South Georgia State College

School of Nursing Handbook
2015-2016
South Georgia State College (SGSC)

History
South Georgia State College was created by the Board of Regents of the University System of Georgia on January 8, 2013 from the consolidation of South Georgia College in Douglas, Ga. and Waycross College in Waycross, Ga. South Georgia State College, formed from the consolidation of South Georgia College and Waycross College on January 8, 2013, is a residential state college serving over 3,000 students.

VISION
South Georgia State College will be a student-centered institution that produces life-long learners well equipped to succeed in a diverse global society.

MISSION
South Georgia State College, a state college of the University System of Georgia, is a multi-campus, student-centered institution offering high-quality associate and select baccalaureate degree programs. The institution provides innovative teaching and learning experiences, a rich array of student activities and athletic programs, access to unique ecological sites, and residential options to create a diverse, globally-focused, and supportive learning environment. Current Mission was approved by the Board of Regents of the University System of Georgia May 8, 2012.

South Georgia State College (SGSC)
School of Nursing (SON)
Mission: The School of Nursing at SGSC prepares the entry-level generalist through the acquisition of knowledge and skills which promote health in the community, contribute to the professional and community life, and provide direct care to a diverse population. The nursing curriculum emphasizes competence, accountability, and legal and ethical standards in the practice of the profession. The mission of the RN-BSN program is to build on this education base and assist RNs in continuing their education to the next level by providing seamless academic progression.
Accreditation
South Georgia State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate and baccalaureate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of South Georgia State College.

School of Nursing

Georgia Board of Nursing
The South Georgia State College School of Nursing continues full approval for the ASN program and Full approval for the RN-BSN nursing program
Georgia Board of Nursing
237 Coliseum Drive
Macon, GA 31217-3858
478-207-1640

Accreditation Commission for Education in Nursing (ACEN)
South Georgia State College's School of Nursing ASN and RN-BSN programs are accredited by the Accreditation Commission for Education in Nursing (ACEN).
Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404-975-5000
South Georgia State College - School of Nursing
Student Learning Outcomes (SLOs)

Associate of Science in Nursing (ASN):
1. Students will evaluate general education content and critical thinking principles in decision making to provide therapeutic nursing care.
2. Students will analyze principles of responsibility and accountability for professional nursing roles.
3. Students will implement evidence-based practice for decision making, critical reasoning, and creative thinking to improve nursing practice.
4. Students will integrate caring, compassion, and empathy in all aspects of nursing practice.
5. Students will integrate collaboration in partnerships to promote, maintain, and restore health.
6. Students will analyze leadership principles in nursing practice.
7. Students will evaluate healthcare information in providing nursing care.

Bachelor of Science in Nursing:
1. Students will evaluate appropriate research findings in evidence-based nursing practice.
2. Students will integrate effective ethical written and oral communication as members of an interdisciplinary healthcare team.
3. Students will synthesize leadership concepts, skills, and decision making in order to provide oversight and accountability for the delivery of safe, quality care in a variety of healthcare settings.
4. Students will analyze reliable evidence from multiple perspectives to inform practice and make reasonable clinical judgments.
5. Students will integrate a variety of patient care technologies, information systems, and communication devices that support evidence-based nursing practice in a variety of healthcare settings.
6. Students will analyze knowledge of healthcare policy, finance, and regulatory environments including local, state, national, and global health care trends.
7. Students will manage the direct and indirect care of individuals, families, groups, communities, and populations to promote, maintain, and restore health.

Student learning outcomes are assessed by the following measures:
1. Written papers and oral presentations
2. Written examinations
3. Patient care plans
4. Simulated clinical examinations
5. Peer evaluations
6. Classroom projects (such as the community health assessment)
7. Clinical skills check offs for Physical assessment and basic skill mastery
8. Clinical evaluation of student
9. HESI case studies which show evidence of decision making, priority setting and delegation activities and Shadow Health Activities
10. Student self-evaluation
11. End of course classroom and clinical evaluation
South Georgia State College
Philosophy for the School of Nursing

The SGSC School of Nursing is an integral part of the parent institution. The philosophy of the School of Nursing has evolved from the successful history and tradition of academic excellence in nursing education. It is congruent with the South Georgia State College mission statement, institutional goals, and general education learning outcomes. The School of Nursing’s purpose is to educate associate and bachelor’s degree nurses by providing an environment that promotes critical thinking, problem solving, accountability, self-evaluation and attainment of program outcomes. The SGSC nursing faculty adheres to the following beliefs:

The Client is viewed holistically with physical, emotional, intellectual, social, and spiritual needs. These needs, which are common to all human beings regardless of culture, race, and gender, exist through a person’s life span. The client is dynamic and adapts to perceived internal and external stressors. The client moves through progressive developmental stages in a sequential manner. Each client has basic needs which are hierarchically arranged and individually perceived.

The American Nurses Association (ANA) defines nursing as the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of clients, families, communities, and populations. The profession of nursing recognizes the political, economic, social and demographic impact on health care. Nursing emphasizes competence, accountability, and legal and ethical standards in the practice of its profession. Graduates from the School of Nursing are prepared to function as providers of care utilizing critical thinking, clinical competence, and accountability. In addition, there is a commitment to the value of caring as managers of healthcare delivery. Graduates work through collaboration, organization, delegation, accountability, and advocacy. They function as members of the interdisciplinary team and have a commitment to professional growth, evidence-based practice, and continuous lifelong learning. This program provides career mobility for the Associate degree prepared registered nurse in the South Georgia area. Bachelor’s prepared graduates also serve as leaders, researchers, and community health care providers.

Health is defined by The World Health Organization as, “A state of complete physical, mental and social well-being and not merely the absence of disease or infirmity” (1946). Health and illness are on a continuum with clients having neither absolute health nor absolute illness. A client’s health status is dynamic with the potential for high level wellness, extremely poor health and/or death. A person’s perception of health is influenced by his culture, heredity, internal and external environments, and adaptive responses.

Society both influences and is influenced by its norms, values, members, institutions, and cultures. A society is composed of clients and groups who are in interdependent relationships. Society is influenced by environmental forces that affect the client’s rights, responsibilities, and modalities of the healthcare delivery system. The environment is an aggregate of all the conditions and influences affecting the life and development of a person. The environment impacts the client’s ability to meet basic human needs and influences movement toward self-actualization.
Teaching and Learning is a dynamic and methodical process between the learner and the educational environment. Learning involves the acquisition of knowledge, skills, attitudes, values, critical thinking and clinical reasoning and is evident by safe and effective care delivery to clients and groups. Clients learn in a variety of ways, and diverse resources are available to meet client student learning needs through utilization of current technology and evidenced-based practice guidelines. The nursing process throughout the curriculum is an expression of critical thinking that enables the formation of clinical judgments based on evidence-based practice to provide comprehensive nursing care to clients on the health-illness continuum, in all stages of the life span within the health care delivery system. The faculty is committed to creating a learning environment where students provide healthcare for diverse ethnic and cultural populations in a spectrum of settings.

The faculty believes that nursing education is based on environmental, biological, physical, and behavioral sciences. The science of nursing is based on principles and theories of nursing, behavioral and natural sciences, which embody knowledge, skills and critical thinking. The art of nursing is exemplified by the characteristics of caring that include commitment, authenticity, advocacy, responsiveness, presence, empowerment and competence. The faculty value lifelong learning and professional advancement; thus, adding the RN to BSN is integral to this belief.

Explanation of Curriculum Paradigm: The organizational framework is derived from the philosophical statement. The program of learning is based on the faculty’s beliefs related to man, society, health, nursing and learning. The faculty believes that this paradigm is appropriate for associate degree and baccalaureate-prepared nurses who will practice in community settings as generalists.

The major themes of the paradigm are both progressive (vertical) and pervasive (horizontal). The progressive themes begin at a fundamental level and advance toward more complex levels. Pervasive themes are presented as concepts (i.e. developmental stages) which are emphasized throughout the nursing program.

There are three progressive themes: The Client, Critical Thinking, and Roles of the Nurse. There are five pervasive themes that evolve from the philosophical statement: Adaptation, Development, Needs, Health Promotion, Management and Restoration, and Environment. These themes are identifiable throughout the nursing sequence in first level outcomes, course objectives, and program outcomes.
School of Nursing Curriculum Paradigm

INDIVIDUAL  NURSING  HEALTH  SOCIETY  TEACHING-LEARNING

CLIENT

Community
Group
Family
Individual

CRITICAL THINKING
Integrated
Practiced
Learned

ROLES
Manager of Care
Advocate
Collaborator
Teacher
Caregiver
Communicator
Learner

ADAPTATION
NEEDS (Maslow)
DEVELOPMENT (Erikson)
HEALTH PROMOTION, MANAGEMENT, and RESTORATION
ENVIRONMENT  Updated April 2010
Major Progressive Themes:
Client-The client or group of clients will benefit from nursing care. Clients exist in relationships with their families, groups, and communities. The client’s health status is dynamic. Health may range from high level wellness to extremely poor health or death. Nursing care may be sought to promote, manage and/or restore the client to optimum health or to support him through death with dignity.
The family is defined as a small social system of clients related by reciprocal ties. The nurse respects the influence of the family upon the client and his well-being. The group is a dynamic assemblage of clients who are interrelated. Groups may have different functions and interests, structure and cohesiveness. Clients may function in groups or be influenced by groups. A community is a cluster of groups which may or may not be defined by geographic boundaries.
Communities share common interests, similarities or identities.

Critical Thinking-Critical thinking is learned, practiced and integrated, and it provides the foundation for appropriate clinical decision-making. Critical thinking is a method of reasoning. Utilizing critical thinking, the nurse remains open-minded, considers alternatives, and assesses and recognizes the consequences of decisions. The nursing process is a critical thinking tool that enables the formation of clinical judgments based upon scientific rationale.

Roles of the Nurse-Throughout the program of study emphasis is placed on the nurse’s role as learner, communicator, caregiver, teacher, collaborator, advocate and manager of care. These roles are reflected in the program outcomes.

As a learner, the nurse gains knowledge through study, instruction and experience. Lifetime learning is continuous discovery and reflection.

As a communicator, the nurse exchanges meanings with clients through a common system of symbols, verbally and/or nonverbally, and thereby demonstrates caring, compassion and cultural awareness.

As a caregiver, the nurse assists clients to achieve positive outcomes through caring interventions. Caregivers preserve and respect the client’s dignity.

As a teacher, the nurse shares knowledge and expertise with the client in order to develop, implement and evaluate individualized teaching plans. The goal of teaching is to empower the client in managing his personal health.

As a collaborator, the nurse interacts with the client’s significant support persons, peers and other health care professionals to provide holistic care and improve client outcomes.

As an advocate, the nurse preserves the client’s legal and human rights. The nurse offers support and may act as an intercessor.

As manager of care, the nurse plans, organizes delegates, directs, coordinates and allocates resources to meet the needs of the client and achieve the mission of the organization.
Pervasive Themes:

**Adaptation** - Adaptation is the internal and external response to stress. It is a dynamic, ongoing, life-sustaining process of reacting to change. The nurse promotes man’s adaptation by utilizing critical thinking to facilitate a return to homeostasis.

