



UA Cossatot

TRADITIONAL RN PATHWAY NURSE INFORMATION SHEET

Full Name: _____
Last First Middle Maiden

Complete Address: _____
Street City State Zip

Telephone Number: _____ Alternate Number: _____
(Circle One: Land line or Cell) (Circle One: Land line or Cell)

Email Address (Personal): _____

Emergency Contact: _____
Name Relationship Phone #

Social Security Number: _____ Birthday: _____
Month/Day/Year

If at any time during the year your name and/or address changes, it is your responsibility to notify Student Services and the Medical Education Division.

Please read and sign the following:

I realize the above information is necessary for the instructional staff of the Medical Education Division and have given it freely.

Signature: _____

Date: _____

PROGRAM PHILOSOPHY

UA Cossatot is committed to improving lives in our communities by delivering high-quality education, exceptional service, and hands-on training that prepares students for careers in the nursing field.

We believe that education is a shared journey between faculty and learners, built on mutual respect, curiosity, and the pursuit of knowledge. Learning is most impactful in environments that foster critical thinking, collaboration, and real-world application — all essential elements in the training of future healthcare professionals.

The program is committed to UACs philosophy and dedicated to developing nursing students who are not only technically skilled but also compassionate, adaptable, and prepared for lifelong learning. We provide relevant instruction that supports both immediate entry and long-term professional growth in an evolving global healthcare environment. Further, we recognize that each learner brings unique strengths, needs, and experiences.

At the core of our philosophy, there is a belief in the value and dignity of every person. Whether serving as students, patients, or community members, all individuals have worth. Our role as healthcare educators is to help students understand their impact on the lives of others and to prepare them to serve with competence, empathy, and purpose.

PROGRAM AND STUDENT LEARNING OUTCOMES

Upon completion of the program, students will be able to:

1. Formulate safe and effective critical thinking and clinical reasoning through Tanner's Clinical Judgement Model (Nursing Process) to provide patient care (Life Skills).
2. Demonstrate professional, legal, and ethical accountability within the scope and standards of nursing practice (Social).
3. Engage in effective communication and collaboration in intra and inter disciplinary teams across a variety of contexts in the care of multiple patients (Communication).
4. Utilize information and technology to communicate information and to support decision making and organization of safe client care (Technology).
5. Integrate evidence-based practice into patient-centered care, using the nursing process across a range of settings and populations (Occupational Skills).

ACADEMIC SERVICES

STUDENT ACADEMIC INTEGRITY

Please follow the link below for the Student Academic Integrity Policy 532.

https://www.cccua.edu/student-life/educational_resource_center_pdfs/COLLEGE%20POLICY%20532%20Student%20Academic%20Integrity.pdf

ACADEMIC ADVISING

In order to coordinate services and assist with educational goals, each student at UA Cossatot is assigned an advisor who specializes in a particular area of study. Advisors help guide students to academic completion through individual correspondence and follow up. Students are encouraged to make contact with their advisors each semester.

Students planning to transfer from UA Cossatot to another college should be aware that courses completed at UA Cossatot toward a Certificate, or an Associate of Applied Science Degree are designed for employment purposes and may not transfer to four-year institutions. Students seeking transferable credits should consult with their advisor before enrolling.

Grades of "D" are considered passing, but these courses may not be accepted when transferring to another institution. As a general rule, students planning to transfer to another institution should contact the Registrar's office of the receiving school to verify transferability of courses prior to taking the course.

EDUCATIONAL RESOURCE CENTER

The UA Cossatot Educational Resource Center (ERC) is a fully functioning, media-rich, user-friendly resource center striving to enrich the lives of students through active learning. The ERC merges Kimball Library, the tutoring program, the textbook and Open Educational Resource (OER) program, and the UAC Gift Shop into a one-stop student center. Working with faculty, we seek to promote higher education and help students achieve their maximum academic potential.

There is an ERC at each UA Cossatot campus with knowledgeable staff available to assist students during hours of operation. The ERC has several computer stations available for studying and a lounging area with comfortable seating. The ERC offers about 10,000 titles in book and media format, as well as nearly 200 online databases. Students may access databases 24/7 by using their five-digit student ID and 7 or 8-digit birthday as a PIN.

Free tutoring is available at the ERC on all three UAC campuses. Tutors provide one-on-one assistance and group study in academic endeavors, clarify information presented in classes, and help students understand concepts and patterns in course curriculum.

Tutors WILL NOT complete a student's homework, help with take-home or open-book tests, solve assigned homework problems, or offer any assistance without direct student involvement, a show of critical thinking, and cooperation in the learning process. The ERC expects students to assume ultimate responsibility for their own academic performance. The ERC also offers workshops, study groups when possible, and online assistance. Hours vary by semester and are posted at the ERC web page www.youseemore.com/cccu and Facebook page www.facebook.com/UACERC.

