumstances or personal hardship that caused the need to withdraw must be attached to the letter. Following review by the Dean, a decision will be rendered to the Provost's office who will make the final decision.
6. Students who earn a "D" or "F" in a clinical course will be withdrawn from the accompanying theory course with a "W". At no time will a student be allowed to remain in a nursing course if a grade of "D" or "F" is earned in the accompanying clinical course.
7. Students who receive an overall unsatisfactory grade on the Skills Performance Checklist and/or Clinical Evaluation Tool on two different occasions during a semester will receive a final grade of "F" in the clinical course.
8. Students who do not score 90 or above on one of two attempts on drug calculation tests given in each of the following courses: NUR 322, 328, 330, 332, 335, 336, 445, 406 will receive an "F" for the course grade. If two attempts are taken and a 90 is earned on the second attempt, the grade on each attempt will be averaged to get the grade recorded for the grade book. If the course earning an "F" has a corequisite course attached, the student will withdraw from the corequisite course.
9. Traditional BSN and Accelerated LPN to BSN students must earn at least a 900 on one of the four HESI exit exams administered before graduation.
10. Students will be dismissed from the program for unsafe practice, unethical, dishonest, fraudulent, or illegal conduct.
11. Students are to adhere to the *American Nurses Association Code for Professional Nurses* and the *Robert E. Smith School of Nursing Code of Ethical & Professional Conduct*

Reinstatement to Undergraduate Program

A student dismissed from the undergraduate program for one failure (Academic Dismissal) is eligible for consideration of reinstatement to the Program only once.

Application for Reinstatement process:

1. Submit a letter requesting reinstatement to the CON no later than the end of the next regular term from the date of dismissal.
2. The CON will review the letter with the appropriate faculty member(s).
3. The CON will notify the student in writing of the decision on reinstatement no later than

five (5) working days from the received date of the applicant's letter.

If reinstatement is denied, the applicant may, within five (5) working days of the receipt of the decision, appeal the decision to the Dean of the Delta State University Robert E. Smith School of Nursing. The Dean will render a decision and inform the applicant in writing within five (5) working days of receipt of the appeal. The decision of the Dean is final.

Program Progression following Reinstatement
Following reinstatement, the CON and faculty will determine appropriate course sequencing for the student.

Technology

The undergraduate program has technical requirements for completion. Students must have access to a computer (according to the specifications by DSU OIT department), internet service with a recommended browser of Firefox to support the DSU LMS [Canvas]; headphones; MsWord (doc or docx); and PowerPoint (ppt or pptx).

Withdrawal from the University

Students wishing to withdraw from the University must adhere to the withdrawal process as described in the Delta State University Undergraduate Catalog
https://www.deltastate.edu/PDFFiles/Academic%20Affairs/2024-2025-UG-Catalog.pdf

Withdrawal from University Form
UniversityWithdrawal_v2.pdf

Withdrawal from University Instructions
University-Withdrawal_Instructions_v3

PROFESSIONAL CONDUCT

Students are members of the academic community and citizens of the local community. As citizens, students enjoy the same freedom of speech, peaceful assembly, and right of petition that all citizens enjoy. Students have the responsibility to know and obey the laws of the United States, the State of Mississippi, and the local government.

Students are accountable for their behavior at all times. Students who demonstrate a lack of accountability for their behavior will be liable for sanctions as outlined in the Delta State University Bulletins, Robert E. Smith School of Nursing Undergraduate Student Handbook, and the *Delta State University Robert E. Smith School of Nursing Code of Ethical & Professional Conduct* https://www.deltastate.edu/nursing-health-sciences/resources/ . Students are responsible for knowing and using appropriate channels of communication as described in the Delta State University Undergraduate Catalog, Delta State University Student Handbook, and the Robert E. Smith School of Nursing Undergraduate Student Handbook. Students have the right to freedom from discrimination on the basis of race, color, religion, sex, age, disability, veteran status, marital status, or national origin.

Student Conduct

Delta State University

Students at Delta State University are expected to conduct themselves in keeping with generally accepted principles of our society and the University community. The regulations and disciplinary process for the University are located in the Delta Student University Student Handbook **https://www.deltastate.edu/students/handbook/#tab-1713193547088-8**

Robert E. Smith School of Nursing

A student enrolled in the Robert E. Smith School of Nursing is expected to know and adhere to the *Robert E. Smith School of Nursing Code of Ethical and Professional Conduct*.

Student conduct includes the practice of personal and professional integrity and thus, is respectful of the dignity, rights, and property of self, other students, faculty, staff, clients/patients, and visitors on University property or non-University property used for nursing students' educational experiences.

Student conduct affects the University and the School, the members of the University academic community, and the fulfillment of the University and School's mission. The Delta State University Robert E. Smith School of Nursing faculty and administration believe that it is important to practice and develop ethical standards among nursing students. The Delta State University Robert E. Smith School of Nursing also expects the highest standard of conduct from its students.

Professional Behaviors

A student enrolled in the Delta State University Robert E. Smith School of Nursing is expected to adhere to the *Delta State University Robert E. Smith School of Nursing Code of Ethical &*

Professional Conduct. The behavior of the Delta State University Robert E. Smith School of Nursing student is furthermore governed by the *American Nurses' Association Code of Ethics for Nurses* (2025).

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

2. A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.

3. The nurse establishes a trusting relationship and advocates for the rights, health, and safety of the recipient(s) of nursing care.

4. Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.

5. The nurse has moral duties to self as a person of inherent dignity and worth, including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.

6. Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.

7. Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.

8. Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.

9. Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.

10. Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

The Delta State University Robert E. Smith School of Nursing reserves the right to dismiss, to deny admission, registration, readmission or graduation to any student who, in the judgment of the Delta State University Robert E. Smith School of Nursing, is determined to be unsuited for the study or practice of nursing related to behaviors such as Bullying, Threatening, Substance Abuse, Lying, Cheating, Deceit, Theft, etc.

Vapor and Tobacco Use

Delta State University has been designated as a vapor and tobacco-free campus. Therefore, the use of tobacco or vaping products are prohibited and the university policy is adhered to by students across all program levels. https://deltastate.policystat.com/policy/15370229/latest

CLINICAL POLICIES AND PROCEDURES

Clinical Evaluation

Faculty will make every effort to assure that students' clinical experiences are meaningful and provide opportunities for application of nursing theory and principles. Faculty will make comprehensive, concise, and complete anecdotal notes for use in determining clinical evaluations. Student conduct deemed as "unsafe" patient care or unsatisfactory clinical performance will be documented by the clinical faculty and/or preceptor and counseled immediately. Undergraduate [BSN] students will meet with the clinical faculty PRIOR TO THE NEXT CLINICAL to review any unsatisfactory performance and DOCUMENT clinical evaluations per the clinical faculty's requirements.

For the [Traditional BSN and Accelerated LPN to BSN] undergraduate clinical courses, a Clinical Contract for Performance will be used to assign an academic grade IN A CLINICAL Agency, OTHER CLINICAL activities and/or SIMULATION SETTING for each student. For the [RN-BSN] undergraduate clinical courses, an academic grade will be assigned to each student based upon the written components required in each clinical course.

Clinical Contract for Undergraduate [Traditional BSN and Accelerated LPN to BSN] Clinical Courses

The **Clinical *Evaluation* Tool** is completed by clinical faculty for each clinical day.
Clinical Performance grades are scored as follows:

100 (A):

A satisfactory (S) on all line items in each major category

- **Clinical Performance for the day = Satisfactory**

91 (B):

One unsatisfactory (U) on any line item in one of the major categories

- **Clinical Performance for the day = Satisfactory**

82 (C):

Two unsatisfactory (U) on any line item in one or more of the major categories

- **Clinical Performance for the day = Satisfactory**

0 (F):

Three or more unsatisfactory (U) on any line item in one or more of the major categories OR One unsatisfactory (U) on a *critical line item.

- **Clinical Performance for the day = Unsatisfactory**

****If a student receives an overall unsatisfactory (U) grade for the day on a Clinical Evaluation Tool on TWO different occasions, then he/she will receive a final grade of "F" in the clinical course.****

Clinical Hours

Students are required to disclose all family, personal, and business associations at facilities or clinical sites used for coursework or clinical hours. Faculty reserves the right to approve all clinical sites, preceptors, and clinical hours.

Dress Code

The following guidelines were developed for the Delta State University Robert E. Smith School of Nursing using faculty and student input, as well as adapting the policies of several healthcare organizations and public university allied health programs. The Dress Code Policy is a guide to assist students in becoming conscientious professionals while transitioning to the role of a health care professional. Students are asked to dress in good taste and present themselves with proper decorum as they represent themselves, their academic institution, and their profession in the community. The assigned dress code for any SON activity should be followed to its fullest of requirements.

Clinical Uniform

The Delta State University Robert E. Smith School of Nursing's official uniform must be worn during all clinical experiences by Traditional BSN and Accelerated LPN to BSN students, including clinical lab, hospital, clinic, and occasional community clinical experiences. Students dressed inappropriately will be dismissed from clinical, and consequences will occur. Students, including RN to BSN, must also adhere to all policies for the site/agency to which they are assigned. In the event of a conflict, the more restrictive policy will apply. Clinical faculty reserve the right to approve uniform or clinical dress. The Clinical Uniform consists of the following:

Clinical uniforms **MUST be purchased through the School of Nursing (SON) bookstore vendor. Outside uniforms will not be allowed except for special circumstances approved through the SON only. Guidance to this process will be given upon acceptance into the program and during subsequent orientations.

1. Hunter Green SON Approved Top
    a. Must be clean and pressed
    b. No sleeveless attire
    c. No lace or sheer fabrics
    d. Plain white or skin-toned undergarments
    e. Tattoos must be covered at all times.
    f. A plain white or black (short or long-sleeve) T-shirt may be worn under the top for tattoo covering and/or for preference

2. White SON Approved Lab Coat
    a. Not required to purchase; however, it is the only approved lab coat to wear in the clinical setting
    b. No fleece jackets are allowed in the clinical setting

3. Hunter Green SON Approved Pants
    a. Must be clean and pressed
    b. "Low rider" pants are not allowed
    c. Hem of pants no lower than the heel of the shoe and skirt length below the knee

4. Identification will be purchased from the Robert E. Smith School of Nursing and must be worn on uniform top. RN-BSN students must wear their Robert E. Smith School of Nursing badge during all clinical-related activities.

5. White hose or white socks as appropriate (ankles must be covered; "No Show" socks are not allowed)

6. White leather shoes only with toes and heels enclosed. NO canvas or cloth shoes are allowed.

7. Jewelry
    a. Wedding band
    b. One small stud (gold, silver, diamond, or pearl) earring per earlobe
    c. No visible body jewelry

8. General Appearance
    a. Students are to be neat, clean, and well-groomed
    b. Clean, short, natural fingernails without polish.
    c. Hair should be neat, clean, well-kept, and off the shoulder. Natural hair color **ONLY**; extreme hairstyles are not permitted.
    d. Facial hair on male students must be clean-shaven or, if a beard, neat and trimmed so as not to touch the uniform.
    e. Natural-looking make-up only.

9. Clinical Equipment- an extension of clinical uniform that should be taken to all clinical activities.
    a. School of Nursing provided clinical equipment (Accelerated LPN to BSN and Traditional BSN: (3) blood pressure cuffs, stethoscope, clipboard, tuning fork, reflex hammer, tape, alcohol, trauma scissors, paper tape measure and pen light
    b. Student provided clinical equipment: watch with a second hand (NO Apple or digital watch allowed)

Special events that students attend while enrolled in the nursing program may require professional business or business casual attire. (See Professional Attire/Business Casual Attire sections below).