**Needs** - Basic needs theory is useful in helping the nurse identify and prioritize problems and interventions. Maslow’s Hierarchy identifies man’s needs on five levels ranked in order of importance for survival. This theory assists the nurse and the client in organizing and setting goals.

**Development** - Erikson’s Eight Stages of Man describe predictable, age-related, task-specific stages that cover the life span. Man’s internal and external environments influence these eight levels of achievement.

**Health Promotion, Management, and Restoration** - Health promotion, management and restoration activities are directed toward assisting clients to reach their optimum comfort and functioning in a diverse population. These activities may promote a change in a client’s internal or external environment. Clients are ultimately responsible for their own health.

**Environment** - The individual’s environment is unique and complex. The nurse functions with an awareness of the biologic, psychologic, physiologic and sociologic environments of both the person and the nurse. The nurse evaluates the relative importance of the person’s internal and external environments and analyzes their effects on the person. The nurse’s awareness of these environments is incorporated into health promotion, management and restoration.

**Internal Environment**:

**Biologic** - An individual’s biologic internal environment, including his physical, chemical, and neurologic areas, exists within narrow ranges. The nurse must provide care with an awareness of the variables related to these areas. Changes in one of these areas impact adaptation in the other areas and may result in an imbalance. All roles of the nurse promote, manage, and/or restore man to homeostasis in his biologic internal environment.

**Psychologic** - An individual’s psychologic internal environment, including the cognitive and affective domains, interpersonal relationships, self-concepts, and coping patterns, also exists within narrow ranges. The client’s biologic environments are interrelated and are affected by his psychologic environment. Changes in any of the environments may elicit imbalance. The nurse functions to promote health environments which support homeostasis.

**External Environment**:

**Physiologic** - The physiologic external environment of the client consists of air, water, food, and conditions of living. When these environments fail to promote health and wellness, the role of the nurse is to achieve safety for the person or group.

**Sociologic** - The sociologic environment of the person consists of the sociocultural dimensions of health and wellness. Emphasis is placed upon the person’s culture, habits, spirituality, ethnic group, and vocation. The forces of the political and economic environment are contemplated in promoting health and wellness. When applicable, influence is utilized to enhance the environment for the evolution of the person or group.
South Georgia State College  
School of Nursing (SON):  
Admissions Criterion  

Associate of Science in Nursing (ASN):  
The requirements for entry into the program are that the student must:  
• Submit an SGSC Admissions Application and complete all admission requirements  
• Submit a completed SGSC School of Nursing Admission Packet (Available on the Nursing Website after October 1, or each year).  
• Submit official sealed copies of all transcripts from technical schools, colleges and universities previously attended to the SGSC Admissions and with the School of Nursing Admission Packet.  
• Submit official Scholastic Assessment Test (SAT) or American College Test (ACT) scores to SGSC Admissions and with the School of Nursing Admission Packet.  
• Take the HESI A2 Exam and submit a copy of your scores with the School of Nursing Admission Packet. (Please see the SGSC School of Nursing website for detailed instructions and prior to taking the examination SGSC Department ID: 199898).  
• Exit all learning support classes (Foundations and Corequisite courses)  

• Admission: To be eligible to complete the nursing program in 2 years and be considered for admission, students must have a combined minimum verbal and math SAT score of 920 or minimum ACT composite score of 20. Prospective students without college work must have a minimum high school GPA of 2.0. A minimum cumulative overall GPA of 2.75 is required on all college work attempted. The non-traditional student with a GED and combined minimum verbal and math SAT of 920 or a minimum composite ACT score of 20 will be eligible to be considered for admission.  

• Alternative admission: Alternative admission criteria will be evaluated for students’ whose combined verbal and math SAT falls below 920, ACT composite score is less than 20, or high school GPA is less than 2.0. Students may be considered for admission upon the completion of 21 semester hours of the required general education requirements for the School of Nursing. Eight of these hours must include BIOL 2210K and BIOL 2211K. A minimum college GPA of 2.75 is required to be considered for admission, and students must make grades of “C” or better in all required general education courses for the School of Nursing.  

• Application to the School of Nursing is competitive. Meeting the minimum qualifications does not guarantee acceptance into the program.  

• Admission cycle: SGSC School of Nursing Application will be available October 1, of each year.  
• LPN-RN Deadline January 15 of each year.  
• ASN Deadline February 15 of each year.  
• RN-BSN Deadline April 15 of each year.
- ASN SCIENCE/GENERAL EDUCATION PERFORMANCE REQUIREMENTS
  A minimum grade of C is required in all science and general education courses included in the curriculum for nursing. A student who makes less than a C in more than one required science course, including a repeated course, will not be eligible for admission to, or progression in, the nursing program. Grades of less than C in the required science courses taken at another institution will be considered the same as if taken at South Georgia State College.

- After receiving a letter of tentative acceptance, the student will attend a mandatory Nursing Orientation Advisement and Registration (NOAR). The student will be required to submit additional paperwork including but not limited to Physical Examination, Proof or Health Insurance, CPR: Adult, Child and Infant (American Red Cross or American Heart Association), PPD or Past Positive PPD with follow-up per protocol, PSI Background Check and Urine Drug Screen. Additional requirements include a host of immunizations including but not limited to: MMR, Varicella, TDAP, Hepatitis B Vaccine injections and titer. Varicella (Chicken Pox) 2 shot series or blood titer, and Influenza Vaccine per clinical agency policy every fall semester. Deadlines will be provided for each required activity and students to do not meet the deadlines will not be allowed to begin nursing courses (Revised April 2015).

Prerequisites for Admission to the LPN-RN Career Mobility Course: NURS 1104
- Meet the general admission requirements for South Georgia State College and the School of Nursing.
- Possess current unrestricted Georgia LPN license.
- Complete 27 semester hours of SGSC’s SON general education requirements before enrolling in Nursing 1104 effective summer 2008. Students must complete BIOL 2210K, BIOL 2211K, and PSYC 1101 which are included in the 27 hours. Completion of all general education courses is strongly advised before enrolling in Nursing 1104.

Adopted 10/26/92; Reviewed 01/02; Revised 8/02; Reviewed 8/03; Reviewed & revised 11/13/2006; Reviewed 1/2012, Revised 2/2013, Reviewed 5/2014. Reviewed 8/2015
Bachelor of Science in Nursing: The RN-BSN program design allows the smooth transition from ASN to BSN. The requirements for entry into the program are that the student must:

- Meet SGSC’s admission requirements,
- Be licensed in Georgia as a Registered Nurse with no current public or private disciplinary actions by the end of the first semester of enrollment in the RN-BSN program, verified by state roster of RNs,
- Have a cumulative GPA of 2.5,
- Have completed all courses with a grade of ‘C’ or better.

Students who do not meet eligibility requirements to be accepted into the nursing courses will need to complete the following requirements prior to acceptance into the RN-BSN Completion Program:

- Completion of validation testing will be required of all associate degree or diploma graduates who graduated from non-NLNAC or ACEN accredited schools outside the state of Georgia, who graduated more than four years ago, and who have less than 1,000 clinical practice hours. Successful completion of the four subsets of the National League for Nursing (NLN-ACE II) competencies is required to validate current knowledge in the areas of Pediatrics, Obstetrics, Adult Health, and Psychiatric Nursing.
- Clinical competencies will be validated through psychomotor skills evaluation by BSN faculty. A list of selected skills and evaluation criteria will be provided to students prior to examination. Evaluation of psychomotor skills will occur prior to acceptance into the RN-BSN Completion Program.
- Upon successful completion of examination and skills requirements and admission into the RN-BSN Completion Program, students will then follow the Progression, Dismissal, and Readmission standards applicable to all nursing students.

Applicants who graduated from a U.S. high school must meet the admission criteria for regular students. Applicants who graduated from a non-U.S. high school must meet the admission criteria for international students but will not be required to provide the financial documentation. All non-U.S. citizens are required to provide documentation of their immigration status to be considered for in-state tuition. Applicants whose first language is not English and whose language of instruction was not English throughout secondary school must meet the English proficiency requirement by submitting the results of the SAT I with a minimum verbal score of 430 (12 ACT) or the Test of English as a Foreign Language (TOEFL) with a minimum score of 523 (paperbased), 193 (computer-based), or 70 (internet-based). The TOEFL will be at the expense of the student and is a condition for program admission.

The CGFNS International Credentials Evaluation Service (CES) report will be used to analyze the credentials of multiple levels of nursing professionals who are educated outside of the United States and who wish to pursue licensure or academic admission in the United States. The CES report will be at the expense of the student and is a condition for program admission. The RN-BSN program embodies a coherent course of study. This new degree program is compatible with SGSC’s mission. In addition to the 60 credit-hours in core requirements (Core Area A-F), 32 hours of credit for previous ASN course work and acceptance into the institution’s Bachelor of Science in nursing degree program, 30 semester credits hours will be required for bachelor degree completion, totaling 122 semester credit hours.

Clinical Agencies: RN-BSN must complete clinical agency orientation in facilities where they will be completing preceptor learning experiences. RN-BSN students may complete their experiences in the facilities where they are employed.
HESI A2 Assessment Testing  
ASN and LPN-RN Applicants Only  

Completion of the HESI A2 Exam with a score of 75 is required to be considered for admission to the LPN-RN bridge program or Associate Degree Nursing program. This score reflects a necessary math, reading comprehension, vocabulary and general knowledge, grammar and critical thinking knowledge foundation to be successful in the Nursing program. HESI A2 exam scores from other schools will not be accepted because the SGSC HESI A2 is specifically designed by the nursing faculty. SGSC Department ID: 199898  


To be considered for admission to the ASN program, the exam may be taken a maximum of 2 times within the yearly application cycle beginning October 1 of each year. The student has two opportunities to score 75 or higher on each section. When considering applicants for admission to the ASN program the highest score in each category will be utilized. If a minimum score of 75 is not attained on the 2nd attempt, it is recommended the student explore other health care career opportunities at South Georgia State College. The HESI A2 exam is offered through a third party vendor, Elsevier through Prometric Testing Centers.  

Admission Assessment (A2) Content Information:  

1. **Math**: 50-item exam. Focuses on math skills needed for health care fields, including basic addition, subtraction, multiplication, fractions, decimals, ratio and proportion, household measures, general math facts, etc. Time allotment: 50 minutes.  

2. **Reading Comprehension**: 47-item exam. Provides reading scenarios in order to measure reading comprehension, identifying the main idea, finding meaning of words in context, passage comprehension, making logical inferences, etc. Time allotment: 60 minutes  

3. **Vocabulary and General Knowledge**: 50-item exam. Contains vocabulary terms that are commonly used in both general English speaking settings and in health care fields. Time allotment: 50 minutes.  