Online tutoring is available 24/7 at www.tutor.com/uacossatot. Contact the ERC for more information. The ERC offers tutorial videos on its YouTube channel. Tutorial guides are available through the ERC website or directly from <https://libguides.cccua.edu>.

General merchandise including Colt gear may be purchased and textbook rentals may be picked up at any campus ERC.

DISABILITY SUPPORT SERVICES

The United States' Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act establishes that individuals with disabilities have a legal right to equal access to a college education. The ADA defines "disability" as "having a physical or mental impairment that substantially limits one or more of the major life activities." The ADA protects individuals from discrimination if they have a record of such impairments or if they are regarded as having such impairments. An individual with a disability is someone a) with a physical or mental impairment that substantially limits one or more major life activity, b) who has a record of such an impairment, and/or c) who is regarded as having such an impairment. Section 504 prohibits discrimination on the basis of disability against participants in programs receiving federal funds. Campuses are required to be physically and programmatically accessible and to provide reasonable accommodations for students with disabilities to ensure equal access to college offerings. ADA defines reasonable accommodation as: "changes or adjustments in a school site, program, or job that makes it possible for an otherwise qualified student with a disability to perform the duties or tasks required." A student with a disability is to have what is needed so that they may access every activity (or its equivalent) that is available to other students. Colleges are not required to provide personal aides or assistants. Colleges are not expected to provide something that will cause an "undue hardship" on the college. "Undue hardship" is defined as "action requiring significant difficulty or expense" when considered in light of factors such as: nature and cost of the accommodation in relation to the overall size, resources, nature and structure of the college's operation. Alternatives which may serve in place of the specific accommodation should be considered.

REQUESTING ACADEMIC ACCOMMODATIONS

Complete a Disability Services Application available at any UAC campus or online at www.cccua.edu/dss and submit to Disability Services via email at disabilityservices@cccua.edu, fax at 870.642.5088, or deliver to Student Services at any UAC campus.

Contact Disability Services for a documentation interview and review. The student's self-report regarding how he or she may be "limited by impairment" serves as primary disability documentation. Observation/interaction with the student serves as secondary documentation. Tertiary documentation from external or third parties such as educational or medical records, reports and assessments created by health care providers, school psychologists, teachers, or the educational system may be requested. Once the application and relevant documentation are submitted, it may be necessary to complete an Accommodation Plan. Accommodation Plans are emailed to instructors teaching the courses in which the student is enrolled at the start of every semester. It is the student's responsibility to contact each instructor regarding their Accommodation Plan. A face-to-face meeting is preferred; however, a phone call or email correspondence may be sufficient. The signed plan must be returned to Disability Services. The instructor and/or student may contact Disability Services at any time throughout the semester with any questions or concerns. Accommodation Plans may also be sent to additional faculty/staff as deemed appropriate.

Accommodation Plans are automatically renewed every consecutive semester that the student enrolls. Students should contact Disability Services to review their Accommodation Plan to ensure it continues to meet their academic needs. A new Disability Services Application must be completed upon re-enrollment if a student does not remain enrolled in consecutive semesters. A student may terminate their Accommodation Plan at any time by submitting a signed written request to Disability Services.

DUAL ENROLLMENT/CONCURRENT STUDENTS

When a student with a disability, functioning under an IEP or 504 plan, is dually enrolled in both high school and college courses, it is the responsibility of the High School to notify the college and provide

a copy of the student's IEP or 504 plan to Disability Services if the student would like to receive accommodations. Disability Services will review the IEP or 504 plan to make modifications appropriate for college as provisions made at the high school level fall under different sets of rules and legislation.

The student will be receiving college credit for the course, therefore grading policies, workload, and attendance policies are non-negotiable. No modifications or reductions of any kind, such as reduction in multiple choice, elimination of essay, reduced assignments, etc. will be permitted. The student is going to earn whatever grade is received and it will be because he or she has demonstrated the same level of mastery and responsibility as any other student in that class receiving the same grade. At the post-secondary level there is not much give in our refusal to jeopardize the academic integrity of coursework by watering down the curriculum or lowering evaluation standards used to assess student achievement, however, we can and will be very flexible when it comes to procedures used to access the accommodations we provide.

The responsibility of requesting academic accommodations typically falls on the student at the post-secondary level; however, we have found that this procedure has not been effective in the past for secondary students. Therefore, the procedures for requesting accommodations have been modified as follows for this demographic of students.