Professional Attire needs reevaluation

1. Business Professional Attire:
    a. Slacks, skirts, or dresses should be conservatively styled.
        i. Colors should be neutral (black, grey, brown, navy).
        ii. Men:

1. Shirts should be white or muted color and have a collar. Sleeves should be long and extend ½ inch beyond the jacket sleeve.
2. Suit should be solid or have subtle pinstripes.
3. Jacket and pants must match.
4. Tie required. Should reach the belt. Should be conservative colored.
5. Belt required and should match the shoes.

iii. Women:

1. Blouses and camisoles should be a white or light color.
2. Only a minimal amount of chest, and no area on the back should be visible.
3. If jackets are worn, the sleeve should fall ½ inch below the wrist.
4. Length of skirts or dresses should be no shorter than 2 inches above the knee, without high slits.
5. No cropped or Capri pants.
6. Neutral toned pantyhose or knee high hose as appropriate.
7. Only one pair of earrings, preferably studs.
8. Only one ring per hand.
9. Handbags should be small and neutral in color.

iv. Pants should be tailored, without frays.

v. No clothing should be too tight.

vi. No denim.

b. Shoes

i. Women's should have a closed toe and heel.

ii. Heels should be low, 1-2 inches.

iii. No stilettos or platforms

i. Men's shoes should be leather dress-style with dark sock

c. No undergarments should be visible.
d. Socks should cover the ankle and be neutral in color.
e. No baseball caps or hooded garments.
f. Tattoos should be covered.
g. No sunglasses inside a building.
h. Nametag

Business Casual Attire

a. Slacks, skirts, tops or dresses should be conservatively styled.
   iv. Women:
      1. Blouses or sweaters should have sleeves.
      2. Tailored jacket or cardigans are permissible.
      3. Only a minimal amount of chest should be visible.
      4. Full-length dress pants, including khakis.
      5. Length of skirts or dresses should be no shorter than 2 inches above the knee, without high slits.
      6. Pantyhose or knee-high hose as appropriate.
      7. One pair of earrings preferably studs.
      8. One ring per hand.
      9. Handbags should be small and neutral in color.
   v. Men:
      1. Men's shirts should have a collar; polo-style shirts are acceptable.
      2. A sports coat may be worn without a tie.
      3. Sweaters are permissible.
      4. Full-length khakis, solid colored slacks or dress pants.
   vi. No clothing should be too tight.
   vii. No denim.
b. Shoes
   viii. Women's should have a closed toe and heel.
   ix. Heels should be low.
   x. Men's shoes should be oxfords or loafers with dark socks.
c. No undergarments should be visible.
d. Socks should cover the ankle.
e. No cropped or Capri pants.
f. Pants should be tailored, without frays.
g. No baseball caps or hooded garments.
h. Tattoos should be covered.
i. No sunglasses inside a building.
j. Name tag.
k. Lab coat may be required.

Classroom Attire

As a student is a representative of the Delta State University Robert E. Smith School of Nursing,

students are expected to dress appropriately. During non-clinical and classroom time, casual clothing is acceptable as long as it meets the following criterion:
The following items are prohibited:

- Ripped clothing.
- Cutoffs.
- Tights or leggings with shirts shorter than mid-thigh.
- Revealing halter-tops, tube tops, tank tops, strapless dresses.
- Low necklines revealing cleavage.
- Exposure of midriff or underwear.
- Skirts/dresses must be no shorter than two inches above the knee.
- Shorts must be at least to the mid-thigh and cannot be of an elasticized material.
- See-through garments exposing underwear.
- NO UNDERGARMENTS SHOULD BE VISIBLE.

Community Service Event Attire

As a representative of the Delta State University Robert E. Smith School of Nursing, students are expected to dress appropriately. During community service events, clothing must meet certain criteria. There are three options of dress for community service events. The faculty hosting the event or taking student attendance at the event will inform students as to which option of dress is required.

Option 1- This applies to both male and female students. Students will follow the uniform policy.

Option 2- This applies to both male and female students. Shirt: polo-style Delta State University Robert E. Smith School of Nursing shirt. Pants: full-length khakis or solid colored black or white dress pants. Shoes: Tennis shoes may be worn with neutral colored socks. Tattoos must be covered.

Option 3- This applies to both male and female students. Shirt: polo-style Delta State University Robert E. Smith School of Nursing shirt. Shorts: Shorts must be at least to mid-thigh and should be of khaki, black, or white color. Shoes: Tennis shoes may be worn with neutral colored socks. Tattoos must be covered

Non-Adherence to Dress Code Policy

Failure to follow the Dress Code Policy will result in the following actions:

1. *1st offense:* Student will receive a verbal reprimand and a student/faculty interaction form will be completed and placed in student file.
2. *2nd offense*: Student will be sent home with an unexcused absence and required to meet with the Chair of Nursing. Student will receive a written reprimand which will be placed in his/her student file. If the offense occurs during a clinical activity, the student will receive a grade of unsatisfactory for the activity.
3. *3rd offense (or greater*): Student will be sent home with an unexcused absence and required to meet with the Chair of Nursing. Student will receive a written reprimand which will be placed in his/her student file. If the offense occurs during a clinical activity,

the student will receive a grade of unsatisfactory for the activity. As a 3rd offense, this will be the second unsatisfactory grade for a clinical activity and the student will receive a grade of "F" for the course in which the clinical activity took place.

Emergencies

Should an emergency arise in transit to a facility or class, it is the student's responsibility to notify the course or clinical faculty.

Home Visits

When making home visits, BSN students must be accompanied by agency staff; however, students will provide their own transportation

Medical Records Access

Students requesting access to a patient's medical record must be currently enrolled in the Delta State University Robert E. Smith School of Nursing. If the request is outside regularly scheduled clinical hours, permission in writing must be obtained from the course clinical faculty and the medical records department of the facility.

Patient Safety in the Clinical Setting

To provide for the safety of clients at all times, students are expected to validate safety during the skills laboratory and clinical experience. If a student is believed to be a threat to client safety, the faculty member will complete the Incident Report Form (Appendix H), notify the Instructor of Record, Undergraduate Program Coordinator, and CON, and schedule a conference with the student.

Skills Check-offs

Skills Check-offs may be required for progression throughout each clinical course in the undergraduate program. Each clinical course syllabus will detail the course Skills Check-off policy.

Transportation

Transportation to clinical agencies is not provided by the Delta State University Robert E. Smith School of Nursing. The student is responsible for their own transportation to campus and all off-campus SON requirements.

TYPHON

TYPHON (Nursing School Student Tracking – NSST) is used to maintain clinical site/preceptor information, to track expiration dates for clinical requirements (licensure, BLS, TB skin test, malpractice insurance, etc) to enter clinical experiences, and to build a personal portfolio. Each student should set up login access at the beginning of their program journey and then monitor it frequently for expiring documents. On-line tutorials and help features are also available for students as needed.

It is the student's responsibility to notify the Secretary to the Chair of Nursing and faculty member if required documentation completion dates or expiration dates are inaccurate or a clinical site and/or preceptor are not available in TYPHON.

SCHOOL OF NURSING POLICIES

Change of Name/Address/Phone Number

When a student legally changes his/her name and/or address, it must be reported to the Registrar of the University and the Senior Secretary of the Delta State University Robert E. Smith School of Nursing. A current phone number should also be available in the student file. It is the student's responsibility to provide the Senior Secretary with current contact information.

Course Syllabi

The course syllabus is a course guide and is not a contract. To meet varying educational and time requirements, it may be changed or modified by the faculty member at any time without prior notice. Students will be notified at the next class meeting or immediately through the learning management system of any course syllabi changes.

Electronic Devices

Students may not use beepers, Bluetooth Meta glasses, or other hands-free type attachments, air pods, and MP3 players/iPods during classroom or clinical experiences. The use of laptops, cellphones, or other electronic devices in the classroom must be used for the class in progress and is at the discretion of the instructor. The student should see their course syllabus for each course regarding the instructor's preference for use of laptops, cellphones, and other electronic devices in the classroom or clinical area. All recording of class instruction or activities must have the consent of course instructor.

Enrollment in Graduate Coursework

Undergraduate students may enroll in up to 9 (nine) graduate hours if they are within 6 (six) hours of graduation or are eligible for graduation, have a 2.75 undergraduate GPA and approved by the graduate advisor, Chair of Nursing, and School Dean. Undergraduate students enrolled in graduate coursework do not complete an application for admission to graduate school until after they have completed the baccalaureate degree.

Guidelines for Papers

The required guide for preparation of papers:

American Psychological Association. (Latest edition). *Publication manual of the American Psychological Association.* Washington, DC: Author.

Incident Reporting Policy

In the event of an incident occurrence or an issue of concern at a clinical and/or campus site, the following steps should occur:

1. The Preceptor and/or the Student should contact the Instructor of Record and the assigned Clinical Instructor immediately. Office and cell phone numbers are provided to the preceptors at the beginning of the clinical rotation. Office and cell phone numbers are provided to

the students through courses in the learning management system.

2. The Incident Report Form (Appendix H) should be completed by the preceptor and/or the student within 24 hours of the incident. The Incident Report and Response will be filed in the Undergraduate Program Coordinator's office.
3. The form should be delivered either in person or mailed to:

Delta State University
Robert E. Smith School of Nursing
PO Box 3343
Cleveland, MS 38733

4. The Instructor of Record and the assigned Clinical Instructor will schedule an appointment with the student to discuss the incident.
5. A written response of action(s) taken will be provided to the Preceptor (if applicable) and student.
6. The Incident Report and Response will be filed in the student record at the Robert E. Smith School of Nursing.

Late Assignments

All course assignments are due by 11:59 pm on the assigned date, except for clinical paperwork which is due by 12:00 pm on Monday. Assignments may be submitted prior to the due date and time. Traditional BSN and Accelerated LPN to BSN Clinical practicum courses will adhere to the Zero Tolerance Policy. All didactic courses will use the Point Deduction Policy for late assignments. The late assignment policy used in each course will be included in the syllabus.

Zero Tolerance Policy For Late Assignments

Written clinical assignments must be submitted no later than the designated date and time to the appropriate faculty members unless prior approval by the faculty member is given before the assignment is due. A zero-tolerance means that no assignments will be accepted after the date and time of an assignment's due date. Under this option all assignments that are late, for whatever reason, will receive a grade of zero.

Point Deduction Policy For Late Assignments

All course assignments should be submitted on or before the assigned due date and time to the appropriate faculty members unless prior approval by the faculty member is given before the assignment is due. A point deduction option means that assignments submitted up to three (3) days after the assigned due date and time will receive a ten-point deduction for each day late. Under this option all assignments submitted more than three (3) days past the assigned due date and time, for whatever reason, will receive a grade of zero.

All RN/BSN online courses will adhere to the following Point Deduction Policy for Late Assignments:

Point Deduction Policy for Late Assignments

All course assignments should be submitted on or before the assigned due date and time to the appropriate faculty members unless prior approval by the faculty members is given before the assignment is due. A point deduction option means that assignments submitted up to five days after the assigned due date and time will

receive a five-point deduction for each day late. Under this option, all assignments submitted more than five days past the assigned due date and time, for whatever reason, will receive a grade of zero.

Leave of Absence

Students may be granted a Leave of Absence for legitimate personal, medical, military, or other appropriate reasons. A student who has returned the acceptance letter and is admitted to the nursing program, but has never attended class is not eligible to take a Leave of Absence.

A Leave of Absence will not be granted without prior approval. Upon return from a Leave of Absence, the student will re-enroll and pay all tuition and fees appropriate for the period of re-enrollment. Students who fail to return to the academic program within the specified time **will be automatically withdrawn from the program.**

Personal Leave of Absence

Students may be granted a Personal Leave of Absence for a period of time **not to exceed one year** for legitimate health, personal, or other appropriate reasons.

