NURSING
ATHENS STATE UNIVERSITY

Nursing Unit

Bachelor of Science in Nursing Program

Student Handbook

DATE APPROVED: November 2021
SEMESTER AND YEAR EFFECTIVE: Spring 2022
REVISED: Summer 2025
SEMESTER AND YEAR OF NEXT MANDATORY REVIEW: Spring 2027

Welcome

The College of Arts and Sciences Assistant Dean, Health and Life Sciences Division Head, Chief Nurse Administrator, faculty, and staff welcome you to Athens State University (ATSU). This handbook provides information pertaining to policies and procedures related to ATSU and the BSN program. It is intended to be used in conjunction with the *ATSU Policy Library* and the *ATSU Undergraduate Catalog*. We wish you much success in the attainment of your educational and professional goals.

Athens State University is an equal opportunity/affirmative action institution and does not discriminate with respect to race, color, religion, sex, age, national origin, or handicap status in any educational program or activity.

The Baccalaureate Degree Program in Nursing at the Athens State University is accredited by the Commission on Collegiate Nursing Education (http://ccneaccreditation.org/).

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Letter from the Chief Nurse Administrator

Dear BSN Student,

Greetings!

Welcome to Athens State University! I am Dr. Mark Reynolds, the Chief Nurse Administrator for the Nursing Unit within the Health and Life Science Division of the College of Arts & Sciences. I am thrilled that you have chosen Athens State University to continue your educational journey.

Our Nursing Unit is committed to providing you with consistent, high-quality academic advising, mentoring, teaching, and coaching. Our goal is to support both your academic and personal success. While our team is here to guide and support you, your success ultimately depends on your dedication and willingness to take responsibility for your learning, growth, and academic excellence.

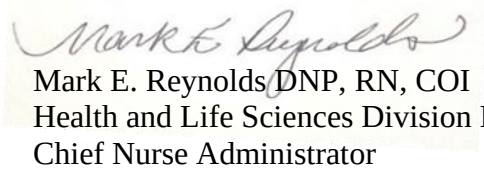
I encourage you to thoroughly review the **Nursing Student Handbook**. It contains essential information about our program, policies, expectations, and helpful resources designed to support your success.

In addition, you have been enrolled in the **BSN Program Orientation** within the Canvas Learning Management System. This self-paced, non-graded course is an important part of your preparation and will help you navigate the program with confidence.

Once again, welcome! We are excited to support you on this journey and look forward to seeing all that you will accomplish.

Please feel free to contact me with any questions or concerns.

Sincerely,



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ATHENS STATE UNIVERSITY

Nursing Unit

BSN Program Mission

The BSN Program provides a pathway for success to registered nurses seeking a baccalaureate degree in nursing. The program provides student-centered learning experiences in a supportive environment to prepare registered nurses to assume leadership positions, manage complex clinical care, and improve the health and welfare of the individuals and populations within their community and across the nation. The BSN program fosters life-long personal and professional development and offers a variety of direct and indirect experiential learning opportunities to correlate student learning with contemporary health care systems.

BSN Program Goals

The BSN program prepares the registered nurse to be a professional health care practitioner, who provides compassionate and ethical care, which is based on research and scientific evidence, and who serves the dynamic health care needs of the individual patient, family, community, or population, and the health care environment across the lifespan.

ATHENS STATE UNIVERSITY

Nursing Unit

Bachelor of Science in Nursing Student Learning Outcomes

- Provide professional quality care as a generalist that promotes patient safety.
- Employ the elements of evidence-based practice, including evaluating evidence and integrating best practices into patient care.
- Integrate ethics and ethical practice into all aspects of nursing care.
- Demonstrate an understanding of healthcare policy, quality assurance, finance, and regulatory environments, including policy development, disparities in healthcare, and social factors that affect healthcare.
- Exhibit proficiency in patient care technologies, healthcare information systems, interprofessional communication, collaboration, and relationship-building skills to support and improve patient health outcomes.
- Implement health promotion and disease prevention strategies for individuals and populations including diverse, vulnerable populations, and cultures.
- Apply nursing, organizational, and systems leadership concepts across health care settings.

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Nursing Unit

BSN Program of Study

Keeping the special needs of Registered Nurse students in mind, the BSN program is designed to meet the following criteria:

- The program is offered completely online.
- The program offers 5 start dates per year*.
- The curriculum can be completed in 4 semesters of study, although other progression options are available*.
- Courses are offered in 8-week half-terms.

Course Number	Course Title	Credit Hours	Direct Practice Experience/Clinical Split*	Direct Practice Experience Clinical Hours in 8 Week Term
UNV 300*	BSN Student Success Seminar	3	0	0
NUR 370	Healthcare Informatics	3	0	0
NUR 340	Introduction to Health Care Systems	3	0	0
NUR 410	Community Health Management	5	4/1	24
NUR 481	Health Care Quality Assurance, Risk Management & Utilization Review	3	0	0
NUR 440	Leadership and Management in Practice	5	0	0
NUR 400	Professional Nursing Practice	3	0	0
UNV 400	BSN Career Seminar	1	0	0
NUR 430	Scholarly Inquiry/Evidence-Based Practice	3	0	0
NUR 460	Nursing Capstone	5	4/1	24
	Total BSN Program Credit/Clinical Hours	**34**	***1 clinical semester hour = 3 clock hours per week**	
	Associate Degree in Nursing Credits (General Electives)	**39**		
	General Education/Pre-Professional Requirement Courses	**51**		
	Total Credit Hours for BSN	***124***		

*This may differ with the Fast-Track/Joint Enrollment Programs

Athens State University RN to BSN Program of Study

Fast-Track/Joint Enrollment BSN Program of Study- Wallace State- Hanceville

Fast-Track/Joint Enrollment BSN Program of Study- Calhoun Community College

Fast-Track/Joint Enrollment BSN Program of Study- Drake State Community College

Fast Track/Joint Enrollment BSN Program of Study- Northeast Alabama Community College

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Professional Nursing Education

The Nursing Unit provides professional nursing education, and uses the direction provided by the American Association of Colleges of Nursing through *The Essentials: Core Competencies for Professional Nursing Education (2021)*.

The Nursing Unit believes that knowledge for nursing practice, person-centered care, population health, scholarship for the nursing discipline, quality and safety, interprofessional partnerships, systems-based practice, informatics and healthcare technologies, professionalism, and personal, professional and leadership development are necessary components in educational preparation of baccalaureate generalist nursing practice.

- Knowledge for Nursing Practice
    - Demonstrate an understanding of the discipline of nursing's distinct perspective and where shared perspectives exist with other disciplines.
    - Apply theory and research-based knowledge from nursing, the arts, humanities, and other sciences.
    - Demonstrate clinical judgment founded on a broad knowledge base.

- Person-Centered Care
    - Engage with the individual in establishing a caring relationship.
    - Communicate effectively with individuals.
    - Integrate assessment skills in practice.
    - Diagnose actual or potential health problems and needs.
    - Develop a plan of care.
    - Demonstrate accountability for care delivery.
    - Evaluate outcomes of care.
    - Promote self-management.
    - Provide care coordination.