4. **Grammar**: 50-item exam. Contains basic grammar, including parts of speech, important terms and their uses, commonly occurring grammatical errors, etc. Time allotment: 50 minutes  

5. **Critical Thinking**: 30-item assessment of critical thinking ability. This exam is a four-choice, multiple-choice test. All answers are correct; however, each choice reflects a different degree of critical thinking skills. The higher the score, the better the ability to think critically within the discipline of nursing.
A2 Learning Style/Personality Profile:

1. **Learning Styles**: 14-item assessment of preferred learning style. Time allotment: 15 minutes.

2. **Personality Style**: 15-item assessment of personality related to preferred learning style. Students receive a printout with study tips based on their learning style and personality profile. Time allotment: 15 minutes.

Please see the SGSC SON website for information on registering for the HESI A2 Exam.

### MATH SCORING SUMMARY

**Description**: Math assessment indicates a student’s basic math skills at the eighth and ninth grade levels.

<table>
<thead>
<tr>
<th>SCORE</th>
<th>SCORE DESCRIPTION</th>
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<tbody>
<tr>
<td>Excellent</td>
<td>Students should be able to calculate all levels of medication administration problems.</td>
</tr>
<tr>
<td>90% to 100%</td>
<td></td>
</tr>
<tr>
<td>Very Good</td>
<td>Students should be able to calculate basic medication administration problems, and should seek some additional assistance to increase their math skills in order to be successful in calculating higher level calculations.</td>
</tr>
<tr>
<td>80% to 89%</td>
<td></td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Students will require varying degrees of assistance to be successful with medication calculations.</td>
</tr>
<tr>
<td>79% to 75%</td>
<td></td>
</tr>
<tr>
<td>Poor</td>
<td>Students should seek additional assistance in a formalized math remediation program, either prior to entering a nursing program or in conjunction with beginning level courses.</td>
</tr>
<tr>
<td>74% or Below</td>
<td></td>
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### READING COMPREHENSION SCORING SUMMARY

**Description**: Reading comprehension assessment indicates basic reading and comprehension skills at the eighth to ninth grade reading levels.

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>Students should be able to read and comprehend nursing textbook content.</td>
</tr>
<tr>
<td>90% to 100%</td>
<td></td>
</tr>
<tr>
<td>Very Good</td>
<td>Students should be successful in understanding most nursing textbook content though they may need to re-read more difficult material in order to grasp the full meaning of the material.</td>
</tr>
<tr>
<td>80% to 89%</td>
<td></td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Students will have difficulty keeping up with the heavy reading assignments necessary for successful completion of a nursing program.</td>
</tr>
<tr>
<td>79% to 75%</td>
<td>(RN applicants)</td>
</tr>
<tr>
<td>74% or Below</td>
<td></td>
</tr>
</tbody>
</table>
### VOCABULARY AND GENERAL KNOWLEDGE SCORING SUMMARY

**Description:** Vocabulary is viewed by some authors as the best measure of adult IQ. These questions are designed to assess vocabulary skills, general knowledge, and critical thinking skills as a means of determining the candidates' ability to succeed in a nursing education program.

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<tr>
<td><strong>Excellent</strong>&lt;br&gt;90% to 100%</td>
<td>A well-read individual whose vocabulary skills are at the tenth to the eleventh grade level. These students should be successful in reading and understanding nursing textbooks.</td>
</tr>
<tr>
<td><strong>Very Good</strong>&lt;br&gt;80% to 89%</td>
<td>These students can be successful in nursing school but will need to carefully re-read those areas they do not understand and look up words they do not know the meaning of in an effort to increase their vocabulary skills.</td>
</tr>
<tr>
<td><strong>Satisfactory</strong>&lt;br&gt;79% to 75%</td>
<td>Keeping up with reading assignments may be more arduous for those students scoring at this level and additional tutoring may be indicated.</td>
</tr>
<tr>
<td><strong>Poor</strong>&lt;br&gt;74% or Below</td>
<td>Students should seek additional assistance in a formalized reading and vocabulary enhancement program prior to entering the nursing program or in conjunction with beginning level courses.</td>
</tr>
</tbody>
</table>

### GRAMMAR SCORING SUMMARY

**Description:** Grammar assessment indicates basic grammar skills at an eighth to ninth grade reading levels.

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<tbody>
<tr>
<td><strong>Excellent</strong>&lt;br&gt;90% to 100%</td>
<td>Students should be able to complete written assignments with no difficulty in terms of writing grammatically correct assignments. Should be able to read and comprehend most nursing textbooks.</td>
</tr>
<tr>
<td><strong>Very Good</strong>&lt;br&gt;80% to 89%</td>
<td>Students should be able to complete written assignments in terms of writing grammatically correct assignments. However, written assignments may need to be reviewed by a knowledgeable person prior to submitting them for grading.</td>
</tr>
<tr>
<td><strong>Satisfactory</strong>&lt;br&gt;79% to 75%</td>
<td>Students will have difficulty with grammar when completing written assignments and when speaking to clients, teachers, etc. Obtaining outside assistance in English/Grammar will probably be helpful.</td>
</tr>
<tr>
<td><strong>Poor</strong>&lt;br&gt;74% or Below</td>
<td>Enrolling in an English/Grammar remediation program prior to entering nursing school is likely to be required in order to be successful in a nursing program.</td>
</tr>
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</table>

### CRITICAL THINKING SCORING SUMMARY

**Description:** All answers are correct; however, each choice reflects a different degree of critical thinking skills.

<table>
<thead>
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<tbody>
<tr>
<td><strong>Excellent</strong>&lt;br&gt;0% to 1000%</td>
<td>The higher the score, the better the ability to think critically within the discipline of nursing.</td>
</tr>
</tbody>
</table>
Science/General Education Performance Requirements: A minimum grade of “C” is required in all science courses included in the curriculum for nursing. A student who makes less than a “C” in more than one required science course will not be eligible for admission to or progression in the nursing program. Grades of less than “C” in the required science courses taken at another regionally-accredited institution will be considered the same as if taken at South Georgia State College. Academic renewal does not apply to grades less than “C” in required science courses. A minimum grade of “C” is required in all general education courses required for the nursing major.

Clinical Experience: Students in nursing obtain clinical experience in the campus skills laboratory and selected community clinical facilities. The student must assume responsibility for travel to clinical agencies. Students will provide care to assigned clients regardless of diagnosis, age, sex, race, creed, sexual orientation, or ethnic origin.

First Level Academic Standards in Nursing Courses: A minimum grade of “C” (75) is required in each nursing course.

Second Level Academic Standards in Nursing Courses: A minimum grade of “C” (75) is required in each nursing course. In order to begin second-level nursing courses, students must have completed PSYC 2103 and BIOL 2210K, 2211K, and 2215K with a minimum grade of “C” in each course. The student must also have a minimum cumulative grade point average of 2.0 in order to enter second-level nursing courses. All required general education courses must be completed prior to or must be completed during the final semester of nursing. If students withdraw from remaining general education courses during the final semester of nursing, they must also withdraw from all nursing courses.

RN-BSN Academic Standards in Nursing Courses: Students must successfully complete all courses required in the degree program. They must attain 122 semester credits for the RN-BSN program, achieve a cumulative GPA of at least 2.5 (on a 4.0 scale) required for graduation, earn a GPA of 2.75 or higher in major courses, with no grade lower than a C, complete at least 30 program credits in residency at the school, and meet all other School graduation policies.

Recurrent Enrollment in ASN & RN-BSN Nursing Programs: Students who make less than a “C” (75) in any two nursing courses, including a repeated course, will not be allowed to continue in the nursing program. Students repeating a nursing course must complete it at SGSC. A student who withdraws/makes a “D” or “F” in a nursing course must complete a Repeating A NURS Course Request Form and submit to the Dean of the SON. Students will be evaluated for reentry by the admissions committee members and will only be readmitted on a space available basis.
Transfer of Nursing Courses: Students transferring from another nursing program must be in good standing with that program. Grades of “D” or lower earned in nursing courses taken at another institution will be considered the same as if taken at SGSC. Students transferring to the SGSC nursing program must be able to complete the program of study within 36 months of the time the student began a nursing program. The 36-month limit will include the transfer student’s initial enrollment in a nursing program until completion at SGSC. This policy reflects the policy for beginning nursing students at SGSC.

Auditing Nursing Courses: Students may, with the approval of the Dean of the SON and the course coordinator, audit nursing courses; however, students who audit nursing courses are not allowed to participate in clinical lab activities. Fees for auditors are the same as those for students registered for credit.

Program Readmission
Students who are unsuccessful in Nursing 1100 or Nursing 1104 may make application to the ASN program during the next application cycle. Students who make a “D” or “F” in Nursing 1104 are ineligible to be considered for readmission to the LPN-RN Bridge Program (NURS 1104). The entire nursing application process must be completed again according to the current nursing admission requirements. Program readmission does not guarantee readmission to the program. Students who are readmitted to NURS 1100 have 36 months to complete the program beginning with the semester they are readmitted. Students who do not complete the LPN-RN Bridge program of study in 24 months (LPN-RN Bridge Program NURS 1104) or ASN program in 36 months (NURS 1100) as dictated by their entry course may apply for readmission to nursing.

Signature: ____________________________ Date: ______________________
Adopted 10/5/79; Reviewed 8/03, Revised 11/05; Reviewed & revised 11/13/2006; Reviewed 1/2009 Reviewed 8/2015

Repeating a NURS class
Students who are unsuccessful in Nursing 1102, 1103, 2211, 2213, 2214 or 2215 may submit a request to repeat the course at the next available offering. A written request must be submitted to the Dean of the School of Nursing and the Admissions Committee. Student will be admitted on a space available basis. Students must complete their program of study according to established program completion guidelines. Students who make less than a "C" (75) in any two nursing courses, including a repeated course in their program of study (ASN, RN-BSN), will not be allowed to continue in the nursing program. Students may be required to retake courses to update their skills and/or their knowledge in the field. Additional course specific remediation may be required before program completion.

Program Completion:
ASN Once a generic student begins nursing courses; he/she has a maximum of 36 months to complete the program. Once a student begins Nursing 1104 (Career Mobility for LPNs to RNs), he/she has a maximum of 24 months to complete the ASN program of study.

RN-BSN Students must successfully complete all courses required in the degree program. They must attain 122 semester credits for the RN-BSN program, achieve a cumulative GPA of at least 2.5 (on a 4.0 scale) required for graduation, earn a GPA of 2.75 or higher in major courses, with no grade lower than a C, complete at least 30 program credits in residency at the school, and meet all other School graduation policies.
**Advanced Placement in RN-BSN Nursing:** Advanced placement is possible for persons who have had prior education in a program leading to licensure as a registered nurse. A comprehensive examination or examinations may be required for a student attempting advanced placement. If a student fails an exemption examination, he/she may take the course when offered. Transferring from other nursing programs is possible from colleges that are ACEN accredited or AACN approved and will be evaluated on a case by case basis by the Dean of the School of Nursing. Transfer students must meet admission requirements for SGSC and the SON. Students interested in further details should contact the SON.

My signature acknowledges that I will abide by the South Georgia State College School of Nursing General Policies.