1. Upon enrollment of a secondary student with an IEP or 504 plan into a college course through either the Secondary Career Center or concurrent program, the high school should provide a copy of the IEP or 504 plan to Disability Services or Director of High School Programs.
2. Upon receiving IEP or 504 plan documents, Disability Services will review, make appropriate adjustments for the college curriculum, and create an Accommodation Plan which will take the place of the IEP or 504 plan for the college courses.
3. Once the Accommodation Plan is established, it will be sent via email to the appropriate instructor and the Director of High School Programs who will then forward the Accommodation Plan to the appropriate high school counselor for documentation purposes.
4. Once the instructor receives the Accommodation Plan, he or she will meet with the student to review and sign the plan. Any questions or concerns should be addressed at this time. The Accommodation Plan with all signatures will be sent back to Disability Services to be kept in the students' file for documentation purposes.
5. This procedure will need to be followed every semester a student is dually enrolled.
6. Students planning to attend UA Cossatot following high school graduation must follow normal Disability Services procedures for requesting accommodations. These procedures can be found on the UA Cossatot website at www.cccua.edu or in the student catalog/handbook.

PARENTAL INVOLVEMENT

Educational institutions are bound by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), which is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Once a student enrolls in a concurrent or Secondary Career Center course, the FERPA rights transfer to the student, regardless of the age of the student, as

they are attending a school beyond the high school level. Based on this, Disability Services WILL NOT communicate in any way with any parent of any student without one of the following:

1. A current signed, dated, and verified FERPA Release form in the student file.
2. Certified copy of court records documenting the legal guardianship of the student awarded to the parent.

NON-CREDIT REQUESTING ACCOMMODATIONS

Non-credit students participating in Adult Education, Continuing Education, or Workforce Development programs or services may request accommodations due to a disability by completing an Application for Disability Services for Non-Credit Students and providing relevant documentation.

DISABILITY SERVICES GRIEVANCE PROCEDURES

If a student with a disability and a current accommodation plan finds necessary to file a formal complaint regarding an accommodation or the way in which an accommodation is provided, they should follow the Disability Services grievance process.

1. Student must schedule an appointment with Disability Services to discuss the complaint. The student will be asked to detail the grounds for the complaint, the sought remedy, and justification of the sought remedy based on valid and current documentation of disability. Disability Services has five business days to review documentation, investigate, and respond to the student.
2. If unsatisfied with the decision of Disability Services, the student may present the complaint to the Vice Chancellor for Academic Services in typed form that must include details of the accommodation issue, sought remedy for the issue, and justification of sought remedy. The Vice Chancellor for Academic Services has five business days to review the written complaint, investigate, and respond in written form.
3. If unsatisfied with the decision of the Vice Chancellor for Academic Services, the student may re-appeal within five business days to the Vice Chancellor for Academic Services who must respond in writing within five business days.
4. If unsatisfied with the decision of the Vice Chancellor for Academic Services, the student may appeal within five business days to the Chancellor who will hear the complaint and render a decision within ten business days.

Formal complaints regarding disability-based discrimination or harassment should follow the grievance procedures for non-grade issues.

FINANCIAL RESOURCES

UA Cossatot has many opportunities to help students pay for college. Assistance can be received from UA Cossatot Foundation scholarships, institutional scholarships, local scholarships, state scholarships and grants, and federal grants. Payment plan options are also provided for fall and spring terms. In some cases, scholarships must be awarded. It is important to apply for all scholarships even if you do not meet the criteria or feel it is applicable to you.

<https://www.cccua.edu/pay-for-college>

RESTRICTIVE PROGRAM STATEMENT

Students are advised the RN (Traditional) TRN program is strenuous in nature. Students therefore are not allowed to take additional course work that is not directly related to their degree plan while in the program. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more. The RN program is very intense and requires approximately 30-36 hours per week of theory/lab/clinical. The hours enrolled each semester are considered by the program to be full time.

STUDENT GRADE APPEAL PROCEDURE

Please follow the link below for information on Procedure 501 Formal Grade Appeal Procedure.

https://www.cccua.edu/policies_pdfs/COLLEGE%20POLICY%20501%20Appeals%20and%20Complaints_Students_May%202022.pdf

STUDENT CODE OF CONDUCT AND DISCIPLINE

Please follow the link below for information on Policy 530 Student Code of Conduct and Discipline.

https://www.cccua.edu/policies_pdfs/COLLEGE%20POLICY%20530%20Student%20Code%20of%20Conduct%20and%20Discipline.pdf

INTERVENTION AND/OR REMOVAL FOR DISRUPTIVE STUDENT BEHAVIORS

Please follow the link below for information on Policy 531 for intervention and/or removal for disruptive student behaviors.

