



EASTERN KENTUCKY UNIVERSITY

COLLEGE OF HEALTH SCIENCES

SCHOOL OF NURSING

ASSOCIATE OF APPLIED SCIENCE

IN NURSING

STUDENT HANDBOOK

2026-2027

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INTRODUCTION

This handbook is for those students enrolled in Eastern Kentucky University's Associate of Applied Science in Nursing Program to assist the student in gaining an understanding of the program and other matters that affect one's status as a nursing student. This handbook is a supplement to two other documents: EKU Undergraduate Catalog and the University Handbook for Students, which are available for viewing online (www.eku.edu).

From time to time during your years in college, you will find it necessary to consult one or all of these documents. The EKU Undergraduate Catalog is thoroughly studied in GSD 101. Since most transfer students do not take GSD 101, they must make a special effort to become familiar with the EKU Undergraduate Catalog contents.

STUDENT RESPONSIBILITY

It is the student's responsibility to become familiar with all the policies and procedures relevant to the Associate of Applied Science in Nursing program and with the general academic information section of the EKU Undergraduate Catalog.

Updated August 2025

**EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING**

MISSION STATEMENT

The mission of the School of Nursing is to educate nurses at the Associate, Baccalaureate, Masters and Doctorate levels who work in interprofessional environments to promote health and well-being across the Commonwealth, country and world.

PREAMBLE

Eastern Kentucky University's Associate Degree Nursing Program was organized in 1965. The Bachelor of Science in Nursing (BSN) program was started in 1971. The programs became part of the newly established College of Allied Health and Nursing in 1975. In 1995, the Master's of Science in Nursing Program was approved and implemented. The department name was changed to Department of Baccalaureate & Graduate Nursing (DBGN). In 1999, the college name was changed to the College of Health Sciences. In 2011, the first class of post-Master's Doctor of Nursing Practice students was admitted. The RN to BSN and graduate level programs began transitions to online in 2012. The online format of the RN to BSN, Master's of Science in Nursing (MSN) and Doctor of Nursing Practice (DNP) programs creates an educational opportunity open not only to nurses in Kentucky, but in many states. In 2020, the Associate of Science in Nursing (ASN) program joined the DBGN. The department name was changed to the School of Nursing (SON), reflecting the new organizational structure. The ASN program was renamed the Associate of Applied Science in Nursing (AASN) in 2021 to expand funding opportunities for students.

The beliefs of the faculty and students relevant to nursing and health care are set forth in the philosophy statement. The philosophy guides the educational programs and learning environments.

The School of Nursing within the College of Health Sciences functions as an autonomous educational unit deriving the broad outlines of aims and functions from the guiding values of Eastern Kentucky University. The College of Health Sciences affirms the University's guiding values of **Opportunity** (Community Engagement, Multiple Perspectives and Lived Experiences, Professional Growth, Hospitality, Celebration) and **Trust** (Consistency, Effective Communication, Accountability, Efficiency, Leadership). The foundations of professional nursing education are congruent with the purposes of the University and the College of Health Sciences.

Revised August 2025

PHILOSOPHY OF THE SCHOOL OF NURSING

Consistent with the guiding values of Eastern Kentucky University and the College of Health Sciences, the faculty of the School of Nursing embrace the following beliefs about patient, environment, health, nursing, associate nursing education, baccalaureate nursing education, and graduate nursing education:

PATIENT

Patient includes individuals, families, groups, communities, and populations. Each patient is unique and merits respect, support, and dignity. Patients develop and adapt in recognizable phases and patterns. Patients continually seek meaning and purpose. Through participation in life's experiences, patients grow, assume responsibility and develop across the lifespan. Patients are holistic beings integrating biological, psychological, and spiritual dimensions. The term "client" may be used interchangeably with "patient".

ENVIRONMENT

Environment is the aggregate of all objects, conditions, forces, and ideas that interact with patients. The elements of the environment include the physical, biological, and organizational systems. A health promoting environment facilitates movement toward wellness.

HEALTH

Health is a dynamic process between the patient and environment. Optimal health includes biological, environmental, psychological, spiritual, and organizational influences. Health reflects a patient's ability, willingness, and resources to engage the environment in a manner that maximizes wellness.

NURSING

Nursing is an autonomous and caring profession. Nursing is an art and science that promotes health through patient-centered care. While respecting patients' rights to self-determination, nursing provides holistic care during health, illness, and death.

ASSOCIATE NURSING EDUCATION

The Associate of Applied Science in Nursing (AASN) degree provides the foundational education necessary to become a registered nurse. The AASN program incorporates knowledge in nursing and key biological and social science as well as the study of humanities. Graduates are eligible to sit for the National Council of State Boards of Nursing licensure examination (NCLEX-RN). Upon licensure, graduates are prepared to practice in a variety of care settings. Graduates of the AASN program exhibit competencies of human flourishing, nursing judgement, professional identity, and the spirit of inquiry.

Associate degree nursing education is a transformative journey for both students and faculty, grounded in mutual accountability and shared responsibility. Teaching is a collaborative and cooperative endeavor, where students and faculty work together to integrate experience, knowledge, and skills. Faculty serve as facilitators and role models, guiding students through the learning process. Graduates are equipped to engage in lifelong learning and to practice effectively across healthcare settings and delivery models.

Approved by Faculty Organization August 2025

BACCALAUREATE NURSING EDUCATION

Preparation for professional nursing requires liberal and professional baccalaureate education. Baccalaureate nursing education develops critical thinking, collaboration, and decision making. Baccalaureate graduates are prepared to function as providers of patient-centered care, designers/managers/coordinators of care, and members of a profession who are proactive in a changing health care system. Baccalaureate graduates must be professional, responsible, and accountable for evidence-based practice.

Baccalaureate nursing education is a transformative process for students and faculty and is a process of reciprocal accountability and responsibility. Teaching is a cooperative, collaborative venture. Students and faculty share responsibility for the integration of experience, knowledge and skills. Faculty serve as role models and facilitators. Graduates are prepared to pursue lifelong learning, function in a variety of health care settings, and delivery models, as well as specialize at the graduate level.

Revised August 2025

GRADUATE NURSING EDUCATION

Preparation for advanced nursing roles is obtained through graduate education in nursing. Graduate education in nursing further develops the intellectual skills of critical thinking, analytic inquiry, and problem solving which were initiated in undergraduate nursing education.

Building upon the foundations laid by baccalaureate education, the faculty recognizes the need for additional knowledge to prepare graduates for specialty practice and for advanced roles. The evaluation of theory and research in nursing and related fields is imperative for graduates to incorporate evidence-based practice into their advanced nursing roles. A higher level of synthesis, analysis, and application of advanced nursing knowledge is essential for performance of advanced nursing roles. The integration of the additional knowledge, theory, and skills is obtained through graduate education in nursing. The graduate develops professional concepts and behaviors in order to function in an advanced role.

Nurses prepared at the graduate level must collaborate with other health disciplines in providing innovative health care delivery. They do so as full partners, sharing the responsibility for delineating society's health goals, developing health care policy, and functioning as advocates for the health care consumer.

The faculty is committed to educating nurses at the graduate level who will contribute to the general health of the nation and globally. The educational process at the graduate level is collegial in nature and promotes independent, self-directed learning and self-evaluation. Students communicate the results of their discovery, analysis, and synthesis of knowledge both orally and in writing to prepare for increased autonomy and responsibility in advanced practice roles. Graduate education in nursing prepares nurses to serve as advanced practice nurses and leaders in the health care system.

AASN END OF PROGRAM OUTCOMES

Upon completion of the Associate of Applied Science in Nursing program, the graduate will:

1. Incorporate individualized plans of care focusing on services and activities that promote independence, maintain or restore health, or support a peaceful death.
2. Utilize the nursing process as a basis for clinical judgment to optimize outcomes of care for patients, families and communities.
3. Advocate for access and quality of care for patients.
4. Apply evidence-based practice to support clinical decision making in the provision of safe quality care.
5. Integrate professional behaviors in practice as defined by the ethical, legal and regulatory frameworks of nursing.
6. Establish and maintain effective/therapeutic communication in collaboration with patients, families, members of the health care team, and communities.
7. Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.
8. Utilize evidence-based literature/research for the use in nursing practice.

Approved by Faculty Organization January 2020

AMERICAN NURSES ASSOCIATION CODE OF ETHICS

Students are directed to the following web site to view the provisions and the interpretive statements.

The link for the 2025 ANA Code of Ethics is at the end of the following reference:

<https://codeofethics.ana.org/provisions>.

CURRICULUM ORGANIZATION

CURRICULUM ORGANIZATION FRAMEWORK

The major philosophical concepts provide direction for curriculum organization and outcomes. These concepts are derived from nursing education and practice, and environmental factors which include a rapidly changing health care delivery system. In an effort to develop a curriculum responsive to a dynamic health care delivery system, the faculty re-conceptualized the curriculum schemata.

Nurses must have the ability to define and conceptualize population parameters, and the health care needs of that population. Also, nurses must be able to recognize and predict shifts in health care needs to develop effective nursing practice interventions. Thus, as patient needs shift, individual courses can be adapted within the overall framework.

All clinical courses:

1. Examine health and selected health care problems of defined populations,
2. Examine care issues across the levels of prevention, with a focus on appropriate therapeutic nursing interventions and essential competencies required for safe practice, and
3. Provide opportunities for students to demonstrate knowledge and role-appropriate skills.

The clinical nursing courses provide students with basic, frequently used skills (psychomotor, communication, and nursing science domain overview) necessary for practice in the clinical setting.

AASN ORGANIZING CONCEPTS AND DEFINITIONS

PROFESSIONALISM

Professionalism is the accountable and responsible behavior of a nurse through internalization of self-evident core values and ethical codes of conduct learned through experience, reflection and growth while working to improve patient outcomes and promote the ideals of nursing profession (NLN, 2014).

LEADERSHIP

Leadership is a complex, multifaceted phenomenon in which the vision of goals is communicated through value affirmation, motivation, stewardship, management and development of followers. Leaders demonstrate a commitment to continuous, lifelong learning and education for self and others (NLN, 2013b & ANA, 2015).

PATIENT-CENTERED CARE

Patient-Centered Care: “Recognizes the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient preferences, values and needs” (QSEN, 2020). Patient-centered care incorporates critical thinking techniques to develop plans of care which promote a culture of caring and advocacy and recognizes uniqueness of the human experience.

COMMUNICATION

Communication is a goal directed dynamic, written, verbal, nonverbal and electronic interactive process. Communication involves contextual transmission, analysis, interpretation and evaluation of messages. Communication skills promote interpersonal, therapeutic, group and professional relationships.

COLLABORATION

Collaboration is a process of working toward mutual goals to improve patient outcomes. Collaboration involves collegial relationships with other members of the health care team, including patients.

EVIDENCE-BASED PRACTICE

Evidence-Based Practice: “Integrates the best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal care” (QSEN, 2020).