- Population Health
    - Manage population health.
    - Engage in effective partnerships.
    - Consider the socioeconomic impact of the delivery of health care.
    - Advance equitable population health policy.
    - Demonstrate advocacy strategies.
    - Advance preparedness to protect population health during disasters and public health emergencies.

- Scholarship for the Nursing Discipline
    - Advance the scholarship of nursing.
    - Integrate best evidence into nursing practice.
    - Promote the ethical conduct of scholarly activities.

- Quality and Safety
    - Apply quality improvement principles in care delivery.
    - Contribute to a culture of patient safety.

- Contribute to a culture of provider and work environment safety.

- Interprofessional Partnerships
  - Communicate in a manner that facilitates a partnership approach to quality care delivery.
  - Use knowledge of nursing and other professions to address healthcare needs.
  - Work with other professions to maintain a climate of mutual learning, respect, and shared values.

- Systems-Based Practice
  - Apply knowledge of systems to work effectively across the continuum of care.
  - Incorporate consideration of cost-effectiveness of care.
  - Optimize system effectiveness through application of innovation and evidence-based practice.

- Informatics and Healthcare Technologies
  - Describe the various information and communication technology tools used in the care of patients, communities, and populations.
  - Use information and communication technology to gather data, create information, and generate knowledge.
  - Use information and communication technologies and informatics processes to deliver safe nursing care to diverse populations in a variety of settings.
  - Use information and communication technology to support documentation of care and communication among providers, patients, and all system levels.
  - Use information and communication technologies in accordance with ethical, legal, professional, and regulatory standards, and workplace policies in the delivery of care.

- Professionalism
  - Demonstrate an ethical comportment in one's practice reflective of nursing's mission to society.
  - Employ participatory approach to nursing care.
  - Demonstrate accountability to the individual, society, and the profession.
  - Comply with relevant laws, policies, and regulations.
  - Demonstrate the professional identity of nursing.
  - Integrate diversity, equity, and inclusion as core to one's professional identity.

- Personal, Professional, and Leadership Development
  - Demonstrate a commitment to personal health and well-being.
  - Demonstrate a spirit of inquiry that fosters flexibility and professional maturity
  - Develop a capacity for leadership.

American Nurses' Association Standards

The American Nurses' Association (ANA) foundational documents describe the responsibilities for which nurses are accountable. These standards reflect the values, ethics, and priorities of the profession; provide direction for professional practice; provide a framework for evaluation; and, define professional accountability to the public. They also serve as measurements used in certification, accreditation, quality assurance, peer review and public policy.

The Nursing Unit upholds these foundational standards for all students.

Nursing: Scope and Standards of Practice (ANA, 4th Edition)

18 STANDARDS OF PROFESSIONAL PRACTICE

1. Assessment: RNs must be able to effectively collect data and patient information that is relative to their condition or situation. This is part of the assessment process.

2. Diagnosis: RNs must be able to analyze the data gathered during the assessment phrase, to determine potential or actual diagnoses.

3. Outcomes Identification: In part with the above, RNs should be able to effectively predict outcomes for the patient.

4. Planning: After identifying a diagnosis and outcomes, RNs must develop a plan or strategy to attain the best possible outcome for the patient in need.

5. Implementation: RNs can then implement the identified plan. This may be done by coordinating care for the patient, such as administering treatment, and/or promoting good health and safe healing environments.

6. Evaluation: After implementation, a nurse must monitor and evaluate the patient's progress towards the expected outcome or health goals.

7. Ethics: This means a nurse must practice ethically in their role.

8. Advocacy: Nurses are not just healthcare providers; they are also advocates for their patients. Nurses must demonstrate advocacy and support the needs of their patients, no matter their background.

9. Respectful and Equitable Practice: Nurses must be respectful of all patients, families, healthcare consumers, and professionals. They must demonstrate equitable care for all patients in need.

10. Communication: A registered nurse must be able to communicate effectively in all areas of practice, including with patients, families, and the greater medical team.

11. Collaboration: Nurses must also be able to collaborate with other healthcare team members, as well as the patient, as they conduct their nursing practice.

12. Leadership: Registered nurses are also leaders. They must demonstrate leadership skills within the profession.

13. Education: Nursing is always changing and evolving. RNs must always seek out ways to grow their knowledge, skills, and competence to reflect current nursing practice and future ways of thinking.

14. Scholarly Inquiry: Nurses are always learning, as the field advances. Therefore, RNs must help contribute to the profession through scholarly inquiry and research.

15. Quality of Practice: Quality of practice means that the nurse demonstrates and contributes to a high quality of care.

16. Professional Practice Evaluation: A nurse must be able to evaluate their own professionalism and practice, as well as the practice of others, in order to consistently grow and provide the best quality of care.

17. Resource Stewardship: Nurses must be able to utilize the appropriate resources to plan, provide, and sustain care services. They must also take care to ensure these services are safe, effective, and responsible.

18. Environmental Health: RNs must practice in an environmentally safe and healthy manner.

Code of Ethics for Nurses with Interpretive Statements (ANA, 2025)

PROVISION 1 Respect for Others

- 1.1 Respect for Human Dignity
- 1.2 Relationships with Patients and Recipients of Nursing Care
- 1.3 The Nature of Health
- 1.4 The Right to Self-Determination

PROVISION 2 Commitment to the Patient

- 2.1 Primary Commitment to Recipients of Nursing Care
- 2.2 Conflict of Interest and Conflicts of Commitment in Nursing
- 2.3 Professional Boundaries
- 2.4 Issues of Safety in the Nurse-Patient Relationship

PROVISION 3 Advocacy for the Patient

- 3.1 Privacy and Confidentiality
- 3.2 Advocating for Persons who Receive Nursing Care
- 3.3 Responsibility in Promoting a Culture of Safety
- 3.4 Protection of Patient Health and Safety by Acting on Practice Issues
- 3.5 Protection of Patient Health and Safety by Acting on Impaired Practice

PROVISION 4 Accountability and Responsibility for Practice.