To request a Personal Leave of Absence, the student must:

1. Be in good academic standing
2. Notify the Chair of Nursing (CON) in writing of the request to take a Personal Leave of Absence
3. Obtain approval for the Personal Leave of Absence from the Chair of Nursing (CON)
4. Inform the CON in writing of intentions regarding future enrollment [September 01 for return in spring and April 01 for return in fall]

Medical Leave of Absence

Major Medical Events

Students enrolled in the Delta State University Robert E. Smith School of Nursing must immediately report any major medical event which will cause absence from class, clinical or other course requirement. Before returning to the program, the nursing student must submit a School of Nursing Medical Release Form (Appendix I) to the CON. Forms are available in the School of Nursing Senior Secretary's office.

Pregnancy Students enrolled in the Delta State University Robert E. Smith School of Nursing must immediately report any pregnancy - as potential hazards to the pregnant woman or fetus may exist in clinical settings. The Pregnancy Form (Appendix J) must be completed and signed by the nursing student and health care provider as soon as the pregnancy is confirmed. Before returning to the class/clinical at the end of the pregnancy, the student must submit the completed School of Nursing Medical Release Form to the CON. Forms are available in the School of Nursing Senior Secretary's office.

Military Leave of Absence

Students who are required to complete military duties while enrolled in a nursing program must notify the CON immediately. The CON and student will schedule a time to meet with course

faculty to develop a plan for completing the nursing program after completing the military obligations.

Parking

All motor vehicles parked on campus must be registered with the Delta State Police Department. Color-coded parking decals will be issued, and cars are to be parked in designated areas. Cars parked in improper areas will be ticketed. Students who need to access a handicap parking space will need to obtain a special parking permit. A handicap parking space is available in the School of Nursing south parking lot. To park in the School of Nursing parking lot, a special parking permit will need to be obtained from the secretary to the Chair of Nursing.

Religious Holiday Observance Policy

Delta State University Robert E. Smith School of Nursing (SON) faculty, staff, and students seek to respect and support the diverse religious traditions of the members of the School of Nursing community. As part of this commitment, the School of Nursing makes a reasonable effort to allow members of the community to observe a religious holiday, consistent with the department's obligations, responsibilities, and policies.

Faculty and staff planning for academic and extracurricular activities is done with sensitivity to the diverse religious commitments of the community and an awareness of religious holidays. Scheduling large-scale, one-time academic or extracurricular events on a religious holiday will be avoided whenever possible.

Students who expect to miss a scheduled class, test, exam, assignment, or clinical due to the observance of a religious holiday should complete and submit the Religious Accommodation Request Form (Appendix K) to the SON Undergraduate Program Coordinator during the first week of the semester.

A student who adheres to the policy and obtains an excused absence due to the observance of a religious holiday shall be permitted the opportunity to make up a test/exam [date and time to be determined by course IOR] and/or extend and assignment due date to the day after the religious holiday.

Absence from classes, examinations, or clinical rotations for religious reasons does not relieve students from the responsibility for any part of the course work required during the absence. The student is responsible for completing missed assignments, tests, exams, and clinical, etc. within the specified timeframe determined by the course IOR.

Clinical rotation dates and times in healthcare facilities are scheduled prior to the beginning of each semester. One clinical make-up day is determined during the scheduling process with each facility. Adding additional clinical make-up days are not an option. Students who are unable to complete the clinical course requirements, for whatever reason, will be unsuccessful in the course.

Should a disagreement arise over the implementation of this policy, the matter should be taken to the Chair of Nursing. If no resolution is reached at that level, the issue will be resolved by the Dean and his/her decision shall be final.

Remediation

Undergraduate Testing Review and Remediation Policy

Tests/Exams and Standardized Testing Remediation Policy

The Undergraduate program has a Testing Review and Remediation Program which consists of three parts: (a) unit tests; (b) exams; and (c) standardized exams. Established benchmarks for each of the three parts are utilized for evaluation in these areas throughout the nursing program. Students are expected to complete the established remediation recommendations when benchmarks are not met.

Purpose

The purpose of this policy is to provide guidelines for faculty-directed unit tests and exams, and standardized testing and remediation processes when administering the Health Education Systems, Inc (HESI) examinations.

Unit Tests and Remediation Policy

For unit test scores below 76, course faculty (IOR/supplemental) is responsible for offering remediation to the student(s) prior to the next unit test. If a student forfeits the opportunity to attend remediation, a student/faculty interaction form will be completed and filed. Remediation hours will not be counted in the course clock hours.

Standardized Tests and Remediation Policy

Specialty, Custom, and Exit HESI exams are administered in nursing courses on dates during the semester determined by the course IOR. Many resources are available to prepare students for these exams including, but not limited to, self-assessment questions in textbooks, class materials, NCLEX practice questions, case studies, and adaptive quizzing learning modules. Students should aim to achieve a score of 900 or higher on each HESI exam. Individualized remediation will follow completion of all HESI exams regardless of score. The student is responsible for initiating remediation immediately after each exam. Follow-up of remediation occurs either with course faculty or an assigned advisor before the next semester begins. If a student forfeits the opportunity to complete the remediation process, a student/faculty interaction form will be completed and filed. Remediation hours will not be counted in the course clock hours.

<u>Specialty Exams</u>
For HESI specialty exams that have at least two versions, a pre-final exam will be administered at least two weeks prior to the final exam.

<u>Custom Exams</u>

Custom exams are developed by HESI based on student learning outcomes specific to the course. These exams are administered as final exams in the course.

HESI EXIT Exams

One (1) HESI Exit Exam is administered during fourth semester of the undergraduate program to identify strengths and weaknesses in content. It is also used to determine clinical placement in specialty areas. Three (3) HESI Exit Exams are administered during the final semester of the undergraduate program and are linked to the didactic capstone course. Students are required to score a minimum of 900 on at least one of the HESI Exit exams to meet graduation requirements. For students who do not meet the 900-score requirement, graduation will be delayed, and remediation and testing will continue in the following semester.

Retention of Course Materials/Records

Student's tests, papers, exams, etc., called point sources, and from which grades are derived will be retained by the individual faculty member or the faculty secretary for a minimum of 12 months after graduation and successful completion of NCLEX-RN for BSN students. Student point sources become the property of the Delta State University Robert E. Smith School of Nursing.

Scholarships

A listing of scholarships is available online at the Delta State University Robert E. Smith School of Nursing website. https://www.deltastate.edu/admissions/scholarships/

Standard/Universal Precautions

Policy and Guidelines for Standard Blood and Body Fluid Precautions

1. The Delta State University Robert E. Smith School of Nursing utilizes the Centers for Disease Control's recommendations related to universal blood and body fluid precautions as presented in the Morbidity and Mortality Weekly Report (MMWR). Because information changes as new knowledge develops, students and faculty are responsible for utilizing the most recent information available. Students should follow the CDC guidelines for the most current precautions.
2. Prior to any contact with clients for clinical experiences, students will complete universal blood and body fluid precautions training.
3. If a student has a parenteral or mucous membrane exposure to blood or other body fluids or cutaneous exposure (especially when the exposed skin is chapped, abraded, or afflicted with dermatitis) the student is to follow the policy of the agency where the incident occurs. In the event that the agency has no exposure policy, the student will be referred to Student Health.
4. Students will not practice parenteral injections, venipunctures, or finger sticks on self, each other, faculty or staff.
5. Students will wear gloves when providing post-mortem care in a hospital setting.

HIV Status

Nursing students who perform "exposure prone" procedures have an ethical responsibility to know their HIV status. Nursing students who believe they may be at risk for HIV antibody, HBeAg, or HBsAg have an obligation to be tested, and to report any positive results to the Dean of the Delta State University Robert E. Smith School of Nursing.

HIV Management and Education

Students are provided with both printed and verbal instructions on universal precautions for blood and body borne infections in accordance with applicable CDC guidelines prior to any exposure to clients/patients. Students are also to be provided with appropriate information regarding personal health habits, HIV prevention, and risk behaviors as part of their pre-requisite clinical preparation. These instructions are to be continually reinforced and clinical supervision to be managed to ensure strict compliance in all clinical learning experiences including well childcare, psychiatry, and community health, as well as acute in-patient experiences. All nursing personnel are professionally and ethically obligated to provide client/patient care with compassion and respect for human dignity. No nursing student may ethically refuse to treat a patient solely because the patient is at risk of contracting, or has, an infectious disease such as HIV, AIDS, or HBV. Students should understand and follow rules of confidentiality.

HIV Positive: Students

Students who are HIV positive or who have AIDS may not pose a health risk to other students in an academic or residential setting, but in a clinical setting the CDC guidelines and universal precautions should be followed. Clinical settings which pose additional risk to the personal health of HIV positive students will be identified, and persons affected will be advised of these risks and urged to consult their health care provider to assess the significance of the risks to their own health. Students who know they are infected are urged to voluntarily inform the Dean of the school who will begin to assess the need for necessary modifications/accommodations in clinical education. Such modifications will be crafted on a case by case basis. Any modification of clinical activity of HIV positive students will consider the nature of the clinical activity, agency requirements, the technical expertise of the infected person, the risk posed by HIV status, functional disabilities, and the transmissibility of simultaneously carried infectious agents.

HIV Post-exposure Report and Procedures

Immediate antiseptic procedures should be followed after possible exposure. A student has an ethical duty to report to the faculty member in charge or the Dean any accident which exposes him/herself or a patient to a risk of transmission of a blood borne disease. Confidential testing and appropriate counseling will be provided according to the clinical agency's policy following exposure. The nurse is ethically obligated to be tested for HIV when the patient is exposed to a provider's blood. The CDC guidelines for occupational exposure will be followed if an accidental exposure occurs.

Percutaneous inoculation -needle stick or sharps
Non-needle percutaneous injury -open cuts or abrasions, direct mucous membrane contact, accidental splash, direct hand contact with large amounts of blood or body fluids without glove protection.

Substance Abuse

Delta State University Substance Abuse Policy

Delta State University is committed to maintaining a drug-free environment in conformity with

state and federal laws set forth in the Union Controlled Substances Law of the State of Mississippi. For more information, refer to the Alcohol and Drug Abuse Policy in the Delta State University Student Handbook: https://www.deltastate.edu/students/handbook/

Robert E. Smith School of Nursing Substance Abuse Policy and Procedure

Delta State University Robert E. Smith School of Nursing's intent is to maintain learning and teaching environments that are drug and alcohol free in accordance with the Drug-Free Schools and Communities Act Amendments of 1989. It is also the intent of the Delta State University Robert E. Smith School of Nursing that all nursing students be free of any chemical impairment during participation in any activities related to client care in the classroom, campus laboratory, and clinical settings. Therefore, possession and/or use of any substance/drug which may impair cognitive or psychomotor function by a nursing student in the Delta State University Robert E. Smith School of Nursing is strictly prohibited in the classroom, campus laboratory, clinical setting or on campus property/vehicle. Within the scope of this policy, students are prohibited from using, possessing, distributing, manufacturing, selling or attempting to sell substance/drugs. During any time in the student's course of study at Delta State University Robert E. Smith
School of Nursing, annual, pre-clinical, neutral selection (random) testing and/or "for cause" reasonable suspicion testing may be performed as based on the following definitions.

Definitions

- Illegal Drug is defined as any substance, other than alcohol, having psychological and/or physiological effects on a human being that is not a prescription or nonprescription medication.
- Alcohol is defined as ethyl alcohol.
- Prescription medication is defined as a drug prescribed by a licensed provider (copies are to be in student file).
- Nonprescription medication is defined as a drug that is authorized by federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.

Annual testing

Delta State University Robert E. Smith School of Nursing will conduct a 12-panel urine drug and/or hair follicle screening on at least an annual basis for all students.

Pre-Clinical testing

Delta State University Robert E. Smith School of Nursing will conduct a 12-panel urine drug and/or hair follicle screening prior to any clinical rotation as pertaining to the School of Nursing contract with facilities for all students. Should the contract indicate other specific drug testing requirements per facility, these requirements will be followed.