SAFETY

Safety: “Minimizes risk of harm to patients and providers through both system effectiveness and individual performance” (QSEN, 2020).

The Associate of Applied Science in Nursing Program curricular concepts are based on the *American Nurses Association (ANA) Scope and Standards of Nursing Practice (2015)*, *National League of Nursing (NLN) Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Associate Degree, Master's, Practice Doctorate and Research Doctorate of Nursing Programs (2010)* and *Quality and Safety for Education in Nursing (QSEN) Competencies (2020)*.

PROFESSIONAL STANDARDS OF AASN PROGRAM

The Nursing League for Nursing (NLN) Outcomes and Competencies for Graduates of practical/Vocational, Diploma, Associate Degree, Associate Degree, Master's Practice Doctorate, and Research Doctoral Programs in Nursing (NLN,2010) has been adopted as the professional standards to guide the Associate of Applied Science in Nursing curriculum. The document specifies the outcomes and competencies which are essential for all associate of Applied Science in nursing programs. These outcomes and competencies are congruent with the curriculum organizing concepts and are integrated into the Associate in Applied Science of Nursing curriculum.

Human Flourishing: Advocate for clients and families to promote their self-determination, integrity and ongoing growth (NLN, 2010).

Nursing Judgment: Make evidence-based clinical judgements that integrate nursing science in the provision of safe, quality care and promote the health of clients within a family and community context (NLN, 2010).

Professional Identity: Implement one's nursing role in ways that reflect integrity, responsibility, ethical practices and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe quality care for clients within a family and community context (NLN, 2010).

Spirit of Inquiry: Examine evidence that underlies nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for clients, families and communities (NLN, 2010).

Learning opportunities, including direct clinical experiences, must be sufficient in breadth and depth to ensure the Associate of Applied Science in Nursing graduate attains these practice-focused outcomes and integrates the delineated knowledge and skills into the graduate's nursing practice. Clinical learning is focused on developing and refining the knowledge and skills necessary to manage care as part of an interprofessional team. Simulation experiences augment clinical learning and are complementary to direct care opportunities essential to assuming the role of the nurse.

Approved by Faculty Organization January 2020, Revised 8/10/26

ASSOCIATE OF APPLIED SCIENCE IN NURSING PRACTICE

The practice of nursing includes the provision of direct care to patients. Certain cognitive and psychomotor capabilities are essential for safe and skillful practice. In order to complete the AASN program, the student must:

- Analyze, plan, and evaluate health care;
- Communicate with patients and other members of the health care team;
- Perform health assessments using equipment including stethoscopes, monitors, and warning systems;
- Assist the patient in meeting health care needs through interventions including the performance of skills and provision of emotional and physical support;
- Prepare, administer, and monitor medications;
- Effectively perform cardiopulmonary resuscitation (CPR).

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES, SCHOOL OF NURSING
ASSOCIATE OF APPLIED SCIENCE IN NURSING
CURRICULUM PLAN

FIRST YEAR			
Must have all academic readiness requirements complete prior to application to AASN program.			CREDIT HOURS
FIRST SEMESTER	GSD 101	Student Success Seminar	3
	ENG 101	Reading, Writing & Rhetoric (English Composition I)	3
	*BIO 208/BIO 208L	Anatomy & Physiology I	4
	NSC 114	Nursing Concepts	5
	NSC 114C	Nursing Concepts Application	3
Total			18
SECOND SEMESTER	ENG 102	Research, Writing & Rhetoric (English Composition II)	3
	*BIO 308/BIO 308L	Anatomy & Physiology II	4
	*SOC 131 or PSY 200	Introductory Sociology Introduction to Psychology	3
	NSC 124	Medical Surgical Nursing I	3
	NSC 124C	Medical Surgical Nursing I Clinical	2
	NSC 126	Mental Health Nursing	2
	NSC 126C	Mental Health Nursing Clinical	1
Total			18
SECOND YEAR			
FIRST SEMESTER	*BIO 273 or MLS 209	Clinical Microbiology or Medical Microbiology	4 3
	NSC 223	Medical Surgical Nursing II	4
	NSC 223C	Medical Surgical Nursing II Clinical	2
	NSC 225	Family Nursing Care	4
	NSC 225C	Family Nursing Care Clinical	2
Total			15/16
SECOND SEMESTER	NSC 240	Medical Surgical Nursing III	4
	NSC 240C	Medical Surgical Nursing III Clinical	3
	General Education Element 3a or 3b	Arts & Humanities	3
	NSC 250	NCLEX Review	2
	NSC 255	Trends and Issues in Nursing	1
Total			13
PROGRAM TOTAL			64/65

***Supporting Courses can be no older than 5 years at the time of program admission.**

All courses in each semester must be completed before advancing to the next semester.

Revised June 2025

LEGAL AND ETHICAL RESPONSIBILITIES

LEGAL AND ETHICAL RESPONSIBILITIES

Students are expected to conform to the legal and ethical standards of the nursing profession. All persons, whether registered nurses, students, aids, or laymen, are at all times legally liable for their actions. Student status does not make one exempt.

Under the Kentucky mandatory nurse practice act, students, while functioning under the direct supervision of a clinical nursing instructor, are exempt from the requirements to hold a current Kentucky nursing license to practice nursing (as defined by the State Nurse Practice Act). The student, while carrying out responsibilities in patient care, must act as a reasonably prudent person. The amount of experience and education along with past performance and academic record are some of the criteria that are considered in determining the expectations for “reasonably prudent”. Responsibility increases as the student progresses in knowledge and experience.

It is the responsibility of the student to inform the clinical instructor when the patient’s need for a treatment or task is one in which the student has not been taught or is contrary to the student’s knowledge. It is important to note that anyone who undertakes to act as a nurse has a responsibility to meet the needs of the patient. Treatments or tasks incorrectly performed and/or failure to perform treatment or tasks needed by the patient constitutes negligence. Failure to act as a reasonably prudent student is unsafe practice.

Students need to familiarize themselves with the laws of the state in which they intend to take the National Council Licensure Examination (NCLEX). In general, State Boards have the power to:

1. Deny admission to take licensure examination.
2. Require that the individual be graduated from an approved school.
3. Require reporting of misdemeanor or felony convictions.
4. Deny licensure to persons who negligently or willfully act in a manner inconsistent with the practice of nursing, or is unfit or incompetent to practice due to other causes, such as abuse of controlled substances, fraud, or deceit.

LICENSURE

Information on licensure can be obtained from the Kentucky Board of Nursing (KBN) website at www.kbn.ky.gov or by contacting the board. Potential applicants for licensure who have a history of a criminal conviction should review the information related to misdemeanor and/or felony convictions posted on the KBN website.

Current standards for initial licensure include graduation from an approved school of nursing, successful results on the National Council Licensure Examination (NCLEX), and the ability to read with comprehension, understandably speak, and write the English Language. Graduation from an approved program of nursing presumes that an applicant for initial licensure demonstrates sufficient competency to deliver safe and effective care. It is recognized that competency standards for initial entry into practice evolve as society changes. To this end, a licensing body is dependent upon the faculty of the prelicensure program of nursing to foster program outcomes reflective of current practice demands, to assure that the competency level of program graduates supports safe and effective nursing care and to reinforce the need for continued learning throughout a nursing career (www.kbn.ky.gov/education).

STUDENT EMPLOYMENT

Kentucky has a mandatory nurse practice act. A mandatory act requires that anyone who practices nursing according to the definition of the practice in the state nurse practice act must be licensed. Exemptions to this include the practice **by students of nursing in their course of study while under the supervision and direction of a clinical nursing instructor.**

A student who may be employed by a hospital or other health care agency is not exempted in the activities they may perform and may not in any way practice nursing as defined in the state nurse practice act. The fact that coworkers or the institution may permit such action does not change the legality.

It is the responsibility of students to work only where they are under the supervision of a registered nurse. If there is any question about one's assignment, the student should seek advice from the nursing agency where they are employed. It is the responsibility of the student to refuse to perform any treatments or tasks they have not been taught to do or are contrary to their knowledge regardless if the performance of such treatments or tasks is not contrary to the nurse practice act.

In situations where one is functioning as an employee rather than a student, no part of the uniform which would identify the wearer as a student of Eastern Kentucky University may be worn.

It is important to note that the professional liability insurance required to be carried by each student covers the individual only while functioning in the role of student. It does not protect the student while functioning as an employee of a health care agency.

The School of Nursing assumes no responsibility for student's activities as an employee of an agency. Students are personally responsible and liable for any activity they participate in while employed. Students who practice illegally may jeopardize their future since persons who are convicted of a violation of the Nurse Practice Act may not be eligible to sit for NCLEX and subsequently receive licensure.

ADMISSION AND PROGRESSION INFORMATION

ADMISSION TO ASSOCIATE OF APPLIED SCIENCE IN NURSING PROGRAM

Students who are seeking admission to the Associate of Applied Science in Nursing Program must submit all required documentation (please refer to the Section “Required Documentation for AASN Program”) by May 15 when making application for Fall Semester and by October 31 when making application for Spring Semester. **Any exception must be approved by the School Chair. This documentation must be kept up to date each semester of enrollment in the clinical courses and cannot lapse at any time during a semester. An application for admission is considered incomplete unless all required documentation has been submitted. Incomplete applications are not reviewed for admission. In addition, students must meet clinical agency placement requirements.**

Additionally, all students admitted in the Associate of Applied Science in Nursing program must register for Professional Liability Insurance and re-register each August thereafter while enrolled in NSC courses. (See Required Documentation for Clinical section of this handbook).

If a student is not admitted and desires to be considered for admission to a subsequent semester, a new application and updated, required clinical documentation (please refer to the Section “Required Documentation for Clinical” for specific information) must be completed and returned. All students whose applications must be considered by the Admission/Readmission Committee (transfer nursing students, students desiring consideration by exception, students seeking admission who have previous deficiencies in nursing courses, and students seeking readmission) must submit all required materials by the specified date given on the application and in the policy.

Admission and Progression Requirements

All students who are accepted by the Eastern Kentucky University’s Admission Office and declare their major as AASN (two year nursing) are admitted to the University as a pre-associate nursing major. However, students must also complete a School of Nursing application to the AASN program. Admission to the University does not guarantee admission to the AASN program. Students who desire admission to the AASN program should submit an *Application for Associate of Applied Science in Nursing* by **May 15** for Fall Admission and **October 31** for Spring Admission. A minimum cumulative GPA of 2.5 on a 4.0 scale is required for admission to the AASN program.

Additional admission criteria includes the completion of the HESI A2 Test and completion of all requirements in Complio by May 15 for Fall Admission and October 31 for Spring Admission.

Completion of eligibility criteria does not guarantee admission to the AASN program.