Signature: ___________________________ Date: ________________
Reviewed 8/2015

**SGSC Nursing Program Delivery**

(NURS 1104) is offered on Douglas and Waycross each Summer Semester on a rotation basis. The SGSC SON offers the RN-BSN program in a Hybrid format on the SGSC Douglas campus. Students are required to meet on the campus periodically each semester.

**Expenses for the School of Nursing:** In addition to general college tuition, fees and expenses, nursing students will need to: (expenses are subject to change):

- Carry Personal Health Insurance (prices vary)
- Carry professional liability insurance $15.00 per year (assessed in SGSC fees). This insurance is only applicable while participating in clinical experiences as assigned by SGSC nursing faculty.
- Provide travel to and from the clinical area.
- Purchase royal blue scrub pants and solid white scrub top with SGSC nursing patch on the left shoulder.
- Pay nursing supply fee for each nursing course: $15.00 (assessed in SGSC fees).
- Register and Pay for the Evolve HESI test and remediation package: Total package is $529.00. Each payment is due the first week during the drop/ add period. Failure to pay results in withdrawal from the course. Prices are subject to change.
  - The LPN-RN Bridge will pay $264.50 for two semesters (Summer/Fall)
  - The Generic ASN entering Fall 2015 will pay $264.50 for per year. (Fall semester).
  - Current second year nursing students of Fall 2015 will pay $135.75 (Fall/ Spring)
- Skills Laboratory Kits – Must be purchased in the bookstore for skills labs. Approx. $180.00
- Textbooks: Students are required to purchase textbooks and online learning module access codes as appropriate per course.
- Pay SGSC Graduation Fee : $40
- RN Licensure: Approximately $400.00
  - Upon successful completion and graduation students will: Apply to the Georgia Board of Nursing for licensure and Cogent – Background and Fingerprinting
  - Apply to Pearson-Vue for the NCLEX-RN Testing

Signature: ___________________________ Date: ________________
Reviewed 8/2015
**Policy on Client Care:** The SGSC SON’s policy on caring for patients/clients is consistent with the Georgia Board of Nursing Standards of Practice on caring for all patients/clients. The Standards of Practice states, “The registered nurse shall:

1. Respect the dignity and rights of the patient/client regardless of socioeconomic status, personal attributes or nature of health problems,
2. maintain each patient's/client's right to privacy by protecting confidential information unless obligated by law, to disclose the information,
3. provide nursing care without discrimination on the basis of diagnosis, age, sex, race, creed or color.”

Students will comply with HIPAA at clinical facilities and no confidential information may be duplicated.

Signature: ___________________________________ Date: ______________

Source: Rules of Georgia Board of Nursing, Recommended by Policy Committee 10/20/92; Adopted 10/26/92; Reviewed 01/02; Reviewed 8/03; Reviewed 11/13/06; Reviewed 1/2009, Reviewed 8/2015

**Policy Regarding Disabilities:** The Rehabilitation Act of 1973 states that the term disability means, "with respect to an individual,

1. a physical or mental impairment that substantially limits one or more of the major life activities of such individual,
2. a record of such an impairment, or
3. being regarded as having such an impairment. Major life activities include such functions as talking, walking, performing manual tasks, hearing, caring for oneself, and working."

The SGSC SON accepts applications from all students without regard to disabilities. However, applicants will be evaluated on an individual basis regarding reasonable accommodations to the classroom and ability to perform safely in the clinical setting. Please refer to performance standards on the SGSC Nursing Application and website.

Signature: ___________________________________ Date: ______________

Recommended by Policy Committee 10/20/92; Adopted 10/26/92; Reviewed 01/02; Reviewed 8/03; Reviewed 11/13/06; Reviewed 1/2009; Reviewed 8/2015

**SGSC Douglas Campus Syllabus Access Statement**
If you have a disability and require reasonable classroom accommodations, please see me after class or make an appointment during office hours. If you plan to request accommodations for a disability, please register with the Office of Disability Services in Room 118, Powell Hall, phone number 912-260-4435. Also, if you find that any content in this course is inaccessible because of your disability, please contact me as soon as possible.

Signature: ___________________________________ Date: ______________

**SGSC Waycross Campus Syllabus Access Statement**
If you have a disability and require reasonable classroom accommodations, please see me after class or make an appointment during office hours. If you plan to request accommodations for a disability, please register with the Office of Disability Services in Room 130, Dye Building, phone number 912-449-7593 or 912-260-4435. Also, if you find that any content in this course is inaccessible because of your disability, please contact me as soon as possible.

Signature: ___________________________________ Date: ______________


**Plagiarism**

Plagiarism involves two kinds of wrongdoing. Using another person’s ideas, information, or expressions without acknowledging that person’s work constitutes intellectual theft. Passing off another person’s ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud. Plagiarism is sometimes a moral and ethical offences rather than a legal one since some instances of plagiarism fall outside the scope of copyright infringement, legal offence. Plagiarism is almost always seen as a shameful act, and plagiarists are usually regarded with pity and scorn. They are pitied because they have demonstrated their inability to develop and express their own thoughts. They are scorned because of their dishonesty and their willingness to deceive others for personal gain. The act and practice of plagiarism is not only sometimes criminally prosecutable and always dishonest and shameful, but it is also intellectually lazy and deprives the plagiarist of an education. Examples of plagiarism include:

- Any quotation, or even rewording, paraphrase, or summary of another person’s words, thoughts, ideas, opinions, or theories without appropriate acknowledgement. This example would obviously include any copying and pasting material from any source, including the Internet, regardless of to what degree.
- The presentation in any form of another’s artistic, literary, scientific, or other creative work as one’s own.
- Allowing someone else to write one’s paper; copying, buying, or stealing either in part or in its entirety one’s paper from another source such as a book, an article, or the Internet.
- Appropriate acknowledgement includes, but is not limited to, quotation marks around quoted material and citation appropriate to the discipline. See the APA and MLA guidelines in the Hodges’ Harbrace Handbook (Glenn and Gray 552-650), available in the campus bookstore.

Faculty members reserve the right to add to these rules at their discretion. Any addition to the rules will be plainly stated in said faculty member’s syllabus. Ignorance of these rules does not constitute innocence and is not an excuse for plagiarism. Students accused of plagiarism will be referred via the non-criminal incident reporting system to the Student Conduct Board for hearings to adjudicate said accusation. The sanctions for plagiarism include at a minimum a zero grade on the plagiarized assignment and may include failure of the course, suspension and even expulsion from the College. Please refer to the sanctions section of the student handbook for more information.

Signature: ___________________________________ Date: ______________________

**Academic Support**

Academic Support offers various resources to assist SGSC students with their academic success. These resources are available to SGSC students at no charge and are found at several ASC locations: the Academic Support Center in room 148A of the Dye Building on the Waycross campus, the Academic Support Center in room 216 of Powell Hall on the Douglas campus, and the STEM Center in room 125 of Stubbs Hall on the Douglas campus. All locations offer course-specific peer tutoring, academic skills workshops, and resources on study skills, time management, note-taking, and learning strategies. Live, online tutoring is also available 24/7 in GeorgiaVIEW through tutor.com. For more information about any of the resources available, contact Amber Wheeler, Academic Support Director, at amber.wheeler@sgsc.edu or visit our webpage at [http://www.sgsc.edu/current-students/academicsupportcenter.cms](http://www.sgsc.edu/current-students/academicsupportcenter.cms).

Student utilizing the Academic Support Centers must sign into Tutor Track.

Signature: ___________________________________ Date: ______________________

SGSC Update 8 2015
Counseling Statement for Douglas Campus and Waycross Campus
Counseling Services are confidential and available upon request. If you would like to schedule a session, referral forms are located online at: http://www.sgsc.edu/current-students/counselingservicesinformation.cms or outside the counselor’s office. Please complete and submit the referral form to the counselor. Do not submit by email. Once you have submitted your form you will be contacted by phone to set up an appointment. The Counselor’s Office is located on the Douglas Campus in Powell Hall, Room 119, phone number 912-260-4438, or Waycross Campus in the Dye Building, Room 130, phone number 912-449-7593.

Signature: ______________________________ Date: ______________________
SGSC Update 8 2015

GeorgiaVIEW

We will be using the GeorgiaVIEW. Your syllabus will posted in this course management system and your instructor will provide additional information. Go to Self-Service Banner to obtain your school email address. Then:
Click the Personal Information Menu tab
Click View email addresses
Your D2L username will be the part of your email address prior to the @ sign
Go to https://sgsc.view.usg.edu/, click “Forgot Password”
Read the information, enter your username, and click Submit
A reset password link will be sent to your student email.

Signature: ______________________________ Date: ______________________
SGSC Update 8 2015

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS FOR FINANCIAL AID
The U.S. Department of Education requires institutions of higher education to establish minimum standards of satisfactory academic progress for all students enrolled in a degree program, regardless of whether federal aid was received. Satisfactory academic progress (SAP) means that a student is progressing in a positive manner toward fulfilling the requirements for a degree. Failure to maintain satisfactory academic progress will result in the loss of all federal and state aid.

Signature: ______________________________ Date: ______________________
SGSC Update 8 2015
Attendance Policies
Attending class regularly allows you to interact with instructors and other students in the learning process. Students are responsible for attending class and for the material presented in all classes. At the beginning of each semester, all instructors will inform students of policies regarding class absences. Instructors are responsible for counseling with students regarding the consequences of absences from classes or laboratories. Students may independently withdraw from a class by completing the necessary paperwork at the Registrar’s office. A non-punitive grade for courses dropped after the published deadline can be assigned only with the approval of the Vice President for Student Success and in cases of extenuating personal hardship.

Additional information may be found in your course syllabus about course specific and nursing faculty requirements.

Signature: _________________________________ Date: ______________________
Reviewed 8/2015

Grading Policy:
The grading policy for the School of Nursing is as follows:
90-100 = A
80-89 = B
75-79 = C
65-74 = D
Below 65 = F
(Grades will not be rounded to the next whole number and will not be given via telephone or e-mail.)

Signature: _________________________________ Date: ______________________
Adopted 2/3/86; Reviewed 01/02; Revised 4/02; Reviewed 8/03; Reviewed 11/13/2006; Reviewed 1/2009 Reviewed 8/2015

Children in the Classroom, Campus, and Clinical Facilities: Children are not allowed in classrooms, labs or clinical facilities during class/clinical time. Children may not be left in the library while the parent is in class. When children are on campus for any reason, they must be supervised by an adult.

Signature: _________________________________ Date: ______________________
Reviewed 8/2015
Policy on Missed Exams: All students are expected to take ALL unit exams. For students who have missed unit exams, there will be a make-up exam scheduled after the last unit exam and before the final. The make-up exam may vary in form, and may include, but will not be limited to, discussion questions, short answer questions, fill in the blank questions, multiple choice questions, select all that apply questions, case studies, etc. If the student knows they will need to be absent on a scheduled exam day, you may have the option of taking the exam early or taking the make-up exam. This decision will be at the discretion of the course instructor. No more than one (1) unit exam may be missed per course. Other missed unit exams will be assigned a grade of “0”. If a student misses the final exam, a written appeal may be made to the Dean of the SON. A faculty panel will be appointed to determine if the student may make up the final exam. All requirements of the course must be met in order to receive a passing grade and to progress in the program.