Neutral Selection (random) Testing

A mechanism of student selection for drug testing at any time throughout the student's course of study in the DSU Robert E. Smith School of Nursing.

Reasonable Suspicion Testing

A reasonable suspicion substance/drug testing based on the belief that a student enrolled in a course of study in the Robert E. Smith School of Nursing has been in violation of the Substance/Drug Policy according to the following:

1. Observable phenomenon, such as direct observation of substance/drug use and/or the physical symptoms or manifestations of being under the influence
2. Abnormal conduct or erratic behavior such as absenteeism, tardiness, significant deterioration of performance, and/or verbal and physical aggression
3. A report of substance/drug use provided by reliable and credible sources and which has been independently corroborated
4. Evidence that an individual has tampered with a substance/drug test while in a course of study in the Robert E. Smith School of Nursing
5. Information that a student has caused or contributed to an accident in the Robert E. Smith School of Nursing or its affiliated clinical agencies
6. Evidence that a student is involved in the use, possession, sale, solicitation or transfer of substance/drugs while in the Robert E. Smith School of Nursing or its affiliated clinical agencies
7. Evidence of an unaccounted drug loss when the student has had clinical access to those substance/drugs

Clinical Agency

A clinical agency is defined as any agency that has been contracted by the Robert E. Smith School of Nursing to provide learning opportunities for nursing students. The School of Nursing may test for the following in the Substance/Drug Policy using 12 screen drug panel or any additional drugs as suspected/required: marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), or metabolites of any of these substances, alcohol (ethanol) and any other substance/drug for which the U.S. Department of Health and Human Services has established an approved protocol and positive threshold and which has been adopted by the Mississippi State Department of Health. Furthermore, should an incident occur in clinical agency/agencies, the student will be subject to the policies of that agency governing the use of substances/drugs. Students who are engaged in clinical learning experiences in agencies that require mandatory drug testing are expected to comply.

Procedure

Annual and Pre-Clinical Testing

Students will undergo annual drug screening for substance/drug testing at specific times throughout the student's course of study at Delta State University Robert E. Smith School of Nursing. Students will either undergo point of care testing through the School of Nursing contracted agencies on-campus or be required to present to an off-campus selected/approved/contracted agency by the School of Nursing. The student will be required to submit the chain of custody form and the results/confirmation report to the Assistant to the Dean in the School of Nursing. Fees for testing may be incurred by the student.

1) Upon receipt of a "non-negative/positive" screening report:

A. The student will be notified by the Chair of Nursing (CON) and assigned in a non-clinical activity until a report of confirmation is received.
B. A student interaction form will be completed by the CON.
C. The CON will notify the Instructor of Record (IOR) of any clinical course.

2) Upon receipt of the confirmation screening report:
   A. If the report is negative, the student will be notified by the Chair of Nursing (CON) of the results and the student will resume scheduled clinical activities.
   B. If the "non-negative/positive" report is confirmed, the student will be notified in writing of official dismissal from the Robert E. Smith School of Nursing and probationary status from the University.

3) If the student refuses to submit a specimen as requested:
   A. The CON will be notified.
   B. A student/faculty interaction form will be prepared and filed.
   C. The student will be immediately dismissed from the nursing program

Neutral Selection (random) Testing

Students may be selected for substance/drug testing at any time throughout the student's course of study at the Delta State University Robert E. Smith School of Nursing. Upon selection, the student will be notified by CON of the requirement to undergo substance/drug testing. The student will be required to present to the agency selected/approved/contracted by the School of Nursing within one hour of notification.

1) Upon receipt of a "non-negative/positive" screening report:
   A. The student will be notified by the Chair of Nursing (CON) and assigned in a non-clinical activity until a report of confirmation is received.
   B. A student interaction form will be completed by the CON.
   C. The CON will notify the Instructor of Record (IOR) of any clinical course.
2) Upon receipt of the confirmation screening report:
   A. If the report is negative, the student will be notified by the Chair of Nursing (CON) of the results and the student will resume scheduled clinical activities.
   B. If the "non-negative/positive" report is confirmed, the student will be notified in writing of official dismissal from the Robert E. Smith School of Nursing and probationary status from the University.
3.) If the student does not comply in submitting a specimen as requested:
   A. The CON will be notified
   B. A student/faculty interaction form will be prepared and filed.
   C. The student will be immediately dismissed from the nursing program.

Reasonable Suspicion Testing

When a nursing faculty member observes a student exhibiting behavior indicative of chemical abuse or dependency, the following procedure will be initiated:

1) The faculty member in the course and another faculty member will discuss with the student the behavior observed.
2) If the student admits to use of a substance/drug:

A. The Chair of Nursing (CON) will be notified.
B. The student will be immediately dismissed from the nursing program
C. A student/faculty interaction form related to the conduct or behavior observed will be prepared and signed by the faculty member(s) and Instructor of Record (IOR) within 24 hours of the occurrence and a copy will be placed in the student's confidential file.
D. The student will be notified in writing of official dismissal from the Robert E. Smith School of Nursing and of probationary status from the University.

3) If the student denies substance/drug use:
A. The faculty member (preceptor/facilitator) will immediately request an observed urine and/or blood sample for the testing of alcohol or performance of a drug screen with the most available contracted agency.
B. The student will not be allowed to participate in clinical activities pending laboratory results.
C. Upon receipt of a "non-negative/positive" screening report:
1. The student will be notified by the CON and assigned in a non-clinical activity until confirmatory report is received.
2. A student interaction form will be completed by the CON.
3. The CON will notify the IOR of any clinical course(s).
D. Upon receipt of the confirmation screening report:
1. If the report is negative, the student will be notified by the CON of the results and the student will resume scheduled clinical activities.
2. If the "non-negative/positive" report is confirmed, the student will be notified of official dismissal from the Robert E. Smith School of Nursing and probationary status from the University.
3. If a test is non-negative or positive, the student will be responsible for the costs of the confirmation testing. The Robert E. Smith School of Nursing will assume the cost for any confirmation drug screens that are negative.
E. If the student refuses to submit a specimen as requested:
1. The CON will be notified.
2. A student/faculty interaction form will be prepared and filed.
3. The student will be immediately dismissed from the nursing program.

If dismissed from the Robert E. Smith School of Nursing, the student may apply for a probationary readmission to the Robert E. Smith School of Nursing with written evidence of successful completion of an approved Chemical Dependency program and compliance with After-Care monitoring requirements that are outlined below. The Robert E. Smith School of Nursing will require that any applicant for readmission must meet the same standards as any current applicant for initial admission to the Robert E. Smith School of Nursing; as well as any additional standards and conditions that the Robert E. Smith School of Nursing may impose related to assurance that the applicant is not chemically dependent, a chemical abuser, or in violation of any law. If probationary readmission is granted, after-care monitoring will be required for the duration of the student's course of study. Failure to abide by after-care monitoring requirements and/or evidence of continued substance/drug abuse or dependency will be grounds for permanent dismissal from the Robert E. Smith School of Nursing without

opportunity for application for readmission.

After-Care Monitoring Requirements

1. The following documentation will be submitted by the nursing student to the CON:
    A. Monthly written progress reports that will include the following information:
        1. Copies of results from all random urine and/or blood drug screens.
        2. Information regarding the student's refusal to furnish a urine and/or blood specimen for the purpose of a drug screen.
        3. Verification of attendance for counseling sessions.
        4. Information regarding the student's failure to attend counseling sessions
        5. Incidence of alcohol and drug use
    B. Copies of all new prescriptions and refills.

Confidentiality

All information, reports, statements, memoranda, and test results requested or received by the Robert E. Smith School of Nursing in accordance with the Substance/Drug Policy are confidential communications and may not be used except as allowed by the student or court order.

Testing/Assignment Procedures

General Testing Policy

(Includes exams, standardized tests, or other proctored assignments)

a. Cheating is not tolerated. Refer to the university "Cheating and Plagiarism" policy.
b. It is the student's responsibility to know their student identification number and all login information. Students who arrive late may be required to schedule a make-up exam with course faculty and follow the missed exam policy.
c. Faculty will not answer questions during tests.
d. No loitering/loud talking in the hallway during testing.
e. Students must notify the faculty if they will not be present for a test.
f. Make-up tests are scheduled at the discretion of the course faculty.
g. Students may not bring the following items into the testing environment: personal items such as purses, backpacks, keychain, bags, hats, food/beverages, mobile phones, smart watches and other electronic devices, textbooks, notes, and other resources unless permitted by the course faculty, online calculators are available in HESI and the school of nursing provides calculators for all other testing.
h. Faculty members have the right to confiscate such items as deemed necessary. Confiscated items may or may not be returned.
i. Headphones may be required for non-standardized tests and will be required for standardized tests. Students are responsible for the purchase and availability of headphones used for testing.
j. Seats may be randomly assigned by the faculty member(s).
k. Students are required to sign in and may be asked to show picture identification.
l. Students will be granted permission to go to the restroom – only one student at a time will be allowed to the restroom.
m. Scratch paper and pencils will be provided for each student as needed –scratch paper

and pencils will be returned to the proctor upon exiting the exam

n. Tests will be delivered at scheduled intervals throughout various courses in the undergraduate program. All tests will have pre-set time limits that will be announced prior to each test.

Non-Standardized Exams

a. Diagnostic Assessment:
   i) The instructor may choose to quantify and assess the students' current knowledge of a specific subject and to identify student strengths and weaknesses. Types of Diagnostic Assessments may include: pre-tests, self-reflection/assessment, discussion board responses.
   ii) A rubric/evaluation tool will be made available to the students to identify the set of criteria that will be used to evaluate student performance.

b. Formative Assessment:
   i) The instructor may choose to evaluate student learning with assessments created to provide ongoing feedback and adjustments to instruction. Types of Formative Assessments may include: homework assignments, reflection journals, informal in-class activities, student feedback of course/instructor performance at *midterm* of the semester, instructor feedback of student performance at *midterm* of the semester.
   ii) A rubric will be made available to the students that identifies the set of criteria that will be used to evaluate students' performance for homework assignments, reflection journals, informal in-class activities.
   iii) When changes in course assignments are made, students will be notified within the course.

c. Summative Assessment:
   i) The instructor may choose to evaluate student learning with assessments that are done at the end of a period of learning for the purpose of documenting student proficiency at the time of the assessment. Types of Summative Assessments may include unit tests, high-stakes exams, final exams, term papers, projects, portfolios, clinical skills performance, student end-of-course/teacher/clinical agency evaluations.
   ii) A rubric/evaluation tool will be made available to the students to identify the set of criteria that will be used to evaluate students' performance for term papers, projects, portfolios, clinical skills performance.
   iii) Teacher-made unit tests will align with concepts present on the National Council Licensure Examination (NCLEX) blueprint. The unit test will contain 50 NCLEX-style questions. One hour will be allowed for testing. At least two drug calculation or mathematical questions will be included. Unit tests may include one to four bonus questions with a total of up to four bonus points.
   iv) The instructor may choose to provide bonus points or other incentives to

promote student participation on *end-of-term* evaluations. This information will be made available to all students in that class by the IOR via an announcement in Canvas.

Standardized Exams

Undergraduate:

a) HESI Policy and Procedure: For Traditional BSN and Accelerated LPN to BSN students
   i. HESI exams are utilized across the curriculum in the Robert E. Smith School of Nursing program. The types of HESI Exams are Specialty and EXIT HESI. The Specialty HESI exams offered throughout the curriculum are given to assess essential elements throughout the nursing curriculum and to prepare the student for the Capstone course NUR 408 or 422. Therefore, preparation, completion, and remediation, as indicated on all of the HESI exams, are performed in order to prepare the student for success.
   ii. Undergraduate Traditional BSN and Accelerated LPN to BSN nursing students will take HESI exams each semester throughout the program. It will start in the first semester with majority of nursing courses offering a Final Specialty HESI during exam week. The graded weight of the HESI will increase each semester (Junior I-20%, Junior II-25%, Junior III-30%, Senior I-30%, Senior II NUR 402 or 418-35%, Senior II NUR 408 or 422-75%).
   iii. It is required to meet with your faculty IOR and/or advisor for all HESI scores <900. At that time, a formal remediation plan will be developed and completed within the specified time. The HESI Remediation Requirements Form is available in **Appendix L** of the Undergraduate Student Handbook.
   iv. Students are encouraged not to miss scheduled HESI exams. Makeup HESI Exams may be a different version.
b) Students required to take online exams in Canvas may be required to follow instructor guidelines for using Respondus Lockdown Browser with monitor.