Admission to the AASN program is competitive and based on review of the applicant’s academic history. **Spaces are limited and the most qualified applicants will be selected for admission.**

In addition to the academic criteria required for admission, the student must meet the standards written into the Commonwealth of Kentucky Nurse Practice Act. Specifically, the Nurse Practice Act requires that each student be of good moral and ethical character, good

mental and physical health, and be academically qualified to fulfill the role and responsibilities of a person licensed to practice as a professional nurse. Applicants for nursing programs should review licensure information posted on the Kentucky Board of Nursing's website, including the information for candidates with a history of prior criminal convictions. **Students must meet all clinical agency placement requirements.**

If a student is not admitted and desires to be considered for admission to a subsequent semester, a new application form and updated, required clinical documentation (please refer to the section "Required Documentation for Clinical" for specific information) must be completed and returned. All students whose applications must be considered by the AASN Admission/Readmission Committee (transfer nursing students, students desiring consideration by exception, students seeking admission who have previous deficiencies in nursing courses, and students seeking readmission) must submit all required materials by the specified date given on the forms and in the policy. Mailed applications should be sent certified mail to ensure the applications are received by the School of Nursing.

For progression, students must earn a grade of "C"/2.0 or better in all nursing and supporting courses. Students who fail to meet the requirements for progression must apply for readmission through the AASN Admission/Readmission Committee. Readmission to a nursing course is not guaranteed to any student. Please refer to the readmission section of this handbook for specific information on readmission procedures. The program reserves the right to alter the suggested plan as necessary to enhance a quality educational program.

Students should also refer to the Academic Standards section of this handbook under Academic Information.

ADMISSION CATEGORIES

I. Admission to AASN Program

- a. Students must be 18 years of age to participate in clinical placements. Pre-requisite and pre-nursing coursework may be completed prior to age 18.
- b. Student is competitive for admission.
- c. Student application is submitted in order to ensure their application is as competitive as possible.
- d. Student has no deficiencies in any nursing courses (see admission and readmission information).
- e. Students must meet clinical agency placement requirements.
- f. Student has submitted a complete *Application for Admission to Associate of Applied Science in Nursing Program* by **May 15** for Fall semester admission and by **October 31** for Spring Semester admission.
- g. If admission is made with provision that documentation of completion of transfer credits be available from the registrar when grades are recorded, it is the **student's responsibility** to verify all transfer credits are received and correspondence course

grades are recorded. If documentation of completion of courses is not available by the date stated, the student is subject to disenrollment from the nursing classes and may lose his/her space in the classes. In addition, all required documentation for clinical must be on file by the deadline.

- h. Student will be notified by email sent to the student's ECU email address, if admitted to the program.

II. **Admission by Exception**

- a. Students who do not meet the criteria for admission in Category I above, but who have **extraordinary circumstances** they wish to have considered by the Admission/Readmission Committee, may apply in this category.
- b. Students who wish to apply through the Admission/Readmission Committee must submit the proper form, *Application for Admission – Consideration by Exception* by **May 15** for Fall semester admission and by **October 31** for Spring semester admission. Students who apply after those dates will be considered only if spaces are available in the class.
- c. Notification of decision letter will be sent to the student's ECU email address within 10 days following the committee meeting. Students who are denied Admission by Exception are placed back in the applicant pool and compete for admission under the same criteria as applicants in the other categories.

III. **Transfers from Other Nursing Programs**

- a. Students wishing to transfer from another accredited nursing program must apply to the Admission/Readmission Committee by **October 31** for spring semester admission and **May 15** for fall semester to be considered by the committee.
- b. Transfer students must complete the ***Applicant from Another Nursing Program*** and ***Nursing School Director Reference*** of the AASN Application for Admission.
- c. Applicant must submit complete course outlines and/or syllabi for nursing courses to the School Chair for review and consideration for approval.
- d. Transcripts of all previous college work must be submitted with the forms.
- e. All material must be submitted by the above dates for the student to be considered by the committee.
- f. All documentation for clinical must be current and on file by the due dates.
- g. Students must meet clinical agency placement requirements.
- h. Notification of decision letter will be sent to the student's ECU email address within 10 days following the committee meeting.

IV. **Denied Admission**

- a. Student is not competitive for admission.
- b. Student has failed to complete a support course and has been denied admission by exception.

- c. Student is an applicant from another program, or student has had a previous deficiency in a nursing course, and has been denied admission.
- d. Student does not meet the clinical agency placement requirements.
- e. Student will be notified by letter sent to the student's ECU email address if not admitted to the class.
- f. Students who are denied admission and who wish to be considered for a future semester must make application again for that semester.

CONSIDERATION BY EXCEPTION

Students who desire consideration of their **extraordinary circumstance** should submit an *Application for Admission – Consideration by Exception* to the School Chair by **October 31** for Spring enrollment and by **May 15** for Fall enrollment. The Admission/Readmission Committee will recommend approval or disapproval of the "Consideration by Exception" to the School Chair.

TRANSFERS FROM OTHER NURSING PROGRAMS

Transfer students must apply for admission to the University and declare pre-associate nursing as their major. In addition to the official transcripts which are sent to ECU's Admissions Office, **transfer students must also submit copies of all transcripts to the School Chair for review.** These transcripts will be considered part of the application process and are necessary to determine admission and placement.

Students wishing to transfer nursing courses from another accredited nursing program must have a minimum grade equivalent of a 2.0 (C) or the program's passing grade in any nursing or support course (BIO 208/208L, BIO 308/308L, BIO 273 or MLS 209/211) to be transferred. In addition, the applicant must submit complete course outlines and/or syllabi for nursing courses to the School Chair for review and consideration for approval. This material should be submitted well in advance of expected matriculation in order to provide time for necessary evaluation.

Transfer students who have been enrolled in nursing courses in another nursing program must also complete the AASN application sections *Applicant from Another Nursing Program* form and *Nursing School Director Reference* for all accredited nursing programs in which the student was previously enrolled. All students who wish to transfer and have had previous enrollment in nursing courses at another accredited nursing program must apply through the Admission/Readmission Committee.

If a student who wishes to transfer has had a deficiency in nursing course(s) taken at the other accredited nursing program, the student must apply through the Admission/Readmission Committee as well. A deficiency is defined as (a) a theory grade less than the passing grade, (b) an unsatisfactory grade in clinical, or (c) withdrawal from a course in which the student was deficient in classroom or clinical performance at the time of withdrawal. To be considered by the Admission/Readmission Committee, the student who has been enrolled in another

accredited nursing program must submit: 1) *Application for Admission to Clinical Nursing Sequence* form, 2) *Applicant from Another Nursing Program* form, 3) *Nursing School Director Reference* form from the previous nursing school director(s), and 4) transcripts from all previous academic work.

Students who have previous academic course work and declare pre-associate nursing as their major should note that some support courses/prerequisite courses must have been completed within a specific time frame unless an exception is granted by the School Chair. Students must receive a grade of "C/2.0" or better in all support courses (BIO 208/208L, BIO 308/308L, BIO 273 or MLS 209/211).

**EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING
ASSOCIATE OF APPLIED SCIENCE IN NURSING PROGRAM
ADMISSION SCALE**

Student: _____ EKU Student ID: _____

Current EKU GPA (If applicable, high school GPA, or if not an EKU student, cumulative college GPA. If college hours are earned then must use EKU GPA of college GPA): *minimum 2.50 GPA required	Points possible = 4 (3.50 GPA = 3.5 points)	Total points earned:
HESI A2 Nursing Assessment Exam: • Reading comprehension • Grammar • Vocabulary • Math	Points possible: 40 90-100 = 10 80-89 = 5 79 or below = 0	
Support Courses must be completed within 5 years of application for admission ** Students must receive a grade of "C/2.0" or better in all support courses (BIO 208/208L, BIO 308/308L, BIO 273 or MLS 209/211). (Support courses listed below are NOT prerequisite courses.)	Points possible: 6 Points awarded for each course completed: A = 2 points B = 1 points C = 0 points D/F = -2 points (deduction)	Total points earned: All deficiencies and first passing grade within 5 years of admission will be counted in point calculation
BIO 208/208L (not a prerequisite course) Human Anatomy and Physiology I		
BIO 308/308L (not a prerequisite course) Human Anatomy and Physiology II		
BIO 273 or MLS 209/211 (not a prerequisite course) Microbiology		
Previous Nursing Program Enrollment/Transfer		
Previous enrollment and/or transfer from another nursing program	Four points will be deducted for each nursing course failure	

Date: _____ Total points earned toward admission: _____
Revised June 2025

Calculation of Points

1. A minimum ECU GPA of 2.5 on a 4.0 scale must be obtained. Completion of eligibility criteria does not guarantee admission to the clinical nursing courses. Spaces are limited and the most qualified applicants will be selected for admission.
2. The GPA used is the most current ECU GPA at the time application is made or high school GPA if no previous college coursework.
3. Students who are applying to the Associate of Applied Science in Nursing program are required to complete the Health Education Systems, Inc. Admission Assessment (HESI A2) prior to applying to the program. The HESI A2 evaluates general knowledge in areas of math, reading comprehension, vocabulary, and grammar. The HESI A2 may be taken a **maximum of 2 times during a 12-month period**. There is **no required wait time** to repeat the exam. The **higher score** on each section will be used for calculation of points.
4. All coursework listed on the Associate of Applied Science in Nursing Admission Scale must be no greater than five years old when application is made for admission. Students must receive a grade of "C/2.0" or better in all support courses (BIO 208/208L, BIO 308/308L, BIO 273 or MLS 209/211). Coursework greater than five years old must be repeated for currency unless an exception is approved by the School of Nursing Chair. A student who wishes to request an exception should, after consulting with the advisor, submit a request in writing to the School of Nursing Chair with rationale for the exception. If approved, the School of Nursing Chair will document in the student's file with a copy to the student and advisor.
5. In the event a course has been repeated, the calculations will be made as follows:
 - a. **every grade attempt** which resulted in a **deficiency** (grade of D or F or equivalent) will be included in the calculations, unless those grades are shown as officially bankrupted on the transcript.
 - b. grade attempts which resulted in a passing grade (C, B, or A) will include only the **first attempt which resulted in a passing grade** in the calculation.
6. An exception will be made if the student had coursework greater than five years old and was required to repeat the coursework for currency. Grades greater than 5 years old will not be included in the calculations. In that instance, every new grade attempt (within the last five years) which resulted in a deficiency will be included in the calculations, and only the first attempt which resulted in a passing grade within the past five years will be included in the calculation. If the student is granted an exception for coursework greater than five years old, all grade attempts on the older coursework will be calculated as described in a and b above.
7. Students who hold a Bachelor's degree in another field and apply for the Associate of Applied Science in Nursing program will be held to the same competitive point scale for admission as the other applicants.
8. Four points will be deducted for each nursing course failure.

READMISSION

Students with **deficiencies in EKU's AASN courses** (NSC) who wish to be considered for readmission to those courses must make online application for readmission no later than 12:00 noon the Friday during finals for fall or spring readmission. As the date for the committee to meet for spring readmission consideration may fluctuate due to the length of time between the fall and spring term, students should submit the application for readmission as early as possible to ensure the application will be received before the committee meets. The date for the committee meeting will be posted and can also be obtained from the office staff. Students who submit an application after the committee meets will be deferred until the following semester for consideration.