https://www.cccua.edu/policies_pdfs/COLLEGE%20POLICY%20531%20Intervention%20and%20or%20Removal%20for%20Disruptive%20Student%20Behaviors.pdf

ACADEMIC PROBATION/SUSPENSION

Please follow the link below for information on Policy 533 Academic Probation/Suspension.

https://www.cccua.edu/policies_pdfs/COLLEGE%20POLICY%20533.pdf

RE-ADMISSION CRITERIA/TRANSFERS

Re-admission into the program will be considered on a space available basis only. A student who fails a course or leaves the program for any reason will be permitted one (1) opportunity to re-enroll (regardless of which semester). Students re-entering the program must complete and pass any ATI assessments required for any course previously taken. Students will be responsible for all fees associated with ATI assessments. Student's score must be greater than or equal to the current national average of the required assessment and have a minimum level 2 comprehension of the course material. Students are encouraged to participate in previously successful courses but will not be required to take the exams. If the re-admittance has been longer than one academic school year, the student must repeat the entire program.

In addition, all students re-entering the program will be required to enroll in a skills lab remediation course and complete all skills lab checkoffs including any documentation, assignments, or modules required with a minimum passing grade of 76% or a "P" for assignments with pass/ fail grades.

Students who have been administratively withdrawn for reasons other than academics will be reviewed on a case-by-case basis. Students may not be candidates for re-admission if they committed any of the following violations while previously enrolled in the Registered Nursing Program:

- Uncooperative attitude/behavior that was previously addressed with verbal and written warnings
- Insubordination
- Cheating
- Falsification of records
- Positive identification of drug (prescription/nonprescription) activities (taking, selling, buying, distributing, etc.). This includes expired medications.
- Violation of nursing ethics (breach of confidentiality, client abuse, etc.)
- Endangering the health, safety, or life of a client or peer
- Student code of ethics for both UA Cossatot and the Medical Education Division
- Current or Pending Misdemeanor or Felony Charges

TRANSFERS

Due to differences in nursing curriculum in other nursing programs, the RN program will not accept transfer students. Students who were enrolled in another program will follow the same requirements and admission procedures.

GRADUATION INFORMATION

GRADUATION REQUIREMENTS

Student must have successfully completed all pre-requisites courses and all nursing courses with a grade of "C" or better. Nursing courses must be completed with a "76%" or better (see UA Cossatot academic catalog). Upon completion, the student's status will be submitted to the State Board of Nursing declaring the student has completed their AAS in Registered Nursing and wishes to sit for the licensing examination.

The student **MUST** achieve a score at or above the current national standard or benchmark set by UA Cossatot on the ATI comprehensive predictor exam to complete the requirements for the Registered Nursing Program. The student will be allowed to take the ATI comprehensive predictor exam two (2) times. Should the student not achieve the required score after two attempts, the student will not have completed the requirements for the course. The student will be given an incomplete grade "I" on the final semester course(s) until the student can provide documentation of enrollment and completion of the Online ATI NCLEX Review with a coach. Once the student has followed all recommendations of the coach and the coach releases the student for testing, the student's final grade will be posted, and transcripts will be released to the ASBN for approval and authorization to test. If the student does not complete the Online ATI NCLEX Review within 12 weeks, the student's "I" grade will convert to an "F"

and the student will not have met the requirements of the program. In an extenuating circumstance, students may request additional time from the Division Chair. Request must be in writing.

Due to unforeseen circumstances (i.e., unacceptable criminal background check or lack of Social Security number), graduation from the RN Program does **NOT** automatically enable the student to sit for the NCLEX-RN. This is determined by the Arkansas State Board of Nursing.

If a student has been convicted of a crime, they may not be eligible to take the State licensing examination. This is determined by the Arkansas State Board of Nursing and may be reviewed at www.asbn.org along with the criminal background FAQs at:

<https://www.healthy.arkansas.gov/programs-services/topics/arsbn-criminal-background-checks>

APPLICATION TO GRADUATE

Prospective graduates must complete an “Application to Graduate” by the date listed in the Academic Calendar. It is the student’s responsibility to clear outstanding debts to the College. Students who do not participate in the graduation exercises will receive their diploma/certificate after the ceremony. The certificate will be delivered to the closest available campus for pickup, or the student may contact the Registrar for proper postage amount for mailing.