Signature: ___________________________________ Date: ______________________

Effective January 1, 1993; Adopted 11/16/92; Reviewed 01/02; Reviewed 8/03; Revised 3/06; Reviewed 11/13/2006; Reviewed 1/2009; Revised 4/2010; Reviewed and revised 8/2015

Code of Conduct: The SGSC SON complies with the SGSC Code of Conduct policies. The SGSC Student Handbook which includes the Code of Conduct and adjudication process may be found on the SGSC website. I agree to comply with the SGSC Code of Conduct and will review the policy.

Signature: ___________________________________ Date: ______________________

2/2013 Revised 8/2015

Confidentiality/HIPAA: In accordance with the Official Code of Georgia, every patient’s right to confidential treatment must be protected. The nursing student must keep in confidence all knowledge about any client. Personally identifying information is any information which is readily used to identify a particular patient including, but not limited to: name, address, Social Security number, physical description, names of family members and photographs, disease processes, prognosis, and financial and/or insurance status. Discussion of confidential information about a client other than in classrooms and clinical conferences or with other members of the health team in inappropriate settings is a serious breach of ethics and is grounds for dismissal. The student may also be subject civil and/or criminal liability. Students are required to complete the HIPAA orientation. Students are not allowed to duplicate or capture any medical record information in clinical agencies.

Signature: ___________________________________ Date: ______________________

Reviewed 8/2015

Student Employment Policy: Unlicensed students shall be employed only as unlicensed nursing personnel (unlicensed assistive personnel, multi-skilled workers, patient care techs, etc.). Students are encouraged to review the Georgia Board of Nursing Delegation Tree to determine appropriate task assignments. They shall not represent themselves or practice as nursing students except as part of a learning activity in a practice setting which is integral to the South Georgia State College nursing curriculum. Upon graduation students may not be employed as a graduate nurse or perform duties as a registered nurse until licensure has been granted. Such employment may be determined by the Georgia Board of Nursing as unlicensed practice. http://sos.ga.gov/index.php/licensing/plb/45/faq

Signature: ___________________________________ Date: ______________________
**Communication Devices:** The purpose of this policy is to ensure an environment that is conducive to learning and HIPAA compliant. Course Coordinators and Nursing Faculty will provide acceptable use of communication in the classroom and clinical if allowed. Communication devices (laptop, phones, cameras, iPads etc) may not be used at any time in patient care areas for any reason. Audio and Visual Recording is prohibited in the classroom and clinical. Communication devices are a source of disruption to the learning environment and must be turned off or set to silent alert during class and clinical. If a communication device disrupts the class (cell phone rings), the Professor may ask the student to leave for the remainder of the day. All classroom and clinical information must be kept confidential. Students cannot post any classroom or clinical information on social networks, email, or any other electronic source. Failure to comply with this requirement will result in expulsion from the nursing program.

Signature: _______________________________ Date: ______________________
Reviewed 8/2015

**Simulation Laboratory Learning Experiences:**
Simulation training allows nursing students to learn and practice how to act and react in a real-life patient encounter and not just in the classroom. Simulation in teams is a chance for you to make your mistakes in a safe environment, improve communication, and develop critical thinking skills.
It is important to understand that, in order to maximize the benefits of the simulation for you and your fellow students, you must enter into the spirit of simulation and act as if the patient simulator were a real patient. “Believing” the simulation will make it a much better learning experience.

Confidentiality and HIPAA: All patient encounters in the simulation lab are to be treated with the same standards as in the hospital setting. All patient information is subject to HIPAA policies. Students are not to discuss any patient information outside of the simulation laboratory experience. Clinical paperwork to be completed on the patient is to be kept confidential at all times. Any HIPAA violations on your patient are grounds for an unsatisfactory clinical experience as well as dismissal from the nursing program.
I understand the above statements and will act in accordance. I understand that ALL simulated clinical experiences are subject to HIPAA policies and failure to abide by these policies can result in an unsatisfactory clinical experience and dismissal from the nursing program.

Signature: _______________________________ Date: ______________________
Reviewed 01/02; Reviewed 8/03; Reviewed 11/13/2006; Reviewed 1/2009; Reviewed 8/2015

**Clinical Agency Requirements**
Clinical facilities utilized by SGSC SON require a background check, urine drug screening, immunizations, proof of health insurance and CPR certification prior to being accepted to do clinical in the agency. Based on the results of these screenings, the clinical agencies may choose to disallow a student to attend clinical. To complete the nursing curriculum, students must be able to attend clinical at these sites. **Failure to do so will result in the inability of the student to complete the program of study and the student will be withdrawn from the nursing program.** Students must meet all the facilities’ requirements including but not limited to the following:
(continued)
ASN Students: Deadline is August 1st of each year  
LPN-RN Bridge Students: Deadline is May 1st of each year

- Physical Examination with the required lab work on the SGSC Form
- Proof of Health Insurance - Annually
- CPR: Adult, Child and Infant (American Red Cross or American Heart Association)
- PPD or Past Positive PPD with follow-up per protocol - Annually
- Immunizations:
  - MMR (must have 2 doses of MMR or a positive measles, mumps and rubella titer)
  - Varicella (must have 2 doses of varicella vaccination or a positive varicella titer)
  - Tdap (must have documentation that it was given and tetanus must be current within the last ten years)
  - Hepatitis B Vaccine (documentation of 3 hepatitis vaccinations and a record of hepatitis B immunity by a result of a positive titer).
  - Influenza Vaccine every Fall Semester (deadline will be provided)
- PSI Criminal Background Check and UDS

I will complete the clinical requirements by the posted deadlines and will provide a copy each semester to the classroom instructor on the first day of class.

Signature: ___________________________ Date: ___________________________
Recommended by Policy Committee 10/20/92; Adopted 10/26/92; Reviewed 01/02; Reviewed 8/03; Reviewed 11/13/2006; Reviewed 1/2009, Revised 2/2013; Reviewed and revised 8/2015

Clinical: All assigned clinical laboratory hours on campus and/or within community health settings must be completed to receive a passing grade for that course. **Two clinical experiences graded unsatisfactory during a nursing course, regardless of when they occur in the semester, will result in a failure of the course with a grade of “F.”** The clinical unit must be notified prior to the beginning of clinical if the student is late or unable to attend that clinical. The student may be either permitted to complete the clinical experience that day or required to make up that clinical on another day at the discretion of the clinical instructor. Make-up days will be scheduled at the convenience of instructor and agency. No more than the equivalent of 2 clinical requirements may be made up. If the clinical absence is not made up prior to the beginning of the following semester, the student will receive a grade of unsatisfactory for the clinical component, and the student will not be allowed to progress in the nursing series and/or graduate. A student wishing to appeal must do so in writing to the Dean of the SON within 5 working days of the absence. The Dean of the SON will consult with the instructor and course coordinator and then appoint a faculty panel if necessary.

Signature: ___________________________ Date: ___________________________
Adopted 10/9/91; Reviewed 01/02; Reviewed 8/03; Reviewed 11/13/2006; Reviewed 1/2009 Reviewed 8/2015
Professional Attire in the Clinical Agencies:
Students will be permitted in the clinical agency only when the student’s attire is correct and complete. The instructor cannot grant students any special privileges. Uniforms must be worn in all clinical settings unless otherwise indicated. The uniform consists of:

- Royal blue scrub pants with white scrub top with SGSC emblem, or royal blue scrub dress with SGSC emblem. The SGCS uniform patch must be purchased from the bookstore. The patch is to be placed on the center of the left shoulder of the scrub top and lab coat. Use white thread to attach the patch. The uniform must be clean and wrinkle free. Pants should be hemmed at the appropriate length.
- Shoes: white leather without writing.
- White socks/hose may be worn with pants. White hosiery with no runs must be worn with dress.
- A wristwatch with second hand is required
- Scissors, ballpoint pen with black ink, and a stethoscope.
- The SGSC student name tags and/or agency name tags must be worn on the left chest area during the time a student is in any clinical area representing SGSC. The appropriate agency badge must be worn in the corresponding agency.
- Hair: clean, neat and above the neckline. No bows or large hair ornaments. Beards and mustaches shall be short and neatly trimmed.
- No heavy make-up is to be worn.
- Fingernails: clean, smooth, and short and no fingernail polishes. No artificial nails are allowed.
- Jewelry: an engagement ring and/or wedding band. One set of post earrings may be worn in earlobes only; however, no large dangling earrings are allowed.
- Tattoos, Skin Decorations and Body Piercings (other than earrings): should not be visible while in the SGSC uniform and in the clinical agencies. Any student having a tattoo or other permanent skin decoration visible on the arm when wearing the uniform is to consult with faculty regarding wearing long sleeves. Any tattoos on the lower leg, ankle, or foot are to be covered by socks and/or pants.
- Tobacco products are prohibited on the SGSC campuses and all clinical agencies.
- Avoid offensive breath and body odors (tobacco, perfume, alcohol, etc.)
- Parking is allowed only in the designated student parking areas at clinical agencies. The vehicles of students who park in patient or visitor parking may towed at the owner’s expense.

Signature: ___________________________________ Date: ______________________
Reviewed and revised 10/26/92; Reviewed 01/02; Reviewed 8/03; Reviewed 11/13/2006; Reviewed 1/2009, Revised 2/2013 Reviewed 8/2015

Mental Health Clinical

Conduct in the Mental Health Facilities- All students assigned to a mental health facility will be expected to adhere to the professional conduct as outlined for the conduct in the clinical agency.

Professional Attire in Mental Health Facilities- Attire in the mental health facilities has a profound effect on your clients. Khaki Pants (brown, black or navy) with oxford shirts or skirts below the knees (must follow colors of khaki pants) are required. Skirts must be approved by the instructor. No Jewelry except a wedding band or post earrings are permitted. No neck ties may be worn in the clinical area.

Signature: ___________________________________ Date: ______________________
9/94; Reviewed 01/02; Reviewed 8/03; Reviewed 11/13/2006; Reviewed 1/2009 Reviewed and revised 8/2015
Guidelines for Professional Behavior: The SGSC SON regards the following as guidelines for professional behavior. Faculty and students are expected to demonstrate professional behavior in the clinical area.