- 4.1 Responsibility and Accountability for Nursing Practice
- 4.2 Addressing Barriers to Exercising Nursing Practice Authority
- 4.3 Ethical Awareness, Discernment, and Judgement
- 4.4 Assignment and Delegation

PROVISION 5 Duty to Self and Duty to Others

- 5.1 Personal Health and Safety
- 5.2 Wholeness of Character
- 5.3 Integrity
- 5.4 Professional Competence
- 5.5 Human Flourishing

PROVISION 6 Contribution to Healthcare Environments

- 6.1 The Environment and Virtue
- 6.2 The Environment and Ethical Obligation
- 6.3 Responsibility for the Healthcare Environment

PROVISION 7 Advancement of the Nursing Profession

- 7.1 Contributions through Knowledge Development, Research and Scholarly Inquiry
- 7.2 Protection of Human Participants in Empirical Research
- 7.3 Contributions through Developing, Maintaining, and Implementing Professional Practice Standards
- 7.4 Contributions through Nursing, Health, and Social Policy Development
- 7.5 Considerations Related to Ethics, Technology, and Policy

PROVISION 8 Promotion of Collaboration

- 8.1 Collaboration Imperative
- 8.2 Collaboration to Uphold Human Rights, Mitigate Health Disparities, and Achieve Health Equity
- 8.3 Partnership and Collaboration for Human Rights in Complex, Extreme, or Extraordinary Practice Settings

PROVISION 9 Promotion of Justice and Equity

- 9.1 Assertion of Nursing Values
- 9.2 Commitment to Society
- 9.3 Advancing the Nursing Vision of a Good and Healthy Society
- 9.4 Challenges of Structural Oppressions: Racism and Intersectionality
- 9.5 National Policies, Program, and Legislation

PROVISION 10 Global Nursing and Environmental Health

- 10.1 Global Nursing Community
- 10.2 Global Nursing Practice
- 10.3 Nursing Vision for Global Health
- 10.4 Global Nursing Solidarity
- 10.5 Global Nursing Health Diplomacy

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Section I- General Information

Student Services

A comprehensive list and description of ATSU student services is provided on the university website at: https://www.athens.edu/resources/student-services/

Frequently Used Numbers/Email Addresses:

- Accessibility Services- 256.233.8143, accessibility.services@athens.edu
- Career Development Center- 256.233.8145; careerdevelopmentcenter@athens.edu
- Counseling Services- 256.233.8144; counseling.services@athens.edu
- Enrollment Center- 256.233.8130; enrollment@athens.edu
- Financial Aid- 256.233.8122; Finaid@athens.edu
- Office of the Registrar- 256.233.8131; Registrar@athens.edu
- Student Success Center- 256.233.8130
- Technology Help Desk- 256.216.6698; helpdesk@athens.edu
- Kares Library- 256.216.6650; Toni.Carter@athens.edu

Wi-Fi

ATSU provides free Wi-Fi access for all currently enrolled students. Instructions for connecting to the wireless network can be found at https://helpdesk.athens.edu/hc/en-us/articles/204074963-Athens-State-University-Campus-Wireless-Network-Wi-Fi-

Communicating with Faculty

Faculty may be reached by email or calling their office. Faculty telephone numbers and email addresses are listed in course syllabi, BSN Orientation organization and the ATSU website. All faculty have voice mail so students may leave a message if the faculty member is not available. Faculty also have regular office hours outlined in course syllabi.

The official electronic communication method for the University and Nursing Unit is Athens State Outlook email. All students are issued a university email account by Information Services.

Emergency Notification Enrollment

Athens State Alerts emergency notification system will notify you of emergency conditions on campus, closings and delayed openings due to weather or other events, and other situations requiring rapid notification. If you have an *@athens.edu* or *@my.athens.edu* email address, you will automatically receive a notification via email. If you wish to receive text message notifications, click on the link: https://asu.app.regroup.com/login

BSN Program Orientation

You have been enrolled in the BSN Program Orientation course in the Canvas Learning Management system. Please ensure you work your way through this self-paced, non-graded course to learn about the essentials of our program.

University Services

Accessibility Services

Accessibility Services is the central contact point for Athens State students with disabilities. The goal of Accessibility Services is to ensure that University programs and services are accessible to qualified students with disabilities. Accessibility Services works with faculty and other members of the University community to provide individualized academic accommodations and support services while promoting student responsibility and self-advocacy.

It is the student's responsibility to self-disclose their disability, provide adequate documentation (if required), and to request academic accommodations/services from Accessibility Services.

For questions regarding services for students with disabilities, Accessibility Services Specialist: (phone) 256-233-8143. Students may also visit the Accessibility Services webpage at http://www.athens.edu/accessibility-services/

Accessibility Services is located in Sandridge Student Center, Room 122.

Career Development Center

The Career Center provides assistance to Athens State students and Alumni in career planning, development and job seeking strategies. The department serves as a major link between students/Alumni and potential employers. We are here to assist students in identifying and fulfilling their future goals and aspirations.

Students receive support in creating professional documents (resumes, cover letters and social media profiles) and learning effective interview and job search techniques. We offer a variety of opportunities to come face-to-face with hiring employers and graduate school recruiters at career fairs, employer workshops, information sessions and at campus recruiting events.

Handshake is a new service that Athens State provides where you can review and apply to job announcements, have your resume reviewed, view events and various other resources.

To activate your account, visit athens.joinhandshake.com

The Federal Work-Study Program (FWS) is available to undergraduate students if they have financial need. The students must file the Free Application for Federal Student Aid (FAFSA) to qualify. Students must also be in good academic standing and enrolled at least half-time.

The Campus Student Worker Program is open to all currently enrolled students (undergrad and graduate) who are in good academic standing and taking at least one class. To view and apply for Work-Study opportunities, visit Handshake or contact laura.allen@athens.edu. For more information, visit the website: http://www.athens.edu/career-development-center/

Help Desk

The Help Desk is a centralized point of contact for technical support services for the students of Athens State University. They can help with questions about your email account, online courses, password resets or any other technical questions.

As a new student, the website has videos to help you in a variety of ways. For example, a video will show you the overview of Canvas.

The Help Desk is located in Classroom Building Room 102. The hours are Monday-Thursday 8 a.m. to 7 p.m., and Friday from 8 a.m. to 4:30 p.m. If you need help by phone:256-216-6698, or you can email helpdesk@athens.edu.

For more information, visit the website: http://www.athens.edu/helpdesk/

Library

The Library supports the academic mission of the University by providing an organized collection, delivering access to instruction and research services and offering usable physical and virtual spaces.

The purpose of the Athens State University Library is to support students, faculty, staff and the community through:

• developing and maintaining a high quality, responsive, useful and timely collection of materials and services to support academic programs and the institution.
• the utilization of instruction in information literacy and research services.
• providing and maintaining useable physical and virtual spaces.
• retaining and hiring highly qualified employees who are committed to the continued success of the university

The Library operating hours are as follows, but hours may vary between semesters.
Monday – Thursday 8 a.m. to 9 p.m.
Friday 8 a.m. to 5 p.m.
Saturday Closed
Sunday 1 p.m. to 9 p.m.

For more information, visit the website: http://www.athens.edu/library/

Personal Counseling Services

A licensed professional counselor is available by appointment to discuss personal issues with currently enrolled students and Athens State University faculty and staff, on a brief-counseling basis. All counseling services are provided with your confidentiality in mind and offered at no charge to you.

Personal Counseling Services can help you:

• Develop study skills
• Get better organized
• Replace bad habits with healthy ones
• Learn how to relax during stressful times
• Balance academics, work, and family/social life
• Solve a personal problem • Improve communication skills
• Learn coping skills to deal with anxiety, depression, addictions, grief or other emotions that

might interfere with your activities of daily living
• Locate mental health services, resources and support groups in your local community

Services are provided through a partnership with the Mental Health Center of North Central Alabama.