STUDENT GRIEVANCE PROCEDURES: NON-GRADE ISSUES

Please follow the link below for information on the College Policy 501 Student Grievance Procedures: Non-Grade Issues

<https://www.cccua.edu/Content/Uploads/cccu/files/Policies%20and%20Procedures/November%20Board%20Approved/COLLEGE%20POLICY%20501%20Student%20Grievances.pdf>

GENERAL INFORMATION

GRADING POLICY

The curriculum is designed to meet the requirements of the Arkansas State Board of Nursing and to prepare students to successfully complete the NCLEX-RN in order to obtain licensure to practice as a Registered Nurse.

The student will receive a grade for classroom work (theory) and for clinical experience. Tests and other assignments will determine theory grades. Clinical grades will be figured according to the clinical rubric. Each student must maintain 76% in both classroom (theory) **and** clinical to progress to the next semester.

THEORY AND CLINICAL COURSE GRADING

The following grade equivalency is established for all lecture and practicum rotations:

A = 90-100

B = 80-89

C = 76-79
D = 70-75 (failing)
F = ≤69 (failing)

Content for exams is based on subject matter from ATI eBooks, textbooks, videos, handouts, dosage calculations, ATI assessments, and lecture.

Other assignments include but are not limited to written assignments, oral presentations, team projects, classroom activities, and lab assignments.

LECTURE ASSIGNMENTS: All assignments must be uploaded into Blackboard by the required time and due date set by the instructor. Once uploaded, it is the student's responsibility to check the submission and ensure it is accurate and viewable. If a student uploads the wrong paper, assignment, or form, or it is not viewable by the instructor and it is after the due date, the student will receive an occurrence for professional behaviors. Students must still complete the assignment to progress. All late assignments will receive 50% of the original points assigned.

CLINICAL/LAB ASSIGNMENTS & SUBMISSIONS: All clinical/lab assignments and submissions will have a due date.

Prior to entering skill check offs, students must make a passing score of 90% or higher on the skills modules. **Suggestion: Please screen shot or download completion score to your tablet as a backup.**

Daily clinical/lab submission forms must be uploaded/submitted for the clinical instructor to evaluate the student. Late submissions will receive 50% of the original points assigned. If it is after the due date, the student will receive an occurrence for professional behaviors. Students must still complete the assignment to progress.

VOLUNTEER HOURS: Students will be required to volunteer for twelve (12) hours of community service. The foundation of our medical programs revolves around caring and helping others. The goal of service learning is to enrich the student's experience, teach civic responsibility, and strengthen the communities we serve. Volunteer opportunities will be posted throughout the program, but it is the student's responsibility to locate additional opportunities.

Criteria and Eligibility of Volunteer Work

All volunteer hours must be pre-approved if not offered by UAC Medical Programs. To qualify for volunteer hours, activities must meet the following criteria:

- Must be healthcare related (e.g., hospitals, clinics, nursing homes, hospice, community health events).
- Can be community service focused if related to health education, wellness programs, or assisting underserved populations.
- Must be performed at a recognized organization (e.g., non-profits, medical facilities, schools, or approved community events).
- Cannot be paid work or part of a required clinical rotation. Volunteer activities should not be of financial gain to the event holder.

- The student must be performing a task outside of the regular job functions if performed for an employer.

Below is a great link on the benefits of volunteering.

<http://www.helpguide.org/articles/work-career/volunteering-and-its-surprising-benefits.htm>

TESTING/EXAMS:

Regular Exams: If a student arrives late to take an exam and the exam is already in progress, the student will not be allowed to enter the classroom. The student must go directly to the testing center to take the exam, and late deductions will apply. Early exams will not be given.

Late/Makeup Exams: **Ten percent** (10%) of the total points possible will be deducted from each theory test grade that is missed or taken late. All course makeup exams will be scheduled in the testing center on the day the student returns to campus/clinical. If the student is in clinical, the student must take the exam immediately after clinical at the closest UA Cossatot testing center. The student must report or call in to the instructor and/or MED office personnel to check in and then proceed to the testing center. In the event the testing center is closed, alternate arrangements will be made.

DOSAGE AND CALCULATIONS EXAM: Throughout the program, students will be required to pass ATI dosage and calculation exams prior to giving medications. The score of the student's first attempt will be the grade figured into the weekly assignments.