Professional Attributes:

Displaying honesty and integrity
• Never misrepresents or falsifies information and/or actions
• Does not engage in unethical behavior
• Showing respect for client’s dignity and rights
• Makes appropriate attempts to establish rapport with clients or families
• Shows sensitivity to the clients’ or families’ feelings, needs, or wishes
• Demonstrates appropriate empathy
• Shows respect for client autonomy
• Maintains confidentiality of client information

Maintaining a professional demeanor
• Maintains professional demeanor even when stressed; not verbally hostile, abusive, dismissive or inappropriate anger
• Never expresses anger physically
• Accepts professionally accepted boundaries for client relationships
• Never uses his or her professional position to engage in romantic or sexual relationships with clients or members of their families; never misuses professional position for personal gain
• Conforms to policies governing behavior such as sexual harassment, consensual amorous relationships, hazing, use of alcohol/drugs (and any other existing policy of the school).
• Is not arrogant or insolent

Responding to supervision
• Accepts and incorporates feedback in a non-resistant and non-defensive manner
• Accepts responsibility for failure or errors

Demonstrating dependability and appropriate initiative
• Completes tasks in a timely fashion (papers, reports, examinations, appointments, documentation, patient care tasks)
• Does not need reminders about academic responsibilities, responsibilities to clients or to other health care professionals in order to complete them
• Arrives at designated clinical area on time, prepared for clinical
• Takes on appropriate responsibilities willingly (not resistant or defensive)
• Takes on appropriate client care activities
• Does not leave assigned clinical unit without approval of clinical instructor

Interacting with others members of the team
• Communicates with other members of the health care team in a timely manner
• Shows sensitivity to the needs, feelings, wishes of health care team members
• Relates and cooperates well with members of the health care team

Students with unprofessional behavior in the clinical area will receive a clinical unsatisfactory for the clinical experience.

Signature: ___________________________ Date: ______________________
Revised 5/2008; Reviewed 1/2009 Reviewed 8/2015
SON Nursing Faculty Panel: The purpose of the faculty panel is to address student concerns. The student, Dean of the SON, and appropriate faculty member(s) are apprised of recommendations, decisions, and/or disciplinary action agreed upon by the faculty panel. A faculty panel is composed of faculty members appointed by the Dean of the School of Nursing but not including the Dean of the SON. The faculty members serving on the panel are not directly involved in the instruction of the student at the time of the incident.

Signature: ___________________________ Date: ______________________

Reviewed 11/17/94; Revised 11/17/94; Approved 2/1/95; Reviewed 01/02; Reviewed 8/03; Reviewed 11/13/2006 Reviewed and revised 8/2015
Appendix A
South Georgia State College Pathway Leading to:
Associate of Science in Nursing &
Associate of Science in Nursing LPN-RN Bridge Program

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>3</td>
</tr>
<tr>
<td>DVRS 1101</td>
<td>1</td>
</tr>
<tr>
<td>Humanities Elective Choose one: ARTS 2205, MUSI 1100, HUMN 2211 or HUMN 2212, THEA 1100, FREN 1001, SPAN 1001</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2210K</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2211K</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2215K</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 1101</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2103</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1101</td>
<td>3</td>
</tr>
<tr>
<td>POLS 1101 (3 Hours) and HIST 2111 or 2112 (3 Hours) for ASN &amp; RN-BSN</td>
<td>3 - 3</td>
</tr>
<tr>
<td>*POLS 1100 (Non-Transferable Course to satisfy US and GA Constitution and History Requirement for the ASN only)</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education: Choose PHED Course or HLTH Course</td>
<td>2</td>
</tr>
</tbody>
</table>

**Associate of Science in Nursing Course Work**

**YEAR ONE** (Hours)
- NURS 1100 (4) Fall (Term A First 7 1/2 weeks)
- NURS 1101 (4) Fall (Term B Second 7 1/2 Weeks)
- NURS 1102 (5) Spring
- NURS 1103 (5) Spring

**OR** Nursing 1104 LPN-RN Bridge Program (10) Summer

**YEAR TWO** (Hours)
- NURS 2211 (10) Fall-Douglas, Spring-Waycross
- NURS 2213 (6) Spring-Waycross, Fall-Douglas
- NURS 2214 (6) Spring-Waycross, Fall-Douglas
- NURS 2215 (1) Fall-Douglas, Spring-Waycross

**TOTAL SEMESTER HOURS:**
ASN Program 72 hours OR 64 hours for the LPN-RN Bridge Program

Must be fully accepted to SGSC Admissions
Official Transcripts from all Technical/Vocational Schools, Colleges and Universities
Completed Application packets accepted:
- October 1 – January 15 for LPN-RN Bridge Program
- October 1 – February 15 for the ASN program
Minimum Overall Cumulative GPA of 2.75 Required
HESI A2 Exam Required for the ASN Applicant
Official SAT or ACT scores required for ASN Applicants

For more information please see: [http://www.sgsc.edu/academics/asn.cms](http://www.sgsc.edu/academics/asn.cms)
APPENDIX B
South Georgia State College
Pathway Leading to the
RN-BSN Program

<table>
<thead>
<tr>
<th>AREA</th>
<th>COURSES</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Essential Skills (9 Semester Hours)</td>
<td>ENGL 1101</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ENGL 1102</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATH 1001 or 1111</td>
</tr>
<tr>
<td>B</td>
<td>Institutional Options (4 Semester Hours)</td>
<td>DVRS 1101*(CISY if taken prior to Fall 2014)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(choose one) ANTH 1102, 1104; COMM 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOCI 2501; SABR 2001</td>
</tr>
<tr>
<td>C</td>
<td>Humanities/Fine Arts (6 Semester Hours)</td>
<td>(choose one) ENGL 2111, 2112; HUMN 2111 or 2112</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(choose one) Humanities Elective: ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; THEA 1100, FREN 1001, or SPAN 1001</td>
</tr>
<tr>
<td>D</td>
<td>Science, Mathematics, Technology (11 Semester Hours)</td>
<td>BIOL 2107K/2108K OR CHEM1211K/1212K</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATH 2280</td>
</tr>
<tr>
<td>E</td>
<td>Social Sciences (12 Semester Hours)</td>
<td>HIST 2111 or 2112</td>
</tr>
<tr>
<td></td>
<td></td>
<td>POLS 1101</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PSYC 1101</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SOCI 1101 or ECON 2105, 2106; HIST 1121, 1122, 2000, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201; SOCI 1160, 2293</td>
</tr>
<tr>
<td>F</td>
<td>Courses Related to the Program of Study (18 Semester Hours)</td>
<td>BIOL 2210K</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIOL 2211K</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIOL 2215K</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PSYC 2103</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PSYC 2101, 2201, or SOCI 1160 or 2293</td>
</tr>
</tbody>
</table>

Completion of the USG Core Curriculum or Transferred 60

ASN Course Work
Held in escrow until student successfully completes 6 semester hours of RN-BSN credit at SGSC.
NURS 1101, NURS 1102, NURS 1103 OR NURS1104 & NURS 2211 NURS 2213 NURS 2214

RN-BSN Major Required Courses
NURS 3104 (3) – Fall
NURS 3105 (3) – Fall
NURS 3106 (3) – Spring
NURS 4107 (3) – Summer
NURS 4108 (6) – Spring
NURS 4109 (6) – Summer
NURS 4110 (3) – Spring
NURS 4111 (3) – Fall

TOTAL SEMESTER HOURS 122

Must be fully accepted to SGSC Admissions
Official Transcripts from all Technical/Vocational Schools, Colleges and Universities
Completed Application packets accepted: October 1 – April 15
Minimum Overall Cumulative GPA of 2.5 Required
NO SAT Requirement
For more information please see: [http://www.sgsc.edu/academics/rnbsn.cms](http://www.sgsc.edu/academics/rnbsn.cms)
Appendix C
South Georgia State College – School of Nursing
Authorization for Release of Records and Information

TO: The Board of Regents of the University System of Georgia or any of its member Institutions (hereinafter referred to as the “Institution”), and any Facility where I participate in or request to participate in an applied learning experience, including but not limited to any Georgia Hospital Association member Facility (hereinafter referred to as the “Facility”)

RE: ____________________________________________
(Print name of student)

As a condition of my participation in an applied learning experience and with respect thereto, I grant my permission and authorize The Board of Regents of the University System of Georgia or any of its member institutions to release my educational records and information in its possession, as deemed appropriate and necessary by the Institution, including but not limited to academic record and health information to any Facility where I participate in or request to participate in an applied learning experience, including but not limited to any Georgia Hospital Association member Facility (hereinafter referred to as the “Facility”). I further authorize the release of any information relative to my health to the Facility for purposes of verifying the information provided me and determining my ability to perform my assignments in the applied learning experience. I also grant my permission to and authorize the Facility to release the above information to the Institution. The purpose of this release and disclosure is to allow the Facility and the Institution to exchange information about my medical history and about my performance in an applied learning experience.

I further understand that I may revoke this authorization at any time by providing written notice to the above stated person(s)/entities, except to the extent of any action(s) that has already been taken in accordance with this “Authorization for Release of Records and Information”.

I further agree that this authorization will be valid throughout my participation in the applied learning experience. I further request that you do not disclose any information to any other person or entity without prior written authority from me to do so, unless disclosure is authorized or required by law. I understand that this authorization shall continue in force until revoked by me by providing written notice to the Institution and the Facility, except to the extent of any action(s) that has already been taken in accordance with this “Authorization for Release of Records and Information.” In order to protect my privacy rights and interests, other than those specifically released above, I may elect to not have a witness to my signature below. However, if there is no witness to my signature below, I hereby waive and forfeit any right I might have to contest this release on the basis that there is no witness to my signature below. Further, a copy or facsimile of this “Authorization for Release of Records and Information” may be accepted in lieu of the original.

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, or my parent or guardian has signed below; that I am legally competent to execute this “Authorization for Release of Records and Information”; and that I of my parent and/or guardian, have read carefully and understand the above “Authorization for Release of Records and Information”; and that I have freely and voluntarily signed this “Authorization for Release of Records and Information.”

Signature: ___________________________________ Date: ______________________
Appendix D
South Georgia State College - School of Nursing
Student Applied Learning Experience Agreement

In consideration for participating in an applied learning experience (hereinafter referred to as the “A.L.E.”, at any Georgia Hospital Association member Facility or any other Facility where I may participate in such an A.L.E. (Hereinafter referred to as the “Facility”), I hereby agree to the following:

1. To follow the administrative policies, standards and practices of the Facility when in the Facility.
2. To report to the Facility on time and to follow all established regulations of the Facility.
3. To keep in confidence all medical, health, financial, and social information (including mental health)
   a. pertaining to particular clients or patients.
4. To not publish any material related to my A.L.E. that identifies or uses the name of the Institution, the Board of Regents of the University System of Georgia, the Georgia Hospital Association, the Facility or its members, clients, students, faculty or staff, directly or indirectly, unless I have received written permission from the Institution, the Board of Regents of the University System of Georgia, the Georgia Hospital Association and the Facility. However, the Facility hereby grants to the Institution the right to publish Institution administrative materials such as catalogs, course syllabi, A.L.E. reports, etc. that identify or uses the name of the Georgia Hospital Association, the Facility or its members, staff, directly or indirectly.
5. To comply with all federal, state and local laws regarding the use, possession, manufacture or distribution of alcohol and controlled substances.
7. To arrange for and be solely responsible for my living accommodations while at the Facility.
8. To provide the necessary and appropriate uniforms and supplies required where not provided by the
   a. Facility.
9. To wear a name tag that clearly identifies me as a student.