Email: counseling.services@athens.edu
Phone: 256-233-8144

TimelyCare

TimelyCare delivers virtual health and well-being for students. Through either a mobile app or your desktop, TimelyCare provides 24/7 access to virtual care from anywhere in the United States at no cost.

Student Success Center

The Student Success Center provides a central location to receive academic guidance, information, and bachelor's degree advising/planning. As an upper-division institution, every student attending Athens State brings with them transfer credit, the center helps to provide appropriate course of action for every student's individualized situation. The center partners with other university offices to offer a broad set of resources and services to empower students to excel personally and academically. The center also facilitates and coordinates strategic initiatives to support student success.

Appointments can be made in person or over the phone from the Department's web page: https://www.athens.edu/tssc/#prospect

The Student Success Center is located on the first floor of Sandridge Student Center.

Writing Center

The Athens State University Writing Center provides free services to help both graduate and undergraduate students at any stage of the writing and communication process. Knowledgeable peer consultants conduct writing center sessions either in face-to-face sessions or online. We offer individual and group tutoring for many types of projects, including essays, research papers, presentations, and digital writing (such as blogs, wikis, & websites).

The Writing Center is located on the first floor of the Athens State University Library in the Learning Commons Area; turn right when you enter the library.

We provide face-to-face and live online sessions. Face-to-face sessions are preferred, as they offer the most useful way to facilitate communication between the client and consultant. Live online sessions are conducted either by video or by a "chat" feature quite like instant messaging. Online sessions must be scheduled in advance, and students must "show up" online at the scheduled time to keep an appointment. View instructions on the website.

The Writing Center is staffed with consultants—students at Athens State—who work with their peers on various academic and professional writing assignments. Consultants engage clients in conversation about their projects, pose questions, and discuss revision strategies; they use a variety of methods—both directive and non-directive—to help clients successfully complete

their projects. Consultants do not edit, proofread, or write texts for their peers—although they do have productive, educational ways to discuss grammar, editing skills, and proofreading.

The Writing Center can be contacted by phone: 256-216-6665 or email: writing.center@athens.edu. During unstaffed hours, please allow time until the Writing Center re-opens to receive a response to a voicemail or email.

For more information, visit the website: http://www.athens.edu/writingcenter/

Campus Security

The Office of Campus Security supports the mission of the University by maintaining a reasonably safe and secure environment conducive to effective learning, teaching, studying, and working.

A professional core of Security Officers, an integral part of the campus community, provides protection of persons and property through crime and emergency prevention activities, incident response, ID services, parking and traffic control, facilities access, and dispatch communications. The office is also responsible for maintaining and reporting crime statistics for the University as mandated by the Campus Awareness and Campus Security Act of 1990.

In the event of an emergency, please contact Campus Security at (256) 233-8222. If you have an EMERGENCY requiring police, fire, or ambulance, call 911 without delay.

All campus buildings and elevators have call boxes. To contact Campus Security, press the button on the call box and wait for the recorded message to finish before starting a request.

ATSU Undergraduate Catalog

The ATSU Undergraduate Catalog is available online at https://www.athens.edu/resources/academic/undergraduate-catalogs/ The catalog contains program information and course descriptions.

Graduation Information

It is strongly recommended that students review their Degree Works plan(s) and consult with their academic advisor before applying for graduation. For more information click here: https://www.athens.edu/academics/graduation/apply/

Advising

Upon admission to Athens State, you will be assigned a Student Success, a Faculty Advisor and a Nursing Faculty Coach. The Student Success Coach will review transcripts and discuss scholarship opportunities. The Student Success Coach will guide the student in regards to general education requirements as well as pre-professional courses needed. The assigned Faculty Advisor will discuss BSN program related courses and advise on the BSN program of study. The Nursing Faculty Coach will serve as a nursing resource for the student.

Student Financial Aid, Learning Partnerships, and Scholarship Information

The Office of Financial Aid is here to assist you in securing a quality education without missing an opportunity because of any financial situation. They will work to provide you with the best scholarship, grant, student employment, and loan options available. The office encourages you to begin this process as early as possible to ensure that you receive maximum consideration for the aid for which you may qualify. Click the appropriate link below.

Types of Assistance: https://www.athens.edu/admissions/financial-aid/types-of-assistance/

Financial Aid: https://www.athens.edu/admissions/financial-aid/

- **Consortium Agreement**: https://www.athens.edu/admissions/financial-aid/types-of-assistance/consortium-agreement/ **If you are a Fast-Track/Joint Enrollment BSN Student who is obtaining financial aid through Athens State you will need to complete the Consortium Agreement form each semester you are dually enrolled.*

Learning Partnerships: https://www.athens.edu/admissions/financial-aid/types-of-assistance/waivers-partnerships/

Scholarships: https://www.athens.edu/admissions/scholarships/

Transient Student Authorization

Students admitted to Athens State as degree-seeking students may occasionally need to attend another institution to obtain coursework when Athens State courses are not available. An Athens State student in good standing may request to enroll in a course at another college or university and transfer the credit back to Athens State University. **Students enrolled in the Fast-Track/Joint Enrollment BSN Program will need to complete the Transient Student Authorization Form each semester they are dually enrolled in the Fast-Track program*.

Students should follow the below:

- Complete a Transient/Visiting Student Authorization form. Please note the college/university being visited may also require completion of their transient form.
- Have official transcripts of the coursework completed at the other college/university sent directly to the Office of Admissions immediately upon completion of course(s) to ensure timely transfer of credit.
- Comply with the processes for transient/visiting students at the college or university providing the course(s), including payment terms.

Section II- Policies and Procedures

All ATSU academic policies are fully explained in the ATSU Undergraduate Catalog and the ATSU Policy Library. The Nursing Unit follows the policies and procedures of ATSU with additional policies and procedures specifically outlined in the *BSN Student Handbook.*

ATSU policies related to students:

Administrative Policies:

- Emergency Management Plan
- Campus Facilities and Properties
- Compliance
- Health and Safety
- Shared Governance

Academic Policies:

- Academic Calendar and Class Schedules
- Final Grade Appeals
- General University Requirements for Graduation
- Privacy of Student Records- FERPA
- Withdrawal from Courses

Financial Policies:

- Refunds of Tuition and Fees
- Tuition and Fees

Student Affairs Policies:

- Establishing Residency for Tuition Purposes
- Student Clubs & Organization
- Student Code of Conduct and Discipline
- Student Grievance Procedure

Information Technology Policies:

- Electronic and Information Technology Accessibility
- Information and Communication Technologies Acceptable Use Policy
- Incident Response/Recovery and Data Backup
- Password Management and Use

This remainder of this section contains information on policies and procedures which apply only to students enrolled in the BSN Program.