Missed Exams

a. Students are encouraged not to miss exams. The student who is entitled to a makeup test will be given 24 hours to make arrangements for taking the missed test, after which the student forfeits the opportunity to make up the test and will receive a zero (0). Faculty members reserve the right to design the test format and set the date for the makeup test(s). If an exam is missed, the format for the make-up exam is at the discretion of the course faculty and will be administered at a convenient time identified by the course Instructor of Record (IOR). If the student misses the scheduled make-up exam, the student will receive a grade of 0% on the exam.
b. A student absent from class when a test is scheduled is entitled to a makeup test only if prior notification is received and evidence is presented to the faculty member that the absence was due to illness or death in the immediate family. If neither of these requirements is met, the student will receive a zero for the scheduled test.
c. If a test or exam is missed due to an illness or a personal/family emergency, the student must:
   - E-mail within the Canvas course/telephone the instructor(s) as soon as it

is known the student will not be able to write the exam. It is important to contact the instructor(s) to make alternative arrangements.

- If the student cannot reach the instructor(s), call or email the Senior Secretary at Robert E. Smith School of Nursing and leave a detailed message at 662-846-4255, including the course name, examination date, instructor's name, student name and student 900 number.
- Submit the medical certificate or other documentation within three (3) working days of the missed test or examination to the course IOR or the Senior Secretary at Robert E. Smith School of Nursing. The course IOR will inform course instructor(s) that she/he received the documentation.
- Read and understand the Undergraduate Academic Grievance Policy.

Test Review

1. Students may review their individual test in the following manner:
   a. Rationales as written in the Exam directly after the online test
   b. Individual test reviews that are scheduled by appointment only with the instructor
   c. Instructor-guided review that is offered to the entire class and is scheduled by the instructor.
2. Students are not allowed to bring any items into test review.
3. Students are not allowed to take items [provided during the exam] out of the computer lab – e.g., scratch paper with test questions/rationales/etc.
4. Time frame for review of tests is at the discretion of the instructor.

STUDENT RIGHTS & RESPONSIBILITIES

Students have protection from prejudiced or capricious academic evaluation through orderly procedures directed by the University and the Dean of the Delta State University Robert E. Smith School of Nursing and implemented by the faculty.

Students have the right to be informed in writing of the expected behaviors and standards by which they are evaluated before participating in clinical and classroom activities.

Students have the right to academic evaluations that are based on stated course requirements, objectives, outcomes, and goals. As constituents of the academic community, students are free, individually or collectively, to voice constructive criticism through identified channels on issues of institutional policy, curriculum, and on matters of general interest to the student body without fear of reprisal.

Students have the responsibility to evaluate a faculty member's performance and courses through the established mechanisms.

Students have a responsibility to attend student body/class meetings, to participate in student body activities, serve on faculty/student committees, or to volunteer service when needed.

Students are accountable for their behavior in the clinical areas. Students have the right to negotiate participation in clinical situations that they feel are threatening to personal health or safety.

Americans with Disabilities Act

Delta State University fully complies with all the provisions of the Americans with Disabilities Act of 1992. No qualified disabled student shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, research, occupational training, housing, health insurance, counseling, financial aid, physical education, athletics, recreation, transportation, other extracurricular, or other postsecondary education program or activity.

A student with a disability applying to Delta State University for admission shall also submit a current specialist's evaluation of the disability which will remain on file in the Office of the University Coordinator of the Americans with Disabilities Act. For additional information please contact the Delta State University Office of Disabilities Services.

Accommodations – School of Nursing

Students requesting accommodation due to a disability have the following responsibilities:

a. Identify themselves to the ADA Coordinator to initiate the accommodations process
b. Provide the ADA Coordinator with recent documentation of the disability from a professional qualified to make a diagnosis (In most cases the documentation of the disability should be no more than three years old)

c. Request specific, approved accommodations from professors in a timely manner
d. Maintain academic requirements of the university
e. Per federal guidelines: Re-request every term you wish to receive accommodations

Confidentiality of Records

Public Law 93-380, Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), requires educational agencies or institutions to provide parents of students and eligible students access to the educational records of such students with certain limitations. The Act transfers this right from the parent to the student who is enrolled in a post-secondary institution. This institution must provide access to official records related to the student and an opportunity to challenge such records on the basis of accuracy.

Under law, letters or statements of recommendation submitted in confidence prior to January 1, 1975, may not be seen by students. However, students may, but are not required to, waive the right of access to future confidential recommendations in the areas of administration, job placement, and receipt of awards. While the student does not have access to medical, psychiatric, or comparable records if these are used solely for treatment purposes, he/she may designate another professional to examine these records. Parent's financial records submitted to the institution may not be examined by the student. These records may be challenged only on accuracy not as to judgments. The school is prohibited from permitting access to education records, or personally identifiable information other than directory information about the students without written consent, except to specific agencies and persons such as school officials and certain federal or state authorities. A record must be kept of all persons to whom personal information is supplied.

Equal Education Opportunity

As an institution of higher education and in the spirit of its policies of equal employment opportunity, the University declares its policy of equal educational opportunity. All applicants for admission will be considered without regard to an applicant's race, color, religion, sex, gender identity, sexual orientation, national origin, disability related to program performance, disabled veteran status, or Vietnam era veteran status. This policy is noted in all student handbooks. Complaints or grievances of any student who has reason to think he or she has been affected by discrimination will be considered through established procedures.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Additional information regarding FERPA is available in the link: *http://www.deltastate.edu/human-resources/notification-rights-ferpa-post-secondary-institutions/*

Equal Access Statement

Delta State University is committed to maintaining a learning and working environment free from sexual and gender-based discrimination or harassment. Our goal is for all to have equal access to the many great services and opportunities we offer. For more information, or to report an incident, see https://www.deltastate.edu/titleix/ or email titleix@deltastate.edu.

STUDENT ACTIVITIES

Delta State University Nursing Alumni Association

Nursing students may participate in the Nursing Alumni Association as honorary members until they graduate. The Delta State University Nursing Alumni Association often sponsors events for students and alumni.

Fundraising

All fundraising ideas/advertisements must be presented for approval to the Delta State University Robert E. Smith School of Nursing Student Affairs Committee.

Mississippi Association of Student Nurses (MASN)

The Mississippi Association of Student Nurses (MASN), a constituent of the National Association of Student Nurses (NSNA), has the following purposes:

1. To assume responsibility for contribution to nursing education in order to provide for the highest quality health care;
2. To provide programs representative of fundamental and current professional interest and concerns; and
3. To aid in the development of the whole person, his or her professional role and his or her responsibility for health care of persons in all walks of life.

Mississippi Association of Student Nurses (MASN) – DSU Chapter

The Delta State University Robert E. Smith Student Nurses' Association, which is a chapter of the Mississippi Association of Student Nurses (MASN) and the National Student Nurses' Association (NSNA), functions as the student professional organization for undergraduate nursing students. The organization elects a president, vice-president, recording secretary, corresponding secretary and treasurer. The organization holds meetings where students are introduced to nursing as a profession in a manner consistent with the Robert E. Smith School of Nursing philosophy. Various social, community service and fund-raising activities are planned during the year. State and National conventions are held annually, and students who are in satisfactory academic standing are encouraged to attend. Students are allowed time away from school each year to attend the state/national conventions. This organization is a formal network through which students may have input in curriculum and policy matters in the Robert E. Smith School of Nursing.

The School of Nursing Student Nurses' Association (SNA) and nursing faculty strongly encourage students to join the Delta State University Chapter (MASN & NSNA). Membership in the student's professional association helps to build the foundation for the student's transition into the professional world. The student's membership indicates a commitment to the advancement of the profession of nursing.

The student may obtain NSNA brochures and further information about dues from School of Nursing SNA officers or the School of Nursing SNA faculty advisor. By joining the Delta State University Chapter of MASN the student can be more active at the local level.

Class Officers

Each Traditional BSN and Accelerated LPN to BSN program cohort will elect class officers during their first semester. A President, Vice-President, Treasurer, Secretary and Social Media Officer will be voted in by classmates. This will be overseen by the SON Student Affairs Committee.

Nurse Career Day

The School of Nursing sponsors a Nurse Career Day in September of each academic year for baccalaureate nursing students. Students serve as ambassadors.

Orientation

Orientation sessions for all newly admitted undergraduate students are provided in person or virtual.

Student of the Month

The SON recognizes and celebrates outstanding student achievement through the Student of the Month program. Each month, one student is selected in recognition of exemplary performance in academics, clinical practice, professionalism, and service.

This recognition highlights students who consistently demonstrate qualities reflective of the nursing profession, including accountability, compassion, integrity, initiative, and respect for others. Students selected for this honor serve as role models for their peers and contribute positively to the learning environment.

White Coat

A White Coat ceremony is held at the end of the Fall semester for Traditional BSN, RN-BSN, MSN, and DNP students. At the end of the Spring semester, a ceremony will be held for Accelerated LPN to BSN and MSN-NE students.

Pinning

A Pinning ceremony is held at the end of the Fall semester for graduating Traditional BSN, MSN-NE and DNP students. At the end of the summer II term, a ceremony is held for Accelerated LPN to BSN and MSN-NE students.

RN-BSN, MSN, and DNP Recognition Event

A RN-BSN, MSN and DNP Recognition Event is held at the end of the Spring Semester for graduating seniors.

Research Day

Delta State University Robert E. Smith School of Nursing and Pi Xi Chapter of Sigma Theta Tau International Honor Society of Nursing sponsor an annual Nursing Research Day on which individuals present their scholarly work.

Scholarships

Scholarship applications are available throughout the academic year and recognition of nursing scholarship awards is given in the Spring of each year during a ceremony. A listing of all scholarships are available on the DSU School of Nursing website: https://www.deltastate.edu/admissions/scholarships/

Sigma

The purpose of this society is to recognize superior academic achievement, recognize development of leadership qualities, foster high professional standards, and encourage creative work and to strengthen commitment to the ideas and purpose of the profession. Candidates for membership into Pi Xi Chapter of Sigma (Sigma Theta Tau International) are selected from the undergraduate and graduate nursing programs on the basis of academic achievement.

FACILITIES & SERVICES

FACILITIES

Student Success Center and Academic Support Services

The Student Success Center and Academic Support Services is located in Room 308 of the H.L. Nowell Student Union. The center assists students in their journey to academic success and degree completion by providing a wide range of student support services, including academic advising and support, first year seminar, international student development, okra scholars, and study abroad. The center creates and implements strategies that are evidence-based and data driven, yet tailored to meet the individual needs of its students.

Bookstore

The Jimmy R. Williams bookstore is located on the first floor of the H.L. Nowell Student Union and operated by Barnes and Noble. Textbooks as well as certain reference books and other merchandise are available for purchase, including nursing uniforms, lab coats, and various nursing equipment.

Financial Aid

Delta State University offers a comprehensive program of financial aid to assist students in obtaining a college education. Various federal and state aid programs are available to Delta State University students. In addition, Delta State University has a campus employment program and an extensive scholarship program. Information is available through the Office of Financial Assistance located in room 143 of the Kent Wyatt Building, the current Catalogs, and the website. Various nursing scholarships are available (primarily to undergraduate nursing students) and are listed on the Delta State University Robert E. Smith School of Nursing website. For additional information on any of these, the student may contact the Dean's secretary.