Upon recommendation of the committee, a student with a deficiency may be readmitted on a **space available basis**. If spaces are not available that semester, the student will **NOT** be guaranteed space in the following semester, but will need to reapply.

Notification of decision letter will be sent to the student's EKU email address within ten days following the committee meeting.

Policies Regarding Progression and Readmission

Admission/readmission is not guaranteed to any student for any nursing course. The following are criteria for progression and readmission:

1. The student is eligible to continue with Eastern Kentucky University.
2. The student demonstrates the ability to complete the AASN curriculum within five semesters after successful completion of the first semester nursing course, NSC 114 Nursing Concepts I. For students entering later in the curriculum (transfer students, readmitted students or change of major students), curriculum must be completed in twice the number of semesters which the student has to complete the nursing program.
3. The student maintains a minimum GPA of 2.5.
4. The student has not earned less than a "C" or "satisfactory" in two NSC courses.
5. The student has had no absence from the program in excess of one year (two semesters) from the date of departure until the semester for which re-application is made.
6. The student demonstrates the ability to satisfactorily complete the clinical component.
7. There is space in the course to which the student is requesting entrance. Students who are denied readmission due to lack of space available will not be guaranteed space in the following semester, but will need to reapply.
8. The student's academic integrity record may be considered in admission/readmission decisions.
9. The student is eligible for clinical agency placement.

Who Must Apply for Readmission

1. Students who withdraw from/drop a nursing course or support course.
2. Students with a final grade below 75% (C) in any nursing course or support course.
3. Students who receive a final grade of unsatisfactory in any clinical nursing course.
4. Students who drop out of the nursing program for one or more semesters.

How to Apply for Readmission

Submit a completed online *Application for Readmission* form at https://success.eku.edu/register/nursing_readmission_info no later than 12:00 noon the Friday during final exam week for fall or spring readmission.

When to Apply for Readmission

Students seeking readmission to any NSC course must complete the online Application for Readmission at https://success.eku.edu/register/nursing_readmission_info . **The online Application for Readmission and any supporting documents must be submitted no later than 12 noon on the Friday during final exam week each semester.** Only complete applications will be considered.

When the Committee Will Meet

Meeting time will be posted in the Rowlett Building and information will be available through the School of Nursing administrative assistant.

How A Decision Is Made

1. The committee will consider multiple factors and performance in previous courses. Recommendations will be based upon:
 - Complete record of academic performance, including grade point average and performance in the course for which readmission is sought.
 - The number of times the student has repeated other courses.
 - The nature of any documented deficiencies (academic, clinical, moral, ethical) and whether they lend themselves to further successful progression.
 - Evidence that the student has sought or will seek ways to correct deficient areas.

When Decisions Will Be Known

1. Students will be notified by letter sent to the student's ECU email address within (10) days following the meeting. Letter will be emailed to the student's official ECU student email address.
2. The student's advisor and appropriate course faculty will receive a copy of the committee's recommendation.

Student Response to Committee Decisions

1. All students who are recommended for admission/readmission need to see their advisors regarding any necessary schedule changes.
2. Readmitted students should contact the course faculty for classroom and clinical placement information.
3. Students not admitted/readmitted should consult their advisors regarding their schedules.
4. An appeal of the committee's decision can be made **in writing** in the following sequence:
 - a. First to the AASN Admission/Readmission Committee. The student may appear before the committee for this appeal. Only the Readmission Committee members and the student may be present during the appeal meeting.
 - b. Chairperson, School of Nursing
 - c. Dean/Associate Dean College of Health Sciences
 - d. Admission/Progression Committee, College of Health Sciences

Students Granted Readmission

The student may be admitted/readmitted to the nursing program on a probationary status. A student on probation must maintain satisfactory classroom and clinical performance. If academic or clinical difficulty arises during the probationary period, the student will be denied readmission. Probationary status will be lifted after one semester provided the student meets the following conditions: (1) 75% (C) in all nursing courses with a minimum cumulative G.P.A. of 2.5, (2) successful completion of the clinical component, (3) successful completion of content in which the student was previously deficient.

Students who are granted readmission will complete an individualized Student Success Plan (see forms section of handbook) and schedule a meeting with the course faculty within two weeks of the beginning of the semester. Students are required to meet with course faculty to review the Student Success Plan within 2 weeks of the start of the semester, at midterm, and prior to the final exam (a minimum of 3 meetings during the semester). Students are responsible for bringing the completed Student Success Plan to each meeting with course faculty.

Readmitted students may not use work from previous semesters.

CLINICAL INFORMATION

REQUIRED DOCUMENTATION FOR CLINICAL Associate of Applied Science in Nursing Degree

All students must submit evidence of compliance with immunization requirements, screenings, CPR training, background check, drug screening, and health insurance certificate/letter of coverage with application for admission to the clinical nursing sequence (see Admission and Progression policies for pre-licensure and registered nurse students).

All required clinical documentation must remain current to receive overrides for the next semester's clinical courses.

- **Fall Semester:** All required documentation must remain compliant through **September 1**.
- **Spring Semester:** All required documentation must remain compliant through **February 1**.

All required records must remain current and may not expire at any time during a semester in which a student is enrolled in a clinical nursing course. Students are responsible for submitting renewal documentation **before the current requirement expires and should allow sufficient time for documentation to be reviewed and approved**. The review and approval process may take up to 14 days. Students should plan accordingly and submit updated documentation well in advance of the expiration date to prevent a lapse in compliance.

Failure to maintain compliance throughout the semester will result in the student being unable to attend clinical experiences until all requirements have been updated, reviewed, and approved. Clinical absences resulting from failure to maintain required compliance are considered unexcused absences. Unexcused clinical absences may prevent successful course completion and program progression, requiring the student to apply for readmission in accordance with School of Nursing policies.

All students must also submit evidence of professional liability insurance, purchased through ECU, while enrolled in clinical nursing courses. Clinical documents verifying compliance with immunizations, tuberculosis screening, CPR, medical insurance coverage, urine drug screening, background check and other requirements must be submitted to Complio before admission to clinical. It is the **student's responsibility** to provide updates as indicated. The following is a list of specific requirements:

Immunizations & Tuberculosis Screening

1. Tuberculosis Screening
 - a. An initial two-step TB skin test, or TB blood test, is required before beginning the clinical nursing sequence.
 - i. In a two-step procedure, a person is given a baseline PPD test. If the test is negative, a second test is administered one to three weeks later. If the second test is negative, the person is considered uninfected. A positive test indicates the need for further screening. **The students must specify**

they are requesting the two-step PPD when they initiate the testing procedure.

- ii. TB blood tests are acceptable and will satisfy the two-step TB screening requirement. Acceptable blood tests are QuantiFERON-TB Gold or T-SPOT TB test.
 - b. Students who have completed the initial two-step screening or initial TB blood test, must submit documentation of an annual negative one-step PPD skin test.
 - c. If the PPD skin test is positive, or if a PPD is contraindicated, further evaluation is necessary.
 - d. PPD skin test documentation must include lot # and vial expiration date.
2. MMR-Measles, Mumps, Rubella and Rubeola Immunity:
Documentation of protective rubeola, rubella, and mumps titers (if one titer is negative you should receive a booster and recheck your titer) or documentation of two doses of vaccine 28 days apart after the first birthday. The two doses of vaccine can be given four weeks apart.
3. Hepatitis B vaccination:
Documentation of protective hepatitis B titer (if titer is negative 2 doses of the Heplisav vaccination will be required), documentation of 3 doses of the hepatitis B vaccine or documentation of 2 doses of the Heplisav-B vaccine.
 - a. If the hepatitis B 3-dose series is needed, documentation of first two doses must be submitted with AASN application. Documentation of third dose must be submitted six months after second dose is administered.
 - b. During your 3-dose series you will have one month of temporary compliance after your first dose, and then five months after your second dose.
4. Varicella (chicken pox) vaccination:
Documentation of protective varicella zoster virus titer or documentation of 2 doses of the vaccine.
 - a. If a student had chick pox in the past, they must submit documentation of immune titer or 2 doses of varicella vaccine.
 - b. If a student has a negative titer, they must submit documentation of 2 doses of the varicella vaccine.
 - c. During your series you will have 1 month of temporary compliance after the first of your two doses.
5. Pertussis booster vaccine: (Tdap-Adacil, which has the pertussis component)
This vaccine is for adolescents and adults and is different from the vaccine given to infants and young children. Td, dT, or DtaP are not acceptable forms of the Tdap vaccine.
 - a. Vaccine must be received within the past 10 years.
 - b. If the vaccine was received more than 10 years ago, documentation of expired Tdap vaccine and an updated Td booster must be submitted.

6. Influenza vaccine:

The vaccine must be obtained annually for each upcoming “flu season” and documentation submitted.

- a. Influenza vaccination documentation must be submitted **annually by October 31**.
- b. Students who do not receive this vaccination (for medical or religious reasons) must submit a medical or religious deferment annually by October 31.
- c. All students who do not receive the influenza vaccine are required to wear a mask in the clinical setting.

7. COVID vaccine:

- a. The COVID vaccine is NOT required, however students must report vaccination status to clinical agencies for tracking purposes. If the student received the COVID vaccination, documentation must be uploaded to Complio for tracking purposes. **Documentation must include vaccine manufacturer, lot number, and date vaccination was received. If two dose vaccine, must include both dates vaccines were received.**
- b. **If the student did not receive the COVID-19 vaccine, a Word document stating that the vaccine was not received must be uploaded to Complio.**

Student Health Services will administer certain vaccines and draw specific lab titers for students. Not all required vaccines or titers can be obtained through Student Health Services. Student Health Services does not perform any cash transactions, nor do they bill insurance. See the Student Health Services website for additional information:

<https://healthservices.eku.edu/general-information>

Cardiopulmonary Resuscitation (CPR)

Clinical sites require students to have completed **American Heart Association, Basic Life Support training** prior to attending clinical in their facility. All students are required to have evidence of current satisfactory completion of CPR training during ALL clinical rotations. The CPR certification must remain current throughout the entire semester of the clinical course and cannot lapse at any time during the semester.

Students may contact the American Heart Association regional office in Lexington, (859) 278-1632, for class information.

Check bulletin boards located throughout the Rowlett building. CPR instructors will post information and phone numbers.

INSURANCE

Personal Illness

The cost of treating illnesses or injuries incurred in clinical situations is not covered by the clinical agency or University. Students are **required** to carry personal health insurance to cover such situations. Submit Letter of Coverage containing student's name, group number, effective date, and current date from insurance provider with your *Application to the Clinical Sequence Nursing Program* and by August 1st annually.