ATHENS STATE UNIVERSITY
NURSING UNIT

General Program Policies

Direct Practice Experience Clinical Agreements

University and accreditation regulations require signed contracts with all agencies in which students have clinical experiences. Establishing and maintaining these contracts is the responsibility of faculty and administrators in the Nursing Unit. Students may not initiate the process. All arrangements for clinical experiences, including review of current contracts, must be initiated by the faculty member responsible for the course in which the experience is to occur. Students are encouraged to consult with faculty as early as possible if there are special considerations regarding a clinical agency.

Costs Incurred for Accidents or Injury

Students are responsible for costs incurred as a result of accidents or injuries in clinical. This may include follow-up testing and/or treatment. Students are not eligible for Workman's Compensation Benefits from clinical agencies nor from the University.

Ethical Conduct

Students are expected to maintain ethical and exemplary professional behavior in all aspects of the teaching learning process. Refer to the Student Code of Conduct for additional information.

Plagiarism

Plagiarism is defined as the use of any other person's work (such work need not be copyrighted) and the unacknowledged incorporation of that work in one's own work offered in fulfillment of academic requirements. Plagiarism and/or falsification of records is considered justification for failure in the course. This includes materials purchased or secured from “on-line” services.

Artificial Intelligence (A.I.) Statement

Students must exercise critical judgement when utilizing AI-generated information. Any reliance on AI-produced content must be accompanied by rigorous evaluation, verification, and proper citation. The use of AI for brainstorming or idea generation is permissible, but the final product must reflect original thought and analysis.

The certificate of authenticity is to appear on each written assignment (Not the Discussion Questions or participation posts) on the first page (title page) or on the title slide of a PPT presentation. By typing your name and date, you are ensuring that the assignment is all your original work and that all references and citations are appropriately done.

Certificate of Original Authorship

I certify that I am the sole author of this assignment. Any information in this assignment that is not my own is clearly documented. I used quotation marks appropriately. I cited any and all sources from which I used data, images, ideas, or words, either quoted directly or paraphrased using the APA 7th Edition standards.

I also certify that the information in this paper was prepared by me specifically for the purpose of this assignment and I have not submitted any parts of this assignment for previous assignments. I understand the plagiarism policy of the Athens state and nothing in this assignment violates intellectual property laws.

My typed name below is intended to be the same as my signature on this document.

Your Signature: *type your name here*
Date: *type the date here*
Course: *Type the course number and title here*

Evaluation of Courses and Faculty by Students

Students have the opportunity to anonymously evaluate courses and faculty at the end of each term. This information is used in faculty evaluations and in revision of the courses and/or teaching methods.

Professional References

Students who need references from faculty for employment or other purposes should receive permission of faculty members prior to submitting their name.

Late Work: Course Assignments

Assignment such as papers, posters, case studies, and the like are expected to be submitted by the due date/time unless the student makes prior arrangements with the faculty. The faculty has the option of not accepting work or deducting points from assignments that are turned in late. Course requirements are outlined in each course syllabus.

Late assignments will be addressed as follows:

1 day late	10% reduction in assignment score
2 days late	20% reduction in assignment score
3 days late	30% reduction in assignment score
More than 3 days late	the assignment receives a "0" score

Style for Written Assignments

All papers must be typed unless otherwise specified by the faculty member. Guidelines for specific papers are given by the course faculty. All written work including documentation of information sources, bibliographies and/or reference lists, submitted by students must follow the American Psychological Association Manual (APA), current edition.

Nursing Unit Committees

Students have the opportunity to participate in the shared governance of the Nursing Unit. Students will have the opportunity to sit on ad hoc and special committees as needed to address specific academic or student needs. A current student and alumni will also sit on the Nursing Unit Advisory Board. Student representatives on these committees may be involved in the following activities: recommend changes to the curriculum; recommend changes in admission, progression, and graduation policies and procedures; and plan, develop, revise, and evaluate the curriculum.

ATHENS STATE UNIVERSITY

NURSING UNIT

Grading Scale

I. Purpose:

To establish a standard grading scale for nursing courses in the BSN program

II. Policy:

The faculty of Nursing Unit adopted a grading scale for nursing courses in the BSN program which is consistent with major universities across the United States.

The scale is listed below:

A = 90-100
B = 80 – 89
C = 75 – 79
D = 60 – 74
F < 60

III. Procedure:

A. Students will be informed of grading scale in BSN Orientation Organization in Canvas.

B. Grading scale will be listed in course syllabi.

DATE APPROVED: November 2021
SEMESTER AND YEAR EFFECTIVE: Spring 2022
REVISED: Summer 2025
SEMESTER AND YEAR OF NEXT MANDATORY REVIEW: Spring 2027

ATHENS STATE UNIVERSITY
NURSING UNIT

Rounding of Final Grade

I. Purpose:

To provide consistency across all nursing courses regarding rounding of final grade.

II. Policy:

Rounding only occurs at the end of the semester from tenth to the whole number.

Example: 69.49 would not round to a 70 or a 74.49 would not round to a 75.

III. Procedure:

Faculty retain grades in the learning management system. After final assignments have been graded, the faculty calculates the final course grade and applies the rounding rule as described above.

Rounding Rule on Grades:

Rounding only occurs at the end of the semester from tenth to the whole number.

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SEMESTER AND YEAR OF NEXT MANDATORY REVIEW: Spring 2027

ATHENS STATE UNIVERSITY

NURSING UNIT

American Psychological Association (APA) Format

I. Purpose:

Papers submitted by students to partially fulfill academic requirements for courses need to follow a prescribed format. The purpose of this policy is to establish a common set of guidelines for students to follow in the BSN program.

II. Policy:

Students enrolled in courses in the nursing program will submit formal papers in APA format. Faculty will designate on evaluation criteria the papers or assignments that require APA format. APA style refers to the organization of the content, writing style, and proper citation of reference in text and in a reference list. Students should purchase an APA manual or refer to approved sites to review formatting rules. These approved sites include:

- Purdue Online Writing Lab (https://owl.english.purdue.edu/owl/resource/664/01/)
- APA Style (http://www.apastyle.org/)

III. Procedure:

Students write papers according to the criteria or rubric provided by the faculty member. They are then responsible for formatting the paper according to APA style guidelines. There are software programs that can help with formatting, but students should check the document prior to submission for its adherence to the required formatting.

ATHENS STATE UNIVERSITY

NURSING UNIT

Progression Policy

I. Purpose:

To establish a standard policy for progression of students in the various BSN program tracks.

II. Policy:

In order to progress in the Athens State University nursing program, the progression policy should be followed:

For RN to BSN Students:

- Students must successfully pass each BSN (NUR/UNV) course with a final course average of 75%. Failure to do so will require the student to repeat the unsuccessful course when it is offered again in the program of study. Students may continue to progress through the BSN program courses.