Office of Health and Counseling Services

The O. W. Riley Health Center located at the corner of Washington and Quitman streets is operated by Delta State University and staffed by a team of qualified healthcare professionals who provide convenient non-emergent outpatient health care to students, faculty, staff, and the entire Delta State community. Please visit the website https://www.deltastate.edu/student-affairs/health-counseling-services/ for hours of operation. Appointments are not required. Insurance information must be provided.

Library
The Roberts/LaForge Library is the library resource for the Delta State University Robert E. Smith School of Nursing students, faculty, and staff. The library is located on the southeastern edge of the campus and is within walking distance of the Delta State University Robert E. Smith School of Nursing and dormitory facilities. Students are encouraged to attend an orientation to the library during the first term of their enrollment. Library hours vary; students should contact the library for routine operating hours or visit the website http://www.deltastate.edu/library/.

The primary function of the library is to serve the information needs of the students, faculty and staff through provision of an adequate collection of books, journals, electronic, and other information resources to support the academic program. Materials placed on reserve are available at the circulation desk. Patrons are responsible for all materials checked out in their name. All users leaving the institution must clear with the library prior to receiving final checks, academic records, or diplomas.

A Computer Lab for Delta State University students is available in the library. The School of Nursing has a nursing library liaison to assist students in library searches, APA formatting, and obtaining resource materials.

School of Nursing Computer Lab
The computer lab is available for students' use during regular business hours. Use of the computer lab after designated hours must have written approval by appropriate faculty member(s) and faculty must be in the building for the duration. No eating or drinking is allowed in the computer lab. Students will need to check that lab is not reserved for class or tests prior to use of computer lab.

School of Nursing Student Lounges
One student lounge located in the SON contains chairs, tables, a refrigerator, a coffee pot, a microwave, and vending machines. Students are expected to keep the lounge clean and neat. Students using the refrigerator, microwave, and coffee pot are responsible for cleaning up after themselves.

Police Department/Emergency Services
The Delta State Police Department operates 24 hours a day. Students may call the Delta State Police Department directly by dialing extension 4155 when on campus (use prefix 846 when on cell phone or off campus).

Writing Center
The Writing Center, under the direction of the Division of Languages and Literature, provides assistance at all stages of the writing process for students and community members. Online tutoring is available also to all students by appointment. For more information about locations and days/hours of operation visit http://www.deltastate.edu/artsandsciences/languages-and-literature/writing-center/.

RESOURCES

Bulletin Boards and Cases

Bulletin Boards

Bulletin boards are located throughout the SON building. Scholarship announcements are placed on the bulletin board next to Room 101. Announcements of events, changes in class schedules, professional and student government meetings, and news items of general interest are placed on the bulletin boards. Students are encouraged to check bulletin boards weekly for important information.

Cases

Faculty, Student and Scholarship Spotlight Cases are located throughout the building to recognize faculty and student accomplishments and awards.

Cafeteria/Food Services

Cafeteria/Food services are available to anyone on the Delta State University campus. Please refer to the website https://deltastate.sodexomyway.com/ for locations and hours of operation.

Computer Accounts/ E-mail

Delta State University computers and network connections are for the purpose of providing academic and administrative support to the faculty, students, and staff of the University. All students are assigned an Okra E-Mail account upon registration. Students should activate this account as it will be used for University and Robert E. Smith School of Nursing announcements and information that are outside of the courses. Users are responsible for all results originating from their use of University computers. Misuse can result in the immediate termination of the right to use University computers. For assistance or additional information, visit their website http://www.deltastate.edu/oit/.

Photocopying

Photocopying privileges cannot be provided for students. Photocopying for students can be allowed when materials are requested by faculty for Delta State University Robert E. Smith School of Nursing records. Copy machines which use OKRA cards are available in the Delta State University Library. The Okra Express Copy Center located in the H.L. Nowell Union provides printing-related functions to the Delta State community and general public. For more information on their services, visit their website http://www.deltastate.edu/communications-and-marketing/okra-express-copy-center/.

Suggestion Box

A suggestion box is located in the Student Lounge. The purpose of the box is to provide an opportunity for students and others to make suggestions for improving the quality of academic programs, student life, and the school's environment. Suggestions are reviewed monthly by the Faculty Organization and the Dean.

Technology

Students must have access to a computer (according to the specifications by DSU OIT department), internet service with a recommended browser of Firefox to support the DSU LMS [Canvas]; headphones; MS Word (doc or docx); and PowerPoint (ppt or pptx).

Electronic Devices

The use of laptops, cellphones, or other electronic devices in the classroom must be used for the class in progress and is at the discretion of the instructor. The student should see their course syllabus for each course regarding the instructor's preference for use of laptops, cellphones, and other electronic devices in the classroom or clinical area.

Vending Machines

Vending machines are located in the School of Nursing Student Lounge. Any machine problems should be addressed to the School of Nursing Senior Secretary.

GENERAL INFORMATION

Emergency Preparedness/Disaster Plan

This plan (Appendix M) is to ensure preparedness of the Delta State University Robert E. Smith School of Nursing for a crisis or emergency. The procedures outlined are for the protection of lives and property through effective use of University and surrounding resources. Incidents or emergencies can be sudden and occur without warning. Therefore, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Inclement Weather

Students who commute are excused from classes and/or clinical during periods of time when the Weather Bureau has issued a weather advisory for hazardous driving conditions. The student MUST notify the appropriate faculty member prior to the beginning of the class and/or clinical learning experience. If unable to reach the appropriate faculty member, the student MUST then notify the agency and the Delta State University Robert E. Smith School of Nursing (an answering machine will pick-up when School of Nursing staff is not available).

Students will be notified of any university closures or schedule changes through official Delta State University and School of Nursing communication channels. Students are responsible for monitoring these communications and responding accordingly.

Pets in the Workplace and Campus Facilities

The University and SON recognize the important role of pets in the lives of some employees and students. The document available in the link below defines the policies within which pet visits to campus are welcome.
http://www.deltastate.edu/policies/policy/university-policies/employment/employee-responsibilities-and-standards/pets-workplace-campus-facilities/

Visitors

Students must request and seek approval from the CON or Dean prior to bringing visitors to the classroom. This includes children.

Appendix

Appendix A Disclosure Statement of Criminal Offenses

Appendix B Noncriminal Justice Applicant's Privacy Rights Form

Appendix C Criminal History & Background Check Release Form

Appendix D Student Health Record – Part I (student) & Part II (provider)

Appendix E Vaccination Declination

Appendix F Student Honor Pledge

Appendix G Clinical Uniforms

Appendix H Incident Report Form

Appendix I Medical Release Form

Appendix J Pregnancy Form

Appendix K *Religious Accommodation Request Form*

Appendix L HESI Remediation Requirements Form

Appendix M School of Nursing Emergency Preparedness/Disaster Plan

Appendix N Artificial Intelligence (AI) Policy

Delta State University
Robert E. Smith School of Nursing

Disclosure Statement of Criminal Offenses

Pursuant to Section 37-29-232, the Mississippi Code of 1972, as amended, and the requirements of the Delta State University Robert E. Smith School of Nursing, I,_____,

□ do attest and affirm that I have not been charged or convicted with any criminal offense, including but not limited to theft, assault, and illegal drug/alcohol activity other than minor traffic violations since my last criminal background check.

□ do not attest and affirm that I have not been charged or convicted with any criminal offense, including but not limited to theft, assault, and illegal drug/alcohol activity other than minor traffic violations since my last criminal background check.

Identify and describe type, date, verdict, and consequence of any charge or conviction*

_____
_____
_____

**additional information related to the criminal activity such as a written explanation, court documents and police reports will be requested and submitted to the Chair of Nursing*

I understand that my failure to disclose any criminal offense that I have been charged or convicted with since my last criminal background check will result in dismissal from the nursing program.

_____ _____
Signature of Student Date
(do not sign until instructed by a Notary Public)

_____ _____
Printed Name of Student Student ID (900 Banner #)

Do not write below this line. To be completed by Notary Public.

==========

STATE OF _____
COUNTY OF _____
Subscribed and sworn before me this _____ day of_____, 20____.

Notary Public _____

Revised: 08/2019

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statue, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at http://www.fbi.gov/about-us/cjis/background-checks.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward you challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

Your signature of the fingerprint card and/or this document indicates that you have been informed of your privacy rights and understand that your fingerprints are being run through the criminal history records of the FBI.

Date:_____ **Applicant's Signature:** _____

Delta State University
Robert E. Smith School of Nursing

Criminal History & Background Check Release Form

Following a Criminal Background Check (CBC) **with** a disqualifying event, I _____(Student Name) will provide the Robert E. Smith School of Nursing with a copy of my criminal history for admission consideration.

A copy of the criminal history will be sealed and placed in a secure file in the office of the Chair of Nursing. Upon graduation or withdrawal from the university, the criminal history will be shredded.

I_____(Student Name) give permission for the Robert E. Smith School of Nursing to copy my Criminal Background Check letter of notification for any healthcare facility who requests for my clinical experience.

_____ _____

Student Signature Date

Revised 08/2018

Delta State University
Robert E. Smith School of Nursing

Student Health Record

GUIDELINES FOR COMPLETION OF STUDENT HEALTH RECORD

All students must have a history and physical examination completed with required immunizations and screening as stated on the School of Nursing Student Health Record Form prior to beginning the program. The expense of the physical examination and immunization/screenings are the responsibility of the student.

The Student Health Record is completed by both the student and a healthcare provider.

- Part I is completed by the student (pages 3, 4, and 5)
- Part II is completed by the Healthcare Provider (page 6)

Immunizations

Students are required to provide documentation of immunization completion or progression **(Immunization Certification 121 Form)** upon admission to the nursing program unless shown to be immune or medically at risk.

- Those students who decline or who are unable to receive any immunization/vaccine listed below, due to medical risk, must complete and sign the Vaccination Declination Form.

1. **MMR** – Two (2) doses OR
    a. Titer

2. **Tdap** – One (1) dose
    a. Then one (1) booster every 10 years

3. **HepB** – 2 or 3 dose series depending on vaccine OR
    a. 2-dose series Heplisav-B at least 4 weeks apart
        i. 2-dose series HepB only applies when 2 doses of Heplisav-B are used at least 4 weeks apart
    b. 3-dose series Engerix-B or Recombivax HB at 0, 1, 6 months
        i. minimum intervals:
            1. 4 weeks between doses 1 and 2,
            2. 8 weeks between doses 2 and 3,
            3. 16 weeks between doses 1 and 3 OR
    c. 3-dose series HepA-HepB (Twinrix at 0, 1, 6 months
        i. minimum intervals:
            1. 4 weeks between doses 1 and 2,
            2. 5 months between doses 2 and 3 OR
    d. Titer after 2nd injection

4. **Varicella** – Two (2) doses OR

a. Titer after 1st injection OR
b. Documentation of chickenpox from a healthcare provider
    i. A student cannot self-report chicken pox. You MUST have medicalverification from a healthcare provider.

5. **Influenza** – Annual – Expiration Date
    a. Undergraduate nursing students must provide documentation of an influenza vaccination by October 1st.
    b. Students who decline the influenza vaccination must sign the Vaccination Declination Form and follow any other requirements of the current clinical agency.
        i. A clinical facility has the right to require that a mask be worn the entire flu season if the influenza vaccine is declined.
    c. Students will not be allowed to attend clinical until the requirements are met.