Further, I understand and agree, unless otherwise agreed to in writing, that I will not receive any monetary compensation from the Board of Regents of the University System of Georgia, the Institution or the Facility for any services I provide to the Facility or its clients, students, faculty or staff as a part of my A.L.E. Unless otherwise agreed upon in writing, I also understand and agree that I shall not be deemed to be employed by or an agent or a servant of the Institution, the Regents or the Facility; that the Institution, Regents and Facility assumes no responsibilities as to me as may be imposed upon an employer under any law, regulation or ordinance; that I am not entitled to any benefits available to employees; and, therefore, I agree not to in any way to hold myself out as an employee of the Institution, the Regents or the Facility.

I understand and agree that I may be immediately withdrawn from the A.L.E. based upon a lack of competency on my part, my failure to comply with the rules and policies of the Institution or Facility, if I pose a direct threat to the health or safety of others or, for any other reason the Institution or the Facility reasonably believes that it is not in the best interest of the Institution, the Facility or the Facility’s patients or clients for me to continue. Such party shall provide the other party and the student with immediate notice of the withdrawal and written reasons for the withdrawal. I understand and agree to show proof of professional liability insurance in amounts satisfactory to the Facility and the Institution, and covering my activities at the Facility, and to provide evidence of such insurance upon request of the Facility. I further understand that all medical or health care (emergency or otherwise) that I receive at the Facility will be my sole responsibility and expense

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, or my parent or guardian has signed below; that I am legally competent to execute this Applied Learning Agreement, and that I, or my parent and/or guardian, have read carefully and understand the above Applied Learning Experience Agreement; and that I have freely and voluntarily signed this “Applied Learning Experience Agreement.”

Signature: ____________________________ Date: ____________________________
Appendix E
South Georgia State College - School of Nursing
Notice to All Persons Participating in Clinical
Assumption of Risk

I acknowledge that I am solely responsible for any hospital or other costs arising out of any bodily injury or property damage sustained through my participation in clinical activities.

RELEASE, WAIVER OF LIABILITY AND COVENANT NOT TO SUE

The undersigned hereby acknowledges that participation in activities related to clinical experiences in any agency involves a potential risk of physical injury and assumes all such risks. The undersigned hereby agrees that for the sole consideration of South Georgia State College allowing the undersigned to participate in programs or activities, the undersigned participant does hereby waive liability, release and forever discharge the Institution, Board of Regents of the University System of Georgia, and the clinical agency, its members individually, and its officers, agents and employees of and from any and all claims, demands, rights and causes of the action of whatever kind or nature, arising out of all known and unknown, foreseen and unforeseen bodily and personal injuries, damage to property, and the consequences thereof, including death, resulting from participation in or in any way connected with such activities.

I further covenant and agree that for the consideration stated above I will not sue the Institution, the Board of Regents of the University System of Georgia, the clinical agency, its members individually, its officers, agents, or employees for any claim for damages arising or growing out of my participation in clinical activities.

I understand that the acceptance of this release, waiver or liability and covenant not to sue the Institution or the Board of Regents of the University System of Georgia or any agent or employee thereof, shall not constitute a waiver, in whole or in part, of sovereign or official immunity by said Board, its members, officers, agents, and employees, or the clinical agency. Further, I understand that this release, waiver of liability, and covenant not to sue shall be effective during the entire period of my enrollment at the Institution.

I have received a copy of this document, which I have read and understand. I accept and assume all risks, hazards and dangers involved in any such activities in which I may participate, including travel to and from the site of such activities. I certify that I am at least 18 years of age and suffering under no legal disabilities.

Signature: ___________________________ Date: ______________________
Appendix F
South Georgia State College - School of Nursing
Performance Standards for Admission to and Retention in the Associate of Science in Nursing and RN-BSN Degree Programs

A candidate for the associate of science in nursing and RN-BSN degree programs must have abilities and skills of four varieties: Observation, communication, motor, and behavioral. Reasonable accommodations may be made on an individual basis as directed by the Disabilities Coordinator; however, a candidate is expected to perform in an independent manner. Please read the performance standards for admission and progression in the nursing program. Sign one copy and return to the SGSC SON. If you have concerns or needs, please comment in the provided space.

Motor Skills: Candidates should have sufficient motor function so that they are able to execute movements required to provide general care and treatment to clients in all health care settings. (For example: For the safety and protection of the clients, the candidate must be able to administer intravenous, intramuscular, subcutaneous and oral medications; apply pressure to stop bleeding; open obstructed airway; and provide patient/client daily hygiene care; perform basic life support, including CPR, and function in an emergency situation. The candidate must have the ability, to safely assist a client in moving, for example, from a chair to a bed, or from a wheelchair to a commode.)

Sensory/Observation: A candidate must be able to acquire the information presented through demonstrations and experiences in the basic and nursing sciences. He or she must be able to observe a client accurately, at a distance and close at hand, and observe and appreciate non-verbal communications when performing nursing assessment, planning, intervention, and evaluation. The candidate must be capable of perceiving the signs of disease and infection as manifested through physical examination. Such information is derived from images of the body surfaces, palpable changes in various organs and tissues, and auditory information (client voice, heart tones, bowel and lung sounds).

Communication: The candidate must communicate effectively and sensitively with other students, faculty, staff, clients, family, and other professionals. He or she must express his or her ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. A candidate must be able to: convey or exchange information at a level allowing development of a health history; identify problems presented; explain alternative solutions; and provide education. The candidate must be able to communicate effectively in oral and written forms. The candidate must be able to process and communicate information on the client’s status with accuracy in a timely manner to members of the health care team. The appropriate communication may also rely on the candidate’s ability to make a correct judgment in seeking supervision and consultation in a timely manner.

Cognitive: A candidate must be able to measure, calculate, reason, analyze, integrate and synthesize in the context of undergraduate nursing study. The candidate must be able to quickly read and comprehend extensive written material. He or she must also be able to evaluate and apply information and engage in critical thinking in the classroom and clinical setting.
Behavioral/Emotional: A candidate must possess the emotional health required for the full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of clients and families. In addition, s/he must be able to maintain mature, sensitive, and effective relationships with clients, students, family, staff and other professionals under all circumstances including highly stressful situations. The candidate must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. The candidate must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy. The candidate must know that his or her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others. The candidate must be able and willing to examine and change his or her behavior when it interferes with productive individual or team relationships. The candidate must possess skills and experience necessary for effective and harmonious relationships in diverse academic and working environments.

Professional Conduct: Candidates must possess the ability to reason morally and practice nursing in an ethical manner. Candidates must be willing to learn and abide by professional standards of practice and the of South Georgia State College's School of Nursing policies. S/he must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance. Candidates must be able to engage in client care delivery in all settings and be able to deliver care to all client populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised clients, and vulnerable adults.

Signature: _______________________________ Date: _______________________________

Appendix G
South Georgia State College
School of Nursing
Health Insurance Requirement/Management of Blood/Body Fluid Exposure

Financial Responsibility for Health Care

I will assume responsibility for my own health care in the event of accident, illness, or exposure to communicable disease while in the clinical area as a nursing student of South Georgia State College. I will be responsible for any financial bills that might occur related to accidents, illness, or exposure to communicable disease while in the clinical area. All students at South Georgia State College School of Nursing Program are required to carry health insurance while enrolled in nursing courses and provide proof of insurance. Students must obtain coverage from a provider and provide proof to the SGSC SON and clinical agencies.

I have read and understand the Financial Responsibility for Health care. My signature is proof of my commitment to carry health insurance coverage throughout the nursing program.

Signature: ___________________________________ Date: ______________________

5/06 Initiated; Reviewed 1/2009, Revised 2/2013 Reviewed and revised 8/2015

Guidelines for the Management of Blood/Body Fluid Exposure

An exposure is defined as any of the following:

- Percutaneous inoculation (needle stick or sharp injury).
- Non-needle percutaneous exposure (open cuts and/or abrasions).
- Direct mucous membrane contact (accidental splash).
- Direct contact with large amounts of blood and body fluids without glove protection (hands frequently have small nicks or cuts, which act as a portal of entry for microorganisms).

In the event of an exposure to blood and body fluids, the student will report the incident immediately to the clinical instructor and notify the infection control nurse or authorized individual at the facility. The nursing student is required to follow the diagnostic testing and treatment program outlined by the clinical agency. The nursing student is responsible for the expenses associated with the testing and treatment. Therefore, health insurance is required of all nursing students.

Signature: _______________________________ Date: ______________________

5/2012, Revised 2/13; Reviewed 8/2015
Appendix H
South Georgia State College - School of Nursing
Guidelines for Student Grievances

Nursing Students are expected to follow the chain of command in the School of Nursing.

Nursing Student

↓

Clinical/Nursing Instructor

↓

Course Coordinator

↓

Dean, School of Nursing

↓

Vice President of Academic Affairs

If a student has a grievance or an appeal that is related to a policy of the School of Nursing, the student must meet with a School of Nursing Faculty Panel which will be appointed in accordance with the School of Nursing policy.

Grade appeals must be made in accordance with the South Georgia State College Student Handbook. Please refer to the SGSC Student Handbook on the SGSC website.

Signature: ___________________________ Date: ___________________
Appendix I
South Georgia State College - School of Nursing
Drug and Alcohol Policy

Purpose: South Georgia State College School of Nursing Faculty requires nursing students to provide safe, effective and supportive client care. To achieve this goal, nursing students must be free of chemical impairment during participation in any part of the nursing program including classroom, campus lab, and clinical settings.

Nursing students should conduct themselves with the highest ethical and moral standards of the professional registered nurse. Nursing students have the responsibility to maintain the highest levels of personal and professional integrity and to show compassion, and respect for themselves, faculty, fellow students, clinical agency staff, and the clients who participate in their education.

SGSC Nursing Faculty defines the chemically impaired student as a person who, while in the academic or clinical setting, is under the influence of or has abused alcohol, illegal drugs, inhalants, synthetic designer drugs or misuse of prescribed legal therapeutic drugs and/or over-the-counter medications. Use of the above substances, which interfere with judgment and/or motor coordination, poses unacceptable risk for the student, their classmates, clients, nursing faculty, South Georgia State College and clinical agencies.

PSI Background screening and a drug screen are required prior to admission to the program and annually. Students are held to the same policy that applies to a clinical institution’s employees and volunteers as established by the Joint Commission on Accreditation of Hospitals. Graduates with a history of drug and alcohol abuse and/or a criminal record for the use, possession, distribution of and/or driving under the influence may not be allowed to receive licensure to practice as a Professional Registered Nurse in the state of Georgia.

This decision rests with the Georgia Board of Nursing.

Procedure:

1. All nursing students will be required to submit to a drug screening on admission to the nursing program. The student will be responsible for all costs.
2. Students can be randomly selected for a drug screening during any semester while enrolled in the SON program. The student may also be randomly screened according to the policy of the institution where clinical takes place. The student will be responsible for all costs.
3. Refusal to submit to drug screening on body fluids will result in immediate termination from the SGSC School of Nursing Program.
4. A student who tests positive for any illegal drug, alcohol, or prescription drug will be notified by the assigned clinical agency. Appropriate referrals will be made for substance abuse counseling and treatment. The student will be responsible for all costs. If a student is not allowed into the clinical agency, they are unable to complete the program and will be dismissed from the program.