NURSING THEORY & CLINICAL GRADES WILL BE BASED ON A POINT SYSTEM AND WILL BE LISTED IN EACH COURSE SYLLABI

ATTENDANCE POLICY

ATTENDANCE RECORDS ARE KEPT

- 1) Students are expected to be diligent in the pursuit of their studies and regular in their class attendance. Students have the responsibility making arrangements satisfactory to the instructor regarding all absences. Excessive absences will result in failure of the course.
- 2) Attendance is mandatory at **ALL** student organization activities, seminars, conventions, or required school functions that have been arranged. It will be the student's responsibility to keep up with all coursework and assignments during absences. This includes but is not limited to lectures, note-taking, clinical assignments, and other activities scheduled throughout the day.
- 3) Students are allowed to miss a **TOTAL** of **60 hours** during the program. Students will be administratively withdrawn after **60 hours** of absence. Theory and clinical begin promptly. It is the student's responsibility to be on time. This program should be viewed as a job and timeliness is especially important. For example, if theory begins at 8:00 am, students will be considered tardy at 8:00:01 am. If arriving after the assigned time, one hour will be deducted from the total number of hours allowed. **NO EXCEPTIONS.** Any time

missed following the first hour will be deducted on half hour increments. Students leaving class/clinical early will be deducted on the half hour. Time is rounded to the nearest half hour. If a student chooses to leave early, time will be deducted from when the student leaves, until the routine scheduled dismissal time, even if class is dismissed early. **Time will be kept by the instructor according to the instructor's time clock.**

- 4) Students who are tardy or leave early shall report to the instructor and/or clinical coordinator immediately to obtain instructions or assignments. Student's absences will be recorded. Once a student's hours have been deducted, it will be updated in the time and attendance tracker. It is the student's responsibility to verify hours and report any discrepancies within one week of the student's absence.

All makeup work is the student's responsibility including any late assignments or exams. Students may receive point deductions or a possible grade of zero for late exams or assignments. Students must complete ALL assignments/exams to meet the course objectives. Students not meeting the course objectives will receive an "F" in the course.

- 5) **MAKE-UP HOURS:** Any clinical hours missed require documentation from the student with the reason for the absence. The student must *immediately* re-schedule the clinical with the clinical coordinator. All make-up clinical hours will be \$15 per hour and will be paid directly to the business office. Receipt for payment must be presented to the clinical coordinator before make-up hours will be rescheduled. Once the student has completed the required makeup hours, the student will receive a clinical grade but will only receive a maximum score of 76% for the clinical makeup day. All labs including skills checkoffs must be made up. Makeup days and hours will be at the discretion of the instructor(s).
- 6) **All hours missed will count towards the total of 60 hours even if clinical time is made up.** Clinical makeup will be scheduled at the instructor's convenience and may include evenings or weekends, clinics, hospital settings, or SwiftRiver. All clinical hours must be made up before the end of each course. Makeup clinical is not credited back to the student's overall hours allowed.

CALL IN POLICY

1. If the student foresees an absence or tardy, the student must make contact with the instructor via phone, text, email, or voicemail prior to the scheduled class. If the student will be absent or tardy on a clinical day, the student should notify the clinical instructor, unless other arrangements are made with the clinical instructor.
2. If the student was scheduled to attend a community setting facility, then the student must notify the clinical instructor and/or clinical coordinator of the absence/tardy at least one hour before the scheduled time of arrival.
3. Students are to call in for themselves. Family members or friends should not call in for the student, unless the student cannot call in for themselves (i.e., accident, hospitalized, etc.).
4. Failure to phone in lateness or absence to the instructor will result in an occurrence. If in a clinical setting, it will be reflected on the student's clinical evaluation.

CHAIN OF COMMAND & PROBLEM HANDLING

If a student has an issue or problem, the student should follow the chain of command until the problem is resolved. Students should attempt to resolve the problem with the instructor first, and then follow the chain of command listed below. **Students who do not follow the proper chain of command will receive an occurrence.**

- 1) Instructor
- 2) Clinical Coordinator
- 3) Director of Nursing Programs
- 4) Division Chair
- 4) Vice Chancellor
- 5) Chancellor

Students should make every effort to follow the above criteria with other peers in the class. If there is an issue, students should visit with the peer(s) and make every effort to come to a resolution for all parties involved. If students are unsure how to resolve the situation, students are encouraged to visit with an instructor for resolution strategies.

TABLETS

All students are required to purchase a MED approved tablet prior to the first day of class. Students are provided information during Blackboard orientation regarding tablets that may be purchased through a payment plan at UAC. Tablets will be required for exams, ATI testing, and clinical sites.

CLASSROOM/CLINICAL ETIQUETTE

1. Professional behavior is expected in all settings during the program. This includes any events or settings directly or non-directly related to enrollment in the RN program. Students' behavior, professionalism, and appearance are representative of themselves, UA Cossatot, and the profession of nursing.
2. During lecture time, the only discussion that should take place should be related to the lecture content and should be kept to a minimum. Talking in the classroom keeps other students from listening to the instructor, causing them to miss valuable lecture content. Students are encouraged to participate in classroom discussion with the instructor, especially for clarification purposes. Discussion should remain professional; arguing and disruptive/nonprofessional behavior will not be tolerated.
3. Frequent breaks are given, so students should leave the classroom for emergencies only. Students should return from breaks promptly.
4. Students will not be allowed to use cell phones or smart watches in the classroom or clinical setting. Cells phones may be brought into the building but must be turned off and not visible during theory or clinical. Students may check their phones on breaks or lunch but will be responsible for turning his/her phone off prior to theory resuming. In the event of an **EMERGENCY**, the theory or clinical instructor will be notified, and a message given to the student as soon as

possible. Students will receive an occurrence in the event an electronic device is seen or activated.