Tuberculosis Test (TBT)

1. **Students without documentation of TBT in the past 12 months and no previous positive TBT** must provide documentation based on the requirement stated in either Option a or b
    c. Two Step Tuberculosis (TB) Screening
        i. 1st test administered and read within 48 to 72 hours
        ii. 2nd test administered 1-3 weeks after 1st test and read within 48 to 72 hours
    d. QuantiFERON-TB test (QFT) or QuantiFERON-TB Gold test (QFT-G)

4. **Students with documentation of TBT in past 12 months**
    a. Current (within past 12 months) TBT on file in School of Nursing

5. **Students with documentation of previous positive TBT (Option a or b)**
    a. Chest x-ray
    b. QuantiFERON-TB test (QFT) or QuantiFERON-TB Gold test (QFT-G)

STUDENTS WILL NOT BE ALLOWED TO ATTEND CLASS OR ANY CLINICALS UNTIL ALL REQUIRED DOCUMENTATION IS ON FILE AT THE ROBERT E. SMITH SCHOOL OF NURSING.

Required documentation may be sent to Holly Haney, Senior Secretary, via US mail to:

Delta State University
Robert E. Smith School of Nursing
P. O. Box 3343
Cleveland, MS 38733

OR, VIA email to: hhaney@deltastate.edu
OR, VIA fax: **662-846-4271**

Approved: 10/87
Revised: 10/04; 05/06; 02/08; 2/15; 5/19; 9/19

DELTA STATE UNIVERSITY
ROBERT E. SMITH SCHOOL OF NURSING
STUDENT HEALTH RECORD

PART I
To be completed by the student

The Delta State University Robert E. Smith School of Nursing requires this information for admission to clinical agencies utilized in practicum courses. Please complete the following form and return it to the Robert E. Smith School of Nursing. The data will be placed in your permanent file and in no way will jeopardize your university standing.

The results of diagnostic studies and Verification of Immunizations must be attached to or included on the form.

Student Name:_____

Contact information for the person to notify in case of illness or injury

Name: _____ Relationship: _____

Address:_____
Street City State Zip

Phone: Home_____ Cell_____

Primary Healthcare Provider Information

Name: _____

Address:_____
Street City State Zip

Phone: _

Personal Health History

Have you had in the past or do you currently have:

	YES	NO		YES	NO
ADD or ADHD			Hypertension		
Allergies			Injuries		
Anorexia			Kidney Problems		
Arthritis			Menstrual Problems		
Asthma			Mental Disorder		
Back Problems			Migraine Headaches		
Chickenpox (attach verification)			Mumps		
Dental Problems			Neurological Disorders		
Depression &/or Anxiety Disorder			Red Measles		
Diabetes			Rheumatic Fever		
Digestive Problems			Scarlet Fever		
Ear, Nose, Throat Problems			Seizures		
German Measles			Surgeries		
Hearing Problems			Thyroid Problems		
Hepatitis			Visual Limitations		

If yes to any of the above, please describe (be able to supply documentation if required):

Medications

Do you take any prescription or over-the-counter medications routinely? _____
Please list medication, amount, and frequency.

A copy of all current prescriptions must accompany this form.

- Your pharmacist can provide this information to you.

_____

_____

_____

_____

_____

Health Care Provider

Are you now or have you been under the care of a healthcare provider in the past five years?

___YES ___NO

If yes, list healthcare provider name, clinic name and clinic address for each provider.

_____

_____

_____

_____

I certify that the above questions have been answered to the best of my knowledge and belief, and that I do not have any disease, physical disability, or mental disorder not mentioned above.

_____
(Student Signature)

_____
(Date)

Approved: 10/87
Revised: 10/04; 05/06; 02/08; 2/15; 5/19; 9/19

Delta State University
Robert E. Smith School of Nursing

STUDENT HEALTH RECORD

PART II
To be completed by the primary healthcare provider

Student Name

_____ **DOB**_____
Last First Middle

Height: _____ Weight: _____ Temp: _____ Pulse: _____

Respiration:_____ Blood Pressure: _____

General Appearance:

Health History:

Physical Findings

EENT:

Thorax and Lungs:

Heart and Circulatory:

Abdomen:

Musculoskeletal:

Neurological:

Reproductive:

The above-named student is physically, mentally, and emotionally capable of handling the rigors of nursing school.

_____

Healthcare Provider Signature **Date**

Approved: 10/87
Revised: 10/04; 05/06; 02/08; 2/15; 5/19; 9/19

Please return completed Student Health Record to:

Holly Haney
Delta State University
Robert E. Smith School of Nursing
P. O. 3343
Cleveland, MS 38733

Delta State University
Robert E. Smith School of Nursing

Vaccination Declination Form

Student Name (Printed):_____ **Date:** _____

Student (900) ID#: _____

I understand that my exposure to patients at healthcare facilities with the following vaccine-preventable diseases puts me at risk of acquiring the disease.

I had the opportunity to be vaccinated; however, I choose to decline the vaccination(s) checked below at this time. I understand that by declining vaccine protection I continue to be at risk of acquiring the disease.

I understand that I will be required to abide by the policies and procedures for declining vaccinations at the healthcare facilities. Therefore, I may be denied and/or removed from clinical experiences at healthcare facilities.

TYPE	**REASON** (attach any documentation with this form)
□ Measles, Mumps, Rubella (MMR)	_____
□ Varicella (VZW)	_____
□ Hepatitis B	_____
□ Influenza	_____
□ Tetanus/Pertussis/Tdap	_____

_____ _____

Student Signature Date

Revised: 08/2019

Delta State University
Robert E. Smith School of Nursing

STUDENT HONOR PLEDGE

I pledge that I will not be involved with any academic or non-academic misconduct during my enrollment at the Delta State University (DSU) Robert E. Smith School of Nursing (SON), Cleveland, Mississippi. I understand the Delta State University Robert E. Smith School of Nursing Code of Ethical and Professional Conduct is consistent with the ethical obligations of nursing and pledge to uphold the Code of Ethical and Professional Conduct by abstaining from dishonesty, deceit, fraud, or unprofessional behaviors. I understand that my adherence to the Code of Ethical and Professional Conduct is an appropriate requisite for enrollment and participation in this nursing program.

I have read the SON Code of Ethical & Professional Conduct and will abide by the code as a condition of admission to the program. I understand that violation of this code could result in penalties as severe as indefinite suspension or expulsion from the SON and DSU.

STUDENT ACKNOWLEDGEMENT

I, ____TYPE YOUR NAME HERE_____, have read and agree to abide by the principles of academic honesty as described in the DSU SON Code of Ethical & Professional Conduct. A copy of this honor code has been provided to me and can also be found on the DSU Robert E. Smith School of Nursing website.

I understand that I may address any questions about this policy to Dr. Vicki Bingham, Dean of Robert E. Smith School of Nursing.

Submitting this form via the Assignment Drop Box will serve as acknowledgement of the above statements and of my agreement to abide by these policies as a condition of my enrollment in the Delta State University Robert E. Smith School of Nursing.

Delta State University
Robert E. Smith School of Nursing
Incident Report Form

Details of Incident	Date of Incident: Date of Reporting Incident: Clinic/Practicum/School Location: Faculty Name: Preceptor Name (if applicable): Incident Related to: □Student □Patient □Staff □Visitor □Volunteer □Property □Other Discovered/Reported by: Witnessed by:

Type of Incident:
• Injury
• Accident
• Exposure
• Harm to another
• Student Illness requiring intervention
• Conflict
  o Personal
  o Work related
	Concise description of the incident
	• What occurred and Outcome

Follow-Up Action Taken	Immediate: Long term:
Recommendations to Prevent similar incidents in Future	

Faculty Signature & Date

Student Signature & Date

Delta State University
Robert E. Smith School of Nursing

Medical Release Form

I,_____authorize the medical release of

_____(Student Name) to return to:

Class _____ Date_____

Clinical _____ Date_____

With the following restrictions: _____

_____

_____

_____ _____

Health Care Provider Signature Date

Originated: 5/2013
Revised: 08/2018

Delta State University
Robert E. Smith School of Nursing

Pregnancy Form

There are potential hazards to the pregnant woman and fetus which are present throughout the nursing student's educational experience.

A Release of Responsibility Form and healthcare provider statement must be completed by the nursing student as soon as the pregnancy is confirmed.

Release of Responsibility

I,_____(print), release Delta State University Robert E. Smith School of Nursing from any untoward complications to myself or my child which mayresult from continuing in school during pregnancy.

_____ _____
Student Name Date

Healthcare Provider Statement

I,_____understand that my patient _____ is enrolled in the Delta State University Robert E. Smith School of Nursing. It is my professional judgment that her present physical condition will not interfere with her ability to perform the activities associated with a student in the Delta State University Robert E. Smith School of Nursing.

_____ _____
Physician Signature Date

The above patient had a tDAP injection on _____
Date

Verified by: _____

Revised: 10/2017, 8/2

Delta State University
Robert E. Smith School of Nursing

Religious Accommodation Request Form

Date_____ Student Name_____ 900 # _____

Okramail_____ Phone # _____

Describe the religious accommodation you are requesting

Specific Dates of Absence

List the course assignment, test, exam, clinical, or other School of Nursing (SON) requirements you are seeking religious accommodation

I understand if the accommodation is approved, the absence will be excused.

I understand I am not relieved from the responsibility of any part of the course/clinical requirements during the absence.

I understand it is my responsibility to complete missed assignments, tests, and/or exams, within the specified timeframe determined by the course Instructor of Record (IOR).

I understand one clinical make-up day is available for students to complete the clinical course requirements, if needed. I understand I will be unsuccessful in the clinical course if clinical requirements are not met.

_____ _____

Student Signature Date

HESI Remediation Requirements Form

I,_____understand that I MUST both Pass this course with an overall average of 76 % or greater AND Make a 900 on at least one of the four HESI Exams taken to graduate.

I,_____agree to study routinely from now until the next HESI on _____.

I,_____ scored _____ on my HESI #___ and I understand that my routine Study sessions MUST now consist of a minimum of _____ hours per week. (That does not mean I should not plan for more than that amount.)

<700 = 20 hours/week

<800 = 15 hours/week

<900 = 12 hours/week

900 or greater = 10 hours/week

School of Nursing Emergency Preparedness/Disaster Plan

Table of Contents

Preparedness Plans

Fire
Severe Weather

Earthquake

Bomb Threat

Bomb Threat Checklist

Hostile Environment

Emergency Contact List

I. Fire Incident

A. The person who first notices the fire should:

1. **R**-Rescue individuals and self from existing fire hazardous area
2. **A**-Alarm the building of the situation by pulling the fire alarm
3. **C**-Contain the fire by shutting door, etc.
4. **E**-Extinguish with an ABC fire extinguisher using the **PASS** technique (if safety permits)
   a. **P**-Pull the pin
   b. **A**-Aim the nozzle at the base of the fire
   c. **S**-Squeeze the handles together
   d. **S**-Sweep the nozzle from side to side

B. The designated secretary should:

1. Ensure that **911** has been called and notified of the emergency.
2. Notify the Incident Commander.
3. Get instructions from the Incident Commander, follow their lead, and issue warnings as directed.
4. Call the Delta State Police Department at 662-846-4155.
5. Prepare to evacuate the building to designated site at the Gibson-Gunn Commercial Aviation Building.
6. After a timeframe of approximately fifteen minutes to allow everyone who is capable of assembling at the parking lot at the Gibson-Gunn Aviation Building, take a roll call to have an account of those present as well as those who could still be in the building with injuries.

C. The Incident Commander (Dean/Designee) should:

1. Ensure that **911** has been called and notified of the emergency.
2. Assign individual to stop persons from entering the building.
3. Be the point of contact for all outside agencies as well as interior agencies.
4. Initiate actions necessary to evacuate the building starting with the areas nearest the fire.
   a. Make certain the alarm has been given to all persons in the building.
   b. Arrange for the safe evacuation of all persons.
   c. Assign someone to assist any handicapped individuals present.
   d. Provide the fire department incident responders with a set of building plans showing the layout and evacuation routes.
5. Ensure that someone attempts to extinguish the fire using an approved ABC type extinguisher utilizing the **PASS** technique, only if they can do so without endangering themselves and other lives.
6. Take steps to safeguard essential records (paper and electronic) if it can be done without endangering lives.
7. Ensure that everyone exits the building if evacuation is ordered, meets at the designated assembly point (Gibson-Gunn Commercial Aviation Building), and ensure accountability of all staff, students, visitors, etc. by performing roll call checks.
8. Set up a command post in an area away from immediate danger.