For Fast-Track/Joint Enrollment BSN Students at:

- Calhoun Community College:
    - Students must be successful in their Associate Degree Nursing (ADN) Program courses as determined by Calhoun. In the event of failure in an ADN program course, the student may not progress in the Fast-Track/Joint Enrollment BSN Program at Athens State until reinstatement at the college occurs and proof is provided to the Chief Nurse Administrator at Athens State.
    - Students must successfully pass each BSN (NUR/UNV) course with a final course average of 75%. Failure to do so will require the student to repeat the unsuccessful course when it is offered again in the program of study. Students may continue to progress through the BSN program courses following discussion with Faculty Advisor.
- Drake State Community & Technical College:
    - Students must be successful in their Associate Degree Nursing (ADN) Program courses as determined by Drake State. In the event of failure in an ADN program course, the student may not progress in the Fast-Track/Joint Enrollment BSN Program at Athens State until reinstatement at the college occurs and proof is provided to the Chief Nurse Administrator at Athens State.
    - Students must successfully pass each BSN (NUR/UNV) course with a final course average of 75%. Failure to do so will require the student to repeat the unsuccessful course when it is offered again in the program of study. Students may continue to progress through the BSN program courses following discussion with Faculty Advisor.
- Wallace State Community College- Hanceville:

    - Students must be successful in their Associate Degree Nursing (ADN) Program courses as determined by Wallace State. In the event of failure in an ADN program course the student may not progress in the Fast-Track/Joint Enrollment BSN Program at Athens State. Once ADN program completion occurs and the student has passed the NCLEX-RN students may return to the RN to BSN program.
    - Students must successfully pass each BSN (NUR/UNV) course with a final course average of 75%. Failure to do so will require the student to repeat the unsuccessful course when it is offered again in the program of study. Students may continue to progress through the BSN program courses following discussion with Faculty Advisor.
- Northeast Alabama Community College:
    - Students must be successful in their Associate Degree Nursing (ADN) Program courses as determined by Northeast. In the event of failure in an ADN program course, the student may not progress in the Fast-Track/Joint Enrollment BSN Program at Athens State until reinstatement at the college occurs and proof is provided to the Chief Nurse Administrator at Athens State.
    - Students must successfully pass each BSN (NUR/UNV) course with a final course average of 75%. Failure to do so will require the student to repeat the unsuccessful course when it is offered again in the program of study. Students may continue to progress through the BSN program courses following discussion with Faculty Advisor.

III. Procedure:

A. Students will be informed of the progression policy in BSN Orientation Organization in Canvas as well as within the BSN Student Handbook.

SECTION III- Program Immunization and Health Documentation Requirements

ATHENS STATE UNIVERSITY
NURSING UNIT

Programmatic Requirements for RN to BSN Program Students

Clinical agencies and accrediting bodies require students to meet various health related requirements. Students must complete and maintain currency of all health documentation requirements during BSN UNV 300 and throughout the program for progression. Students are responsible for maintaining original health records. The majority of these records will be managed by the Chief Nurse Administrator (health insurance, CPR, immunizations, physical examination, etc.) and others by StudentCheck (background check and drug screen).

See Appendix A

The following are required as part of initial progression requirements and entry into each course:

- Physical examination: Student must obtain a physical examination from a health care provider. Students who are not able to meet the Essential Functions as described must meet with the Chief Nurse Administrator.

- Hepatitis B: verification that the series of injections has begun or results of a recent titer must be received.

- Evidence of Tdap immunization within the past 10 years.

- Evidence of immunity to measles, mumps, rubella, and varicella.

- Evidence of negative tuberculosis screening. Each student is required to have a 2-step tuberculin (TB) skin test or a T-spot less than three months prior to the first day of class of upper division nursing courses. If a student has a current TB skin test, then a two-step is not needed. Instead of skin testing, students may provide evidence of a blood test indicating negative for tuberculosis. If the skin test or the blood test is positive, a chest x-ray is required and possible other medical evaluation may be requested. An annual one-step TB renewal test is required.

- Annual Influenza vaccination: Students are required to provide evidence of influenza vaccination each year while enrolled in the BSN Program.

- Current health insurance: Students are required to provide evidence of current health insurance each year while enrolled in the BSN Program.

- CPR: Basic Life Support for the Healthcare Provider certification or recertification is every two years.

- Drug testing and criminal background check: Students are required to submit to drug testing and criminal background checks during BSN UNV 300 and annually, for reasonable suspicion of drug/alcohol use, and as required by affiliating clinical agencies while enrolled in BSN Program. The BSN Student Handbook provides detailed policies on the following pages. Violations of the policies are serious and will result in dismissal of students from the nursing program.

- Other health requirements may be implemented based on community or clinical agency requirements.

ATHENS STATE UNIVERSITY
NURSING UNIT

Annual BSN Student Background Checks and Drug Screening Policy and Procedure for RN to BSN Program Students

1. **Purpose**

The purpose of this policy and procedure is to provide a mechanism for obtaining annual student background checks and routine drug screening.

See Appendix B

2. **Policies**

Students accepted to the RN to BSN program are required to have an annual background screen and drug screen through StudentCheck.

The Nursing Unit must certify to clinical agencies where students practice that each student has had an acceptable background screen and negative drug screen.

The background screen and drug testing screen will be conducted by a qualified agency using established methods and procedures.

Confidentiality of the student's results will be protected. All costs associated with screenings are the responsibility of the student.

Program continuation will be withdrawn for students who have a positive drug screen.

Program continuation will be withdrawn for students who have been convicted of or have pending a charge that would not be acceptable for clinical practice.

A student who is withdrawn or is dismissed from the nursing program due to findings from a background screen in their senior year will be considered for readmission on a case by case basis depending upon the situation.

3. **Procedure**

A. Background Screen

All BSN nursing students will be required to undergo an initial background screening during BSN UNV 300 and an additional background screen annually. Students will be notified of the procedure to follow for the initial background screen in the BSN UNV 300 course.

The background screen will include:

Social Security Trace
Maiden and Alias Name Search
Nationwide Criminal Records Database and Nationwide Sex Offender Registry

Federal and State SanctionCheck
County Criminal Records Search

Program continuation will be withdrawn for students who have been convicted of or have pending a charge that would not be acceptable for clinical practice.

Refusal by the student to submit to the background screen in BSN UNV 300 will result in a course failure and the student's withdrawal from the nursing program.

Refusal by the student to submit to the background screen in annually will result in the student's dismissal from the nursing program.

B. Drug Screen

All BSN nursing students will be required to undergo an initial drug test consisting of a 10-panel urine drug screen during BSN UNV 300 and a 10-panel urine drug screen annually. Students will be notified of the procedure to follow for the initial drug screen in the BSN UNV 300 course.

Students will be required to follow the procedures of the Nursing Unit and should not obtain a drug screen prior to being notified.

Drug screening via any other vendor or laboratory will not be accepted.

Refusal by the student to submit to drug screening in BSN UNV 300 as described in the policy and procedure will result in the student's course failure and withdrawal from the nursing program.

Refusal by the student to submit to a random drug screen annually will result in the student's dismissal from the nursing program.

Appendix A

RN to BSN Program Immunization and Health Document Requirements

Dear Athens State University RN to BSN Student,

Welcome! As a RN to BSN student various documentation is needed to ensure programmatic and accrediting body requirements are met as well as the ability to enter clinical agencies for Direct Practice Experiences.