5. Internet devices/tablets, with charger, will be used for various requirements within the program, such as accessing PowerPoints, completing in-class activities, taking exams, and documenting in the clinical setting. Tablets must be charged and updated prior to class/clinical. Tablets are to be silenced during lecture and clinical time. Social media is not allowed. This includes but is not limited to iMessage, Facebook Messenger, Snap Chat, and/or Instagram. Any student who is using their tablet for social media or non-related program activities during lecture or clinical time will receive an occurrence. Students are not allowed to use tablets at conferences or workshops. Students will receive an occurrence in the event an electronic device is activated. If the device is not working, the student must bring the tablet to the instructor prior to arrival time. Once verified, every effort will be made to assist the student in finding an alternative device until the student's device can be repaired/replaced. If a student is testing that day, the student will be sent to the testing center. Students are not allowed to share devices at any time.

In the event a student is sent home, hours will be deducted, and all makeup work will be the student's responsibility including any late assignments or exams. Students may receive point deductions or a possible grade of zero for late exams or assignments. Students must complete ALL assignments/exams in order to meet the course objectives. Students not meeting the course objectives will receive an "F" in the course.

6. Family members (children, spouses, and significant others) are not allowed on campus while the student is in class or in a clinical setting. Family members should not enter any setting unannounced.
7. Sleeping will not be tolerated. If the student is unable to stay awake during theory/clinical, the student will be asked to leave the area for the day and time will be subtracted from the student's sixty (60) hours.
8. Students will not be allowed to smoke on campus or at any clinical facility attended.
9. Students will be required to follow the guidelines outlined under the student conduct section of the UA Cossatot catalog.
10. Cleanliness and neatness are necessities. Students are expected to arrive to the classroom and clinical setting clean and neat. Dress code for the classroom should be casual attire with regard to appropriately covering private body parts (no short-shorts, shirts that show the midriff, etc.). You will be required to wear a scrub uniform for all skills labs. You may purchase a scrub uniform of your choice (**skills lab only**). A lab jacket is not required for skills lab. Dress code for skills lab will be the same for all clinicals listed below.
11. Students should address UA Cossatot faculty and administration, clinical facility staff, and clients by title and name (Miss, Mr., Ms., Mrs., Dr.). Nicknames or first names are not to be used. Endearing terms such as "honey, sweetie, etc." are not appropriate.

DISCIPLINE

The following is the disciplinary progression for violations of professional, ethical, or etiquette behaviors.

- 1st infraction: Written warning.
If it is determined that a student has demonstrated inappropriate conduct or lack of professional behaviors, a program faculty member will meet with the student to discuss the incident and inform the student of the specific conduct that was deemed inappropriate. A written record of the warning will be placed in the student's program file.
- 2nd infraction: Written documentation. Notice sent to the Director of Nursing Programs. Complete plan of action.
If the student's unprofessional conduct does not improve, the student will next meet with the Director of Nursing Programs to discuss the incident and create a plan of action with a deadline for measurable improvement. A written record of the incident and action plan will be placed in the student's program file and a copy of the report will be provided to the student, program faculty (if applicable), and Director of Nursing Programs.
- 3rd infraction: Written documentation. Notice sent to the Director of Nursing Programs and Division Chair. Plan of action reviewed/updated. Student notification of program withdrawal for 4th unprofessional behavior.
If the student's unprofessional conduct does not improve, the student will meet with the Director of Nursing Programs and Division Chair of Medical Education to update/review the plan of action. A written record of the incident and updated action plan will be placed in the student's program file and a copy of the report will be provided to the student, program faculty (if applicable), Director of Nursing Programs, and Division Chair of Medical Education. The student will be notified of program withdrawal for 4th unprofessional behavior.
- 4th infraction: Administrative withdrawal from program.
If the student does not demonstrate satisfactory improvement by the specified deadline, the student may be dismissed from the program.