Professional Liability Insurance

All students participating in clinical learning experiences must purchase professional liability insurance through the University and maintain it while enrolled in all clinical nursing courses. The University has arranged for appropriate liability insurance coverage at a modest cost to the student. Students will not be allowed to attend clinical experiences unless they have obtained this liability insurance coverage through Eastern Kentucky University. The time period for coverage is August 1 through July 31 of the following year; no prorating for partial coverage is possible. The liability insurance covers only clinical experiences which are part of scheduled classes. The liability insurance will no longer be in effect if the student withdraws from school or graduates.

COMPLIO

Eastern Kentucky University School of Nursing utilizes Complio as a system to maintain clinical documents, process background checks, and assist in the urine drug screening process. It is the student's responsibility to upload clinical documents into Complio prior to the application deadline. Students must use their official EKU name for Complio accounts and clinical documentation. These documents are shared each semester with the clinical facilities. Information about submitting clinical documents, processing a background check, and completing a urine drug screening are as follows:

Background Check

Eastern Kentucky University requires background checks for all students entering programs in the College of Health Sciences. This is to ensure a safe clinical environment for both students and the public and to meet the contractual requirements of clinical facilities.

Eastern Kentucky University School of Nursing works with Complio to ensure an acceptable screening procedure. Students who fail to submit a background check through Complio cannot complete or maintain enrollment in any School of Nursing program. A background check must be performed through Complio prior to initial enrollment in the clinical sequence of the nursing program.

Upon completion you will receive notification that your background screen is complete and a copy of your report will be available to the School of Nursing.

Students who have lived outside the United States must disclose previous residency and submit an international background check in addition to the standard background check. There is an additional fee associated with the international background check.

It is important that you submit information in a timely fashion so the information will be available for the program to review by the deadlines published. If you have any questions on the background screening process, please contact Complio Application Success Team at 800-200-0853.

Urine Drug Screening

Urine drug screening is required for all students to meet contractual requirements of clinical facilities and consists of a 9-panel standard urinalysis panel (marijuana, cocaine, PCP, amphetamines, opiate metabolites, barbiturates, benzodiazepines, methadone, and propoxyphene) plus MDMA (ecstasy), oxycodone, and hydrocodone. **Students must obtain a urine drug screen prior to initial enrollment in the clinical sequence of the nursing program.** Random drug screenings or audits could also be required while enrolled in the program. ECU contracts with Complio to ensure an acceptable screening procedure. Students who fail to submit a urine drug screen through Complio cannot complete or maintain enrollment in any School of Nursing program. **Dilute negative results will not be accepted. Students with dilute negative results must contact Complio to obtain another screening.** If the drug test contains a positive result, the student will be contacted by a Medical Review Officer (MRO) affiliated with Complio for consultation and/or for additional information to substantiate the positive result. Students with unsubstantiated, positive screening results will be ineligible to participate in clinical experiences and therefore, cannot be successful in the course or progress in the program. Instructions are on the following flyer.

To be considered current and in compliance, all records MUST be approved by both Complio and the School of Nursing and must not lapse at any time during the semester in which the student is enrolled in clinical course(s). It is the student's responsibility to ensure currency and validity of required documentation.

AASN DRESS CODE

American Scrub Company is the only designated company in which to purchase the approved uniforms for the School of Nursing for all clinical courses. The uniform policy will be strictly enforced by faculty. If students come to clinical in attire that does not meet the uniform policy, they will be given an unsatisfactory for that clinical day and will be sent home. There are no exceptions.

The order deadline will be determined at a scheduled fitting date and strictly enforced. Since all uniforms are ordered through American Scrub Company, there is an extended processing time. All orders placed after the assigned deadline will be considered late. All 'late' orders, orders with credit card issues, etc., are not guaranteed for on time deliveries. .

American Scrub Company is located at 150 Dogpatch Trading Center, London, KY; (606) 878-2611. Uniform prices vary slightly based on the style and size ordered

Professional Appearance Expectations

It is expected that students as potential members of the health profession, will uphold standards of professional appearance at all times. Professional appearance expectations apply to **all** clinical experiences and settings. Professional appearance includes the following:

1. **Hair** off the shoulders, out of the face, simple in style, and without ornamentation/decoration. Hair must be pulled back off the face and must not fall in the face when moving or leaning forward. No unnatural hair color permitted in the clinical setting.
2. **Fingernails** must be natural (no artificial nails or "tips"), short, and without polish or other decoration.
3. **Cosmetic use** must be moderate (light day make-up is acceptable).
4. **Clothing** must be clean and wrinkle free. Skirts may be worn as part of the clinical uniform. Skirts must be mid-calf or ankle length. Legs are required to be fully covered by leggings, hose, or tall socks. Leg coverings must be white or black.
5. **Shoes** must be clean, white or black leather, no mesh or cloth materials. Shoes must have closed toes and heels.
6. A long or short sleeved **white or black** crew neck T-shirt or turtleneck may be worn under your scrub top. No other colors permitted.
7. **Scents or colognes** can cause allergic reactions or nausea in some clients and should not be used during client care experiences. Please note that a strong odor of tobacco is also a scent and can cause the same problems as stated above.
8. **Jewelry** is limited to one set of small plain post type of earrings (non-dangling) in the earlobes and one ring. One ring is permitted in most clinical sites, and the ring must be free of sharp or protruding settings. No other jewelry is permitted, pierced or otherwise, in or on any visible areas of the body.

9. **Name badges** indicating the individual is an ECU AASN Nursing Student must be worn at all times.

Additional student identification may be required by the clinical agency. Name badges are provided by the School of Nursing. Replacement badges must be ordered and paid for through <https://commerce.cashnet.com/NRSBADGE>

Any facility issued badges are required to be worn in addition to the ECU Associate Degree Nursing Student name badge. Facility issued badges must be returned to the clinical faculty at the end of the clinical rotation, or upon withdrawal from the course. If the badge is not returned, the student is responsible for the replacement cost of each badge issued. Failure to comply with this requirement will result in the student's inability to attend clinical in subsequent courses. Each clinical absence due to failure to return the assigned badge is considered unsatisfactory and may result in a clinical unsatisfactory.

Additional restrictions or requirements may be placed by the individual clinical agencies/settings and by the clinical faculty. An example of additional clinical agency restrictions is the one stating "no visible tattoos". If a student has a tattoo and it is on an area of the body that may be reasonably covered, then covering the tattoo would permit clinical placement. However, some tattoos on areas such as fingers, hands, wrists, head, face, etc. that could not be covered could make a student ineligible for clinical placement due to the agency's restrictions. Students who have questions regarding the dress code or clinical agency placement requirements should talk with the Chair of the School of Nursing.

In all cases, **the decision regarding appropriateness of apparel and appearances rests with the clinical faculty**. If a student is determined by clinical faculty to be out of compliance with the dress code, the student will not be permitted to participate in clinical experiences that day and will receive an "Unsatisfactory" for the day.

In the clinical or lab setting, students must have the physical, mental, & emotional ability to meet the course objectives and perform the essential elements of the registered nurse job description. For personal and client safety, a student must inform the clinical instructor of any condition or situation which could affect his/her ability to take on a regular client assignment in the clinical setting and to safely, competently, and effectively carry out the cognitive and physical requirements for care of the assigned client(s).

To protect the safety of both clients and students, students with fevers or who have contagious conditions, or students with slings, casts, crutches, orthopedic boots, walkers, wheelchairs or other temporary devices will not be permitted in the clinical practice area. Students should consult with instructors and the School of Nursing Chair to determine appropriate alternative learning experiences and/or whether the student will be able to meet clinical objectives.

Transportation

Students are expected to provide their own transportation. Carpooling is recommended.

Items Needed for Clinical (also referenced in Expense section)

1. Uniform
2. White or black leather shoes
3. Name badge (provided by School of Nursing)
4. Analog wristwatch (with second hand)
5. Bandage scissors
6. Stethoscope
7. Pen Light

ACADEMIC INFORMATION

ACADEMIC ADVISEMENT AND REGISTRATION

EKU supports the need for members of the University community to refer to themselves by a name other than their legal name. As long as the use of this name is not intended for the purposes of avoiding legal obligations or misrepresentation, the University acknowledges that a preferred first and/or middle name may be used where possible in the course of University business. EKU and the School of Nursing will use a student's preferred name wherever a legal name is not required on campus including on internal documents, communications, systems, and web portals. **Legal names are required for all clinical documentation.**

Each student is assigned an advisor who will work with the student in planning for the orderly transition through the program. Advisees will meet with their advisors at least one time per semester to review and plan for the upcoming semester. Additional meetings may be held if deemed necessary by advisee, advisor or both.

Students need to make an appointment to meet with their advisor during the advising period. Advisors will post or email hours when they will be available for student advisement. Since nursing faculty members are required to be away from campus supervising students in the clinical laboratory, advisees must contact their advisors several weeks in advance of registration. **Only the student's advisor has access to the registration access code (RAC number).** Registration is done online. Advisors are not available on weekends, during holiday breaks, when the University is closed, or during the summer break. Students should schedule appointments with advisors during the university scheduled advising period.

Students who receive a final grade below 75% in any nursing course, below (C) in a support course, a final grade of unsatisfactory in any clinical nursing course, or who interrupt their program after admission to the major for any reason must apply for readmission to the nursing sequence. Once interrupted in the nursing sequence, there is no guarantee that a student will be readmitted to the major.

Students are responsible for their own education. Each student is given a curriculum plan which clearly outlines the requirements of the program, semester by semester. Additional pertinent information is provided in the **Student Handbook**. It is the responsibility of the student to know and to follow the requirements, policies and procedures contained in this **Handbook**. As new policies and procedures are adopted by faculty, students will be provided this information in writing.