All documents must be provided and uploaded into the appropriate assignment dropbox in the ***UNV 300 BSN Student Success Seminar Course*** by the required due date/time.

1. Part I- Student Profile
2. Part II- Additional Required Information
3. Part III- Physical Verification Form
4. Part IV- Immunizations
5. Part V- Student Consent Forms
6. Part VI- Background Check & Drug Screen

Student Checklist:

Document/Requirement	Part	Submission Date
1. Student Information is complete	I	
2. Submit copy of CPR/BLS card	II	
3. Submit a copy of your Health Insurance	II	
4. Submit a copy of your Nursing License	II	
5. Submit a copy of your CLAS Certificate	II	
6. Submit a copy of your OSHA Certificate	II	
7. Submit a copy of your HIPAA Certificate	II	
8. Physical Exam is complete; signed, dated and stamped by your Health Care Provider	III	
9. Essential Functions Statement	III	
10. Immunizations are complete with dates of vaccines/titers and results are signed, dated, and stamped by your Health Care Provider	IV	
11. Authorization Consent forms are signed by Student a) Academic Honor Statement b) Orientation Requirements c) Residency Verification d) BSN Student Handbook Statement e) Student Responsibility Statement	V	
12. StudentCheck Background Check & Drug Screen	VI	

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SEMESTER AND YEAR EFFECTIVE: Spring 2022
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RN to BSN Program Immunization and Health Document Requirements

Part I: STUDENT PROFILE: this should be completed and submitted to the appropriate assignment dropbox in the ***UNV 300 BSN Student Success Seminar Course*** by the required due date/time.

Last Name:	**First Name:**
Date of Birth (MM/DD/YYY): _____/_____/_____	**Cell Phone:**
ATSU Student ID:	**Personal Email Address:**
First Semester of Entry (Enter the Year): Fall 20____ Spring 20____ Summer 20____	**College of Arts and Sciences Program:** ☐ RN to BSN Program
Currently Employed as RN (Y or N)?	**Employed at:**

Part II: ADDITIONAL REQUIRED INFORMATION: these must be completed and submitted to the appropriate assignment dropbox in the ***UNV 300 BSN Student Success Seminar Course*** by the required due date/time.

1. **BLS CPR for Health Care Providers Certification:** Student must submit a copy of your CPR card. Must be maintained while enrolled in the program.
2. **Health Insurance:** Student must submit a copy of your valid insurance card. Must be maintained while enrolled in the program.
3. **Unencumbered Nursing License:** Student must submit a copy of your RN Board Nursing License. Must be maintained while enrolled in the program.
4. **OSHA Training Certification:** Student can access the OSHA training requirement through the BSN UNV 300 Course and once complete students must submit a copy of their OSHA Certificate/OSHA Statement.
5. **HIPAA Certification:** Students can access the two-part HIPAA training requirement through the BSN UNV 300 Course and once complete students must submit a copy of their HIPAA Certificate/HIPAA Compliance Statement.
6. **Culturally and Linguistically Appropriate Services (CLAS) Certification:** Students can access the Cultural Diversity training requirement through the BSN UNV 300 Course and once complete students must submit a copy of their Cultural Diversity certificate.

RN to BSN Program Immunization and Health Document Requirements

Part III: PHYSICAL VERIFICATION FORM: this must be completed by your Health Care Provider and submitted by the Student to the appropriate assignment dropbox in the ***UNV 300 BSN Student Success Seminar Course*** by the required due date/time.

Student First Name: _____ Student Last Name: _____

D.O.B.: _____

Physicals not more than three months old are acceptable.

I have examined (name)_____ on (date)_____ and have determined that there are no health-related reasons which would prohibit this student from participating in the Athens State University College of Arts and Sciences RN to BSN program or that would interfere with the student's ability to perform the needed essential functions. (See next form for Essential Functions for Nursing Students)

Primary Care Provider Signature OR Provider's stamp is required for this form to be accepted.

_____ _____

Provider's Signature *Date*

Provider Name (printed): _____

Phone Number: _____

PLACE PROVIDER'S STAMP HERE:

ESSENTIAL FUNCTIONS: This must be read and completed by Student and submitted to the appropriate assignment dropbox in the ***UNV 300 BSN Student Success Seminar Course.***

Directions: Read the declarations below and initial only one option. If you are unable to fully meet any criterion, you will need to make an appointment with the Chief Nurse Administrator.

OPTION #1 I have read the Essential Functions and to the best of my knowledge I currently have the ability to fully engage in the activities.

OPTION #2 I have read the Essential Functions and to best of my knowledge I currently am unable to fully engage in these activities without accommodations. I will follow through with the services for students with disabilities to arrange an appointment and discussion of my disability.

I am aware that progression in the nursing program is contingent on meeting essential functions of the program.

Student, please initial one:

Option #1 (does not need accommodations) _____

Option #2 (needs accommodations) _____

Essential functions define selected attributes and behaviors necessary for students to demonstrate in order to successfully complete their education and subsequently participate in nursing practice. These essential functions are determined to be required for initial and continued enrollment in the College of Arts and Sciences RN to BSN program. Students must be able to perform each of the following essential functions with or without reasonable accommodations:

Issue	Standard	Examples of Necessary Activities Include
Critical Thinking	Critical thinking ability sufficient for clinical judgement.	(Not All Inclusive) Identify cause-effect relationships in nursing clinical situations and develop nursing care plans
Interpersonal Abilities	Interpersonal abilities sufficient to interact with individuals, families and groups, from various social, emotional, cultural and intellectual backgrounds.	(Not All Inclusive) Establish rapport with clients, colleagues, and interdisciplinary team
Communication	Communication abilities sufficient for verbal and written interaction with others.	(Not All Inclusive) Explaining treatment procedures, initiate health teaching, document and interpret nursing actions and client responses.
Mobility	Physical abilities to move from room to room and maneuver self.	(Not All Inclusive) Moving around in a client's room, workspaces and treatment areas.
Gross and Fine Motor Skills	Gross and Fine motor abilities sufficient for providing safe, effective nursing care.	(Not All Inclusive) Completing assessments/evaluations by writing, typing, or demonstration; use equipment; position clients.
Hearing	Auditory ability sufficient to monitor and assess health, hearing basic conversation, monitor alarms, emergency signals, assess auscultatory sounds	(Not All Inclusive)
Visual	Visual ability for observation and assessment necessary in reading documents such as client charts and laboratory nursing care reports.	(Not All Inclusive)
Tactile	Tactile ability sufficient for physical assessment.	(Not All Inclusive) Performing palpation, percussion, temperature changes, complete physical assessment and other activities related to therapeutic interventions.

RN to BSN Program Immunization and Health Document Requirements

Part IV: IMMUNIZATIONS: Students are required to provide healthcare documented proof of the following requirements to be submitted to the appropriate assignment dropbox in the ***UNV 300 BSN Student Success Seminar Course*** by the required due date/time.