Unprofessional behaviors include any of the following:

- Sleeping in class/clinical
- Patient care error
- Dishonesty
- Failure to follow policies and procedures
- Disruptive behavior
- Carelessness
- Violation of safety rules
- Failure to arrive prepared for clinical rotation
- Leaving clinical unit without permission
- Lack of respect, cooperation with peers, faculty, or hospital
- Failure to follow clinical appearance requirements
- Lack of interest
- Failure to maintain an appropriate attitude/behavior
- Unethical/illegal behavior

UA Cossatot reserves the right to require a student to withdraw at any time for excessive absenteeism or tardiness, ill health, inefficiency, misconduct, neglect of duty or nonconformity with regulations of the school and affiliating agencies.

CLINICAL DRESS CODE

UA Cossatot uniforms and patches will be ordered prior to the first day of clinical so do not purchase any clinical uniforms (see estimated expense sheet for cost).

FEMALES– The school’s dress or pants uniform and lab coat. Undergarments should not be visible (bra straps or underwear). A white or black short or mid-sleeved undershirt is optional for warmth. Solid white or black socks must be worn with the uniform. Panty hose must be worn with dresses. White shoes with minimal color. Shoes must be a leather type material, no mesh.

MALES– The school’s uniform and lab coat. Undergarments should not be visible. A white or black short or mid-sleeved undershirt is optional for warmth. White or black socks must be worn with the uniform. White shoes with minimal color. Shoes must be a leather type material, no mesh.

Uniforms must be neat and ironed and shoes must be clean and white. In addition to the uniform, clinical dress code includes:

- Use of deodorant.
- No perfumes, colognes, or aftershave (you should be odorless).
- Natural nails (no artificial nails or overlays) must be kept short and clean, no polish.
- Natural eyelashes only. No artificial lashes are allowed.
- Hair should be clean and neatly restrained. Long hair must be kept tied back from the face and off the back (should not hang down when the student bends over). Hair color and style should not be extreme; natural hair colors include blonde, brown, black, and red. Student should see clinical coordinator with any questions.
- No ornamental hair clips/barrettes/headbands/beads (be conservative) with natural colors only – see hair colors above.
- Beards/mustaches should be neatly trimmed and short; men should otherwise be cleanly shaven.
- For smokers, find a way to make sure that you and your uniform/lab jacket do not smell of smoke upon entering the clinical facility.
- Cosmetics should be used in moderation.
- Jewelry will be limited to a watch with a second hand (no smart watch), wedding band (ring cannot stick up or have jagged edges). No other jewelry will be allowed. This includes but not limited to earrings, tongue rings, nose rings, eyebrow rings, and piercing spacers/retainers/labrets.
- Tattoos may be visible if the images or words do not convey violence, discrimination, profanity, or sexually explicit content. Tattoos containing such messages must be covered with bandages, clothing, or cosmetics. In addition, students will be required to follow specific facility policies during clinical/fieldwork regarding exposed tattoos (regardless of content—offensive or not). If

students are unable to comply with facility policies, they will be removed, and alternate placement will not be offered.

- Scrubs are not to be worn at settings other than the clinical facility. In essence, scrubs should only be worn from home to the clinical setting. If you have plans before or after, bring a change of clothes.

THE FOLLOWING ADDITIONAL ITEMS MUST BE WITH THE STUDENT DURING CLINICAL:

Stethoscope	Penlight	Watch with Sweeping Second Hand
ID Badge	Bandage Scissors	No Smart Watches
Black Pens	Black Sharpie	Yellow Highlighter
Drug book		

PATCHES: The UAC patch must be sewn (approximately 2 inches from the shoulder) on the left arm of each uniform and lab coat.

SHOES: “Nursing” shoes may be worn but must cover the entire foot (no clogs or open-toed/open-backed shoes). “Tennis” shoes should be mostly white in color and conservative. Shoes must be a leather type material, no mesh.

PICTURE ID: Students must have their UA Cossatot picture ID visible at all times. If a student arrives at clinical without his/her ID badge, the student will be sent to obtain the ID badge and time will be deducted until student returns. Breaks and lunches will vary due to each institutions protocol i.e.: hospitals, physician’s offices, etc.

Violation of the dress code will result in the student being sent home with time deducted from the allotted amount of absence time. Students rotating through Labor & Delivery, Nursery, Surgery, etc. are expected to follow the policies of that unit as to clothing, hand washing, etc. However, students should arrive at these departments in uniforms with name badges. When attending professional workshops or school-related functions, professional attire will be worn with the student’s lab jacket and name badge. Professional attire excludes denim, t-shirts, and sagging or baggy pants. At the discretion of the faculty and division chair, students may be allowed to wear the following: UA Cossatot monogrammed polo shirt with khaki pants and nursing shoes.

Note to All Applicants

UA Cossatot faculty reserves the right to alter the curriculum, syllabus, or admission policies whenever change is deemed necessary.