ACADEMIC STANDARDS

- A. A student may be asked to leave the nursing sequence regardless of academic grade if any of the following conditions exist:
1. Demonstrated lack of aptitude for nursing.
 2. Failure to exhibit behaviors of:
 - a. Integrity
 - b. Dependability and accountability
 - c. Concern for human and societal needs
 3. Clinical nursing performance that jeopardizes safety of patient(s).
 4. Physical or emotional condition of a nature that affects, or is affected by one's performance in nursing.
 5. Failure to conform to the legal and ethical standards of the nursing profession.
 6. Excessive absences. See School of Nursing policy on attendance.
 7. Failure to maintain and submit the required documentation for participation in clinical experiences.
 8. Failure to meet clinical agency placement requirements.
- B. All nursing (NSC) courses are sequential by semester. Unless permission is granted by the School of Nursing to enroll in a course out of sequence, a student must complete all NSC courses in a semester successfully with a grade equivalent of 75% (C) or better in order to enroll in courses listed in the curriculum progression plan for the next semester. A student may NOT enroll in any NSC course without receiving School of Nursing approval or being admitted to the nursing major.
- C. Students are expected to follow the AASN Curriculum Plan for general education and support courses. Students must receive a grade of "C/2.0" or better in all NSC and support courses (BIO 208/208L, BIO 308/308L, BIO 273 or MLS 209/211).
- D. A student is required to maintain a grade equivalent of 75% (C) or better in all NSC courses in order to continue uninterrupted in the nursing major. All requests to repeat NSC courses must be made through the AASN Admission/Readmission Committee.
- E. An NSC course may not be repeated without permission. A student may not repeat any course with an NSC designation more than one time. **Readmission to a nursing course is not guaranteed to any student.**

- F. The curriculum must be completed within (6) years of the date of entry to the University as a freshman. For transfer students, the time of completion is based on credit hours at the time of admission to the University. For example, if the student entered in the first semester of the sophomore year, the student must complete the program within five (5) years. Students who have been absent from the program for greater than one year (two semesters) are not eligible to resume progression at the point where their study was interrupted.
- G. Students must complete the Kentucky Board of Nursing required Integrated Practicum experience, which consists of a minimum of 120 clock hours of concentrated direct patient care in a health care facility to be completed within a 7-week period during the final semester or quarter of the program. In the ECU AASN program, the integrated practicum experience is incorporated into the clinical course, NSC 240C. Students must complete NSC 240 and the clinical co-requisite course, NSC 240C, during their final semester in the program prior to graduation. **If** for any reason a student will not complete all program requirements the semester he or she is scheduled to enroll in NSC 240/NSC 240C (e.g. all general education requirements will not be completed), the student must delay enrollment in NSC 240/NSC 240C until the final semester immediately prior to graduation. If for some reason a student enrolls in NSC 240/NSC 240C but does not graduate, the course **and** practicum must be repeated during the final semester just prior to graduation. Students will not be permitted to graduate with an incomplete grade (grade of "I") on their transcripts, even if the course is not a required course for the degree. **Please see the University Catalog for ECU policies and requirements for graduation.**

SCHOOL OF NURSING POLICY ON CLASSROOM CODE OF CONDUCT

A positive classroom environment should facilitate teaching and learning. Students, in particular, play an important role in creating this type of environment. This Code of Conduct clarifies basic expectations in the classroom.

Students are expected to adhere to ECU's Academic Integrity Policy.

Students are expected to attend class, arrive on time to class, stay through the full period, and bring all necessary materials.

Students are expected to come prepared to class; in particular, they should have finished all the required readings for that day.

Students will not engage in behaviors that detract from the learning experience. Some examples of distracting behaviors include talking in class, sleeping, reading other works, computer surfing, and unnecessary movement in and out of the classroom.

Students will conduct and express themselves in a way that is respectful of all persons.

Students will review and follow the course syllabi for each nursing (NSC) course which lists other expectations for behavior/conduct in the classroom.

Faculty may ask students to leave the classroom for any disruptive behavior. Students asked to leave the classroom must schedule a meeting with the Chair of the School of Nursing prior to returning to class.

SOCIAL MEDIA POLICY FOR SON STUDENTS

1. SON students must not transmit or place online individually identifiable patient or clinical agency information.
2. SON students must observe ethical and professional student-faculty and student-patient boundaries online. Online social media contact with faculty or patients blurs these boundaries, as defined by the American Nurses Association Code of Ethics (2025) and National Council of State Boards of Nursing Social Media Guidelines (2024).
3. SON students should understand that patients, colleagues, organizations and employers may view postings.
4. SON students must be aware that social networking venues are shared by patients, faculty, colleagues, and the public. Privacy settings should be utilized to separate personal and professional information online.
5. SON students should bring content that could harm a patient or student's privacy, rights, or welfare to the attention of appropriate authorities.

AASN COURSE ATTENDANCE POLICY

Students are expected to attend class and actively participate in all aspects of the learning process. This includes class discussions, written work, and in-class activities. National and local studies have shown a direct correlation between attendance and grade performance. Only those students who have registered for the course will be allowed to attend. Visitors, children and pets are not permitted.

For the purposes of this course, "excused absences" include verifiable medical or family emergencies, University approved activities (accompanied by a University excuse), illness (yours or an immediate family member's), and other absences as outlined in the University's "**Student Absence from Class**" policy. Students should be prepared to document the reasons for the absence. Students whose absences are not excused will receive a zero for any assignments, tests or class activities missed. Students who anticipate having multiple *excused* absences should contact their instructor as soon as the situation arises so that they can make arrangements for how to handle missed class time.

Late Arrival for Exams: If a student is late for an exam, the student will have the remaining time left to complete the exam (i.e., student will be required to exit the exam at the same time as the rest of the class). The time will not be extended. No student will be allowed to begin the final exam after the first student has completed and uploaded the final

Students should be prepared to provide appropriate verification of any absence. Students who are unable to resolve an absence issue with the instructor may appeal to the School of Nursing Chair. The School of Nursing Chair's decision is final.

Children and unauthorized visitors are not permitted to attend any SON class or clinical experience.

GRADING

The grading scale is given in each NSC course syllabus. Please refer to course syllabi and the ECU undergraduate catalog for information on grading. It is the School policy in all NSC courses that grades are truncated, they are **not rounded**.

Obtaining Course Grades

Students may obtain mid-term and final grades on-line. **Under no circumstance should the student contact the secretarial staff of the School of Nursing requesting grade information.**

ECU Accessibility Accommodation Statement

For the current ECU Accessibility Accommodation Statement, please refer to the following link:
<https://www.ecu.edu/accessibility/>

STUDENT COMPLAINTS AND APPEALS

Students who believe they have not been treated appropriately by a university official may file a complaint or grievance following the procedures listed in the *EKU Student Handbook*. **Please note that grade appeals and readmission appeals follow a separate University policy and process.**

Complaints involving other areas than Academic Affairs should follow the procedures in the *EKU Student Handbook*.

If the concern is related to a **grade appeal** or **readmission**, those policies should be followed specifically. The readmission policy is given in detail in this *Associate Degree Nursing Student Handbook*. The policy for appeal of a grade is given in the EKU Policy 4.1.15P and in the *EKU Student Handbook* as follows, with additional information specific to School of Nursing.

Grade Appeal

If a student wishes to appeal a **course** grade, the procedure below should be followed:

- The student should consult with the instructor, seeking a satisfactory explanation.
[Note: In the School of Nursing, if the instructor is not the coordinator of the course, the student should also consult with the course coordinator].
- If, after consulting with the instructor, the student believes that a grievance exists, the student may present a complaint in writing outlining the basis of the grievance to the School Chair within 30 days after the beginning of the next semester, exclusive of summer session.
- The School Chair shall consider the matter in consultation with the instructor and the student and exercise influence towards mediation.
- If the grievance remains unsettled, the School Chair shall, as soon as practicable, refer the matter to the School of Nursing committee on academic practices composed of the School Chair, two members of the School of Nursing elected by the faculty thereof (with one alternate member to serve in the event that one of the regular members is the person against whom the complaint has been lodged), and one student member chosen by the School Chair. All members of the committee shall have voting privileges.
- Meetings of the School of Nursing academic practices committee shall be scheduled at a mutually agreed upon time, when all relevant parties can reasonably be expected to participate. A student who has agreed to a time for a meeting of the School of Nursing academic practices committee and who does not appear at that meeting may forfeit the right to present evidence beyond that furnished in the original letter of appeal. Only the committee members and the student may be present during the meeting.

- After considering the evidence and any rebuttals submitted by the student and/or the instructor, the committee shall make a decision which shall be binding. All parties shall be informed of this decision within ten working days.
- Appeals from the committee's decision may be made on procedural grounds only and must be made within 20 days following notification of the School of Nursing committee decision. Such an appeal should be made to the dean of the college in which the course is offered and, if necessary, then to the Provost and the Vice-President for Academic Affairs.

As noted above, appeals to the committee's decision can be made on **procedural grounds only**. Procedural violations would be a deviation from the above listed procedures. An example would be if the meeting was not scheduled at a mutually agreed upon time when all relevant parties could reasonably be expected to participate.

MATH PROBLEMS – ROUNDING RULES

The following math rounding rules are to be used during examination and clinical practice for the Associate Degree Nursing Program.

1. Greater than or equal to a whole number, round to the nearest 10th (i.e., one decimal point) – e.g., 1.24 = 1.2. The exceptions to this rule are IV maintenance fluids and drop rates (see # 3 for IV maintenance fluid and drop rates).
2. Less than a whole number round to the nearest 100th (i.e., two decimal points) – e.g., 0.248 = 0.25. The exceptions to this rule are IV maintenance fluids, IV medication infusions, and drop rates (see # 3 for IV maintenance fluid and drop rates; see # 1 for IV medication infusions).
3. IV maintenance fluid and drop rates should always be rounded to the nearest whole number – e.g., 1.2 gtts = 1 gtt.
4. IV medication infusions should be rounded to the nearest 10th (i.e., one decimal point) – e.g., 1.24 = 1.2.
5. Students should convert to the unit of measurement that is ordered as the first step of solving the problem. For example, the order is for a medication to infuse at 3 mcg/kg/min; the medication is available as 400 mg in 250 ml. The student should convert the drug available to mcg.
6. **Rounding, according to these rules, should occur for the final solution of the math problem.**
7. Answers less than a whole number should have a leading zero in the answer (example 0.25 mcg). Answers greater than or equal to a whole number should not have a trailing zero (example 1 mg; 1.5 mL).
8. Adjustments may be made in specialty areas.

EKU ACADEMIC INTEGRITY POLICY

Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct and respect for others. In order to meet these values, students at EKU are expected to adhere to the highest standards of academic integrity. These standards are embodied in this policy and the Student Code of Conduct. By honoring and enforcing this Academic Integrity Policy, the University community affirms that it does not tolerate academic dishonesty. This policy defines the various forms of academic dishonesty, and it outlines the consequences for each. Additionally, this policy gives the method for appealing a complainant's allegation that some form of academic dishonesty has in fact occurred.

Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication. The University treats all instances of academic dishonesty seriously.

Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions.

The Academic Integrity policy is located at: [Office of Student Conduct and Community Standards](#)

The AI Pledge, below, is administered through the Terms of Usage for EKU Direct.

The Pledge:

I hereby affirm that I understand, accept, and will uphold the responsibilities and stipulations of the Eastern Kentucky University Academic Integrity policy.

DRUG AND ALCOHOL USE POLICY

In order to protect patient safety and to comply with clinical agency requirements and applicable Board of Nursing recommendations, the following policy will apply to all students who are accepted into the AASN program. All students are required to have a negative drug screen prior to entering their first clinical experience and may be subject to further drug/alcohol screenings at the discretion of SON Faculty and/or the clinical facility.

Any SON Faculty member or the student's clinical instructor, preceptor, or similar supervisor, in consultation with SON Faculty, has the authority to direct a student to immediately undergo a drug and/or alcohol screening when there is a "reasonable suspicion" of drug or alcohol use as indicated by the student's behavior, speech, body odor, or appearance. Specific behavior which could create a "reasonable suspicion" of drug or alcohol use includes any conduct that prevents the student from performing any essential function of the program or poses a direct threat to the health or safety of others as well as, for example, the following: odor of alcohol or drugs; unsteady or staggering gait; rapid or slurred speech; pinpoint or dilated pupils; unresponsiveness; bloodshot eyes; fine motor tremors; difficulty participating in activities or assignments; nausea; vomiting; sweating; erratic behavior; incoherent speech; verbal or physical outbursts; self-report of drug use or alcohol abuse; unsafe behavior; unsatisfactory care for others; and threats, to harm self or others.