I have read and fully understand the Drug and Alcohol Policy for the Registered Nursing Program for South Georgia State College and the consequences for the use of alcohol and drugs while in the class room, lab or clinical setting.

Signature: ___________________________________ Date: ______________________

Reviewed 8/2015
Clinical agencies utilized for the nursing courses laboratory experiences require an annual background check, and drug screen for their employees, volunteers, and students. South Georgia State College has contracted with Professional Screening and Information (PSI) to provide the comprehensive background check and drug screen. PSI utilizes the Quest Laboratory Partner in Douglas and Waycross to provide the urine drug screens. Students are given the PSI contact information, must complete the background check online and the urine drug screen annually. Students are responsible for payment of this service. For detailed instructions, please refer to the PSI brochures.

**ASN Students: Deadline is August 1st of each year**
**LPN-RN Bridge Students: Deadline is May 1st of each year**

Students who do not comply with the deadlines for completing the PSI clinical agency requirements and screenings are ineligible to attend clinical and will be administrative withdrawal from the nursing program.

Signature: ___________________________ Date: ___________________________

## Appendix K
### South Georgia State College
#### Overview of Assessment for the SGSC ASN Program

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Students will demonstrate understanding of general education and critical thinking</td>
<td>• Written papers and oral presentations</td>
</tr>
<tr>
<td>principles in evidence-based decision making to provide therapeutic Nursing care.</td>
<td>• Written examinations</td>
</tr>
<tr>
<td>2. Students will apply principles of responsibility and accountability for professional</td>
<td>• Patient care plans</td>
</tr>
<tr>
<td>Nursing roles.</td>
<td>• Simulated clinical examinations</td>
</tr>
<tr>
<td>3. Students will explore scholarly inquiry and analysis for decision making, critical</td>
<td>• Peer evaluations</td>
</tr>
<tr>
<td>reasoning, and creative thinking to improve Nursing practice thereby enhancing health</td>
<td>• Classroom projects (such as the community health assessment)</td>
</tr>
<tr>
<td>care outcomes.</td>
<td>• Clinical skills check-offs for Physical assessment and basic skill mastery</td>
</tr>
<tr>
<td>4. Students will express caring, compassion, and empathy in all aspects of Nursing practice.</td>
<td>• Clinical evaluation of student</td>
</tr>
<tr>
<td>5. Students will demonstrate collaboration in partnerships to promote, maintain, and</td>
<td>• HESI case studies which show evidence of decision making, priority setting and</td>
</tr>
<tr>
<td>restore health.</td>
<td>delegation activities</td>
</tr>
<tr>
<td>6. Students will identify leadership principles in Nursing practice.</td>
<td>• Student self-evaluation</td>
</tr>
<tr>
<td>7. Students will practice utilizing health care information and technology in providing</td>
<td>• End of course classroom and clinical evaluation</td>
</tr>
<tr>
<td>Nursing care.</td>
<td></td>
</tr>
</tbody>
</table>
# Appendix L
South Georgia State College
Overview of Assessment for the SGSC RN-BSN Program

## Student Learning Outcomes

<table>
<thead>
<tr>
<th></th>
<th>Student Learning Outcomes</th>
<th>Assessment Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Students will interpret, construct and evaluate appropriate findings in evidence-based nursing practice.</td>
<td>• Research Concept Papers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Threaded Discussion Posting • Projects • Research Article Analysis</td>
</tr>
<tr>
<td>2</td>
<td>Students will demonstrate, construct and develop effective ethical written and oral communication as members of an interdisciplinary healthcare team.</td>
<td>• Evidence-Based Practice Guidelines • *Clinical Evaluation Tool (CET)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student Evaluation of Course/Instructor • Administrator Evaluation of Faculty *when applicable</td>
</tr>
<tr>
<td>3</td>
<td>Students will apply, evaluate and create leadership concepts, skills and decision making in order to provide oversight and accountability for the delivery of safe, quality care in a variety of health settings.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Students will analyze and integrate reliable evidence from multiple perspectives to inform practice and make reasonable clinical judgments.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Students will apply and develop knowledge and skills in using patient care technologies, information systems and communication devices that support evidence-based nursing practice in a variety of health settings.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Students will demonstrate and analyze knowledge of healthcare policy, finance, and regulatory environments including local, state national and global health care trends.</td>
<td></td>
</tr>
</tbody>
</table>
Appendix M
South Georgia State College - School of Nursing
Readmission Request
Request to Repeat a NURS class

Name:_______________________________________ SGSC Banner ID_______

Address:____________________________________________________________________

--------------------------------------------------------------------------------

Date of enrollment in Nursing 1100 or 1104____________________________

I request to repeat NURS______________________ Semester_____________________

My plan of action to be successful in repeating this NURS course includes:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I request to be readmitted based on the following reasons:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Students who do not complete the LPN-RN Bridge program of study in 24 months (LPN-RN Bridge Program NURS 1104) or ASN program in 36 months (NURS 1100) as dictated by their entry course, may apply for readmission to nursing.

Students repeating a nursing course will be required to meet with the course coordinator prior to the beginning of the semester the student is requesting reentry to develop a plan for remediation. Students will be evaluated for reentry and readmitted on a space available basis. Students requesting reentry must meet the same requirements for students currently in the program for clinical agency requirements and HESI.

______________________________________________ 
Student Signature 

______________________________________________ 
Date
Appendix N  
South Georgia State College - School of Nursing  
Testing Policy

In an effort to protect the integrity and the security of all examinations administered by the faculty of the School of Nursing (SON), the following procedures shall be followed for all nursing courses. Students are encouraged to prepare for all examinations as outlined in the course syllabus and units including but not limited to assigned readings, online resources and classroom assignments.

All examination and learning activities administered to nursing students for the purpose of evaluation of learning are the property of the South Georgia State College, SON. Students are prohibited from possessing, copying, saving to any electronic device or transmitting in any method the contents of examinations and learning activities used for grade calculation. Any attempts to retain or transmit said materials shall be considered academic dishonesty.

1. Faculty members will prepare examination items based on the content covered in the course. A variety of testing modalities will be utilized to mirror the NCLEX-RN Testing Model. A variety of testing strategies will be utilized including, but not limited to, Multiple Choice, Fill in the Blank, Select All That Apply, Dosage Calculations, and Diagrams. In addition, the National Council of State Board of Nursing (NCSBN) provides an NCLEX-RN tutorial which all students are recommended to review. http://www.pearsonvue.com/nclex/#tutorial

2. Prior to beginning the examination all students will discontinue the use of all electronic devices and power them down. Students will place all book bags, personal belongings, hats and pocketbooks etc., at the front of the classroom.

3. Students may bring a basic calculator for dosage and solution calculations. No scientific calculators or calculators that store data may be used. Calculators are not to be shared between students during testing. Faculty will check your calculators when distributing exams.

4. It is the student’s responsibility to place their name on the scan sheet and verify all answer choices prior to submission. No credit will be given for answers that do not appear on the scantron. Examination booklets will be shredded.

5. All examinations are to be numbered, and the total number of available exams shall be verified prior to and immediately after the exam is administered. If any test is unaccounted for, a thorough investigation must be initiated.

6. Due to the nature of testing in the SON, nursing faculty shall not allow students to retain copies of examinations, copy test items or make notes from the examinations. In addition, faculty will not provide copies of old exams, and written/electronic instructor resources.

7. Students will turn in their AccuScan sheet, test booklet and cover page and exit the room quietly.
8. Students who have test anxiety and who desire individual counseling sessions on test taking strategies will need to make an appointment with the SGSC Counseling Center on the Douglas and Waycross Campus.

9. Exam reviews will be conducted at the discretion of the nursing faculty. Students may receive individual feedback on exam performance by the content area and by type/level of question in a format determined by the course faculty. Students are encouraged to form and become engaged in a learning community with peers.

10. All students will have a midterm grade posted on Self-Service Banner.

11. All students will be encouraged to use the “Strategies for Success” and NCLEX-RN Review books throughout the nursing courses.

12. Violation of the testing policy will be referred to the Dean of the School of Nursing and/or the Office of Student Success for review and adjudication.

I have read and understand the School of Nursing Testing Policy. My signature is proof of my commitment to adhere to this policy.

________________________________________  _____________________________
Student Signature                              Date

Appendix O  
South Georgia State College  
School of Nursing  
HESI Testing Policy

The South Georgia State College School of Nursing requires the Evolve HESI (Health Education Systems, Inc) at points along the curriculum as a program requirement. HESI Case Studies and online resources will be used throughout the program of study. To prepare for the NCLEX-RN Licensing Examination, all students will be required to take nationally normed exams at the end of first year of nursing courses and second year nursing courses. Individualized student diagnostic reports will be utilized to assist students in gaining content mastery through remediation. All exams will be administered in a secured computer testing lab and will simulate NCLEX-RN style test administration. Testing may be required in addition to scheduled class and clinical days. Students will be assessed testing fees each semester payable online during the first week of each semester.

**HESI Total Testing Package Fees for the 2015-2016 Academic year is $529.00:**  
LPN-RN Bridge will pay $264.50 for two semesters (Summer and Fall) and the ASN students will pay $264.50 for two semesters (Fall 2015 and Fall 2016). Prices are subject to change. The fees must be paid during the first week of every semester to Elsevier online. Students who fail to meet this course and program requirement will be withdrawn during the SGSC published week of drop/add.

**The Midcurricular Exam**  
Students are required to take the Midcurricular Exam at the completion of the first year of nursing courses. Students who score less than 850 on the exam will be required to complete a remediation plan and submit proof of remediation prior to retesting. Students scoring less than 850 on the retest must complete an additional remediation plan. Proof of remediation is required for progression to the second year of nursing courses.

**The Exit Exam**  
Students are required to take the Exit Exam at the completion of the second year of nursing courses. Students who score less than 850 on the exam will be required to complete a remediation plan and submit proof of remediation prior to retesting. All students will be required to attend a HESI NCLEX-RN three day live review course prior to taking the HESI EXIT Version II exam.
Below is the HESI Distribution of Probability of Scores:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. 950 – Higher</td>
<td>OUTSTANDING probability of passing</td>
</tr>
<tr>
<td>B. 900 – 949</td>
<td>EXCELLENT probability of passing</td>
</tr>
<tr>
<td>C. 850 – 899</td>
<td>Average probability of passing</td>
</tr>
<tr>
<td>D. 800 – 849</td>
<td>Below average probability of passing</td>
</tr>
<tr>
<td>E. 750 – 799</td>
<td>Additional preparation needed</td>
</tr>
<tr>
<td>F. 700 – 749</td>
<td>Serious preparation needed</td>
</tr>
<tr>
<td>G. 650 – 699</td>
<td>Grave danger of failing</td>
</tr>
<tr>
<td>H. &lt;649</td>
<td>Poor performance expected</td>
</tr>
</tbody>
</table>

I have read and understand the School of Nursing HESI Testing and Remediation Policy. My signature is proof of my commitment to adhere to this policy.

Student Signature
5/2012, Revised 2/2013, Reviewed 8/2015

Date