D. Each employee should:

1. Immediately shut down electrical equipment and prepare to exit the building in a calm and orderly fashion.
2. If ordered by the Incident Commander, assist in evacuation of the premises.
3. Try to remain calm.
4. Close all doors as the last person exits but do not lock them.
5. Do not break windows unless it is your only escape route.

6. Do not open hot doors! If you find yourself behind a hot door, try to remain calm and wait to be rescued by fire department personnel.

E. Important numbers for this section:

1. 911

2. Delta State Police Department at 662-846-4155

II. Severe Weather such as thunderstorms and tornadoes

A. Severe storm watch (thunderstorms):

The secretary will:

1. Listen to local TV, Radio, or NOAA weather radio for alerts and instructions.
2. Open windows slightly if time permits on the side away from the storms approach.
3. Check battery powered equipment and back-up power sources.
4. Make sure that you have a working flashlight in all working areas.
5. Notify appropriate contacts as well as those inside the building as necessary in order to implement the plan of action for severe weather.

B. Severe storm warning (thunderstorms):

1. Disconnect electrical equipment not required for emergency use.
2. Do NOT use telephone unless it is an emergency of absolutely essential business.
3. Prepare to take cover.

C. Tornado warning:

1. In case of a tornado warning, the City of Cleveland will sound an alarm for approximately three minutes. The university Police will drive around campus with sirens sounding. Delta State University's "Emergency Text Messaging" system will be deployed. An instant message and email will be sent over the computer to all offices advising of the warning.
2. Go to interior hallways and/or interior rooms without windows and sit or kneel facing the interior wall. Stay away from areas of glass or windows.
    a. If in room 101, exit classroom to rooms 108 and 109
    b. If in room 102, 104, 105, or 106, exit to rooms 108 or 109
    c. If in rooms 129 and 130, exit classrooms to rooms 126 A or 126 B
    d. If in rooms 131 and 132, exit classrooms to hallway between rooms 129 and 130
    e. If in computer lab, exit to hallway between rooms 129 and 130
    f. Rooms 113-123 and hallway are designated rooms for cover
    g. If in simulation/skills lab, exit to the nurse practitioner examination room

3. Important telephone numbers for this section:

i. Emergency	911
ii. Local Law Enforcement	4155
iii. County EMA	662-843-2300

III. Earthquake

A. During an earthquake:

1. If indoors:

a. Stay indoors and take cover beside sturdy furniture, in a doorway, or next to an exterior or weight bearing wall.
b. Do not run for the exits because they may be jammed with people.
c. Stay away from windows, mirrors, and other objects that are not stationary because they may become projectiles.
d. Do not use open flames or anything that can cause a spark.

e. Extinguish small fires with an approved ABC fire extinguisher if possible without endangering yourself.

2. If outdoors:
   a. Move into an open area away from buildings, trees, power lines, etc.
   b. If you are forced to stand near objects, make sure that they are stationary and not likely to fall easily.

B. After the earthquake:

1. Be aware that there will likely be after-shocks and that some of them could be as strong as or stronger than the initial shock.
2. Many dangers will be created by the earthquake so you should pay close attention to your surroundings and be very careful.
   a. Watch for power lines that may be loose and still have an electrical charge.
   b. Be aware of possible fire situations.
   c. Stay clear from buildings at risk for collapse or further collapse.
3. Check your immediate surroundings for those who may be injured or need help. Report to parking lot located behind the Gibson-Gunn Aviation Building.
4. Notify Delta State University Campus Police of location and status of situation.
   a. Delta State University Campus Police contact number: (662) 846- 4155

C. General points of emergency plan

1. Never re-enter the building after an earthquake or other natural disaster.
2. The designated secretary will call roll at the assembly point (Gibson-Gunn parking lot) after a time frame of fifteen minutes. This time frame is used to allow those who are not severely injured to have time to gather at the above-mentioned assembly point.
3. Be sure to report
   a. Your current location
   b. Status of people at the assembly point
   c. Any injuries
   d. Possibility and number of people who may still be inside

IV. Bomb Threat

1. A bomb threat is most often received as a telephone call; however, they may also be delivered in form of postage/parcel or in person.
2. Remain calm.
3. Listen very carefully, be polite, and show interest in what the caller is saying.
4. Try to keep the caller on the telephone talking to learn as much information as you can about who they are, what they are saying, why they are doing it, what you can hear in the background, etc.
5. Complete the Bomb Threat Checklist (Appendix A) immediately recording as much detail and information as you can remember. **NOTE:** ***A Bomb Threat Checklist*** should be kept underneath each telephone in the Robert E. Smith School of Nursing building.
6. Do not discuss the threat within earshot of students, faculty, or visitors.
7. Call the Delta State University Police Department immediately, extension **4155**. Inform them of the situation and ask if there are any other threats on campus.
8. Notify the Dean of the Robert E. Smith School of Nursing.
9. If directed by the Delta State University Campus Police evacuate the building and report to the assembly point at the Gibson-Gunn Aviation Building parking lot.
10. If an evacuation is ordered, the building occupants will observe and report any suspicious persons or objects in their immediate surroundings or along the evacuation route to the

Gibson-Gunn Aviation Building parking lot.

11. Occupants will not attempt to inspect or move the suspicious packages
12. After a time frame of fifteen minutes has elapsed from the time of evacuation, the designated secretary will call roll to confirm that everyone has made it to the assembly point at Gibson-Gunn Aviation Building.

V. Hostile Environment

1. Notify Delta State University campus police at extension 4155 immediately upon any information received, factual or rumored of any hostile environment situation such as an armed gunman.
2. Follow the instructions of the Delta State University campus police.
3. Assist with protecting the facility, staff, and visitors if able to do so without endangering yourself.
4. Evacuate, if directed, to Gibson-Gunn Aviation Building.
5. Do not remain in the vicinity of the disturbance to sight-see!

Emergency Contact List

Robert E. Smith School of Nursing	
Dean Vicki Bingham	662-846-4268
Dr. Addie Herrod	662-846-4257
Holly Haney	662-846-4255
Mrs. Wanda Chouccoli	662-846-4268
University President	
Daniel J. Ennis, Ph.D.	662-846-4000
Director of Campus Safety/Chief of Police	
Jeffrey Johns	662-846-4155

BOMB THREAT CHECKLIST

Questions to Ask:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will trigger it?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your name?
10. What is your address?

Exact wording of the threat:

Caller's Voice: (Circle)

Calm	Normal	Accent or familiar	Distinct
Angry	Nasal	Deep breathing	Clearing Throat
Excited	Stutter	Voice cracking	Slurred
Slow	Ragged	Soft	Raspy
Loud	Lisp	Rapid	Deep
Crying		Laughter	

BOMB THREAT CHECKLIST (continued)

If the voice is familiar, who does it sound like?

Were there any identifiable background noises? (i.e., street noises, music, static, voices, etc.)

Threat language: (circle)

Well spoken (educated)
Irrational
Incoherent
Rapid
Boasting

Remarks: (sex, race, etc.)

Person Receiving Call:

Number where call was received:

Date:

Time:

Call-back number displayed on phone or caller ID:

CALL REPORT IMMEDIATELY TO DSU CAMPUS POLICE: 662-846-4155

Artificial Intelligence (AI) Policy

AI Policy for Robert E. Smith School of Nursing

Definition of AI

Artificial Intelligence (AI) refers to computer systems or software that can perform tasks that typically require human intelligence. These tasks include learning, problem-solving, language understanding, and decision-making. In the context of nursing education, AI can include adaptive learning platforms, virtual clinical simulations, natural language processing tools, and other technologies designed to support learning and administrative tasks.

Examples of AI platforms used in nursing education include:

-ChatGPT: A natural language processing tool that can assist students in understanding complex concepts by answering questions and generating explanations.
-Labster: A virtual simulation platform that allows students to engage in interactive clinical scenarios and practice their skills in a safe environment.
- Socratic by Google: An AI-powered educational app that provides explanations and learning support for nursing-related subjects.
- Elsevier ClinicalKey Student: An adaptive learning platform that offers personalized study resources to enhance students' learning experiences.
- Grammarly: An AI-powered writing assistant that helps students improve their grammar, punctuation, and overall writing quality.

Purpose

The purpose of this policy is to establish guidelines for the use of Artificial Intelligence (AI) within the Robert E. Smith School of Nursing. AI technologies can enhance learning, administrative tasks, and clinical simulation activities, but they must be used responsibly to maintain academic integrity, ensure data privacy, and uphold ethical standards in healthcare education.

Scope

This policy applies to all students at the Robert E. Smith School of Nursing.

Acceptable Uses of AI

1. Educational Support: AI tools can be used to support learning, such as adaptive learning platforms, tutoring systems, and simulation technologies. These tools may help students improve their knowledge and skills, but they should not replace the role of instructors or students' critical thinking. Students must obtain explicit permission from their instructor prior to using any AI tool for academic purposes.
2. Clinical Simulations: AI technologies may be used to create realistic clinical simulations that aid in the development of practical nursing skills. These simulations should always be reviewed and approved by faculty to ensure accuracy and relevance.

Prohibited Uses of AI
1. Academic Dishonesty: AI must not be used in ways that compromise academic integrity. Students are prohibited from:

- Using AI to generate written content for assignments, essays, research papers, or projects without explicit permission from instructors.
- Using AI to solve exam questions, quizzes, or other assessments.
- Using AI to paraphrase or reword existing content to avoid plagiarism detection.
- Submitting AI-generated content as their own original work without proper citation and attribution.
- Using AI to create false data or clinical records for assignments or simulations.

These actions misrepresent a student's abilities and are strictly prohibited.

2. Patient Data Generation: AI tools must not be used to generate fake patient data or simulate clinical records without express permission and oversight from the nursing faculty. Realistic simulations must always maintain ethical boundaries.

3. Unapproved AI Applications: The use of any AI application that has not been explicitly approved by the nursing school for educational purposes is strictly prohibited. Unauthorized use of such tools may lead to disciplinary action.

Data Privacy and Ethical Considerations
- Data Handling: Any data collected or processed by AI systems must comply with data privacy regulations, such as HIPAA. Sensitive information, especially personal or patient-related data, must be handled in a secure and confidential manner.
- Bias and Fairness: AI systems must be evaluated for biases that could negatively affect students or healthcare outcomes. AI tools should be regularly assessed to ensure they promote fair and equitable learning environments.

Responsibilities
-Students: Students must use AI responsibly and comply with the guidelines outlined in this policy. Students are also required to properly cite and reference AI-generated content when used, to maintain transparency and academic integrity. Any suspected misuse of AI should be reported to the faculty.

Disciplinary Actions
Violations of this policy may result in disciplinary actions, including but not limited to:
- Warnings
- Academic penalties, such as a reduction in grades or failure of an assignment
- Probation
- Suspension from the nursing program
- Expulsion from the nursing school
- Removal of privileges to use AI tools
- Mandatory counseling or ethics training sessions
- Notification of violations to relevant licensing bodies

- Revocation of eligibility for honors or awards

The severity of the disciplinary action will depend on the nature and impact of the violation and can include any actions included in the university's Academic Honesty Policy.

Policy Review

This AI policy will be reviewed annually to keep pace with technological advancements and evolving ethical considerations in healthcare education.

I understand **the** above policy**,** and if I have any questions regarding the use of AI at any time, I will contact my course instructor for clarification.

_____

Student's Signature

_____

Date