Any student directed to immediately undergo a drug and/or alcohol screening will do so at the student's own expense and will be suspended from all educational and clinical activities until the issue is resolved to the satisfaction of the Department Chair. No University employee will be responsible for providing transportation to students who demonstrate signs of impairment, and any costs related to transportation to/from the screening site or elsewhere will be at the student's own expense.

If a student receives a positive drug and/or alcohol screening, violates this policy in any other manner, or admits to drug and/or alcohol use, the student will be deemed to have engaged in an unsafe practice and/or unprofessional conduct and will face disciplinary action, up to and including removal from the AASN program. Breathalyzer tests done by law enforcement for suspected criminal impairment will also count as a positive alcohol screening. Any student who is directed to but refuses to immediately undergo a drug and/or alcohol screening will be treated as if the result were a positive drug and/or alcohol test. Depending on the circumstances, a student with a positive drug and/or alcohol screening may also be referred to law enforcement for possible criminal sanctions as well as to the University's Office of Student Conduct and Community Standards, which could issue additional disciplinary measures up to and including suspension or expulsion from the University and/or eviction from University housing.

COMMUNICABLE DISEASES & BLOOD-BORNE PATHOGEN POLICY

Although rewarding, the nursing profession is full of occupational risks, including potential exposure to diseases and bodily fluids. The School of Nursing recognizes the importance of minimizing the exposure of students and/or patients in a clinical setting to communicable diseases and blood-borne pathogens, as defined by the Centers for Disease Control (CDC). The SON emphasizes this through education regarding Universal Precautions, proper hand hygiene and disinfection/decontamination procedures, and collection of student immunization and health screening records. Students must adhere to the University Exposure Control plan as well as the Exposure Control Plan of the assigned clinical agency.

However, while steps can and must be taken to mitigate these risks, but such risks cannot be entirely avoided. Exposures to blood or body fluids that occur as a result of needle sticks, cuts, splashes, or sprays that occur during clinical experiences could result in transmission of blood borne disease (such as Hepatitis B, Hepatitis C, or HIV). Care should be taken to ensure student and patient safety. In the event of an exposure, the following procedure is to be followed:

1. Wash site immediately and thoroughly with soap and water to remove and potentially infectious fluid and tissue. Flush mucous membranes with water.
2. Immediately report exposure to SON Faculty and, if applicable, to the appropriate authorities at the clinical site. Following care as outlined below, appropriate ECU Nursing Program and clinical agency forms also should be completed as directed.
3. Post-exposure care: Students should access care by proceeding to the nearest health care provider or emergency facility or, if applicable, by following the Exposure Control Plan of the clinical site, which may offer on-site medical care.
4. Follow-up of post-exposure care: Students should follow-up within a week at the facility where care was received to confirm that all blood tests have been reviewed and that appropriate treatment is in place. Additional follow-up may be required, and students must follow the advice of the health care provider.

A student's decision to participate in the AASN Program and otherwise pursue a career in the nursing profession demonstrates an understanding and acceptance of these inherent risks. Students bear responsibility for taking necessary precautions to minimize these risks to the fullest extent possible and, in the event of an exposure, are solely responsible for all financial costs associated with any necessary post-exposure care. Students are encouraged to promptly consult their insurance providers for any inquiries regarding coverage for post-exposure care as well as the associated processes and procedures.

LATEX SENSITIVITY/ALLERGY POLICY

Those persons with known sensitivity to latex shall be treated as if they have a known allergy. Students may be requested to provide documentation from their health care provider.

Purpose

To provide general information about latex products and potential types of allergic reactions. Procedure for those persons with sensitivity/allergy to latex.

Scope

Pertains to all students and faculty.

Responsibility

- Students are responsible for providing accurate allergy history.
- College will provide persons with non-latex gloves upon request in the laboratory setting.
- Students are responsible for preventing and/or limiting their exposure to latex in laboratory/clinical situations.
- If a latex sensitivity/allergy exists, the student understands that 100% prevention of exposure to latex in any laboratory/clinical situation may not be possible and that they may experience a life-threatening allergic reaction.
- Thus, if a latex sensitivity/allergy exists at any time during the program of study, the student must consult with their health care provider to determine whether pursuing a career in nursing is medically appropriate and feasible.

TOBACCO PRODUCTS

Policy Statement

EKU supports initiatives designed to foster a healthy campus climate for EKU faculty, staff, students, volunteers, vendors, patrons, customers, guests, visitors and Persons employed as an EKU contractor. This Policy is designed to support health initiatives for EKU and its extended regional campuses by designating all EKU owned, rented and leased property as Tobacco-free, including surrounding exterior spaces and recreational areas.

The Tobacco Free policy is located at:

<https://www.eku.edu/in/policies/tobacco-free-campus/>

GENERAL INFORMATION

AASN EXPENSES

In addition to regular University fees and cost of books, students of Associate Degree nursing should anticipate additional expenses as follows:

First SEMESTER

- +Uniform from American Scrub Company
- +White or black leather shoes
- +Name badge (provided by School of Nursing)
- Wristwatch with second hand
- *Bandage scissor
- *Stethoscope
- Pen Light
- Transportation Costs
- ++ Professional Liability Insurance
- Course Fees
- Complio clinical document manager
- Health Insurance
- iPad
- Textbooks

Third SEMESTER

- Transportation Costs
- ++Professional Liability Insurance
- Course Fees
- Textbooks
- Apply for graduation

Second SEMESTER

- Transportation Costs
- ++Professional Liability Insurance
- Course Fees
- Textbooks

Fourth SEMESTER

- Transportation Costs
- Application fee for Licensure
- ++Professional Liability Insurance
- Course Fees
- NCLEX Application Requires Current Photo
- NCLEX and State Application Fees
- Textbooks

Notice: Application for Graduation and associated fees are required the semester prior to graduation.

* Some of these items may be deductible on income tax. You should retain proof of payment for this purpose.

+ See example shown in the "Clinical Information" section – AASN dress code

++Purchase through Eastern Kentucky University for period of August 1 – July 31.

PREPARING FOR GRADUATION

Students should apply for graduation during the semester PRIOR to graduation. This will trigger a pre-graduation review by ECU professional advisors/graduation experts to determine the earliest, reasonable graduation semester. Additional information related to graduation from ECU is available at <https://registrar.ecu.edu/applying-graduation>

SOURCES OF FINANCIAL AID FOR STUDY IN NURSING

Scholarships may be available to students from Kentucky Board of Nursing, clinical agencies, and from ECU. For information about additional scholarship opportunities and eligibility requirements, students should contact Big E Central regarding ECU Foundation Scholarships, review scholarship opportunities available through the Kentucky Board of Nursing (KBN), and check with hospitals and other employing agencies.

The Robert R. Martin Student Emergency Loan Fund (S.E.L.F.) is a source of short-term emergency loans to students who have been admitted into their major in the College of Health Sciences. The loan may be made for up to \$150 for a maximum of 90 days. Application can be made through the Health Sciences Learning Resource Center (HSLRC), Rowlett 310.

STUDENT NURSING ASSOCIATION

Students are encouraged to become members of the Nursing Student Network (NSN). The organization meets regularly for programs including speakers, film topics related to nursing, service projects, and field trips to places of interest to members.

At the beginning of each semester, incoming students are oriented to this organization. The organization offers the students in nursing their first opportunity to become involved in professional organization activities.

Students pay dues which entitle them to membership at the local, state (Kentucky Association of Nursing Students), and national (National Student Nurses Association) levels. Students are encouraged to attend the state and national convention. Fund raising projects are conducted throughout the year to help pay expense of members who attend the state and national conventions.

The local association is governed by an executive board which is elected by the membership late in the spring semester. Faculty advisors are appointed by the School Chair, in consensus with the Chapter members.

PREPARING FOR LICENSURE

Application to take the National Council Licensure Examination for registered nurses (NCLEX-RN) must be completed with Pearson Vue and with the Board of Nursing in the state in which the license will be issued. These should be completed during the student's final semester in the program.

Those students taking the licensure examination in Kentucky apply through the Kentucky Board of Nursing Nurse Portal (<https://kybn.boardsofnursing.org/kybn>). Registration with Pearson VUE may be completed at <https://www.nclex.com/registration.page>. Application must be made, and fees must be paid to both the state nursing board and Pearson VUE prior to admission to the licensure exam. Additional instructions and requirements are provided on the Kentucky Board of Nursing website (<https://kybn.boardsofnursing.org/kybn>).

Students who wish to take the licensing examination in a state other than Kentucky should contact the Board of Nursing of that state early in the final semester for an application form. The form should be given to the School Chair to complete the School of Nursing's section as early as possible.

The SON seeks to collaborate with the Board of Nursing and other agencies involved in the examination and/or certification of nursing professionals to the fullest extent possible in the best interest of all students, the SON, and the University. There may be times, though, that, in order to provide examination and/or certification agencies (e.g., Board of Nursing) with all information and records sought, a student will be asked to complete a voluntary consent permitting SON to disclose relevant FERPA-protected information to such agencies. Students providing this consent often benefit as it can enhance the speed of remediation of any questions or concerns.

SCHOOL OF NURSING COMMITTEE PARTICIPATION

AASN student representation to the Faculty Organization of the School of Nursing and to the designated standing committees shall be selected by faculty and must be second or third semester students in good standing.

The student representation shall be:

AASN Readmission Committee

One (1) second or third semester student who serves only when policy revisions are considered.

Student Support Committee

One second or third semester AASN student and one BSN junior or senior student.

Faculty Organization Committee

One second or third semester AASN student or one BSN junior or senior student and one graduate student.

Academic Practices

One (1) student appointed by the School Chair.

AASN Curriculum Committee

One (1) second or third semester student.

FORMS

HOW TO APPLY

Helpful information on *how to apply* to the AASN program:

<https://nursing.eku.edu/how-apply-aasn>

Deadlines for admission: **May 15** for Fall entrance and **October 31st** for Spring entrance.

NOTE: To be eligible for admission, students must first apply to the University and be admitted to Eastern Kentucky University before AASN applications can be processed. AASN Applicants will be notified of the School of Nursing admission decision through the applicant's official ECU student email account. It is important to activate and monitor the ECU email account as soon as possible upon admission to the University as this will be the official mode of all communication with applicants.

**EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING
ASSOCIATE OF APPLIED SCIENCE IN NURSING PROGRAM
ADMISSION SCALE**

Student: _____ EKU Student ID: _____

Current EKU GPA (If applicable, high school GPA, or if not an EKU student, cumulative college GPA. If college hours are earned then must use EKU GPA of college GPA): *minimum 2.50 GPA required	Points possible = 4 (3.50 GPA = 3.5 points)	Total points earned:
HESI A2 Nursing Assessment Exam: • Reading comprehension • Grammar • Vocabulary • Math	Points possible: 40 90-100 = 10 80-89 = 5 79 or below = 0	
Support Courses must be completed within 5 years of application for admission ** Students must receive a grade of "C/2.0" or better in all support courses (BIO 208/208L, BIO 308/308L, BIO 273 or MLS 209/211). (Support courses listed below are NOT prerequisite courses.)	Points possible: 6 Points awarded for each course completed: A = 2 points B = 1 points C = 0 points D/F = -2 points (deduction)	Total points earned: All deficiencies and first passing grade within 5 years of admission will be counted in point calculation
BIO 208/208L (not a prerequisite course) Human Anatomy and Physiology I		
BIO 308/308L (not a prerequisite course) Human Anatomy and Physiology II		
BIO 273 or MLS 209/211 (not a prerequisite course) Microbiology		
Previous Nursing Program Enrollment/Transfer		
Previous enrollment and/or transfer from another nursing program	Four points will be deducted for each nursing course failure	

Date: _____ Total points earned toward admission: _____
Revised June 2025

NAME: _____ ECU ID: _____

Application DegreeWorks

_____ COVID-19 Vaccine: _____ / ____ / ____
Vaccine #1 Vaccine #2

_____ MMR Vaccines/Titer: _____ / ____ / ____ or (titer) _____ / ____ / ____
Vaccine #1 Vaccine #2

_____ Tdap Vaccine: _____ / ____ / ____

_____ Hepatitis B Vaccines/Titer: _____ / ____ / ____ or (titer) _____ / ____ / ____
Vaccine #1 Vaccine #2 Vaccine #3

_____ Tuberculosis Screening (2-step PPD OR Blood Test)

2-step PPD Option: TB Test 1 Administered: _____ / ____ / ____ Read: _____ / ____ / ____ Lot number: _____ Vial Exp. Date _____ / ____ / ____
TB Test 2 Administered: _____ / ____ / ____ Read: _____ / ____ / ____ Lot number: _____ Vial Exp. Date _____ / ____ / ____

OR

(To be considered a 2-step PPD, first and second TB tests must be received 1-3 weeks apart.)

Blood Test Option: Date: _____ / ____ / ____

_____ CPR: American Heart Association, Basic Life Support: _____ / ____ / ____
Exp. Date

_____ Varicella Vaccines/Titer: _____ / ____ / ____ or (titer) _____ / ____ / ____
Vaccine #1 Vaccine #2

_____ Criminal Records Check through Complio

_____ Drug Screening through Complio

_____ Health Insurance Verification Letter Date: _____ / ____ / ____ Effective Date: _____ / ____ / ____
Group or ID Number: _____
(Your name MUST be listed on the letter.)

Annual Influenza Vaccine (Due by October 31st/Fall applicants only) _____ / ____ / ____

Chair Approved & Date

**EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING
ASSOCIATE OF APPLIED SCIENCE IN NURSING PROGRAM
ADMISSION APPLICATION checklist**

Deadlines for admission: **May 15** for Fall entrance and **October 31st** for Spring entrance.

Applicants may refer to the separate *Application Information* document for detailed instructions.

NOTE: To be eligible for admission, students must first apply to the University and be admitted to Eastern Kentucky University before applications can be processed. Applicants will be notified of the admission decision through the applicant's official EKU student email account. It is important to activate and monitor the EKU email account as soon as possible upon admission to the University as this will be the official mode of all communication with applicants.

Applications can be hand-delivered to the School of Nursing Office, emailed to nursing@eku.edu using an EKU student email account, or mailed to:

**EKU School of Nursing
Associate of Applied Science in Nursing Program
Rowlett 223
521 Lancaster Avenue
Richmond, KY 40475**

Questions regarding application submission can be directed to the School of Nursing office at (859) 622-1827

Applicant Checklist for Submission:

1. _____ Completed AASN Admission Application
2. _____ Submitted application for University admission (if not a current EKU student)
3. _____ Completed (or scheduled) HESI A2 Nursing Admission Assessment Exam
4. _____ Completed and uploaded all clinical agency requirements in Complio
5. _____ **Transfer Student:** Submit copies of all transcripts
 - a. Students transferring from another nursing program must also submit:

_____ Completed application including **Application for Admission by Exception** (page 3) and **Applicant Information Form For Previous Nursing Program Enrollment** (page 4). The Applicant Information form must be completed by the Director of the former nursing program(s). It is the responsibility of the applicant to complete the top portion of this form and forward to the nursing program.
6. _____ Submit application and all required information prior to application deadline.

ADMISSION APPLICATION - ASSOCIATE OF APPLIED SCIENCE IN NURSING

Application for admission to: Fall semester 20____ Spring semester 20____

Name:		Gender: ☐ Male ☐ Female	
Date of Birth (mm/dd/yyyy)		EKU ID (if known):	
Address:			
City/State:	County:	Zip Code:	
Email:		Home phone:	
		Cell phone:	
High School (attending/attended):		Date of graduation (month/year):	
Are you currently enrolled at ECU? ☐ Yes ☐ No		Previously enrolled at ECU? ☐ Yes ☐ No	
List all previous Colleges and Universities attended:			
Total University/College hours completed:		Degree received:	

1. Are you a Licensed Practical Nurse? ☐ Yes ☐ No If yes, please provide license verification form.

2. Have you ever been enrolled in a Nursing program? ☐ Yes ☐ No If yes, please complete the Application for Admission by Exception (page 66) and Applicant Information Form (page 67).

ASSOCIATE OF APPLIED SCIENCE IN NURSING
Application for Admission – Previous Nursing School Enrollment

Please complete in entirety. Attach additional pages as necessary:

Please state why you are transferring from another Nursing Program:

If applicable, did you apply for readmission to the previous program? ☐ Yes ☐ No

If yes, what was the result?

Nursing Program Director Form for Previous Nursing Program Enrollment

To be completed by the nursing applicant:

Student name:	Student ID number:
School name and type of Nursing Program:	Telephone/Contact information:
Dates enrolled: _____ / _____ to _____ / _____ Month Year Month Year	

I request that the following information be provide to the ECU School of Nursing. I do / do not (circle one) waive my right under the Family Educational Rights and Privacy Act (FERPA) to inspect this reference that will be filed in my student record.

Signature

Date

To be completed by the Nursing Program Director:

The above student has applied for admission to the Associate Degree Nursing Program at Eastern Kentucky University and has requested the following information be provided:

Was the student's performance satisfactory in all areas while in your program? ☐ Yes ☐ No
If no, please indicate any deficiencies by selecting the appropriate category(ies) below:
☐ Nursing theory grade below passing
☐ Clinical performance unsatisfactory
☐ Withdrew from course(s) in which performance was deficient /unsatisfactory at the time of withdrawal
☐ Other (please describe):
Did the student apply for readmission to your program? ☐ Yes ☐ No
Is this student eligible for readmission to your program? ☐ Yes ☐ No
If not eligible for readmission, please list reasons:
Please comment on your opinion of the applicant's potential for success:

Signature

Title

Date

Please submit to: Lisa.garvey@eku.edu

**EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING**

Application for Admission-Consideration by Exception

Student Section: To be completed by students seeking admission by exception. Please return fully completed documents by **May 15** for Fall Semester and **October 31** for Spring Semester

NAME: _____ EKU ID# _____

EKU EMAIL ADDRESS TO WHICH NOTIFICATION OF DECISION LETTER IS TO BE SENT:

_____@mymail.eku.edu

(____) _____ - _____ (____) _____ - _____ (____) _____ - _____
Cell Phone Home Phone Other

Admission is desired to _____ for _____ 2 _____
(course) (semester) (year)

Your presence is not required when your application for admission is reviewed by the committee. If you choose to appeal the committee's decision, your presence is recommended at the committee meeting.

Please state the reasons (**extraordinary circumstances**) for consideration for admission by exception (use back of form or additional pages if needed):

Please state why the committee should act favorably on your request:

NOTE: The following items must be included with your application for it to be complete.

1. Copy of **your unofficial transcript report from EKU Direct**.
2. List of courses you are taking this Summer/Semester.
3. Application for Admission to Associate of Applied Science in Nursing Program.

Signature

Date

Revised 01/10

**EASTERN KENTUCKY UNIVERSITY
STUDENT HEALTH SERVICES**



Tuberculosis Risk Assessment

Name: _____

Student ID: _____ Date: _____

Please answer the following questions:

ASSESSMENT	Yes	No
Have you ever had a positive TB skin test, TB blood test or history of active TB disease?		
Have you ever lived with or had close contact with someone that was sick with TB?		
Do you frequently work with patients that have active TB?		
Have you lived outside of the United States for more than 30 days during your lifetime?		
Have you been employed in or perform regular volunteer work in a jail/prison, nursing home, homeless shelter, healthcare setting or HIV clinic?		
SYMPTOMS		
Unexplained fatigue		
Unexplained weight loss		
Fever		
Night sweats		
Prolonged Cough		
Blood in urine		
Blood in Sputum		

FINDINGS FROM TB RISK ASSESSMENT	
Negative	
Positive for symptoms of TB	
Positive for risk factors for exposure to or acquiring active TB	
Verbal history of positive TST, IGRA or active TB	

Proceed to TST unless verbal history of positive TST, IGRA or active TB.

Provider Signature: _____

**School of Nursing
Student Success Plan**

Student Name: _____ Semester/Year: _____

Course: _____ Course Faculty: _____

Advisor: _____

Professional goal(s):

Academic goal(s):

Identify 2 **specific** goals for this **semester**:

1.

2.

Identify 2 **specific strategies** for success this **semester**:

1.

2.

Student signature/date

Course Faculty signature/date

**EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING**

STUDENT AGREEMENT

I have received an electronic copy of the 2026-2027 Associate of Applied Science in Nursing Student Handbook. The entire contents of this Handbook discussing the policies and procedures of the Associate of Applied Science in Nursing program have been read and understood.

I intend to comply fully with the policies and procedures of the School of Nursing, the Associate of Applied Science in Nursing Student Handbook, policies of assigned clinical agencies, and policies of Eastern Kentucky University.

I hereby affirm that I understand, accept, and will uphold the responsibilities and stipulations of the Eastern Kentucky University Honor Code and Academic Integrity Policy, ANA Code of Ethics, as well as the University and Associate of Applied Science in Nursing Codes of Conduct.

I understand that failure to adhere to these rules, regulations, and guidelines can result in disciplinary measures, denial and/or removal from clinical placement, and/or not completing the major in the desired time frame. I also understand my rights and responsibilities as a student in Eastern Kentucky University Associate of Applied Science in Nursing courses and/or clinical experiences.

Student's Full Name (Printed)

Student's ECU ID #

Student Signature

Date