1. **MMR (Measles, Mumps Rubella)**
    a. ***Option 1:*** Two MMR vaccine dose series completed.
    b. ***Option 2:*** Serologic proof of immunity by titer. *If a titer results in non-immunity, a two-vaccine series must be completed after the titer.

2. **Hepatitis B:**
    a. ***Option 1:*** Three HepB vaccine dose series completed (first HepB must be on file by the immunization submission deadline. All doses must be completed by end of 2nd semester).
    b. ***Option 2:*** Heplisav-B (HepB-CpG) Vaccine. Two (2) dose series at least 4 weeks apart.
    c. ***Option 3:*** Serologic proof of immunity by titer for HepB. *If a titer results in non-immunity, a three-vaccine series must be completed after the titer.

3. **Varicella (Chicken Pox):**
    a. ***Option 1:*** Two Varicella vaccine dose series completed.
    b. ***Option 2***: Serologic proof of immunity by titer for Varicella. *If a titer results in non-immunity, a two-vaccine series must be completed after the titer.

4. **Tetanus Diptheria, Pertussis (Tdap):**
    Tdap or TD vaccine
    *Initial Tdap must be on file to accept TD.
    Require every 10 years
    May never be more than 10 years old during degree completion.

5. **Tuberculosis Skin Test (PPD/Mantoux):**
    The CDC does require a 2-step initial testing, however, if you have had initial testing and annual screening through your employer, documentation of a single step will be sufficient.
    a. ***Option 1:*** Provide A PPD skin test within the past 12 months with negative result (Annual update required)
    b. ***Option 2***: QuantiFeron TB Gold Blood Draw with negative result (Annual update required).
    c. ***Option 3***: T-Spot Blood Draw with negative result (Annual update required).
    d. ***Option 4:*** If a TB skin test is positive, a chest x-ray must be submitted and renewed every TWO years. (Annual symptom evaluations must be completed and uploaded)

6. **Influenza Vaccine (Flu):**
    Influenza vaccine required upon admission or proof of shot within last 12 months. (Annual update required)

7. **SARS-CoV-2 (COVID) Vaccination (*OPTIONAL*)**
    If you have received a COVID vaccination or series and would like to upload proof, please do so.

Part V: STUDENT CONSENT STATEMENTS: These must be completed by the Student and submitted to the appropriate assignment dropbox in the ***UNV 300 BSN Student Success Seminar Course*** by the required due date/time.

1. **Academic Honor Statement:**
   I promise or affirm that I will not at any time be involved in cheating, plagiarism, fabrication, misrepresentation, or any other form of academic misconduct as outlined in the Athens State University (ATSU) Student Code of Conduct (https://www.athensedu.org/pdfs/policies/Operating/Student-Affairs/Student-Code-of-Conduct.pdf) while I am enrolled as a student at ATSU. I understand that violating this promise will result in penalties as severe as indefinite suspension from ATSU.

   Please initial one: _____ *Yes/Promise & Affirm* _____ *No/Do not Affirm/Promise*

2. **Verification and Understanding of Orientation Requirements in Canvas:**
   I hereby acknowledge that I completed and reviewed the RN to BSN Orientation Course in the Canvas Learning System and that I understand that I am responsible for each requirement as outlined.

   Please initial one: _____ *Acknowledge* _____ *Do Not Acknowledge*

3. **Verification and Understanding of Residency:**
   I hereby acknowledge that I currently live in_____(state) and understand that if I move while enrolled in the program it may have implications my ability to complete the program. Furthermore, I will notify the Chief Nurse Administrator as soon as possible in the event I intend to relocate while enrolled.

   Please initial one: _____*Acknowledge* _____*Do Not Acknowledge*

4. **Reviewed BSN Student Handbook:**
   I hereby acknowledge that I have reviewed and understand the BSN Student Handbook. I understand this handbook is to be used in conjunction with the Athens State University Policy Library and the appropriate Athens State Undergraduate Catalog.

   Please initial one: _____*Acknowledge* _____*Do Not Acknowledge*

5. **Student Responsibility Statement:**
   You, the student, are solely responsible for transactions made through Banner Self Service system when adding, dropping or withdrawing from courses. All transactions have an electronic signature. It is a good idea to review your schedule each time you use the registration system. Financial impact of schedule adjustments are determined by the date of the change. Check the Academic Calendar for dates regarding start date, end date and refund dates. Any issues with adding and dropping must be submitted in writing to the Faculty Advisor requesting assistance.

   I have read and understood the above statement:

   _____ _____
   Student Signature Date of Birth

   _____ _____
   Student Name (Print) Date

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SEMESTER AND YEAR EFFECTIVE: Spring 2022
REVISED: Summer 2025
SEMESTER AND YEAR OF NEXT MANDATORY REVIEW: Spring 2027

Part VI: BACKGROUND CHECK & DRUG SCREEN

*****See Student PreCheck student instructions information sheet below

APPENDIX B

StudentCheck

ATHENS STATE UNIVERSITY - RN TO BSN PROGRAM
STUDENT INSTRUCTIONS

Background checks and drug tests are required to ensure the safety of patients treated by students in the clinical education program. The reports are typically completed within 3-5 business days; however, you must submit your order in sufficient time for the report to be reviewed by the program coordinator or associated clinical site prior to starting the rotation. The background check is conducted by PreCheck, Inc., a firm specializing in the healthcare industry.

GETTING STARTED

Follow this link to MyStudentCheck
If you are unable to access the link, you may type in the web address located at the bottom of this page.

- Confirm the school name matches: **Athens State University - RN to BSN Program**
- Select your program from the drop down menu, and then select the required services.
- Log in with your username and password. If you do not have an existing profile, please create a new account.
- Enter the required information, provide authorization, and continue to enter payment information.
- If you need further assistance, please contact PreCheck at: StudentCheck@PreCheck.com.
- You will be provided with a receipt and confirmation page when your order is placed.

DRUG TESTING

If there is not a collection site instantly available near your location, you will be contacted and a chain of custody form will be mailed to you. Pre-registration does not set an appointment time, we recommend calling your chosen collection site ahead of time to set up an appointment.

PRICING

Background Check	**$39.50**
Drug Screening	**$45.00**

Applicable state sales tax will be collected based on your residential location.

FREQUENTLY ASKED QUESTIONS

1. **What does PreCheck do with my information?**
   Your information will only be used for the services ordered. Your credit will not be investigated and your name will not be given out to any businesses.

2. **I selected the wrong school, program or incorrect information.**
   Please email StudentCheck@PreCheck.com with the details.

3. **Do I get a copy of the background report?**
   Yes, go to www.mystudentcheck.com, log in, and select Check Status.

4. **How do I obtain a copy of the drug test report?**
   Please email StudentCheck@PreCheck.com to receive a copy of the report.

5. **I was denied entry into a program because of information on the report, who can I contact?**
   Call PreCheck's Adverse Action hotline at 800-203-1654.

MyStudentCheck Web Address: https://candidate.precheck.com/StudentCheck?schoolId=17110

Version: 09/2021